

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA**

December 21, 2021

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

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Mitch Lentz – First District
Randy Dahl – Second District

Larry Hindt – Third District
Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person/virtual meetings**

**To participate by phone Dial Toll Free 1-844-621-3956; enter Access Code 2485 107 3945 or 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, 2485 107 3945 may need password cpM5e4pArm8**

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

                  Approve Consent Agenda:

1. December 14, 2021 Board Minutes
2. December 14, 2021 Truth In Taxation Minutes

                  Approve Commissioners Warrants  
                  Review Finance Warrants

9:05 a.m.      Drew Hatzenbihler, Sanitation

1. Consider first reading of the Solid Waste Management 10 year plan
2. Consider acceptance of \$2,000 from Carton Council’s Community Education Award

9:15 a.m.      Christy Smith, Auditor/Treasurer

1. Review updated County fee schedule

9:20 a.m.      David Kiehne, County Recorder

1. Consider County Recorder 2022 Salary Request

9:30 a.m.      Citizen’s Input

9:35 a.m.      Kevin Olson, Social Services

1. Consider request to approve the 2022-2023 MOU between Region 10 Contracting Services and Fillmore County
2. Consider request to approve the 2022 Childrens Mental Health Screening Grant between Fillmore County and the Minnesota Department of Human Services
3. Consider request to approve the 2022 MFIP DWP contract between Fillmore County and Work Force Development Inc.

FILLMORE COUNTY BOARD OF COMMISSIONERS

December 21, 2021

Board Meeting Page 2

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- 9:50 a.m. John DeGeorge, Sheriff
1. Consider County Sheriff 2022 Salary Request
- 10:00 a.m. Brett Corson, County Attorney
1. Consider County Attorney 2022 Salary Request
- 10:10 a.m. Ron Gregg, Highway/Airport
1. Consider passing a resolution to enter into a detour agreement with MN/DOT during the construction of TH 43
  2. Consider a final payment resolution for the bridge replacement on CSAH 29, SAP 023-629-010
  3. Consider passing a resolution for sponsorship of an application for Federal funds in the City of Lanesboro, project consists of pedestrian sidewalks along TH 250
  4. Consider entering into a cooperative agreement between Fillmore County and the City of Whalan for the reconstruction of CSAH 36
- 10:25 a.m. Lindsie Engle, Human Resources Officer
1. Consider approval of the 2022 non-union pay plan with a 3% COLA/Market increase
  2. Consider approval of the 2022 Local 49ers Pay Plan
  3. Consider approval of the 2022 Phone Stipends
  4. Consider request to promote intermittent deputy to full-time status effective 12/21/2021
- 10:35 a.m. Bobbie Hillery, Administrator
1. Discussion with possible action American Recovery Act
    - a. Discussion with possible action office furniture for Admin.
    - b. Discussion with possible action regarding requested positions
  2. Discussion with possible action regarding Jail Process - committee
  3. Consider request to participate in Leadership Group for 2022
  4. Consider to pay all regular and normal bills through 12/31/2021
  5. Consider Date for Annual Meeting Date and Time for 2022
  6. Request for purchase from Wellness funds

**NEGOTIATION with LELS Union**

Calendar review, Committee Reports and Announcements

Meetings:

|                         |           |                                               |     |
|-------------------------|-----------|-----------------------------------------------|-----|
| Tuesday, December 21    | 9:00 a.m. | Special Board Meeting (boardroom)             | All |
| Fridays, December 24/31 |           | Christmas Eve/New Years Eve – Office Closed   |     |
| Tuesday, December 28    | 7:30 a.m. | Highway Dept. (Highway Office) Prestby, Bakke |     |

## FILLMORE COUNTY COMMISSIONERS' MINUTES

December 14, 2021

This is a preliminary draft of the December 14, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 14th day in December, 2021 at 3:00 p.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: Bobbie Hillery, Administrator/Clerk; Drew Hatzenbihler, Solid Waste Administrator; Chris Hahn, EDA Director; Colleen Foehrenbacher, Eagle Bluff Executive Director; John DeGeorge, Sheriff; Cristal Adkins, Zoning Administrator; Ron Gregg, Highway Engineer; Lindsie Engle, Human Resources Officer; Julia McCaslin, Account Technician; Christy Smith, Auditor/Treasurer; Pam Schroeder, Highway/Airport Office Manager; Nick Prestby, Jill Huffman; Darren Moser; Joe Goetzke; Bonita Underbakke and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Sharlene Schobert, Jason McCaslin, Assessor; Tom Kaase

The Pledge of Allegiance was recited

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

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

1. Approve November 23, 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.

Drew Hatzenbihler, Solid Waste Administrator was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the SCORE Grant agreement effective July 1, 2021 and expiring June 30, 2026.

Chris Hahn, EDA and Colleen Foehrenbacher, Eagle Bluff Executive Director was present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved request for EDA to host Fillmore County Agriculture Summit, February 24, 2022 at Eagle Bluff

On motion by Bakke and seconded by Hindt, the Board unanimously approved the letter of support for the Travel, Tourism & Outdoor Recreation program grant submission by the Eagle Bluff Environmental Learning Center.

Christy Smith, Auditor/Treasurer was present.

Smith reviewed the County fee schedule with the County Board noting that modification have not been made for a few years. She noted that she had worked with all of the Department Heads. She will be sure to follow up again prior to the first meeting of 2022 when the Fee Schedule needs to be adopted per statute.

Citizens input was opened at 3:30 p.m. with Tom Kaase speaking via WebEx. Kaase spoke on the agenda request for an additional day off for county employees. Kaase opposed the request and is concerned about private sector employees. He felt the county already offered a very generous benefit package. Citizens input closed at 3:35 p.m.

John DeGeorge, Sheriff was present.

DeGeorge requested to purchase a 2022 Ford Explorer Squad Car, along with the equipment for the squad. DeGeorge was not able to order the Dodge Charger previously approved by the board. DeGeorge noted that the \$70.50 annual maintenance fee in the quote is an error and will be removed.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the purchase and setup of a 2022 Ford Explorer Squad Car, with a lease from enterprise at \$35,483.00 and equipment from EATI at \$5,789.21, as recommended by the Sheriff.

DeGeorge provided quotes for replacement of the Jail Camera DVR system as the current DVR recording unit has been malfunctioning and is unrepairable. DeGeorge suggested Ban-Koe Systems Group Inc. in the amount of \$9,877.15.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the replacement of Jail Camera DVR system with the use of \$3,000.00 of civil finger printing fees, \$4,000.00 of jail equipment budget and \$2,877.15 from the unallocated expense budget line item as recommended by the Sheriff.

Cristal Adkins, Zoning Administrator was present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved an access permit to widen the existing field drive for Justin Boyum, Section 13 of Arendahl Township.

Ron Gregg, Highway Engineer and Pam Schroeder, Highway/Airport Office Manager were present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the Airport AWOS Companion Grant approval **RESOLUTION: 2021-059:** for the "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. **A2301-36**, at the Fillmore County Airport.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the **RESOLUTION: 2021-060** to purchase 0.29 Acres for the Airport AWOS location.

On motion by Hindt and seconded by Bakke, the Board unanimously approved awarding low bid contract to Neo Electrical Solutions for the moving of the AWOS in the amount of \$90,760.00.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the low bid for the Bridge Replacement Project on CSAH 30, SAP 023-630-008 using Minnowa Construction for \$283,338.80.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the low bid for the Bridge Replacement Project on CSAH 26, SAP 023-626-009 using Minnowa Construction for \$267,353.45.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the low bid for the Bridge Replacement Project on CR 105 in Arendahl Township LOST 88938-105 using Minnowa Construction for \$147,192.50.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the low bid for the Bridge Replacement Project in Newburg Township, SAP 023-599-164 using Minnowa Construction for \$121,300.00.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the low bid for the two bridge replacement under one contract in Sumner & Norway Townships, SAP 023-599-208 & SAP 023-599-211 using Minnowa Construction for \$221,830.00.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the low bid for the Surface Reconditioning Project on CSAH 30 from TH 139 to the Niagara Cave, SAP 023-630-006 using Rochester Sand & Gravel for \$873,085.56.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the final payment **RESOLUTION 2021-061:** for the Bridge Replacement project on CSAH 15 Carimona Township, SAP 023-615-015.

On motion by Hindt and seconded by Lentz, the Board unanimously approved the final payment **RESOLUTION 2021-062:** for the Surface Reconditioning Project on CSAH 18, 23, & 25, SAP 023-618- 010, 023-623-030 & 023-625-015.

Lindsie Engle, Human Resources Officer was present.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the request to hire Alexandra Meldahl as a Social Worker for the Social Services Department in Community Services at Grade 12/ Step 1 effective 01/03/2022 as recommended by the Hiring Committee.

Bobbie Hillery, Administrator was present.

Hillery did a breakdown on American Rescue Plan Act expenditures. She noted that the board has used \$425,000 of \$4.2 million.

Darren Moser from AcenTek presented on a proposed fiber project in Canton. Acentek is requesting \$850,265 (35%) ARPA funds. AcenTek would contribute \$1,579,064 (65%). The project would start in 2023 and be completed in 2024. This will provide fiber to approximately 267 residences, businesses and farms in the Canton telephone exchange.

Hillery continued discussion by requesting to add five positions by using ARPA funds; Income Maintenance, Attorney Paralegal, Floater, Sheriff Deputy and Jailer positions. Hillery asked the board if this is something they want to move forward with. Dahl noted the positions have been talked about at the personnel committee.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to advertise for a Paralegal as requested by County Attorney and recommended by the Personnel Committee with the use of American Recovery Act dollars.

DeGeorge spoke on the Sheriff Deputy and Jailer position. DeGeorge talked about the current struggles of scheduling and staffing during COVID. DeGeorge expressed concern with fewer applicants and future retirements. Lentz noted this as an opportunity to secure good part-time people into full-time positions.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to allow Sheriff DeGeorge to move a current part-time deputy to a full-time deputy position.

DeGeorge spoke on the jailer position and having the same difficulties scheduling and staffing as the deputies. DeGeorge currently has one overnight jailer shift and requesting a second jailer shift to help cover the overnight. Discussion on the new positions will continue and be put on the next agenda.

Discussion ensued regarding advertising the RFP for Jail Architectural services and setting up a committee to review the proposals once submitted. The RFP will need to be posted in the paper for 2 weeks and Hillery will reach out to architects that she is aware of that are interested.. Dahl agrees with the RFP. Lentz thinks the entire board should be involved in the proposals. Hillery wants in person interviews to take place in early February. Bakke would like the Chair and Vice Chair to handle the interviews. The Board will determine the committee for application review and interviews at their next meeting.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the request to advertise for RFP for a Jail Architect.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the ATV ordinance.

On motion by Hindt and seconded by Lentz, the Board unanimously approved the appointment of Daniel Terbeest for District 3 for the Extension Committee

The chair recessed the board meeting at 5:35 p.m. and resumed back in session at 5:43 p.m.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the **RESOLUTION 2021-063:** Updated City of Lanesboro Abatement Agreement

On motion by Bakke and seconded by Lentz, the Board unanimously approved the **RESOLUTION 2021-064:** Opioid Settlement

Hillery requested for additional 8 hour employee time off option. Hillery gave a background on the reasoning for the request. With staff shortages, keeping good employees and building moral; this is a great way to show appreciation. Hillery noted that some staff had to use some or all of their PTO from having COVID or being exposed. Hillery noted that the county cannot buy gifts or give bonuses due to being a government entity. The ARPA funds could be utilized for incentive pay. Hindt noted that a lot of counties have a staffing crisis and this would be a good will gesture for an extra day off over the holidays. Prestby disagreed with an additional 8 hours, noting the county has an attractive benefit package and 72 percent of employees were able to work from home during the pandemic.

On motion by Hindt and seconded by Lentz, the Board approved the request for 8 hours additional PTO for employees to use between December 15<sup>th</sup>, 2021 and December 30, 2021 with Department Heads being responsible for administering the use; Dahl, Lentz, Hindt and Bakke – Aye and Prestby – Nay.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the request for Nessus Scanner System for Human Services from Marco, Inc., not to exceed \$12,390.00 as recommended by the Administrator.

On motion by Lentz and seconded by Bakke, the Board unanimously approved the request for Lumen Phone Contract for a 3 year agreement for the IQ Managed Data Bundle for the Courthouse and County Office Building for \$580.00/month for 3 years and the IQ SIP Trunk for \$738.17/month for 3 years for the Courthouse and County Office Building as recommended by the Administrator.

The following announcements, calendar review and committee reports were given: Truth in Taxation hearing at 6:30 p.m.

On a motion by Hindt and seconded by Prestby, the Board Chair adjourned the meeting at 6:14 p.m.



## FILLMORE COUNTY COMMISSIONERS' MINUTES

December 14, 2021

This is a preliminary draft of the December 14, 2021 Truth in Taxation 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 for the purposes of a Truth in Taxation Public Hearing, pursuant to MN Statutes, this 14th day of December, 2021 at 6:30 p.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following Commissioners present: Mitch Lentz, Marc Prestby Randy Dahl, Larry Hindt, and Duane Bakke.

Others present: Bobbie Hillery, Administrator/Clerk; Julia McCaslin, Account Technician; Jason McCaslin, Assessor; Jessica Erickson, Director of Nursing; Christy Smith, Auditor/Treasurer; Andy Hillery, Appraiser; Ron Gregg, Highway Engineer; Ryan Welscher, Appraiser; Justin Kraling, Appraiser; John DeGeorge, Sheriff; Karen Reisner, Fillmore County Journal; Wendy Liudahl; Dan Liudahl; Mel Koenig; James Whitlock; Christina Whitlock and Michael Oian.

The following members present by WebEx: Aimee Stettler, Drew Hatzenbihler, Solid Waste Administrator

The Chair called the 2022 Fillmore County Truth in Taxation Public Hearing to order at 6:30 p.m.

Bobbie Hillery, County Administrator, reviewed the following with a power point presentation:

- Review of 2021 Fillmore County Operations
- 2020/2021 Submitted Performance Measures
- 2022 Goals and Objectives
- 2022 Preliminary Expenditures and Trends
- 2022 Per Capita Comparison with 2020
- Budget/Levy Summary for 2022

Members of the public wanting to discuss their property tax statement were helped by staff from the Assessor's Department.

On motion by Bakke and seconded by Hindt, the Chair adjourned the hearing at 6:57 p.m.



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12/16/21 10:51AM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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>         |             |
| 1  | DEPT                                        |             |               | General Government             |                      |                                  |             |
|    | 84638 MN Counties Intergovernmental Trust-M |             |               |                                |                      |                                  |             |
|    | 01-001-000-0000-6355                        |             | 901.00        | WC Audit                       | WCAUDIT1098          | Workers Comp Insurance           | N           |
|    |                                             |             |               | 12/03/2021 12/03/2021          |                      |                                  |             |
|    | 84638 MN Counties Intergovernmental Trust-M |             | 901.00        | 1 Transactions                 |                      |                                  |             |
| 1  | DEPT Total:                                 |             | 901.00        | General Government             | 1 Vendors            | 1 Transactions                   |             |
| 3  | DEPT                                        |             |               | Board Of Commissioners         |                      |                                  |             |
|    | 82132 Fillmore Co Journal                   |             |               |                                |                      |                                  |             |
|    | 01-003-000-0000-6233                        |             | 183.84        | Req for proposal-copy machines | 130586               | Publications                     | N           |
|    |                                             |             |               | 11/29/2021 11/29/2021          |                      |                                  |             |
|    | 82132 Fillmore Co Journal                   |             | 183.84        | 1 Transactions                 |                      |                                  |             |
| 3  | DEPT Total:                                 |             | 183.84        | Board Of Commissioners         | 1 Vendors            | 1 Transactions                   |             |
| 14 | DEPT                                        |             |               | Law Library                    |                      |                                  |             |
|    | 437 Thomson Reuters-West Payment Center     |             |               |                                |                      |                                  |             |
|    | 01-014-000-0000-6451                        |             | 402.82        | West Info-November 21          | 845441599            | Reference Materials              | N           |
|    |                                             |             |               | 11/01/2021 11/30/2021          |                      |                                  |             |
|    | 437 Thomson Reuters-West Payment Center     |             | 402.82        | 1 Transactions                 |                      |                                  |             |
| 14 | DEPT Total:                                 |             | 402.82        | Law Library                    | 1 Vendors            | 1 Transactions                   |             |
| 60 | DEPT                                        |             |               | Information Systems            |                      |                                  |             |
|    | 111 Fillmore Co Treasurer- Credit Card/ACH  |             |               |                                |                      |                                  |             |
|    | 01-060-000-0000-6640                        |             | 2,213.00      | HP docking stations (9)        |                      | Equipment Purchased              | N           |
|    |                                             |             |               | 12/06/2021 12/06/2021          |                      |                                  |             |
|    | 111 Fillmore Co Treasurer- Credit Card/ACH  |             | 2,213.00      | 1 Transactions                 |                      |                                  |             |
|    | 5874 Jaguar Communications/MetroNet Inc.    |             |               |                                |                      |                                  |             |
|    | 01-060-000-0000-6285                        |             | 236.60        | Nov 21 locates                 | 2179                 | Professional Fees                | N           |
|    |                                             |             |               | 11/01/2021 11/30/2021          |                      |                                  |             |
|    | 5874 Jaguar Communications/MetroNet Inc.    |             | 236.60        | 1 Transactions                 |                      |                                  |             |
|    | 6757 Revize LLC                             |             |               |                                |                      |                                  |             |
|    | 01-060-000-0000-6640                        |             | 3,900.00      | 3rd year annual suppt & maint  |                      | Equipment Purchased              | N           |
|    |                                             |             |               | 12/09/2021 12/09/2021          |                      |                                  |             |

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12/16/21 10:51AM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|--------|----------------------------------------|------|----------|--------------------------------|---------------|-------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
| 6757   | Revize LLC                             |      | 3,900.00 | 1 Transactions                 |               |                               |      |
| 60     | DEPT Total:                            |      | 6,349.60 | Information Systems            | 3 Vendors     | 3 Transactions                |      |
| 62     | DEPT                                   |      |          | Elections                      |               |                               |      |
| 9015   | Election Systems & Software, LLC       |      |          |                                |               |                               |      |
|        | 01-062-000-0000-6462                   |      | 539.77   | Automark-2021 Special Election | CD2010760     | Other Election Supplies       | N    |
|        |                                        |      |          | 10/14/2021 10/14/2021          |               |                               |      |
| 9015   | Election Systems & Software, LLC       |      | 539.77   | 1 Transactions                 |               |                               |      |
| 62     | DEPT Total:                            |      | 539.77   | Elections                      | 1 Vendors     | 1 Transactions                |      |
| 103    | DEPT                                   |      |          | Assessor                       |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                |               |                               |      |
|        | 01-103-000-0000-6242                   |      | 105.00   | R Kraling MAAO membership      | 3533          | Membership Dues               | N    |
|        |                                        |      |          | 11/02/2021 11/02/2021          |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 105.00   | 1 Transactions                 |               |                               |      |
| 103    | DEPT Total:                            |      | 105.00   | Assessor                       | 1 Vendors     | 1 Transactions                |      |
| 106    | DEPT                                   |      |          | Unallocated Recording Fee      |               |                               |      |
| 4781   | Pro-West & Associates, Inc             |      |          |                                |               |                               |      |
|        | 01-106-000-0000-6637                   |      | 73.98    | Update online plat map list    | 005946        | Software Expenses             | N    |
|        |                                        |      |          | 10/31/2021 11/27/2021          |               |                               |      |
| 4781   | Pro-West & Associates, Inc             |      | 73.98    | 1 Transactions                 |               |                               |      |
| 106    | DEPT Total:                            |      | 73.98    | Unallocated Recording Fee      | 1 Vendors     | 1 Transactions                |      |
| 149    | DEPT                                   |      |          | Other General Government       |               |                               |      |
| 4928   | 1 Source                               |      |          |                                |               |                               |      |
|        | 01-149-000-0000-6408                   |      | 204.68   | County supplies                | 270745-0      | County Shared Office Supplies | Y    |
|        |                                        |      |          | 12/14/2021 12/14/2021          |               |                               |      |
| 4928   | 1 Source                               |      | 204.68   | 1 Transactions                 |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                |               |                               |      |
|        | 01-149-000-0000-6372                   |      | 9.66     | Halloween wellness supplies    |               | Wellness Grant Expenses       | N    |
|        |                                        |      |          | 10/28/2021 10/28/2021          |               |                               |      |
|        | 01-149-000-0000-6372                   |      | 39.37    | Biometric testing supplies     |               | Wellness Grant Expenses       | N    |

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12/16/21 10:51AM

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                |      |
|        | 01-149-000-0000-6372                   | 44.40    | 10/27/2021 10/27/2021<br>Donuts for regional meeting |               | Wellness Grant Expenses          | N    |
|        | 01-149-000-0000-6372                   | 10.20    | 11/17/2021 11/17/2021<br>Regional meeting supplies   |               | Wellness Grant Expenses          | N    |
|        | 01-149-000-0000-6408                   | 48.96    | 11/19/2021 11/19/2021<br>County supplies             | 8619427       | County Shared Office Supplies    | N    |
|        | 01-149-000-0000-6408                   | 41.78    | 10/22/2021 10/22/2021<br>County shared supplies      | 8921054       | County Shared Office Supplies    | N    |
|        | 01-149-000-0000-6372                   | 398.32   | 11/15/2021 11/15/2021<br>Biometric testing supplies  | W660337       | Wellness Grant Expenses          | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH | 592.69   | 10/27/2021 10/27/2021<br>7 Transactions              |               |                                  |      |
| 149    | DEPT Total:                            | 797.37   | Other General Government                             | 2 Vendors     | 8 Transactions                   |      |
| 202    | DEPT                                   |          | Sheriff                                              |               |                                  |      |
| 5227   | Adamson Motors, Inc                    |          |                                                      |               |                                  |      |
|        | 01-202-000-0000-6310                   | 859.08   | 2303 squad service                                   | 23084         | Contract Repairs And Maintenance | N    |
|        |                                        |          | 12/08/2021 12/08/2021                                |               |                                  |      |
| 5227   | Adamson Motors, Inc                    | 859.08   | 1 Transactions                                       |               |                                  |      |
| 5826   | Culligan Water                         |          |                                                      |               |                                  |      |
|        | 01-202-000-0000-6377                   | 43.90    | Jail water                                           |               | Fees And Service Charges         | N    |
|        |                                        |          | 12/01/2021 12/31/2021                                |               |                                  |      |
| 5826   | Culligan Water                         | 43.90    | 1 Transactions                                       |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |          |                                                      |               |                                  |      |
|        | 01-202-000-0000-6173                   | 99.90    | J Rindells uniform pants                             | 5384245       | Uniform Allowance                | N    |
|        |                                        |          | 12/15/2021 12/15/2021                                |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH | 99.90    | 1 Transactions                                       |               |                                  |      |
| 3500   | Severson Oil Company                   |          |                                                      |               |                                  |      |
|        | 01-202-000-0000-6561                   | 1,556.91 | November 21 fuel                                     | 20248         | Gasoline Diesel And Other Fuels  | N    |
|        |                                        |          | 11/01/2021 11/30/2021                                |               |                                  |      |
| 3500   | Severson Oil Company                   | 1,556.91 | 1 Transactions                                       |               |                                  |      |
| 355    | Streicher's, Inc.                      |          |                                                      |               |                                  |      |
|        | 01-202-000-0000-6173                   | 154.98   | B Johnson uniform                                    | 11538346      | Uniform Allowance                | N    |
|        |                                        |          | 11/02/2021 11/02/2021                                |               |                                  |      |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

| Vendor | Name                 | Rpt  | Warrant Description | Invoice #             | Account/Formula Descripti | 1099                                 |
|--------|----------------------|------|---------------------|-----------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula      | Accr | Service Dates       | Paid On Bhf #         | On Behalf of Name         |                                      |
| 355    | Streicher's, Inc.    |      | 154.98              | 1 Transactions        |                           |                                      |
| 202    | DEPT Total:          |      | 2,714.77            | Sheriff               | 5 Vendors                 | 5 Transactions                       |
| 251    | DEPT                 |      | County Jail         |                       |                           |                                      |
| 9018   | Freeborn Co Sheriff  |      | 1,620.00            | Prisoner boarding     | 4                         | Out Of County Board Of Prisoners N   |
|        | 01-251-000-0000-6384 |      |                     | 11/04/2021 11/30/2021 |                           |                                      |
| 9018   | Freeborn Co Sheriff  |      | 1,620.00            | 1 Transactions        |                           |                                      |
| 4899   | HEALTHDIRECT #119    |      | 122.98              | November jail meds    |                           | Drugs And Medicine N                 |
|        | 01-251-000-0000-6431 |      |                     | 12/15/2021 12/15/2021 |                           |                                      |
| 4899   | HEALTHDIRECT #119    |      | 122.98              | 1 Transactions        |                           |                                      |
| 3551   | US AutoForce         |      | 660.96              | Transport van tires   | 2070036                   | Contract Repairs And Maintenance N   |
|        | 01-251-000-0000-6310 |      |                     | 12/09/2021 12/09/2021 |                           |                                      |
| 3551   | US AutoForce         |      | 660.96              | 1 Transactions        |                           |                                      |
| 251    | DEPT Total:          |      | 2,403.94            | County Jail           | 3 Vendors                 | 3 Transactions                       |
| 441    | DEPT                 |      | Public Health       |                       |                           |                                      |
| 6674   | Draper/Erica         |      | 37.52               | MCH mileage Nov 21    |                           | Immunization Cooperative Agreeemer N |
|        | 01-441-000-0000-6054 |      |                     | 11/04/2021 11/16/2021 |                           |                                      |
|        | 01-441-000-0000-6437 |      | 45.92               | C&TC Mileage Nov 21   |                           | CTC Expenses N                       |
|        |                      |      |                     | 11/08/2021 11/09/2021 |                           |                                      |
| 6674   | Draper/Erica         |      | 83.44               | 2 Transactions        |                           |                                      |
| 82132  | Fillmore Co Journal  |      | 123.53              | Ad for PHN            | 129614                    | Immunization Cooperative Agreeemer N |
|        | 01-441-000-0000-6054 |      |                     | 11/01/2021 11/01/2021 |                           |                                      |
|        | 01-441-000-0000-6054 |      | 154.41              | Ad for RN             | 129615                    | Immunization Cooperative Agreeemer N |
|        |                      |      |                     | 11/01/2021 11/01/2021 |                           |                                      |
|        | 01-441-000-0000-6054 |      | 185.30              | Ad for case aide      | 129616                    | Immunization Cooperative Agreeemer N |
|        |                      |      |                     | 11/01/2021 11/01/2021 |                           |                                      |
|        | 01-441-000-0000-6054 |      | 128.65              | Covid Ad              | 130504                    | Immunization Cooperative Agreeemer N |

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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 |
| 82132 Fillmore Co Journal                                          |      | 591.89              | 11/29/2021 11/29/2021<br>4 Transactions                       |                                           |                   |
| 106 Fillmore Co Treasurer<br>01-441-000-0000-6420                  |      | 6.19                | Oct 21 IVP mileage<br>10/08/2021 10/28/2021<br>1 Transactions | IVP Grant (01.441.5327)                   | N                 |
| 106 Fillmore Co Treasurer                                          |      | 6.19                |                                                               |                                           |                   |
| 111 Fillmore Co Treasurer- Credit Card/ACH<br>01-441-000-0000-6054 |      | 544.39              | Apple smart folio keyboard/pen<br>12/13/2021 12/13/2021       | Immunization Cooperative Agreemer         | N                 |
| 01-441-000-0000-6054                                               |      | 329.56              | Imm Coop Agreement II<br>12/13/2021 12/13/2021                | 1355442 Immunization Cooperative Agreemer | N                 |
| 01-441-000-0000-6420                                               |      | 278.00              | Influenza Vx Project Grant<br>12/13/2021 12/13/2021           | 1355442 IVP Grant (01.441.5327)           | N                 |
| 01-441-000-0000-6054                                               |      | 13.96               | Chisel tip highlighters<br>12/13/2021 12/13/2021              | 5717006 Immunization Cooperative Agreemer | N                 |
| 01-441-000-0000-6054                                               |      | 319.80              | Imm Coop Agreement II<br>12/13/2021 12/13/2021                | 7644243 Immunization Cooperative Agreemer | N                 |
| 01-441-000-0000-6054                                               |      | 59.99               | Webcam<br>12/13/2021 12/13/2021                               | 7662663 Immunization Cooperative Agreemer | N                 |
| 01-441-000-0000-6054                                               |      | 540.00              | Safety glasses x4<br>12/13/2021 12/13/2021                    | 782305 Immunization Cooperative Agreemer  | N                 |
| 01-441-000-0000-6054                                               |      | 224.00              | Prescription safety glasses<br>12/13/2021 12/13/2021          | 783015 Immunization Cooperative Agreemer  | N                 |
| 01-441-000-0000-6054                                               |      | 2,158.31            | Covid supplies<br>12/13/2021 12/13/2021                       | 8027428 Immunization Cooperative Agreemer | N                 |
| 01-441-000-0000-6447                                               |      | 53.44               | LPH<br>12/03/2021 01/02/2022                                  | 9894168025 LPHA Grant Expenses            | N                 |
| 01-441-000-0000-6448                                               |      | 38.36               | SHIP cell<br>12/03/2021 01/02/2022                            | 9894168025 Ship Grant Expenses            | N                 |
| 111 Fillmore Co Treasurer- Credit Card/ACH                         |      | 4,559.81            | 11 Transactions                                               |                                           |                   |
| 4177 GATZKE/MICHELE<br>01-441-000-0000-6054                        |      | 76.16               | Nov 21 Imm Coop II mileage<br>11/17/2021 11/23/2021           | Immunization Cooperative Agreemer         | N                 |
| 4177 GATZKE/MICHELE                                                |      | 76.16               | 1 Transactions                                                |                                           |                   |
| 6665 Gilbert/Sydney                                                |      |                     |                                                               |                                           |                   |

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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                                        | On Behalf of Name                 |      |
|        | 01-441-000-0000-6054 |      | 76.72               | Nov 21 Imm. Coop II mileage<br>11/02/2021 11/29/2021 | Immunization Cooperative Agreemer | N    |
|        | 01-441-000-0000-6412 |      | 53.76               | Nov 21 HKM mileage<br>11/02/2021 11/29/2021          | Healthy Kids                      | N    |
|        | 01-441-000-0000-6437 |      | 19.04               | Nov 21 C&TC mileage<br>11/02/2021 11/29/2021         | CTC Expenses                      | N    |
| 6665   | Gilbert/Sydney       |      | 149.52              | 3 Transactions                                       |                                   |      |
| 5710   | Holst/Jessica        |      |                     |                                                      |                                   |      |
|        | 01-441-000-0000-6054 |      | 48.72               | Nov 21 Imm Coop II mileage<br>11/10/2021 11/17/2021  | Immunization Cooperative Agreemer | N    |
| 5710   | Holst/Jessica        |      | 48.72               | 1 Transactions                                       |                                   |      |
| 7139   | Johnson/Dakota       |      |                     |                                                      |                                   |      |
|        | 01-441-000-0000-6054 |      | 20.72               | Nov 21 Imm Coop II mileage<br>11/08/2021 11/17/2021  | Immunization Cooperative Agreemer | N    |
| 7139   | Johnson/Dakota       |      | 20.72               | 1 Transactions                                       |                                   |      |
| 4752   | Logsdon/Linda        |      |                     |                                                      |                                   |      |
|        | 01-441-000-0000-6054 |      | 28.56               | Nov 21 Imm Coop II mileage<br>11/04/2021 11/16/2021  | Immunization Cooperative Agreemer | N    |
| 4752   | Logsdon/Linda        |      | 28.56               | 1 Transactions                                       |                                   |      |
| 1089   | Loven/Julie          |      |                     |                                                      |                                   |      |
|        | 01-441-000-0000-6054 |      | 15.68               | Nov 21 Imm Coop II mileage<br>11/10/2021 11/10/2021  | Immunization Cooperative Agreemer | N    |
| 1089   | Loven/Julie          |      | 15.68               | 1 Transactions                                       |                                   |      |
| 3169   | Pohlman/Brenda L     |      |                     |                                                      |                                   |      |
|        | 01-441-000-0000-6390 |      | 25.20               | Nov 21 TZD mileage<br>11/03/2021 11/08/2021          | TZD Save Roads Basic 20.600       | N    |
|        | 01-441-000-0000-6449 |      | 44.80               | Nov 21 PHEP mileage<br>11/03/2021 11/08/2021         | Preparedness Grant                | N    |
| 3169   | Pohlman/Brenda L     |      | 70.00               | 2 Transactions                                       |                                   |      |
| 81511  | Preston Foods        |      |                     |                                                      |                                   |      |
|        | 01-441-000-0000-6054 |      | 31.34               | Childrens Vaccine supplies<br>11/17/2021 11/17/2021  | Immunization Cooperative Agreemer | N    |

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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                     |
| 81511  | Preston Foods                              |      | 31.34               | 1 Transactions                                      |                           |                                       |
| 6884   | Rodger/Aimee                               |      |                     |                                                     |                           |                                       |
|        | 01-441-000-0000-6054                       |      | 17.36               | Nov 21 Imm Coop II mileage<br>11/05/2021 11/30/2021 |                           | Immunization Cooperative Agreemer N   |
|        | 01-441-000-0000-6437                       |      | 8.96                | Nov 21 C&TC mileage<br>11/05/2021 11/30/2021        |                           | CTC Expenses N                        |
|        | 01-441-000-0000-6445                       |      | 56.00               | Nov 21 TANF mileage<br>11/05/2021 11/30/2021        |                           | TANF Expenses N                       |
| 6884   | Rodger/Aimee                               |      | 82.32               | 3 Transactions                                      |                           |                                       |
| 2187   | Topness/Vicky L                            |      |                     |                                                     |                           |                                       |
|        | 01-441-000-0000-6054                       |      | 16.80               | Nov 21 Imm Coop II mileage<br>11/10/2021 11/10/2021 |                           | Immunization Cooperative Agreemer N   |
| 2187   | Topness/Vicky L                            |      | 16.80               | 1 Transactions                                      |                           |                                       |
| 441    | DEPT Total:                                |      | 5,781.15            | Public Health                                       | 14 Vendors                | 33 Transactions                       |
| 442    | DEPT                                       |      |                     | Wic Program                                         |                           |                                       |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |                                                     |                           |                                       |
|        | 01-442-000-0000-6424                       |      | 38.36               | Peer BF Cell phone<br>12/03/2021 01/02/2022         | 9894168025                | WIC-Peer Breastfeeding Support Grar N |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      | 38.36               | 1 Transactions                                      |                           |                                       |
| 442    | DEPT Total:                                |      | 38.36               | Wic Program                                         | 1 Vendors                 | 1 Transactions                        |
| 443    | DEPT                                       |      |                     | Nursing Service                                     |                           |                                       |
|        | 6674 Draper/Erica                          |      |                     |                                                     |                           |                                       |
|        | 01-443-000-0000-6335                       |      | 35.84               | Nursing mileage Nov 21<br>11/04/2021 11/16/2021     |                           | Employee Automobile Allowance N       |
|        | 6674 Draper/Erica                          |      | 35.84               | 1 Transactions                                      |                           |                                       |
|        | 106 Fillmore Co Treasurer                  |      |                     |                                                     |                           |                                       |
|        | 01-443-000-0000-6335                       |      | 11.03               | Oct 21 H&V mileage<br>10/08/2021 10/28/2021         |                           | Employee Automobile Allowance N       |
|        | 01-443-000-0000-6335                       |      | 116.49              | Oct 21 LTC mileage<br>10/08/2021 10/28/2021         |                           | Employee Automobile Allowance N       |

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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             |      |
| 106    | Fillmore Co Treasurer                  |      | 127.52 |                              | 2 Transactions |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                              |                |                               |      |
|        | 01-443-000-0000-6433                   |      | 80.95  | Billy shoes for client #6646 |                | Waiver Reimbursables          | N    |
|        |                                        |      |        | 12/13/2021 12/13/2021        |                |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 80.95  |                              | 1 Transactions |                               |      |
| 4177   | GATZKE/MICHELE                         |      |        |                              |                |                               |      |
|        | 01-443-000-0000-6335                   |      | 26.32  | Nov 21 Nursing mileage       |                | Employee Automobile Allowance | N    |
|        |                                        |      |        | 11/17/2021 11/23/2021        |                |                               |      |
| 4177   | GATZKE/MICHELE                         |      | 26.32  |                              | 1 Transactions |                               |      |
| 5428   | Hall/Alexis                            |      |        |                              |                |                               |      |
|        | 01-443-000-0000-6335                   |      | 42.00  | Nov 21 Nursing mileage       |                | Employee Automobile Allowance | N    |
|        |                                        |      |        | 11/08/2021 11/29/2021        |                |                               |      |
| 5428   | Hall/Alexis                            |      | 42.00  |                              | 1 Transactions |                               |      |
| 7139   | Johnson/Dakota                         |      |        |                              |                |                               |      |
|        | 01-443-000-0000-6335                   |      | 122.08 | Nov 21 Nursing mileage       |                | Employee Automobile Allowance | N    |
|        |                                        |      |        | 11/08/2021 11/17/2021        |                |                               |      |
| 7139   | Johnson/Dakota                         |      | 122.08 |                              | 1 Transactions |                               |      |
| 4752   | Logsdon/Linda                          |      |        |                              |                |                               |      |
|        | 01-443-000-0000-6335                   |      | 47.60  | Nov 21 Nursing mileage       |                | Employee Automobile Allowance | N    |
|        |                                        |      |        | 11/04/2021 11/16/2021        |                |                               |      |
| 4752   | Logsdon/Linda                          |      | 47.60  |                              | 1 Transactions |                               |      |
| 7141   | Simonson/Ashley                        |      |        |                              |                |                               |      |
|        | 01-443-000-0000-6335                   |      | 49.28  | Nov 21 Nursing mileage       |                | Employee Automobile Allowance | N    |
|        |                                        |      |        | 11/09/2021 11/30/2021        |                |                               |      |
| 7141   | Simonson/Ashley                        |      | 49.28  |                              | 1 Transactions |                               |      |
| 443    | DEPT Total:                            |      | 531.59 | Nursing Service              | 8 Vendors      | 9 Transactions                |      |
| 446    | DEPT                                   |      |        | Mch Program                  |                |                               |      |
| 6665   | Gilbert/Sydney                         |      |        |                              |                |                               |      |
|        | 01-446-000-0000-6257                   |      | 30.24  | Nov 21 EBFHV/HFA mileage     |                | EBHV Expense                  | N    |
|        |                                        |      |        | 11/02/2021 11/29/2021        |                |                               |      |
|        | 01-446-000-0000-6335                   |      | 12.88  | Nov 21 H&V mileage           |                | Employee Automobile Allowance | N    |



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1 County Revenue Fund

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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                    |
|        | 01-446-000-0000-6335         |      | 35.28               | 11/02/2021 11/29/2021<br>Nov 21 MCH mileage |                           | Employee Automobile Allowance N      |
| 6665   | Gilbert/Sydney               |      | 78.40               | 11/02/2021 11/29/2021<br>3 Transactions     |                           |                                      |
| 1285   | Houston County Public Health |      |                     |                                             |                           |                                      |
|        | 01-446-000-0000-6088         |      | 26,551.13           | VACIMP Fed Qtr 3                            |                           | Houston Grant Passthrough (01-446- N |
|        |                              |      |                     | 12/09/2021 12/09/2021                       |                           |                                      |
| 1285   | Houston County Public Health |      | 26,551.13           | 1 Transactions                              |                           |                                      |
| 446    | DEPT Total:                  |      | 26,629.53           | Mch Program                                 | 2 Vendors                 | 4 Transactions                       |
| 1      | Fund Total:                  |      | 47,452.72           | County Revenue Fund                         |                           | 72 Transactions                      |

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12 INFRA FUND

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|     | <u>Vendor Name</u> |                         | <u>Rpt</u>  | <u>Amount</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>Service Dates</u>          | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 111 | DEPT               |                         |             |               | Facilites Mtce                |                      |                                  |             |
|     | 3370               | Haakenson Electric, Inc |             |               |                               |                      |                                  |             |
|     |                    | 12-111-000-0000-6625    |             | 3,311.39      | Hwy shop/new fire alarm panel | 6061                 | Building Improvement             | N           |
|     |                    |                         |             |               | 12/01/2021 12/01/2021         |                      |                                  |             |
|     | 3370               | Haakenson Electric, Inc |             | 3,311.39      | 1 Transactions                |                      |                                  |             |
| 111 | DEPT Total:        |                         |             | 3,311.39      | Facilites Mtce                | 1 Vendors            | 1 Transactions                   |             |
| 12  | Fund Total:        |                         |             | 3,311.39      | INFRA FUND                    |                      | 1 Transactions                   |             |

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13 County Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor No. | Name                         | Account/Formula      | Rpt | Accr | Amount   | Warrant Description        | Service Dates | Invoice #   | Paid On Bhf # | Account/Formula Descripti | 1099 |
|------------|------------------------------|----------------------|-----|------|----------|----------------------------|---------------|-------------|---------------|---------------------------|------|
| 300        | DEPT                         |                      |     |      |          | Highway Administration     |               |             |               |                           |      |
| 6481       | gWorks                       | 13-300-000-0000-6270 |     |      | 452.39   | 12/1 sign software renewal |               | 2019-12761  |               | Data Processing           | N    |
| 6481       | gWorks                       |                      |     |      | 452.39   | 1 Transactions             |               |             |               |                           |      |
| 5833       | Spring Valley Ace Hardware   | 13-300-000-0000-6367 |     |      | 4.78     | 11/10 supplies             |               | A162575     |               | County Park Maintenance   | N    |
| 5833       | Spring Valley Ace Hardware   |                      |     |      | 4.78     | 1 Transactions             |               |             |               |                           |      |
| 300        | DEPT Total:                  |                      |     |      | 457.17   | Highway Administration     |               | 2 Vendors   |               | 2 Transactions            |      |
| 310        | DEPT                         |                      |     |      |          | Highway Maintenance        |               |             |               |                           |      |
| 4381       | Brock White Company LLC      | 13-310-000-0000-6466 |     |      | 59.90    | 11/30 safety supplies      |               | 15160761-00 |               | Safety Materials          | N    |
| 4381       | Brock White Company LLC      |                      |     |      | 59.90    | 1 Transactions             |               |             |               |                           |      |
| 1891       | Bruening Rock Products, Inc. | 13-310-000-0000-6505 |     |      | 781.15   | 11/11 rock                 |               | 230869      |               | Aggregate                 | N    |
|            |                              | 13-310-000-0000-6505 |     |      | 1,467.54 | 11/19 rock                 |               | 231578      |               | Aggregate                 | N    |
|            |                              | 13-310-000-0000-6505 |     |      | 1,037.86 | 11/24 rock                 |               | 232167      |               | Aggregate                 | N    |
|            |                              | 13-310-000-0000-6505 |     |      | 821.96   | 11/30 rock                 |               | 233410      |               | Aggregate                 | N    |
| 1891       | Bruening Rock Products, Inc. |                      |     |      | 4,108.51 | 4 Transactions             |               |             |               |                           |      |
| 20077      | Chiglo/Kyle                  | 13-310-000-0000-6466 |     |      | 186.98   | 12/14 safety shoes         |               |             |               | Safety Materials          | N    |
| 20077      | Chiglo/Kyle                  |                      |     |      | 186.98   | 1 Transactions             |               |             |               |                           |      |
| 6150       | Cintas Corporation No.2      | 13-310-000-0000-6293 |     |      | 8.64     | 11/2 uniforms              |               | 4100537273  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 17.76    | 11/3 uniforms              |               | 4100655541  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 8.20     | 11/4 uniforms              |               | 4100832661  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 8.92     | 11/4 uniforms              |               | 4100832814  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 18.77    | 11/5 uniforms              |               | 4100874871  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 8.64     | 11/5 uniforms              |               | 4100875272  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 10.89    | 11/9 uniforms              |               | 4101174420  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 39.72    | 11/10 uniforms             |               | 4101281303  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 8.20     | 11/11 uniforms             |               | 4101509539  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 8.92     | 11/11 uniforms             |               | 4101509651  |               | Uniform Expense           | N    |
|            |                              | 13-310-000-0000-6293 |     |      | 18.77    | 11/12 uniforms             |               | 4101556512  |               | Uniform Expense           | N    |

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13 County Road &amp; Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                    | Rpt  |            | Warrant Description   | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|-------------------------|------|------------|-----------------------|---------------|------------------------------------|------|
| No.    | Account/Formula         | Accr | Amount     | Service Dates         | Paid On Bhf # | On Behalf of Name                  |      |
|        | 13-310-000-0000-6293    |      | 8.64       | 11/12 uniforms        | 4101556539    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.64       | 11/16 uniforms        | 4101909715    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 17.76      | 11/17 uniforms        | 4101993265    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.92       | 11/18 uniforms        | 4102229870    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.20       | 11/18 uniforms        | 4102230003    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 24.87      | 11/19 uniforms        | 4102299283    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.64       | 11/19 uniforms        | 4102299572    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.64       | 11/23 uniforms        | 4102680661    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.92       | 11/24 uniforms        | 4102872358    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.20       | 11/24 uniforms        | 4102872453    | Uniform Expense                    | N    |
|        | 13-310-000-0000-6293    |      | 8.64       | 11/30 uniforms        | 4103239797    | Uniform Expense                    | N    |
| 6150   | Cintas Corporation No.2 |      | 277.50     | 22 Transactions       |               |                                    |      |
| 5751   | Fastenal Company        |      |            |                       |               |                                    |      |
|        | 13-310-000-0000-6466    |      | 96.66      | 10/29 safety supplies | 91197         | Safety Materials                   | N    |
| 5751   | Fastenal Company        |      | 96.66      | 1 Transactions        |               |                                    |      |
| 3632   | Milestone Materials Inc |      |            |                       |               |                                    |      |
|        | 13-310-000-0000-6505    |      | 97.20      | 11/17 rock            | 260028        | Aggregate                          | N    |
| 3632   | Milestone Materials Inc |      | 97.20      | 1 Transactions        |               |                                    |      |
| 3541   | Nuss Truck & Equipment  |      |            |                       |               |                                    |      |
|        | 13-310-000-0000-6612    |      | 36,337.08  | 12/13 truck chasis 1  | 22904         | CARES/CRRSA/ARPA                   | N    |
|        | 13-310-000-0000-6640    |      | 76,982.84  | 12/13 truck chasis 1  | 22904         | Equipment Purchased                | N    |
|        | 13-310-000-0000-6612    |      | 113,319.92 | 12/13 truck chasis 2  | 22905         | CARES/CRRSA/ARPA                   | N    |
| 3541   | Nuss Truck & Equipment  |      | 226,639.84 | 3 Transactions        |               |                                    |      |
| 5471   | Precise MRM LLC         |      |            |                       |               |                                    |      |
|        | 13-310-000-0000-6580    |      | 150.00     | 11/30 truck data plan | 200-1033948   | Other Repair And Maintenance Suppl | N    |
| 5471   | Precise MRM LLC         |      | 150.00     | 1 Transactions        |               |                                    |      |
| 347    | State Of Mn             |      |            |                       |               |                                    |      |
|        | 13-310-000-0000-6530    |      | 84,723.41  | 12/13 striping        | 683222        | Striping Paint                     | N    |
| 347    | State Of Mn             |      | 84,723.41  | 1 Transactions        |               |                                    |      |
| 3420   | Vogen/Mike              |      |            |                       |               |                                    |      |
|        | 13-310-000-0000-6466    |      | 186.99     | 12/15 safety shoes    |               | Safety Materials                   | N    |
| 3420   | Vogen/Mike              |      | 186.99     | 1 Transactions        |               |                                    |      |

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13 County Road &amp; Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

| Vendor Name                                   | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti | 1099                    |
|-----------------------------------------------|------|---------------------|--------------------------------|---------------------------|-------------------------|
| No. Account/Formula                           | Accr | Amount              | Service Dates                  | Paid On Bhf #             | On Behalf of Name       |
| 310 DEPT Total:                               |      | 316,526.99          | Highway Maintenance            | 10 Vendors                | 36 Transactions         |
| 320 DEPT                                      |      |                     | Highway Construction           |                           |                         |
| 99 Erickson Engineering LLC                   |      |                     |                                |                           |                         |
| 13-320-000-0000-6265                          |      | 1,155.00            | 12/7 consulting                | 14526                     | Consulting N            |
| 13-320-000-0000-6265                          |      | 5,000.00            | 12/7 consulting                | 14547                     | Consulting N            |
| 99 Erickson Engineering LLC                   |      | 6,155.00            | 2 Transactions                 |                           |                         |
| 320 DEPT Total:                               |      | 6,155.00            | Highway Construction           | 1 Vendors                 | 2 Transactions          |
| 330 DEPT                                      |      |                     | Equipment Maintenance Shops    |                           |                         |
| 7460 Al Larson & Sons Plumbing & Heating, Inc |      |                     |                                |                           |                         |
| 13-330-000-0000-6625                          |      | 8,700.00            | 12/8 radiant heaters-Chatfield | 21867                     | Building Improvement N  |
| 7460 Al Larson & Sons Plumbing & Heating, Inc |      | 8,700.00            | 1 Transactions                 |                           |                         |
| 3691 Bauer Built Inc                          |      |                     |                                |                           |                         |
| 13-330-000-0000-6516                          |      | 667.38              | 12/7 tires/parts               | 46865                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 96.00               | 12/7 labor                     | 46865                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 22.50               | 12/9 tires/parts               | 46894                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 50.00               | 12/9 labor                     | 46894                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 96.00               | 12/10 labor                    | 46913                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 587.98              | 12/10 tires/parts              | 46913                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 552.28              | 12/13 tires/parts              | 46931                     | Tires & Repairs N       |
| 13-330-000-0000-6516                          |      | 96.00               | 12/13/ labor                   | 46931                     | Tires & Repairs N       |
| 3691 Bauer Built Inc                          |      | 2,168.14            | 8 Transactions                 |                           |                         |
| 6617 Chatfield Parts House                    |      |                     |                                |                           |                         |
| 13-330-000-0000-6576                          |      | 77.42               | 12/6 supplies                  | 830736                    | Shop Supplies & Tools N |
| 6617 Chatfield Parts House                    |      | 77.42               | 1 Transactions                 |                           |                         |
| 6150 Cintas Corporation No.2                  |      |                     |                                |                           |                         |
| 13-330-000-0000-6576                          |      | 213.26              | 11/12 supplies                 | 4101556540                | Shop Supplies & Tools N |
| 6150 Cintas Corporation No.2                  |      | 213.26              | 1 Transactions                 |                           |                         |
| 1221 Connaughty Sales Inc                     |      |                     |                                |                           |                         |
| 13-330-000-0000-6575                          |      | 75.00               | 11/16 labor                    | 48971                     | Machinery Parts N       |
| 13-330-000-0000-6575                          |      | 10.35               | 11/16 parts                    | 48971                     | Machinery Parts N       |

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13 County Road &amp; Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                        | Rpt  | Warrant Description | Invoice #         | Account/Formula Descripti | 1099                              |
|--------|-----------------------------|------|---------------------|-------------------|---------------------------|-----------------------------------|
| No.    | Account/Formula             | Accr | Amount              | Service Dates     | Paid On Bhf #             | On Behalf of Name                 |
| 1221   | Connaughty Sales Inc        |      | 85.35               | 2 Transactions    |                           |                                   |
| 5751   | Fastenal Company            |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6576        |      | 82.69               | 10/29 supplies    | 91196                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576        |      | 235.87              | 11/30 supplies    | 91659                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576        |      | 95.02               | 11/30 supplies    | 91660                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6317        |      | 84.19               | 11/30 bldg maint  | 91661                     | Building Maintenance N            |
|        | 13-330-000-0000-6576        |      | 61.20               | 12/8 supplies     | 91771                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576        |      | 301.62              | 12/9 supplies     | 91776                     | Shop Supplies & Tools N           |
| 5751   | Fastenal Company            |      | 860.59              | 6 Transactions    |                           |                                   |
| 155    | Hammell Equipment Inc       |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6561        |      | 95.53               | 11/17 additive    | 1141183                   | Gasoline Diesel And Other Fuels N |
|        | 13-330-000-0000-6576        |      | 48.98               | 12/3 supplies     | 1141563                   | Shop Supplies & Tools N           |
| 155    | Hammell Equipment Inc       |      | 144.51              | 2 Transactions    |                           |                                   |
| 5071   | L & R Small Engine          |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6576        |      | 12.49               | 11/29 supplies    | 3098                      | Shop Supplies & Tools N           |
| 5071   | L & R Small Engine          |      | 12.49               | 1 Transactions    |                           |                                   |
| 253    | Morem Electric Inc          |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6625        |      | 1,743.95            | 11/24 shop lights | 45567                     | Building Improvement N            |
| 253    | Morem Electric Inc          |      | 1,743.95            | 1 Transactions    |                           |                                   |
| 7100   | North Central International |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6575        |      | 236.83              | 12/13 parts       | x22400394101              | Machinery Parts N                 |
| 7100   | North Central International |      | 236.83              | 1 Transactions    |                           |                                   |
| 3541   | Nuss Truck & Equipment      |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6575        |      | 218.53              | 12/2 parts        | 1208488P                  | Machinery Parts N                 |
| 3541   | Nuss Truck & Equipment      |      | 218.53              | 1 Transactions    |                           |                                   |
| 5988   | Preston Auto Parts          |      |                     |                   |                           |                                   |
|        | 13-330-000-0000-6576        |      | 32.49               | 12/2 supplies     | 697932                    | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6575        |      | 23.38               | 12/2 parts        | 697993                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575        |      | 438.00              | 12/2 parts        | 697995                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575        |      | 244.96              | 12/2 parts        | 698002                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575        |      | 21.49               | 12/3 parts        | 698040                    | Machinery Parts N                 |
|        | 13-330-000-0000-6576        |      | 44.82               | 12/3 supplies     | 698042                    | Shop Supplies & Tools N           |

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13 County Road &amp; Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                          | Rpt  | Warrant Description | Invoice #        | Account/Formula Descripti | 1099                    |
|--------|-------------------------------|------|---------------------|------------------|---------------------------|-------------------------|
| No.    | Account/Formula               | Accr | Amount              | Service Dates    | Paid On Bhf #             | On Behalf of Name       |
|        | 13-330-000-0000-6576          |      | 17.69               | 12/3 parts       | 698051                    | Machinery Parts N       |
|        | 13-330-000-0000-6317          |      | 4.94                | 12/3 bldg maint  | 698063                    | Building Maintenance N  |
|        | 13-330-000-0000-6576          |      | 140.28              | 12/3 supplies    | 698109                    | Shop Supplies & Tools N |
|        | 13-330-000-0000-6576          |      | 7.05                | 12/6 supplies    | 698350                    | Shop Supplies & Tools N |
|        | 13-330-000-0000-6317          |      | 29.99               | 12/8 bldg maint  | 698588                    | Building Maintenance N  |
|        | 13-330-000-0000-6576          |      | 23.94               | 12/9 supplies    | 698745                    | Shop Supplies & Tools N |
|        | 13-330-000-0000-6575          |      | 24.25               | 12/9 parts       | 698757                    | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 20.52               | 12/9 parts       | 698762                    | Machinery Parts N       |
|        | 13-330-000-0000-6317          |      | 22.99               | 12/10 bldg maint | 698861                    | Building Maintenance N  |
|        | 13-330-000-0000-6575          |      | 11.99               | 12/10 parts      | 698944                    | Machinery Parts N       |
|        | 13-330-000-0000-6576          |      | 17.38               | 12/10 supplies   | 699008                    | Shop Supplies & Tools N |
|        | 13-330-000-0000-6575          |      | 15.48               | 12/13 parts      | 699166                    | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 13.99               | 12/13 parts      | 699181                    | Machinery Parts N       |
|        | 13-330-000-0000-6576          |      | 4.58                | 12/14 supplies   | 699273                    | Shop Supplies & Tools N |
| 5988   | Preston Auto Parts            |      | 1,160.21            | 20 Transactions  |                           |                         |
| 303    | Preston Equipment Company     |      |                     |                  |                           |                         |
|        | 13-330-000-0000-6575          |      | 186.29              | 12/6 parts       | 01-120689                 | Machinery Parts N       |
| 303    | Preston Equipment Company     |      | 186.29              | 1 Transactions   |                           |                         |
| 5753   | RDO Equipment Co              |      |                     |                  |                           |                         |
|        | 13-330-000-0000-6575          |      | 683.73              | 12/2 parts       | P1141902                  | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 396.61              | 12/2 parts       | P1142002                  | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 692.42              | 12/6 parts       | P1157902                  | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 139.51              | 12/6 parts       | P1158002                  | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 203.92              | 12/13 parts      | P1186502                  | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 80.04               | 12/13 parts      | P1186602                  | Machinery Parts N       |
| 5753   | RDO Equipment Co              |      | 2,196.23            | 6 Transactions   |                           |                         |
| 5833   | Spring Valley Ace Hardware    |      |                     |                  |                           |                         |
|        | 13-330-000-0000-6576          |      | 6.99                | 11/3 supplies    | A161928                   | Shop Supplies & Tools N |
| 5833   | Spring Valley Ace Hardware    |      | 6.99                | 1 Transactions   |                           |                         |
| 7757   | Universal Truck Equipment Inc |      |                     |                  |                           |                         |
|        | 13-330-000-0000-6575          |      | 2,358.56            | 12/8 parts       | 56438                     | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 43.99               | 12/8 parts       | 56439                     | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 50.93               | 12/9 parts       | 56459                     | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 2,069.91            | 12/13 parts      | 56488                     | Machinery Parts N       |
|        | 13-330-000-0000-6575          |      | 1,405.26            | 12/13 parts      | 56489                     | Machinery Parts N       |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor |                               | Name | Rpt        | Warrant Description         |  | Invoice #     | Account/Formula Descripti | 1099 |
|--------|-------------------------------|------|------------|-----------------------------|--|---------------|---------------------------|------|
| No.    | Account/Formula               | Accr | Amount     | Service Dates               |  | Paid On Bhf # | On Behalf of Name         |      |
| 7757   | Universal Truck Equipment Inc |      | 5,928.65   | 5 Transactions              |  |               |                           |      |
| 450    | Zep Sales & Service           |      |            |                             |  |               |                           |      |
|        | 13-330-000-0000-6317          |      | 423.49     | 12/10 bldg maint            |  | 11128218      | Building Maintenance      | N    |
| 450    | Zep Sales & Service           |      | 423.49     | 1 Transactions              |  |               |                           |      |
| 330    | DEPT Total:                   |      | 24,362.93  | Equipment Maintenance Shops |  | 17 Vendors    | 59 Transactions           |      |
| 13     | Fund Total:                   |      | 347,502.09 | County Road & Bridge        |  |               | 99 Transactions           |      |



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14 Sanitation 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         |                                       |
| 390    | DEPT                               |      | Resource Recovery Center |                          |                           |                                       |
| 3691   | Bauer Built Inc                    |      |                          |                          |                           |                                       |
|        | 14-390-000-0000-6311               |      | 990.00                   | Truck tire repairs       | 740046668                 | Miscellaneous Repairs And Maintenar N |
|        |                                    |      |                          | 11/18/2021               | 11/18/2021                |                                       |
| 3691   | Bauer Built Inc                    |      | 990.00                   |                          | 1 Transactions            |                                       |
| 6150   | Cintas Corporation No.2            |      |                          |                          |                           |                                       |
|        | 14-390-000-0000-6377               |      | 112.47                   | Uniforms                 | 4104273940                | Fees And Service Charges N            |
|        |                                    |      |                          | 12/10/2021               | 12/10/2021                |                                       |
| 6150   | Cintas Corporation No.2            |      | 112.47                   |                          | 1 Transactions            |                                       |
| 390    | DEPT Total:                        |      | 1,102.47                 | Resource Recovery Center | 2 Vendors                 | 2 Transactions                        |
| 391    | DEPT                               |      | Score Grant Program      |                          |                           |                                       |
| 6333   | Dynamic Lifecycle Innovations Inc. |      |                          |                          |                           |                                       |
|        | 14-391-000-0000-6861               |      | 2,305.68                 | TV Recycling             | 211117006                 | Recycling Operation Expense N         |
|        |                                    |      |                          | 11/23/2021               | 11/23/2021                |                                       |
| 6333   | Dynamic Lifecycle Innovations Inc. |      | 2,305.68                 |                          | 1 Transactions            |                                       |
| 20078  | Recycle Technologies               |      |                          |                          |                           |                                       |
|        | 14-391-000-0000-6861               |      | 1,429.30                 | Light bulb recycling     | 219507                    | Recycling Operation Expense N         |
|        |                                    |      |                          | 11/30/2021               | 11/30/2021                |                                       |
| 20078  | Recycle Technologies               |      | 1,429.30                 |                          | 1 Transactions            |                                       |
| 391    | DEPT Total:                        |      | 3,734.98                 | Score Grant Program      | 2 Vendors                 | 2 Transactions                        |
| 14     | Fund Total:                        |      | 4,837.45                 | Sanitation Fund          |                           | 4 Transactions                        |

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23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

| 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           |                  |                           |      |
| 110         | Fillmore Co Treasurer |      |                     |                          |                  |                           |      |
|             | 23-350-000-0000-6316  |      | 320.00              | Airport plowing          | 61-0302          | Grounds Maintenance       | N    |
|             |                       |      |                     | 12/08/2021 12/08/2021    |                  |                           |      |
| 110         | Fillmore Co Treasurer |      | 320.00              | 1 Transactions           |                  |                           |      |
| 2645        | Myhre/Charles         |      |                     |                          |                  |                           |      |
|             | 23-350-000-0000-6316  |      | 145.00              | Wildlife control-gophers | 58468            | Grounds Maintenance       | Y    |
|             |                       |      |                     | 12/10/2021 12/10/2021    |                  |                           |      |
| 2645        | Myhre/Charles         |      | 145.00              | 1 Transactions           |                  |                           |      |
| 350         | DEPT Total:           |      | 465.00              | County Airport           | 2 Vendors        | 2 Transactions            |      |
| 23          | Fund Total:           |      | 465.00              | County Airport Fund      |                  | 2 Transactions            |      |
|             | Final Total:          |      | 403,568.65          | 81 Vendors               | 178 Transactions |                           |      |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 47,452.72     | County Revenue Fund  |                    |
|               | 12          | 3,311.39      | INFRA FUND           |                    |
|               | 13          | 347,502.09    | County Road & Bridge |                    |
|               | 14          | 4,837.45      | Sanitation Fund      |                    |
|               | 23          | 465.00        | County Airport Fund  |                    |
|               | All Funds   | 403,568.65    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

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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 | Service Dates            | Paid On Bhf #                 | On Behalf of Name         |                |
| 111    | DEPT                     |      | Facilites Mtce           |                               |                           |                |
| 308    | Preston Public Utilities |      |                          |                               |                           |                |
|        | 01-111-000-0000-6251     |      | 2,176.71                 | FCOB utilities                | 44701115                  | Electricity N  |
|        |                          |      |                          | 10/27/2021 11/29/2021         |                           |                |
|        | 01-111-000-0000-6251     |      | 4,757.40                 | Courthouse utilities          | 88833822                  | Electricity N  |
|        |                          |      |                          | 10/28/2021 11/30/2021         |                           |                |
| 308    | Preston Public Utilities |      | 6,934.11                 | 2 Transactions                |                           |                |
| 111    | DEPT Total:              |      | 6,934.11                 | Facilites Mtce                | 1 Vendors                 | 2 Transactions |
| 149    | DEPT                     |      | Other General Government |                               |                           |                |
| 85440  | Centurylink              |      |                          |                               |                           |                |
|        | 01-149-000-0000-6203     |      | 1,846.44                 | Courthouse phones 11/26-12/25 |                           | Telephone N    |
|        |                          |      |                          | 11/26/2021 12/25/2021         |                           |                |
| 85440  | Centurylink              |      | 1,846.44                 | 1 Transactions                |                           |                |
| 149    | DEPT Total:              |      | 1,846.44                 | Other General Government      | 1 Vendors                 | 1 Transactions |
| 251    | DEPT                     |      | County Jail              |                               |                           |                |
| 5536   | MiEnergy Cooperative     |      |                          |                               |                           |                |
|        | 01-251-000-0000-6251     |      | 116.68                   | Radio tower electric          | 8031006                   | Electricity N  |
|        |                          |      |                          | 11/01/2021 12/01/2021         |                           |                |
| 5536   | MiEnergy Cooperative     |      | 116.68                   | 1 Transactions                |                           |                |
| 308    | Preston Public Utilities |      |                          |                               |                           |                |
|        | 01-251-000-0000-6251     |      | 2,121.06                 | Jail utilities                | 4471340                   | Electricity N  |
|        |                          |      |                          | 10/27/2021 11/29/2021         |                           |                |
| 308    | Preston Public Utilities |      | 2,121.06                 | 1 Transactions                |                           |                |
| 251    | DEPT Total:              |      | 2,237.74                 | County Jail                   | 2 Vendors                 | 2 Transactions |
| 1      | Fund Total:              |      | 11,018.29                | County Revenue Fund           |                           | 5 Transactions |

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13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

|     | <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>        |
| 300 | DEPT                         |             |                            | Highway Administration      |                                  |                                 |
|     | 5536 MiEnergy Cooperative    |             |                            |                             |                                  |                                 |
|     | 13-300-000-0000-6306         |             | 52.94                      | 12/7 electricity            | 302875008                        | Radio Tower Repair & Services N |
|     | 5536 MiEnergy Cooperative    |             | 52.94                      | 1 Transactions              |                                  |                                 |
| 300 | DEPT Total:                  |             | 52.94                      | Highway Administration      | 1 Vendors                        | 1 Transactions                  |
| 310 | DEPT                         |             |                            | Highway Maintenance         |                                  |                                 |
|     | 5536 MiEnergy Cooperative    |             |                            |                             |                                  |                                 |
|     | 13-310-000-0000-6251         |             | 42.00                      | 12/7 electricity            | 302875011                        | Electricity N                   |
|     | 5536 MiEnergy Cooperative    |             | 42.00                      | 1 Transactions              |                                  |                                 |
| 310 | DEPT Total:                  |             | 42.00                      | Highway Maintenance         | 1 Vendors                        | 1 Transactions                  |
| 330 | DEPT                         |             |                            | Equipment Maintenance Shops |                                  |                                 |
|     | 5536 MiEnergy Cooperative    |             |                            |                             |                                  |                                 |
|     | 13-330-000-0000-6251         |             | 189.83                     | 12/7 electricity            | 302875012                        | Electricity N                   |
|     | 13-330-000-0000-6251         |             | 29.49                      | 12/7 electricity            | 302875013                        | Electricity N                   |
|     | 13-330-000-0000-6251         |             | 50.00                      | 12/7 electricity            | 333377001                        | Electricity N                   |
|     | 13-330-000-0000-6251         |             | 98.51                      | 12/7 electricity            | 333377002                        | Electricity N                   |
|     | 5536 MiEnergy Cooperative    |             | 367.83                     | 4 Transactions              |                                  |                                 |
|     | 308 Preston Public Utilities |             |                            |                             |                                  |                                 |
|     | 13-330-000-0000-6251         |             | 734.27                     | 12/13 utilities             | 4458327                          | Electricity N                   |
|     | 13-330-000-0000-6251         |             | 43.85                      | 12/13 utilities             | 4473A342                         | Electricity N                   |
|     | 13-330-000-0000-6251         |             | 968.14                     | 12/13 utilities             | 4473B341                         | Electricity N                   |
|     | 308 Preston Public Utilities |             | 1,746.26                   | 3 Transactions              |                                  |                                 |
| 330 | DEPT Total:                  |             | 2,114.09                   | Equipment Maintenance Shops | 2 Vendors                        | 7 Transactions                  |
| 13  | Fund Total:                  |             | 2,209.03                   | County Road & Bridge        |                                  | 9 Transactions                  |

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 14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor | Name                           | Rpt       | Warrant Description        | Invoice #     | Account/Formula Descripti   | 1099 |
|--------|--------------------------------|-----------|----------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                | Accr      | Service Dates              | Paid On Bhf # | On Behalf of Name           |      |
| 390    | DEPT                           |           | Resource Recovery Center   |               |                             |      |
| 85440  | Centurylink                    |           |                            |               |                             |      |
|        | 14-390-000-0000-6203           |           | November phone/internet    | 301270054     | Telephone                   | N    |
|        |                                | 147.73    | 11/26/2021 12/25/2021      |               |                             |      |
| 85440  | Centurylink                    |           | 1 Transactions             |               |                             |      |
|        |                                | 147.73    |                            |               |                             |      |
| 5504   | HARTER'S TRASH & RECYCLING INC |           |                            |               |                             |      |
|        | 14-390-000-0000-6374           |           | November 21 Trash          | 0000453280    | Landfill Tipping Fees       | N    |
|        |                                | 14,733.94 | 11/02/2021 11/30/2021      |               |                             |      |
| 5504   | HARTER'S TRASH & RECYCLING INC |           | 1 Transactions             |               |                             |      |
|        |                                | 14,733.94 |                            |               |                             |      |
| 308    | Preston Public Utilities       |           |                            |               |                             |      |
|        | 14-390-000-0000-6251           |           | Transfer station utilities | 4457326       | Electricity                 | N    |
|        |                                | 592.11    | 10/27/2021 11/26/2021      |               |                             |      |
| 308    | Preston Public Utilities       |           | 1 Transactions             |               |                             |      |
|        |                                | 592.11    |                            |               |                             |      |
| 390    | DEPT Total:                    |           | Resource Recovery Center   | 3 Vendors     | 3 Transactions              |      |
|        |                                | 15,473.78 |                            |               |                             |      |
| 391    | DEPT                           |           | Score Grant Program        |               |                             |      |
| 5504   | HARTER'S TRASH & RECYCLING INC |           |                            |               |                             |      |
|        | 14-391-000-0000-6861           |           | November 21 Recycling      | 0000453280    | Recycling Operation Expense | N    |
|        |                                | 13,198.15 | 11/02/2021 11/30/2021      |               |                             |      |
| 5504   | HARTER'S TRASH & RECYCLING INC |           | 1 Transactions             |               |                             |      |
|        |                                | 13,198.15 |                            |               |                             |      |
| 391    | DEPT Total:                    |           | Score Grant Program        | 1 Vendors     | 1 Transactions              |      |
|        |                                | 13,198.15 |                            |               |                             |      |
| 14     | Fund Total:                    |           | Sanitation Fund            |               | 4 Transactions              |      |
|        |                                | 28,671.93 |                            |               |                             |      |

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23 County Airport Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name |                      | Rpt  | Warrant Description |                             | Invoice #     | Account/Formula Descripti | 1099 |
|-------------|----------------------|------|---------------------|-----------------------------|---------------|---------------------------|------|
| No.         | Account/Formula      | Accr | Amount              | Service Dates               | Paid On Bhf # | On Behalf of Name         |      |
| 350         | DEPT                 |      |                     | County Airport              |               |                           |      |
| 5536        | MiEnergy Cooperative |      |                     |                             |               |                           |      |
|             | 23-350-000-0000-6251 |      | 53.04               | Electricity 11/1/21-12/1/21 | 7632004       | Electricity               | N    |
|             |                      |      |                     | 11/01/2021 12/01/2021       |               |                           |      |
|             | 23-350-000-0000-6251 |      | 416.20              | Electricity 11/1/21-12/1/21 | 7632005       | Electricity               | N    |
|             |                      |      |                     | 11/01/2021 12/01/2021       |               |                           |      |
| 5536        | MiEnergy Cooperative |      | 469.24              | 2 Transactions              |               |                           |      |
| 350         | DEPT Total:          |      | 469.24              | County Airport              | 1 Vendors     | 2 Transactions            |      |
| 23          | Fund Total:          |      | 469.24              | County Airport Fund         |               | 2 Transactions            |      |

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73 Greenleafon Septic Projec

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name |                           | Rpt  | Warrant Description |                                 | Invoice #     | Account/Formula Descripti | 1099 |
|-------------|---------------------------|------|---------------------|---------------------------------|---------------|---------------------------|------|
| No.         | Account/Formula           | Accr | Amount              | Service Dates                   | Paid On Bhf # | On Behalf of Name         |      |
| 611         | DEPT                      |      |                     | Greenleafon Maintenance Expense |               |                           |      |
|             | 5536 MiEnergy Cooperative |      |                     |                                 |               |                           |      |
|             | 73-611-000-0000-6251      |      | 59.10               | Greenleafon WWP grinder         | 7001041       | Electricity               | N    |
|             |                           |      |                     | 11/01/2021 12/01/2021           |               |                           |      |
|             | 73-611-000-0000-6251      |      | 288.19              | Greenleafon WWTP                | 7406005       | Electricity               | N    |
|             |                           |      |                     | 11/01/2021 12/01/2021           |               |                           |      |
|             | 5536 MiEnergy Cooperative |      | 347.29              | 2 Transactions                  |               |                           |      |
| 611         | DEPT Total:               |      | 347.29              | Greenleafon Maintenance Expense | 1 Vendors     | 2 Transactions            |      |
| 73          | Fund Total:               |      | 347.29              | Greenleafon Septic Project      |               | 2 Transactions            |      |



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87 State Revenue And School

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor | Name                     | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti | 1099                                 |
|--------|--------------------------|------|---------------------|--------------------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula          | Accr | Amount              | Service Dates                  | Paid On Bhf #             | On Behalf of Name                    |
| 0      | DEPT                     |      | ...                 |                                |                           |                                      |
| 110    | Fillmore Co Treasurer    |      |                     |                                |                           |                                      |
|        | 87-000-000-0000-2470     |      | 31,057.64           | MRT November 2021              |                           | Mortgage Reg Tax-State N             |
|        |                          |      |                     | 11/01/2021 11/30/2021          |                           |                                      |
|        | 87-000-000-0000-2471     |      | 30,889.01           | Deed Tax November 2021         |                           | State Deed Tax-State N               |
|        |                          |      |                     | 11/01/2021 11/30/2021          |                           |                                      |
| 110    | Fillmore Co Treasurer    |      | 61,946.65           | 2 Transactions                 |                           |                                      |
| 1859   | MN Department Of Finance |      |                     |                                |                           |                                      |
|        | 87-000-000-0000-2100     |      | 1,958.00            | October 2021 Vitals            |                           | Due To Other Governmental Agencie: N |
|        |                          |      |                     | 10/01/2021 10/31/2021          |                           |                                      |
|        | 87-000-000-0000-2313     |      | 4,158.00            | Real estate surcharge-Oct 21   |                           | Real Estate Surcharge N              |
|        |                          |      |                     | 10/01/2021 10/31/2021          |                           |                                      |
| 1859   | MN Department Of Finance |      | 6,116.00            | 2 Transactions                 |                           |                                      |
| 5993   | Mn Dept Of Health        |      |                     |                                |                           |                                      |
|        | 87-000-000-0000-2312     |      | 127.50              | Well certificate-Oct 21 vitals |                           | Well Management Funds N              |
|        |                          |      |                     | 10/01/2021 10/31/2021          |                           |                                      |
| 5993   | Mn Dept Of Health        |      | 127.50              | 1 Transactions                 |                           |                                      |
| 0      | DEPT Total:              |      | 68,190.15           | ...                            | 3 Vendors                 | 5 Transactions                       |
| 87     | Fund Total:              |      | 68,190.15           | State Revenue And School Func  |                           | 5 Transactions                       |
|        | Final Total:             |      | 110,905.93          | 17 Vendors                     | 27 Transactions           |                                      |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |                    |
|---------------|-------------|---------------|-------------------------------|--------------------|
|               | 1           | 11,018.29     | County Revenue Fund           |                    |
|               | 13          | 2,209.03      | County Road & Bridge          |                    |
|               | 14          | 28,671.93     | Sanitation Fund               |                    |
|               | 23          | 469.24        | County Airport Fund           |                    |
|               | 73          | 347.29        | Greenleafton Septic Project   |                    |
|               | 87          | 68,190.15     | State Revenue And School Fund |                    |
|               | All Funds   | 110,905.93    | Total                         | Approved by, ..... |
|               |             |               |                               | .....              |
|               |             |               |                               | .....              |

# REQUEST FOR COUNTY BOARD ACTION

|                         |                                     |                   |
|-------------------------|-------------------------------------|-------------------|
| Agenda Date: 12/21/2021 | Amount of time requested (minutes): | 15                |
| Dept.: Sanitation       | Prepared By:                        | Drew Hatzenbihler |

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

Consent Agenda:

Regular Agenda:

Documentation  
Yes or No

1. First read of 10 year solid waste management plan. (yes)
  - a. This copy represents a rough draft (apologies for typos etc.)
    - i. Highlighted/red items are items that are incomplete and subject to change or need further information.
  - b. I request that the board make suggestions for changes they would like to see to the overall plan.
  - c. After board review, the copy will go to the MPCA for review and comment and come back for the county to make the requested changes.
2. Consider acceptance of \$2000 from the Carton Council as part of Carton Council's Community Education Award
  - a. Funds requested to be used for future recycling educational activities

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) and [tkraling@co.fillmore.mn.us](mailto:tkraling@co.fillmore.mn.us)

2022

# Fillmore County



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## I. Executive Summary

Fillmore County, located in Southeast Minnesota, has developed this update to the Fillmore County Comprehensive Solid Waste Management Plan (2012). This plan contains solid waste data analysis and policies, which will guide the development of solid waste programs within the County for the next ten years. This plan also included a description of Fillmore County's existing and proposed solid waste abatement programs (SCORE Programs) and upgrades to the county's resource recovery facility.

To encourage waste abatement, Fillmore County's solid waste ordinance requires all haulers adopt a volume-based fee structure. Fillmore County uses the same type of fee structure at the Resource Recovery Center. The county continues to implement source reduction activities in County buildings.

The Fillmore County Resource Recovery Center (FCRRC), Permit ID SW-322, houses the county's recycling drop-off center and a transfer station. In addition, there are six rural recycling drop-off facilities throughout the county. The county also hosts two household hazardous waste collection events annually in May and October.

County ordinance requires residents and businesses to recycle. The County recycling rate has decreased by 1.4% over the last 10 years (2010 to 2019). Many residents, especially rural residents, use the rural recycling drop-off facilities or the FCRRC's recycling facility. According to recent annual SCORE report Fillmore County recycled 3,362.54 tons in 2020. The Goal Volume Table in [Appendix A](#) shows expected tonnages and recycling rate for the next ten years.

Fillmore County does not have its own landfill. Until 2019 Fillmore County was using the Winneshiek County Landfill in Iowa and Waste Management's Central Disposal Facility located in Lake Mills, Iowa for landfill services. In 2019, Fillmore County ended its agreement with the Winneshiek County Landfill and began hauling all waste to the Central Disposal Facility in Lake Mills Iowa, see Appendix D for current agreement. In \_\_\_\_\_ Fillmore County ended its agreement with Waste Management for the transportation and management of municipal solid waste (MSW) and recycling. The county then signed a five year contract with Harter's Quick Clean-up for these services starting in \_\_\_\_\_. This contract renews annually for an additional five years unless notice of termination is provided by either party. Harter's hauls the county's MSW to Waste Management's Central Disposal Facility in Lake Mills, Iowa for landfilling. Harter's hauls the county's recyclable materials for processing in La Crosse, Wisconsin. A copy of the current agreement with Hater's Quick Clean up and additional contract amendments can be found in [Appendix E](#).

This plan was developed and completed by the Fillmore County Solid Waste Administrator, Drew Hatzenbihler, with assistance of the Minnesota Pollution Control Agency.

## **II. Background Information**

### **A. Population Distribution and Projection**

According to the 2020 Census data, Fillmore County's population was 21,228 persons. This is a 1% increase from the 2010 census of 20,866. The largest city in the county is Spring Valley with a population of 2,388. The city of Preston is the County Seat with a population of 1,283. Preston is located centrally at the intersection of Highways 52 and 16, the two main transportation routes in the county.

Most of the county is very lightly populated. The county's 2020 population density was estimated to be approximately 24 persons per square mile. There are 8,616 households in the county. There are 2.38 persons per household.

The median age is 42 years with 55% of the population in the age category 18-64 years. 20% of the population is aged 65 and over and 25% is under 18 years. The race & ethnicity is 96% white, 2% Hispanic, 1% black, 1% Asian, and 1% two or more races. Population projections in the next 10 years show less than 1% change, projecting a small decrease of residents.

Fillmore County has an influx of tourists primarily in the spring through the fall. Visitors stay at one of numerous campgrounds and area Bed & Breakfast establishments.

### **B. Land Use**

Fillmore County is 864 square miles in area. Land use in Fillmore County is predominantly agricultural. The land use is 55% cultivated crops of corn and soybeans, 20% forest, 15% hay/pasture, 4.5% developed, 3% shrub/herbaceous, and 1% wetland. Projected land use patterns in the next decade show not much change.

Approximately half of Fillmore County is located in the driftless area of the state. The western half is flat to rolling hills, and the eastern, driftless area, is rolling hills and steep bluff areas dissected with numerous streams and rivers. The steep hills limit some types of land uses and the county's geology and Karst topography is a consideration in all land uses. This Karst topography allows a greater chance for contamination of groundwater. The sinkholes and cracks in the underlying limestone give easy access to pollutants to get into the groundwater.

### **C. Employment**

Historically, Fillmore County has had an agricultural-based economy with some manufacturing. In recent years, tourism has played a significant role. The largest employment sector in the county is agriculture and related agriculture businesses.

Fillmore County has 11,494 available workers and 4.7% unemployment rate. Fillmore County is expected to see a labor force decline over the next 10-15 years.

### **D. Local Economic Conditions**

Fillmore County's median household income in 2020 was \$61,207. About 9.4% of the population in the county is living in poverty in 2020.



Fillmore County has the 49th largest economy of the 87 counties in the state. Fillmore County was the 12th fastest growing the past year and the 32nd fastest growing since 2015. From 2105 to 2020, employers in Fillmore county cut jobs at a -2.5% decline.

### **E. Regional Opportunities**

Regional opportunities include partnerships with other local counties that have higher populations with higher incomes and therefore more resources to bring innovative technologies and systems to the region. Due to the significant percentage of land use in agriculture, recycling opportunities for agriculture waste is a priority.

### **F. Waste Collection and Generation**

It is estimated that Fillmore County generates around 12,000 tons of waste annually. Roughly 70-75 percent of Fillmore County residents have solid waste collection service. The majority of residents without collection services live in rural areas of the county with a smaller percentage living in cities. All major cities within the county offer waste collection service but some citizens choose to self-haul. Fillmore County estimates that around 28% is disposed of on-site by generators each year. Of the waste collected annually, around 75% is estimated to come from residential sources with the remaining 25% coming from commercial/industrial sources. Of all the waste generated in the County annually 1-2 percent of the waste is estimated to be Construction and Demolition debris (C&D).

Fillmore County does not have a substantial amount of major solid waste generators. Nearly all major generators of solid waste within the county comes from the industrial sector. Solid waste generated by Industrial source represents about 5% of the county's overall waste stream. The majority of this waste coming from a small number of generators including: Strongwell Inc., Tuohy, Valley Design, Steuart Manufacturing, and EZ Fabricating.

By ordinance Fillmore County Haulers are required to have a volume or weight based fee structure. The Fillmore County Resource Recovery Center's (RRC) fee system is also weight based. This offers residents a financial incentive to reduce the amount of waste they generate. A copy of the FCRR's fees can be found in [Appendix F](#).

Fillmore County has not completed a waste generation study but estimates its rates to be similar to the state averages found in the 2013 statewide waste composition study. The table below summarizes the results of that study.

| Primary Material Category     | 2013 Statewide Composition |
|-------------------------------|----------------------------|
| Paper                         | 24.5%                      |
| Plastic                       | 17.9%                      |
| Metals                        | 4.5%                       |
| Glass                         | 2.2%                       |
| Organic Waste                 | 31%                        |
| Problem Materials/Electronics | 1.2%                       |
| HHW/HW                        | 0.4%                       |
| Other Waste                   | 18.3%                      |

|       |      |
|-------|------|
| TOTAL | 100% |
|-------|------|

## **G. Local and Regional Solid Waste Planning Review**

Fillmore County is/has been involved with some local planning efforts around solid waste. Winona, Fillmore, Olmsted, and Houston counties applied for a Grant from the MPCA to explore the possibility of a regional Source Separated Composting Facility to serve the region. That grant has since been completed by Winona County. The plan was to look into the feasibility of a regional composting facility and create a potential facility plan.

In addition to the Source Separated Organics Composting grant, Olmsted County is currently planning and seeking funding for a Municipal Recycling Facility to be located within the county. They have reached out to Fillmore County about the possibility of processing the recyclable materials from Fillmore County and potentially accepting Fillmore County's waste for disposal in their waste-to-energy facility. Olmsted County is still very early in the planning process and reached out to Fillmore County to explore the idea of a local partnership for waste management in the region.

Fillmore County does not have a substantial amount of conflicting, duplicative, or overlapping solid waste management efforts. Chatfield, one of the larger cities within the county lie on the divide between Fillmore and Olmsted County. This is the primary location where overlapping management efforts exist and in general Fillmore County doesn't see many issues associated with the overlap. Olmsted County has designation over their waste and the Fillmore County RRC only accepts waste that was generated within the county borders. The local hauler for Chatfield does a good job of ensuring that waste is hauled to an appropriate facility based on the county of origin. Some issues arise with residents using Fillmore County's facilities because it is generally cheaper than Olmsted's facilities. In addition, if Olmsted County raises fees for individual items like mattresses or Televisions Fillmore County may end up with an influx of these materials without realizing the waste is coming from out of county. Generally speaking, Fillmore County does not face any major challenges with conflicting/overlapping solid waste management efforts.

### **III. Integrated Solid Waste Management System**

#### **A. Existing and Integrated Solid Waste Management System**

A copy of Fillmore County's solid waste policies, The Fillmore County Solid Waste Ordinance can be found in **Appendix G**. Fillmore County's goals for this policy and for solid waste management is to provide residents with a cost effective way to dispose of their waste. The County recognizes that in the absence of convenient methods of waste disposal residents turn to undesirable methods for waste disposal. Pursuant of this same goal, Fillmore County attempts to offer disposal for as many types of waste as possible and expands the management program when cost effective opportunities for improvement arise.

Fillmore County continually reviews its system of waste management to make changes to adapt to new trends or processes for waste management, ensure that residents have an affordable option for managing their waste and ensuring that waste is handled according to the State of Minnesota's waste hierarchy. Fillmore County has found that the constraints that existed ten years ago largely remain true today. Fillmore County is constantly balancing public opinion/acceptance and financial considerations to ensure environmental protection through proper disposal of waste and problem materials and the State's hierarchy of waste disposal.

Fillmore County's existing waste management system has been through several changes. Due to the lack of a local landfill the Fillmore County Board began by exploring options for local waste disposal including Olmsted County's waste incinerator among other options. Due to projected costs, haul distances, waste volumes, land disposal needs, solid waste authority, and other factors the board ultimately rejected proposals for waste incineration options. The board initially made the decisions to pursue a source-separated MSW composting operation. At the time this was the best available option to augment the existing recycling program already in place. MSW composting was seen as the best option to reduce the need for land disposal. This program was later abandoned when end markets for the composted material disappeared and the bulk of the material was being landfilled.

The Fillmore County Resource Recovery Center (FCRRC) has been an integral part of the County's solid waste program. The FCRRC has evolved in stages beginning with the transfer station which provided an option for waste disposal with the lack of a local landfill. The three-bay building was built to house the county's recycling operation. The facility remains largely similar to this day with minor modifications. The transfer station uses a compactor to load semi-trailers for transfer to a landfill. In 2018 a compactor/conveyor setup was also added to the recycling operation for loading recyclable materials into semi-trailers for transfer to a sort facility. The compactor increased the efficiency of transportation over the previous system of loading large roll-off dumpsters. The FCRRC is located on the eastern edge of Preston, on Highway 52. A complete description of the facility can be found in the permit application in Appendix H.

In the last ten years, Fillmore County has had two contracts for hauling and disposal of MSW and recyclables. Waste Management was the original contractor for these services. When Waste Management abruptly ended that contract in 2016/2017 Harter's Quick Clean-up was selected through

RFP to hauling and disposal/recycling of the county's waste. A lack of a sort facility in the Southeast corner of the state means recycling is hauled and processed in La Crosse, Wisconsin. Funding for these programs is provided by county tax funds, the sale of materials, SCORE funding and Household Hazardous Waste reimbursements from the State of Minnesota and associated programs.

Landfill disposal has been handled by the Winneshiek County Landfill and Waste Management's Central Disposal facility in Lake Mills, Iowa. In 2020 Fillmore County and the Winneshiek County landfill ended their long-term agreement for waste disposal. Fillmore County now exclusively hauls waste the Central Disposal in Lake Mills, Iowa. The cost for disposal (including transportation) in 2020 was \$161,890.23.

Waste Management's Central Disposal Systems landfill is located approximately 2.5 miles southwest of Lake Mills, Winnebago County, Iowa in the northwest quarter of Section 21, R99N, R23W. Waste Management operates the landfill under the Iowa Department of Natural Resources permit number 95-SPD -01-7. A copy of the current operating permit can be found in **Appendix I**. Additional landfill information can be found at:

<https://programs.iowadnr.gov/solidwaste/Reports/FacilitySnapshot?PermitNumber=95-SDP-01-72>

Fillmore County's current system of waste management is generally adequate to meet the needs of county residents. Additional opportunities for disposal are investigated as they become available or when markets change. Fillmore County's contract designates that the County receives 80% of the revenue generated from the sale of recyclable materials processed and sorted by Harter's. The County is responsible for disposal fees, processing, and hauling fees. Economic and market conditions can drastically affect annual revenue from the sale of materials making budgeting a challenge.

Fillmore county and Southeastern Minnesota has relatively few options for recovery and disposal facilities. Our location affects nearly every aspect of the operation. Transport fees are generally higher as a result of our remote location and in the event that we need to find a new destination for a new waste stream, options are limited.

In addition to challenges posed by our physical location within the state, the current facility offers an additional set of problems. The County has done an exceptional job at the collection and handling of most waste types. As new waste streams are added, the physical size of the current facility becomes a bigger problem. Fillmore County is quickly running out of space to collect, process and store the county's waste. In some instances the County must place limits on when certain materials can be collected forcing residents to find alternative means of disposal or store the items for long periods of time.

While state funding, grant opportunities and reimbursements are available, Fillmore County does not find them adequate to address an increasingly more complex and diverse waste stream. The County and its residents cover all costs above and beyond the funding sources mentioned above either through an increased tax burden on the residents or through cutting/limiting solid waste programs and staffing.

## **B. Proposed Integrated Solid Waste Management System**

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Increase recycling to meet or exceed the state mandated 35% recycling rate
- 2022-2024- Apply for CAP grant funding to plan and design modifications to the existing infrastructure to meet the following goals
  - Create a reuse program/area for use by county residents
  - Increase collection/storage space for single material collection (i.e. electronics, light bulbs, oil filters etc.)
  - Safely collect, store, and load common household hazardous waste materials year-round
  - Increase tipping floor efficiency and flow
  - Allow for future expansion or collection of emerging materials (Mattress recycling, Source Separated Organics, Emerging materials)
- 2024-2026- Apply for CAP grant funding to implement and build modifications identified from initial planning and design.
- Explore emerging opportunities for Source Separated Organics compost collection and disposal within the county
- Increase education for backyard composting, recycling, reuse, on site disposal/burning solid waste, and waste reduction
- Continually evaluate new/existing opportunities for land disposal alternatives such as waste to energy, Refuse Derived Fuel, MSW composting, reuse, and recycling

As mentioned in the previous section, there are a variety of constraints that do not allow Fillmore County to completely abandon land disposal for the management of solid waste. The above goals will help to significantly reduce the amount of material sent to landfill each year, land disposal will continue to be part of the County's waste management strategy. The current system of waste management is ultimately a product of examining the available disposal options. Unfortunately the County remains relatively isolated in the Southeast corner of the state. This location means higher transportation fees for any and all materials that need to be transported the biggest constraints, however, continue to be monetary. The County must strike a balance between covering its operational and disposal costs while also ensuring that the service remains affordable to the general population. If our system were not affordable we would see a significant increase in on-site waste disposal and burning, or illegal dumping throughout the county. . Unique Karst geology generally prevents the siting of new land disposal facilities and is a consideration when looking at any waste management facility. It is also a concern for maintaining affordable disposal options as the traditional method of disposal involved waste disposal in sink holes.

## **IV. Solid Waste System Evaluation and Ten Year Implementation Plan**

### **A. Source Reduction**

Fillmore County attempts to divert as much waste from landfills as possible each year and continues to adapt and implement new programs that reduce the amount of landfilled materials. In addition, Fillmore County previously had a MSW compost operation that ultimately ended up being shut down in favor of the current operation due to a lack of end markets for the finished compost. Fillmore County continues to monitor pricing at regional waste to energy facilities. In the event that waste to energy disposal becomes a viable option financially, the County will evaluate the feasibility at that time. Currently, however, land disposal remains the most cost effective solution give the various restraints faced by the county.

Fillmore County continues to investigate, monitor, and implement source reduction programs and policies as they become available. The County recognizes that source reduction has both cost saving and environmental benefits. Source reduction decreases transportation and landfill fees and can have a significant impact on environmental health.

Fillmore County is constantly working to improve source reduction. The County Board has adopted a volume-based fee ordinance, a tiered Resource Recovery Center tipping fee, and has implemented source reduction activities in county buildings. The Household Hazardous Waste program encourages county residents to dispose of their unwanted and unneeded products responsibly and correctly.

Fees at the Resource Recovery Center are tiered to incentivize waste reduction. Haulers and individuals pay more for larger quantities of waste. Further details on pricing and its structure can be found in **Appendix F**.

All Fillmore County office buildings use the following waste prevention practices: used manila envelopes are saved and reused when possible. Printer cartridges are sent to be re-inked, reused or recycled. Employees use reusable coffee mugs and are encouraged to bring lunches in reusable containers. Paper used on only one side is frequently trimmed and used for message pads. County employees are encouraged to use paperless options whenever possible for distributing documents, agendas, or messages. Fillmore County recently centralized its ordering for custodial and office supplies cutting reducing shipping and packaging materials and avoiding excess materials being wasted. Items are purchased in bulk to refill smaller containers whenever possible.

Fillmore County is also engaged in several source reduction educational activities each year. Throughout the year, county staff write articles for publication in the local newspaper about waste topics including source reduction. County staff also participate in the Fillmore County Soil and Waste Conservation District's annual Conservation Field Trip to Forestville State Park. During this event County staff discuss opportunities for source reduction, reuse and recycling at home, school and work.

Below is a list of programs to be maintained or developed. See **Appendix C** for budget.

- On-going/as needed- Develop and distribute brochures for source reduction physically and on County website
- On-going/as needed- Develop county policy for source reduction in county operations
- On-going/as needed- Write articles pertaining to waste reduction for the Fillmore County Journal
- On-going/as needed- Attend and present at Fillmore County Soil and Waste Conservation District's annual Conservation Field Trip
- On-going/as needed- Present waste reduction topics at local and community events as requested/available

## **B. Solid Waste Education**

The goals of the county's waste education program is to increase awareness of solid waste issues; create environmentally beneficial programs; decrease solid waste; capture hazardous and special wastes; decrease solid waste burning and illegal dumping; and increase reduction, reuse and recycling of solid waste.

Solid waste information is available to county residents through various forms of outreach or communication. The primary means of education for Fillmore County is the County website. The website is updated with the most current information on waste disposal and recycling. In addition, the solid waste educator is available by phone or e-mail for any county resident who has questions or concerns about the county's solid waste management.

Education efforts focus on solid waste reduction, reuse and recycling (with recycling being the primary focus). As Fillmore County looks to develop programs for reduction and reuse, the educational efforts will change to promote new program adoption and compliance. The county solid waste educator is also available for classroom/local educational experiences as requested by local schools, churches and community groups. Current education efforts include the Conservation Day field trip mentioned in the previous section, educational articles written for the local newspaper, and print and digital guides for recycling and solid waste disposal.

Below is a list of programs to be maintained or developed. See **Appendix C** for budget.

- On-going/as needed- Single stream recycling guide updated and maintained as needed/annually
- On-going/as needed- Newspaper articles on relevant or emerging topics as needed
- On-going/as needed- Community education events including Conservation Day field trip and in-person/virtual presentations for schools and community groups

## **C. Recycling Programs**

Fillmore County has implemented a mandatory recycling ordinance, part of the county solid waste ordinance, for residential areas in order to reach the State's recycling goal and to reduce landfill waste. Haulers are required to participate in residential curbside recycling at least once each month. Commercial and industrial recycling is voluntary and disposal of such material is either contracted to haulers or transported by private vehicle. In addition, it is the goal of the County to have a program that

meets local needs by recycling in an economical and responsible manner, and encouraging the use of recycled-content products

Fillmore County contracts a third party, Harter's Trash and Recycling, for the transportation and processing of recyclable materials collected at the Resource Recovery Center and rural drop-off locations. The current contract and any amendments can be found in [Appendix E](#). Curbside collection of recycling is handled by Fillmore County's licensed haulers.

While some haulers offer rural collection services for trash and/or recycling, many residents do not have access to solid waste or recycling hauling service. In order to meet the needs of these individual households, the county maintains 6 rural, recycling collection sites located near county highway shops in Peterson, Chatfield, Cherry Grove, Spring Valley and Canton, and an additional site near the Amherst Town hall. Recyclables from these sites are collected weekly as part of our contract with Harter's and transported to either the Fillmore County Resource Recovery Center or to be processed at Harter's facility in La Crosse, Wisconsin.

Rural recycling containers and the recycling drop off at the Resource Recovery Center often contain non-recyclable contaminants. Generally, the amount of contamination is reasonably low and doesn't adversely affect processing. Rural recycling locations have signs installed at each location indicating common non-recycling materials that should not go into the dumpsters. In addition, most dumpsters have signage indicating what materials are allowed for recycling.

Haulers from all cities in the county must, by county ordinance, offer recycling pickup at least once a month to all of their customers. Fillmore County submits an updated list to the state annually as part of its SCORE reporting. An estimated 95% of urban residents and businesses within the county have recycling pickup.

No local markets exist for Fillmore County's recyclables. The materials are loaded onto semi-trailers at the RRC and transported by Harter's to either their facility in La Crosse or another location they contract with. Fillmore County pays a hauling and processing fee designated in the contract and related amendments and receives a discount equal to 80% of the value of the recycling it sends for processing. The following Table summarizes the amount of commingled recycling collected and transported by Fillmore County for the previous 3 years:

| Year | Tons of Recycling |
|------|-------------------|
| 2018 | 1,349.78          |
| 2019 | 1,331.99          |
| 2020 | 1,413.65          |

In 2020 Fillmore County spent 214,879.00 to remove and process all recyclable materials collected within the county. This amount does not include staffing. **Yearly budgeting figures can be found in Appendix C.**



Below is a list of programs to be maintained or developed:

- On-going- require accurate reporting of all waste/recycling tonnages as a condition of licensing.
- On-going- maintain rural recycling containers or equivalent program.
- On-going- maintain accurate signage at rural recycling facilities for what materials can be recycled.
- 2022-2024- update signage at resource recovery center with current information on disposal and recycling.
- On-going- add/remove materials from educational handouts and county website to maintain accurate list of recyclable items for county residents.
- On-going- maintain and update new/existing signage with most current list of recyclable materials.

#### **D. Yard Waste Management**

Fillmore County recognizes the State's ban on yard waste in mixed MSW (115A.931). It is the policy of the Fillmore County Resource Recovery Center to not accept yard waste. The County encourages residents to either compost yard waste on their own properties or use one of the yard waste collection sites located throughout the county.

All thirteen Fillmore County cities are required to have yard waste (brush and leaves) disposal sites available for residential drop-off of yard waste, tree and shrub trimmings and diseased trees. There are currently no privately owned yard waste composting sites within the county. Currently, no local markets exist for compost from any city in the county. Composted material is often offered to residents free of charge. The majority of the yard waste collected in the county is transported to compost sites by personal vehicles. This makes tracking the amount of materials composted at these sites difficult to calculate.

Below is a list of programs to be maintained or developed:

- 2023-2032- develop and distribute a guide to back yard composting for interested residents
- On-going- evaluate changing options for curbside collection of yard waste/organics
- 2022-2024- include organics collection facility as part of CAP grant planning and site upgrades.

#### **E. Source Separated Organics**

Fillmore County currently does not have a program for source separated composting. In 2018 Fillmore County partnered Houston, Olmsted and Winona County in a grant-funded effort to evaluate the feasibility of a Source Separated Organics composting facility that could service South East Minnesota. The grants ultimate goal was to create a facility plan that could be used by private or public organizations to build a SSO composting facility in the region.

Below is a list of programs to be maintained or developed:

- On-going- evaluate options for SSO composting program within the county

- 2022-2024- include SSO collection in facility plans as part of CAP grant planning and site upgrades.

## **F. Municipal Solid Waste Composting**

Fillmore County previously operated a Municipal Solid Waste (MSW) composting operation. That facility was closed in 2001 and no current plans exist to start another MSW composting operation at this time during the next ten years. The facilities previously used for the composting operation have been converted into a highway maintenance facility, High way maintenance storage, a recycling collection and loading operation, and a collection/storage area for other wastes.

## **G. Solid Waste Incineration and Energy Recovery**

Fillmore County's present policy is to send all MSW brought to the Resource Recovery Center to be landfilled at the Waste Management Central Disposal facility in Iowa. Current plans are to continue this operation for the next ten years. Fillmore County's policy and goal are also to continue to work towards safe, environmentally sound waste management through recovery of resources and pollution prevention. As such, the county does not restrict haulers from accessing permitted incineration facilities. Some haulers do use an incinerator in LaCrosse Wisconsin for waste disposal of some communities; that waste does not pass through Fillmore County's facility.

Fillmore County continues to monitor market conditions and options for incineration but currently has no plans to do so. Olmsted County recently reached out with interest in working with Fillmore County for recycling and potentially incineration in the future. At this time, Fillmore County has no plan to terminate its agreement with Harter's Trash and Recycling. Any such termination would require at least five years notice before termination was finalized. Fillmore County will continue to monitor and explore its options for waste disposal throughout the next ten years and beyond and making decisions based on market conditions and environmental stewardship.

## **H. MSW Land Disposal Facilities**

Fillmore County's waste is managed with the goal of reducing the amount and toxicity of waste going to landfill. This ensures that The County continues to have a safe option for disposal of its waste. Fillmore County does not operate a land disposal facility and instead utilizes other facilities for waste management. Previously, Fillmore County's waste was taken to two different landfills in Iowa, Winneshiek County landfill and Waste Management's Central Disposal facility. Since cancelling the agreement with Winneshiek County Landfill the County now utilizes The Central Disposal Facility for all of its landfilled materials.

Currently, the only permitted facility for solid waste collection and disposal within the county is the Fillmore County Resource Recovery Center. The Transfer Station is a 30' X 40' steel building with a 6-7 cubic yard stationary compactor charging semi-trailers. Haulers or residents self-hauling back into the transfer station bay and dump MSW directly into the compactor. Once loaded to capacity, the MSW is shipped to the Central Disposal Facility. One full-time attendant monitors the weighing of each load, supervises the unloading of MSW and charges for the materials disposed of at the transfer station in addition to other duties.

Fillmore County owns and operates the Resource Recovery Center. The trailers that are filled with MSW and Recycling are owned by Harter's Trash and Recycling and provided to the county for use in its operation as part of the county's contracted agreement. A copy of this agreement can be found in [Appendix E](#). The bulk of the CAP Grant funding the county is planning to request will focus on renovating or replacing the transfer station building to allow collection and storage of more materials, more efficient and convenient drop off of materials, as well as the changes mentioned in previous sections.

The table below summarizes the amount of waste received, processed and/or disposed of at different disposal facilities in the region. Fillmore County's tracking of solid waste has increased with the State's adoption of hauler reporting via online reporting. Fillmore County continues to look at ways to improve its data collection to better account for waste disposal within the county. The cost and budget for the County's MSW management program can be found in [Appendix C](#).

| <b>Fillmore County Waste Destinations (Tons)</b> |             |             |             |             |             |
|--------------------------------------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Year</b>                                      | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> |
| Winneshiek County Landfill                       | 1127.82     | 2470.99     | 1694.38     | 1570.57     | 734.96      |
| Central Disposal                                 | 3282.61     | 1664.67     | 1841.63     | 1589.57     | 1075.87     |
| Olmsted County Waste-to-Energy Facility          | 0           | 0           | 428.18      | 274.55      | 76          |
| La Crosse County landfill                        | 375.4       | 109         | 454.29      | 930.27      | 839.02      |
| Excel Energy                                     | 1173.28     | 1433.81     | 1023        | 1063.44     | 1336.2      |
| Nobles County Landfill                           | 0           | 0           | 1228.08     | 1775.28     | 1950        |
| Olmsted County Kalmar Landfill                   | 0           | 24.51       | 80.7        | 0           | 14.17       |
| Waste Management Clark's Grove Transfer          | 0           | 15.93       | 1.65        | 3.07        | 16.59       |
| Waste Management of Rochester                    | 1801.72     | 1371.44     | 1277.44     | 1039.76     | 1195.63     |
| SKB Stewartville Transfer Station                | 0           | 24.46       | 0           | 789.5       | 932.02      |
| Matejka Transfer Station                         | 90          | 0           | 0           | 0           | 0           |
| Waste Management Austin Waste Transfer Station   | 0           | 44.04       | 9.66        | 75.48       | 30.38       |

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- 2022-2024- Apply for CAP grant funding to plan and design modifications to the existing infrastructure to meet the following goals
  - Create a reuse program/area for use by county residents
  - Increase collection/storage space for single material collection (i.e. electronics, light bulbs, oil filters etc.)
  - Safely collect, store, and load common household hazardous waste materials year-round
  - Increase tipping floor efficiency and flow
  - Allow for future expansion or collection of emerging materials (Mattress recycling, Source Separated Organics, Emerging materials)

- 2024-2026- Apply for CAP grant funding to implement and build modifications identified from initial planning and design.

## **I. Solid Waste Tire Management programs**

Fillmore County's policy is to prevent the improper disposal of waste tires by encouraging proper disposal through private sector companies or through the collection program at the Resource Recovery Center. Fillmore County currently utilizes the state contract with Liberty Tire for collection and disposal/recycling of the waste tires collected at the facility. Without other permitted tire storage and processing sites in the county, local businesses dealing with waste tires either contract for their removal by a private company or bring their tires to the Resource Recovery Center. Fillmore County's current permit does not allow greater than 500 tires to be stored for transport to a processing facility. The number of tires collected each year at the Resource Recovery Facility can be found in the Goal Volume Table in **Appendix A**.

Currently, Fillmore County does not track tire processing by private businesses within the county. The County will continue to make improvements to its data gathering practices in an attempt to gather more data from the private sector for annual reporting. The county also plans to include tire storage, transportation, and collection improvements to any CAP grant improvement project planning or construction.

There are no other tire storage sites or verified non-permitted tire dumps in the county. Most illegal disposal of waste tires appears to go into sinkholes or road ditches. Tires are banned from going into sinkholes under the county's sinkhole ordinance. Enforcement of illegal disposal of tires in ravines or sinkholes is the responsibility of the Zoning Administrator. Enforcement of illegal disposal of tires on roadside right of ways and in ditches is the responsibility of the Solid Waste Administrator. Enforcement of tire dumps is the responsibility of the MPCA.

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- 2022-2026- Apply for/use CAP grant funding to improve the tire collection area to make loading/unloading easier and neater.
- Ongoing- improve data tracking methods to better understand tire disposal by private companies within the county.

## **J. Electronic Products**

The Fillmore County Resource Recovery Center and Southeast Minnesota Recycling are the only permitted facilities within the county to accept and manage electronic product waste (e-waste). If private businesses collect these materials, they are transferred directly to a recycler. Of the two facilities, the Fillmore County facility is the only one that accepts televisions containing cathode ray tubes. Fillmore County accepts electronic waste in compliance with applicable state, federal, and local regulations for disposal of used electronic products and hazardous waste contained in the product.

Fillmore County prohibits the disposal of products containing cathode ray tubes in the solid waste stream. In addition, the County encourages and accepts other e-wastes for processing and recycling.

Television recycling is handled by through the state contract with Dynamic Lifecycle Innovations. Other electronic processing/recycling is transferred to Southeast Minnesota Recycling.

Education about e-waste recycling is handled through articles written for the Fillmore County Journal, any public programs, through the county website or through educational materials handed out to residents. The program requires roughly 80 hours of staff time each year to manage and maintain. The current amount and estimated future amounts of e-waste for recycling can be found in the Goal Volume Table in [Appendix A](#) . Costs for the management of this program can be found in [Appendix C](#).

The current e-waste management program is satisfactory to meet The County's needs. The only changes or improvements to be made to the operation would be part of facility improvements under a CAP Grant to increase the storage and collection area for e-waste and improve the loading of this waste stream.

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- 2022-2026- Apply for/use CAP grant funding to improve size of the collection and storage area of e-waste to make loading/unloading easier, neater, and more efficient.

#### **K. Major Appliance Management**

Appliances may not be disposed of in or on the land or in MSW processing and disposal facilities. Appliances must be reused or recycled. It is Fillmore County's policy to accept used appliances at the Resource Recovery Center for recycling. Appliance recycling is handled through a contract with Southeast Minnesota Recycling. Several private companies operate within the county to collect, process, and recycle appliances. Most recycling companies managing appliances operate outside the county. The amount and quantity of materials processed at those facilities is not currently tracked by Fillmore County. Fillmore County will continue to evaluate the effectiveness of its data gathering practices and make improvements to capture more data for this program in the future.

The appliance recycling program does not involve a significant investment of time by County staff. Collection, loading and transportation of appliances is handled by Southeast Minnesota Recycling. Less than ten hours of Fillmore County staff's time is used managing this program each year. The current amount and estimated future amounts of appliance recycling can be found in the Goal Volume Table in [Appendix A](#) . Costs for the management of this program can be found in [Appendix C](#).

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Ongoing- improve data tracking methods to better understand tire disposal by private companies within the county

#### **L. Automotive mercury switches, motor vehicle fluids and filters, and lead-acid and dry cell batteries**

It is the policy of Fillmore County to educate its residents on the environmental concerns of improper disposal of automotive mercury switches, motor vehicle fluids and filters, used motor oil, filters, and

lead-acid and dry cell batteries. The County encourages the private sector to collect these materials when applicable and provides a public collection site at the RRC. Automotive mercury switches are collected for disposal at household hazardous waste events.

The County's used oil recycling program began in 1990 with an OEM grant to purchase an oil collection and storage tank to be located at the RRC. This service is advertised in articles in the local newspaper as well as the county website and informational brochures. It has been widely advertised in the past and is used and valued by many residents. Motor oil is collected at no cost to county residents (or reimbursement). It is collected and recycled by OSI for a minimal fee.

Oil filters are also collected at the RRC for a small fee to the resident. Residents are charged \$.50 each for filters under one quart in size, and \$1.00 for larger filters. OSI also collects and recycles oil filters and remaining oil.

Fillmore County also collects lead-acid and certain dry cell batteries for free as a service to all county residents. Lead acid batteries are either returned to retailers selling batteries to avoid an extra fee when purchasing a new battery. The RRC also collects lead acid batteries to eventually be sold and recycled. Thompson Salvage in New Richland, IN collects these batteries and pays the County market price for them. In addition to lead acid batteries, Fillmore County also recycles all other types of batteries, except alkaline, through Call2Recycle's mail back program. Batteries are collected, sorted, prepared and shipped from the RRC at no charge to residents.

Automotive mercury switches are collected for disposal at household hazardous waste events discussed in the following section.

There are no plans to discontinue any of the above mentioned programs in the next ten years. As part of the CAP Grant project, the County plans to explore the possibility of expanding the storage area for the collection and loading of these items as well as the possibility of collecting items limited to hazardous waste collection events (automotive mercury switches) year-round. These programs are managed primarily by the County's solid waste administrator and transfer station attendant. A budget for these services can be found in [Appendix C](#).

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Ongoing- improve data tracking methods to better understand disposal of the above mentioned items by private companies within the county.
- 2022-2026- Apply for/use CAP grant funding to improve size of the collection and storage area of Automotive mercury switches, motor vehicle fluids and filters, and lead-acid and dry cell batteries to make loading/unloading easier, neater, and more efficient, and expand the collection window for some items.

## **M. Household Hazardous Solid Waste**

Fillmore County's had its first hazardous waste collection in 1991. It is a goal of the county to promote reduction and proper treatment of Household Hazardous Waste (HHW). The Fillmore County HHW

program is part of the MPCA regional program. Fillmore County has a joint powers agreement with Winona County as the co-sponsoring organization for the collection and disposal of HHW. The program is primarily funded through grants from the state of Minnesota and Fillmore County itself to ensure hazardous waste is collected at no fee to county residents. HHW is collected by the Solid Waste Administrator, local volunteers, and one to three individuals from the Winona County HHW program, or by Veolia staff when necessary. The cost for HHW staffing annually is around \$2,700. The county currently budgets \$20,000 annually for a spring and fall collection events.

The County primarily uses newspaper articles and the county website to educate residents on the identification, storage/transport, reduction, and proper disposal of hazardous materials. The transfer station attendant and/or solid waste administrator screens all materials being sent to landfill, prevents hazardous waste from entering the waste stream and removes any hazardous waste prior to entering the landfill.

The county intends to continue its HHW program and hold two collection events each year: on the first Tuesdays of May and October. HHW collection events are advertised two weeks prior to events through ads in the county newspaper. Handouts are also given to residents at the RRC. The RRC is permitted to store hazardous waste for up to 90 days. Fillmore County uses the State contractor, Veolia Environmental Services, to transport and dispose of all hazardous waste collected at HHW events.

As part of its education for HHW collection events, newspaper articles also focus on the reduction of hazardous waste as well as proper disposal. As part of future CAP Grant planning and improvements, the County will explore the possibility of collecting common HHW materials year-round in order to reduce the congestion and massive influx of hazardous materials at collection events. The facility would likely focus on the most common items collected at HHW events: paints, aerosols, pesticides, and other materials that compose the highest volume at each collection. The solid waste administrator and transfer station attendant as well as Winona County staff are primarily responsible for the collection, sorting and loading of hazardous waste. See [Appendix C](#) for HHW budgeting information.

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Ongoing- continue the HHW education and collection to ensure hazardous waste is captured prior to landfill or other disposal.
- 2022-2026- Apply for/use CAP grant funding to improve size of the collection and storage area of hazardous waste and explore the possibility of collecting certain common hazardous items year round.

## **N. Demolition Debris Management**

Fillmore County's goal is to manage its construction and demolition (C&D) debris in a manner that has minimal, adverse environmental impact. There is no operating sanitary or C&D landfill within Fillmore County. Residents and commercial haulers must either transport C&D materials to a facility outside of the county that accepts or disposes of C&D waste or dispose of the material at the RRC where it is processed and disposed of as MSW. Disposal at the RRC is generally more costly than disposal at a

facility that can process the material as C&D waste, but is often more convenient. The solid waste administrator and the transfer station attendant are responsible for the management of C&D waste see **Appendix C** for budgeting information.

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Ongoing- The County plans to continue accepting C&D waste for disposal in a sanitary Landfill but will explore separating the waste streams should the opportunity arise.

## **0. Planning and Administration**

### **1. Solid Waste Ordinance and Licensing**

Fillmore County has a Solid Waste Ordinance that was first adopted on June 1<sup>st</sup>, 1992. It has been amended as needed since its original adoption. The ordinance addresses hauler licensing, volume, or weight- based fees, mandatory recycling and source separation, the duties of the Resource Recovery Center Manager, proper storage and collection of solid waste by business and industry, sanitary landfill disposal, incineration, licensing resource recovery centers, service fees, unlawful deposits of solid waste, transportation of solid waste; toxic; Or hazardous wastes and penalties for violations. The ordinance does not have a demolition ordinance. Fillmore County amends the ordinance as needed to address emerging issues of concern or current disposal trends/regulations. A copy of the ordinance can be found in **Appendix G**.

Included in the County's solid waste ordinance is a volume-based fee regulation. All Fillmore County haulers must have a fee structure based on weight or volume for the curbside collection of MSW. Currently most haulers use a volume based system either through a bag-purchase system or a bin size restriction. The County assists haulers and cities in the education of citizens about curbside collection.

All haulers must be licensed annually by the Fillmore County Board of Commissioners. As part of license requirements, all haulers are required to report any and all waste collected, transported or disposed of to the State of Minnesota through its hauler reporting system.

Fillmore County is aware of the environmental risks associated with solid waste management systems. Fillmore County has methods to help lessen the environmental risks from on-site and illegal disposal of waste. On-site disposal is used by an estimated 28% of county residents for at least a portion of their solid waste. The County has provides education to lessen the risk from on-site disposal.

Fillmore County has a sinkhole ordinance but has no additional policies for regulating on-site disposal of waste. The RRC, in practice, does not accept burned materials as part of its waste stream, which helps to discourage the use of burn barrels for on-site disposal. The county intends to continue educational efforts to reduce the on-site disposal of waste.

At the present time, on-site disposal of waste is regulated by State laws, the Solid Waste Ordinance, the Sinkhole Ordinance, State Forestry, and city ordinances. Multiple cities within the county have ordinances that are explicitly or implicitly used for controlling solid waste backyard burning in the city.



There have been instances where cities have successfully used their ordinances to stop backyard solid waste burning. The county has also used the sinkhole ordinance to get sinkholes and ravines cleaned out by landowners. The County's Zoning Administrator generally works with sinkhole ordinance offenders to get illegal waste cleaned out of sinkholes and ravines.

The areas that are more difficult to enforce are illegal roadside dumping, littering, and State laws concerning burning solid waste in rural areas. Many farm residents are still burning their garbage even though solid waste hauling is available. In addition, haulers and RRC staff (the solid waste administrator and transfer station attendant) can refuse pickup of materials that are not properly sorted or that contain prohibited wastes.

The Solid Waste Administrator and the Transfer Station Attendant are responsible for the implementation and enforcement of the county's solid waste and related ordinances. Approximately 80 hours of staff time are required to manage this program each year. A budget can be found in **Appendix C**.

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Ongoing- The County plans to continue amending the solid waste ordinance to comply with new state regulations and emerging waste management trends and practices.
- Ongoing- The County plans to continue education efforts and practices to reduce on-site disposal of waste.

## **2. Solid Waste Staffing**

Currently the Fillmore County's solid waste program is managed by the solid waste administrator, the transfer station attendant, and a temporary summer employee (40hr/week for 3 months). Position descriptions for the solid waste administrator and transfer station attendant can be found in **Appendix J**. Fillmore County had previously operated with two transfer station attendants. In 2020, one position was eliminated because the County Board and the solid waste administrator based on historical data felt the facility could be operated by two full time employees. The county plans to revisit staffing needs as they arise. As part of future CAP Grant planning and implementation, staffing levels will be evaluated to ensure the facility has adequate staff to manage county waste.

Over the next ten years Fillmore County plans to achieve or maintain the following goals:

- Ongoing- The County plans to continue monitoring its staffing needs and make adjustments as needed as part of CAP Grant facility improvements or changing waste stream volumes/types.

## **3. Solid Waste Program Funding**

Fillmore County's solid waste operation is funded by Fillmore County tax funds, tipping fees, material sales, state and local grants, and SCORE funding. The general fund dollars come from the property tax levy and pay for the operating and maintenance costs of the transfer station. General fund dollars and State grants pay for the operations of the recycling and Household Hazardous Waste programs. The State funds come from SCORE and MPCA Household Hazardous Waste program funds. A 10 year

projected budget can be found in **Appendix B**. CAP Grant funding estimates amounts were included in years 2024 and 2026. Current funding amounts are unknown \$1 million for planning and \$3 million for facility upgrades were used. Funding will likely come from in-kind sources of revenue as well as local tax funding, so these estimates are likely high. The assumptions made to formulate the projections were:

- Budget projections are based on the budget in 2022.
- A two percent annual growth in the waste stream.
- An inflation rate of 2.0 percent.
- A relatively stable County population over the 10 year planning period (population expected to decrease slightly).
- All State revenue sources remained the same.
- The tip fee was increased as needed to cover the cost of inflation.
- 2.5% cost of living adjustment
- \$750,000 county fund match in 2024 for Cap Grant
- \$1.5 million county fund match in 2026 for Cap Grant
- Maintenance costs for any Facility/equipment upgrades are similar to the current costs.
- Recycling markets remained similar to current conditions

#### **4. Plan Review and Ten Year Update**

Current State law requires Counties to update their Solid Waste Management Plan every ten years. Fillmore County will begin updating its plan prior to the due date of the next plan update, 2031.

#### **Goal Volume Table**

Goal-Volume Table, Appendix A, contains the solid waste projections for the 10-year planning period. The assumptions made to calculate the projections are:

- The 2021 annual SCORE report was used for the base year recycling and MSW numbers.
- A 2 percent decrease in the population of the County over the 10 year planning period.
- A 2 percent increase in waste generation each year.
- The County will continue to meet the 35 percent recycling goal, including the 3 percent source reduction credit and the 5 percent yard waste credit.

#### **5. Environmental and Public Health Impacts**

Fillmore County is aware of the environmental risks associated with solid waste management systems. Fillmore County has methods to decrease the environmental risks from on-site disposal. The county provides education when possible about the risks of on-site disposal. The Fillmore County Soil and Water Conservation district work within the county to educate the public and monitor for surface and ground water contamination. There are presently no plans for additional County regulations for on-site disposal of waste. However, the County does intend to continue its education effort to help reduce on-site disposal.

## **6. Solid Waste Facility Siting Program**

The county does not anticipate siting any new solid waste facilities over the ten year planning period.

## **7. Public Participation Program**

The county has a solid waste committee, which consists of two county commissioners and the solid waste administrator. The committee meets as necessary (at least quarterly). Municipalities and haulers are notified of the meetings. Haulers and municipalities attend when the committee is discussing issues that would affect them or when they could like to bring a particular issue with the committee.

This Plan will appear before the Fillmore County Board of Commissioners on numerous occasions and will be discussed by the committee members and with members of the general public present. Citizen and board input will be documented in board minutes and plan will be modified as necessary.

The State of Minnesota will publicly notify the Plan in the local paper before final approval. The State's public comment period is 30 days and members of the general public will have an opportunity to comment on the plan update at that time. This Plan will be placed on the Board of Commissioners agenda and will be evaluated by the County Board. There will also be a time for public commentary at the commencement of the county board meeting. Anyone wishing to comment on any part of the plan or seek amendments to such may voice their opinions any of the Board of Commissioners or to the Solid Waste Committee of Fillmore County.

## **V. Appendices**

- A. Goal Volume Table**
- B. Ten Year Proposed Solid Waste Management Budget**
- C. 2021 Solid Waste Management Budget**
- D. Waste Management Lake Mills Landfill Contract**
- E. Harter's Hauler Contract**
- F. Fillmore County Solid Waste Disposal Fees**
- G. Fillmore County Solid Waste Ordinance**
- H. Fillmore County Resource Recovery Facility Permit Application**
- I. Waste Management Lake Mills Landfill Permit**
- J. Fillmore County Resource Recovery Position Descriptions**

| Account Description                      | 2022 budget     | 2023 budget     | 2024 budget       | 2025 budget     |
|------------------------------------------|-----------------|-----------------|-------------------|-----------------|
| <b>-Solid Waste Revenues-</b>            |                 |                 |                   |                 |
| Current Taxes                            | \$ (236,896.69) | \$ (244,167.31) | \$ (1,002,708.29) | \$ (261,468.00) |
| Delinquent Taxes                         | \$ -            | \$ -            | \$ -              | \$ -            |
| Mobile Home Tax - Current                | \$ -            | \$ -            | \$ -              | \$ -            |
| Mobile Home Tax - Prior & Delinquent     | \$ -            | \$ -            | \$ -              | \$ -            |
| Mn - Other State Grants                  | \$ (18,000.00)  | \$ (18,360.00)  | \$ (18,727.20)    | \$ (19,101.74)  |
| MN - Winneshiek City Waste Agency Grant  | \$ -            | \$ -            | \$ -              | \$ -            |
| Tipping Fees                             | \$ (150,000.00) | \$ (153,000.00) | \$ (156,060.00)   | \$ (159,181.20) |
| Commercial Sw Mgmt Taxable 17%           | \$ (100,000.00) | \$ (102,000.00) | \$ (104,040.00)   | \$ (106,120.80) |
| Misc Revenue                             | \$ (1,000.00)   | \$ (1,020.00)   | \$ (1,040.40)     | \$ (1,061.21)   |
| Sale Of Materials                        | \$ (2,000.00)   | \$ (2,040.00)   | \$ (2,080.80)     | \$ (2,122.42)   |
| <b>-Solid Waste Expenditures-</b>        |                 |                 |                   |                 |
| Gross Salaries                           | \$ 126,250.17   | \$ 129,406.42   | \$ 132,641.58     | \$ 135,957.62   |
| Overtime Salaries                        | \$ 1,000.00     | \$ 1,025.00     | \$ 1,050.63       | \$ 1,076.89     |
| Life Insurance                           | \$ 19.20        | \$ 19.68        | \$ 20.17          | \$ 20.68        |
| P.E.R.A. - Employer                      | \$ 8,854.51     | \$ 9,075.87     | \$ 9,302.77       | \$ 9,535.34     |
| Social Security-Employer                 | \$ 7,827.51     | \$ 8,023.20     | \$ 8,223.78       | \$ 8,429.37     |
| Medicare-Employer                        | \$ 1,830.63     | \$ 1,876.40     | \$ 1,923.31       | \$ 1,971.39     |
| Co.Health Contribution                   | \$ 12,482.67    | \$ 12,794.74    | \$ 13,114.61      | \$ 13,442.47    |
| Telephone                                | \$ 1,800.00     | \$ 1,836.00     | \$ 1,881.90       | \$ 1,928.95     |
| Employee Electronic Device Reimbursement | \$ -            | \$ -            | \$ -              | \$ -            |
| Advertising                              | \$ 2,500.00     | \$ 2,550.00     | \$ 2,613.75       | \$ 2,679.09     |
| Membership Dues                          | \$ 200.00       | \$ 204.00       | \$ 209.10         | \$ 214.33       |
| Registration Fees                        | \$ 500.00       | \$ 510.00       | \$ 522.75         | \$ 535.82       |
| Electricity                              | \$ 7,000.00     | \$ 7,140.00     | \$ 7,318.50       | \$ 7,501.46     |
| Miscellaneous Repairs And Maintenance    | \$ 10,000.00    | \$ 10,200.00    | \$ 10,455.00      | \$ 10,716.38    |
| Grounds Maintenance                      | \$ -            | \$ -            | \$ -              | \$ -            |
| Employee Automobile Allowance            | \$ 400.00       | \$ 408.00       | \$ 418.20         | \$ 428.66       |
| Other Travel Expense                     | \$ 200.00       | \$ 204.00       | \$ 209.10         | \$ 214.33       |
| Property Casualty Insurance              | \$ -            | \$ -            | \$ -              | \$ -            |
| Workmens Comp Insurance                  | \$ -            | \$ -            | \$ -              | \$ -            |
| Facility Upgrades/Improvements           | \$ -            | \$ -            | \$ 750,000.00     | \$ -            |
| Landfill Tipping Fees                    | \$ 165,000.00   | \$ 168,300.00   | \$ 172,507.50     | \$ 176,820.19   |
| Fees And Service Charges                 | \$ 1,500.00     | \$ 1,530.00     | \$ 1,568.25       | \$ 1,607.46     |
| Stationary And Forms                     | \$ 1,000.00     | \$ 1,020.00     | \$ 1,045.50       | \$ 1,071.64     |
| Misc Supplies                            | \$ 1,000.00     | \$ 1,020.00     | \$ 1,045.50       | \$ 1,071.64     |
| Recycling Materials                      | \$ 2,500.00     | \$ 2,550.00     | \$ 2,613.75       | \$ 2,679.09     |
| Safety Materials                         | \$ 800.00       | \$ 816.00       | \$ 836.40         | \$ 857.31       |
| Gasoline Diesel And Other Fuels          | \$ 2,000.00     | \$ 2,040.00     | \$ 2,091.00       | \$ 2,143.28     |
| Motor Oil And Lubricants                 | \$ 300.00       | \$ 306.00       | \$ 313.65         | \$ 321.49       |
| Management Of Problem Wastes             | \$ 20,000.00    | \$ 20,400.00    | \$ 20,910.00      | \$ 21,432.75    |
|                                          | \$ (132,932.00) | \$ (137,332.00) | \$ (141,820.00)   | \$ (146,397.76) |
| <b>-Recycling Revenues-</b>              |                 |                 |                   |                 |
| Mn - S.C.O.R.E. Grant                    | \$ (69,654.00)  | \$ (69,654.00)  | \$ (69,654.00)    | \$ (69,654.00)  |

|                             |                |                |                |                |
|-----------------------------|----------------|----------------|----------------|----------------|
| County Match                | \$ (17,414.00) | \$ (17,414.00) | \$ (17,414.00) | \$ (17,414.00) |
| <b>-Recycling Expenses-</b> |                |                |                |                |
| Recycling Operation Expense | \$ 220,000.00  | \$ 224,400.00  | \$ 228,888.00  | \$ 233,465.76  |
|                             | 132,932.00     | \$ 137,332.00  | \$ 141,820.00  | \$ 146,397.76  |

| 2026 budget       | 5 year totals     | 2027 budget     | 2028 budget     | 2029 budget     | 2030 budget     |
|-------------------|-------------------|-----------------|-----------------|-----------------|-----------------|
| \$ (1,770,452.01) | \$ (3,515,692.29) | \$ (279,666.03) | \$ (289,115.92) | \$ (298,807.69) | \$ (308,747.50) |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ (19,483.78)    | \$ (93,672.72)    | \$ (19,873.45)  | \$ (20,270.92)  | \$ (20,676.34)  | \$ (21,089.87)  |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ (162,364.82)   | \$ (780,606.02)   | \$ (165,612.12) | \$ (168,924.36) | \$ (172,302.85) | \$ (175,748.91) |
| \$ (108,243.22)   | \$ (520,404.02)   | \$ (110,408.08) | \$ (112,616.24) | \$ (114,868.57) | \$ (117,165.94) |
| \$ (1,082.43)     | \$ (5,204.04)     | \$ (1,104.08)   | \$ (1,126.16)   | \$ (1,148.69)   | \$ (1,171.66)   |
| \$ (2,164.86)     | \$ (10,408.08)    | \$ (2,208.16)   | \$ (2,252.32)   | \$ (2,297.37)   | \$ (2,343.32)   |
| \$ 139,356.57     | \$ 663,612.37     | \$ 142,840.48   | \$ 146,411.49   | \$ 150,071.78   | \$ 153,823.57   |
| \$ 1,103.81       | \$ 5,256.33       | \$ 1,131.41     | \$ 1,159.69     | \$ 1,188.69     | \$ 1,218.40     |
| \$ 21.19          | \$ 100.92         | \$ 21.72        | \$ 22.27        | \$ 22.82        | \$ 23.39        |
| \$ 9,773.72       | \$ 46,542.21      | \$ 10,018.07    | \$ 10,268.52    | \$ 10,525.23    | \$ 10,788.36    |
| \$ 8,640.11       | \$ 41,143.96      | \$ 8,856.11     | \$ 9,077.51     | \$ 9,304.45     | \$ 9,537.06     |
| \$ 2,020.67       | \$ 9,622.39       | \$ 2,071.19     | \$ 2,122.97     | \$ 2,176.04     | \$ 2,230.44     |
| \$ 13,778.53      | \$ 65,613.01      | \$ 14,123.00    | \$ 14,476.07    | \$ 14,837.97    | \$ 15,208.92    |
| \$ 1,977.17       | \$ 9,424.02       | \$ 2,026.60     | \$ 2,077.27     | \$ 2,129.20     | \$ 2,182.43     |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ 2,746.07       | \$ 13,088.91      | \$ 2,814.72     | \$ 2,885.09     | \$ 2,957.22     | \$ 3,031.15     |
| \$ 219.69         | \$ 1,047.11       | \$ 225.18       | \$ 230.81       | \$ 236.58       | \$ 242.49       |
| \$ 549.21         | \$ 2,617.78       | \$ 562.94       | \$ 577.02       | \$ 591.44       | \$ 606.23       |
| \$ 7,689.00       | \$ 36,648.96      | \$ 7,881.22     | \$ 8,078.25     | \$ 8,280.21     | \$ 8,487.22     |
| \$ 10,984.28      | \$ 52,355.66      | \$ 11,258.89    | \$ 11,540.36    | \$ 11,828.87    | \$ 12,124.59    |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ 439.37         | \$ 2,094.23       | \$ 450.36       | \$ 461.61       | \$ 473.15       | \$ 484.98       |
| \$ 219.69         | \$ 1,047.11       | \$ 225.18       | \$ 230.81       | \$ 236.58       | \$ 242.49       |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ -              | \$ -              | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ 1,500,000.00   | \$ 2,250,000.00   | \$ -            | \$ -            | \$ -            | \$ -            |
| \$ 181,240.69     | \$ 863,868.38     | \$ 185,771.71   | \$ 190,416.00   | \$ 195,176.40   | \$ 200,055.81   |
| \$ 1,647.64       | \$ 7,853.35       | \$ 1,688.83     | \$ 1,731.05     | \$ 1,774.33     | \$ 1,818.69     |
| \$ 1,098.43       | \$ 5,235.57       | \$ 1,125.89     | \$ 1,154.04     | \$ 1,182.89     | \$ 1,212.46     |
| \$ 1,098.43       | \$ 5,235.57       | \$ 1,125.89     | \$ 1,154.04     | \$ 1,182.89     | \$ 1,212.46     |
| \$ 2,746.07       | \$ 13,088.91      | \$ 2,814.72     | \$ 2,885.09     | \$ 2,957.22     | \$ 3,031.15     |
| \$ 878.74         | \$ 4,188.45       | \$ 900.71       | \$ 923.23       | \$ 946.31       | \$ 969.97       |
| \$ 2,196.86       | \$ 10,471.13      | \$ 2,251.78     | \$ 2,308.07     | \$ 2,365.77     | \$ 2,424.92     |
| \$ 329.53         | \$ 1,570.67       | \$ 337.77       | \$ 346.21       | \$ 354.87       | \$ 363.74       |
| \$ 21,968.57      | \$ 104,711.32     | \$ 22,517.78    | \$ 23,080.73    | \$ 23,657.75    | \$ 24,249.19    |
| \$ (151,067.08)   | \$ (709,548.84)   | \$ (155,829.78) | \$ (160,687.73) | \$ (165,642.85) | \$ (170,697.06) |
| \$ (69,654.00)    | \$ (348,270.00)   | \$ (69,654.00)  | \$ (69,654.00)  | \$ (69,654.00)  | \$ (69,654.00)  |

|    |             |    |             |    |             |    |             |    |             |    |             |
|----|-------------|----|-------------|----|-------------|----|-------------|----|-------------|----|-------------|
| \$ | (17,414.00) | \$ | (87,070.00) | \$ | (17,414.00) | \$ | (17,414.00) | \$ | (17,414.00) | \$ | (17,414.00) |
|----|-------------|----|-------------|----|-------------|----|-------------|----|-------------|----|-------------|

|    |            |    |              |    |            |    |            |    |            |    |            |
|----|------------|----|--------------|----|------------|----|------------|----|------------|----|------------|
| \$ | 238,135.08 | \$ | 1,144,888.84 | \$ | 242,897.78 | \$ | 247,755.73 | \$ | 252,710.85 | \$ | 257,765.06 |
|----|------------|----|--------------|----|------------|----|------------|----|------------|----|------------|

|    |            |    |            |    |            |    |            |    |            |    |            |
|----|------------|----|------------|----|------------|----|------------|----|------------|----|------------|
| \$ | 151,067.08 | \$ | 709,548.84 | \$ | 155,829.78 | \$ | 160,687.73 | \$ | 165,642.85 | \$ | 170,697.06 |
|----|------------|----|------------|----|------------|----|------------|----|------------|----|------------|



| 2031 budget | 5 year totals | 10 year totals |
|-------------|---------------|----------------|
|-------------|---------------|----------------|

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|                 |                   |                   |
|-----------------|-------------------|-------------------|
| \$ (318,941.66) | \$ (1,495,278.79) | \$ (5,010,971.08) |
| \$ -            | \$ -              | \$ -              |
| \$ -            | \$ -              | \$ -              |
| \$ -            | \$ -              | \$ -              |
| \$ (21,511.67)  | \$ (103,422.26)   | \$ (197,094.98)   |
| \$ -            | \$ -              | \$ -              |
| \$ (179,263.89) | \$ (861,852.13)   | \$ (1,642,458.15) |
| \$ (119,509.26) | \$ (574,568.08)   | \$ (1,094,972.10) |
| \$ (1,195.09)   | \$ (5,745.68)     | \$ (10,949.72)    |
| \$ (2,390.19)   | \$ (11,491.36)    | \$ (21,899.44)    |

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|                 |                 |                   |
|-----------------|-----------------|-------------------|
| \$ 157,669.16   | \$ 750,816.48   | \$ 1,414,428.85   |
| \$ 1,248.86     | \$ 5,947.05     | \$ 11,203.38      |
| \$ 23.98        | \$ 114.18       | \$ 215.10         |
| \$ 11,058.07    | \$ 52,658.24    | \$ 99,200.46      |
| \$ 9,775.49     | \$ 46,550.62    | \$ 87,694.58      |
| \$ 2,286.21     | \$ 10,886.85    | \$ 20,509.25      |
| \$ 15,589.14    | \$ 74,235.10    | \$ 139,848.12     |
| \$ 2,236.99     | \$ 10,652.48    | \$ 20,076.50      |
| \$ -            | \$ -            | \$ -              |
| \$ 3,106.93     | \$ 14,795.11    | \$ 27,884.02      |
| \$ 248.55       | \$ 1,183.61     | \$ 2,230.72       |
| \$ 621.39       | \$ 2,959.02     | \$ 5,576.80       |
| \$ 8,699.40     | \$ 41,426.30    | \$ 78,075.26      |
| \$ 12,427.71    | \$ 59,180.43    | \$ 111,536.09     |
| \$ -            | \$ -            | \$ -              |
| \$ 497.11       | \$ 2,367.22     | \$ 4,461.44       |
| \$ 248.55       | \$ 1,183.61     | \$ 2,230.72       |
| \$ -            | \$ -            | \$ -              |
| \$ -            | \$ -            | \$ -              |
| \$ -            | \$ -            | \$ 2,250,000.00   |
| \$ 205,057.21   | \$ 976,477.13   | \$ 1,840,345.51   |
| \$ 1,864.16     | \$ 8,877.06     | \$ 16,730.41      |
| \$ 1,242.77     | \$ 5,918.04     | \$ 11,153.61      |
| \$ 1,242.77     | \$ 5,918.04     | \$ 11,153.61      |
| \$ 3,106.93     | \$ 14,795.11    | \$ 27,884.02      |
| \$ 994.22       | \$ 4,734.43     | \$ 8,922.89       |
| \$ 2,485.54     | \$ 11,836.09    | \$ 22,307.22      |
| \$ 372.83       | \$ 1,775.41     | \$ 3,346.08       |
| \$ 24,855.42    | \$ 118,360.86   | \$ 223,072.18     |
| \$ (175,852.37) | \$ (828,709.78) | \$ (1,538,258.62) |

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|                |                 |                 |
|----------------|-----------------|-----------------|
| \$ (69,654.00) | \$ (348,270.00) | \$ (696,540.00) |
|----------------|-----------------|-----------------|

\$ (17,414.00) \$ (87,070.00) \$ (174,140.00)

\$ 262,920.37 \$ 1,264,049.78 \$ 2,408,938.62

\$ 175,852.37 \$ 828,709.78 \$ 1,538,258.62



December 16, 2021

Dear Drew Hatzenbihler,

This Letter of Agreement ("Agreement") is made between **Carton Council of North America, Inc. ("CCNA")**, and **[NAME OF GRANT RECIPIENT'S ORGANIZATION]** ("Recipient") in connection with **CCNA's Community Education Award Program ("Program")**. For good and valuable consideration, receipt of which is hereby acknowledged, parties hereby agree as follows:

Specifically, our agreement is as follows:

1. Within 30 days after the Recipient's return to the Carton Council of a copy of this letter signed and dated by the Recipient, CCNA will pay to the Recipient the amount of \$2,000 (the "Program Funds"). The Program Funds will be paid by wire transfer of funds to an account designated in writing by the Recipient (or by other means mutually acceptable to the parties).
2. Recipient is encouraged to use the Grant for future recycling education efforts. The Recipient hereby agrees to release and hold CCNA harmless from any third party claims arising out of the Recipient's use of the Grant.
3. **No Lobbying.** Recipient agrees that no portion of the Grant will be used for any of the following: (a) to lobby or otherwise attempt to influence legislation; or (b) to influence the outcome of any specific public election or participate or intervene in any political campaign on behalf of any candidate for public office or conduct, directly or indirectly, any voter registration drive.
4. **Intellectual Property.** Recipient grants CCNA the perpetual right to use Recipient's name, logos, trademarks, service marks, artwork, designs, Submission in the Contest and/or other intellectual property (collectively, "Recipient's Intellectual Property"), for purposes of promoting the Program and the Grant, in all media now known or hereafter invented, including, but not limited to, in all publicity materials (e.g., press materials, press releases, etc.), as well as in paid media online and in social media (collectively, "Media").
5. **Warranties.** Each party warrants and represents that it has the full power, right and authority to enter into this Agreement and perform its obligations hereunder; and it agrees to comply with all federal, state and local laws when performing any services and/or fulfilling its obligations under the Agreement.

This Agreement is entered into with the understanding that CCNA has no obligation to provide other or additional support to Recipient. This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof, and all prior agreements, correspondence, discussions,





# CARTON COUNCIL

CartonOpportunities.org

negotiations and understandings of the parties regarding such subject matter are merged herein, made a part hereof, and superseded hereby. No amendment, waiver, or modification of this Agreement shall be valid unless made in writing and signed by both parties. This Agreement will be governed by and construed in accordance with the laws of the State of Texas without regard to conflicts of law principles. This Agreement shall be binding upon, inure to the benefit of and be enforceable by the parties and their permitted successors and permitted assigns. The provisions of this Agreement may not be amended or waived unless such amendment or waiver is set forth in a writing signed by both parties. Neither party may assign this Agreement, or any rights or obligations under this Agreement, without the prior written consent of the other party; and any attempted assignment without such consent will be null and void and of no force or effect. This Agreement may be executed by facsimile signature and may be executed in separate counterparts, each of which shall be deemed to be an original and all of which together shall constitute a single instrument.

Please confirm the Recipient's agreement with the terms of this letter by arranging to have a copy of this letter signed and dated by the Recipient and returned to the Carton Council either **emailed to Jackie.Benitez@hkstrategies.com** or **mailed to the following address: Carton Council of North America, Inc., c/o Hill + Knowlton Strategies, 9 Copper Kettle Lane; Barrington, Rhode Island 02806 (Attn: Heather McNamara).**

Very truly yours,

**CARTON COUNCIL  
OF NORTH AMERICA, INC.**

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

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

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

**ACCEPTED AND AGREED:**

**[RECIPIENT]**

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

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

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



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 12/21/2021

Amount of time requested (minutes):

5

Dept.: Auditor/Treasurer

Prepared By:

Christy Smith

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):

1. Review updated County fee schedule to be approved at the first board meeting in 2022.

Yes

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>

## FEE SCHEDULE

Approved by Board on \_\_\_\_\_

Effective Date \_\_\_\_\_



**FILLMORE COUNTY**

**PO Box 627**

**Preston MN 55965**

**Phone: (507) 765-2663**

**Fax: (507) 765-2662**

**[www.co.fillmore.mn.us](http://www.co.fillmore.mn.us)**

### COMMON FEES (unless noted under individual department)

#### *COPIES - Black and White*

|                                           |         |
|-------------------------------------------|---------|
| Letter and Legal size, single sided, each | \$ 0.25 |
| Letter and Legal size, double sided, each | \$ 0.50 |
| Ledger size (11" x 17"), each             | \$ 1.00 |
| Plat size (22" x 34"), each               | \$ 5.00 |

#### *COPIES - Color*

|                               |          |
|-------------------------------|----------|
| Letter and Legal size, each   | \$ 0.50  |
| Ledger size (11" x 17"), each | \$ 2.00  |
| Plat Size (22" x 34"), each   | \$ 10.00 |

|                     |         |
|---------------------|---------|
| FAX per page        | \$ 0.25 |
| LAMINATION per page | \$ 0.50 |

|                      |         |
|----------------------|---------|
| NOTARY, per document | \$ 1.00 |
|----------------------|---------|

|                             |         |
|-----------------------------|---------|
| MAILING LABELS, per address | \$ 0.05 |
|-----------------------------|---------|

### ADMINISTRATIVE SERVICES

|                                   |          |
|-----------------------------------|----------|
| TECHNOLOGY SERVICE FEES, per hour | \$ 50.00 |
|-----------------------------------|----------|

### ASSESSORS

|                              |          |
|------------------------------|----------|
| AERIAL COLOR MAPS, each      | \$ 5.00  |
| CUSTOM MAPS (soil, CPI, etc) | \$ 25.00 |

|                           |                 |
|---------------------------|-----------------|
| <b>CDOWN DATA EXTRACT</b> | <b>\$ 45.00</b> |
|---------------------------|-----------------|

|                              |                  |
|------------------------------|------------------|
| <b>SHAPE FILE - GIS DATA</b> | <b>\$ 100.00</b> |
|------------------------------|------------------|

#### PARCEL TAX SPLITS CALC PRIOR TO RECORDING

|                               |           |
|-------------------------------|-----------|
| Within 5 working days notice  | \$ 25.00  |
| Without 5 working days notice | \$ 100.00 |

|              |          |
|--------------|----------|
| SALES REPORT | \$ 10.00 |
|--------------|----------|

|                   |          |
|-------------------|----------|
| RESEARCH PER HOUR | \$ 20.00 |
|-------------------|----------|

### AUDITOR-TREASURER (Licenses)

|                                |             |
|--------------------------------|-------------|
| AUCTIONEER                     | \$ 20.00    |
| FIREWORKS PERMIT               | \$ 20.00    |
| PRECIOUS METAL LICENSE         | \$ 50.00    |
| TOBACCO LICENSE FEE            | \$ 125.00   |
| TEMPORARY 1 DAY LIQUOR LICENSE | \$ 25.00    |
| 3.2% LIQUOR LICENSE            | \$ 40.00    |
| LIQUOR LICENSE - ON SALE       | \$ 1,200.00 |
| SUNDAY LIQUOR LICENSE          | \$ 50.00    |

### ATTORNEY

#### ATTORNEY FEES:

|           |           |
|-----------|-----------|
| ATTORNEY  | \$ 110.00 |
| PARALEGAL | \$ 85.00  |

#### SOCIAL SERVICES ATTORNEY FEES:

|           |           |
|-----------|-----------|
| ATTORNEY  | \$ 110.00 |
| PARALEGAL | \$ 50.00  |

### VITAL RECORDS

*Vital Records fees are determined by the State and may change accordingly*

#### CERTIFIED CERTIFICATES

|                           |          |
|---------------------------|----------|
| Birth - 1st copy          | \$ 26.00 |
| Birth - additional copies | \$ 19.00 |
| Death - 1st copy          | \$ 13.00 |
| Death - additional copies | \$ 6.00  |
| Marriage - copies         | \$ 9.00  |

#### NON-CERTIFIED CERTIFICATES

|                                        |           |
|----------------------------------------|-----------|
| Death - 1st copy                       | \$ 13.00  |
| Death - additional copies              | \$ 6.00   |
| Birth Verification                     | \$ 9.00   |
| MARRIAGE LICENSE                       | \$ 115.00 |
| Reduced Fee Marriage License           | \$ 40.00  |
| Certified Copy of Marriage Certificate | \$ 9.00   |

### AUDITOR-TREASURER

|                            |                 |
|----------------------------|-----------------|
| <b>CEMETERY REPORT FEE</b> | <b>\$ 15.00</b> |
|----------------------------|-----------------|

|                             |                 |
|-----------------------------|-----------------|
| <b>NOTARY RECORDING FEE</b> | <b>\$ 20.00</b> |
|-----------------------------|-----------------|

|                              |           |
|------------------------------|-----------|
| COUNTY AUDITOR'S CERTIFICATE | \$ 100.00 |
|------------------------------|-----------|

|                  |           |
|------------------|-----------|
| BOND CERTIFICATE | \$ 100.00 |
|------------------|-----------|

|              |           |
|--------------|-----------|
| AUDIT PACKET | \$ 100.00 |
|--------------|-----------|

|                              |                 |
|------------------------------|-----------------|
| <b>SPECIAL ASSESS SET-UP</b> | <b>\$ 50.00</b> |
|------------------------------|-----------------|

|                            |                  |
|----------------------------|------------------|
| <b>TIF DISTRICT SET-UP</b> | <b>\$ 100.00</b> |
|----------------------------|------------------|

|                               |          |
|-------------------------------|----------|
| TIF EARLY DECERTIFICATION FEE | \$ 50.00 |
|-------------------------------|----------|

|                |          |
|----------------|----------|
| REPURCHASE FEE | \$ 25.00 |
|----------------|----------|

|                                                                   |                 |
|-------------------------------------------------------------------|-----------------|
| <b>TAX SEARCH/CERTIFY (Auditor/Treasurer Cert. for Abstracts)</b> | <b>\$ 15.00</b> |
|-------------------------------------------------------------------|-----------------|

|                            |                  |
|----------------------------|------------------|
| <b>DELINQUENT TAX LIST</b> | <b>\$ 150.00</b> |
|----------------------------|------------------|

|                                                   |          |
|---------------------------------------------------|----------|
| DELINQUENT ADMINISTRATION FEE (applied March 1st) | \$ 35.00 |
|---------------------------------------------------|----------|

|                                                 |                 |
|-------------------------------------------------|-----------------|
| <b>MARRIAGE LICENSE/CERTIFICATION AMENDMENT</b> | <b>\$ 40.00</b> |
|-------------------------------------------------|-----------------|

|                                 |                 |
|---------------------------------|-----------------|
| <b>ORDINATION RECORDING FEE</b> | <b>\$ 20.00</b> |
|---------------------------------|-----------------|

|                        |         |
|------------------------|---------|
| ESCROW PER PARCEL/YEAR | \$ 5.00 |
|------------------------|---------|

|     |          |
|-----|----------|
| NSF | \$ 30.00 |
|-----|----------|

|       |          |
|-------|----------|
| PHOTO | \$ 15.00 |
|-------|----------|

|                                                                                    |  |
|------------------------------------------------------------------------------------|--|
| PASSPORT FEES - see <a href="http://www.travel.state.gov">www.travel.state.gov</a> |  |
|------------------------------------------------------------------------------------|--|

**\*\*Postage Expenses shall be paid by requestor\*\***

## **PUBLIC WORKS - HIGHWAY**

### MAILBOX SUPPORT

|                                      |          |
|--------------------------------------|----------|
| Material (customer pick-up) plus tax | \$ 78.00 |
| Installation                         | \$ 32.00 |

### HOUSE MOVING PERMIT

|                   |             |
|-------------------|-------------|
| Non-Factory Built | \$ 50.00    |
| Bridge Analysis   | Actual Cost |

### OVER DIMENSION (WIDTH & LENGTH) AND WEIGHT LOADS

#### OVER DIMENSION NOT OVER WEIGHT LOAD PERMITS

|                                                                                             |                             |
|---------------------------------------------------------------------------------------------|-----------------------------|
| OVER WEIGHT (includes houses, factory-built mobile homes, double wide, and office trailers) | \$50.00/trip up to 10 trips |
|---------------------------------------------------------------------------------------------|-----------------------------|

**\*\*After 10 trips, no charge, but permit filing required\*\***

*All over dimension and overweight loads are required a permit for each trip, regardless of a fee being charged*

### STREET CLOSING FOR EVENTS

|                                            |           |
|--------------------------------------------|-----------|
| Community Event - with insurance agreement | \$0.00    |
| Private Event - with County Board approval | \$ 250.00 |

### UTILITY PERMIT (public water and/or sewer)

#### Longitudinal Installation:

|                                   |                      |
|-----------------------------------|----------------------|
| Permit and Review Application Fee | \$ 100.00            |
| Construction Permit - in Roadway  | \$500.00/mile + Bond |

#### Traverse Installation:

|                                   |                 |
|-----------------------------------|-----------------|
| Permit and Review Application Fee | \$ 100.00       |
| Construction Permit - in Roadway: |                 |
| Open Cut                          | \$150.00 + Bond |
| Trenchless                        | \$ 100.00       |

### UTILITY PERMIT (electricity, communications & gas)

#### Longitudinal Installation:

|                                       |                 |
|---------------------------------------|-----------------|
| Line along road, per mile             | \$ 50.00        |
| Travers Installation - Road Crossing: |                 |
| Underground Open Cut                  | \$150.00 + Bond |
| Aerial or Underground Trenchless      | \$150.00 + Bond |

### WORK IN PUBLIC RIGHT-OF-WAY

|                                          |                 |
|------------------------------------------|-----------------|
| Soil Boring                              | \$100.00 + Bond |
| No Charge for boring for County projects | \$50.00/boring  |
| RIGHT-OF-WAY PERMIT, DITCH OR SLOPE      | \$ 200.00       |
| MONITORING WELL/SOIL BORING PERMIT       | \$ 100.00       |

*\*Plus \$900 refundable fee to assure restoration and closing of well*

*\*Well not closed in five years shall be assessed a \$200/year monitoring fee*

## **SHERIFF (Jail)**

|                            |          |
|----------------------------|----------|
| BOOKING FEE                | \$ 10.00 |
| HUBER FEES                 | \$ 25.00 |
| DANGEROUS DOG FEE          | \$ 75.00 |
| PAY TO STAY, per day       | \$ 25.00 |
| WEEKENDER STAY             | \$ 75.00 |
| URINALYSIS                 | \$ 10.00 |
| OUT OF COUNTY PRISONER FEE | \$ 75.00 |

**\*\*Postage Expenses shall be paid by requestor\*\***

## **RECORDER SERVICES**

|                                             |           |
|---------------------------------------------|-----------|
| CERTIFICATE (ABSTRACT)                      | \$ 75.00  |
| CONTINUATION CERTIFICATE                    | \$ 75.00  |
| UPDATE ABSTRACT OR CONTINUATION, per entry  | \$ 5.00   |
| O&E (Includes Deed Copy)                    | \$ 60.00  |
| O&E 2 OWNER (Includes Deed Copy)            | \$ 85.00  |
| <i>*O&amp;E reports are emailed</i>         |           |
| TITLE REPORT (Final, Payment with Order)    | \$ 25.00  |
| 40 YR SEARCH (\$5 per entry; \$200 minimum) | \$ 200.00 |

*\*Document Copies Extra\**

### SEARCH RECORDS

\$35/Hour

#### NAME SEARCH

\$15/Name

#### Includes:

District Court  
Federal Judgment  
State Tax Lien  
Fed Tax Lien  
Bankruptcy

### TAX SEARCH

\$15/Parcel

#### Includes:

Current  
Delinquent  
Special Assessment

### EXHIBIT/ATTACHMENT

\$1/Page

### EXHIBIT/ATTACHMENT EMAIL

\$0.25/Page

### FAX

\$1/Page, \$5 Minimum

### INVOICE SENT WITH ALL ORDERS

### DUE UPON DELIVERY

## **SHERIFF (Administration)**

|                                                             |                 |
|-------------------------------------------------------------|-----------------|
| SERVICE FEE FOR ALL PAPERS (FIVE (5) ATTEMPTS)              | \$ 80.00        |
| SERVICE FEE FOR 2ND PERSON AT SAME RESIDENCE                | \$ 40.00        |
| SERVICE FEE FOR "NOT FUND"                                  | \$ 80.00        |
| POSTING OF DOCUMENT                                         | \$ 80.00        |
| POSTING OF (3) THREE FORECLOSURE NOTICES                    | \$ 80.00        |
| WRIT OF EXECUTION SERVICE FEE                               | \$ 80.00        |
| WRIT OF EXECUTION LEVY FEE (TO EMPLOYER/BANK)               | \$ 15.00        |
| COMMISSION ON WRIT OF EXECUTION AFTER LEVY                  | 5%              |
| MECHANIC LIEN SALE                                          | \$ 100.00       |
| SHERIFF'S SALE - OTHER (PLUS TIME)                          | \$ 80.00        |
| SHERIFF'S WRIT OF EXECUTION SALE (PLUS TIME)                | \$ 80.00        |
| SHERIFF'S FORECLOSURE SALE                                  | \$ 80.00        |
| LATE POSTPONEMENT/CANCELLATION SHERIFF'S SALE               | \$ 80.00        |
| REDEMPTION OF REAL ESTATE FEE                               | \$ 150.00       |
| REPLEVIN (PLUS TIME)                                        | \$ 80.00        |
| EVICION ON WRIT OF RESTITUTION (PLUS TIME)                  | \$ 80.00        |
| <b>GUN PERMIT FEE (ACT. MILITARY/VETERAN/1ST RESPONDER)</b> | <b>\$ 50.00</b> |
| GUN PERMIT FEE (CARRY)                                      | \$ 100.00       |
| GUN PERMIT RENEWAL FEE (CARRY)                              | \$ 75.00        |
| GUN PERMIT FEE (CARRY) LATE RENEWAL (1-30 days after exp.)  | \$ 85.00        |
| COPY OF VIDEO TAPE                                          | \$ 20.00        |
| COPY OF DVD/CD                                              | \$ 10.00        |

## ZONING

|                                     |                         |
|-------------------------------------|-------------------------|
| NEW DWELLING OR DWELLING ADDITION   | \$10.00 per 100 sq. ft. |
| ACCESSORY BUILDING (\$8.00 minimum) | \$7.50 per 100 sp. Ft.  |

### FEEDLOT RELATED BUILDING PERMITS:

|                        |           |
|------------------------|-----------|
| ENGINEERED MANURE PITS |           |
| over 20,000 gallons    | \$ 750.00 |
| under 20,000 gallons   | \$ 100.00 |

*\*\*Maximum permit fee of \$1,500.00 on feedlot building permits including pits, building and flat concrete work for feedlots\*\**

### WATER TEST KITS (subject to change by state)

|                                                   |              |
|---------------------------------------------------|--------------|
| Nitrates and Bacteria ( <b>real estate test</b> ) | \$60.00 each |
| Bacteria ONLY - Fillmore SWCD                     | \$50.00 each |

*(Reduced priced bacteria ONLY kits available for **\$20.00** through Fillmore SWCD for households containing a pregnant female or infant under the age of (1) one)*

|                                                                                                                   |                       |
|-------------------------------------------------------------------------------------------------------------------|-----------------------|
| CONDITIONAL USE PERMIT (Adult Use)                                                                                | \$ 1,500.00           |
| CONDITIONAL USE PERMIT (Country Inn, Sand Pits, Rock Quarries, All Others) <b>*removed Construction Aggregate</b> | \$450.00 initial cost |
| <b>CONDITIONAL USE PERMIT FOR INDUSTRIAL MINING</b>                                                               | \$750.00 initial cost |

|                                                                          |                                       |
|--------------------------------------------------------------------------|---------------------------------------|
| <b>ANNUAL FEES FOR INDUSTRIAL MINING, SAND PITS, &amp; ROCK QUARRIES</b> | \$150.00 annually after CUP is issued |
|--------------------------------------------------------------------------|---------------------------------------|

|                                   |           |
|-----------------------------------|-----------|
| TRANSFER OF CONDITIONAL US PERMIT | \$ 150.00 |
| VARIANCE                          | \$ 450.00 |

### RELIEF FROM ZA DECISION

|                                  |           |
|----------------------------------|-----------|
| Appeal to Board of Adjustment    | \$ 450.00 |
| Pertaining to the Late Fees ONLY | \$ 100.00 |

|                  |           |
|------------------|-----------|
| LATE FEE/PENALTY | \$ 500.00 |
| REZONING         | \$ 500.00 |

### SSTS (SEWER PERMIT)

|                                                             |           |
|-------------------------------------------------------------|-----------|
| <b>Holding Tank, Gray Water, Standard and Mound Systems</b> | \$ 350.00 |
|-------------------------------------------------------------|-----------|

|                               |           |
|-------------------------------|-----------|
| ACCESS PERMIT                 | \$ 200.00 |
| RURAL HOME BASED BUSINESS     | \$ 250.00 |
| BED & BREAKFAST ESTABLISHMENT | \$ 250.00 |
| FILL PERMIT                   | \$ 150.00 |
| NEW ADDRESS FEE (911 Address) | \$ 100.00 |

## COMMUNITY SERVICES

|                       |           |
|-----------------------|-----------|
| LICENSED CHILD CARE   | \$ 50.00  |
| Relicensed Child Care | \$ 50.00  |
| Background Study Fee  | \$ 100.00 |

## RESOURCE RECOVERY CENTER

|                                                        |           |
|--------------------------------------------------------|-----------|
| LANDFILL MATERIAL (PER TON)                            | \$ 100.00 |
| (Minimum Charge of \$5.00 for loads 80 pounds or less) |           |
| SOLID WASTE MANAGEMENT TAX                             | 17%       |
| OUT OF COUNTY RECYCLABLES (PER TON)                    | \$ 117.00 |
| UNSECURED LOAD                                         | \$ 20.00  |
| SPECIAL HANDLING                                       | \$ 20.00  |

### WHITE GOODS:

|                                                                                            |          |
|--------------------------------------------------------------------------------------------|----------|
| HOUSEHOLD SIZE (NON-FREON: Washers, Dryers, Microwaves, Water Heaters/Softeners, Furnaces) | \$ 10.00 |
| HOUSEHOLD SIZE (FREON: Refrigerators, AC units, De-Humidifiers, Water Coolers)             | \$ 15.00 |
| COMMERICAL                                                                                 | \$ 20.00 |

### ELECTRONICS:

|                                                                                                                                                       |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| TVs, COMPUTER MONITORS (with desktop, printer, keyboard, mouse) LAPTOPS, each                                                                         | \$ 15.00                   |
| ALL OTHER ELECTRONICS (printer, desktop, scanner, fax machine, copier, stereo, VCR, DVD/Blu-Ray Player, Game Console, mouse, keyboard, tablets, etc.) | \$0.25/pound (min. \$2.50) |

### TIRE PRICES: ALL TIRES MUST BE DRY WITH MUD AND DIRT REMOVED

*\*\*Tires left on the rim will be charged double the original fee\*\**

|                                                                   |              |
|-------------------------------------------------------------------|--------------|
| OFF RIM (Bicycle, Lawn Mower)                                     | \$ 1.00      |
| OFF RIM (car, Light Truck, Motorcycle, Small Trailer, Wagon, ATV) | \$ 3.00      |
| OFF RIM (Large Truck/Semi and Implement)                          | \$ 10.00     |
| OFF RIM (Small Agriculture Tire)                                  | \$ 30.00     |
| OFF RIM (Large Front and Rear Tractor)                            | \$ 45.00     |
| OFF RIM OFF ROAD TIRES (Manure Spreader, Combine, Loader, etc.)   | \$ 50.00     |
| VEHICLE TREADS/TRACKS                                             | \$0.25/pound |

### LIGHT BULBS:

|                                                                                 |              |
|---------------------------------------------------------------------------------|--------------|
| 4 FOOT OR LESS                                                                  | \$ 0.50      |
| OVER 4 FOOT, U-SHAPED, CIRCULAR, LED, HALOGEN, AND SHIELDED                     | \$ 1.00      |
| HIGH INTENSITY, ULTRA-VIOLET, HIGH PRESSURE SODIUM, METAL HALIDE, MERCURY VAPOR | \$ 2.50      |
| NEON FIXTURES                                                                   | \$4.00/pound |

### OIL FILTERS:

|                      |         |
|----------------------|---------|
| ONE QUART OR SMALLER | \$ 0.50 |
| OVER ONE QUART       | \$ 1.00 |

### BALLASTS:

|                    |         |
|--------------------|---------|
| NON PCB CONTAINING | \$ 0.50 |
| PCB CONATINING     | \$ 3.50 |

**Batteries:** All types accepted at our Preston Facility Free of Charge

**Sharps:** Household quantities accepted for Free. Must be placed in hard-sided, plastic container such as a detergent bottle

**Ink Cartridges:** All types accepted for recycling at our Preston Facility Free of Charge

**Recycling:** Recycling is free and available at our Preston Facility & Remote Site:

**\*\*Postage Expenses shall be paid by requestor\*\***



\*Items in BLUE have been updated\*  
since the 12/14/21 board meeting

## Changes Made for 2022 Fee Schedule

### Assessor's Office

- \*Added "CDOWN Data Extract" for \$45.00
- \*Added "Shape File - GIS Data" for \$100.00

### Recorder Services

- \*Removed "With Copy (copy of abstract)"
- \*Removed "Postage"

### Auditor-Treasurer's Office

- \*Added "Notary Recording Fee" for \$20.00
- \*Added "Marriage Amendment" for \$40.00
- \*Added "Ordination Recording Fee" for \$20.00
- \*Added "Cemetery Report Fee" for \$15.00
- \*Updated "Special Assessment Set-Up Fee" from \$10 to \$50
- \*Updated "TIF District Set-Up Fee" from \$10 to \$100
- \*Updated "Delinquent Tax List Fee" from \$200 to \$150
- \*Updated "Tax Search/Certify Fee" from \$8 to \$15
- \*Updated "Marriage Amendment" to say "Marriage License/Certificate Amendment"

### Sheriff (Administrative)

- \*Added "Gun Permit Fee (Act. Military/Vet/1st Resp)" for \$50.00

### Resource Recovery Center

- \*Updated entire fee listings to match Price List provided by office (list enclosed with documents)

### Zoning Office

- \*Updated t \*Updated fee amount from \$50 to \$60
  - \*Added note "real estate test"
- \*Updated t \*Updated fee amount from \$25 to \$50
  - \*Updated reduced fee from \$10 to \$20
- \*Updated t \*Added Rock Quarries
  - \*Removed Construction Aggregate
  - \*Removed \$150.00 annual fee
- \*Updated \$750 "Conditional Use Permit" listing to include "...for Industrial Mining
- \*Updated \$150 annual fee listing to state "Annual fees for Industrial Mining, Sand Pits & Rock Quarries
- \*Updated "Holding Tank Listing" to read as "...Standard & Mound Systems"
- \*Removed "Mound System Homeowner Installation" for \$750.00

### Vital Records

- \*Removed "Notary Public Registration" as was duplicate of "Notary Recording Fee"

### Attorney's Office

- \*Updated Attorney Fees: Attorney from \$100 to \$110
- \*Updated Social Services Fees: Attorney from \$95 to \$110
- \*Updated Social Services Fees: Paralegal from \$45 to \$50
- \*Removed Social Services Fees: Legal Secretary

### Highway Office

- \*Updated Mailbox Support: Materials from \$75 to \$78
- \*Updated Mailbox Support: Installation from \$35 to \$32

## CDOWN File Explanation and Cost

The CDOWN file is a download of all appraisal and tax data we have maintained on a property. The report is broken down into 7 smaller reports (CDOWN 0 – CDOWN 6) each focusing on a specific area of the appraisal or tax software. The inquiring parties will typically request this information for the new assessment year when we finalize our assessments. The information is used to populate real estate information on their own, for profit, website.

Fees for the CDOWN vary drastically between counties, but 5 cents per parcel was used by Olmsted and Goodhue. That would be approximately \$900? The lowest was Dodge County @ \$250.

Where should we settle in at? Thoughts?

If you have additional questions, please let me know.

Sincerely,

*Jason McCaslin, S.A.M.A.*

Fillmore County Assessor  
101 Fillmore Street  
P.O. Box 67  
Preston, MN 55965  
507-765-3868

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 12/21/2021

Amount of time requested (minutes):

5

Dept.:

County Recorder

Prepared By:

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

Consider County Recorder 2022 Salary

All requests for County Board agenda must be in the Coordinator's office **No later than noon Wednesday 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:tkraling@co.fillmore.mn.us> and <mailto:jfmccaslin@co.fillmore.mn.us>

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12/21/2021

Salary Request for 2022 for Fillmore County Recorder

My request for Recorder salary for 2022 is \$78,125, as represented on the 2022 budget.

Documents recorded in 2020; 5355

Documents recorded thru 12/10/2021, 5525

Abstract fees collected in 2020; \$50,250

Abstract fees collected thru 12/1/2021; \$55,000, thru 12-1-2021

Splits completed 2020; 167

Splits thru 12/1/2021; 168 thru 12/1/2021

David Kiehne

Fillmore County Recorder

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 12/21/2021

Amount of time requested (minutes): 20

Dept.: Social Services

Prepared By: Kevin Olson

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):

Consider request to approve the 2022-2023 Memorandum of Understanding between Region 10 Contracting Services and Fillmore County. Yes

Consider request to approve the 2022 Childrens Mental Health Screening Grant between Fillmore County and the Minnesota Department of Human Services Yes

Consider request to approve the 2022 MFIP DWP contract between Fillmore County and Work Force Development Inc.

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>

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## INTERAGENCY AGREEMENT REGION 10 CONTRACTING SERVICES

This Interagency Agreement effective January 1, 2022 through December 31, 2023, by and between the Participating Counties of Fillmore County, Freeborn County, Goodhue County, Houston County, Minnesota Prairie County Alliance, Mower County, Wabasha County, and Winona County and the Host County, Olmsted County, is as follows:

### I. STATEMENT OF PURPOSE

The purpose of this Interagency Agreement is to clarify the roles and services provided by the Region 10 Contracting Unit to Participating Counties and Olmsted County's role in being the host county of the Region 10 Contracting Unit.

### II. REGION 10 CONTRACTING UNIT COMPOSITION

The following positions, employed and supervised by Olmsted County, comprise the Region 10 Contracting Unit:

- Senior Contract Manager – 1 FTE
- Contract Manager – 1 FTE
- Contract Specialist – .3 FTE

### III. SCOPE OF SERVICES AND SPECIFIC DUTIES

The Region 10 Contracting Unit shall make available the following services pertaining to Health, Housing Support and Human Services to Participating Counties:

- Consultation on Human Services, Housing Support, and Public Health Services contracts.
- Provision of information on Purchase of Service contracting standards.
- Recommend and implement uniform standards and procedures for contracting, including contract and application templates, regional policies, and Request for Proposals (RFPs).
- Facilitation and assistance with the implementation of contracts with new providers and provide input and information to assist in negotiations/contract disputes with existing contracted providers.
- Development, implementation, and administration of Request for Proposals (RFPs).
- Attendance at meetings and site visits when requested by any Participating County.
- Provision of liaison services between DHS and MDH staff relating to Human Services and Public Health contracts, including those relating to Housing Support and Tier II, Tier III Agreements.
- Inform all Participating Counties of applicable contracting mandates, and providing alerts when changes are made.
- Attendance and participation at the Region 10 Waiver Lead meetings and other regional/state meetings relevant to contracting issues.

### IV. FUNDING

Olmsted County shall develop a budget annually for Region 10 Contracting Services and provide it to the Participating Counties, along with a breakdown of the cost allocated to each Participating County. Each Participating County shall have 35 days in which to review, approve and allocate funding in accordance with the funding breakdown. Attachment A to this Interagency



Agreement provides an example of the format that will be used and the cost allocations for calendar year 2022 and 2023.

This Interagency Agreement is effective upon date signed. Any Participating County seeking to amend or cancel this Interagency Agreement or modify the payment allocations outlined in the annual budget must provide notice to all of the other Participating Counties and Olmsted County and allow 90 days in which to review the request. Any changes to this Interagency Agreement must be made via a written addendum signed by all counties listed below.

Approved and Accepted for:

\_\_\_\_\_ Dated

Fillmore County

DocuSigned by:

*Supanne Nerison*

12/1/2021 | 3:14 PM CST

106A32A4C8D549D...

\_\_\_\_\_ Dated

Freeborn County

DocuSigned by:

*[Signature]*

12/15/2021 | 7:36 AM CST

BDDCC885466E478...

\_\_\_\_\_ Dated

Goodhue County

DocuSigned by:

*John Pugliese*

12/15/2021 | 1:13 PM CST

FAD317BB95074E4...

\_\_\_\_\_ Dated

Houston County

DocuSigned by:

*[Signature]*

12/1/2021 | 4:49 PM CST

DocuSigned by:

*[Signature]*

12/1/2021 | 4:00 PM CST

B0658DED2A794FD...

57DCF8138E584CF...

\_\_\_\_\_ Dated

Minnesota Prairie County Alliance

DocuSigned by:

*Crystal Peterson*

12/8/2021 | 9:48 AM CST

9F1D90238CC8499...

\_\_\_\_\_ Dated

Mower County

DocuSigned by:

*Travis Gransee*

12/1/2021 | 3:27 PM CST

5B833CCF80CD47E...

\_\_\_\_\_ Dated

Olmsted County (Host County)

DocuSigned by:

*[Signature]*

12/7/2021 | 9:13 AM CST

914D17609932406...

\_\_\_\_\_ Dated

Wabasha County

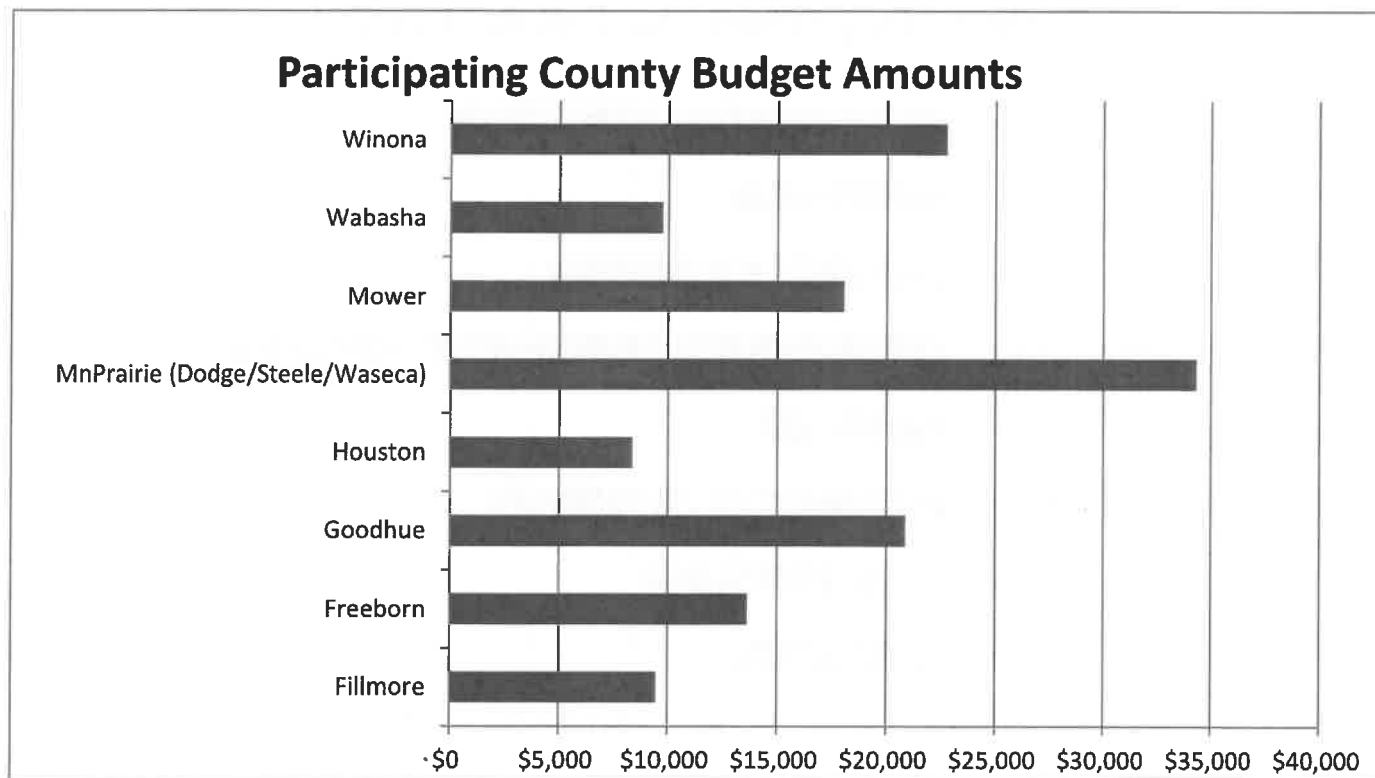
\_\_\_\_\_ Dated

Winona County

## Region 10 Contract Manager 2022 Budget Proposal

***Investment needed is \$117,835 for 1.18 FTE plus \$19,418 for fixed overhead costs, furniture, computer, hook up, etc .***

| County                          | Population*    | % share     | 2022 Rate        | 2021 Rate        | Increase /<br>(Decrease) | %         |
|---------------------------------|----------------|-------------|------------------|------------------|--------------------------|-----------|
| Fillmore                        | 21,067         | 6.9%        | <b>\$9,491</b>   | \$9,214          | \$277                    | 3%        |
| Freeborn                        | 30,281         | 9.9%        | <b>\$13,642</b>  | \$13,321         | \$321                    | 2%        |
| Goodhue                         | 46,340         | 15.2%       | <b>\$20,877</b>  | \$20,304         | \$573                    | 3%        |
| Houston                         | 18,600         | 6.1%        | <b>\$8,380</b>   | \$8,129          | \$251                    | 3%        |
| MnPrairie (Dodge/Steele/Waseca) | 76,195         | 25.0%       | <b>\$34,327</b>  | \$33,392         | \$935                    | 3%        |
| Mower                           | 40,062         | 13.1%       | <b>\$18,049</b>  | \$17,507         | \$542                    | 3%        |
| Wabasha                         | 21,627         | 7.1%        | <b>\$9,743</b>   | \$9,471          | \$272                    | 3%        |
| Winona                          | 50,484         | 16.6%       | <b>\$22,744</b>  | \$22,239         | \$505                    | 2%        |
| <b>Total</b>                    | <b>304,656</b> | <b>100%</b> | <b>\$137,253</b> | <b>\$133,577</b> | <b>\$3,676</b>           | <b>3%</b> |

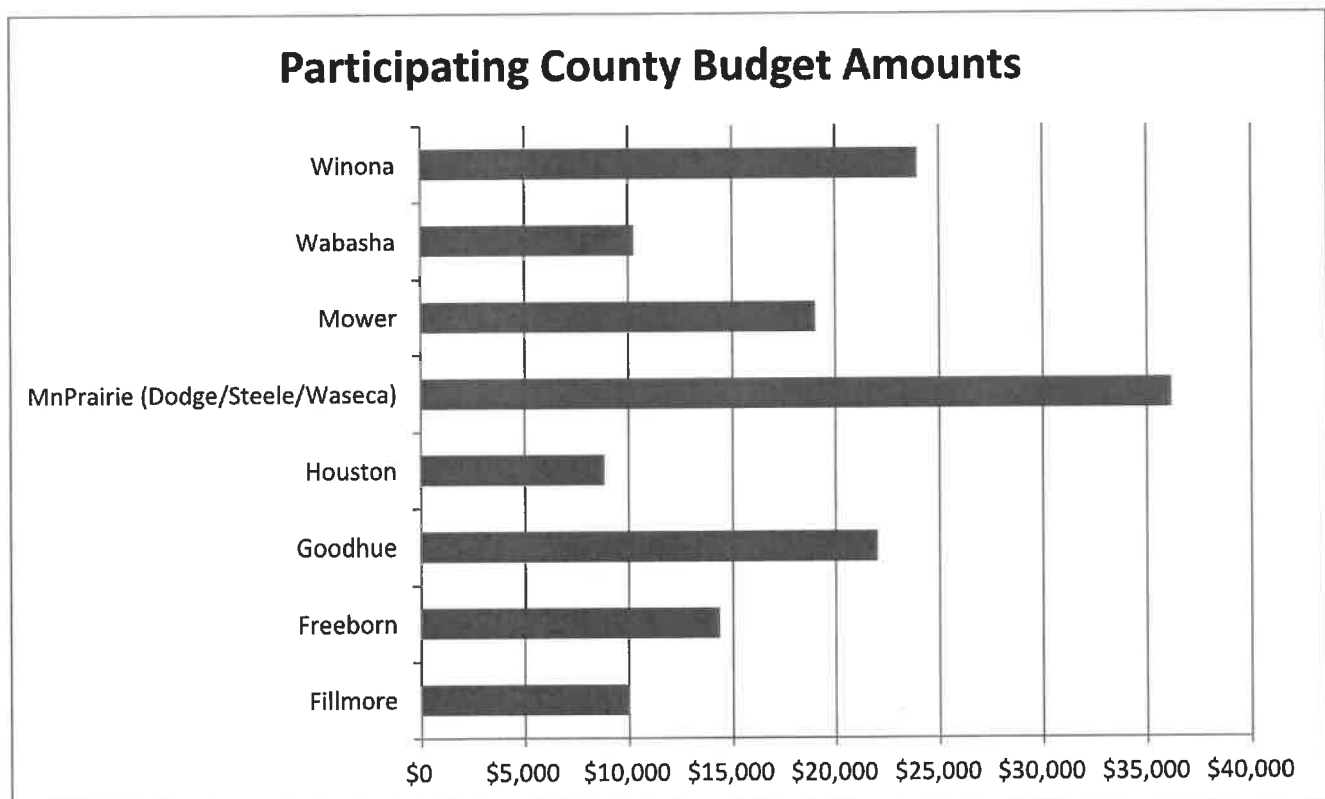


\*US Census 7/1/2019 population estimates (<http://www.census.gov/quickfacts/table>)

## Region 10 Contract Manager 2023 Budget Proposal

**Investment needed is \$124,120 for 1.18 FTE plus \$19,770 for fixed overhead costs, furniture, computer, hook up, etc .**

| County                          | Population*    | % share     | 2023 Rate        | 2022 Rate        | Increase / (Decrease) | %         |
|---------------------------------|----------------|-------------|------------------|------------------|-----------------------|-----------|
| Fillmore                        | 21,067         | 6.9%        | <b>\$10,005</b>  | \$9,491          | \$514                 | 5%        |
| Freeborn                        | 30,281         | 9.9%        | <b>\$14,381</b>  | \$13,642         | \$739                 | 5%        |
| Goodhue                         | 46,340         | 15.2%       | <b>\$22,008</b>  | \$20,877         | \$1,131               | 5%        |
| Houston                         | 18,600         | 6.1%        | <b>\$8,834</b>   | \$8,380          | \$454                 | 5%        |
| MnPrairie (Dodge/Steele/Waseca) | 76,195         | 25.0%       | <b>\$36,187</b>  | \$34,327         | \$1,860               | 5%        |
| Mower                           | 40,062         | 13.1%       | <b>\$19,027</b>  | \$18,049         | \$978                 | 5%        |
| Wabasha                         | 21,627         | 7.1%        | <b>\$10,271</b>  | \$9,743          | \$528                 | 5%        |
| Winona                          | 50,484         | 16.6%       | <b>\$23,976</b>  | \$22,744         | \$1,232               | 5%        |
| <b>Total</b>                    | <b>304,656</b> | <b>100%</b> | <b>\$144,689</b> | <b>\$137,253</b> | <b>\$7,436</b>        | <b>5%</b> |



\*US Census 7/1/2019 population estimates (<http://www.census.gov/quickfacts/table>)

## Minnesota Department of Human Services County Grant Contract

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This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Division ("STATE") and Fillmore County, an independent grantee, not an employee of the State of Minnesota, located at 902 Houston Street, Suite 1, Preston, MN 55965-1080 ("COUNTY").

### RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6), has authority to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children).

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with COUNTY.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

### CONTRACT

#### 1. CONTRACT TERM AND SURVIVAL OF TERMS.

**1.1. Effective date:** This CONTRACT is effective on **January 1, 2022**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

**1.2. Expiration date.** This CONTRACT is valid through **December 31, 2022**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

**1.3. No performance before notification by STATE.** COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

**1.4. Survival of terms.** COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: 9. Liability; 10. Information Privacy and Security; 11. Intellectual Property Rights; 13.1. State audit; and 14. Jurisdiction and Venue.

**1.5. Time is of the essence.** COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

## **2. COUNTY'S DUTIES.**

### **2.1 Duties.** COUNTY shall:

1. Provide mental health screenings to eligible children/youth in the child welfare and juvenile justice systems as described in Minnesota Statutes, § 245.4874, subd.i 1(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.
2. Utilize mental health screening instruments which have been approved for use with the child welfare and juvenile justice populations by the Commissioner of Human Services.
3. Utilize eligible screeners (child welfare and juvenile justice professionals and/or mental health practitioners) and ensure all screeners are trained and demonstrate competency on the use of the DHS approved screening instruments.
4. For those children/youth who are subsequently identified through screening as at-risk of needing or who need mental health services, COUNTY must inform the child/youth and parents or primary caregivers of the implications of a positive screen, and assist families with making a referral to a mental health professional for any necessary follow up mental health assessment or treatment.
5. For those children/youth who are subsequently identified through a positive screening as at-risk of needing or who need mental health services, COUNTY may choose to utilize grant funds for short term clinical, ancillary or supportive services such as diagnostic assessment, psychotherapy, skills and support groups, and other necessary mental health services not reimbursable by MHCP or other insurance.
6. For child welfare data, enter data into SSIS by March 15, 2023. For juvenile justice data, send data in the approved format and deadline indicated by the designated Department of Corrections contact.

**2.2 Accessibility.** Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [Minnesota IT \(MN.IT\) Accessibility Standards](#), as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

### 3. CONSIDERATION AND TERMS OF PAYMENT.

**3.1 Consideration.** STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

- a. **Compensation.** COUNTY will be paid in accordance with **Attachment 1**, Budget, which is attached and incorporated into this CONTRACT.

1. STATE contemplates that the necessary use of services within the CMH Screening program cannot be forecasted precisely, and that actual expenditures may deviate from budgeted amounts for each BRASS code. Therefore, COUNTY is authorized to utilize funds for any of the BRASS code services identified in Attachment 1, Budget. An amendment will not be required as long as COUNTY first obtains written approval from STATE before changing any part of the budget, and total expenditures do not exceed the total obligation identified in Section 3.1(c). COUNTY will report all expenditures using the SEAGR/2895/BRASS-Base Grant Fiscal Report.

- b. **Travel and subsistence expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan](#).<sup>1</sup> COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

- c. **Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **twenty thousand eight hundred eighty-nine dollars (\$20,889.00)**. The breakdown of the total award amount is as follows: Child Welfare, **fifteen thousand two hundred forty-three dollars (\$15,243.00)** and Juvenile Justice, **five thousand six hundred forty-six dollars (\$5,646.00)**.

- d. **Withholding.** For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

### 3.2. Terms of payment

- a. **Invoices.** Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule:

**REPORTING PERIOD**

January 1, 2022 – March 31, 2022

April 1, 2022 – June 30, 2022

**INVOICE DUE**

April 30, 2022

July 30, 2022

<sup>1</sup> <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

**July 1, 2022 – September 30, 2022**  
**October 1, 2022 – December 31, 2022**

**October 30, 2022**  
**January 30, 2023.**

If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.

- b. Federal funds.** (Where applicable. If blank this section does not apply.) Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. In the event of such termination, COUNTY shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

#### **4. CONDITIONS OF PAYMENT.**

**4.1. Satisfaction of STATE.** All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

**4.2. Payments to subcontractors.** (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

**4.3. Administrative costs and reimbursable expenses.** Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

#### **5. PAYMENT RECOUPMENT.**

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a.** Any amounts received by COUNTY from the STATE for contract services which have been inaccurately reported or are found to be unsubstantiated;
- b.** Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;
- c.** Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 2.1(a);

- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 1, COUNTY's Duties; and/or
- e. Any amount identified as a financial audit exception.

## **6. CANCELLATION.**

**6.1. For cause or convenience.** In accord with Minn. Stat. § 16B.04, subd. 2, the Commissioner of Administration has independent authority to cancel this CONTRACT. CONTRACT may be canceled by STATE or COUNTY at any time, with or without cause, upon thirty (30) days written notice to the other party. The thirty (30) day notice may be waived, in writing, by the party receiving notice. In the event of such a cancellation, COUNTY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed. STATE has the right to suspend or terminate this CONTRACT immediately when STATE deems the health or welfare of the service recipients is endangered, when STATE has reasonable cause to believe that COUNTY has breached a material term of the CONTRACT, or when COUNTY's non-compliance with the terms of the CONTRACT may jeopardize federal financial participation.

**6.2. Insufficient funds.** STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

**6.3. Breach.** Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

## **7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.**

**7.1. State.** STATE's authorized representative for the purposes of administration of this CONTRACT is **Regina Acevedo** or successor. Phone and email: **651-431-4871, [regina.acevedo@state.mn.us](mailto:regina.acevedo@state.mn.us)**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.



**7.2. County.** COUNTY's Authorized Representative is **Kevin Olson** or successor. Phone and email: **507-765-2175, kolson@co.fillmore.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

**7.3. Information Privacy and Security.** (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Kevin Olson** or successor. Phone and email: **507-765-2175, kolson@co.fillmore.mn.us**.

## **8. INSURANCE REQUIREMENTS.**

**8.1. Worker's Compensation.** The COUNTY certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The COUNTY'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

## **9. LIABILITY.**

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

## **10. INFORMATION PRIVACY AND SECURITY.**

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

## **11. INTELLECTUAL PROPERTY RIGHTS.**

**11.1. Definitions.** Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs,

negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

**11.2. Ownership.** STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

**11.3. Responsibilities.**

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in COUNTY's or STATE's opinion is likely to arise, COUNTY must, at STATE's discretion, either procure for 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 STATE will be in addition to and not exclusive of other remedies provided by law.

- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

**12. OWNERSHIP OF EQUIPMENT.** The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

### **13. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.**

#### **13.1. State audit.**

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

**13.2. Independent audit.** If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT, a copy of the audit must be submitted to STATE within thirty (30) days of the audit's completion.

**13.3. Federal audit requirements and COUNTY debarment information.** COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

#### **13.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.**

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this

certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

### **13.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.**

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

#### **a. Instructions for Certification**

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may

decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**b. Lower Tier Covered Transactions.**

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

**14. JURISDICTION AND VENUE.**

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**15. CLERICAL ERRORS AND NON-WAIVER.**

**15.1. Clerical error.** Notwithstanding Clause 16.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

**15.2. Non-waiver.** If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

**16. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.**

**16.1. Amendments.** Any amendments to this CONTRACT shall be in writing, and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

**16.2. Assignment.** COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

**16.3. Entire Agreement.**

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 16.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

**16.4. Drafting party.** The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

**17. PROCURING GOODS AND CONTRACTED SERVICES.**

**17.1. Contracting and bidding requirements.** COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

**17.2. Prevailing wage.** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. 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. Vendors should submit a prevailing wage form along with their bids.

**17.3 Debarred vendors.** In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

**18. SUBCONTRACTS.**

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

## **19. LEGAL COMPLIANCE.**

**19.1 General compliance.** All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

**19.2 Nondiscrimination.** COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to: fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

**19.3 Grants management policies.** COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) [Policy 08-10](#).

**19.4 Conflict of interest.** COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM [Policy 08-01](#). COUNTY shall immediately notify STATE if a conflict of interest arises.

## **20. OTHER PROVISIONS**

**20.1. No Religious Based Counseling.** COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

**20.2. Contingency Planning.** This section applies if COUNTY will be fulfilling Priority 1 or Priority 2 functions under this contract. A *Priority 1* function is a function that, for purposes of planning business continuity during an emergency or disaster, must continue 24 hours per day and 7 days per week, or be recovered within hours. A *Priority 2* function is a function that, for purposes of planning business continuity during an emergency or disaster, must be resumed within 25 hours to 5 days. Within 90 days of the execution of this CONTRACT, COUNTY and any subcontractor will have a contingency plan. The contingency plan shall:

- a. Ensure fulfillment of Priority 1 or Priority 2 obligations under this CONTRACT;
- b. Outline procedures for the activation of the contingency plan upon the occurrence of a governor or commissioner of the Minnesota Department of Health declared health emergency;

- c. Identify an individual as its Emergency Preparedness Response Coordinator (EPRC), the EPRC shall serve as the contact for STATE with regard to emergency preparedness and response issues, the EPRC shall provide updates to STATE as the health emergency unfolds;
- d. Outline roles, command structure, decision making processes, and emergency action procedures that will be implemented upon the occurrence of a health emergency;
- e. Provide alternative operating plans for Priority 1 or Priority 2 functions;
- f. Include a procedure for returning to normal operations; and
- g. Be available for inspection upon request.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

Signature Page Follows



By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.*

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

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

Contract No: \_\_\_\_\_

**Distribution: (fully executed contract to each)**

Contracting and Legal Compliance Division

County

State Authorized Representative

**2. COUNTY**

*Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee and Signatory agree that the State Agency relies on the Signatory's certification herein.*

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

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

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

Continuation 2. **COUNTY**

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

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

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

**3. STATE AGENCY**

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

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

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

| Attachment 1 Budget                                                |                   |                                                                    |                   |               |
|--------------------------------------------------------------------|-------------------|--------------------------------------------------------------------|-------------------|---------------|
| BUDGET SUMMARY Year 1                                              |                   | BUDGET SUMMARY Year 2                                              |                   | PROJECT TOTAL |
| January 1, 2022 to June 30, 2022                                   |                   | July 1, 2022 to December 31, 2022                                  |                   |               |
| BRASS Code                                                         | TOTAL BUDGET FY22 | BRASS Code                                                         | TOTAL BUDGET FY23 |               |
| 111– Mental Health Screening (up to 45%)                           | 490- \$10,444.50  | 111– Mental Health Screening (up to 45%)                           | 490- \$10,444.50  |               |
| 197– Local Collaborative Undifferentiated Services                 |                   | 197– Local Collaborative Undifferentiated Services                 |                   |               |
| 401 – Information and Referral                                     |                   | 401 – Information and Referral                                     |                   |               |
| 402 – Community Education and Prevention                           |                   | 402 – Community Education and Prevention                           |                   |               |
| 404 – Client Outreach                                              |                   | 404 – Client Outreach                                              |                   |               |
| 405 – Child Outpatient Diagnostic Assessment/Psychological Testing |                   | 405 – Child Outpatient Diagnostic Assessment/Psychological Testing |                   |               |
| 407 – Early Identification and Intervention                        |                   | 407 – Early Identification and Intervention                        |                   |               |
| 416 – Transportation                                               |                   | 416 – Transportation                                               |                   |               |
| 430 – Other Family Community Support Services                      |                   | 430 – Other Family Community Support Services                      |                   |               |
| 451 – Emergency Response Services                                  |                   | 451 – Emergency Response Services                                  |                   |               |
| 453 – Child Outpatient Psychotherapy                               |                   | 453 – Child Outpatient Psychotherapy                               |                   |               |
| 455 – Child Outpatient Medication Management                       |                   | 455 – Child Outpatient Medication Management                       |                   |               |
| 457 – Child/Family Psychoeducation                                 |                   | 457 – Child/Family Psychoeducation                                 |                   |               |
| 462 – Family Based Services                                        |                   | 462 – Family Based Services                                        |                   |               |
| 467 – Child Day Treatment                                          |                   | 467 – Child Day Treatment                                          |                   |               |
| 489 – Child Respite Care                                           |                   | 489 – Child Respite Care                                           |                   |               |
| 490 – Child Rule 79 Case Management                                |                   | 490 – Child Rule 79 Case Management                                |                   |               |
| TOTAL FUNDS State Fiscal Year 2022                                 | \$10,444.50       | TOTAL FUNDS State Fiscal Year 2023                                 | \$10,444.50       | \$20,889.00   |

| BUDGET JUSTIFICATION FY22: January 1, 2022 to June 30, 2022                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| BRASS Code-Category Breakdown                                                                                                                                                                                                                                                                                                                                   | JUSTIFICATION NARRATIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | State Fiscal Year 1 |
| <b>490 – Child Rule 79 Case Management</b><br>Activities that are coordinated with family community support services to help children (with a positive screen and subsequently diagnosed with a severe emotional disturbance) and their families obtain needed mental health services, social services, educational, health, recreational and related services. | <b>490 – Child Rule 79 Case Management</b><br>Fillmore County will continue to use the grant money for providing brief, transition case management. We do use these for our families with children that get a positive screening. We've found help with educational services for our kids with emotional disorders has increased with the COVID restrictions in the way they receive their education. Fillmore County contracts with Hiawatha Valley Mental Health Center to deliver many supports to our children under the clinical supervision of a mental health professional to help children (screened and subsequently diagnosed) with severe emotional disturbance to function and remain in the community such as help providing families with crisis support, therapeutic supports and other services under BRASS code 490 as needed. Currently at a rate of \$661.50 per month per child not to exceed \$10,444.50 for the first half of the year. | 490- \$10,444.50    |
| TOTAL State Fiscal Year 1                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$10,444.50         |

| BUDGET JUSTIFICATION FY23: July 1, 2022 to December 31, 2022                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| BRASS Code-Category Breakdown                                                                                                                                                                                                                                                                                                                                   | JUSTIFICATION NARRATIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | State Fiscal Year 2 |
| <b>490 – Child Rule 79 Case Management</b><br>Activities that are coordinated with family community support services to help children (with a positive screen and subsequently diagnosed with a severe emotional disturbance) and their families obtain needed mental health services, social services, educational, health, recreational and related services. | <b>490 – Child Rule 79 Case Management</b><br>Fillmore County will continue to use the grant money for providing brief, transition case management. We do use these for our families with children that get a positive screening. We've found help with educational services for our kids with emotional disorders has increased with the COVID restrictions in the way they receive their education. Fillmore County contracts with Hiawatha Valley Mental Health Center to deliver many supports to our children under the clinical supervision of a mental health professional to help children (screened and subsequently diagnosed) with severe emotional disturbance to function and remain in the community such as help providing families with crisis support, therapeutic supports and other services under BRASS code 490 as needed. Currently at a rate of \$661.50 per month per child not to exceed \$10,444.50 for the second half of the year. | 490- \$10,444.50    |
| TOTAL State Fiscal Year 2                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$10,444.50         |

## PURCHASE OF SERVICE AGREEMENT

Fillmore County

This Agreement is made and entered into by and between Fillmore County, 101 Fillmore Street, Preston, MN 55965 hereinafter referred to as the COUNTY, and Workforce Development, Inc., 2070 College View Road East Rochester, MN 55904, Federal Identification Number: 41-1484613, Minnesota State Tax Identification Number: 4986064, hereinafter referred to as the PROVIDER.

**Commented [SM1]:** Include address so there is sufficient information where written notice should be sent per section 4.

WITNESSETH

WHEREAS, the Provider is an approved vendor according to the Minnesota Statutes, Section 256.0112 to provide services as specified under Section 1, and

**Commented [SM2]:** Delete at duplicative. It already says Minnesota Statutes section so no need to also say "Minn. Stat." Pick one or the other.

WHEREAS, Funds have been made available to the COUNTY through the Minnesota Department of Human Services for the purpose of providing services authorized for MFIP and DWP Employment & Training under Minnesota State Statutes 256J.49, and Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193 Title I, and

**Commented [SM3]:** There is no paragraph a in Section 1.

WHEREAS, the PROVIDER represents itself to the COUNTY as qualified to perform the services herein agreed to, and

WHEREAS, the COUNTY is desirous of entering into an agreement with the PROVIDER to provide said services;

NOW, THEREFORE, In consideration of the premises, and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto understand and agree as follows:

1. PROGRAM: The foregoing recitals are made part of this agreement by reference. The PROVIDER shall implement the Budget (Exhibit A), the Minnesota Family Investment Program (MFIP) Work Plan (Exhibit B) and the Diversionary Work Program Work Plan (Exhibit C), which is incorporated herein by reference as a part of this agreement.
2. DUTIES AND PAYMENT: The PROVIDER is hereby authorized to expend funds for the MFIP Program in accordance with the following:
  - a. Available Funds: The total estimated amount allocated for this agreement shall not exceed \$114,252 per contract period, as limited by the COUNTY'S MFIP/DWP budget or the amounts in Exhibit A. It is understood and agreed that in the event funding to the COUNTY is not continued at a level sufficient to allow for the indicated level of funding to the PROVIDER, and obligations of each party hereunder shall thereupon be canceled, provided that any cancellation of this

agreement shall be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation.

- b. Cost and delivery of purchased services: The cost of this Agreement shall not exceed \$114,252 per contract period.

Up to \$114,252 per this contract period may be paid to the PROVIDER, at actual cost of services, for staff services including orientation, individualized career counseling, case management, staff intervention activities with other agencies, vocational assessment, job search sessions, and for marketing directly to employers. In addition to actual invoiced costs of training and supportive services provided by a third-party vendor up to \$5,142 for MFIP and up to \$3,427 for DWP of the above-referenced total employment and training expenditures may be used for administration.

- Payments to the Provider shall be made based upon invoices submitted monthly by the Provider showing the expenditures during the previous month. The invoices shall be submitted on forms prescribed by the County.
- Payment will be made in the manner provided by law for the payment of claims against the County within (35 days) of receipt of the invoice whenever practicable.

3. TERM OF AGREEMENT: This agreement shall be effective on January 1, 2022, and shall remain in effect until December 31, 2022, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first. This Contract may be extended by written agreement between the COUNTY and the PROVIDER.

4. TERMINATION: If, at any time, funds in support of this agreement become unavailable, this agreement shall be terminated immediately upon written notice of such fact by the COUNTY to the PROVIDER. In the event of such termination, the PROVIDER shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- a. Termination for Convenience: Either party to this agreement may request a termination for convenience. The party will give a 30-day advance notice, in writing, of the effective date of the termination. The PROVIDER shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of the termination.
- b. Termination of Cause: The COUNTY shall terminate the Agreement when it is determined the PROVIDER has failed to provide any of the services specified or

has failed to comply with any of the provisions contained in this Agreement. If the PROVIDER fails to perform in whole or in part under this Agreement, or fails to make sufficient progress so as to endanger performance, the COUNTY will notify the PROVIDER of such unsatisfactory performance in writing. The PROVIDER will have ten (10) working days in which to respond with a plan to correct the deficiencies agreeable to the COUNTY. If the PROVIDER does not respond to the COUNTY with an appropriate corrective action plan, the COUNTY will notify the PROVIDER of immediate termination of the Agreement. In the event of such termination, the COUNTY shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services performed are in accordance with the provisions of the Agreement.

5. DISPUTES:

- a. The PROVIDER agrees to attempt to resolve disputes arising from the Agreement by administrative process and negotiation in lieu of litigation. Continued performance during disputes is assured.
- b. Any dispute concerning a question of fact arising under this Agreement which is not settled by informal means, shall be decided by the COUNTY'S authorized representative, who shall furnish the PROVIDER with a written decision.
- c. The PROVIDER will be allowed the opportunity to offer evidence and be heard in appeal of the COUNTY'S decision. Pending final decision, the PROVIDER shall proceed in performance of this Agreement in accordance with the COUNTY'S initial decision.
- d. This DISPUTES clause does not preclude consideration of law questions in connection with decisions provided above provided that nothing in this Agreement shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

6. GRIEVANCE PROCEDURE: The PROVIDER will follow the grievance procedure established by the COUNTY and the Department of Human Services to resolve issues between the PROVIDER and the program participants.

7. RECORDS AND REPORTS: Pursuant to Minnesota Statutes 16c.05. Subd.5, the PROVIDER will maintain records, books, documents and other evidence and accounting procedures and practices that are relevant to this agreement. Such records, including participant information, shall be maintained for six years after the submission of the final report by the PROVIDER, or the COUNTY makes the final payment, whichever is later, for audit purposes. Such records will be considered the property of the COUNTY.

The PROVIDER agrees that authorized representatives of the COUNTY, state and federal agencies will, during regular business hours and as often as such authorized representatives, deem necessary, have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, which are pertinent and involve transaction relating to this agreement.

The PROVIDER further agrees to submit in a timely fashion all program reports and corrective actions as may be required by program regulations and COUNTY policies or as a result of monitoring activities.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 6-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 6-year period, whichever is later.

8. **LIABILITY:**

- a. **Bonding:** The PROVIDER shall obtain and maintain, at all times during the term of this agreement, a blanket fidelity dishonesty bond in an amount not less than \$50,000.00 per person, covering the activities of all persons authorized to receive or distribute monies. Written verification of such bond shall be furnished to the COUNTY prior to the execution of this agreement.
- b. **Indemnity:** The PROVIDER does hereby agree that it will defend, indemnify, and hold harmless the County against any and all liability, loss, damages, costs, and expenses which the County may hereafter sustain, incur, or be required to pay:
  - (1) By reason of any applicant or eligible recipient suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this Agreement, or while on premises owned, leased, or operated by the Provider, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Provider or any officer, agent, or employee thereof; or
  - (2) By reason of any applicant or eligible recipient causing injury to, or damage to, the property of another person during any time when the Provider or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this Agreement; or
  - (3) By reason of any negligent act or omission or intentional act of the Provider, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of purchased services under this Agreement.

- c. Insurance. The PROVIDER does further agree that in order to protect itself as well as the County under the indemnity agreement provision hereinabove set forth, it will at all times during the term of the Agreement have and keep in force:
- (1) A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$1,500,000 for property damage arising from one occurrence, \$1,500,000 for total bodily or personal injuries or death and/or damages arising from one occurrence. Such policy shall also include contractual liability coverage protecting the County, its officers, agents, and employees by specific endorsement or certificate acknowledging the contract between the Provider and the County, naming the County as an additional insured.
  - (2) A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than \$1,500,000 per accident for property damage, \$500,000 for bodily injuries and/or damages to any one person, and \$1,500,000 for total bodily injuries and/or damages arising from any one accident.
  - (3) The PROVIDER shall require that each independent professional/contractor rendering counseling and/or health care services on a regular basis to recipients under this Agreement furnish the following proof of professional liability insurance in the following manner:

A professional liability insurance policy covering said independent professional/contractor, its agents, or employees while performing services under this Agreement in the following amounts: \$500,000 per claimant for personal injuries, bodily injuries, death, and/or damages, and \$1,500,000 for total personal injuries, bodily injuries, death, and/or damages arising from one occurrence.
  - (4) A professional liability insurance policy covering personnel of the PROVIDER while performing services under this Agreement naming the County as an additional insured in the following amounts: \$500,000 per claimant for personal injuries, bodily injuries, death, and/or damages, and \$1,500,000 for total bodily injuries, personal injuries, death, and/or damages arising from one occurrence.
  - (5) Workers' Compensation insurance, if applicable.
- v. the PROVIDER will furnish to the COUNTY certificates of bonding and insurance prior to the effective date of this agreement.

- vi. the COUNTY may withhold payment for failure of the PROVIDER to furnish certificates of bonding and insurance as required above.
- vii. in the event that claims or lawsuits shall arise jointly against the PROVIDER and the COUNTY, and the COUNTY elects to present its own defense using its own counsel, in addition to or as opposed to legal representation available by the insurance carrier providing general liability coverage and/or automobile liability under this clause, then such legal expense shall be borne by the COUNTY.

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The PROVIDER'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.732, et seq., and other applicable law. The COUNTY'S liability shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. This clause shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this agreement.

9. INDEPENDENT CONTRACTOR

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Provider as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. The Provider is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Provider or other persons, while engaged in the performance of any work or services required by the Provider under this Agreement, shall have no contractual relationship with the County and shall not be considered employees of the County, and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Provider, its officers, agents, contractors, or employees shall in no way be the responsibility of the County; and the Provider shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation



leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

10. SPECIAL ADMINISTRATIVE PROVISIONS: The PROVIDER agrees to administer the program in accordance with authorized legislation, as amended, and the regulations and guidelines promulgated thereunder. The PROVIDER also agrees to comply with other applicable Federal and State laws. In the event that these laws, regulations or policies are amended at any time during the term of this agreement, the PROVIDER shall comply with such amended laws, regulations or guidelines.

- a. Audits: The PROVIDER agrees to have an annual audit in accordance with Office of Management and Budget (OMB) Circular No. A-128 "Audits of State and Local Governments", or OMB Circular No. A-133 Audits of Institutions of Higher Education and Other Non-Profit Organizations", as these circulars apply to the PROVIDER.

The COUNTY agrees to submit to the PROVIDER, prior to the audit activity, a report which specifies the amount of federal and state funds which comprise the total payments made to the PROVIDER.

A copy of the audit shall be provided to the COUNTY immediately upon its completion.

- b. Program Standards: The PROVIDER agrees to comply with OMB Circulars No. A-21, A-87, A-102, A-110, A-112, OASC-10, and Federal Treasury Circular No. 1075, as those circulars relate to its particular agency in the utilization of funds, the operation of programs, and the maintenance of records, books, accounts and other documents under the authorizing legislation, as amended.

The PROVIDER agrees to comply with the sections of the Code of Federal Regulations that are relevant to the program(s) covered under this agreement. The PROVIDER agrees to comply with all State Instructional Bulletins and policies, as amended. The COUNTY agrees to give the PROVIDER copies of the applicable circulars, laws and regulations under which these funds are granted.

- c. Non-Discrimination Statement: The PROVIDER will comply with:
- i. Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, which generally prohibits discrimination on the grounds of race, color, or national origin, and applies to any program or activity receiving federal financial aid.
  - ii. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, which generally prohibits discrimination

based on race, color, religion, sex or national origin and applies to all employers, including State and local governments, public and private employment agencies and labor organizations. Any employment and training program sponsor or contractor which falls within one of these definitions would, of course, be covered by Title VII.

- iii. The Rehabilitation Act of 1973, as amended, which generally prohibits discrimination on the basis of disability in programs that are federally-funded.
  - iv. The Age Discrimination in Employment Act of 1967, as amended, which forbids employment discrimination against anyone over the age of 40 years.
  - v. The Equal Pay Act of 1963, which amends the Fair Labor Standards Act, and is aimed at abolishing wage disparity based on sex.
  - vi. Title IX of the Education Amendments of 1972, as amended, which generally provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
  - vii. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
  - viii. The Americans with Disabilities Act of 1990, as amended, which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications.
- d. Affirmative Action: The PROVIDER certifies that it has received a Certificate of Compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36.
  - e. The PROVIDER agrees to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended, which provides for fair and equitable treatment of persons displaced as a result of federal or federally-assisted programs.
  - f. The PROVIDER agrees that program participants shall not be employed in the construction, operation or maintenance of any facility which is used for religious instructions or worship.

- g. The PROVIDER agrees to comply with the provisions of Chapter 15, Title 5 of the United States Code with regard to political activity.
  - h. The PROVIDER agrees to ensure that its employees and agents are properly trained in and fully comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, in particular 13.03-13.04, and with respect to “data on individuals” as defined by 13.02, subd. 5., when information is collected, received, stored, used, created, or disseminated pursuant to this agreement. It is the intent of the PROVIDER to remain in compliance with the ACT. This agreement shall be supplemented by the requirements of the Act, as needed. Further, if any procedure or provision contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.
  - i. The PROVIDER agrees to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).
  - j. The PROVIDER agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- 11. ASSIGNMENT: The PROVIDER shall neither assign nor transfer any rights or obligations under this agreement without prior written consent of the COUNTY. The provisions of this agreement applicable to the PROVIDER shall also be applicable to subgrants made by the PROVIDER from funds obtained under this agreement.
  - 12. PRE-GRANT COSTS: Costs incurred 30 days prior to the effective date of this agreement, which were incurred in anticipation of this award and have been specifically authorized and approved in writing by the COUNTY, are allowable costs to the extent that they would have been allowable had they been incurred after the effective date of this agreement.
  - 13. MODIFICATIONS: Any modifications to this agreement shall be in writing and shall be executed by the same parties who executed the original agreement, or their successors in office.
  - 14. DEBARMENT AND SUSPENSION CERTIFICATION: The PROVIDER agrees to follow the President’s Executive Order 12549 and the implementing regulation “Non-procurement Debarment and Suspension: Notice and Final Rule and Interim Final Rule,” found in Federal Register Vol. 53, No. 102, May 26, 1988, including Appendix B, “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions”; unless excluded by law or regulation.

15. **LOBBYING CERTIFICATION AND DISCLOSURE:** The PROVIDER shall comply with Interim Final Rule, New Restriction on Lobbying, found in Federal Register Vol.55, No. 38, February 26, 1990, and any permanent rules that are adopted in place of the Interim Rule. The Interim Rule requires the PROVIDER to certify as to their lobbying activity. The Interim Final Rule implements Section 319 of Public Law 101-121. Section 319 generally prohibits recipients of Federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative branches of the Federal Government in connection with a specific contract, grant or loan.
16. **MAINTENANCE OF EFFORT:** The PROVIDER agrees that the level of services, activities and expenditures it has devoted to similar services prior to the initiation of this agreement will be continued and not reduced in any way as a result of this agreement except for reductions unrelated to the provisions or purposes herein stated.
17. **CONFLICT OF INTEREST:** The PROVIDER assures that no person under its employ, who presently exercises any administrative responsibilities under this program, has any personal or financial interest, direct or indirect, in this agreement. Further, no person having such a conflicting interest shall be employed under this agreement. In any event, such conflict of interest must be disclosed in writing to the COUNTY.
18. **CODE OF CONDUCT:** The PROVIDER assures proper conduct on the part of its employees and understands the effects of U.S. Code, Title 18, Sec. 665, which states, as follows:
  - (18)(a) Whoever, being an officer, director, agent, or employee of, or connected in any capacity with any agency or organization receiving financial assistance or any funds under the Job Training Partnership Act or title I of the Workforce Investment Act of 1998 knowingly enrolls an ineligible participant, embezzles, willfully misapplies, steals, or obtains by fraud any of the moneys, funds, assets, or property which are the subject of a financial assistance agreement or contract pursuant to such Act shall be fined under this title or imprisoned for not more than 2 years, or both; but if the amount so embezzled, misapplied, stolen or obtained by fraud does not exceed \$1,000, such person shall be fined under this title or imprisoned not more than 1 year, or both.
  - (18)(b) Whoever, by threat or procuring dismissal or any person from employment or of refusal to employ or refusal to renew a contract of employment in connection with a financial assistance agreement or contract under the Job Training Partnership Act or title I of the Workforce Investment Act of 1998 induces any person to give up any money or thing of value to any person (including such organization or agency receiving funds) shall be fined under this title, or imprisoned not more than 1 year, or both.

(18)(c) Whoever willfully obstructs or impedes or willfully endeavors to obstruct or impede, an investigation or inquiry under the Job Training Partnership Act or title I of the Workforce Investment Act of 1998, or the regulations there under, shall be punished by a fine under this title, or by imprisonment for not more than 1 year, or by both such fine and imprisonment.

19. GRANT CLOSE-OUT: No costs are to be incurred under this agreement after December 31, 2022. Within 45 days of the completion of the agreement, the PROVIDER shall comply with all close-out or auditing procedures established by the COUNTY.
20. PROPERTY: All purchases of consumable supplies or materials, capital equipment and/or services made pursuant to this agreement shall be made by purchase order or by written contracts.

All items of non-expendable property acquired by the PROVIDER with funds awarded under this agreement shall be considered capital equipment and shall be inventoried as property of the State. An item of property shall be considered capital equipment if it meets any or all of the following: (a) has a unit cost of not less than \$2,500.00 or has a service life in excess of one year, regardless of cost; (b) is either complete within itself or is a major component of another item of property, (c) by definition cannot be described either as supplies or materials; (d) will not be consumed or lose its identity.

The PROVIDER will follow the provisions of OMB Circular A-102.32 or OMB Circular A-110 Attachment N, as applicable, in the use, management and disposition of property purchased with funds under this agreement.

The COUNTY or PROVIDER will obtain advance written approval from the State for purchase of property with a unit cost of \$2,500.00 or more.

IN WITNESS WHEREOF, COUNTY and PROVIDER have signed the agreement on the dates written below:

**FOR THE PROVIDER**

By \_\_\_\_\_  
Executive Director, Workforce Development, Inc.

Date \_\_\_\_\_

**COUNTY OF FILLMORE**

By \_\_\_\_\_  
Chair, Fillmore County Board

Date \_\_\_\_\_

By \_\_\_\_\_  
Director, Fillmore County Human Services

Date \_\_\_\_\_

**FOR THE COUNTY**

Approved as to legality, form and execution:

By \_\_\_\_\_  
Fillmore County Attorney

Date \_\_\_\_\_

Exhibit A  
2022 Budget

County of Fillmore

Budget for MFIP/DWP \$114,252

|       |                   |
|-------|-------------------|
| MFIP  | \$ 63,409         |
| DWP   | \$ 42,274         |
| Admin | <u>\$ 8,569</u>   |
|       | <u>\$ 114,252</u> |

|                 |                  |
|-----------------|------------------|
| MFIP            |                  |
| Direct Program  | \$ 55,909        |
| Client Services | \$ 7,500         |
| Administration  | <u>\$ 5,142</u>  |
| Total           | <u>\$ 68,551</u> |

|                 |                  |
|-----------------|------------------|
| DWP             |                  |
| Direct Program  | \$ 37,274        |
| Client Services | \$ 5,000         |
| Administration  | <u>\$ 3,427</u>  |
| Total           | <u>\$ 45,701</u> |

Exhibit B  
Minnesota Family Investment Program (MFIP) Work Plan

PROVIDER responsibilities for the Minnesota Family Investment Program

1. Overview of MFIP – All participants will receive an overview of MFIP stressing the necessity of immediate employment, available services and the participant's obligations.
2. Assessment – The first appointment will start with an initial assessment and testing to determine the participant's ability to obtain and maintain employment. The Employability Measure will be used to identify participant strengths and areas that may challenge participant success. A thorough employment plan will be developed with each participant that outlines program expectations and participant activities that lead to the achievement of employment goals. The employment plan also outlines potential needs for available support services. Each participant will have an employment goal. If the participant is unable to find employment at the end of the 6-week job search, they will be screened for chemical dependency, mental illness or a learning disability. If a referral is needed, the case manager will follow up with the referral agency in regards to participant compliance.
3. All participants will be assigned a case manager. This case manager will meet with the participant at a minimum, weekly during the first two months and at least monthly when employed until he or she exits MFIP. The case manager will monitor for compliance and send out Notice of Intent to Sanction (NOITS) to the participant for non-compliance in addition to notifying the financial worker when to sanction.
4. Sanctioned participants – Any MFIP participant who is in sanction for non-compliance of employment service activities will be contacted at a minimum of one time per month and will be notified as to what he or she is required to do to remove the sanction. In the second month of sanction, a face-to-face review will be attempted. Prior to a case closing due to six-months of sanction, a face-to-face review will be attempted.
5. Job search class – Individualized job search will begin when the assessment is completed. Information on available jobs in the area will be given to participants in addition to assistance with interviewing, resumes and placement.
6. Paid and unpaid work experience will be encouraged for participants who are unable to find employment. These placements will be monitored closely and will be used in conjunction with job search and life skills classes.
7. Case Reviews – The case manager will have a minimum 3-month case review with each participant to review the current employment plan and make any adjustments needed. The case manager will meet monthly with financial workers to review participant cases. The case manager will take part with the financial workers in the 48-month review and the pre-60-month review.



## Exhibit C

### Diversiónary Work Program (DWP) Work Plan

#### PROVIDER responsibilities for the Diversiónary Work Program

Goal – Participant to quickly obtain and retain unsubsidized employment.

1. COUNTY has one (1) working day to refer an eligible DWP participant to PROVIDER.
2. PROVIDER will make an appointment with a participant as soon as a referral is received.
3. Participant and PROVIDER case manager will meet, the initial assessment will be completed, and the employment plan will be signed. This shall be accomplished the same day referral is received, if possible. However, if it cannot be accomplished that day, shall be completed within ten (10) working days of the referral.
4. COUNTY will be notified by PROVIDER within one (1) day of participant meeting with the case manager and signing the employment plan. The employment plan shall be faxed to COUNTY. The initial meeting will stress the urgency and benefits of employment. The employment plan will address the immediate needs of the participant, the work-focused activities the participant will be involved in, and it will clearly establish time frames for completion of plan activities.
5. Participant shall immediately begin an intensive job search class and shall participate in plan activities a minimum of thirty-five (35) hours per week, unless special circumstances dictate otherwise.
6. Participants will be given job placement assistance including available job openings and assistance in contacting employers.
7. Referrals will be made to additional services, as needed.
8. If the participant fails to comply with requirements, COUNTY and participant will be notified by PROVIDER. The participant will then be notified as to what he or she needs to do to become compliant. When a participant comes into compliance, COUNTY will be immediately notified.
9. The case manager will notify the financial worker when a participant becomes employed.
10. The case manager will meet monthly with financial workers to review participant cases.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 12/21/2021

Amount of time requested (minutes):

10

Dept.: Sheriff's Office

Prepared By: John DeGeorge

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):

2022 Sheriff and Chief Deputy salary requests

Yes, attached

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: [bvickerman@co.fillmore.mn.us](mailto:bvickerman@co.fillmore.mn.us); [ainglett@co.fillmore.mn.us](mailto:ainglett@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

## 2022 Sheriff and Chief Deputy Salary Request

As we have done in previous years, in order to simplify the process of setting salaries for the Sheriff and Chief Deputy, I would like to request that both salaries be discussed and set for 2022 at the same meeting. I would also ask that when the county board reviews the goals and accomplishments listed below, they consider those to reflect on both the Sheriff, and the Chief Deputy. None of the items listed would be possible to accomplish without significant involvement of both individuals. I have included in this packet a list of some of our accomplishments from the past year, and the goals set forth for calendar year 2022.

### Accomplishments for calendar year 2021:

- We have continued the process of the jail needs study, and saw that process through to a recommendation to the county board. A wide-spread public outreach program was carried out, visiting every city council in the county, as well as many civic groups, in which our jail needs public outreach program was presented, and feedback was gathered from citizens. We also produced and published a youtube video of that presentation which has been made public. We have worked with the county administrator and county board to develop an RFP which has been sent to architects to further keep this process moving forward.
- In 2021 we implemented the planned expansion of our DARE program, by bringing our newly developed 4<sup>th</sup> grade program to our schools in addition to our traditional 6<sup>th</sup> grade program. This has allowed us to have more presence in our schools, and strengthen our relationships with students, and staff. The 4<sup>th</sup> grade program has been a great success, and will be a permanent addition to the DARE program in Fillmore County. We have continued to be able to fully fund this program through generous donations from the public.
- It's unfortunate that we have to consider this an accomplishment, but we have been able to maintain full staffing levels within the Sheriff's Office. Many agencies are short staffed, and are having little success recruiting suitable applicants to fill openings on patrol, and in their jails. We know we will have retirements in the next few years, and we have worked with the county administrator's office, and the county board to find ways to hire and hopefully retain staff now, which could have a great impact on our

future staffing levels. We have also developed a recruitment plan to target our “market” for good future employees, which we will begin implementing locally in early 2022.

- We have compiled and maintain an updated list of all emergency services agencies in Fillmore County, along with their administrators, training officers, and contact information. This has allowed us to have a method of mass communication between all services to stay in touch on relevant issues, and discuss and plan for integrated trainings.
- We have replaced our aging and failing “text page” system used to communicate with Fire and EMS services with a smartphone application based system called “Active911”. This allows all volunteer Fire and EMS agencies who use the system to receive real time information about emergencies including mapped location and directions, constantly updated lists about who is responding from their agency, and the ability to communicate and plan resources for a successful response. This is a subscription based service that local Fire and EMS services have adopted, and we are able to operate through dispatch at no cost to Fillmore County.
- In spite of the issues related to our aging jail, we have continued to maintain a positive working relationship with the Minnesota DOC by communicating regularly with the inspectors, and updating them on our jail needs process.
- We have continued to manage the Fillmore County Sheriff’s Office budget responsibly. We submit a well planned, thought out, and conservative budget before the new year starts, and work hard to operate within the budget for the fiscal year.
- In 2021 we started participating in the “Lights on” voucher program, which provides vouchers to the Fillmore County Sheriff’s Office to be given to motorists stopped for an equipment violation. This voucher gives them the opportunity to take their vehicle to a local repair shop who participates in the program to have their equipment repaired at no cost. This is a nationwide program which is funded through donations and sponsors.

Goals for calendar year 2022:

- Continue to work collaboratively with Fillmore County Public Health, District Court, and other County Departments to ensure a proper response to the ongoing COVID-19 situation. Assist Public Health and other Fillmore County agencies however necessary to ensure safe and secure operations.
- Work with the Fillmore County Board and County Administrator to evaluate returned Jail RFP's, interview and select an architectural firm for design services, and continue to move the jail process forward in a methodical, well researched manner.
- We have developed and established a multi-disciplinary training protocol for law enforcement, fire departments and EMS. We have planned an initial table-top and walkthrough training that we will present regionally to multiple agencies in 2022.
- We plan to implement a structured recruitment program that will bring a team from the Fillmore County Sheriff's Office to visit high schools in Fillmore County to present information on careers in law enforcement. Fillmore County has a total of 24 full and part-time deputies. All 24 of those deputies grew up in Fillmore County, or a county bordering Fillmore County. 15 of those 24 grew up in Fillmore County itself. We have identified our target market of good deputy candidates as people from our county and surrounding counties. We believe that if there is interest garnered in high school students to pursue law enforcement as a career, naturally most of them will gravitate back to Fillmore County. This could pay off in 2-4 years when we expect multiple retirements, as those high school students who pursue a degree in law enforcement, should be graduating and taking the POST test to become eligible to apply. We know that many young people are discouraged from pursuing law enforcement as a career right now. We see it as our responsibility to take steps to ensure public safety for

Fillmore County's future, and to share with young people that law enforcement is a great profession, and Fillmore County is the best place to pursue that career.

I have included two additional attachments to this request that contain the 2021 salaries of all Sheriffs and Chief Deputies from within the David Drown and Associates comparison group.

The average Chief Deputy salary for 2021 was 102,292.44.

The estimated average 2022 Chief Deputy salary with a 3% COLA would be 105,361.21.

I am respectfully requesting that the Chief Deputy Salary for 2022 be set at 95% of the estimated average, which is 100,093.

The average Sheriff salary for 2021 was 122,599.

The estimated average 2022 Sheriff salary with a 3% COLA would be 126,276.97.

I am respectfully requesting that the Sheriff salary for 2022 be set at 92% of the estimated average, which is 116,174.

Thank you for your consideration,

Sheriff John DeGeorge

David Drown and Associates Comparison Group 2021 Sheriff Salaries

|                                                  |                   |
|--------------------------------------------------|-------------------|
| Aitkin County:                                   | 105,487           |
| Becker County:                                   | 114,099           |
| Blue Earth County:                               | 160,560.92        |
| Dodge County:                                    | 107,618           |
| Faribault:                                       | 132,687           |
| Goodhue County:                                  | 153,254           |
| Houston County:                                  | 107,598           |
| Kandiyohi County:                                | 110,186           |
| Lyon County:                                     | 111,349           |
| Martin County:                                   | 123,094           |
| Nobles County:                                   | 125,920           |
| Redwood County:                                  | 126,574           |
| Todd County:                                     | 101,714           |
| Winona County:                                   | 148,650           |
| Fillmore County:                                 | 110,205           |
| 2021 Average Salary:                             | 122,599           |
| 3% COLA for 2022:                                | 3,677.97          |
| Estimated Average Salary for 2022:               | 126,276.97        |
| <b>95% of Estimated Average Salary for 2022:</b> | <b>119,963.12</b> |
| <b>92% of Estimated Average Salary for 2022:</b> | <b>116,174</b>    |

David Drown and Associates Comparison Group 2021 Chief Deputy Salaries

|                                             |                |                                                                         |
|---------------------------------------------|----------------|-------------------------------------------------------------------------|
| Aitkin County:                              | 93,620.80      |                                                                         |
| Becker County:                              | 95,029.06      | paid hourly (receives overtime for hours worked beyond normal schedule) |
| Blue Earth County:                          | 136,843.20     |                                                                         |
| Dodge County:                               | 96,408         |                                                                         |
| Faribault County:                           | 91,876         | paid hourly (receives overtime for hours worked beyond normal schedule) |
| Goodhue County:                             | 107,473        |                                                                         |
| Houston County:                             | 99,132.8       |                                                                         |
| Kandiyohi County:                           | 98,366.00      |                                                                         |
| Lyon County:                                | 100,714.84     |                                                                         |
| Martin County:                              | 107,432        |                                                                         |
| Nobles County:                              | 98,342         |                                                                         |
| Redwood County:                             | 102,897        |                                                                         |
| Todd County:                                | 89,128         |                                                                         |
| Winona County:                              | 122,557.98     |                                                                         |
| Fillmore County:                            | 94,566         |                                                                         |
| 2021 Average Salary:                        | 102,292.44     |                                                                         |
| Expected 2022 average salary with 3% COLA:  | 105,361.21     |                                                                         |
| <b>95% of expected 2022 average salary:</b> | <b>100,093</b> |                                                                         |



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 12/21/2021

Amount of time requested (minutes):

5

Dept.:

County Attorney

Prepared By:

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

Consider County Attorney 2022 Salary

All requests for County Board agenda must be in the Coordinator's office **No later than noon Wednesday 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:tkraling@co.fillmore.mn.us> and <mailto:jfmccaslin@co.fillmore.mn.us>

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# REQUEST FOR COUNTY BOARD ACTION

|                         |                                     |            |
|-------------------------|-------------------------------------|------------|
| Agenda Date: 12/21/2021 | Amount of time requested (minutes): | 15 minutes |
| Dept.: Highway/Airport  | Prepared By:                        | Ron Gregg  |

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: None

Regular Agenda:

Documentation  
Yes or No

Highway Department

1. Consider passing a resolution to enter into to a detour agreement with MN/DOT during the construction of TH 43. Detour will be on CSAH 10, 12, 21, 23, 25, and 37 in 2022.
2. Consider a final payment resolution for the bridge replacement on CSAH 29, SAP 023-629-010.
3. Consider passing a resolution for sponsorship of an application for Federal funds in the City of Lanesboro. Project consists of pedestrian sidewalks along TH 250.
4. Consider entering into a cooperative agreement between Fillmore County and the City of Whalan for the reconstruction of CSAH 36.

Support documents are attached

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) and [tkraling@co.fillmore.mn.us](mailto:tkraling@co.fillmore.mn.us)

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**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
And  
FILLMORE COUNTY  
DETOUR AGREEMENT  
For Trunk Highway No. 43 Detour**

|                              |                              |                            |
|------------------------------|------------------------------|----------------------------|
| State Project Number (S.P.): | <u>2306-26</u>               | Original Amount Encumbered |
| Trunk Highway Number (T.H.): | <u>43=078</u>                | <u>\$15,720.65</u>         |
| State Project Number (S.P.): | <u>2304-57</u>               |                            |
| Trunk Highway Number (T.H.): | <u>16=009</u>                |                            |
| Federal Project Number:      | <u>CRRSAA-STPF 2322(063)</u> |                            |

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Fillmore County acting through its Board of Commissioners ("County").

**Recitals**

1. The State is about to perform grading, bituminous mill and overlay, and ADA improvements construction upon, along, and adjacent to Trunk Highway No. 43 from Trunk Highway No. 16 / Trunk Highway No. 43 to 0.21 miles south of the north junction of Trunk Highway No. 16. 43 under State Project No. 2306-26 (T.H. 43=078) and State Project No. 2304-57 (T.H. 16=009); and
2. The State requires a detour to carry Trunk Highway No. 43 traffic on County State Aid Highway (C.S.A.H.) No. 10, County State Aid Highway No. 12, County State Aid Highway No. 21, County State Aid Highway No. 23, County State Aid Highway No. 25, and County State Aid Highway No. 37 during the construction; and
3. The County is willing to maintain the T.H. 43 detour; and
4. The State is willing to reimburse the County for the road life consumed by the detour and detour maintenance as hereinafter set forth; and
5. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

**Agreement**

**1. Term of Agreement;**

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when the State removes all detour signs, returns the temporary Trunk Highway detour to the County, and pays for the detour compensation.

**2. Agreement Between the Parties**

**2.1. Detour.**

- A. **Location(s).** The State will establish the T.H. 43 detour route on the following County roads as detailed in the project plans or Special Provisions:

North Detour – C.S.A.H. 25, C.S.A.H. 10, and C.S.A.H. 37 for a total distance of 10.40 miles.

South Detour - C.S.A.H. 37, C.S.A.H. 10, C.S.A.H. 23, C.S.A.H. 12, and C.S.A.H. 21 for a total distance of 18.70 miles.

- B. *Modification of the Detour Route.*** The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the State's total payment amount over the maximum obligation in Article 3.3.B, the Agreement will be amended.
- C. *Axle Loads and Over-Dimension Loads.*** The County will permit 10-ton axle loads on the detour route. Oversize/Overweight (OSOW) loads may be permitted on a case-by-case basis with County coordination.
- D. *Traffic Control Devices.*** The State may install, maintain, and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines, and necessary messages.
- E. *Duration.*** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

## **2.2. *Maintenance.***

- A.** The County will maintain the portion of the detour that is on County roads, and furnish all necessary labor and materials, to the satisfaction of the State's District Maintenance Engineer at Rochester.
- B. *County's Failure to Adequately Maintain.*** If the County fails to adequately maintain the detour as provided in Section 2.2.A. of this Agreement, of which failure the State will be the sole judge, the State may perform such work or cause it to be performed, as the State's District Maintenance Engineer considers necessary, to properly and adequately maintain the T.H. 43 detour. The State may retain the cost of such maintenance from any moneys then due, or thereafter becoming due, to the County under this Agreement. This paragraph will not be construed to relinquish any rights of action that may accrue on behalf of the State against the County for any breach of agreement.

## **2.3. *Basis of State Cost.***

- A. *Road Life Consumed.*** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.
  - i.** The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour. If an ADT changes, the parties will amend the Agreement.
  - ii.** The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".
- B. *Maintenance Costs.***

The State's detour maintenance cost will be equal to 115% of the amount computed by using the "Gas Tax Method" formula under Section 2.3.A, since the county roads are not designed to support 10-ton

axle loads, and additional maintenance can be expected for C.S.A.H. 10, C.S.A.H. 12, C.S.A.H. 21, and C.S.A.H. 37

**AND**

The State's detour maintenance cost will be computed by multiplying \$500.00 times the county road length in miles times the detour duration in months. Fractional miles and fractional months will be used in computing the State's cost for C.S.A.H. 23, and C.S.A.H. 25.

### 3. Payment

The State's payment consists of the sum of the road life consumed and maintenance amounts.

**3.1. For Road Life Consumed.** The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

The State's estimated cost for the road life consumed by the detour is based on the data below:

| <u>Stage</u>                                 | <u>Tax Factor</u> | <u>ADT</u> | <u>Road Length<br/>(Miles)</u> | <u>Duration (Days)</u> | <u>Cost</u>       |
|----------------------------------------------|-------------------|------------|--------------------------------|------------------------|-------------------|
| North Detour                                 | 0.00513           | 2150       | 6.6                            | 32                     | \$2,329.43        |
| North Detour<br>C.S.A.H. 37 /<br>C.S.A.H. 10 | 0.00513           | 2150       | 3.8                            | 32                     | \$1,341.19        |
| South Detour                                 | 0.00513           | 790        | 14.9                           | 38                     | \$2,294.63        |
| South Detour<br>C.S.A.H. 37 /<br>C.S.A.H. 10 | 0.00513           | 790        | 3.8                            | 38                     | \$585.21          |
| Road Life Consumed Amount:                   |                   |            |                                |                        | <u>\$6,550.46</u> |

### 3.2. For Maintenance.

\$4,517.69 is the State's estimated cost for detour maintenance based on 115% of the "Gas Tax Method" amount for C.S.A.H. 10, C.S.A.H. 12, C.S.A.H. 21, C.S.A.H. 37.

**AND**

\$4,652.50 is the State's estimated cost for detour maintenance based on \$500.00 multiplied times County road length of 1.9 miles for C.S.A.H. 23 and 6.6 miles for C.S.A.H. 25 times a detour duration for C.S.A.H. 23 of 1.25 months, and 1.05 months for C.S.A.H. 25.

The State may retain the cost of State performed detour maintenance, as provided for in Section 2.2 of this Agreement, from any moneys then due, or thereafter becoming due, to the County under this Agreement.

### 3.3. Total Payment and Maximum Obligation.

**A. \$15,720.65** is the State's estimated payment for road life consumed (**\$6,550.46**) and maintenance (**\$9,170.19**).

**B. \$39,000.00** is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

**3.4. Conditions of Payment.** The State will pay the County the State's total road life consumed and maintenance payment amount after performing the following conditions.

- A. Execution of this Agreement and the County's receipt of the executed Agreement.
- B. State's encumbrance of the State's total payment amount.
- C. State's removal of all detour signs.
- D. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.
- E. State's receipt of a written request from the County for payment.

#### **4. Release of Road Restoration Obligations**

By accepting the State's road life consumed and maintenance payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the County roads used as a T.H. 43 detour to as good condition as they were before designation as temporary trunk highways.

#### **5. Authorized Representatives**

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

**5.1.** The State's Authorized Representative will be:

Name, Title: Joe Denny, TS Agreements (or successor)  
 Address: 2900 48<sup>th</sup> St NW, Rochester, MN 55901  
 Telephone: 507-286-7510  
 E-Mail: joseph.denny@state.mn.us

**5.2.** The County's Authorized Representative will be:

Name, Title: Ron Gregg, County Engineer (or successor)  
 Address: 909 Houston Street NW, Preston, MN 55965-9998  
 Telephone: 507-765-3854  
 E-Mail: rgregg@co.fillmore.mn.us

#### **6. Assignment; Amendments, Waiver; Contract Complete**

- 6.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.



**7. Liability**

The County and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the County.

**8. State Audits**

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

**9. Government Data Practices**

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County or the State.

**10. Governing Law; Jurisdiction; Venue**

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**11. Termination; Suspension**

**11.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

**11.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; 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 County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County 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 this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

**11.3. *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

**12. Force Majeure**

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

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

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

SWIFT Purchase Order: 3000619168

**FILLMORE COUNTY**

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

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

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

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

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

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

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

**DEPARTMENT OF TRANSPORTATION**

Approved:

By: \_\_\_\_\_  
(District Engineer)

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

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
(With Delegated Authority)

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

**INCLUDE COPY OF THE RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

## FILLMORE COUNTY

### RESOLUTION

IT IS RESOLVED that Fillmore County enter into MnDOT Agreement No. 1048331 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 10, County State Aid Highway No. 12, County State Aid Highway No. 21, County State Aid Highway No. 23, County State Aid Highway No. 25, and County State Aid Highway No. 37 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 43 from T.H. 16 / T.H. 43 to 0.21 miles south of the north junction of T.H. 16 under State Project No. 2306-26 (T.H. 43=078) and State Project No. 2304-57 (T.H. 16=009).

IT IS FURTHER RESOLVED that the \_\_\_\_\_  
(Title)  
and the \_\_\_\_\_  
(Title)  
are authorized to execute the Agreement and any amendments to the Agreement.

### CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Fillmore County at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public \_\_\_\_\_

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)

**RESOLUTION**

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

Date December 21, 2021 Resolution No. \_\_\_\_\_

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

**IT IS RESOLVED**, Fillmore County enter into MnDOT Agreement No. 1048331 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the state to the County for the use and maintenance of County State Aid Highway No. 25, 10, 12, 21, 23, & 37 as a detour during the construction to be performed upon, along, and adjacent to Trunk Highway No. 43 from Trunk Highway No. 16/Trunk Highway No. 43 to 0.21 miles south of the north junction of Trunk Highway No. 16. Trunk Highway No. 43 under State Project No. 2306-26 (T.H. 43=078) and State Project No. 2304-57 (T.H. 16=009) to Trunk Highway No. 44; and

**IT IS RESOLVED**, that the Fillmore County Engineer and the Fillmore County Board Chair are authorized to execute the Agreement and any amendments to the Agreement.

**VOTING AYE**

Commissioners      Prestby ☐      Dahl ☐      Bakke ☐      Hindt ☐      Lentz ☐

**VOTING NAY**

Commissioners      Prestby ☐      Dahl ☐      Bakke ☐      Hindt ☐      Lentz ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the \_\_\_\_ day of \_\_\_\_\_, 2020.

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_ day of \_\_\_\_\_, 2020.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

R E S O L U T I O N

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

Date December 21, 2021 Resolution No. \_\_\_\_\_

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

**WHEREAS, Zenke, Inc.**, has in all things completed **SAP 23-629-010**, in Newburg Township; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

That we do hereby accept said completed project for and on behalf of the County of Fillmore and authorize final payment as specified.

Dated at Preston, Minnesota, this 21st day of December, 2021

Contract Price:       \$       180,991.50

Value of Work:       \$       178,753.34

**Final Payment:       \$       8,937.67**

\_\_\_\_\_, Chairman of the Board

**VOTING AYE**

Commissioners

Dahl ☐

Lentz ☐

Bakke ☐

Hindt ☐

Prestby ☐

**VOTING NAY**

Commissioners

Dahl ☐

Lentz ☐

Bakke ☐

Hindt ☐

Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

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

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_ day of \_\_\_\_\_, 2021.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

R E S O L U T I O N

**FILLMORE COUNTY BOARD OF COMMISSIONERS**

**Preston, Minnesota 55965**

Date December 21, 2021 Resolution No. \_\_\_\_\_

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

**WHEREAS**, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

**WHEREAS**, Transportation Alternatives projects receive federal funding; and

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

**WHEREAS**, Fillmore County is the sponsoring agency for the transportation alternatives project identified as Transportation Alternatives Program.

**NOW, THEREFORE, BE IT RESOLVED:** by the County Board of Fillmore County the sponsoring agency hereby agrees to assume full responsibility for sponsorship funds for property and facilities related to the Trunk Highway 250 Pedestrian Improvement transportation alternatives project and has received and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of cost associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

**BE IT FURTHER RESOLVED**, that Ron Gregg, County Engineer, is hereby authorized to act as agent on behalf of this sponsoring agency.

**VOTING AYE**

Commissioners      Dahl ☐      Lentz ☐      Bakke ☐      Hindt ☐      Prestby ☐

**VOTING NAY**

Commissioners      Dahl ☐      Lentz ☐      Bakke ☐      Hindt ☐      Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

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

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_ day of \_\_\_\_\_, 2021.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

**COOPERATIVE AGREEMENT**  
**Between the City of Whalan and Fillmore County**

---

This agreement is by and between the City of Whalan, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as "City", and the County of Fillmore, a political subdivision of the State of Minnesota, hereinafter referred to as "County".

**WITNESSETH:**

**WHEREAS**, the County desires to perform a 2022 project in order to resurface and make improvements to County State Aid Highway (CSAH) 36; and

**WHEREAS**, the City desires to perform a 2022 project in order to upgrade sidewalks and curb and gutter; and

**WHEREAS**, this project will be designated a State Aid Project; and

**WHEREAS**, in accordance with Minnesota Statutes and Rules, plan approval by the City is required for this project; and

**WHEREAS**, this project includes, among other things; concrete curb and gutter, paving, sidewalks, and storm sewer repairs; and

**WHEREAS**, the parties agree that it is their best interest to enter into this Cooperative Agreement.

**NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

1. The City shall:
  - A. Pay the County for the City's costs of respective partial and final Contractor payments, as set forth in Paragraph 3, within 30 calendar days of notification.
2. The County shall:
  - A. Prepare plans and specifications for those items paid for, in part or whole, by the County, and prepare bidding and contract documents. Advertise for bids, open bids, and award a Contract for this project including all items of work, paid for in part or whole, by the City.
  - B. Provide contract administration.
  - C. Provide construction staking and construction inspection by qualified and certified staff for items of work paid for, in part or as whole, by the County.
  - D. Prepare partial payment estimates and final payment due the Contractor.
3. Cost participation:
  - A. City and County participating quantities for items of work shall be identified on the project plans:
    - i. The County shall pay for all costs of roadway items necessary for the County's

proposed resurfacing work including but not limited to bituminous milling and reclamation, concrete pavement removal, and curb and gutter replacement, sidewalk installation, replace drainage structures on CSAH 36, and pavement on CSAH 36.

- ii. The County and City shall cost share as described in the County Policy entitled "Projects With in Incorporated Cities", Attachment A.

B. The County shall pay for all engineering services included under Paragraph 2

4. Maintenance upon completion of this project:

A. The County shall maintain, at its own expense, the traveled way of CSAH 36 between the back of curb lines.

B. The City shall maintain, at its own expense, storm sewers, street lighting, trails and sidewalks. Trail and sidewalk maintenance includes; but is not limited to, snow and ice removal.

5. Any additions, eliminations, or modification to the plans and specifications may be incorporated in the construction contract through the use of Supplemental Agreements, Work Orders or Change Orders, which shall identify cost participation between the City and County, and shall require approval by the County and City prior to the work being performed if either party is participates in funding of the changed work.

6. The City and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this agreement. Each party will be solely responsible for its own employees for any Workers Compensation claims, and shall be responsible for obtaining and maintaining all appropriate insurance for its employees and for the project, as required by Minnesota statutes.

7. This Agreement is effective on the date all required signatures have been obtained and will remain in effect until terminated by written Agreement of the parties.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

CITY OF WHALAN

COUNTY OF  
FILLMORE

By Marlys Tuffin  
Marlys Tuffin

By

Chair, County Board of Commissioners

Its Mayor



By \_\_\_\_\_ Attest \_\_\_\_\_

Its \_\_\_\_\_

Clerk to the Board

Dated \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_



STATE AID FOR LOCAL TRANSPORTATION  
RESOLUTION – Approving County Project within Municipal Corporate Limits

April 2007

WHEREAS, plans for Project No. SAP 023-636-003 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 36 within the limits of the City as a ~~(Federal)~~ (State) Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this 13, day of December, 20 21.

CERTIFICATION

State of Minnesota

County of Fillmore

City of Whalan

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Whalan at a meeting therefor held in the City of Whalan, Minnesota, on the 13<sup>th</sup> day of December, 20 21, as disclosed by the records of said City in my possession.

  
City Clerk

(Seal)

# REQUEST FOR COUNTY BOARD ACTION

|                         |                                     |              |
|-------------------------|-------------------------------------|--------------|
| Agenda Date: 12/21/2021 | Amount of time requested (minutes): | 10           |
| Dept.: Human Resources  | 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:

| <u>Regular Agenda:</u>                                                                      | <u>Documentation</u> |
|---------------------------------------------------------------------------------------------|----------------------|
| 1. Consider 2022 non-union pay plan with a 3% COLA/ market increase                         | YES                  |
| 2. Consider request to approve 2022 Local #49 pay plan                                      | YES                  |
| 3. Consider request to approve 2022 Phone Stipends                                          | YES                  |
| 4. Consider request to promote intermittent deputy to full time status effective 12/21/2021 | NO                   |
| a. Brooke Johnson                                                                           |                      |

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)

| 2022 Non-Union Pay Plan 3.0%                                                                                                              |         |             |             |             |             |             |             |             |             |             |             |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                                                                                                                           | Step    | 1           | 2           | 3           | 4           | 5           | 6           | 7           | 8           | 9           | 10          |
| <b>GRADE 1</b>                                                                                                                            | Hourly  | \$11.54     | \$11.92     | \$12.30     | \$12.69     | \$13.07     | \$13.46     | \$13.83     | \$14.22     | \$14.62     | \$15.00     |
|                                                                                                                                           | Monthly | \$1,999.57  | \$2,065.63  | \$2,131.69  | \$2,199.53  | \$2,265.59  | \$2,333.43  | \$2,397.70  | \$2,465.55  | \$2,533.39  | \$2,599.45  |
|                                                                                                                                           | Annual  | \$23,994.88 | \$24,787.57 | \$25,580.26 | \$26,394.37 | \$27,187.06 | \$28,001.17 | \$28,772.43 | \$29,586.54 | \$30,400.66 | \$31,193.34 |
| <b>GRADE 2</b>                                                                                                                            | Hourly  | \$12.42     | \$12.83     | \$13.25     | \$13.67     | \$14.09     | \$14.49     | \$14.90     | \$15.33     | \$15.74     | \$16.15     |
|                                                                                                                                           | Monthly | \$2,153.11  | \$2,224.53  | \$2,295.94  | \$2,369.14  | \$2,442.34  | \$2,511.96  | \$2,583.38  | \$2,656.58  | \$2,727.99  | \$2,799.40  |
|                                                                                                                                           | Annual  | \$25,837.34 | \$26,694.30 | \$27,551.26 | \$28,429.65 | \$29,308.03 | \$30,143.57 | \$31,000.53 | \$31,878.91 | \$32,735.87 | \$33,592.83 |
| <b>GRADE 3</b><br>Temporary<br>Help/Seasonal                                                                                              | Hourly  | \$13.65     | \$14.10     | \$14.56     | \$15.02     | \$15.46     | \$15.91     | \$16.38     | \$16.83     | \$17.29     | \$17.74     |
|                                                                                                                                           | Monthly | \$2,365.57  | \$2,444.12  | \$2,524.46  | \$2,603.02  | \$2,679.79  | \$2,758.34  | \$2,838.68  | \$2,917.23  | \$2,997.57  | \$3,074.34  |
|                                                                                                                                           | Annual  | \$28,386.80 | \$29,329.46 | \$30,293.54 | \$31,236.19 | \$32,157.42 | \$33,100.08 | \$34,064.16 | \$35,006.82 | \$35,970.90 | \$36,892.13 |
| <b>GRADE 4</b>                                                                                                                            | Hourly  | \$15.01     | \$15.51     | \$16.00     | \$16.49     | \$17.00     | \$17.49     | \$18.00     | \$18.50     | \$19.00     | \$19.50     |
|                                                                                                                                           | Monthly | \$2,601.23  | \$2,688.71  | \$2,772.62  | \$2,858.32  | \$2,945.80  | \$3,031.50  | \$3,120.76  | \$3,206.46  | \$3,293.94  | \$3,379.64  |
|                                                                                                                                           | Annual  | \$31,214.77 | \$32,264.54 | \$33,271.47 | \$34,299.82 | \$35,349.60 | \$36,377.95 | \$37,449.15 | \$38,477.50 | \$39,527.28 | \$40,555.63 |
| <b>GRADE 5</b><br>Office Support Spec.<br>Custodian                                                                                       | Hourly  | \$17.84     | \$18.44     | \$19.02     | \$19.61     | \$20.21     | \$20.82     | \$21.41     | \$22.00     | \$22.60     | \$23.19     |
|                                                                                                                                           | Monthly | \$3,092.20  | \$3,195.75  | \$3,297.51  | \$3,399.27  | \$3,502.82  | \$3,608.16  | \$3,711.71  | \$3,813.47  | \$3,917.02  | \$4,018.79  |
|                                                                                                                                           | Annual  | \$37,106.37 | \$38,348.96 | \$39,570.13 | \$40,791.30 | \$42,033.89 | \$43,297.90 | \$44,540.50 | \$45,761.66 | \$47,004.26 | \$48,225.42 |
| <b>GRADE 6</b><br>Bailiff/ Transport<br>Facilities Maint. Worker                                                                          | Hourly  | \$21.31     | \$22.02     | \$22.73     | \$23.44     | \$24.14     | \$24.85     | \$25.56     | \$26.28     | \$26.99     | \$27.70     |
|                                                                                                                                           | Monthly | \$3,693.85  | \$3,817.04  | \$3,940.23  | \$4,063.42  | \$4,184.82  | \$4,308.01  | \$4,431.20  | \$4,554.39  | \$4,677.57  | \$4,800.76  |
|                                                                                                                                           | Annual  | \$44,326.26 | \$45,804.51 | \$47,282.77 | \$48,761.02 | \$50,217.86 | \$51,696.11 | \$53,174.37 | \$54,652.62 | \$56,130.88 | \$57,609.14 |
| Transfer Station Attendant<br>Officer Support Specialist, Sr.                                                                             |         |             |             |             |             |             |             |             |             |             |             |
| <b>GRADE 7</b><br>Account Tech<br>Case Aide<br>Support Enforcement Aide                                                                   | Hourly  | \$22.20     | \$22.93     | \$23.67     | \$24.41     | \$25.15     | \$25.88     | \$26.64     | \$27.38     | \$28.11     | \$28.85     |
|                                                                                                                                           | Monthly | \$3,847.39  | \$3,974.15  | \$4,102.70  | \$4,231.24  | \$4,359.78  | \$4,486.54  | \$4,616.87  | \$4,745.42  | \$4,872.17  | \$5,000.72  |
|                                                                                                                                           | Annual  | \$46,168.72 | \$47,689.82 | \$49,232.35 | \$50,774.88 | \$52,317.41 | \$53,838.51 | \$55,402.46 | \$56,944.99 | \$58,466.10 | \$60,008.62 |
|                                                                                                                                           |         |             |             |             |             |             |             |             |             |             |             |
| <b>GRADE 8</b><br>Eligibility Worker<br>Traffig Sign Technician<br>Hwy Maint. Specialist<br>PT Jailer                                     | Hourly  | \$23.08     | \$23.84     | \$24.62     | \$25.39     | \$26.16     | \$26.92     | \$27.70     | \$28.46     | \$29.24     | \$30.00     |
|                                                                                                                                           | Monthly | \$4,000.93  | \$4,133.05  | \$4,266.95  | \$4,400.85  | \$4,534.75  | \$4,666.86  | \$4,800.76  | \$4,932.88  | \$5,068.56  | \$5,200.68  |
|                                                                                                                                           | Annual  | \$48,011.18 | \$49,596.56 | \$51,203.36 | \$52,810.16 | \$54,416.96 | \$56,002.34 | \$57,609.14 | \$59,194.51 | \$60,822.74 | \$62,408.11 |
|                                                                                                                                           |         |             |             |             |             |             |             |             |             |             |             |
| <b>GRADE 9</b><br>Account Tech Lead<br>Courthouse Security<br>Property Appraiser<br>Paralegal<br>Feedlot Officer<br>Child Support Officer | Hourly  | \$24.21     | \$25.02     | \$25.82     | \$26.64     | \$27.44     | \$28.25     | \$29.06     | \$29.86     | \$30.66     | \$31.48     |
|                                                                                                                                           | Monthly | \$4,195.53  | \$4,336.57  | \$4,475.83  | \$4,616.87  | \$4,756.13  | \$4,897.17  | \$5,036.43  | \$5,175.68  | \$5,314.94  | \$5,455.98  |
|                                                                                                                                           | Annual  | \$50,346.40 | \$52,038.90 | \$53,709.97 | \$55,402.46 | \$57,073.54 | \$58,766.03 | \$60,437.10 | \$62,108.18 | \$63,779.25 | \$65,471.74 |

| 2022 Non-Union Pay Plan 3.0% |         |             |             |             |             |             |             |             |             |             |             |
|------------------------------|---------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                              | Step    | 1           | 2           | 3           | 4           | 5           | 6           | 7           | 8           | 9           | 10          |
| GRADE 10                     | Hourly  | \$25.20     | \$26.05     | \$26.87     | \$27.72     | \$28.55     | \$29.40     | \$30.24     | \$31.08     | \$31.92     | \$32.76     |
| Building Maint. Super.       | Monthly | \$4,368.71  | \$4,515.11  | \$4,657.93  | \$4,804.33  | \$4,948.94  | \$5,095.34  | \$5,241.74  | \$5,386.35  | \$5,532.75  | \$5,679.15  |
| Fiscal Officer               | Annual  | \$52,424.53 | \$54,181.30 | \$55,895.22 | \$57,651.98 | \$59,387.33 | \$61,144.10 | \$62,900.86 | \$64,636.21 | \$66,392.98 | \$68,149.74 |
| Hwy Working Foreman          |         |             |             |             |             |             |             |             |             |             |             |
| PT Dispatcher                |         |             |             |             |             |             |             |             |             |             |             |
| GRADE 11                     | Hourly  | \$26.66     | \$27.53     | \$28.43     | \$29.31     | \$30.21     | \$31.09     | \$31.98     | \$32.87     | \$33.75     | \$34.64     |
| Engineering Tech Sr.         | Monthly | \$4,620.44  | \$4,772.20  | \$4,927.52  | \$5,081.06  | \$5,236.38  | \$5,388.14  | \$5,543.46  | \$5,697.00  | \$5,850.54  | \$6,004.08  |
| GIS Coordinator              | Annual  | \$55,445.31 | \$57,266.35 | \$59,130.24 | \$60,972.70 | \$62,836.59 | \$64,657.63 | \$66,521.52 | \$68,363.98 | \$70,206.45 | \$72,048.91 |
| Hwy/Airport Office Mgr.      |         |             |             |             |             |             |             |             |             |             |             |
| RN- 2 Year                   |         |             |             |             |             |             |             |             |             |             |             |
| Head Mechanic                |         |             |             |             |             |             |             |             |             |             |             |
| PT Deputy                    |         |             |             |             |             |             |             |             |             |             |             |
| Shop Foreman                 |         |             |             |             |             |             |             |             |             |             |             |
| Veteran Service Officer      |         |             |             |             |             |             |             |             |             |             |             |
| GRADE 12                     | Hourly  | \$28.25     | \$29.20     | \$30.13     | \$31.08     | \$32.01     | \$32.97     | \$33.91     | \$34.84     | \$35.78     | \$36.72     |
| Social Worker                | Monthly | \$4,897.17  | \$5,061.42  | \$5,222.10  | \$5,386.35  | \$5,548.82  | \$5,714.85  | \$5,877.32  | \$6,039.78  | \$6,202.25  | \$6,364.71  |
| Home Care Coord.             | Annual  | \$58,766.03 | \$60,737.04 | \$62,665.20 | \$64,636.21 | \$66,585.79 | \$68,578.22 | \$70,527.81 | \$72,477.39 | \$74,426.98 | \$76,376.56 |
| HR Officer                   |         |             |             |             |             |             |             |             |             |             |             |
| Registered Dietician         |         |             |             |             |             |             |             |             |             |             |             |
| RN- 4 Year                   |         |             |             |             |             |             |             |             |             |             |             |
| Maint Superintendent         |         |             |             |             |             |             |             |             |             |             |             |
| County Surveyor's Assistant  |         |             |             |             |             |             |             |             |             |             |             |
| GRADE 13                     | Hourly  | \$31.36     | \$32.40     | \$33.45     | \$34.49     | \$35.55     | \$36.59     | \$37.63     | \$38.69     | \$39.73     | \$40.78     |
| Surveyor                     | Monthly | \$5,436.34  | \$5,616.66  | \$5,798.76  | \$5,979.08  | \$6,161.19  | \$6,341.50  | \$6,521.82  | \$6,705.71  | \$6,886.03  | \$7,068.13  |
| Public Health Nurse          | Annual  | \$65,236.08 | \$67,399.90 | \$69,585.15 | \$71,748.98 | \$73,934.22 | \$76,098.05 | \$78,261.87 | \$80,468.54 | \$82,632.37 | \$84,817.62 |
| Solid Waste Admin.           |         |             |             |             |             |             |             |             |             |             |             |
| Zoning Administrator         |         |             |             |             |             |             |             |             |             |             |             |
| Eng. Supervisor              |         |             |             |             |             |             |             |             |             |             |             |
| GRADE 14                     | Hourly  | \$34.80     | \$35.97     | \$37.13     | \$38.30     | \$39.45     | \$40.60     | \$41.78     | \$42.94     | \$44.08     | \$45.25     |
| Jail Administrator           | Monthly | \$6,032.64  | \$6,234.38  | \$6,436.13  | \$6,637.87  | \$6,837.83  | \$7,037.78  | \$7,241.31  | \$7,443.05  | \$7,641.23  | \$7,842.97  |
| Social Services Super.       | Annual  | \$72,391.70 | \$74,812.61 | \$77,233.52 | \$79,654.43 | \$82,053.92 | \$84,453.41 | \$86,895.74 | \$89,316.66 | \$91,694.72 | \$94,115.63 |
| Lead PHN                     |         |             |             |             |             |             |             |             |             |             |             |
| GRADE 15                     | Hourly  | \$36.35     | \$37.57     | \$38.78     | \$39.99     | \$41.20     | \$42.43     | \$43.62     | \$44.84     | \$46.06     | \$47.27     |
| Ast. County Attorney         | Monthly | \$6,300.44  | \$6,512.90  | \$6,721.78  | \$6,932.45  | \$7,141.33  | \$7,353.79  | \$7,560.89  | \$7,771.56  | \$7,984.01  | \$8,192.89  |
| Health Educator              | Annual  | \$75,605.30 | \$78,154.75 | \$80,661.36 | \$83,189.39 | \$85,696.00 | \$88,245.46 | \$90,730.64 | \$93,258.67 | \$95,808.13 | \$98,314.74 |
| County Assessor              |         |             |             |             |             |             |             |             |             |             |             |

| 2022 Non-Union Pay Plan 3.0% |         |             |              |              |              |              |              |              |              |              |              |
|------------------------------|---------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                              | Step    | 1           | 2            | 3            | 4            | 5            | 6            | 7            | 8            | 9            | 10           |
| <b>GRADE 16</b>              | Hourly  | \$37.99     | \$39.26      | \$40.52      | \$41.80      | \$43.06      | \$44.32      | \$45.60      | \$46.85      | \$48.13      | \$49.40      |
| Land Records Director        | Monthly | \$6,584.31  | \$6,805.69   | \$7,023.50   | \$7,244.88   | \$7,464.48   | \$7,682.29   | \$7,903.67   | \$8,121.48   | \$8,342.86   | \$8,562.46   |
| Finance Director             | Annual  | \$79,011.71 | \$81,668.29  | \$84,282.02  | \$86,938.59  | \$89,573.74  | \$92,187.47  | \$94,844.05  | \$97,457.78  | \$100,114.35 | \$102,749.50 |
| <b>GRADE 17</b>              | Hourly  | \$39.71     | \$41.02      | \$42.35      | \$43.67      | \$44.99      | \$46.32      | \$47.65      | \$48.97      | \$50.29      | \$51.61      |
| Director of Nursing          | Monthly | \$6,882.46  | \$7,110.98   | \$7,341.29   | \$7,569.81   | \$7,798.34   | \$8,028.64   | \$8,258.95   | \$8,487.47   | \$8,717.78   | \$8,946.31   |
|                              | Annual  | \$82,589.52 | \$85,331.79  | \$88,095.49  | \$90,837.76  | \$93,580.03  | \$96,343.73  | \$99,107.42  | \$101,849.70 | \$104,613.39 | \$107,355.66 |
| <b>GRADE 18</b>              | Hourly  | \$41.49     | \$42.88      | \$44.26      | \$45.65      | \$47.03      | \$48.40      | \$49.79      | \$51.17      | \$52.55      | \$53.94      |
| Social Services Mgr.         | Monthly | \$7,191.32  | \$7,432.34   | \$7,671.58   | \$7,912.60   | \$8,151.83   | \$8,389.28   | \$8,630.30   | \$8,869.54   | \$9,108.77   | \$9,349.79   |
|                              | Annual  | \$86,295.87 | \$89,188.11  | \$92,058.93  | \$94,951.17  | \$97,821.98  | \$100,671.38 | \$103,563.62 | \$106,434.43 | \$109,305.25 | \$112,197.49 |
| <b>GRADE 19</b>              | Hourly  | \$43.36     | \$44.79      | \$46.25      | \$47.70      | \$49.14      | \$50.57      | \$52.03      | \$53.48      | \$54.93      | \$56.36      |
|                              | Monthly | \$7,516.25  | \$7,764.41   | \$8,016.15   | \$8,267.88   | \$8,517.83   | \$8,765.99   | \$9,017.72   | \$9,269.45   | \$9,521.18   | \$9,769.34   |
|                              | Annual  | \$90,195.04 | \$93,172.98  | \$96,193.76  | \$99,214.54  | \$102,213.90 | \$105,191.84 | \$108,212.62 | \$111,233.41 | \$114,254.19 | \$117,232.13 |
| <b>GRADE 20</b>              | Hourly  | \$45.30     | \$46.82      | \$48.33      | \$49.84      | \$51.35      | \$52.87      | \$54.37      | \$55.88      | \$57.38      | \$58.91      |
| Engineer                     | Monthly | \$7,851.90  | \$8,116.13   | \$8,376.78   | \$8,639.23   | \$8,899.89   | \$9,164.12   | \$9,424.77   | \$9,685.43   | \$9,946.09   | \$10,210.32  |
|                              | Annual  | \$94,222.75 | \$97,393.50  | \$100,521.41 | \$103,670.74 | \$106,798.64 | \$109,969.39 | \$113,097.30 | \$116,225.20 | \$119,353.10 | \$122,523.86 |
| <b>GRADE 21</b>              | Hourly  | \$47.35     | \$48.93      | \$50.50      | \$52.08      | \$53.65      | \$55.23      | \$56.81      | \$58.40      | \$59.97      | \$61.55      |
| Administrator                | Monthly | \$8,207.18  | \$8,480.33   | \$8,753.49   | \$9,026.65   | \$9,299.80   | \$9,572.96   | \$9,847.90   | \$10,122.84  | \$10,394.21  | \$10,669.15  |
|                              | Annual  | \$98,486.13 | \$101,764.00 | \$105,041.87 | \$108,319.74 | \$111,597.62 | \$114,875.49 | \$118,174.78 | \$121,474.08 | \$124,730.53 | \$128,029.82 |

| Local #49 2022 (2.25% COLA) |         |             |             |             |             |             |             |             |             |             |             |
|-----------------------------|---------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                             | Step    | 1           | 2           | 3           | 4           | 5           | 6           | 7           | 8           | 9           | 10          |
| <b>GRADE 8</b>              | Hourly  | \$22.91     | \$23.67     | \$24.44     | \$25.21     | \$25.97     | \$26.73     | \$27.49     | \$28.25     | \$29.03     | \$29.79     |
| Traffic Technician          | Monthly | \$3,971.69  | \$4,103.66  | \$4,235.63  | \$4,369.40  | \$4,501.37  | \$4,633.34  | \$4,765.31  | \$4,897.28  | \$5,031.05  | \$5,163.02  |
| Maint. Specialist           | Annual  | \$47,660.31 | \$49,243.93 | \$50,827.54 | \$52,432.85 | \$54,016.47 | \$55,600.08 | \$57,183.70 | \$58,767.31 | \$60,372.62 | \$61,956.24 |
| <b>GRADE 9</b>              | Hourly  | \$24.03     | \$24.83     | \$25.64     | \$26.44     | \$27.24     | \$28.04     | \$28.85     | \$29.64     | \$30.44     | \$31.25     |
| Working Foreman             | Monthly | \$4,165.13  | \$4,304.32  | \$4,443.52  | \$4,582.72  | \$4,721.92  | \$4,861.12  | \$5,000.32  | \$5,137.71  | \$5,276.91  | \$5,416.11  |
|                             | Annual  | \$49,981.50 | \$51,651.89 | \$53,322.28 | \$54,992.67 | \$56,663.06 | \$58,333.45 | \$60,003.83 | \$61,652.53 | \$63,322.92 | \$64,993.31 |
| <b>GRADE 10</b>             | Hourly  | \$25.02     | \$25.85     | \$26.68     | \$27.51     | \$28.35     | \$29.18     | \$30.02     | \$30.85     | \$31.68     | \$32.53     |
|                             | Monthly | \$4,336.86  | \$4,481.49  | \$4,624.30  | \$4,768.92  | \$4,913.55  | \$5,058.17  | \$5,202.79  | \$5,347.41  | \$5,492.04  | \$5,638.47  |
|                             | Annual  | \$52,042.37 | \$53,777.84 | \$55,491.61 | \$57,227.08 | \$58,962.55 | \$60,698.02 | \$62,433.49 | \$64,168.96 | \$65,904.43 | \$67,661.59 |
| <b>GRADE 11</b>             | Hourly  | \$26.46     | \$27.34     | \$28.22     | \$29.10     | \$29.98     | \$30.86     | \$31.75     | \$32.62     | \$33.51     | \$34.39     |
| Head Mechanic               | Monthly | \$4,586.34  | \$4,738.19  | \$4,891.85  | \$5,043.71  | \$5,197.37  | \$5,349.22  | \$5,502.88  | \$5,654.74  | \$5,808.40  | \$5,960.25  |
| Shop Foreman                | Annual  | \$55,036.05 | \$56,858.30 | \$58,702.23 | \$60,524.47 | \$62,368.41 | \$64,190.65 | \$66,034.59 | \$67,856.83 | \$69,700.77 | \$71,523.01 |

**Electronic Device Stipends**

| Highway                  | 2021                | 2022        |
|--------------------------|---------------------|-------------|
| Brand, Dale              | <del>\$ 15.00</del> | \$ 15.00    |
| Crawford, James          | \$ 15.00            | \$ 15.00    |
| <del>Hamann, James</del> | <del>\$ 15.00</del> | N/A         |
| Chiglo, Kyle             | \$ 15.00            | \$ 15.00    |
| Drake, Andrew            | N/A                 | \$ 15.00    |
| Kokinos, Todd            | \$ 15.00            | \$ 15.00    |
| Hanson, Adam             | \$ 15.00            | \$ 15.00    |
| <del>Seiney, Troy</del>  | <del>\$ 15.00</del> | N/A         |
| Lind, Don                | N/A                 | \$ 15.00    |
| Morken, Gary             | \$ 15.00            | \$ 15.00    |
| O'Connell, Jonathan      | \$ 15.00            | \$ 15.00    |
| Polzin, Al               | \$ 15.00            | \$ 15.00    |
| Quam, Jeff               | \$ 15.00            | \$ 15.00    |
| Soland, Brian            | \$ 15.00            | \$ 15.00    |
| Sukalski, Troy           | \$ 15.00            | \$ 15.00    |
| Vogen, Michael           | \$ 15.00            | \$ 15.00    |
| Wenthold, Heath          | \$ 15.00            | \$ 15.00    |
| Woellert, Neil           | \$ 15.00            | \$ 15.00    |
|                          | \$ 240.00           | \$ 240.00   |
| Chiglo, Michael          | \$ 15.00            | \$ 15.00    |
| Dyreson, Jeffrey         | \$ 15.00            | \$ 15.00    |
|                          | \$ 30.00            | \$ 30.00    |
| Gregg, Ron               | \$ 40.00            | \$ 40.00    |
| Kohn, Brent              | \$ 40.00            | \$ 40.00    |
| Schmitt, Darrell         | \$ 40.00            | \$ 40.00    |
|                          | \$ 120.00           | \$ 120.00   |
| Highway Totals           |                     |             |
| Monthly                  | \$ 390.00           | \$ 390.00   |
| Highway Annual           | \$ 4,680.00         | \$ 4,680.00 |

| Social Services - CS         | 2021                | 2022        |
|------------------------------|---------------------|-------------|
| Bothun, Christina            | \$ 15.00            | \$ 15.00    |
| Corson, Traci                | \$ -                | \$ -        |
| Dornink, Kelli Jo            | \$ 15.00            | \$ 15.00    |
| Fugelstad, Elizabeth         | \$ 15.00            | \$ 15.00    |
| Lanz, Nicole                 | \$ 15.00            | \$ 15.00    |
| Mensink, Stephanie           | N/A                 | \$ 15.00    |
| <del>Sullivan, Katelyn</del> | <del>\$ 15.00</del> |             |
| Ebner, Wendy                 | \$ 40.00            | \$ 40.00    |
| Olson, Kevin                 | \$ 40.00            | \$ -        |
| SS Monthly                   | \$ 155.00           | \$ 115.00   |
| SS Annual                    | \$ 1,860.00         | \$ 1,380.00 |

| Public Health - CS    | 2021                | 2022        |
|-----------------------|---------------------|-------------|
| <del>Baker, Jan</del> | <del>\$ 15.00</del> | N/A         |
| Boyum, Carrie         | N/A                 | \$ 15.00    |
| Draper, Erika         | \$ 15.00            | \$ 15.00    |
| Erickson, Jessica     | \$ 40.00            | \$ 40.00    |
| Gatzke, Michele       | \$ 15.00            | \$ 15.00    |
| Gilbert, Sydney       | \$ 15.00            | \$ 15.00    |
| Hall, Alexis          | \$ 15.00            | \$ 15.00    |
| Hall, Sarah           | \$ 15.00            | \$ 15.00    |
| Johnson, Breanna      | \$ 15.00            | \$ 15.00    |
| Johnson, Dakota       | \$ 15.00            | \$ 15.00    |
| Melver, Paula         | \$ 15.00            | \$ 15.00    |
| Rodger, Aimee         | \$ 15.00            | \$ 15.00    |
| Simonson, Ashley      | \$ 15.00            | \$ -        |
| PH Monthly            | \$ 205.00           | \$ 190.00   |
| PH Annual             | \$ 2,460.00         | \$ 2,280.00 |

| TOTAL CELL PHONE COSTS |              |
|------------------------|--------------|
| 2021                   | 2022         |
| \$ 12,300.00           | \$ 10,500.00 |

| Assessor        | 2021 | 2022 |
|-----------------|------|------|
| McCaslin, Jason | \$ - | \$ - |
|                 | \$ - | \$ - |
| Assessor Annual | \$ - | \$ - |

| Veteran Services    | 2021      | 2022      |
|---------------------|-----------|-----------|
| Marquart, Jason     | \$ 15.00  | \$ 15.00  |
| Vet Services Annual | \$ 180.00 | \$ 180.00 |

| Bldg Maintenance  | 2020      | 2022      |
|-------------------|-----------|-----------|
| Tufte, Blaine     | \$ 15.00  | \$ 15.00  |
| Schultz, Terry    | \$ 40.00  | \$ 40.00  |
|                   | \$ 55.00  | \$ 55.00  |
| Bldg Maint Annual | \$ 660.00 | \$ 660.00 |

| Surveyor               | 2021                |      |
|------------------------|---------------------|------|
| <del>Brand, Jeff</del> | <del>\$ 15.00</del> | \$ - |
| Surveyor Annual        | \$ 180.00           | \$ - |

| Solid Waste        | 2021      | 2022 |
|--------------------|-----------|------|
| Hatzenbihler, Drew | \$ 40.00  | \$ - |
| Solid Waste Annual | \$ 480.00 | \$ - |

| Finance        | 2021 | 2022 |
|----------------|------|------|
| Affeldt, Lori  | \$ - | \$ - |
| Finance Annual | \$ - | \$ - |

| Sheriff/Jail/EM | 2021      | 2022      |
|-----------------|-----------|-----------|
| <del>Jail</del> |           |           |
| Fenske, James   | \$ 40.00  | \$ 40.00  |
| Jail Annual     | \$ 480.00 | \$ 480.00 |

| Attorney         | 2021      | 2022      |
|------------------|-----------|-----------|
| Hammell, Melissa | \$ 15.00  | \$ 15.00  |
| Stanton, Marla   | \$ 15.00  | \$ 15.00  |
| Corson, Brett    | \$ 40.00  | \$ 40.00  |
|                  | \$ 70.00  | \$ 70.00  |
| Attorney Annual  | \$ 840.00 | \$ 840.00 |

| Zoning               | 2021                | 2022 |
|----------------------|---------------------|------|
| Adkins, Cristal      | \$ -                | \$ - |
| <del>Blake-Lea</del> | <del>\$ 40.00</del> |      |
| Zoning Annual        | \$ 480.00           | \$ - |

| Commissioner  | 2021 | 2022 |
|---------------|------|------|
| Bakke, Duane  | \$ - | \$ - |
| Dahl, Randall | \$ - | \$ - |
| Prestby, Marc | \$ - | \$ - |
| Lentz, Mitch  | \$ - | \$ - |
| Hindt, Larry  | \$ - | \$ - |
|               | \$ - | \$ - |
| Comm. Annual  | \$ - | \$ - |

| Auditor/Treasurer | 2021 | 2022 |
|-------------------|------|------|
| Christy Smith     | \$ - | \$ - |
| A/T Annual        | \$ - | \$ - |

| Administrator   | 2021 | 2022 |
|-----------------|------|------|
| Hillery, Bobbie | \$ - | \$ - |
| A/T Annual      | \$ - | \$ - |





Fillmore County Coordinator Furniture Proposal  
Quoted 12-8-2021

Beckley's Office Products  
125 Woodlake Dr SE  
Rochester, MN 55904  
507-282-8659

Project includes two workstations and a meeting area with tall panels to create a semi-private area.

Workstations include:

- 42" tall fabric panels with transaction countertops
- One transaction area that will be at a lower height to accommodate people in wheelchairs
- Each workstation will include an adjustable height desk allowing employees to stand or sit.
- The panels will include power receptacles and room for data cables
- To lower cost. The existing files and chairs will be reused.

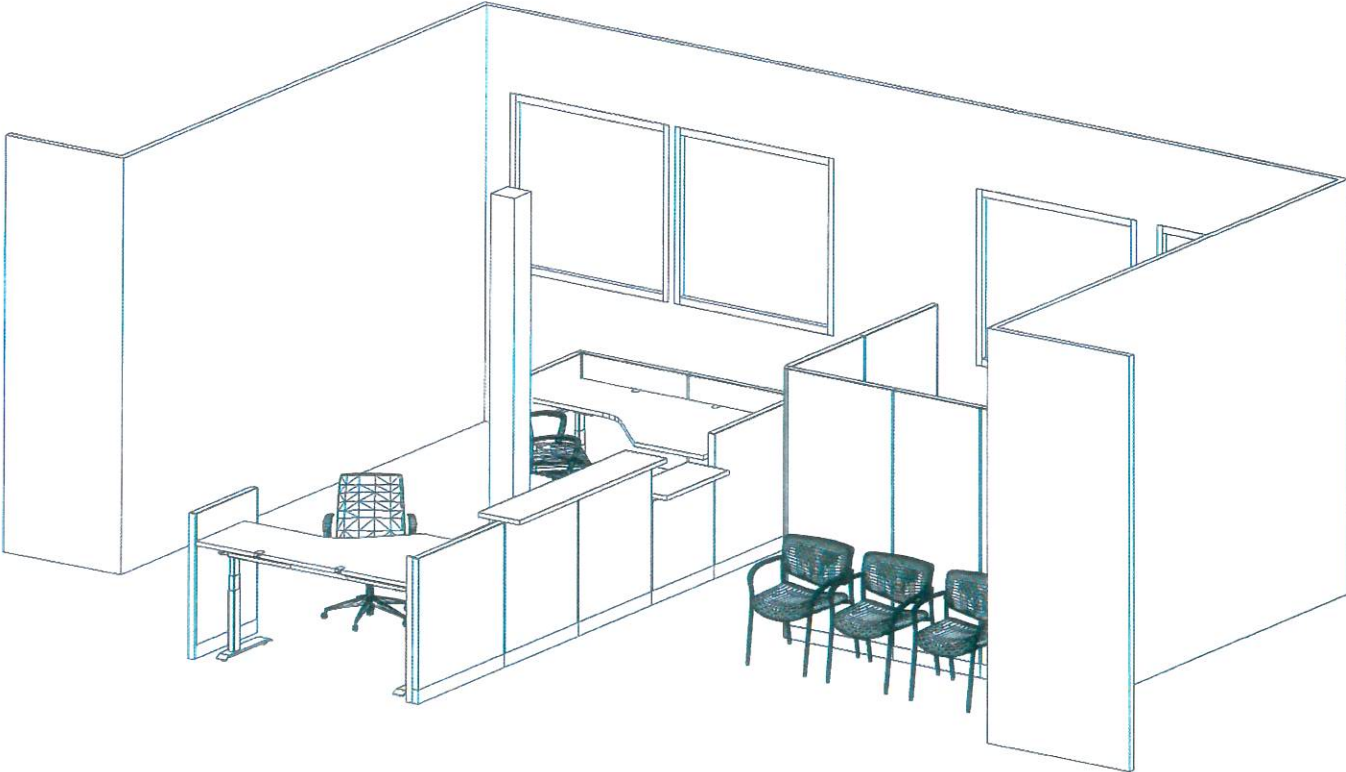
Meeting area:

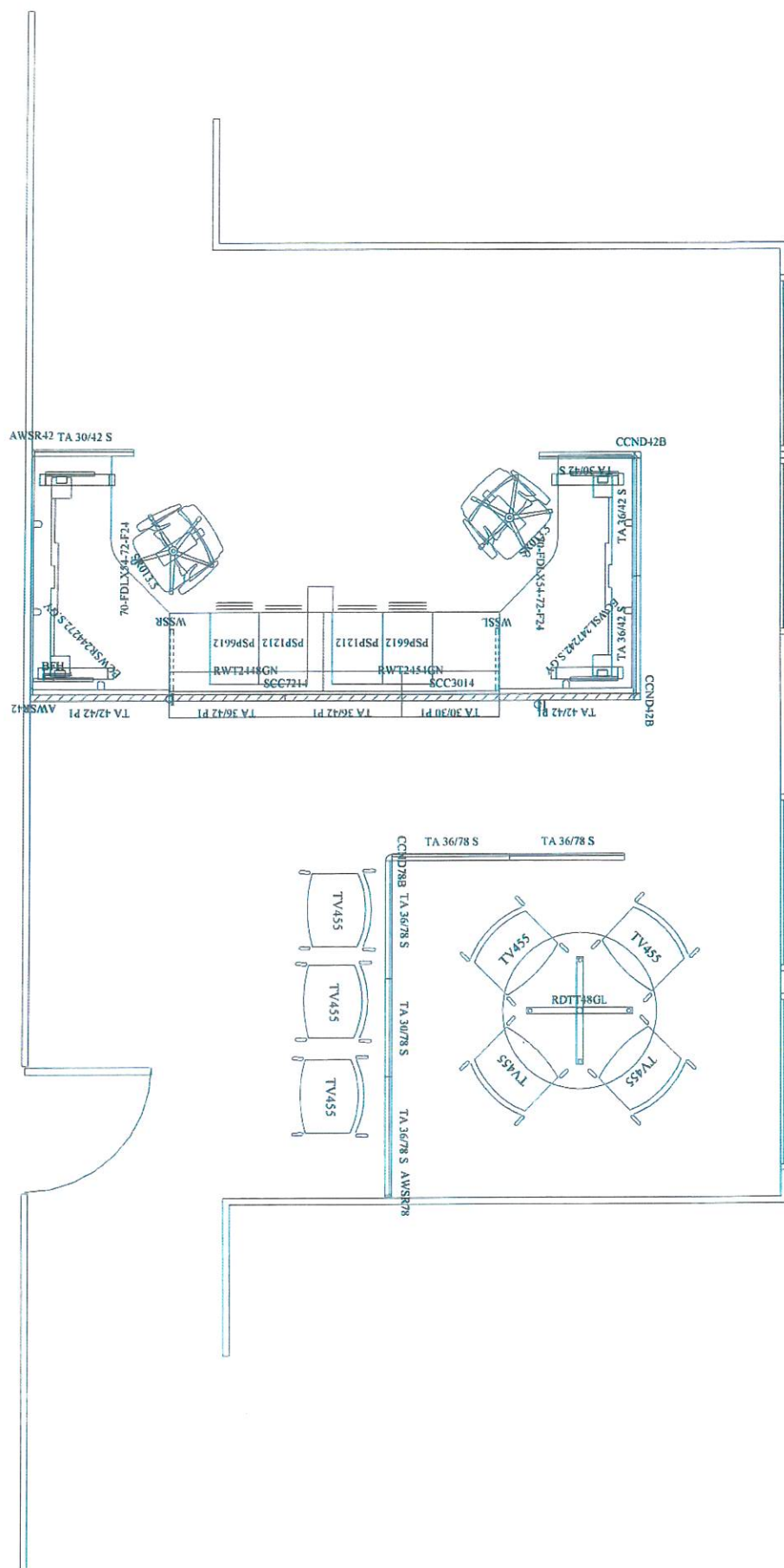
- These panel will 78" tall
- Creating an area 8 ½' x 10' to accommodate a round table & chairs
- This area will use existing table and chairs








The cost of this project including delivery and installation is \$9,956.37

Thanks for the Opportunity











Kevin Schliesman  
Beckley's Office Products





| Item | Color |   |  |  | Preview                                                                             | Mfg | Cat | Part Num                                                      | Part Description                                                                                                                                                                                                    | Category                  | Qty | List        | Ext List    |
|------|-------|---|--|--|-------------------------------------------------------------------------------------|-----|-----|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----|-------------|-------------|
| 1    |       | ✓ |  |  |                                                                                     | TRW | TLM | AWSR78                                                        | ADJUSTABLE WALL STARTER<br>RAIL, FITS PANEL HGT 78"                                                                                                                                                                 | PANEL<br>COMPON...<br>NTS | 1   | \$ 190.00   | \$ 190.00   |
|      |       | ✓ |  |  |                                                                                     |     |     | .T2<br>.TJ                                                    | TEXTURED TRIM COLORS<br>TEXTURED STUCCO                                                                                                                                                                             |                           |     |             |             |
| 2    |       | ✓ |  |  |    | WRT | WR  | 70-FDLX5                                                      | Fundamentals LX, 2 Leg Base, 24"                                                                                                                                                                                    | TABLE                     | 2   | \$ 1,375.00 | \$ 2,750.00 |
|      |       |   |  |  |                                                                                     |     | T   | 4-72-F24                                                      | Flat Feet, For 70-75"W Wksf, C9...                                                                                                                                                                                  |                           |     |             |             |
|      |       |   |  |  |                                                                                     |     |     | -PS<br>-B<br>~                                                | Compliant<br>Programmable Switch<br>Black<br>No Selection                                                                                                                                                           |                           |     |             |             |
| 3    |       | ✓ |  |  |    | TRW | T2U | ECWSR24                                                       | EXT CRN WORK SURF RH, STR                                                                                                                                                                                           | WORKSUR                   | 1   | \$ 724.00   | \$ 724.00   |
|      |       |   |  |  |                                                                                     |     |     | 4272.S.GY                                                     | FRT W/ GMT 24D X 42W X 72W                                                                                                                                                                                          | FACE                      |     |             |             |
|      |       |   |  |  |                                                                                     |     |     | .J<br>.GR1L<br>.6<br>.553<br>.1<br>.J                         | STUCCO<br>GRADE 1 LAMINATES<br>PATTERNED LAMINATES<br>STIPPLE GRAY/WHITE NEBULA<br>VINYL EDGE<br>STUCCO                                                                                                             |                           |     |             |             |
| 4    |       | ✓ |  |  |    | TRW | TLM | AWSR42                                                        | ADJUSTABLE WALL STARTER<br>RAIL, FITS PANEL HGT 42"                                                                                                                                                                 | PANEL<br>COMPON...<br>NTS | 2   | \$ 140.00   | \$ 280.00   |
|      |       |   |  |  |                                                                                     |     |     | .T2<br>.TJ                                                    | TEXTURED TRIM COLORS<br>TEXTURED STUCCO                                                                                                                                                                             |                           |     |             |             |
| 5    |       | ✓ |  |  |    | TRW | TLM | TA4242B.                                                      | FABRIC-COVERED ACOUSTICAL                                                                                                                                                                                           | PANEL                     | 2   | \$ 681.00   | \$ 1,362.00 |
|      |       |   |  |  |                                                                                     |     |     | P1                                                            | PANEL, POWERED BASE, 42W...                                                                                                                                                                                         |                           |     |             |             |
|      |       |   |  |  |                                                                                     |     |     | .0<br>.G0C<br>.Z43<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1<br>.SA | GRD 0 HIGHEST OF DIFF. PAN...<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR<br>STANDARD ACOUSTICS |                           |     |             |             |
| 6    |       | ✓ |  |  |    | TRW | TLM | TA3642B.                                                      | FABRIC-COVERED ACOUSTICAL                                                                                                                                                                                           | PANEL                     | 2   | \$ 632.00   | \$ 1,264.00 |
|      |       |   |  |  |                                                                                     |     |     | P1                                                            | PANEL, POWERED BASE, 36W...                                                                                                                                                                                         |                           |     |             |             |
|      |       |   |  |  |                                                                                     |     |     | .0<br>.G0C<br>.Z43<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1<br>.SA | GRD 0 HIGHEST OF DIFF. PAN...<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR<br>STANDARD ACOUSTICS |                           |     |             |             |
| 7    |       | ✓ |  |  |  | TRW | TLM | TA3030B.                                                      | FABRIC-COVERED ACOUSTICAL                                                                                                                                                                                           | PANEL                     | 1   | \$ 567.00   | \$ 567.00   |
|      |       |   |  |  |                                                                                     |     |     | P1                                                            | PANEL, POWERED BASE, 30W...                                                                                                                                                                                         |                           |     |             |             |
|      |       |   |  |  |                                                                                     |     |     | .0<br>.G0C<br>.Z43<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1<br>.SA | GRD 0 HIGHEST OF DIFF. PAN...<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR<br>STANDARD ACOUSTICS |                           |     |             |             |
| 8    |       | ✓ |  |  |  | TRW | TLM | TA3642B.                                                      | FABRIC-COVERED ACOUSTICAL                                                                                                                                                                                           | PANEL                     | 2   | \$ 523.00   | \$ 1,046.00 |
|      |       |   |  |  |                                                                                     |     |     | S                                                             | PANEL, 36W X 42H                                                                                                                                                                                                    |                           |     |             |             |
|      |       |   |  |  |                                                                                     |     |     | .0<br>.G0C<br>.Z43<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1<br>.SA | GRD 0 HIGHEST OF DIFF. PAN...<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR<br>STANDARD ACOUSTICS |                           |     |             |             |



| Item | Color | ✓ | 9 | Preview                                                                             | Mfg | Cat | Part Num                                                                   | Part Description                                                                                                                                                                                                                                                  | Category                       | Qty | List      | Ext List  |
|------|-------|---|---|-------------------------------------------------------------------------------------|-----|-----|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|-----------|-----------|
| 9    |       | ✓ |   |    | TRW | TLM | TA3042B.S<br>.0<br>.G0C<br>.Z43<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1<br>.SA | FABRIC-COVERED ACOUSTICAL PANEL, 30W X 42H<br>GRD 0 HIGHEST OF DIFF. PAN...<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>GRD 0 MERGE COLORS<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR<br>STANDARD ACOUSTICS | PANEL                          | 2   | \$ 491.00 | \$ 982.00 |
| 10   |       | ✓ |   |    | TRW | T2U | ECWSL247242.S.GY<br>.J<br>.GR1L<br>.6<br>.553<br>.1<br>.J                  | EXT CRN WORK SURF LH, STR FRT W/ GMT 24D X 72W X 42W<br>STUCCO<br>GRADE 1 LAMINATES<br>PATTERNED LAMINATES<br>STIPPLE GRAY/WHITE NEBULA<br>VINYL EDGE<br>STUCCO                                                                                                   | WORKSUR<br>FACE                | 1   | \$ 724.00 | \$ 724.00 |
| 11   |       | ✓ |   |    | TRW | TLM | RWT2448.GY<br>.J<br>.GR1L<br>.6<br>.553<br>.1<br>.J                        | WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 48W<br>STUCCO<br>GRADE 1 LAMINATES<br>PATTERNED LAMINATES<br>STIPPLE GRAY/WHITE NEBULA<br>VINYL EDGE<br>STUCCO                                                                                                           | WORKSUR<br>FACE                | 1   | \$ 314.00 | \$ 314.00 |
| 12   |       | ✓ |   |    | TRW | TLM | RWT2454.GY<br>.J<br>.GR1L<br>.6<br>.553<br>.1<br>.J                        | WORK TOP RECT, FULL DEPTH, W/ GMT, 24D X 54W<br>STUCCO<br>GRADE 1 LAMINATES<br>PATTERNED LAMINATES<br>STIPPLE GRAY/WHITE NEBULA<br>VINYL EDGE<br>STUCCO                                                                                                           | WORKSUR<br>FACE                | 1   | \$ 346.00 | \$ 346.00 |
| 13   |       | ✓ |   |  | TRW | TLM | SCC7214<br>.GR1L<br>.6<br>.553<br>.J<br>.1<br>.J                           | STRAIGHT COUNTER CAP, 72W X 14D<br>GRADE 1 LAMINATES<br>PATTERNED LAMINATES<br>STIPPLE GRAY/WHITE NEBULA<br>STUCCO<br>VINYL EDGE<br>STUCCO                                                                                                                        | WORKSUR<br>FACE                | 1   | \$ 442.00 | \$ 442.00 |
| 14   |       | ✓ |   |  | TRW | TLM | SCC3014<br>.GR1L<br>.6<br>.553<br>.J<br>.1<br>.J                           | STRAIGHT COUNTER CAP, 30W X 14D<br>GRADE 1 LAMINATES<br>PATTERNED LAMINATES<br>STIPPLE GRAY/WHITE NEBULA<br>STUCCO<br>VINYL EDGE<br>STUCCO                                                                                                                        | WORKSUR<br>FACE                | 1   | \$ 346.00 | \$ 346.00 |
| 15   |       | ✓ |   |  | TRW | TLM | WSSR<br>.J                                                                 | CHOICES WORKTOP SUPPORT RIGHT<br>STUCCO                                                                                                                                                                                                                           | WORKSUR<br>FACE ...<br>SUPPORT | 1   | \$ 65.00  | \$ 65.00  |
| 16   |       | ✓ |   |  | TRW | TLM | WSSL<br>.J                                                                 | CHOICES WORKTOP SUPPORT LEFT<br>STUCCO                                                                                                                                                                                                                            | WORKSUR<br>FACE ...<br>SUPPORT | 1   | \$ 65.00  | \$ 65.00  |
| 17   |       | ✓ |   |  | TRW | TLM | CCND42B<br>.0<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1                          | 90 DEGREE COVER, 42H<br>GRD 0 PANEL FABRICS<br>GRD 0 MERGE COLORS-SD1<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR                                                                                                 | PANEL<br>COMPON...<br>NTS      | 2   | \$ 90.00  | \$ 180.00 |
| 18   |       | ✓ |   |  | TRW | TLM | CCND78B<br>.0<br>.G0C<br>.Z43<br>.T2<br>.TJ<br>.1                          | 90 DEGREE COVER, 78H<br>GRD 0 PANEL FABRICS<br>GRD 0 MERGE COLORS-SD1<br>DRIFTWOOD (Standard)<br>TEXTURED TRIM COLORS<br>TEXTURED STUCCO<br>WILL MATCH TRIM COLOR                                                                                                 | PANEL<br>COMPON...<br>NTS      | 1   | \$ 138.00 | \$ 138.00 |

| Item | Color | ✓ | \$ |  | Preview | Mfg | Cat | Part Num      | Part Description                                    | Category                      | Qty | List      | Ext List     |
|------|-------|---|----|--|---------|-----|-----|---------------|-----------------------------------------------------|-------------------------------|-----|-----------|--------------|
| 19   |       | ✓ |    |  |         | TRW | TLM | BFH           | BASE FEED, 4-CIRCUIT,<br>HARDWIRE, 72"L             | ELECTRIC<br>AL - ...<br>POWER | 1   | \$ 190.00 | \$ 190.00    |
| 20   |       | ✓ |    |  |         | TRW | TLM | PD1           | POWER DUPLEX CIRCUIT 1,<br>(BOX OF 6)               | ELECTRIC<br>AL - ...<br>POWER | 1   | \$ 162.00 | \$ 162.00    |
| 21   |       | ✓ |    |  |         | TRW | TLM | PD2           | POWER DUPLEX CIRCUIT 2,<br>(BOX OF 6)               | ELECTRIC<br>AL - ...<br>POWER | 1   | \$ 162.00 | \$ 162.00    |
| 22   |       | ✓ |    |  |         | TRW | TLM | TA3078B.<br>S | FABRIC-COVERED ACOUSTICAL<br>PANEL, 30W X 78H       | PANEL                         | 1   | \$ 666.00 | \$ 666.00    |
|      |       |   |    |  |         |     |     | .0            | GRD 0 HIGHEST OF DIFF. PAN...                       |                               |     |           |              |
|      |       |   |    |  |         |     |     | .G0C          | GRD 0 MERGE COLORS                                  |                               |     |           |              |
|      |       |   |    |  |         |     |     | .Z43          | DRIFTWOOD (Standard)                                |                               |     |           |              |
|      |       |   |    |  |         |     |     | .G0C          | GRD 0 MERGE COLORS                                  |                               |     |           |              |
|      |       |   |    |  |         |     |     | .Z43          | DRIFTWOOD (Standard)                                |                               |     |           |              |
|      |       |   |    |  |         |     |     | .T2           | TEXTURED TRIM COLORS                                |                               |     |           |              |
|      |       |   |    |  |         |     |     | .TJ           | TEXTURED STUCCO                                     |                               |     |           |              |
|      |       |   |    |  |         |     |     | .1            | WILL MATCH TRIM COLOR                               |                               |     |           |              |
|      |       |   |    |  |         |     |     | .SA           | STANDARD ACOUSTICS                                  |                               |     |           |              |
| 23   |       | ✓ |    |  |         | TRW | TLM | TA3678B.<br>S | FABRIC-COVERED ACOUSTICAL<br>PANEL, 36W X 78H       | PANEL                         | 4   | \$ 732.00 | \$ 2,928.00  |
|      |       |   |    |  |         |     |     | .0            | GRD 0 HIGHEST OF DIFF. PAN...                       |                               |     |           |              |
|      |       |   |    |  |         |     |     | .G0C          | GRD 0 MERGE COLORS                                  |                               |     |           |              |
|      |       |   |    |  |         |     |     | .Z43          | DRIFTWOOD (Standard)                                |                               |     |           |              |
|      |       |   |    |  |         |     |     | .G0C          | GRD 0 MERGE COLORS                                  |                               |     |           |              |
|      |       |   |    |  |         |     |     | .Z43          | DRIFTWOOD (Standard)                                |                               |     |           |              |
|      |       |   |    |  |         |     |     | .T2           | TEXTURED TRIM COLORS                                |                               |     |           |              |
|      |       |   |    |  |         |     |     | .TJ           | TEXTURED STUCCO                                     |                               |     |           |              |
|      |       |   |    |  |         |     |     | .1            | WILL MATCH TRIM COLOR                               |                               |     |           |              |
|      |       |   |    |  |         |     |     | .SA           | STANDARD ACOUSTICS                                  |                               |     |           |              |
| 24   |       |   |    |  |         |     |     | SURCHA<br>RGE | SURCHARGE FROM TRENDWAY<br>MANUFACTURE THRU 12-31-2 |                               | 1   | \$ 420.57 | \$ 420.57    |
|      |       |   |    |  |         |     |     |               | Grand Total                                         |                               |     |           | \$ 16,313.57 |

LESS DISCOUNT

\$6,357.20

FILLMORE COUNTY PROJECT TOTAL

\$9,956.37

INCLUDES DELIVERY AND INSTALLATION

# THE LEADERSHIP GROWTH GROUP

*Leaders Helping Leaders*

## INVOICE

Don't pay  
until 2022

Date: December 1, 2021

Bill to:

For: 2022 Leadership Growth Group Series

Bobbie Hillery  
County Coordinator  
Fillmore County  
PO Box 466  
Preston, MN 55965

Invoice No.: 22806 PO No.:

| DESCRIPTION                         | AMOUNT          |
|-------------------------------------|-----------------|
| 2022 Leadership Growth Group Series | \$600.00        |
| <b>TOTAL</b>                        | <b>\$600.00</b> |

Make all checks payable to:

The Leadership Growth Group  
71 West Golden Lake Road  
Circle Pines, MN 55014

I declare that such account, claim, or demand is just and correct  
and that no part of it has been paid.

Payable To: The Leadership Growth Group

Acct: 01-034-6245 \$ 600.00

Authorized Signature: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_

Date: 12-9-21

Vendor No: 6531

Description: 2022 Leadership Series

If you have any questions concerning this invoice, contact Dave Bartholomay at 612.868.7203  
or [TheLeadershipGrowthGroup@gmail.com](mailto:TheLeadershipGrowthGroup@gmail.com)

THANK YOU FOR YOUR BUSINESS!

Leadership Growth Group  
71 West Golden Lake Road Circle Pines, MN 55014  
612.868.7203 [TheLeadershipGrowthGroup@gmail.com](mailto:TheLeadershipGrowthGroup@gmail.com)

We have \$2,313.00 left in our budget for Wellness before the end of the year. This money will not roll over into 2022 it just goes away and we will have to reapply for funds in 2022. With the remaining money we have, I was considering purchasing 175 cooler bags for every employee at Fillmore County as a Happy New Year gift from Wellness. I will include a flyer with some tips on healthy meal packing. Hoping to encourage employees to bring their lunch to work. We would personalize the writing on the side with our Fillmore County Fun & Fit logo as seen below. The total for 175 employees would be \$1,815.75 and with standard shipping, the total is \$2,018.81. We would have to use the credit card upfront for the costs when ordering but we would be fully reimbursed by Southeast Service Cooperative.

## Order Summary

|              |            |
|--------------|------------|
| Merchandise: | \$1,765.75 |
| Shipping:    | \$203.06   |
| Fees:        | \$50.00    |
| Tax:         | \$0.00     |

**Order Total: \$2,018.81**

### Product Specifications

**Minimum Order Quantity:** 35

**Product Size:** 9 3/4" X 10 5/8" X 5 3/4"

### Imprint Specifications

**Imprint Size:** 4 1/4" X 4", Up To 5 Lines Or Logo; 42 Characters Per Line

**Max Imprint Characters/Line:** 42

**Production Time:** Ready to ship in 30 business days after artwork approval

**Setup Fee:** A Setup Fee of \$50.00 will apply to Personalized items only.



Gray Westbrook Lunch/Cooler Bag - One-Color Personalization Available

ITEM LBP428Y

Personalization Color : **BLACK**

A \$50.00 set up fee will be added.

Upload artwork upon completion of order

Personalization Line 1 : **Fillmore County Fun & Fit**

\$10.09 each | Qty. 175 | **\$1,765.75**

All orders are remitted in U.S. dollars

ITEM

DESCRIPTION



Gray Westbrook Lunch/Cooler Bag - One-Color Personalization Available

ITEM LBP428Y

Personalization Color : **BLACK**

A \$50.00 set up fee will be added.



**Fillmore County  
Fun & Fit**



## 2021 Wellness Funding- SSC

| Date Completed                         | Wellness Activity                          | Vendor ordered from                                                                                    | Participation | Amount Spent | Outcomes/ Successes                                                                                                                                                                                                                                                                                                                            | Receipts attached for each activity |
|----------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 08/18/2021-08/27/2021                  | Name the baby Game                         | Preston Floral Shop                                                                                    | 21            | \$20         | I had a lot of great feedback regarding this activity. We made a survey monkey and sent out the link and we had a huge turn out of people who matched up employees to their baby pictures. Prize for the winner was a \$20 gift card to the Fillmore County Business of their choice.                                                          |                                     |
| September 28th, 2021                   | Healthy Grille Event                       | Preston Foods                                                                                          | 70            | \$63.84      | I was very happy with the participation I received from our Healthy Grille event. I also placed a bucket for Christmas in Fillmore County donation and we raised \$200.00!                                                                                                                                                                     |                                     |
|                                        |                                            | Amazon                                                                                                 |               | \$26.52      |                                                                                                                                                                                                                                                                                                                                                |                                     |
|                                        |                                            | Odys Country Meats                                                                                     |               | \$561        |                                                                                                                                                                                                                                                                                                                                                |                                     |
| October 29th, 2021                     | Halloween Pot luck                         | Family Dollar                                                                                          | 40            | \$9.66       | We had a great turn out for our Halloween pot luck/ Halloween costume contest. It was fun to get together! Our winner received a \$10 gift certificate at the Fillmore County business of their choice.                                                                                                                                        |                                     |
| October 29th, 2021                     | Halloween Costume Contest                  | Estelles gift card                                                                                     | 9             | \$10.00      |                                                                                                                                                                                                                                                                                                                                                |                                     |
| October 20th, 27th; November 3rd, 10th | SMART training with Josh from Zumbro Falls | He did 4 sessions of presentations at the Courthouse and at Public Health and he didn't charge for it. | 8             | \$0          | Josh from Zumbro Valley came and did some presentations about Gratitude, Mindful presence, Kindness, and resilient mindset. I participated and I really enjoyed his sessions. He also gave us all a free book to read. Courthouse made it optional, Public Health made it a mandatory event. I know there employees really enjoyed it as well. |                                     |
| 11/24/2021-11/30/2021                  | November Trivia Quiz                       | Sweet Stop Sandwich shop gift card                                                                     | 48            | \$10.00      | We made a survey monkey and sent it out and we had a great turn out! I'm finding out that employees enjoy the survey monkeys. It gives them a chance to look away from work for a bit and have some fun with a short quiz! Winner(s) we had a tie. They received a \$10 gift card to the Fillmore County business of their choice.             |                                     |
|                                        |                                            | Sweet Stop Sandwich shop gift card                                                                     |               | \$10.00      |                                                                                                                                                                                                                                                                                                                                                |                                     |
| December 1st, 2021                     | Biometric Testing Event                    | Walmart                                                                                                | 16            | \$39.37      | Public Health had a biometric testing event and they said it was successful and they would like to do another one in the new year.                                                                                                                                                                                                             |                                     |
|                                        |                                            | healthchecksyste.ms.com                                                                                |               | \$398.32     |                                                                                                                                                                                                                                                                                                                                                |                                     |
|                                        |                                            | Preston Foods                                                                                          |               | \$39.28      |                                                                                                                                                                                                                                                                                                                                                |                                     |
| December 15th, 2021                    | Secret Santa/Pot Luck                      | Pot Luck                                                                                               | 21            | \$16.05      | I purchased plates for the Christmas Pot luck we had.                                                                                                                                                                                                                                                                                          |                                     |
| December 21st, 2021                    | Lunch/Cooler Bag                           | Positivepromotions.com                                                                                 | 175           | \$2,018.81   | We decided to order coolers for everyone at the County from Wellness. We are including a flyer that promotes how to pack a healthy lunch/tips. This would be to encourage employees to pack their lunch to work.                                                                                                                               |                                     |
| Total                                  |                                            |                                                                                                        |               | \$3,223      |                                                                                                                                                                                                                                                                                                                                                |                                     |

Total left: \$277.00  
Funds allotted: 3,500.00