

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA**

**October 5, 2021**

Fillmore County Courthouse – Boardroom, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person/virtual meetings so that the public can participate in the meeting by phone or virtually if they choose. To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and enter Access Code; 2482 689 0942 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, 2482 689 0942 may need password Aa4Jppp3Zm2**

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

                    Approve Consent Agenda:

                    1. Approve September 28, 2021 County Board minutes

                    Approve Commissioners Warrants

                    Review Finance Warrants

9:05 a.m.      Jason Marquardt, Veteran Services Officer  
                    1. Consider request to approve the 2022 CVSO operational enhancement grant and grant expenditures

9:15 a.m.      Cristal Adkins, Zoning Administrator  
                    1. Consider an access permit for Mitchell & Nikita Albrecht, section 10 of Fillmore Township.

9:20 a.m.      Lindsie Engle, Human Resources Officer  
                    1. Consider request to keep Alexis Hall at 0.9 FTE permanently following the 3 month trial period initiated 6/25/21

9:30 a.m.      Citizen’s Input

9:35 a.m.      Bobbie Hillery, Administrator  
                    1. Discussion and update regarding American Recovery Act Dollars

Calendar review, Committee Reports and Announcements

**Meetings:**

|                                   |           |                       |             |
|-----------------------------------|-----------|-----------------------|-------------|
| Tuesday, October 5 <sup>th</sup>  | 9:00 a.m. | Special Board Meeting | ALL         |
| Monday, October 11 <sup>th</sup>  | 6:00 p.m. | DAC                   | Lentz       |
| Monday, October 11 <sup>th</sup>  | 6:30 p.m. | Semac (St. Charles)   | Dahl        |
| Tuesday, October 12 <sup>th</sup> | 8:00 a.m. | Facilities (CR 102U)  | Dahl, Hindt |
| Tuesday, October 12 <sup>th</sup> | 9:00 a.m. | Regular Board Meeting | ALL         |

**COMMITTEE OPENINGS:**

|                                               |
|-----------------------------------------------|
| Community Corrections Task Force – District 2 |
|-----------------------------------------------|

|                         |
|-------------------------|
| meets quarterly at noon |
|-------------------------|

This is a preliminary draft of the September 28, 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 28th day in September, 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. Others present were: Ron Gregg, Highway Engineer; Cristal Adkins, Zoning Administrator; Bobbie Hillery, Administrator/Clerk; Julia McCaslin, Accounting Technician; Sarah Monroe, DFO Victim Services; Laura Nauman, Women's Shelter; Jessica Erickson, Public Health Director of Nursing; Brent Kohn, Highway Maintenance Supervisor; Kevin Olson, Social Services Manager; Lisa Dierks, University of Minnesota, Regional Director Southern MN; Michael Cruse, Ag Educator; Lukas Phillips, Youth Development Educator; Bonita Underbakke and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Tara Kraling, Accounting Technician; Lori Affeldt, Finance Director; Lindsie Engle, Human Resources Officer; and Travis Warmka.

The Pledge of Allegiance was recited.

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

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

1. Approve September 14th, 2021 County Board minutes

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

The Finance Department warrants were reviewed.

Sara Monroe, DFO Victim Services and Laura Nauman, Women's Shelter were present.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the proclamation for October as Domestic Violence Awareness Month.

The various activities for the month were discussed; October 5<sup>th</sup> Soup for the Soul, October 12<sup>th</sup> Open House, October 19<sup>th</sup> "Why Does She Stay" and October 26<sup>th</sup> Wear Purple. A flyer of all activities was presented to the Board.

Lisa Dierks, Lukas Phillips & Michael Cruse, Representatives for the University of Minnesota, Extension were present.

Ms. Dierks discussed the corrected Memorandum of Agreement (“MOA”) contract removing the recommendation for the Ag Intern. She also verified the agreement is three years, which allows counties to budget the 4-H intern along with the Extension agreement.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the corrected MOA Addendum for 2022-2024.

Lisa Dierks introduced the new Youth Development Educator for Fillmore County. Phillips noted that he is excited to work in Fillmore County and looks forward to the opportunities in his new role.

Michael Cruse, University of Minnesota Ag Educator for Fillmore and Houston Counties informed the board that after 6 years he will be leaving his position for a position with the Minnesota Department of Agriculture. He appreciated the opportunity he had here and wishes the Board the best as they search for a new candidate to fill his role.

Ms. Dierks provided an overview of the Agriculture Educator position and the hiring process. The Extension Committee from Fillmore and Houston County are looking for a permanent hire, but will hire an interim in the meantime.

Kevin Olson, Social Services was present.

On motion by Hindt and seconded by Lentz, the Board unanimously approved the 2022/23 Foster Care transportation contract between Fillmore Central, Kingsland, Lanesboro, Rushford-Peterson, Mabel-Canton School districts and Fillmore County Social Services.

Cristal Adkins, Zoning Administrator was present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved an access permit for Jerry Gingerich, section 34 of Amherst Township.

Jessica Erickson, Director of Nursing was present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the **RESOLUTION 2021-048**: for Authorizing Execution of Grant Agreement.

Citizens input opened at 9:30 a.m. and closed at 9:30 a.m., as there was no one present to speak.

Ron Gregg, Highway Engineer was present to speak.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the **RESOLUTION 2021-049:** for the 2021 Bruening Rock Products contract.

Mr. Gregg requested board approval for himself and Darrell Schmitt to attend the American Concrete Pavement Association Conference in California. Gregg informed the Board that Fillmore County is receiving an award for the County 1 project and that they would like to be able to be present at the conference to receive the award.

On motion by Bakke and seconded by Prestby, the Board unanimously approved Ron Gregg and Darrell Schmitt from the Highway Department to do out of state travel to attend the American Concrete Pavement Association Conference, with the ability to exceed the \$500 out of state travel policy as long as they travel within their department travel budget.

Mr. Gregg also informed the board that for a second year in the row the bridges in Fillmore County are 100 % in compliance during inspection. Gregg noted Darrell Schmitt has done an excellent job leading the team and wants to ensure the public they are on top of bridge inspections. The board noted they appreciate the work bridge inspectors have done with bridge compliance.

Discussion ensued regarding the purchase of a motor grader. Gregg noted there is \$350,000 in the 2022 budget for a motor grader. Paperwork was handed out with a quotes from John Deere and Ziegler. No decision was made at this time. Gregg just wanted to provide the information ahead of the request that will be coming in a few weeks.

The chair recessed the meeting at 10:34 a.m. and resumed back in session at 10:40 a.m.

John DeGeorge, Sheriff was present by Webex.

DeGeorge presented a draft of a proposed All- Terrain Vehicles ordinance. Administrator Hillery gave a breakdown on what steps would need to be taken to enact an ordinance. Discussion ensued. Bakke provided some word omits and changes. DeGeorge noted he would bring back the proposed 2<sup>nd</sup> draft at the next Board meeting.

Bobbie Hillery, Administrator was present.

Ms. Hillery presented the 2022 Budget numbers and a proposed Preliminary Levy for 2022. The insurance changes to the budget numbers along with suggested adjustments was provided in a spreadsheet which concluded with a suggested preliminary levy increase of 3.49% from 2021 to 2022.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the **RESOLUTION 2021-050:** Preliminary Levy for 2022.



A review of the calendar was made with the following committee reports and announcements given: Bakke- historical society annual meeting is October 30th talking about German POWS stationed in Minnesota. Bakke went over the One Watershed One Plan. Bakke and Lentz Wellness met last week with and listed upcoming events in the county. Bakke and Lentz – AMC Policy Committee meetings.

On motion by Prestby and seconded by Hindt, the Chair adjourned the meeting at 11:30 a.m.

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9/30/21 11:02AM

1 County Revenue Fund

## \*\*\* 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             |                |
| 3  | DEPT        |                             |      | Board Of Commissioners |                                |                               |                |
|    | 5887        | Dahl/Randy                  |      |                        |                                |                               |                |
|    |             | 01-003-000-0000-6335        |      | 84.00                  | Sept 21 Meeting Mileage        | Employee Automobile Allowance | N              |
|    |             |                             |      | 09/07/2021 09/28/2021  |                                |                               |                |
|    | 5887        | Dahl/Randy                  |      | 84.00                  | 1 Transactions                 |                               |                |
|    | 82132       | Fillmore Co Journal         |      |                        |                                |                               |                |
|    |             | 01-003-000-0000-6233        |      | 206.82                 | Summary of 8/24 Mtg Minutes    | Publications                  | N              |
|    |             |                             |      | 09/13/2021 09/13/2021  | 127142                         |                               |                |
|    |             | 01-003-000-0000-6233        |      | 218.31                 | Summary of 9/7 Mtg Minutes     | Publications                  | N              |
|    |             |                             |      | 09/20/2021 09/20/2021  | 127888                         |                               |                |
|    | 82132       | Fillmore Co Journal         |      | 425.13                 | 2 Transactions                 |                               |                |
|    | 1152        | Prestby/Marc                |      |                        |                                |                               |                |
|    |             | 01-003-000-0000-6335        |      | 100.80                 | Sept 2021 Meeting mileage      | Employee Automobile Allowance | N              |
|    |             |                             |      | 09/03/2021 09/28/2021  |                                |                               |                |
|    | 1152        | Prestby/Marc                |      | 100.80                 | 1 Transactions                 |                               |                |
| 3  | DEPT Total: |                             |      | 609.93                 | Board Of Commissioners         | 3 Vendors                     | 4 Transactions |
| 60 | DEPT        |                             |      | Information Systems    |                                |                               |                |
|    | 6677        | CPS Technologies            |      |                        |                                |                               |                |
|    |             | 01-060-000-0000-6640        |      | 1,895.00               | Oct 2021 Maintenance           | Equipment Purchased           | N              |
|    |             |                             |      | 09/15/2021 09/15/2021  | 380825                         |                               |                |
|    | 6677        | CPS Technologies            |      | 1,895.00               | 1 Transactions                 |                               |                |
|    | 2545        | Marco,Inc                   |      |                        |                                |                               |                |
|    |             | 01-060-000-0000-6640        |      | 15,926.01              | 9/20/21-10/19/21 Contract base | Equipment Purchased           | N              |
|    |             |                             |      | 09/20/2021 10/19/2021  | INV9147230                     |                               |                |
|    |             | 01-060-000-0000-6640        |      | 152.75                 | Legacy-Zix 9/26/21-10/25/21    | Equipment Purchased           | N              |
|    |             |                             |      | 09/26/2021 10/25/2021  | INV9164731                     |                               |                |
|    | 2545        | Marco,Inc                   |      | 16,078.76              | 2 Transactions                 |                               |                |
| 60 | DEPT Total: |                             |      | 17,973.76              | Information Systems            | 2 Vendors                     | 3 Transactions |
| 62 | DEPT        |                             |      | Elections              |                                |                               |                |
|    | 4430        | SEACHANGE PRINT INNOVATIONS |      |                        |                                |                               |                |
|    |             | 01-062-000-0000-6461        |      | 1,052.32               | 2021 Special Election ballots  | Ballots                       | Y              |
|    |             |                             |      |                        | 39817                          |                               |                |

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|--------|----------------------------------------------------------------|------|----------|-----------------------------------------------------------------|---------------|-------------------------------|------|
| No.    | Account/Formula                                                | Accr |          | Service Dates                                                   | Paid On Bhf # | On Behalf of Name             |      |
| 4430   | SEACHANGE PRINT INNOVATIONS                                    |      | 1,052.32 | 09/24/2021 09/24/2021<br>1 Transactions                         |               |                               |      |
| 62     | DEPT Total:                                                    |      | 1,052.32 | Elections                                                       | 1 Vendors     | 1 Transactions                |      |
| 103    | DEPT                                                           |      |          | Assessor                                                        |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH<br>01-103-000-0000-6244 |      | 799.95   | KP Appraisal Courses<br>09/24/2021 09/24/2021<br>1 Transactions |               | Continuing Education          | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH                         |      | 799.95   |                                                                 |               |                               |      |
| 103    | DEPT Total:                                                    |      | 799.95   | Assessor                                                        | 1 Vendors     | 1 Transactions                |      |
| 104    | DEPT                                                           |      |          | Gis                                                             |               |                               |      |
| 272    | Newman Signs<br>01-104-000-0000-6514                           |      | 117.09   | Signs<br>09/27/2021 09/27/2021<br>1 Transactions                | TRFINV034026  | Address Signs                 | N    |
| 272    | Newman Signs                                                   |      | 117.09   |                                                                 |               |                               |      |
| 104    | DEPT Total:                                                    |      | 117.09   | Gis                                                             | 1 Vendors     | 1 Transactions                |      |
| 105    | DEPT                                                           |      |          | Planning And Zoning                                             |               |                               |      |
| 5479   | Bisek/Andrew R<br>01-105-000-0000-6104                         |      | 90.00    | Sept PC Mtg & Tour per Diem<br>09/20/2021 09/23/2021            |               | Per Diem                      | N    |
|        | 01-105-000-0000-6335                                           |      | 1.68     | Sept PC Tour mileage<br>09/20/2021 09/23/2021                   |               | Employee Automobile Allowance | N    |
| 5479   | Bisek/Andrew R                                                 |      | 91.68    | 2 Transactions                                                  |               |                               |      |
| 2540   | Duxbury/Steve<br>01-105-000-0000-6104                          |      | 90.00    | Sept PC Mtg & Tour per Diem<br>09/20/2021 09/23/2021            |               | Per Diem                      | N    |
|        | 01-105-000-0000-6335                                           |      | 22.40    | Sept PC Mtg & Tour mileage<br>09/20/2021 09/23/2021             |               | Employee Automobile Allowance | N    |
| 2540   | Duxbury/Steve                                                  |      | 112.40   | 2 Transactions                                                  |               |                               |      |
| 4874   | JOHNSON/TRINITY<br>01-105-000-0000-6104                        |      | 45.00    | Sept PC Meeting per Diem                                        |               | Per Diem                      | N    |

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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             |      |
|        | 01-105-000-0000-6335                   |      | 09/20/2021 09/20/2021<br>Sept PC Meeting mileage     |               | Employee Automobile Allowance | N    |
| 4874   | JOHNSON/TRINITY                        |      | 09/20/2021 09/20/2021<br>2 Transactions              |               |                               |      |
| 6904   | Ruskell/Gary L                         |      |                                                      |               |                               |      |
|        | 01-105-000-0000-6104                   |      | 09/20/2021 09/23/2021<br>Sept PC Mtg & Tour per Diem |               | Per Diem                      | N    |
|        | 01-105-000-0000-6335                   |      | 09/20/2021 09/23/2021<br>Sept PC Mtg & Tour mileage  |               | Employee Automobile Allowance | N    |
| 6904   | Ruskell/Gary L                         |      | 09/20/2021 09/23/2021<br>2 Transactions              |               |                               |      |
| 6315   | Thompson/Thomas A                      |      |                                                      |               |                               |      |
|        | 01-105-000-0000-6104                   |      | 09/20/2021 09/20/2021<br>Sept PC Tour per Diem       |               | Per Diem                      | N    |
|        | 01-105-000-0000-6335                   |      | 09/20/2021 09/20/2021<br>Sept PC Tour mileage        |               | Employee Automobile Allowance | N    |
| 6315   | Thompson/Thomas A                      |      | 09/20/2021 09/20/2021<br>2 Transactions              |               |                               |      |
| 105    | DEPT Total:                            |      | 458.00 Planning And Zoning                           | 5 Vendors     | 10 Transactions               |      |
| 111    | DEPT                                   |      | Facilities Mtce                                      |               |                               |      |
| 6978   | Aramark Uniform & Career Apparl Grou   |      |                                                      |               |                               |      |
|        | 01-111-000-0000-6377                   |      | 09/22/2021 09/22/2021<br>Dust mop service            | 256000033908  | Fees And Service Charges      | N    |
| 6978   | Aramark Uniform & Career Apparl Grou   |      | 09/22/2021 09/22/2021<br>1 Transactions              |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                                                      |               |                               |      |
|        | 01-111-000-0000-6317                   |      | 09/21/2021 09/21/2021<br>Air handler filters         |               | Building Maintenance          | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 09/21/2021 09/21/2021<br>1 Transactions              |               |                               |      |
| 9118   | Preston Servicemen's Club-Flag Account |      |                                                      |               |                               |      |
|        | 01-111-000-0000-6377                   |      | 09/29/2021 09/29/2021<br>3 Flags for the Courthouse  |               | Fees And Service Charges      | N    |
| 9118   | Preston Servicemen's Club-Flag Account |      | 09/29/2021 09/29/2021<br>1 Transactions              |               |                               |      |

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|     | <u>Vendor Name</u>                    | <u>Rpt</u>  |               | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-----|---------------------------------------|-------------|---------------|----------------------------|----------------------|----------------------------------|-------------|
|     | <u>No. Account/Formula</u>            | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 111 | DEPT Total:                           |             | 281.58        | Facilites Mtce             | 3 Vendors            | 3 Transactions                   |             |
| 149 | DEPT                                  |             |               | Other General Government   |                      |                                  |             |
|     | 6157 Further                          |             |               |                            |                      |                                  |             |
|     | 01-149-000-0000-6289                  |             | 459.25        | Sept Participation Fee     | 15786642             | Select Account Adm.              | N           |
|     |                                       |             |               | 08/01/2021 08/31/2021      |                      |                                  |             |
|     | 6157 Further                          |             | 459.25        | 1 Transactions             |                      |                                  |             |
|     | 4344 OFFICE OF MNIT SERVICES          |             |               |                            |                      |                                  |             |
|     | 01-149-000-0000-6203                  |             | 1,338.65      | August 2021 WAN Services   | DV21080326           | Telephone                        | N           |
|     |                                       |             |               | 09/16/2021 09/16/2021      |                      |                                  |             |
|     | 4344 OFFICE OF MNIT SERVICES          |             | 1,338.65      | 1 Transactions             |                      |                                  |             |
|     | 6050 Wright/Sandra                    |             |               |                            |                      |                                  |             |
|     | 01-149-000-0000-6104                  |             | 45.00         | HRA Meeting per diem       |                      | Per Diem                         | N           |
|     |                                       |             |               | 09/20/2021 09/20/2021      |                      |                                  |             |
|     | 6050 Wright/Sandra                    |             | 45.00         | 1 Transactions             |                      |                                  |             |
| 149 | DEPT Total:                           |             | 1,842.90      | Other General Government   | 3 Vendors            | 3 Transactions                   |             |
| 202 | DEPT                                  |             |               | Sheriff                    |                      |                                  |             |
|     | 4120 Olmsted County                   |             |               |                            |                      |                                  |             |
|     | 01-202-000-0000-6357                  |             | 525.00        | EVOC Training              | SHER-138855          | Peace Officer Training Expense   | N           |
|     |                                       |             |               | 09/23/2021 09/23/2021      |                      |                                  |             |
|     | 4120 Olmsted County                   |             | 525.00        | 1 Transactions             |                      |                                  |             |
|     | 6686 Root River Auto Bus & Diesel LLC |             |               |                            |                      |                                  |             |
|     | 01-202-000-0000-6310                  |             | 102.45        | 2304 Squad Maintenance     | 11033                | Contract Repairs And Maintenance | Y           |
|     |                                       |             |               | 09/22/2021 09/22/2021      |                      |                                  |             |
|     | 6686 Root River Auto Bus & Diesel LLC |             | 102.45        | 1 Transactions             |                      |                                  |             |
| 202 | DEPT Total:                           |             | 627.45        | Sheriff                    | 2 Vendors            | 2 Transactions                   |             |
| 251 | DEPT                                  |             |               | County Jail                |                      |                                  |             |
|     | 81511 Preston Foods                   |             |               |                            |                      |                                  |             |
|     | 01-251-000-0000-6377                  |             | 95.49         | Jail supplies              |                      | Fees And Service Charges         | N           |
|     |                                       |             |               | 08/25/2021 09/23/2021      |                      |                                  |             |

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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               |
| 81511  | Preston Foods              |      | 95.49               | 1 Transactions               |                           |                                 |
| 251    | DEPT Total:                |      | 95.49               | County Jail                  | 1 Vendors                 | 1 Transactions                  |
| 441    | DEPT                       |      |                     | Public Health                |                           |                                 |
| 106    | Fillmore Co Treasurer      |      |                     |                              |                           |                                 |
|        | 01-441-000-0000-6335       |      | 114.58              | LTC Mileage                  |                           | Employee Automobile Allowance N |
|        |                            |      |                     | 09/21/2021 09/21/2021        |                           |                                 |
| 106    | Fillmore Co Treasurer      |      | 114.58              | 1 Transactions               |                           |                                 |
| 3370   | Haakenson Electric, Inc    |      |                     |                              |                           |                                 |
|        | 01-441-000-0000-6447       |      | 920.68              | 2 outlets, move light switch | 5943                      | LPHA Grant Expenses N           |
|        |                            |      |                     | 09/16/2021 09/16/2021        |                           |                                 |
| 3370   | Haakenson Electric, Inc    |      | 920.68              | 1 Transactions               |                           |                                 |
| 83550  | Kelly Printing & Signs LLC |      |                     |                              |                           |                                 |
|        | 01-441-000-0000-6447       |      | 62.94               | PH & Paula business cards    | 226405                    | LPHA Grant Expenses N           |
|        |                            |      |                     | 09/08/2021 09/08/2021        |                           |                                 |
| 83550  | Kelly Printing & Signs LLC |      | 62.94               | 1 Transactions               |                           |                                 |
| 441    | DEPT Total:                |      | 1,098.20            | Public Health                | 3 Vendors                 | 3 Transactions                  |
| 442    | DEPT                       |      |                     | Wic Program                  |                           |                                 |
| 106    | Fillmore Co Treasurer      |      |                     |                              |                           |                                 |
|        | 01-442-000-0000-6335       |      | 6.45                | WIC Mileage                  |                           | Employee Automobile Allowance N |
|        |                            |      |                     | 09/21/2021 09/21/2021        |                           |                                 |
| 106    | Fillmore Co Treasurer      |      | 6.45                | 1 Transactions               |                           |                                 |
| 442    | DEPT Total:                |      | 6.45                | Wic Program                  | 1 Vendors                 | 1 Transactions                  |
| 443    | DEPT                       |      |                     | Nursing Service              |                           |                                 |
| 20038  | Bridging                   |      |                     |                              |                           |                                 |
|        | 01-443-000-0000-6433       |      | 60.00               | Household essentials #4153   | 19444                     | Waiver Reimbursables N          |
|        |                            |      |                     | 07/19/2021 07/19/2021        |                           |                                 |
| 20038  | Bridging                   |      | 60.00               | 1 Transactions               |                           |                                 |
| 7320   | Sanofi Pasteur Inc         |      |                     |                              |                           |                                 |
|        | 01-443-000-0000-6431       |      | 5,338.24            | Fluzone HD QIV               | 917339103                 | Drugs & Medicine Y              |

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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                    |
| 7320   | Sanofi Pasteur Inc                     |      | 5,338.24            | 09/22/2021 09/22/2021    | 1 Transactions            |                                      |
| 443    | DEPT Total:                            |      | 5,398.24            | Nursing Service          | 2 Vendors                 | 2 Transactions                       |
| 446    | DEPT                                   |      |                     | Mch Program              |                           |                                      |
| 106    | Fillmore Co Treasurer                  |      |                     |                          |                           |                                      |
|        | 01-446-000-0000-6335                   |      | 4.71                | MCH Mileage              |                           | Employee Automobile Allowance N      |
|        |                                        |      |                     | 09/21/2021 09/21/2021    |                           |                                      |
| 106    | Fillmore Co Treasurer                  |      | 4.71                | 1 Transactions           |                           |                                      |
| 1285   | Houston County Public Health           |      |                     |                          |                           |                                      |
|        | 01-446-000-0000-6088                   |      | 18,130.55           | LPH Aug 21               |                           | Houston Grant Passthrough (01-446- N |
|        |                                        |      |                     | 09/28/2021 09/28/2021    |                           |                                      |
|        | 01-446-000-0000-6088                   |      | 1,818.19            | MCH Aug 2021             |                           | Houston Grant Passthrough (01-446- N |
|        |                                        |      |                     | 09/27/2021 09/27/2021    |                           |                                      |
|        | 01-446-000-0000-6088                   |      | 2,689.38            | CTC Aug 2021             |                           | Houston Grant Passthrough (01-446- N |
|        |                                        |      |                     | 09/29/2021 09/29/2021    |                           |                                      |
| 1285   | Houston County Public Health           |      | 22,638.12           | 3 Transactions           |                           |                                      |
| 446    | DEPT Total:                            |      | 22,642.83           | Mch Program              | 2 Vendors                 | 4 Transactions                       |
| 602    | DEPT                                   |      |                     | County Extension Service |                           |                                      |
| 1671   | Regents Of The University Of Minnesota |      |                     |                          |                           |                                      |
|        | 01-602-000-0000-6277                   |      | 222.40              | August Intern-Kaci       | 03000027853               | Alternative Funding Contract N       |
|        |                                        |      |                     | 08/16/2021 08/29/2021    |                           |                                      |
| 1671   | Regents Of The University Of Minnesota |      | 222.40              | 1 Transactions           |                           |                                      |
| 602    | DEPT Total:                            |      | 222.40              | County Extension Service | 1 Vendors                 | 1 Transactions                       |
| 1      | Fund Total:                            |      | 53,226.59           | County Revenue Fund      |                           | 40 Transactions                      |

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13 County Road &amp; Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 8

| 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         |                     |                           |                  |
| 5508   | Brand/Dale              |      |                             |                     |                           |                  |
|        | 13-310-000-0000-6466    |      | 200.00                      | 9/29 safety shoes   | Safety Materials          | N                |
| 5508   | Brand/Dale              |      | 200.00                      | 1 Transactions      |                           |                  |
| 6150   | Cintas Corporation No.2 |      |                             |                     |                           |                  |
|        | 13-310-000-0000-6293    |      | 8.92                        | 9/28 uniform        | Payer12714220             | Uniform Expense  |
| 6150   | Cintas Corporation No.2 |      | 8.92                        | 1 Transactions      |                           | N                |
| 5924   | Core & Main LP          |      |                             |                     |                           |                  |
|        | 13-310-000-0000-6520    |      | 72.00                       | 6/23 culvert repair | P120318                   | Culverts         |
| 5924   | Core & Main LP          |      | 72.00                       | 1 Transactions      |                           | N                |
| 5988   | Preston Auto Parts      |      |                             |                     |                           |                  |
|        | 13-310-000-0000-6466    |      | 51.99                       | 8/2 supplies        | 683742                    | Safety Materials |
| 5988   | Preston Auto Parts      |      | 51.99                       | 1 Transactions      |                           | N                |
| 9109   | Thompson Sand           |      |                             |                     |                           |                  |
|        | 13-310-000-0000-6506    |      | 12,516.00                   | 9/25 sand           |                           | Sand             |
| 9109   | Thompson Sand           |      | 12,516.00                   | 1 Transactions      |                           | N                |
| 6849   | Winona County           |      |                             |                     |                           |                  |
|        | 13-310-000-0000-6505    |      | 2,034.72                    | 9/21 rock           | 20210910                  | Aggregate        |
| 6849   | Winona County           |      | 2,034.72                    | 1 Transactions      |                           | N                |
| 310    | DEPT Total:             |      | 14,883.63                   | Highway Maintenance | 6 Vendors                 | 6 Transactions   |
| 330    | DEPT                    |      | Equipment Maintenance Shops |                     |                           |                  |
| 3691   | Bauer Built Inc         |      |                             |                     |                           |                  |
|        | 13-330-000-0000-6516    |      | 42.00                       | 8/16 labor          | 45442                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 297.72                      | 8/16 tires/parts    | 45442                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 50.00                       | 8/25 labor          | 45575                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 22.50                       | 8/25 tires/parts    | 45575                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 7.50                        | 9/2 tires/parts     | 45685                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 34.00                       | 9/2 labor           | 45685                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 6,083.85                    | 9/21 tires/parts    | 45850                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 327.00                      | 9/21 labor          | 45850                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 33.00                       | 9/27 labor          | 45978                     | Tires & Repairs  |
|        | 13-330-000-0000-6516    |      | 24.50                       | 9/27 tires/parts    | 45978                     | Tires & Repairs  |



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13 County Road &amp; Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

| Vendor | Name                                 | Rpt  | Warrant Description | Invoice #       | Account/Formula Descripti | 1099                              |
|--------|--------------------------------------|------|---------------------|-----------------|---------------------------|-----------------------------------|
| No.    | Account/Formula                      | Accr | Service Dates       | Paid On Bhf #   | On Behalf of Name         |                                   |
| 3691   | Bauer Built Inc                      |      | 6,922.07            | 10 Transactions |                           |                                   |
| 3550   | Emergency Automotive Technology, Inc |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6575                 |      | 399.04              | 9/20 parts      | MP091421-51               | Machinery Parts N                 |
| 3550   | Emergency Automotive Technology, Inc |      | 399.04              | 1 Transactions  |                           |                                   |
| 3714   | Hovey Oil Co Inc                     |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6561                 |      | 1,854.07            | 9/14 #2 diesel  | 3770                      | Gasoline Diesel And Other Fuels N |
| 3714   | Hovey Oil Co Inc                     |      | 1,854.07            | 1 Transactions  |                           |                                   |
| 83550  | Kelly Printing & Signs LLC           |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6575                 |      | 48.00               | 9/9 parts       | 1818                      | Machinery Parts N                 |
| 83550  | Kelly Printing & Signs LLC           |      | 48.00               | 1 Transactions  |                           |                                   |
| 5988   | Preston Auto Parts                   |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6575                 |      | 99.98               | 8/2 parts       | 683655                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 274.25              | 8/4 parts       | 683946                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 27.99               | 8/4 parts       | 684085                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 1.29                | 8/9 parts       | 684500                    | Machinery Parts N                 |
|        | 13-330-000-0000-6317                 |      | 6.99                | 8/9 bldg maint  | 684502                    | Building Maintenance N            |
|        | 13-330-000-0000-6576                 |      | 8.48                | 8/9 supplies    | 684577                    | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6575                 |      | 17.57               | 8/9 parts       | 684615                    | Machinery Parts N                 |
|        | 13-330-000-0000-6576                 |      | 7.69                | 8/9 supplies    | 684634                    | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6575                 |      | 135.65              | 8/10 parts      | 684757                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 69.99               | 8/12 parts      | 684987                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 57.48               | 8/12 parts      | 685027                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 90.00               | 8/13 parts      | 685183                    | Machinery Parts N                 |
|        | 13-330-000-0000-6576                 |      | 4.47                | 8/16 supplies   | 685436                    | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6575                 |      | 0.66                | 8/16 parts      | 685564                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 141.98              | 8/17 parts      | 685695                    | Machinery Parts N                 |
|        | 13-330-000-0000-6576                 |      | 210.23              | 8/18 supplies   | 685734                    | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6317                 |      | 16.78               | 8/18 bldg maint | 685849                    | Building Maintenance N            |
|        | 13-330-000-0000-6575                 |      | 12.49               | 8/19 parts      | 685888                    | Machinery Parts N                 |
|        | 13-330-000-0000-6576                 |      | 7.99                | 8/19 supplies   | 685917                    | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6575                 |      | 5.56                | 8/25 parts      | 686601                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575                 |      | 88.49               | 8/31 parts      | 687319                    | Machinery Parts N                 |
|        | 13-330-000-0000-6317                 |      | 36.99               | 8/31 bldg maint | 687355                    | Building Maintenance N            |
| 5988   | Preston Auto Parts                   |      | 1,323.00            | 22 Transactions |                           |                                   |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor     | <u>Name</u>            | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>            | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|------------|------------------------|-------------|----------------------------|-----------------------------|----------------------------------|--------------------------|
| <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>        | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 20018      | Rochester Motor Cars   |             |                            |                             |                                  |                          |
|            | 13-330-000-0000-6575   |             | 203.28                     | 9/22 parts                  | 716134                           | Machinery Parts          |
| 20018      | Rochester Motor Cars   |             | 203.28                     | 1 Transactions              |                                  | N                        |
| 330        | DEPT Total:            |             | 10,749.46                  | Equipment Maintenance Shops | 6 Vendors                        | 36 Transactions          |
| 13         | Fund Total:            |             | 25,633.09                  | County Road & Bridge        |                                  | 42 Transactions          |

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23 County Airport Fund

\*\*\* 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           |      |
| 350 | DEPT         |                                   |      |            | County Airport      |                 |                             |      |
|     | 2674         | Short Elliott Hendrickson Inc-Seh |      |            |                     |                 |                             |      |
|     |              | 23-350-000-0000-6612              |      | 5,830.00   | T Hangar Design 10% | 411241          | CARES/CRRSA/ARPA            | N    |
|     |              |                                   |      |            | 10/08/2021          | 10/08/2021      |                             |      |
|     |              | 23-350-000-0000-6628              |      | 52,470.00  | T Hangar Design 90% | 411241          | Fed Improvement Const/Grant | N    |
|     |              |                                   |      |            | 10/08/2021          | 10/08/2021      |                             |      |
|     | 2674         | Short Elliott Hendrickson Inc-Seh |      | 58,300.00  | 2 Transactions      |                 |                             |      |
| 350 | DEPT Total:  |                                   |      | 58,300.00  | County Airport      | 1 Vendors       | 2 Transactions              |      |
| 23  | Fund Total:  |                                   |      | 58,300.00  | County Airport Fund |                 | 2 Transactions              |      |
|     | Final Total: |                                   |      | 137,159.68 | 44 Vendors          | 84 Transactions |                             |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |
|-------------|---------------|----------------------|
| 1           | 53,226.59     | County Revenue Fund  |
| 13          | 25,633.09     | County Road & Bridge |
| 23          | 58,300.00     | County Airport Fund  |
| All Funds   | 137,159.68    | Total                |

Approved by, .....  
.....  
.....

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9/30/21 10:34AM

1 County Revenue Fund

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



## Audit List for Board AUDITOR'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         |      |
| 3   | DEPT        |                                        |      |          | Board Of Commissioners        |               |                           |      |
|     | 7040        | AMC/MACA                               |      |          |                               |               |                           |      |
|     |             | 01-003-000-0000-6245                   |      | 500.00   | 21 AMC Fall Policy Conference | 59224         | Registration Fees         | N    |
|     |             |                                        |      |          | 09/15/2021 09/15/2021         |               |                           |      |
|     | 7040        | AMC/MACA                               |      | 500.00   | 1 Transactions                |               |                           |      |
| 3   | DEPT Total: |                                        |      | 500.00   | Board Of Commissioners        | 1 Vendors     | 1 Transactions            |      |
| 149 | DEPT        |                                        |      |          | Other General Government      |               |                           |      |
|     | 2521        | Pitney Bowes Global Financial Svcs,LLC |      |          |                               |               |                           |      |
|     |             | 01-149-000-0000-6310                   |      | 408.99   | Mail machine lease 7/20-10/19 | 3104994613    | Maintenance Agreement     | N    |
|     |             |                                        |      |          | 07/20/2021 10/19/2021         |               |                           |      |
|     | 2521        | Pitney Bowes Global Financial Svcs,LLC |      | 408.99   | 1 Transactions                |               |                           |      |
| 149 | DEPT Total: |                                        |      | 408.99   | Other General Government      | 1 Vendors     | 1 Transactions            |      |
| 251 | DEPT        |                                        |      |          | County Jail                   |               |                           |      |
|     | 6094        | MN Energy Resources Corporation        |      |          |                               |               |                           |      |
|     |             | 01-251-000-0000-6255                   |      | 124.69   | Jail September gas            | 3865160605    | Gas                       | N    |
|     |             |                                        |      |          | 08/24/2021 09/24/2021         |               |                           |      |
|     | 6094        | MN Energy Resources Corporation        |      | 124.69   | 1 Transactions                |               |                           |      |
| 251 | DEPT Total: |                                        |      | 124.69   | County Jail                   | 1 Vendors     | 1 Transactions            |      |
| 1   | Fund Total: |                                        |      | 1,033.68 | County Revenue Fund           |               | 3 Transactions            |      |

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9/30/21 10:34AM

13 County Road & Bridge

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor Name |                                      | Rpt  | Warrant Description |                             | Invoice #      | Account/Formula Descripti | 1099 |
|-------------|--------------------------------------|------|---------------------|-----------------------------|----------------|---------------------------|------|
| No.         | Account/Formula                      | Accr | Amount              | Service Dates               | Paid On Bhf #  | On Behalf of Name         |      |
| 300         | DEPT                                 |      |                     | Highway Administration      |                |                           |      |
|             | 1829 Frontier Communications         |      |                     |                             |                |                           |      |
|             | 13-300-000-0000-6203                 |      | 74.52               | 9/22 telephone              | 5079373211     | Telephone                 | N    |
|             | 1829 Frontier Communications         |      | 74.52               | 1 Transactions              |                |                           |      |
| 300         | DEPT Total:                          |      | 74.52               | Highway Administration      | 1 Vendors      | 1 Transactions            |      |
| 330         | DEPT                                 |      |                     | Equipment Maintenance Shops |                |                           |      |
|             | 6094 MN Energy Resources Corporation |      |                     |                             |                |                           |      |
|             | 13-330-000-0000-6255                 |      | 47.04               | 9/23 natural gas            | 0502458275     | Gas                       | N    |
|             | 13-330-000-0000-6255                 |      | 55.40               | 9/24 natural gas            | 0502625354     | Gas                       | N    |
|             | 13-330-000-0000-6255                 |      | 66.31               | 9/22 natural gas            | 0506251865     | Gas                       | N    |
|             | 13-330-000-0000-6255                 |      | 47.99               | 9/22 natural gas            | 0507313281     | Gas                       | N    |
|             | 13-330-000-0000-6255                 |      | 16.16               | 9/20 natural gas            | 0507351562     | Gas                       | N    |
|             | 6094 MN Energy Resources Corporation |      | 232.90              | 5 Transactions              |                |                           |      |
| 330         | DEPT Total:                          |      | 232.90              | Equipment Maintenance Shops | 1 Vendors      | 5 Transactions            |      |
| 13          | Fund Total:                          |      | 307.42              | County Road & Bridge        |                | 6 Transactions            |      |
|             | Final Total:                         |      | 1,341.10            | 5 Vendors                   | 9 Transactions |                           |      |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 1,033.68      | County Revenue Fund  |                    |
|               | 13          | 307.42        | County Road & Bridge |                    |
|               | All Funds   | 1,341.10      | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date:

Amount of time requested (minutes):

10 Minutes

Dept.: Veterans

Prepared By:

Jason Marquardt

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Request to present the 2022 CVSO operational enhancement grant with proposed grant expenditures. Attached is the grant agreement from MDVA. This office receives this grant on an annual basis from the state.

Enclosed:

FY2022 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM GRANT AGREEMENT

CVSO WORKPLAN & PROPOSED GRANT BUDGET

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: <mailto:bhillery@co.fillmore.mn.us>; <mailto:jfmccaslin@co.fillmore.mn.us> and <mailto:tkraling@co.fillmore.mn.us>



All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: <mailto:bhillery@co.fillmore.mn.us>; <mailto:jfmccaslin@co.fillmore.mn.us> and <mailto:tkraling@co.fillmore.mn.us>



## CVSO OPERATIONAL ENHANCEMENT GRANT PROGRAM

### FY2022 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

**Before the FY2022 Grant Agreement may be executed, please send (electronically) each of the following documents in one email to: Liz Kelly – MDVA Grants Specialist at: [liz.kelly@state.mn.us](mailto:liz.kelly@state.mn.us)**

**County Board Resolution - Adopt a Resolution by the governing County Board (e.g. County Board of Commissioners) which accomplishes the following:**

- Must reference the correct FY2021 MN Statute.
- Resolves that the Governing Board entered into this specific Grant Agreement for the specific project.
- Authorizes by NAME and TITLE that INDIVIDUAL (e.g. Chairperson, CVSO) is authorized to sign the Grant Agreement on behalf of the Governing Board.
- Indicates the TYPE OF MEETING (e.g. Regular Meeting, Special Meeting) and DATE of such action by the Governing Board.

*The Certification of the Resolution should indicate that the person signing the certification is the custodian of Governing Board Proceedings, and certify to the meeting, date, and time at which the Resolution was adopted by the Governing Board.*

**Note: Examples of County Board Resolution and FY2022 CVSO Grant Agreement TEMPLATE are available on the MDVA SharePoint site or Website – Grant Page**

County Budget for CVSO Program

Work Plan & Budget Expenditure Report

Download Budget Expenditure Report (excel) from MDVA SharePoint site or MDVA Website – Grant Page.

**Note: The Work Plan/Summary Statement is completed in Section Two of the spreadsheet.**

**Conflict of Interest Disclosure Form – Report (Download from MDVA SharePoint site or MDVA Website – Grant Page)**  
CVSO signs & submits *1<sup>st</sup> page only* of the Conflict of Interest Form

Include in the email a list of CVSO Grant Agreement County Cosigners - 2 max (e.g. CVSO & County Board of Director's Chairperson). One additional person may be added to receive a copy of the executed Grant Agreement only. Must Include: Full Name, Title, email address (indicate those who must sign vs. only receive a copy)

### Grant Agreement e-Signature Process

Once the above required documents have been submitted and approved by the MDVA Grants Unit, the FY2022 CVSO County Grant Agreement will be initiated electronically (no paper copies) using DocuSign. CVSO Cosigners will receive an email which will contain the County's Grant Agreement and instructions for electronic signature.

After the Grant Agreement is signed by the CVSO Cosigners, the Grant Agreement will automatically be forwarded by DocuSign to the MDVA Commissioner for final electronic signature.

After the Grant Agreement is electronically signed by all parties, the CVSO Cosigners (& CVSO if not among the Cosigners) will receive a final email containing the executed original. **DOWNLOAD & PRINT THIS COPY FOR YOUR RECORDS!**

**The Grant Agreement is "live" (i.e. grant expenditures may be incurred) 60-days prior to the last signature on the Grant Agreement signature page up until 7/1/2021.**



**STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

**COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and «County», «Address», «City», «State» «ZIP\_Postal\_Code», ("Grantee").

**Recitals**

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1<sup>st</sup> Special Session, Chapter 12, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1. Term of Grant Agreement**

- 1.1 **Effective date:** July 1, 2021, Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.
- 1.2 **Expiration date:** June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

**2. Grantee's Duties**

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).



- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.4. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program (“Program”) by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, which is attached and incorporated into this grant agreement. If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the State Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 7), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>). In the event that any provision of the MDVA Grants Manual (Rev. 7), Attachment B, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must submit to the State for approval:
  - 2.5.1 A proposed budget for approved expenditures listed in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, using the Work Plan and Budget Expenditure Report, Attachment E, in excel format, a sample of which is attached and incorporated into this grant agreement.
  - 2.5.2 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 7), Attachment B;
  - 2.5.3 The current annual County Budget for the CVSO Program, a sample of which is attached and incorporated into this grant agreement as Attachment C; and
  - 2.5.4 A County Board Resolution, a sample of which is attached and incorporated into this grant agreement as Attachment D. Grantee may request to use an alternative form to Attachment D if approved in writing by the State Authorized Representative.
- 2.6 If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 7), Attachment B, to determine if corrective action is necessary.
- 2.7 Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 7), Attachment B to the satisfaction of the State, in order to account for all grant funds expended. Grantees must document expenditures using the Final Report and Budget Expenditure Spreadsheet, Attachment F, in Excel format, a sample of which is attached and incorporated into this grant agreement. Grant expense supporting documentation (e.g. invoices and receipts) must be retained on-file and must be made available to the State Authorized Representative upon request.
- 2.8 In the event that any provision of the Grantee’s charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.9 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 7), Attachment B, including a final inspection upon grant completion.

### 3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

### 4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of \$«Dollars» and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A.

4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 7), Attachment B) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed \$«Dollars», («Column1».)

#### 4.2 Payment

4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment upon execution of this grant agreement.

4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1<sup>st</sup> Special Session, Chapter 12, Article 1, Section 37, Subdivision 2 and this grant agreement.

4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 20 business days of the end of the grant period, whichever comes first.

### 5. Contracting and Bidding Requirements

5.1 Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

5.1.1 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5.1.2 The grantee must not contract with vendors who are suspended or debarred in MN:  
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5.2 The Grantee is not required to record contract and bidding quotes within this Agreement and the referenced Contract and Bidding Log Sheet.

## 6. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 7), Attachment B, as provided by the State.

## 7. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12<sup>th</sup> Street, St. Paul, Minnesota 55155, 651-201-8225, [liz.kelly@state.mn.us](mailto:liz.kelly@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement.

The Grantee's Authorized Representative is «**First\_Name**» «**Last\_Name**», CVSO, «**County**», «**Address**», «**City**», «**State**» «**ZIP\_Postal\_Code**», «**Business\_Phone**», «**Email\_Address**», or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 8. Assignment, Amendments, Waiver, and Grant Agreement Complete

8.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State and a fully executed assignment agreement executed by the same parties who executed and approved this grant agreement, or their successors in office.

8.1 **Amendments.** Any amendments to this grant 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 grant agreement, or their successors in office.

8.1 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

8.1 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 9. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.



## 10. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant 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.

## 11. Government Data Practices and Intellectual Property

**11.1 Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

### 11.2 Intellectual Property Rights

**11.2.1 Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this grant agreement*. The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

#### 11.2.2 Obligations

**11.2.2.1 Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

**11.2.2.2 Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities.

**11.2.2.3 Indemnification.** Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands,



obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

**11.2.2.4** Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement.

## **12. Copyright.**

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

## **13. Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State 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 the State's obligation or responsibility.

## **14. Publicity and Endorsement**

**14.1 Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

**14.1 Endorsement.** The Grantee must not claim that the State endorses its products or services.

## **15. Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 16. Termination

- 16.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.
- 16.1 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the grant project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 16.1 **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:
- 16.5.1 It does not obtain funding from the Minnesota Legislature;
  - 16.5.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

## 17. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, 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 Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15.*

Signed: \_\_\_\_\_

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

SWIFT Contract/PO No(s).\_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

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

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

**2. GRANTEE - «County»**

*The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

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

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

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

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

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

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

# Attachment A

## CVSO Grant – Items Approved/Disapproved – FY2022


### ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2022

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Expenses must be incurred (e.g. invoice date/service period) <u>before</u> the end of the grant period (June 30, 2021)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                       |
| <b>EQUIPMENT &amp; SUPPLIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                       |
| <b>Monitors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Teleconferencing equipment</b>                                                                                                                     |
| <b>Laptops/Tablet PC's/I-Pad (including accessories)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Paper shredders or shredding contracts</b>                                                                                                         |
| <b>Personal computers - Desktop</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>TV /DVD combinations</b>                                                                                                                           |
| <b>Printers/Scanners</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Mobile broadband data access device/Hotspot</b>                                                                                                    |
| <b>Phone &amp; Internet Service/Cellular Phones/Smart Phones/Headsets – (extended year calling plans or maintenance not allowed)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Fax machines and installation of initial phone line</b>                                                                                            |
| <b>Photo copiers (or 12 month lease) (including user maintenance agreements.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Cell Phone Repeater (and installation)</b>                                                                                                         |
| <b>Digital Video Recorders, Cameras , Projectors – LCD/DLP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Office Supplies</b> related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, label printers and supplies etc.). |
| <p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).</p> <p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to providing office furniture for new CVSO Office staff (desk, chair, cubicles, etc.). Does <u>not</u> apply to replacing staff who have retired, quit etc.</p> <p>Note: Locking filing cabinets, sit/stand desk accessories and new furniture to accommodate Veterans' visits in VSO office OK anytime.</p> |                                                                                                                                                       |
| <b>COMPUTER SOFTWARE, TRAINING &amp; REFERENCE MATERIALS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                       |
| <b>Extended Warranties/extended maintenance contracts – on equipment and related software purchased during current grant cycle only. (1 year max)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Veterans Information/Case Management Systems and Software (including user maintenance agreements.)</b>                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Reference Materials</b> (Medical dictionaries, VA rules and regulations manuals, etc.).                                                            |
| <p><b>CVSO Trainings/Webinars</b></p> <ul style="list-style-type: none"> <li>• * NACVSO Accreditation/CEU/CVA Training (Transportation, Lodging and Registration only)</li> <li>• Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. (Must be pre-approved)</li> <li>• Admin Staff Training MACVSO Assistant and Secretaries Conference</li> </ul> <p>* Allowed for CVSOs and ACVSOs who are qualified under MS 197.601.</p>                                                                                                                                                                                                               |                                                                                                                                                       |

| MARKETING                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Veterans<br/>Linkage Line<br/>your link to experts<br/>www.veteranslinkage.org   1-888-LinkVet<br/>(1-888-546-3838)</p>                                                                                                                                                                   | <p>LinkVet Logo is required for all marketing and promo items. The smaller, modified logo may <u>only</u> be used for small promo items (e.g. pen). Radio ads must include the phone number.</p>                                                                                                                                                                                                                                       |
| <p><b>Marketing Expenses</b> Display Boards, Radio Airtime, TV Airtime, Newspaper Ads, Billboards, CVSO Staff &amp; Volunteer Clothing (e.g. Drivers shirts &amp; jackets).<br/>Note: Sponsorships (e.g. golf tournaments) max \$500 per year.</p>                                                                                                                             | <p><b>Publicity Items</b> (Magnets, Brochures, holiday cards, Challenge Coins – must include reference to LinkVet) up to a maximum of 15% of the annual CVSO grant amount. (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)</p>                                                                                                                                                                                            |
| MISCELLANEOUS                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Salary Expenses</b> for new, <u>increased</u> CVSO staff (e.g. County adds an ACVSO position) that provide direct services to Veterans. Note - Salaries for new, increased staff may also be applied to CVSO grant in subsequent years. Also allowed is the first month salary of a new CVSO when it overlaps with a departing CVSO to facilitate new CVSO training.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| VETERANS SERVICES                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Payments made to a third party on behalf of a Veteran</b>, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. <u>with</u> prior State approval only.</p>                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Veteran Homelessness</b></p> <ul style="list-style-type: none"> <li>Expenses related to the goal of reducing Veteran homelessness (Must be MDVA pre-approved and must be logged on the "Direct Veteran Assistance/Gift Certificate" Log Sheet.)</li> <li>Supplies for Homeless Vets (e.g. backpacks)</li> </ul>                                                          | <p><b>Transportation expenses</b> related to the transport of Veterans needing to access their benefits (Including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)</p>                                                                                                                                                                                                                                  |
| <p><b>Medical Expenses</b></p> <ul style="list-style-type: none"> <li>To pay for 2<sup>nd</sup> opinions on previously denied VA disability claims. Must report as "2<sup>nd</sup> opinion" on the Budget Expenditure Spreadsheet at grant close out.</li> <li>Assisted listening devices</li> </ul>                                                                           | <p><b>"Outreach" Expenses</b> such as benefits fairs, town halls and seminars <u>are</u> allowed for events when CVSO staff are physically present to handout Veteran information and answer Veteran's questions.<br/>(Refreshments &amp; food over \$500.00 must be pre-approved)</p>                                                                                                                                                 |
| <p><b>Returning Service Member Reintegration</b></p> <ul style="list-style-type: none"> <li>Including travel expenses to official reintegration events</li> <li>Veteran Trainings/Webinars</li> </ul>                                                                                                                                                                          | <p><b>Veteran Medallions</b></p> <ul style="list-style-type: none"> <li><u>Veteran Medallion Samples (VA Marker)</u> (three sizes) to display in the office</li> <li><u>Veteran Cemetery Markers/Flag Holders</u> (Replacement of damaged/stolen MDVA supplied)</li> <li><u>Veteran Cemetery Markers/Flag Holders</u> (New for Veterans not eligible for MDVA supplied)</li> </ul>                                                     |
| <p><b>Gift Cards</b> (gas, food, bus, hotel etc.) <u>All</u> Gift Cards purchases applied to a grant in a given year must be logged on the "Direct Veteran Assistance/Gift Certificate Log Sheet" and <u>be distributed to Veterans within the same grant period.</u></p>                                                                                                      | <p><b>CVSO Staff Meals</b> related to official CVSO travel is allowable as specified in Chapter 15 – Expense Reimbursement per the State "Commissioner's Plan" located at MMB Website.<br/><a href="https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf">https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf</a></p> |
| <p><b>Expenses related to the collaboration with other social service agencies</b>, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.</p>                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                        |

\*NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.

**Items Not Approved:**

FY2022 CVSO Grant Agreement - Attachment A

July 1, 2021

## Attachment B

**MDVA Grant Manual Rev. 7** (available on the MDVA Website - Grants Page:  
<https://mn.gov/mdva/resources/federresources/grants/>)

# Attachment C

## County Budget EXAMPLE - County Veteran Service Office Program

12/13/18 10:27AM \*\*\* COUNTY \*\*\*  
 01 FUND GENERAL REVENUE FUND USER- SELECTED BUDGET REPORT  
 Report Basis: Cash



Page 2

| Account Number                    | Account Description               | 2019<br>BUDGET | Spent Year<br>To Date<br>Mo. 01 - 12 |
|-----------------------------------|-----------------------------------|----------------|--------------------------------------|
| 121 DEPT Veterans Service Officer |                                   |                |                                      |
| 01-121-000-0000-6103              | Salaries- Full Time               | 68,126         | 0                                    |
| 01-121-000-0000-6150              | Life Insurance                    | 48             | 0                                    |
| 01-121-000-0000-6153              | Health Insurance                  | 10,200         | 0                                    |
| 01-121-000-0000-6163              | Pera - Employer                   | 5,100          | 0                                    |
| 01-121-000-0000-6175              | Fica- Employer                    | 5,100          | 0                                    |
| 01-121-000-0000-6201              | Telephone                         | 800            | 0                                    |
| 01-121-000-0000-6202              | Postage                           | 318            | 0                                    |
| 01-121-000-0000-6225              | Veterans Rides                    | 22,500         | 0                                    |
| 01-121-000-0000-6240              | Advertising/Notices/Subscriptions | 1,250          | 0                                    |
| 01-121-000-0000-6241              | Conf.Exp/Regs/Trng/Dues           | 665            | 0                                    |
| 01-121-000-0000-6262              | Data Proc. Serv. & Support        | 1,000          | 0                                    |
| 01-121-000-0000-6330              | Travel Expenses - Mileage         | 2,355          | 0                                    |
| 01-121-000-0000-6331              | Lodging & Parking                 | 1,500          | 0                                    |
| 01-121-000-0000-6335              | Meals - Taxable                   | 200            | 0                                    |
| 01-121-000-0000-6340              | Rentals & Service Agreements      | 52             | 0                                    |
| 01-121-000-0000-6401              | Office Supplies                   | 250            | 0                                    |
| 01-121-558-0000-5302              | OUTREACH & OPERATIONS GRANT       | 7,500          | 0                                    |
| 01-121-558-0000-6240              | Advert/Legal Notices/Subsc.       | 3,000          | 0                                    |
| 01-121-558-0000-6260              | Prof.&Tech.Services               | 4,500          | 0                                    |
| DEPT 121 Veterans Service Officer | Revenue                           | 7,500          | 0                                    |
|                                   | Expend.                           | 126,964        | 0                                    |
|                                   | Net                               | 119,464        | 0                                    |
| FUND 01 GENERAL REVENUE FUND      | Revenue                           | 7,500          | 0                                    |
|                                   | Expend.                           | 126,964        | 0                                    |
|                                   | Net                               | 119,464        | 0                                    |
| Final Totals                      | Revenue                           | 7,500          | 0                                    |
|                                   | Expend.                           | 126,964        | 0                                    |
|                                   | Net                               | 119,464        | 0                                    |

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# Attachment D

## County Board Resolution EXAMPLE

### RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1<sup>st</sup> Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the ABC County that John Smith the County Veteran Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2021.

Board Chair Signature  
Authorized Signature and Title

August 2, 2021  
Date

STATE OF MINNESOTA

ABC County

I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2021 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2021, and have hereunto affixed the seal of the County.

Clerk Signature Authorized Signature and Title



## Attachment E

### Work Plan & Budget Expenditure Report

| A  | B                                                                                                                                                                                                                                                                       | C                                                                                   | D                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1  | <b>CVSO Workplan &amp; <u>proposed</u> Budget Expenditures Report</b>                                                                                                                                                                                                   |                                                                                     |                                                       |
| 2  | <b>County Name:</b> _____                                                                                                                                                                                                                                               |                                                                                     |                                                       |
| 3  | <b>CVSO Authorized Representative Name:</b> _____                                                                                                                                                                                                                       |                                                                                     |                                                       |
| 4  | <b>Project Name:</b>                                                                                                                                                                                                                                                    | County Veterans Service Office Operational Enhancement Grant Program                |                                                       |
| 5  | <b>Legal Citation:</b>                                                                                                                                                                                                                                                  | Minnesota Laws 2021, Chapter _____, Article _____, Section _____, Subdivision _____ |                                                       |
| 6  | <b>Period Covered by Request:</b>                                                                                                                                                                                                                                       | FY2022 (July 1, 2021 - June 30, 2022)                                               |                                                       |
| 7  | <b>SECTION ONE - Workplan</b>                                                                                                                                                                                                                                           |                                                                                     |                                                       |
| 8  | In the space provided below, please write a brief, narrative description providing context and background for your budget as specified in the FY2021 CVSO Grant Agreement (Section 2 - Grantee Duties.) Do not relist the budget items.                                 |                                                                                     |                                                       |
| 9  | <i>The FY2022 CVSO grant will be used primarily for advertising county-wide. In the past 3 years, the number of Veteran inquiries has increased by 50%. In my estimation, this is primarily due to my dedication of CVSO funds towards advertising. Additionally...</i> |                                                                                     |                                                       |
| 10 | <b>SECTION TWO - <u>proposed</u> Budget Expenditures Report</b>                                                                                                                                                                                                         |                                                                                     |                                                       |
| 11 | <b>Table I - Budget</b>                                                                                                                                                                                                                                                 |                                                                                     |                                                       |
| 12 | <i>The proposed Budget Expenditure Spreadsheet is pre-programmed to calculate totals.</i>                                                                                                                                                                               |                                                                                     |                                                       |
| 13 | <b>BUDGET CLASS</b>                                                                                                                                                                                                                                                     | <b>Budget Category</b><br>(e.g. Publicity, Travel, Equipment etc.)                  | <b>Dollar Amount</b><br>(estimated)                   |
| 14 |                                                                                                                                                                                                                                                                         |                                                                                     | <b>FY2022</b><br><b>(Subtotal by Budget Category)</b> |
| 15 | <b>ADMINISTRATION</b>                                                                                                                                                                                                                                                   | <b>VetraSpec</b>                                                                    | \$ 750.00                                             |
| 16 |                                                                                                                                                                                                                                                                         |                                                                                     | \$ 750.00                                             |
| 17 | <b>OPERATIONS</b>                                                                                                                                                                                                                                                       | <b>Advertising</b>                                                                  | \$ 5,000.00                                           |
| 18 |                                                                                                                                                                                                                                                                         | <b>Equipment/Software etc.</b>                                                      | \$ 1,250.00                                           |
| 19 |                                                                                                                                                                                                                                                                         | <b>Travel (Ref. Travel Log)</b>                                                     | \$ 2,000.00                                           |
| 20 |                                                                                                                                                                                                                                                                         |                                                                                     |                                                       |
| 21 | <b>SUPPORT SERVICES</b>                                                                                                                                                                                                                                                 | <b>Volunteer Driver Per Diem</b>                                                    | \$ 1,000.00                                           |
| 22 |                                                                                                                                                                                                                                                                         |                                                                                     | \$ 1,000.00                                           |
| 23 |                                                                                                                                                                                                                                                                         |                                                                                     |                                                       |
| 24 | <b>Budget Total</b>                                                                                                                                                                                                                                                     |                                                                                     | \$ 10,000.00                                          |

## Attachment F – Section Three Example Final Report & Budget Expenditure Spreadsheet

|    | A                                                                                                                                                                                      | B                                                           | C                                                         | D                                                                      | E                                                                                                                             | F                                | G                              | H                                     | I                                                     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------|---------------------------------------|-------------------------------------------------------|
| 1  | <b>Budget Expenditure Spreadsheet (Section III Example)</b>                                                                                                                            |                                                             |                                                           |                                                                        |                                                                                                                               |                                  |                                |                                       |                                                       |
| 2  | <b>Date grant was executed (last signature on Grant Agreement) on:</b>                                                                                                                 |                                                             |                                                           |                                                                        |                                                                                                                               |                                  | 9/17/2021                      |                                       |                                                       |
| 3  | <b>Date grant was "live" (60-day rule - Legislative Grants Only) on:</b>                                                                                                               |                                                             |                                                           |                                                                        |                                                                                                                               |                                  | 7/20/2021                      |                                       |                                                       |
| 4  | <i>I certify that all invoice(s) dates/service &amp; payroll period(s) are ON or AFTER the grant "live" date.</i><br><b>Yes ___ No ___ (If questions, contact Grant Administrator)</b> |                                                             |                                                           |                                                                        |                                                                                                                               |                                  |                                |                                       |                                                       |
| 5  | Enter each individual invoice/receipt expenditure separately. Add rows as needed and adjust the Excel formulas.                                                                        |                                                             |                                                           |                                                                        |                                                                                                                               |                                  |                                | Total Expenditures<br>(e.g. Receipts) | TOTAL EXPENDITURES<br>by Budget Category<br>(to Date) |
| 6  | BUDGET CLASS                                                                                                                                                                           | Budget Category<br>(e.g. Publicity, Travel, Equipment etc.) | Budget Item<br>(e.g. newspaper ad, Apple iPhone, Printer) | Vendor/ Business Name<br>(e.g. Star Tribune, Apple Store, Office Max.) | Invoice / Service Dates<br>(must show date range for advertising and contracts<br>(e.g. Star Tribune 12-1-2021 to 6-30-2022)) | Was LinkVet printed/ referenced? | Invoice Number (if applicable) |                                       |                                                       |
| 8  | ADMINISTRATION                                                                                                                                                                         | Office                                                      | Information Management                                    | Vetra Spec (pro-rated)                                                 | 7/19/2020 - 6/30/2021                                                                                                         |                                  | # 6588231                      | \$ 620.19                             | \$ 620.19                                             |
| 9  |                                                                                                                                                                                        |                                                             |                                                           |                                                                        |                                                                                                                               |                                  |                                |                                       |                                                       |
| 10 | OPERATIONS                                                                                                                                                                             | Advertising                                                 | Newspaper Advertising                                     | Star Tribune                                                           | 12/1/21 - 6/30/22                                                                                                             | Y                                | # 3405                         | \$ 4,050.00                           | \$ 9,702.89                                           |
| 11 |                                                                                                                                                                                        | Advertising                                                 | Newspaper Advertising                                     | Pioneer Press                                                          | 11/17/2021 (1-day ad)                                                                                                         | Y                                | # 41994                        | \$ 1,080.00                           |                                                       |
| 12 |                                                                                                                                                                                        | Equipment                                                   | Apple iPhone and MacBook                                  | Office Max                                                             | 3/22/2022                                                                                                                     |                                  | # 7723489                      | \$ 1,294.00                           |                                                       |
| 13 |                                                                                                                                                                                        | Travel                                                      | (See Travel Log for individual expenditures)              |                                                                        |                                                                                                                               |                                  |                                | \$ 2,578.90                           |                                                       |
| 14 |                                                                                                                                                                                        | Office Furniture (New employee)                             | Desk & chair                                              | Best Buy                                                               | 9/4/2021                                                                                                                      |                                  | # 21336008                     | \$ 699.99                             |                                                       |
| 15 | SUPPORT SERVICES                                                                                                                                                                       | Veteran Services & Events                                   | Veteran Transportation to Medical Appointment             | Rainbow Rider, Inc                                                     | 7/20/21 - 6/30/22 (invoice pro-rated)                                                                                         |                                  | # 402                          | \$ 897.21                             | \$ 1,486.21                                           |
| 16 |                                                                                                                                                                                        |                                                             | Homeless Veteran Lodging (2 nights)                       | Super 8 Hotel                                                          | 12/1 - 12/2/2021                                                                                                              |                                  | # 76990                        | \$ 386.68                             |                                                       |
| 17 |                                                                                                                                                                                        |                                                             | Veteran Booth                                             | ____ County Fair                                                       | 3/15 - 3/30/2022                                                                                                              |                                  | # 25                           | \$ 202.32                             |                                                       |
| 18 | SUB-TOTAL                                                                                                                                                                              |                                                             |                                                           |                                                                        |                                                                                                                               |                                  |                                | \$ 11,809.29                          | \$ 11,809.29                                          |
| 19 | If Invoices total exceed grant amount... deduct difference paid by the county                                                                                                          |                                                             |                                                           |                                                                        |                                                                                                                               |                                  |                                | \$ (1,809.29)                         | \$ (1,809.29)                                         |
| 20 | Column Total                                                                                                                                                                           |                                                             | Column Total                                              |                                                                        |                                                                                                                               |                                  |                                | \$ 10,000.00                          | \$ 10,000.00                                          |

## RESOLUTION OF WOOD TICK COUNTY

BE IT RESOLVED by Wood Tick County that the County enter into a **Grant Agreement** (see attached template) with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1<sup>st</sup> Special Session, Chapter12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Wood Tick County that Starfish Skywalker, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the County  
Board Chair this second day of August, 2021.

Board Chair

\_\_\_\_\_  
Authorized Signature and Title

August 5, 2021

\_\_\_\_\_  
Date

STATE OF MINNESOTA

WOOD TICK COUNTY

I, Clarence Bean do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said Wood Tick County, that I have compared the above resolution with the original passed and adopted by the County Board of said Wood Tick County at a regular meeting thereof held on the first Wednesday day of August 2021 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Wednesday of August 2021 and have hereunto affixed the seal of the County.

Clerk

\_\_\_\_\_  
Authorized Signature and Title

~~(Raised SEAL HERE)~~ No longer required



**CVSO Workplan & proposed Budget Expenditures Report**

**County Name:** Fillmore

**CVSO Authorized Representative Name:**Jason Marguardt

**Project Name:** County Veterans Service Office Operational Enhancement Grant Program

**Legal Citation:** Minnesota Laws 2021, Chapter \_\_, Article \_\_, Section \_\_, Subdivision \_\_

**Period Covered by Request:** FY2022 (July 1, 2021 - June 30, 2022)

**SECTION ONE - Workplan**

In the space provided in line #9 below, please write a brief, narrative description providing context and background for your budget as specified in the FY2022 CVSO Grant Agreement (Section 2 - Grantee Duties.) Do not relist the budget items.

management software to better deliver services. More tech upgrades. We will be ordering more bronze star markers for replacement of the state supplied markers. Lastly, we will continue to have promotional items and staff apparel and getting more new equipment for the office that saves staff time.

**SECTION TWO - proposed Budget Expenditures Report**

**Table I - Budget**

*The proposed Budget Expenditure Spreadsheet is pre-programmed to calculate totals. To maintain formulas, copy and paste rows within the Budget Class. (e.g. Copy & Paste row #18 above row #18 to add a row within the OPERATIONS Class)*

| BUDGET CLASS                       | Budget Category<br>(e.g. Publicity, Travel, Equipment etc.) | Dollar Amount<br>(estimated) | FY2022<br>Budget Category) | (Subtotal by |
|------------------------------------|-------------------------------------------------------------|------------------------------|----------------------------|--------------|
| ADMINISTRATION                     | Veterans' Benefits Software                                 | \$ 3,500.00                  | \$ 6,500.00                | 3,500.00     |
|                                    | Markers                                                     | \$ 1,500.00                  |                            |              |
|                                    | Staff Clothing                                              | \$ 500.00                    |                            |              |
|                                    | Publicity                                                   | \$ 1,500.00                  |                            |              |
| OPERATIONS                         | Technology                                                  | \$ 500.00                    | \$ 2,500.00                |              |
|                                    | Office equipment                                            | \$ 2,500.00                  |                            |              |
|                                    |                                                             |                              |                            |              |
| DIRECT VETERAN<br>SUPPORT SERVICES |                                                             |                              | \$                         | -            |
| Budget Total                       |                                                             | \$ 10,000.00                 | \$                         | 10,000.00    |

## REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 10/5/21

Amount of time requested (minutes): 5

Dept: Zoning

Prepared by: Kristi Ruesink for Cristal Adkins

State item(s) of business with brief analysis. Provide relevant material for documentation. Outline in detail any action requested of the County Board. Indicate amount of time needed for each item.

Consent Agenda:

Documentation

Regular Agenda:

Documentation

Consider an access permit for Mitchell & Nikita Albrecht, section 10 of Fillmore Township.

Yes

All requests for County Board agenda time must be in the office of the County Coordinator by **12:00 p.m. (noon) Wednesday** to be on the agenda for the following Tuesday's meeting of the County Board of Commissioners



# ACCESS PERMIT APPLICATION

## FILLMORE COUNTY

(This application must be fully completed before it can be processed. Failure to complete the form in its entirety will only result in further delays)

(1) Name of all Landowners: Mitchell Albrecht Phone #: 507-251-6304

Nikita Albrecht Phone #: 507-525-4481

nikitajwelder@gmail.com Phone #:

Mailing Address: 301 South St. E Wynokoff MN 55990  
Address City State Zip

(2) Parcel #: 290162020 Permit #

*To be filled out by the Zoning Office*

(3) Legal Description (from deed, abstract, or Recorder's Office):

attached

Section: 10 (4) Township: 103 (5) Range: 012

Permission is being applied for to construct an access to County Road 8 at the following location

(qtr/qtr) Section Township Name Fillmore

Reason for Access to build home & use as driveway

\* TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Mitchell Albrecht Date: 8-17-21

Nikita Albrecht Date: 6-29-21

Date:

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s). ADEQUATE SIGHT DISTANCE, AND ACCESS TO FUTURE BUILDING SITE.

Specifications/Conditions: CONSTRUCT THE ACCESS TO 20 FEET WIDTH, 4:1 SLOPE, AND REQUIRES A 60FT-18" CULVERT, MUST REMOVE EXISTING ACCESS.

[Signature]  
County Engineer

9/30/2021  
Date

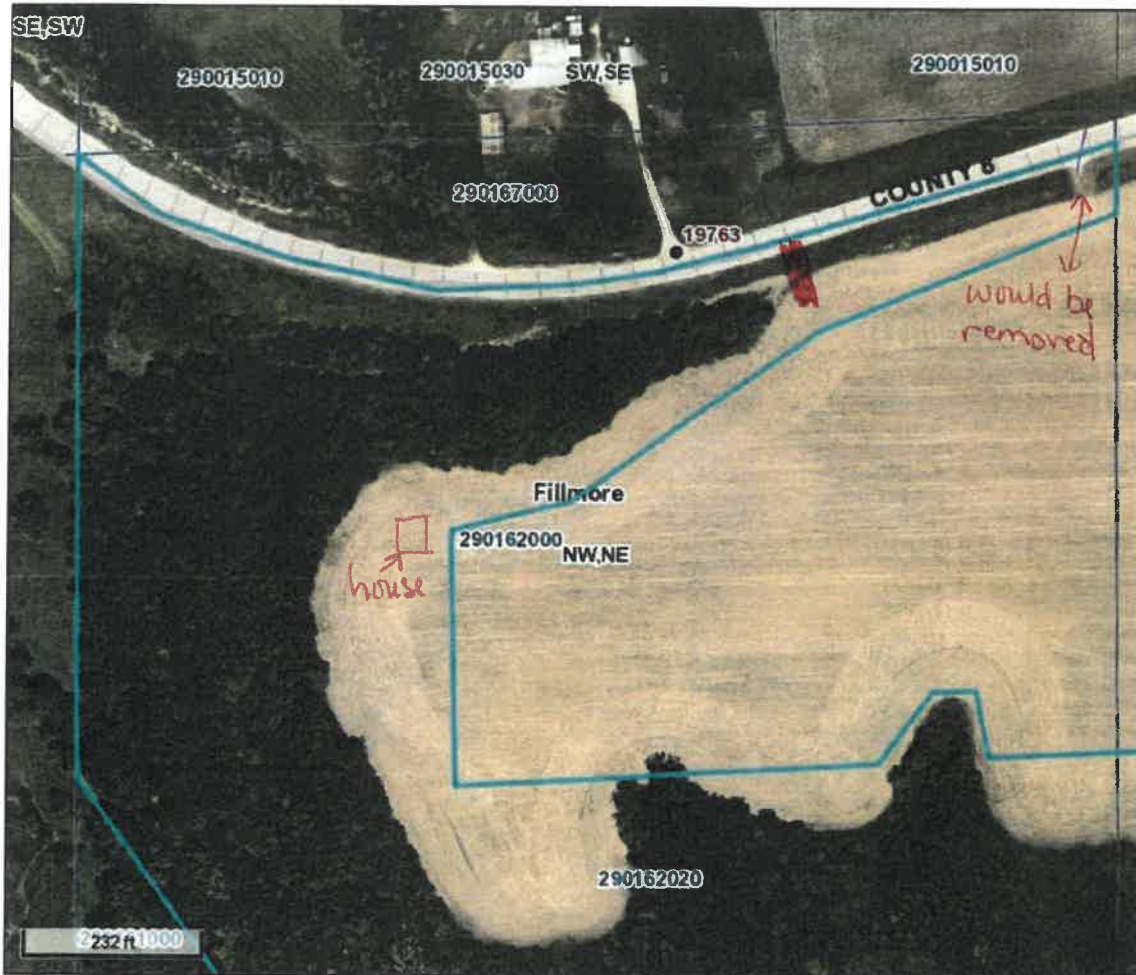
Cristal Adkins 9/30/21  
Zoning Administrator Date

Based on the above recommendation and all other known facts, the Fillmore County Board of Commissioners do hereby (approve, disapprove) this request for an access to a county road.

Board Chairman

Date

✓ 18" CULVERT



**Overview**

**Legend**

- Road Centerlines
- ▭ Parcels
- 911 Addresses
- ▭ Municipalities
- ▭ Townships
- ▭ Quarter-Quarters
- Feedlots**
- ▲ Inactive < 5 Years
- ▲ Active

|                              |                                                                                               |                     |                    |                      |                     |
|------------------------------|-----------------------------------------------------------------------------------------------|---------------------|--------------------|----------------------|---------------------|
| <b>Parcel ID</b>             | 290162020                                                                                     | <b>Alternate ID</b> | n/a                | <b>Owner Address</b> | MITCHELL ALBRECHT & |
| <b>Sec/Twp/Rng</b>           | 10-103-012                                                                                    | <b>Class</b>        | 101 - AGRICULTURAL |                      | NIKITA ALBRECHT     |
| <b>Property Address</b>      |                                                                                               | <b>Acreage</b>      | 29.34              |                      | 301 SOUTH STREET E  |
|                              |                                                                                               |                     |                    |                      | WYKOFF, MN 55990    |
| <b>District</b>              | FILLMORE/SD #2137                                                                             |                     |                    |                      |                     |
| <b>Brief Tax Description</b> | Sect-10 Twp-103 Range-012 29.34 AC PT OF N 1/2 NE 1/4 & PT OF SW 1/4 NE 1/4 LYING N OF OLD RD |                     |                    |                      |                     |
|                              | (Note: Not to be used on legal documents)                                                     |                     |                    |                      |                     |

Date created: 8/17/2021  
Last Data Uploaded: 8/16/2021 10:49:13 PM

Developed by Schneider  
GEOSPATIAL

EAST OF FILLMORE JUST PASS FIRST PLAZE  
ON THE NORTH SIDE

5 1/2 ft DEEP DITCH  
20' ACCESS WIDTH  
18" CULVERT



Parcel ID: 29.0162.020

LEGAL DESCRIPTION - 30.00 Acres -  
(29.34 Acres after exception)

That part of the Northwest Quarter of the Northeast Quarter (NW 1/4 NE 1/4), that part of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) and that part of the Southwest Quarter of the Northeast Quarter (SW 1/4 NE 1/4), all in Section 10, Township 103 North, Range 12 West, Fillmore County, Minnesota, described as follows: Beginning at the Northwest Corner of said NW 1/4 NE 1/4; thence South 01 degree 02 minutes 05 seconds West (assumed bearing) along the West line of said NW 1/4 NE 1/4, 774.05 feet to the centerline of the abandoned "Old Territorial Road"; thence South 34 degrees 00 minutes 17 seconds East along said centerline, 404.14 feet; thence South 39 degrees 40 minutes 53 seconds East along said centerline, 153.62 feet; thence South 42 degrees 34 minutes 18 seconds East along said centerline, 144.74 feet; thence South 59 degrees 20 minutes 38 seconds East along said centerline, 87.99 feet; thence South 83 degrees 08 minutes 41 seconds East along said centerline, 88.82 feet; thence North 87 degrees 06 minutes 20 seconds East along said centerline, 97.91 feet; thence North 57 degrees 51 minutes 30 seconds East along said centerline, 85.47 feet; thence North 24 degrees 34 minutes 39 seconds East along said centerline, 195.55 feet; thence North 58 degrees 16 minutes 21 seconds East along said centerline, 104.00 feet; thence South 87 degrees 55 minutes 13 seconds East along said centerline, 73.41 feet; thence South 81 degrees 56 minutes 02 seconds East along said centerline, 189.75 feet; thence South 54 degrees 50 minutes 51 seconds East along said centerline, 74.86 feet; thence South 30 degrees 53 minutes 56 seconds East along said centerline, 118.14 feet to the Southwest Corner of said NE 1/4 NE 1/4; thence North 89 degrees 06 minutes 06 seconds East along the South line of said NE 1/4 NE 1/4, 470.80 feet; thence North 31 degrees 44 minutes 40 seconds East, 122.50 feet; thence North 05 degrees 50 minutes 29 seconds West, 152.04 feet; thence North 20 degrees 08 minutes 53 seconds East, 148.27 feet; thence North 34 degrees 59 minutes 00 seconds East, 243.21 feet; thence North 43 degrees 35 minutes 36 seconds West, 75.93 feet; thence South 72 degrees 42 minutes 40 seconds West, 186.52 feet; thence South 83 degrees 14 minutes 26 seconds West, 120.26 feet; thence South 52 degrees 33 minutes 03 seconds

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 10/5/2021      Amount of time requested (minutes): 

|   |
|---|
| 5 |
|---|

Dept.: 

|                |
|----------------|
| Administration |
|----------------|

      Prepared By: 

|              |
|--------------|
| Lindsi Engle |
|--------------|

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

## Consent Agenda:

## Regular Agenda:

1. Consider request to keep Alexis Hall at 0.9 FTE permanently following the 3 month trial period initiated 6/25/21

## Documentation

NO

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