

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
February 9, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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

**To participate by phone: Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and then enter the Access Code: 187 083 1526**

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

                    Approve Consent Agenda:

1. February 2, 2021 County Board minutes

                    Approve Commissioners' Warrants

                    Review Finance Warrants

9:05 a.m.      Cristal Adkins, Zoning

1. Consider approval and signature of the 2019 Shoreland Grant Funds
2. Consider approval and signature of the 2020 Shoreland Grant Funds
3. Consider approval and signature of the 2020 Septic Treatment Systems Grant Funds

9:15 a.m.      Ron Gregg, Highway

1. Consider approval to purchase a used trailer for the Fillmore County Highway Department to transport equipment to the job site
2. Consider resolution for final payment for the City of Ostrander Project SAP 023-601-035
3. Consider resolution for final payment for the City of Ostrander Project SAP 023-603-004
4. Consider approval to advertise for the Surface Reconditioning Project on County State Aid Highway No. 15, SAP 023-615-017 & SAP 023-630-006
5. Consider resolution for the City of Lanesboro for sponsorship from Fillmore County for the Local Road Improvement Program (LRIP) application to reconstruct three city blocks, Coffee Street, Rochelle Avenue and Beacon Street
6. Consider resolution for the City of Lanesboro for sponsorship from Fillmore County for the Local Road Improvement Program (LRIP) application to reconstruct Kirkwood Street
7. Consider resolution for the City of Spring Valley for sponsorship from Fillmore County for the Local Road Improvement Program (LRIP) application to reconstruct East Farmer Street (CSAH 8) in 2023 along with Fillmore County

9:30 a.m.      Citizens Input

# FILLMORE COUNTY BOARD OF COMMISSIONERS

February 9, 2021 Meeting Agenda

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9:35 a.m. Kristina Kohn, Human Resources

1. Second reading with possible action regarding Probationary Periods policy
2. First reading of draft changes to Scope, Adoption & Administration policy
3. First reading of draft changes to Definitions policy
4. Request for reaffirmation with no recommended changes to Employment of Relatives policy
5. Request for change in status for Aimee Rodger, 2-year RN, to 4-year RN effective 2/19/2021

**10:00 a.m. Wellness Awards & Participation Recognition  
Employee Recognition  
Annual Safety Award**

Calendar review, Committee Reports and Announcements

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

|                        |          |                                                   |                |
|------------------------|----------|---------------------------------------------------|----------------|
| Tuesday, February 9    | 8:00 am  | Facilities                                        | Dahl, Hindt    |
|                        | 9:00 am  | County Board, Regular meeting, Boardroom          | All            |
| Thursday, February 11  | 9:30 am  | Workforce Development, Preston                    | Lentz          |
|                        | 12:00 pm | FC Corrections Task Force, Boardroom              | Bakke          |
| Monday, February 15    | All Day  | Presidents Day – All County Offices CLOSED        |                |
| Tuesday, February 16   | 8:00 am  | Law Enforcement                                   | Prestby, Lentz |
|                        | 9:00 am  | Technology                                        | Prestby, Lentz |
| Wednesday, February 17 | 9:00 am  | Basin Alliance, Rochester                         | Bakke          |
| Thursday, February 18  | 10:00 am | Historical Society, Fountain                      | Bakke          |
|                        | 4:30 pm  | Soil & Water Conservation District, SWCD Building | Bakke          |
|                        | 7:00 pm  | Planning & Zoning Commission, Boardroom           | Bakke          |
| Monday, February 22    | 6:00 pm  | Zumbro Valley Health Center, Rochester            | Lentz          |
| Tuesday, February 23   | 7:30 am  | Highway Committee, Highway Shop                   | Prestby, Bakke |
|                        | 9:00 am  | County Board, Special meeting, Virtual            | All            |
|                        | 1:00 pm  | Community Health Board ( <i>virtual</i> )         | All            |

## **COMMITTEE OPENINGS:**

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

This is a preliminary draft of the February 2, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 2<sup>nd</sup> day of February, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

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

Present via WebEx: Kristine Oman, Accounting Technician; Jessica Erickson, Public Health; Brett Corson, Fillmore County Attorney; Kevin Olson, Social Services; Andrew Hatzenbihler, Sanitation; John DeGeorge, Sheriff; Chris Hahn, CEDA; Jason Marquardt, Veteran's Services; Jason McCaslin, Assessor; Gretchen Mensink-Lovejoy; Matt Hilgart, AMC Representative; Representative Greg Davids; Senator Jeremy Miller; and Bonita Underbakke.

The Pledge of Allegiance was recited.

On motion by Bakke and seconded by Lentz, the agenda was unanimously approved with the addition of the request to hire roster nurses.

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

1. January 26, 2021 County Board minutes
2. Renewal of Consumption and Display Permit – Eagle Bluff ELC for the period of April 1, 2021 through April 1, 2022

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

The Finance Department warrants were reviewed.

Ron Gregg and Brett Kohn, Highway were present.

Discussion ensued regarding rotation of vehicles for the Highway Department, specifications needed for the vehicles and types of vehicles available, including engine type, for state bids.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the purchase of a Flame Red 2021 Dodge for the Fillmore County Highway Department from the State Contract from Dodge of Burnsville at a cost of not to exceed \$28,300, it was noted that the color change and the smaller gas tank were the changes made by the board from the recommended bid.

The Citizen's Input portion of the meeting opened and closed at 9:39 a.m. as no one was present to speak.

On motion by Prestby and seconded by Lentz, the Board unanimously awarded Minnowa Construction for the Bridge Replacement Project in Sumner Township, Project SAP 023-599-209, for the low bid of \$177,326.96.

On motion by Bakke and seconded by Hindt, the Board unanimously awarded Minnowa Construction for the Bridge Replacement Project in Carimona Township, Project SAP 023-599-205, for the low bid of \$275,947.32.

On motion by Lentz and seconded by Prestby, the Board unanimously adopted: **RESOLUTION 2021-006:** Final payment to ICON Constructors for the Land Bridge SAP 023-605-038 at a total cost of \$64,623.96.

The Chair recessed the meeting at 9:55 a.m. and resumed back in session at 10:00 a.m.

Fillmore County's Legislative Priorities were reviewed.

Senator Miller thanked everyone for all their good work and encouraged everyone to reach out to him with questions or needs.

Representative Davids thanked the County Board and Department Heads for all they do every day.

Kristina Kohn, Human Resource Officer was present.

Human Resources Officer Kohn presented the first reading of the draft changes to the "Probationary Period" policy. She will bring the policy back with the changes as recommended as a second reading.

Human Resources Officer Kohn presented the first reading of the draft updates to the "Mileage Reimbursement & Travel Policy" policy. Discussion was held regarding use of County vehicles and their availability. Some kind of tool to monitor and manage mileage and usage was discussed. She will bring the policy back with the changes as recommended as a first reading again.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the resignation of Jennifer Peterson, Eligibility Worker, effective 2/18/2021. The Board thanked her for her 14 years of service.

On motion by Hindt and seconded by Prestby, the Board unanimously approved the request to recruit roster nurses for COVID clinics.

Bobbie Hillery, County Administrator was present.

On motion by Lentz and seconded by Hindt, the following resolution was unanimously adopted:  
**RESOLUTION 2021-007:** 11<sup>th</sup> Extension of Declared State of Emergency, extended through March 2, 2021.

Hillery noted that she would be presenting the technology road map that was included in the packet with price quotes for the next Technology/Land Records/GIS meeting on February 16<sup>th</sup>. She noted that the one project missing was the badge readers and cameras for the County Office Building.

The consensus among the Board was to hold the February 23, 2021 Board meeting as an all-virtual meeting due to the Marco installing the audio/visual equipment in the Board room for virtual meetings.

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

Bakke: Wellness & Activities, Historical Society Annual meeting will be October 30<sup>th</sup>

Lentz: EMS Committee, Community Services and Wellness/Activities

Dahl: Community Services

On motion by Hindt and seconded by Bakke, the Chair adjourned the meeting at 11:37 a.m.

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2/4/21

11:59AM

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>        |
| 3   | DEPT                              |             | Board Of Commissioners     |                                |                                  |                                 |
|     | 3804 Bakke/Duane                  |             |                            |                                |                                  |                                 |
|     | 01- 003- 000- 0000- 6335          |             | 70.56                      | January 2021 Mileage           |                                  | Employee Automobile Allowance N |
|     |                                   |             |                            | 12/29/2020 01/28/2021          |                                  |                                 |
|     | 3804 Bakke/Duane                  |             | 70.56                      | 1 Transactions                 |                                  |                                 |
|     | 5887 Dahl/Randy                   |             |                            |                                |                                  |                                 |
|     | 01- 003- 000- 0000- 6335          |             | 84.00                      | January 2021 Mileage           |                                  | Employee Automobile Allowance N |
|     |                                   |             |                            | 01/05/2021 01/26/2021          |                                  |                                 |
|     | 5887 Dahl/Randy                   |             | 84.00                      | 1 Transactions                 |                                  |                                 |
|     | 82132 Fillmore Co Journal         |             |                            |                                |                                  |                                 |
|     | 01- 003- 000- 0000- 6233          |             | 172.35                     | Board Mtg Minutes - 01/05/2021 | 117433                           | Publications N                  |
|     |                                   |             |                            | 01/18/2021 01/18/2021          |                                  |                                 |
|     | 82132 Fillmore Co Journal         |             | 172.35                     | 1 Transactions                 |                                  |                                 |
|     | 6732 Hindt/Lawrence E             |             |                            |                                |                                  |                                 |
|     | 01- 003- 000- 0000- 6335          |             | 56.79                      | January 2021 Mileage           |                                  | Employee Automobile Allowance N |
|     |                                   |             |                            | 01/05/2021 01/28/2021          |                                  |                                 |
|     | 6732 Hindt/Lawrence E             |             | 56.79                      | 1 Transactions                 |                                  |                                 |
|     | 2081 Lentz/Mitch                  |             |                            |                                |                                  |                                 |
|     | 01- 003- 000- 0000- 6335          |             | 60.48                      | January 2021 Mileage           |                                  | Employee Automobile Allowance N |
|     |                                   |             |                            | 01/05/2021 01/28/2021          |                                  |                                 |
|     | 2081 Lentz/Mitch                  |             | 60.48                      | 1 Transactions                 |                                  |                                 |
| 3   | DEPT Total:                       |             | 444.18                     | Board Of Commissioners         | 5 Vendors                        | 5 Transactions                  |
| 61  | DEPT                              |             |                            | Data Processing                |                                  |                                 |
|     | 6455 PTM Document Systems         |             |                            |                                |                                  |                                 |
|     | 01- 061- 000- 0000- 6402          |             | 272.23                     | 2020 W- 2's & 1095 Forms       | 0077662                          | Stationary And Forms N          |
|     |                                   |             |                            | 01/12/2021 01/12/2021          |                                  |                                 |
|     | 6455 PTM Document Systems         |             | 272.23                     | 1 Transactions                 |                                  |                                 |
| 61  | DEPT Total:                       |             | 272.23                     | Data Processing                | 1 Vendors                        | 1 Transactions                  |
| 111 | DEPT                              |             |                            | Facilites Mtce                 |                                  |                                 |
|     | 1056 BDS- Bowman's Door Solutions |             |                            |                                |                                  |                                 |

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2/4/21 11:59AM  
1 County Revenue Fund

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|--------|----------------------------------------|------|--------|--------------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                        | Accr |        | Service Dates                  | Paid On Bhf # | On Behalf of Name                  |      |
|        | 01- 111- 000- 0000- 6317               |      | 745.00 | Moved Handicap Door Opener     | Wo- 1019      | Building Maintenance               | N    |
|        |                                        |      |        | 01/06/2021 01/06/2021          |               |                                    |      |
| 1056   | BDS- Bowman's Door Solutions           |      | 745.00 | 1 Transactions                 |               |                                    |      |
| 5988   | Preston Auto Parts                     |      |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6580               |      | 11.49  | Airhandler Belt, 2- Cycle Oil  | 660384        | Other Repair And Maintenance Suppl | N    |
|        |                                        |      |        | 01/27/2021 01/27/2021          |               |                                    |      |
|        | 01- 111- 000- 0000- 6580               |      | 18.49  | Airhandler Belt - FCOB         | 661015        | Other Repair And Maintenance Suppl | N    |
|        |                                        |      |        | 02/02/2021 02/02/2021          |               |                                    |      |
| 5988   | Preston Auto Parts                     |      | 29.98  | 2 Transactions                 |               |                                    |      |
| 111    | DEPT Total:                            |      | 774.98 | Facilites Mtce                 | 2 Vendors     | 3 Transactions                     |      |
| 149    | DEPT                                   |      |        | Other General Government       |               |                                    |      |
| 5005   | Cintas Corporation- First Aid & Safety |      |        |                                |               |                                    |      |
|        | 01- 149- 000- 0000- 6377 AP P          |      | 139.57 | Restock First Aid Kit          | 5030206955    | Fees And Service Charges           | N    |
|        |                                        |      |        | 09/10/2020 09/10/2020          |               |                                    |      |
|        | 01- 149- 000- 0000- 6377 AP P          |      | 9.64   | Service First Aid Kit - Crthse | 5039811094    | Fees And Service Charges           | N    |
|        |                                        |      |        | 11/04/2020 11/04/2020          |               |                                    |      |
|        | 01- 149- 000- 0000- 6377               |      | 9.64   | Service First Aid Kit - FCOB   | 5050036714    | Fees And Service Charges           | N    |
|        |                                        |      |        | 01/27/2021 01/27/2021          |               |                                    |      |
|        | 01- 149- 000- 0000- 6377               |      | 4.82   | Service First Aid Kit - Jail   | 5050036766    | Fees And Service Charges           | N    |
|        |                                        |      |        | 01/27/2021 01/27/2021          |               |                                    |      |
|        | 01- 149- 000- 0000- 6377               |      | 221.17 | Service First Aid Kit - Hwy    | 5050519411    | Fees And Service Charges           | N    |
|        |                                        |      |        | 02/01/2021 02/01/2021          |               |                                    |      |
| 5005   | Cintas Corporation- First Aid & Safety |      | 384.84 | 5 Transactions                 |               |                                    |      |
| 149    | DEPT Total:                            |      | 384.84 | Other General Government       | 1 Vendors     | 5 Transactions                     |      |
| 202    | DEPT                                   |      |        | Sheriff                        |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                |               |                                    |      |
|        | 01- 202- 000- 0000- 6357               |      | 127.92 | #2313 Training Expenses        |               | Peace Officer Training Expense     | N    |
|        |                                        |      |        | 01/05/2021 01/05/2021          |               |                                    |      |
|        | 01- 202- 000- 0000- 6455 AP P          |      | 68.85  | PBT Supplies                   |               | Law Enforcement Supplies           | N    |
|        |                                        |      |        | 12/30/2020 12/30/2020          |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 196.77 | 2 Transactions                 |               |                                    |      |
| 4487   | Preston Service Plus                   |      |        |                                |               |                                    |      |

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11:59AM

1 County Revenue Fund

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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                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 45.28  | #2301 Squad Maintenance        | 16345         | Contract Repairs And Maintenance   | Y    |
|        |                                        |      |        | 01/07/2021 01/07/2021          |               |                                    |      |
|        | 01- 202- 000- 0000- 6310               |      | 63.28  | Squad Maintenance              | 16357         | Contract Repairs And Maintenance   | Y    |
|        |                                        |      |        | 01/08/2021 01/08/2021          |               |                                    |      |
|        | 01- 202- 000- 0000- 6310               |      | 548.39 | Squad Maintenance              | 16402         | Contract Repairs And Maintenance   | Y    |
|        |                                        |      |        | 01/15/2021 01/15/2021          |               |                                    |      |
| 4487   | Preston Service Plus                   |      | 656.95 | 3 Transactions                 |               |                                    |      |
| 202    | DEPT Total:                            |      | 853.72 | Sheriff                        | 2 Vendors     | 5 Transactions                     |      |
| 251    | DEPT                                   |      |        | County Jail                    |               |                                    |      |
| 6978   | Aramark Uniform & Career Appara Grou   |      |        |                                |               |                                    |      |
|        | 01- 251- 000- 0000- 6377               |      | 126.99 | Jail Laundry                   | 2801253039    | Fees And Service Charges           | N    |
|        |                                        |      |        | 02/03/2021 02/03/2021          |               |                                    |      |
| 6978   | Aramark Uniform & Career Appara Grou   |      | 126.99 | 1 Transactions                 |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                |               |                                    |      |
|        | 01- 251- 000- 0000- 6337 AP P          |      | 9.98   | Transport Meal                 |               | Other Travel Expense               | N    |
|        |                                        |      |        | 12/29/2020 12/29/2020          |               |                                    |      |
|        | 01- 251- 000- 0000- 6377               |      | 48.97  | Jail Inmate TV, Supplies       |               | Fees And Service Charges           | N    |
|        |                                        |      |        | 01/08/2021 01/21/2021          |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 58.95  | 2 Transactions                 |               |                                    |      |
| 9361   | MN Dept Of Corrections                 |      |        |                                |               |                                    |      |
|        | 01- 251- 000- 0000- 6301 DTG O         |      | 240.00 | Dec 2020 Inmate Wages          | 642370        | Icwc Wage Expense                  | N    |
|        |                                        |      |        | 12/12/2020 12/26/2020          |               |                                    |      |
| 9361   | MN Dept Of Corrections                 |      | 240.00 | 1 Transactions                 |               |                                    |      |
| 4487   | Preston Service Plus                   |      |        |                                |               |                                    |      |
|        | 01- 251- 000- 0000- 6310               |      | 45.28  | Jail Transport Van Maintenance | 16385         | Contract Repairs And Maintenance   | Y    |
|        |                                        |      |        | 01/14/2021 01/14/2021          |               |                                    |      |
| 4487   | Preston Service Plus                   |      | 45.28  | 1 Transactions                 |               |                                    |      |
| 251    | DEPT Total:                            |      | 471.22 | County Jail                    | 4 Vendors     | 5 Transactions                     |      |
| 441    | DEPT                                   |      |        | Public Health                  |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                |               |                                    |      |
|        | 01- 441- 000- 0000- 6334               |      | 27.98  | Return Address Labels          |               | Immunization Cooperative Agreeemer | N    |

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1 County Revenue Fund

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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                   |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH  |      | 27.98      | 01/05/2021 01/05/2021<br>1 Transactions |               |                                     |      |
| 441 DEPT Total:                             |      | 27.98      | Public Health                           | 1 Vendors     | 1 Transactions                      |      |
| 443 DEPT                                    |      |            | Nursing Service                         |               |                                     |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH  |      |            |                                         |               |                                     |      |
| 01- 443- 000- 0000- 6433                    |      | 16.99      | Shower Head - Client #5729              |               | Waiver Reimbursables                | N    |
|                                             |      |            | 01/09/2021 01/09/2021                   |               |                                     |      |
| 01- 443- 000- 0000- 6433                    |      | 6.99       | Stylus pens - Client #2924              |               | Waiver Reimbursables                | N    |
|                                             |      |            | 01/13/2021 01/13/2021                   |               |                                     |      |
| 01- 443- 000- 0000- 6433                    |      | 104.98     | Bed Rails - Client #7495                |               | Waiver Reimbursables                | N    |
|                                             |      |            | 01/23/2021 01/23/2021                   |               |                                     |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH  |      | 128.96     | 3 Transactions                          |               |                                     |      |
| 5428 Hall/Alexis                            |      |            |                                         |               |                                     |      |
| 01- 443- 000- 0000- 6335                    |      | 39.76      | Nursing Mileage January 20201           |               | Employee Automobile Allowance       | N    |
|                                             |      |            | 01/29/2021 01/29/2021                   |               |                                     |      |
| 5428 Hall/Alexis                            |      | 39.76      | 1 Transactions                          |               |                                     |      |
| 443 DEPT Total:                             |      | 168.72     | Nursing Service                         | 2 Vendors     | 4 Transactions                      |      |
| 446 DEPT                                    |      |            | Mch Program                             |               |                                     |      |
| 1285 Houston County Public Health           |      |            |                                         |               |                                     |      |
| 01- 446- 000- 0000- 6088 DTG O              |      | 56.55      | TANF Dec 2020- Remaining Bal            |               | Houston Grant Passthrough (01- 446- | N    |
|                                             |      |            | 02/02/2021 02/02/2021                   |               |                                     |      |
| 01- 446- 000- 0000- 6088 DTG O              |      | 14,259.00  | CICT Nov- Dec 2020                      |               | Houston Grant Passthrough (01- 446- | N    |
|                                             |      |            | 02/01/2021 02/01/2021                   |               |                                     |      |
| 1285 Houston County Public Health           |      | 14,315.55  | 2 Transactions                          |               |                                     |      |
| 446 DEPT Total:                             |      | 14,315.55  | Mch Program                             | 1 Vendors     | 2 Transactions                      |      |
| 604 DEPT                                    |      |            | Soil Conservation                       |               |                                     |      |
| 109 Fillmore Soil & Water Conservation Dist |      |            |                                         |               |                                     |      |
| 01- 604- 000- 0000- 6802                    |      | 107,500.00 | 2021 1st Half Co Appropriation          | 10964         | Appropriations                      | N    |
|                                             |      |            | 01/01/2021 12/31/2021                   |               |                                     |      |
| 01- 604- 000- 0000- 6823                    |      | 2,000.00   | 2021 Buffer Grant Match                 | 10964         | County Match - Buffer Law Administ  | N    |
|                                             |      |            | 01/01/2021 12/31/2021                   |               |                                     |      |



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1 County Revenue Fund

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| Vendor | Name                                    | Rpt  |            |                               |               |                              |      |  |
|--------|-----------------------------------------|------|------------|-------------------------------|---------------|------------------------------|------|--|
| No.    | Account/Formula                         | Accr | Amount     | Warrant Description           | Invoice #     | Account/Formula Descripti    | 1099 |  |
|        |                                         |      |            | Service Dates                 | Paid On Bhf # | On Behalf of Name            |      |  |
|        | 01- 604- 552- 0000- 6804                |      | 8,778.00   | NRGB Wetland Conversation Act | 10965         | For Other Agencies           | N    |  |
|        |                                         |      |            | 01/01/2021 12/31/2021         |               |                              |      |  |
|        | 01- 604- 552- 0000- 6823                |      | 4,389.00   | NRGB Wetland Match 2021       | 10965         | County Match                 | N    |  |
|        |                                         |      |            | 01/01/2021 12/31/2021         |               |                              |      |  |
| 109    | Fillmore Soil & Water Conservation Dist |      | 122,667.00 | 4 Transactions                |               |                              |      |  |
| 604    | DEPT Total:                             |      | 122,667.00 | Soil Conservation             | 1 Vendors     | 4 Transactions               |      |  |
| 606    | DEPT                                    |      |            | Water Quality                 |               |                              |      |  |
| 109    | Fillmore Soil & Water Conservation Dist |      |            |                               |               |                              |      |  |
|        | 01- 606- 000- 0000- 6814                |      | 14,278.00  | 2021 Local Mgmt Plan          | 10965         | Local Water Management Grant | N    |  |
|        |                                         |      |            | 01/01/2021 12/31/2021         |               |                              |      |  |
|        | 01- 606- 000- 0000- 6823                |      | 6,862.00   | 2021 Local Mgmt Levy          | 10965         | County Match                 | N    |  |
|        |                                         |      |            | 01/01/2021 12/31/2021         |               |                              |      |  |
| 109    | Fillmore Soil & Water Conservation Dist |      | 21,140.00  | 2 Transactions                |               |                              |      |  |
| 606    | DEPT Total:                             |      | 21,140.00  | Water Quality                 | 1 Vendors     | 2 Transactions               |      |  |
| 1      | Fund Total:                             |      | 161,520.42 | County Revenue Fund           |               | 37 Transactions              |      |  |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

| 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                     |       | ...                         |                               |                           |                                  |
| 396    | City of Ostrander        |       |                             |                               |                           |                                  |
|        | 13- 000- 000- 0000- 2101 | DTG O | 23,130.71                   | 601- 35/603- 004 Ost LRIP FNL |                           | Due To Other Govt Units (Acc) N  |
|        |                          |       |                             | 02/12/2021 02/12/2021         |                           |                                  |
| 396    | City of Ostrander        |       | 23,130.71                   | 1 Transactions                |                           |                                  |
| 0      | DEPT Total:              |       | 23,130.71                   | ...                           | 1 Vendors                 | 1 Transactions                   |
| 320    | DEPT                     |       | Highway Construction        |                               |                           |                                  |
| 396    | City of Ostrander        |       |                             |                               |                           |                                  |
|        | 13- 320- 000- 0000- 6265 | DTG O | 2,327.10                    | 601- 035 Eng Final            |                           | Consulting N                     |
|        |                          |       |                             | 02/12/2021 02/12/2021         |                           |                                  |
|        | 13- 320- 000- 0000- 6265 | DTG O | 1,253.05                    | 603- 004 Eng Final            |                           | Consulting N                     |
|        |                          |       |                             | 02/12/2021 02/12/2021         |                           |                                  |
|        | 13- 320- 000- 0000- 6344 | DTG O | 79,342.94                   | 601- 035 M/C Final            |                           | Sap Municipal Construction N     |
|        |                          |       |                             | 02/12/2021 02/12/2021         |                           |                                  |
|        | 13- 320- 000- 0000- 6344 | DTG O | 35,015.53                   | 603- 004 M/C Final            |                           | Sap Municipal Construction N     |
|        |                          |       |                             | 02/12/2021 02/12/2021         |                           |                                  |
| 396    | City of Ostrander        |       | 117,938.62                  | 4 Transactions                |                           |                                  |
| 82132  | Fillmore Co Journal      |       |                             |                               |                           |                                  |
|        | 13- 320- 000- 0000- 6241 |       | 155.13                      | 1/18 ads: 9205                | 117425                    | Advertising N                    |
|        | 13- 320- 000- 0000- 6241 |       | 155.13                      | 1/18 ads: 9209                | 117428                    | Advertising N                    |
| 82132  | Fillmore Co Journal      |       | 310.26                      | 2 Transactions                |                           |                                  |
| 3956   | Icon Constructors, LLC   |       |                             |                               |                           |                                  |
|        | 13- 320- 000- 0000- 6343 | AP P  | 64,623.96                   | 605- 038 R/C Final            |                           | Regular Construction Contracts Y |
|        |                          |       |                             | 02/12/2021 02/12/2021         |                           |                                  |
| 3956   | Icon Constructors, LLC   |       | 64,623.96                   | 1 Transactions                |                           |                                  |
| 347    | State Of Mn              |       |                             |                               |                           |                                  |
|        | 13- 320- 000- 0000- 6377 |       | 628.92                      | 1/29 Material testing         | P00012885                 | Fees And Service Charges N       |
| 347    | State Of Mn              |       | 628.92                      | 1 Transactions                |                           |                                  |
| 320    | DEPT Total:              |       | 183,501.76                  | Highway Construction          | 4 Vendors                 | 8 Transactions                   |
| 330    | DEPT                     |       | Equipment Maintenance Shops |                               |                           |                                  |
| 5826   | Culligan Water           |       |                             |                               |                           |                                  |

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13 County Road & Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

| Vendor | Name                                 | Rpt  | Amount   | Warrant Description | Invoice #     | Account/Formula Descripti | 1099 |
|--------|--------------------------------------|------|----------|---------------------|---------------|---------------------------|------|
| No.    | Account/Formula                      | Accr |          | Service Dates       | Paid On Bhf # | On Behalf of Name         |      |
|        | 13- 330- 000- 0000- 6317             |      | 32.95    | 1/31 drinking water | 588X01067405  | Building Maintenance      | N    |
| 5826   | Culligan Water                       |      | 32.95    | 1 Transactions      |               |                           |      |
| 8165   | Dave Syverson Freightliner           |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6575             |      | 179.66   | 1/22 parts          | 354481        | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575             |      | 179.66   | 1/25 parts          | 354542        | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575             |      | 179.66   | 1/27 parts          | 354718        | Machinery Parts           | N    |
| 8165   | Dave Syverson Freightliner           |      | 538.98   | 3 Transactions      |               |                           |      |
| 3550   | Emergency Automotive Technology, Inc |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6575             |      | 28.42    | 1/13 parts          | MP01062158B   | Machinery Parts           | N    |
| 3550   | Emergency Automotive Technology, Inc |      | 28.42    | 1 Transactions      |               |                           |      |
| 5751   | Fastenal Company                     |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6576             |      | 10.66    | 1/8 supplies        | 86540         | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576             |      | 73.28    | 1/14 supplies       | 86661         | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576             |      | 51.06    | 1/19 supplies       | 86775         | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6575             |      | 8.13     | 1/22 parts          | 86838         | Machinery Parts           | N    |
| 5751   | Fastenal Company                     |      | 143.13   | 4 Transactions      |               |                           |      |
| 170    | Hyland Motor Company                 |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6575             |      | 306.90   | 1/4 parts           | 145168        | Machinery Parts           | N    |
| 170    | Hyland Motor Company                 |      | 306.90   | 1 Transactions      |               |                           |      |
| 6542   | Kaman Industrial Technologies        |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6576             |      | 136.78   | 1/12 supplies       | C194208       | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576             |      | 102.60   | 1/12 supplies       | O941709       | Shop Supplies & Tools     | N    |
| 6542   | Kaman Industrial Technologies        |      | 239.38   | 2 Transactions      |               |                           |      |
| 6451   | MRO Systems,LLC                      |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6576             |      | 88.21    | 1/21 supplies       | 6411          | Shop Supplies & Tools     | N    |
| 6451   | MRO Systems,LLC                      |      | 88.21    | 1 Transactions      |               |                           |      |
| 7100   | North Central International          |      |          |                     |               |                           |      |
|        | 13- 330- 000- 0000- 6575             |      | 903.76   | 1/21 parts          | R22400029601  | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575             |      | 500.00   | 1/21 labor          | R22400029601  | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575             |      | 1,472.92 | 1/20 parts          | X22400104201  | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575             |      | 114.06   | 1/28 parts          | X22400110501  | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575             |      | 111.26   | 1/29 parts          | X22400111501  | Machinery Parts           | N    |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

| Vendor | Name                          | Rpt  | Amount     | Warrant Description         | Invoice #     | Account/Formula Descripti         | 1099 |
|--------|-------------------------------|------|------------|-----------------------------|---------------|-----------------------------------|------|
| No.    | Account/Formula               | Accr |            | Service Dates               | Paid On Bhf # | On Behalf of Name                 |      |
| 7100   | North Central International   |      | 2,879.48   | 5 Transactions              |               |                                   |      |
| 7757   | Universal Truck Equipment Inc |      |            |                             |               |                                   |      |
|        | 13- 330- 000- 0000- 6575      |      | 684.00     | 1/21 parts                  | 54198         | Machinery Parts                   | N    |
| 7757   | Universal Truck Equipment Inc |      | 684.00     | 1 Transactions              |               |                                   |      |
| 330    | DEPT Total:                   |      | 4,941.45   | Equipment Maintenance Shops | 9 Vendors     | 19 Transactions                   |      |
| 340    | DEPT                          |      |            | Local Option Sales Tax      |               |                                   |      |
| 3388   | Minnowa Construction Inc      |      |            |                             |               |                                   |      |
|        | 13- 340- 000- 0000- 6614      | AP P | 4,315.83   | LOST 88927- 102 FINAL       |               | Local Sales Tax Road Improvements | N    |
|        |                               |      |            | 02/12/2021                  | 02/12/2021    |                                   |      |
| 3388   | Minnowa Construction Inc      |      | 4,315.83   | 1 Transactions              |               |                                   |      |
| 347    | State Of Mn                   |      |            |                             |               |                                   |      |
|        | 13- 340- 000- 0000- 6377      |      | 736.15     | 1/29 Material testing       | P00012885     | Fees And Service Charges          | N    |
| 347    | State Of Mn                   |      | 736.15     | 1 Transactions              |               |                                   |      |
| 340    | DEPT Total:                   |      | 5,051.98   | Local Option Sales Tax      | 2 Vendors     | 2 Transactions                    |      |
| 13     | Fund Total:                   |      | 216,625.90 | County Road & Bridge        |               | 30 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       |               |                                     |      |
| 6150   | Cintas Corporation No.2             |          |                                |               |                                     |      |
|        | 14- 390- 000- 0000- 6377            | 13.24    | Uniforms                       | 4073841809    | Fees And Service Charges            | N    |
|        |                                     |          | 01/22/2021 01/22/2021          |               |                                     |      |
|        | 14- 390- 000- 0000- 6377            | 8.92     | Uniforms                       | 4074464332    | Fees And Service Charges            | N    |
|        |                                     |          | 01/29/2021 01/29/2021          |               |                                     |      |
| 6150   | Cintas Corporation No.2             | 22.16    | 2 Transactions                 |               |                                     |      |
| 7788   | Quality Construction- Ron Schroeder |          |                                |               |                                     |      |
|        | 14- 390- 000- 0000- 6311            | 2,106.00 | Build Roof Over Oil Tank - RRC |               | Miscellaneous Repairs And Maintenan | Y    |
|        |                                     |          | 02/02/2021 02/02/2021          |               |                                     |      |
| 7788   | Quality Construction- Ron Schroeder | 2,106.00 | 1 Transactions                 |               |                                     |      |
| 390    | DEPT Total:                         | 2,128.16 | Resource Recovery Center       | 2 Vendors     | 3 Transactions                      |      |
| 14     | Fund Total:                         | 2,128.16 | Sanitation Fund                |               | 3 Transactions                      |      |

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91 Economic Development Au

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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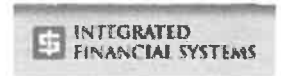
| Vendor Name |                          | Rpt  | Warrant Description |                              | Invoice #       | Account/Formula Descripti | 1099 |
|-------------|--------------------------|------|---------------------|------------------------------|-----------------|---------------------------|------|
| No.         | Account/Formula          | Accr | Amount              | Service Dates                | Paid On Bhf #   | On Behalf of Name         |      |
| 705         | DEPT                     |      |                     | Economic Development         |                 |                           |      |
|             | 1870 Reisner/Karen       |      |                     |                              |                 |                           |      |
|             | 91- 705- 000- 0000- 6104 |      | 45.00               | January 2021 EDA Per Diem    |                 | Per Diem                  | N    |
|             |                          |      |                     | 01/28/2021 01/28/2021        |                 |                           |      |
|             | 1870 Reisner/Karen       |      | 45.00               | 1 Transactions               |                 |                           |      |
| 705         | DEPT Total:              |      | 45.00               | Economic Development         | 1 Vendors       | 1 Transactions            |      |
| 91          | Fund Total:              |      | 45.00               | Economic Development Author. |                 | 1 Transactions            |      |
|             | Final Total:             |      | 380,319.48          | 40 Vendors                   | 71 Transactions |                           |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



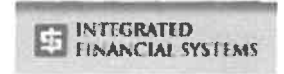
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## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                  |                    |
|-------------|---------------|------------------------------|--------------------|
| 1           | 161,520.42    | County Revenue Fund          |                    |
| 13          | 216,625.90    | County Road & Bridge         |                    |
| 14          | 2,128.16      | Sanitation Fund              |                    |
| 91          | 45.00         | Economic Development Authori |                    |
| All Funds   | 380,319.48    | Total                        | Approved by, ..... |
|             |               |                              | .....              |
|             |               |                              | .....              |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor        | <u>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>          |             |
| 3219          | Centurylink                       |             |               |                                |                      |                                   |             |
|               | 01- 251- 000- 0000- 6203          |             | 20.96         | Sheriff Office Long Distance   | 82944125             | Telephone                         | N           |
|               |                                   |             |               | 12/24/2020 01/24/2021          |                      |                                   |             |
| 3219          | Centurylink                       |             | 20.96         | 1 Transactions                 |                      |                                   |             |
| 85440         | Centurylink                       |             |               |                                |                      |                                   |             |
|               | 01- 203- 000- 0000- 6203          |             | 50.03         | Sheriff's Spring Valley Phone  | 301264120            | Telephone                         | N           |
|               |                                   |             |               | 01/26/2021 02/25/2021          |                      |                                   |             |
|               | 01- 102- 000- 0000- 6203          |             | 59.59         | 909 Houston St NW Phone        | 301269931            | Telephone                         | N           |
|               |                                   |             |               | 01/26/2021 02/25/2021          |                      |                                   |             |
|               | 01- 251- 000- 0000- 6203          |             | 70.50         | Sheriff's Phone                | 406899378            | Telephone                         | N           |
|               |                                   |             |               | 01/26/2021 02/25/2021          |                      |                                   |             |
| 85440         | Centurylink                       |             | 180.12        | 3 Transactions                 |                      |                                   |             |
| 5660          | De Lage Landen Financial Services |             |               |                                |                      |                                   |             |
|               | 01- 149- 000- 0000- 6288          |             | 1,534.15      | Copier Lease 2/12/21- 3/11/21  | 71187324             | Copy Machine - Lease              | N           |
|               |                                   |             |               | 02/12/2021 03/11/2021          |                      |                                   |             |
| 5660          | De Lage Landen Financial Services |             | 1,534.15      | 1 Transactions                 |                      |                                   |             |
| 1479          | Loffler Companies, Inc            |             |               |                                |                      |                                   |             |
|               | 01- 149- 000- 0000- 6235          |             | 695.54        | Copier Use 01/01/21 - 01/31/21 | 3638582              | Copy Machine - Copies BW and Col  | N           |
|               |                                   |             |               | 01/01/2021 01/31/2021          |                      |                                   |             |
| 1479          | Loffler Companies, Inc            |             | 695.54        | 1 Transactions                 |                      |                                   |             |
| 3652          | MAAO Region 1                     |             |               |                                |                      |                                   |             |
|               | 01- 103- 000- 0000- 6242          |             | 75.00         | 2021 MAAO Membership Dues      |                      | Membership Dues                   | N           |
|               |                                   |             |               | 01/01/2021 12/31/2021          |                      |                                   |             |
| 3652          | MAAO Region 1                     |             | 75.00         | 1 Transactions                 |                      |                                   |             |
| 2357          | Verizon Wireless                  |             |               |                                |                      |                                   |             |
|               | 01- 062- 000- 0000- 6462          |             | 360.09        | Election Jet Packs             | 9871991615           | Other Election Supplies           | Y           |
|               |                                   |             |               | 12/25/2020 01/24/2021          |                      |                                   |             |
|               | 01- 202- 000- 0000- 6206          |             | 788.50        | Deputy Cell Phones             | 9871991615           | Employee Electronic Device Reimbu | Y           |
|               |                                   |             |               | 12/25/2020 01/24/2021          |                      |                                   |             |
| 2357          | Verizon Wireless                  |             | 1,148.59      | 2 Transactions                 |                      |                                   |             |
| 1 Fund Total: |                                   |             | 3,654.36      | County Revenue Fund            | 6 Vendors            | 9 Transactions                    |             |



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13 County Road & Bridge

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor         | Name                            | Rpt  | Warrant Description | Invoice #            | Account/Formula Descripti | 1099              |
|----------------|---------------------------------|------|---------------------|----------------------|---------------------------|-------------------|
| No.            | Account/Formula                 | Accr | Amount              | Service Dates        | Paid On Bhf #             | On Behalf of Name |
| 4369           | AcenTek                         |      |                     |                      |                           |                   |
|                | 13- 300- 000- 0000- 6203        |      | 110.53              | 2/1 telephone        | 11786181                  | Telephone N       |
|                | 13- 300- 000- 0000- 6203        |      | 99.54               | 2/1 telephone        | 11794556                  | Telephone N       |
| 4369           | AcenTek                         |      | 210.07              | 2 Transactions       |                           |                   |
| 3219           | Centurylink                     |      |                     |                      |                           |                   |
|                | 13- 300- 000- 0000- 6203        |      | 3.70                | 1/24 telephone       | 191467578                 | Telephone N       |
| 3219           | Centurylink                     |      | 3.70                | 1 Transactions       |                           |                   |
| 85440          | Centurylink                     |      |                     |                      |                           |                   |
|                | 13- 300- 000- 0000- 6203        |      | 116.96              | 1/26 telephone       | 301264100                 | Telephone N       |
|                | 13- 300- 000- 0000- 6203        |      | 228.53              | 1/26 telephone       | 301269901                 | Telephone N       |
| 85440          | Centurylink                     |      | 345.49              | 2 Transactions       |                           |                   |
| 2208           | City of Canton - Hwy dept       |      |                     |                      |                           |                   |
|                | 13- 330- 000- 0000- 6251        |      | 94.40               | 1/27 utilities       | 510- 00- 9                | Electricity N     |
| 2208           | City of Canton - Hwy dept       |      | 94.40               | 1 Transactions       |                           |                   |
| 288            | City Of Peterson                |      |                     |                      |                           |                   |
|                | 13- 330- 000- 0000- 6251        |      | 247.62              | 1/26 utilities       | 108A                      | Electricity N     |
| 288            | City Of Peterson                |      | 247.62              | 1 Transactions       |                           |                   |
| 1829           | Frontier Communications         |      |                     |                      |                           |                   |
|                | 13- 300- 000- 0000- 6203        |      | 76.15               | 1/22 telephone       | 5079373211                | Telephone N       |
| 1829           | Frontier Communications         |      | 76.15               | 1 Transactions       |                           |                   |
| 6094           | MN Energy Resources Corporation |      |                     |                      |                           |                   |
|                | 13- 330- 000- 0000- 6255        |      | 777.26              | 1/25 natural gas     | 0502458275                | Gas N             |
|                | 13- 330- 000- 0000- 6255        |      | 835.87              | 1/26 natural gas     | 0502625354                | Gas N             |
|                | 13- 330- 000- 0000- 6255        |      | 451.76              | 1/22 natural gas     | 0506251865                | Gas N             |
| 6094           | MN Energy Resources Corporation |      | 2,064.89            | 3 Transactions       |                           |                   |
| 343            | Spring Valley Public Utilities  |      |                     |                      |                           |                   |
|                | 13- 330- 000- 0000- 6251        |      | 354.42              | 2/2 utilities        | 1124                      | Electricity N     |
| 343            | Spring Valley Public Utilities  |      | 354.42              | 1 Transactions       |                           |                   |
| 13 Fund Total: |                                 |      | 3,396.74            | County Road & Bridge | 8 Vendors                 | 12 Transactions   |

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23 County Airport Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor         | Name                   |             | <u>Rpt</u>    | <u>Warrant Description</u>  | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------|------------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u>     | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>        | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 85440          | Centurylink            |             |               |                             |                      |                                  |             |
|                | 23-350-000-0000-6203   |             | 133.76        | 1/26/21- 2/25/21 Telephone  | 301269537            | Telephone                        | N           |
|                |                        |             |               | 01/26/2021 02/25/2021       |                      |                                  |             |
|                | 23-350-000-0000-6203   |             | 59.53         | 1/26/21 - 2/25/21 Telephone | 301269908            | Telephone                        | N           |
|                |                        |             |               | 01/26/2021 02/25/2021       |                      |                                  |             |
| 85440          | Centurylink            |             | 193.29        | 2 Transactions              |                      |                                  |             |
| 23 Fund Total: |                        |             | 193.29        | County Airport Fund         | 1 Vendors            | 2 Transactions                   |             |

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 80 Taxes And Penalties Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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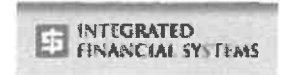
| Vendor         | <u>Name</u>               | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>         | <u>Account/Formula Descripti</u> | <u>1099</u>                       |
|----------------|---------------------------|-------------|----------------------------|--------------------------|----------------------------------|-----------------------------------|
| <u>No.</u>     | <u>Account/Formula</u>    | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>     | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>          |
| 386            | City of Fountain          |             |                            |                          |                                  |                                   |
|                | 80- 889- 000- 0000- 5224  |             | 78.92                      | 30% Rental in Lieu Funds |                                  | T79 Dot- R/W 30% Rent To County N |
|                |                           |             |                            | 02/05/2021 02/05/2021    |                                  |                                   |
| 386            | City of Fountain          |             | 78.92                      | 1 Transactions           |                                  |                                   |
| 19             | Fillmore Central SD #2198 |             |                            |                          |                                  |                                   |
|                | 80- 888- 000- 0000- 5224  |             | 10.48                      | 30% Rental in Lieu Funds |                                  | T79 Dot- R/W 30% Rent To County N |
|                |                           |             |                            | 02/05/2021 02/05/2021    |                                  |                                   |
| 19             | Fillmore Central SD #2198 |             | 10.48                      | 1 Transactions           |                                  |                                   |
| 80 Fund Total: |                           |             | 89.40                      | Taxes And Penalties Fund | 2 Vendors                        | 2 Transactions                    |
| Final Total:   |                           |             | 7,333.79                   | 17 Vendors               | 25 Transactions                  |                                   |

smensink  
2/3/21

3:34PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 6

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>              |
|-------------|---------------|--------------------------|
| 1           | 3,654.36      | County Revenue Fund      |
| 13          | 3,396.74      | County Road & Bridge     |
| 23          | 193.29        | County Airport Fund      |
| 80          | 89.40         | Taxes And Penalties Fund |
| All Funds   | 7,333.79      | Total                    |

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

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 2/9/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink

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 closing out the 2019 Shoreland grant funds,

2020 Shoreland grant funds, and 2020 Septic Treatment Systems grant funds.

Yes

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



# Financial Report

Shoreland-NRBG 2019

**Grant Title:** 2019 - Shoreland-NRBG (Fillmore County)

**Grant ID:** P19-2369

**Organization:** Fillmore County

| Grant Revenue | Amount     |
|---------------|------------|
| Total Awarded | \$2,692.00 |

## Grant Expenditures

| Grant Activity Category            | Amount     |
|------------------------------------|------------|
| Regulations/Ordinances/Enforcement | \$2,692.00 |
| Total Spent                        | \$2,692.00 |
| Returned Amount                    | \$0.00     |
| Balance Remaining                  | \$0.00     |
| Percent Spent                      | 100%       |

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2019 - Shoreland-NRBG (Fillmore County)- Fillmore County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
*Board of Water and Soil Resources*  
*520 Lafayette Road N.*  
*St. Paul, MN 55155*



# Financial Report

SSTS-NRBG 2020

**Grant Title:** 2020 - Septic Treatment Systems - NRBG (Fillmore County)

**Grant ID:** P20-6984

**Organization:** Fillmore County

| Grant Revenue | Amount      |
|---------------|-------------|
| Total Awarded | \$18,600.00 |

## Grant Expenditures

| Grant Activity Category            | Amount      |
|------------------------------------|-------------|
| Regulations/Ordinances/Enforcement | \$18,600.00 |
| Total Spent                        | \$18,600.00 |
| Returned Amount                    | \$0.00      |
| Balance Remaining                  | \$0.00      |
| Percent Spent                      | 100%        |

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2020 - Septic Treatment Systems - NRBG (Fillmore County)- Fillmore County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
*Board of Water and Soil Resources*  
*520 Lafayette Road N.*  
*St. Paul, MN 55155*



# Financial Report

Shoreland-NRBG 2020

**Grant Title:** 2020 - Shoreland-NRBG (Fillmore County)

**Grant ID:** P20-6814

**Organization:** Fillmore County

| Grant Revenue | Amount     |
|---------------|------------|
| Total Awarded | \$2,692.00 |

## Grant Expenditures

| Grant Activity Category            | Amount     |
|------------------------------------|------------|
| Regulations/Ordinances/Enforcement | \$2,692.00 |
| Total Spent                        | \$2,692.00 |
| Returned Amount                    | \$0.00     |
| Balance Remaining                  | \$0.00     |
| Percent Spent                      | 100%       |

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2020 - Shoreland-NRBG (Fillmore County)- Fillmore County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
*Board of Water and Soil Resources*  
*520 Lafayette Road N.*  
*St. Paul, MN 55155*



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 2/9/2021

Amount of time requested (minutes): 20 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg

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

## Highway Department

1. Request Board approval to purchase a used trailer for the Fillmore County Highway Department to transport equipment to the job site.
2. Request for final payment resolution for the City of Ostrander Project SAP 023-601-035.
3. Request for final payment resolution for the City of Ostrander Project SAP 023-603-004.
4. Request Board approval to advertise for the Surface Reconditioning Project on County State Aid Highway No. 15, SAP 023-615-017 & SAP 023-630-006.
5. The City of Lanesboro is requesting a resolution of sponsorship from Fillmore County for the Local Road Improvement Program (LRIP) application to reconstruct three city blocks. The three city blocks are Coffee Street, Rochelle Avenue and Beacon Street.
6. The City of Lanesboro is further request a resolution of sponsorship from Fillmore County for the Local Road Improvement Program (LRIP) application to reconstruct Kirkwood Street.
7. The City of Spring Valley request a resolution of sponsorship from Fillmore County for the Local Road Improvement Program (LRIP) application to reconstruct East Farmer Street (CSAH 8) in 2023 along with Fillmore County.

## Airport Department

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

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

**From:** [Kohn, Brent](#)  
**To:** [Gregg, Ronald](#)  
**Subject:** FW: Scanned document from Fillmore County Highway Dept attached  
**Date:** Wednesday, February 3, 2021 11:28:15 AM  
**Attachments:** [SHD\\_KM\\_C30821020310290.pdf](#)

---

Board Members: Attached is a trailer we had budgeted for this year at an estimated cost of \$20,000.00. I found this trailer in Stewartville it's a 1986 model and it has been completely gone through and painted, looks to be a good value at \$10,500.00. We have 6 tandems with pental hitches on them and we will use it to move dozer skid loader and backhoe. Brent

**From:** HwySharp@co.fillmore.mn.us <HwySharp@co.fillmore.mn.us>  
**Sent:** Wednesday, February 3, 2021 10:30 AM  
**To:** Kohn, Brent <bkohn@co.fillmore.mn.us>  
**Subject:** Scanned document from Fillmore County Highway Dept attached



1400

1200 N Main St. • Stewartville, MN 55976  
stewartvilletrucksales.com

**Buyer must be given a copy of this BILL OF SALE.**Date 2/1/2021

Buyer's Name Fillmore County Highway Dept.  
Address 909 Houston St City Preston State MN Zip 55965

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 507-951-7451

Driver License # \_\_\_\_\_ DOB \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Lien Holder \_\_\_\_\_

Year 1986 Make Interstate Model T-40 Type Tandem trailer

VIN # 1 J K 0 D A 2 4 5 G A 2 0 0 0 9 6 Lic. # \_\_\_\_\_

Mileage N/A

**POLLUTION CONTROL SYSTEM DISCLOSURE**

Transferor (seller) hereby certifies to the best of his/her knowledge, that the pollution control system on the above vehicle, including the restricted gasoline pipe, has not been removed, altered, or rendered inoperative.

X \_\_\_\_\_  
Seller's Signature \_\_\_\_\_ Date \_\_\_\_\_

Gross Sale Price 10 500 .00

Additional Terms: \_\_\_\_\_

Trade-In \_\_\_\_\_

Rebate/Discount \_\_\_\_\_

**TRADE-IN**

Year \_\_\_\_\_ Make \_\_\_\_\_

Net Sales Price 10 500 .00

Model \_\_\_\_\_ Lic. # \_\_\_\_\_

Excise Tax Exempt

VIN # \_\_\_\_\_

Wheelage Tax Exempt

Mileage \_\_\_\_\_

Exempt. Plate  
License Fee 20 .00

X \_\_\_\_\_  
Buyer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Transfer Fee 20 .00

X [Signature]  
Seller's Signature \_\_\_\_\_ Date 2/1/2021

Document Fee 40 .00

Total Amount Due 10,580 .00

1986 INTERSTATE T40

39,040 CAPACITY

47,300 TOTAL GVW

Trailer sold new to Small contractor in Waco Texas, He died and trailer sat for 11 years tied up in an estate problem

Trailer Purchased in 2016 and brought to Minnesota – install new tires never used in winter

2019 Removed floor -sand blasted and painted – Epoxy primer - Acrylic top coat

New decal, New lights, New break chambers, hoses, S-cams, slack adjusters and shoes

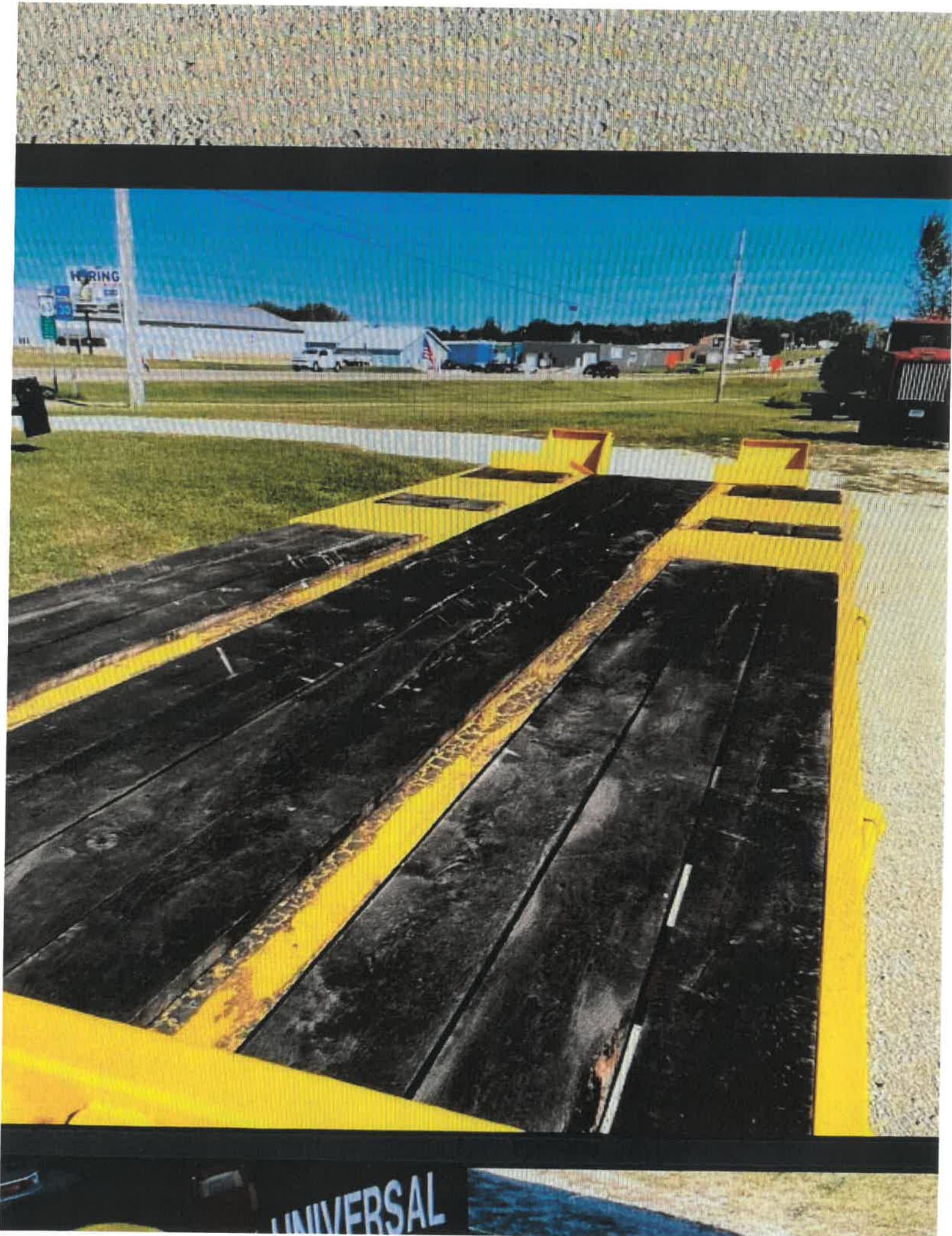
New Jack

New White Oak Floor





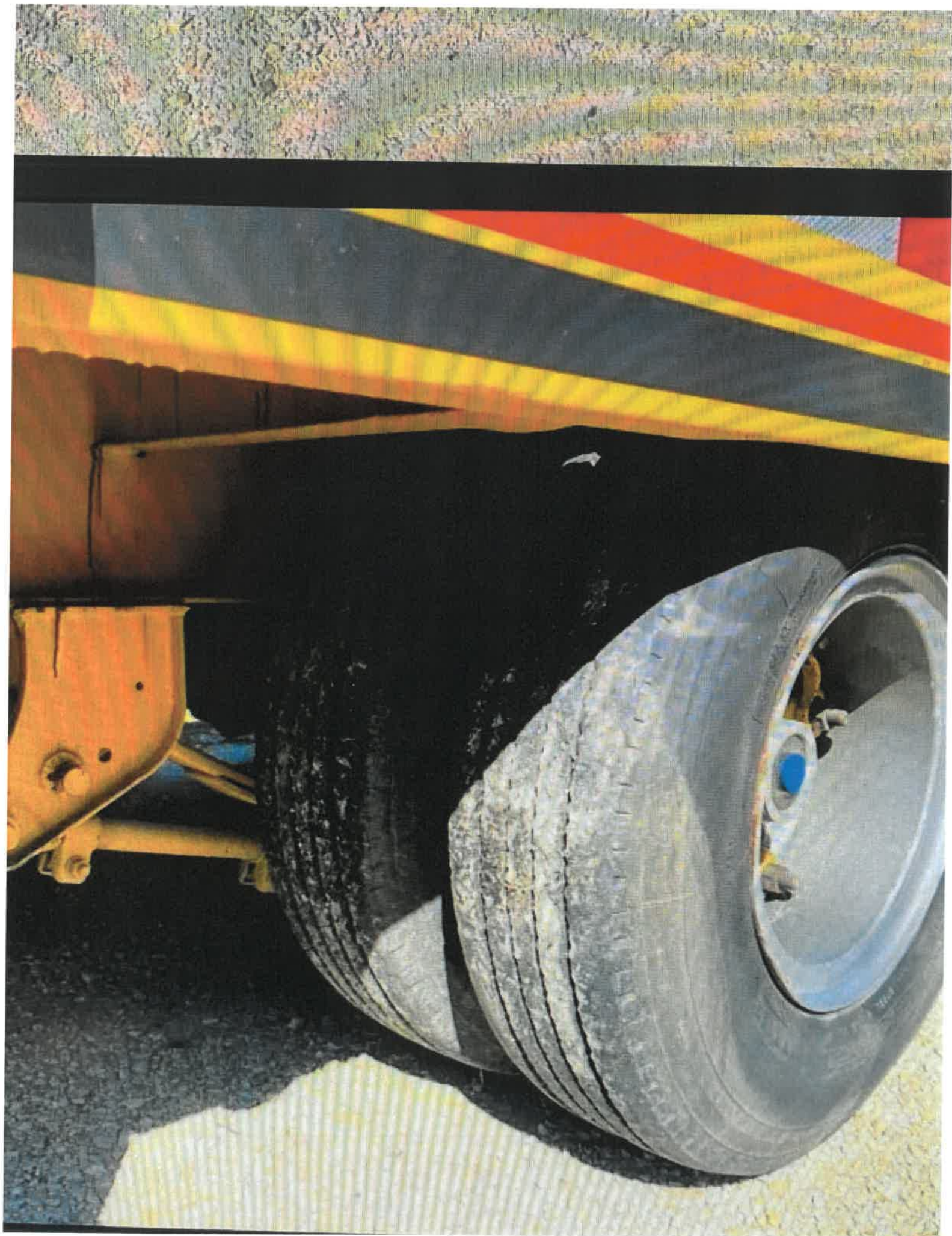








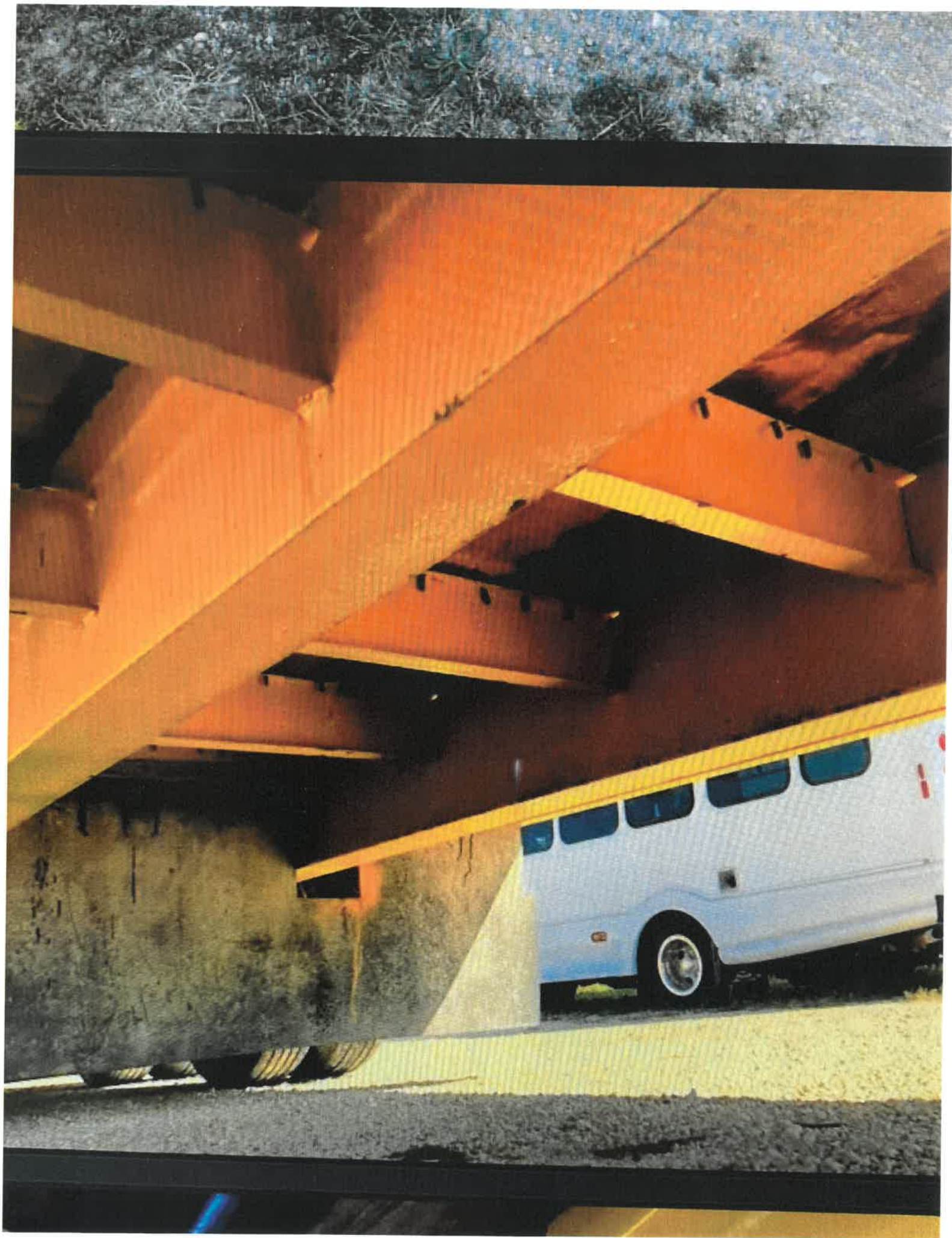












**RESOLUTION**

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

Date February 9, 2021 Resolution No. 2021-xxx

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

**WHEREAS, A-1 Excavating, Inc.**, has in all things completed **SAP 023-601-035**, in the City of Ostrander; 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 9th day of February, 2021

Contract Price           \$       2,271,096.93

Value of Work:           \$       2,263,233.12

**Final Payment:**       \$       **114,358.47**

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

**VOTING AYE**

Commissioners       Dahl ☐               Lentz ☐               Bakke ☐               Hindt ☐               Prestby ☐

**VOTING NAY**

Commissioners       Dahl ☐               Lentz ☐               Bakke ☐               Hindt ☐               Prestby ☐

---

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 9<sup>th</sup> day of February 2021.

Witness my hand and official seal at Preston, Minnesota the 9<sup>th</sup> day of February 2021.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

**RESOLUTION**

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

Date February 9, 2021 Resolution No. 2021-xxx

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

**WHEREAS, A-1 Excavating, Inc.**, has in all things completed Local Road Improvement Program **SAP 23-603-004**, in the City of Ostrander; and the County Board being fully advised in the premise.

WHEREAS, Fillmore County has acted as sponsor to Local Road Improvement funds on behalf of the City of Ostrander, as completed to the full, capped grant amount.

**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 9th day of February, 2021

LRIP Grant:                 \$           341,895.42

Value of Work:           \$           352,375.82

**Final Payment:         \$           23,130.71**

\_\_\_\_\_, 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

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SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

**RESOLUTION**

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

Date February 9, 2021 Resolution No. 2021-xxx

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

**WHEREAS;** the existing pavements along:

- Coffee Street West between Parkway Avenue North and Rochelle Avenue North
- Rochelle Avenue North between Coffee Street West and Beacon Street West
- Beacon Street West between Rochelle Avenue North and Parkway Avenue North

are in very poor condition and are in need of reconstruction; and

**WHEREAS;** Coffee Street East, Rochelle Avenue North, and Beacon Street West are regionally significant in that they support adjacent economic development plans and provide a connection to Trunk Highway 250; and

**WHEREAS;** the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, and address transportation deficiencies; and

**WHEREAS;** the Local Road Improvement Program (LRIP) requires non State Aid cities to identify a project sponsor to support the application and act as the fiscal agent on behalf of the City of Lanesboro; and

**WHEREAS;** the City of Lanesboro has requested by resolution that Fillmore County act as the Project Sponsor and Fiscal Agent, as required by the Local Road Improvement Program (LRIP), for the City's LRIP funding application and the associated project for the reconstruction of Coffee Street West, Rochelle Avenue north, and Beacon Street West; and

**WHEREAS;** the City Council has provided by resolution, the assurance that the City of Lanesboro will pay all costs associated with the project and that city staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to, and

**WHEREAS;** the proposed year for said project construction is 2022,

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANESBORO; that**

1. The County hereby supports the reconstruction of Coffee Street West, Rochelle Avenue North, and Beacon Street West, and,
2. The County agrees to sponsor the City of Lanesboro's application to MnDOT and act as the city's fiscal agent for this project.

---

Fillmore County Chair

STATE OF MINNESOTA     )  
                                          ) ss,

COUNTY OF FILLMORE )

**VOTING AYE**

Commissioners

Dahl ☐

Lentz ☐

Hindt ☐

Bakke ☐

Prestby ☐

**VOTING NAY**

Commissioners

Dahl ☐

Lentz ☐

Hindt ☐

Bakke ☐

Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 9<sup>th</sup> day of February 2021.

Witness my hand and official seal at Preston, Minnesota the 9<sup>th</sup> day of February 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS**

**Preston, Minnesota 55965**

Date February 9, 2021 Resolution No. 2021-xxx

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

**WHEREAS**, the existing pavement along Kirkwood Street East between Parkway Avenue South and Ridgeview Lane South in the City of Lanesboro, MN is in very poor condition and is in need of reconstruction; and

**WHEREAS**, Kirkwood Street East is regionally significant in that it provides a connection to a regional tourist destination and is a connection to Trunk Highway 250, and

**WHEREAS**, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, and address transportation deficiencies; and

**WHEREAS**, the Local Road Improvement Program (LRIP) requires non State Aid cities to identify a project sponsor to support the application and act as the fiscal agent on behalf of the City of Lanesboro; and

**WHEREAS**, the City of Lanesboro has requested by resolution that Fillmore County act as the Project Sponsor and Fiscal Agent, as required by the Local Road Improvement Program (LRIP), for the City's LRIP funding application and the associated project for the reconstruction of Kirkwood Street East; and

**WHEREAS**, the City Council has provided by resolution, the assurance that the City of Lanesboro will pay all costs associated with the project and that city staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to, and

**WHEREAS**, the proposed year for said project construction is 2022,

**NOW, THEREFORE BE IT RESOLVED THAT**

1. The County hereby supports the reconstruction of Kirkwood Street East, and,
2. The County agrees to sponsor the City of Lanesboro's application to MnDOT and act as the city's fiscal agent for this project.

\_\_\_\_\_  
Fillmore County Chair

STATE OF MINNESOTA    )  
                                          ) ss,  
COUNTY OF FILLMORE    )

**VOTING AYE**  
Commissioners

Dahl ☐

Lentz ☐

Hindt ☐

Bakke ☐

Prestby ☐

**VOTING NAY**  
Commissioners

Dahl ☐

Lentz ☐

Hindt ☐

Bakke ☐

Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

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SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners



RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965

Date February 9, 2021 Resolution No. 2021-xxx

Motion by Commissioner Second by Commissioner

**WHEREAS**, the existing pavement along East Farmer Street (CSAH 8) between North Section Avenue (CSAH 1) and 1,340-ft east of East Avenue in the City of Spring Valley, MN is in very poor condition and is in need of reconstruction; and

**WHEREAS**, East Farmer Street (CSAH 8) is regionally significant in that it is a Farm to Market route and is a part of the planned 10-ton route network, and

**WHEREAS**, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, and address transportation deficiencies; and

**WHEREAS**, the Local Road Improvement Program (LRIP) requires non State Aid cities to identify a project sponsor to support the application and act as the fiscal agent on behalf of the City of Spring Valley; and

**WHEREAS**, the City of Spring Valley has requested by resolution that Fillmore County act as the Project Sponsor and Fiscal Agent, as required by the Local Road Improvement Program (LRIP), for the City's LRIP funding application and the associated project for the reconstruction of East Farmer Street (CSAH 8); and

**WHEREAS**, the City Council has provided by resolution, the assurance that the City of Spring Valley will pay all costs associated with the project and that city staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to, and

**WHEREAS**, the proposed year for said project construction is 2023,

**NOW, THEREFORE BE IT RESOLVED THAT**

1. The County hereby supports the reconstruction of East Farmer Street (CSAH 8), and,
2. The County agrees to sponsor the City of Spring Valley's application to MnDOT and act as the city's fiscal agent for this project.

\_\_\_\_\_  
Fillmore County Chair

STATE OF MINNESOTA )  
 ) ss,  
COUNTY OF FILLMORE )

**VOTING AYE**  
Commissioners

Dahl ☐

Lentz ☐

Hindt ☐

Bakke ☐

Prestby ☐

**VOTING NAY**  
Commissioners

Dahl ☐

Lentz ☐

Hindt ☐

Bakke ☐

Prestby ☐

---

STATE OF MINNESOTA  
COUNTY OF FILLMORE

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Witness my hand and official seal at Preston, Minnesota the 9<sup>th</sup> day of February 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 2/9/2021

Amount of time requested (minutes):

5

Dept.: Administration

Prepared By: Kristina Kohn

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

## Consent Agenda:

## Regular Agenda:

## Documentation

- |                                                                                               |     |
|-----------------------------------------------------------------------------------------------|-----|
| 1. Second reading with possible action regarding Probationary Periods policy                  | Yes |
| 2. First reading of draft changes to Scope, Adoption & Administration policy                  | Yes |
| 3. First reading of draft changes to Definitions policy                                       | Yes |
| 4. Request for reaffirmation with no recommended changes to Employment of Relatives policy    | Yes |
| 5. Request for change in status for Aimee Rodger, 2-year RN, to 4-year RN effective 2/19/2021 | No  |
| a. Aimee has completed her 4-year RN degree                                                   |     |
| b. This change does <b><u>NOT</u></b> create a vacancy in this department                     |     |

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

## Section 2.05 PROBATIONARY PERIOD

Date Approved by the County Board: ~~June 6, 2017~~  
Supersedes Policy Dated: ~~June 9, 2009~~ June 6, 2017

### A. Policy Statement

The probationary or working test period shall be regarded as an extension of the examination process. It shall be used by department heads and supervisors for closely observing the employee's work and rejecting any employee whose performance does not meet the required work standards. This time also enables the new employee to evaluate ~~their~~his/her interest in continuing their employment with the County.

### B. Duration

~~Effective June 9, 2009, e~~Employees hired, re-hired, appointed, ~~transferred to a new position, or~~ promoted shall be required to successfully complete a ~~one (1) year~~twelve (12) month probationary period from the date of employment status change unless federal or state statutes or union contracts require otherwise. Refer to individual ~~labor~~union contracts for length of probation ~~infor~~ each union group.

### C. Extension of Probationary Period

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting regular status or terminating the employee, a three (3) month extension of the probationary period may be granted. Any request for extension from a department head must be approved by the County Board. This request must be made ~~by no later than~~ the beginning of the twelfth (12) month by completing a request for Board Action form and submitting it to the Administrator's office. A copy of the request shall be provided to the probationary employee.

### D. Probationary Performance Evaluation

1. A written evaluation indicating the general progression/performance of the employee must be completed by the department head or supervisor at six (6) months of service as well as three (3) weeks prior to completion of the ~~one (1) year~~twelve (12) month probationary period.
2. The evaluation procedure in the personnel manual shall be followed. ~~Request for Board Action must also be completed and submitted, along with the evaluation form, to the County Coordinator~~Once the completed probation final evaluation is received by Human Resources, the request for regular status will be placed on the agenda for approval by the Board prior to any change in an employee's employment status.
3. The new employee should be properly orientated, ~~and~~ trained and supported so as to be aware of what the standards of performance are for the position and to ensure the employee has what they need to be successful. Each employee should be given every opportunity to have all questions answered regarding work assignments. It is the responsibility of each department head and supervisor to inform the new employee how they are doing during this qualifying period on a regular, ongoing basis.

### E. Termination

A probationary employee may be terminated at any time during the working test period, if in the department head's opinion; the employee is unable or unwilling to perform the duties of the position satisfactorily.

### F. Compensation

No raises, except cost of living adjustments, shall be enacted for probationary employees during the working test period unless ~~present in otherwise required by a~~ union contract.

G. Benefits During the Probationary Period

Leave benefits, as authorized under these policies, shall accrue to the employee during the probationary period, and, once earned, can be used at any time during the probationary period, subject to supervisor/department head's approval. Benefit eligible employees shall receive applicable benefits on the first of the month ~~following their initial date of employment~~in which they become eligible.

A. Scope

It is the intent of the Fillmore County Board of Commissioners to establish uniform County personnel policies consistent with ~~State and Federal~~the laws ~~of the State of Minnesota which, which~~ promote and insure a spirit of confidence and cooperation between the County Board and its employees.

The following policies shall apply to employees of Fillmore County, and are the minimum standards of procedure for all County employees. These rules must ensure compliance with Merit System standards.

Any conflict between these policies and other authorized guidelines shall be resolved by the controlling boards or commissions and the County Board.

B. Adoption

1. These rules, regulations and policies shall take effect upon adoption by the Fillmore County Board of Commissioners.
2. Policies are developed to provide information and direction and are subject to change at any time by the County Board. All changes shall be provided to all department heads, employees and bargaining unit representatives. Employees are responsible for reading, asking any questions needed for full understanding, and signing off on new or updated policies. Completed sign off sheets shall be maintained in the Administrator's Office.

C. Administration

1. These rules shall be administered by the Human Resources Officer under the direction of the County Administrator who shall be accountable to the County Board. The Human Resources Officer under the direction of the County Administrator shall develop and provide the necessary forms, procedures, and instruction for the implementation of these personnel regulations.
2. Copies of these rules shall be made available to all employees, other appointing authorities and interested union representatives. Printed copies of these regulations shall be on file in the Administrator's office, and shall be available for public review upon request.

D. Savings Clause

If any personnel regulation shall be held invalid by judicial or legislative action, the remainder of these rules, other than that which has been held invalid, shall not be affected.

E. Departmental Rules

In accordance with these rules each department head may establish departmental rules of procedure, which do not conflict with these rules, to cover unique circumstances. Departmental rules must be approved by the County Board prior to implementation and shall be filed with the Administrator's office.

F. Disclaimer

In accordance with Minnesota Statute 466.01-466.15 the County Board hereby declares its intent to defend and hold harmless and indemnify any of its officers or employees who are sued in tort action arising out of the performance of their official duties, except where such tort action arises from malfeasance in office which shall be determined by the County Board at a hearing.

G. Labor Agreements

Those employees who are subject to collective bargaining agreements as negotiated in accordance with the Public Employment Relations Act, M.S. 179.61-179.76, as amended, shall be exempt from the provisions of these rules which are inconsistent with such agreements. Should said collective bargaining agreement not address any regulation or rule of procedure prescribed in the County personnel manual then said employee shall be subject to that regulation or rule of procedure under the County personnel manual.

H. Management Rights

The County Board retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish policies and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; and to perform all inherent managerial functions not specifically limited by current collective bargaining agreements, these regulations, and County Board resolutions.

Section 1.03      **DEFINITIONS**

Date Approved by the County Board: ~~July 8, 2014~~  
Supersedes Policy Dated: ~~July 22, 2003~~ July 8, 2014

APPOINTING AUTHORITY means the County Board of Commissioners or other officer or board authorized by statute or lawfully delegated authority to make appointments to positions under the County policies.

APPOINTMENT means the appointment of an individual to a position within the County.

CLASSIFICATION means the assignment of a position to an appropriate class or grade on the basis of the type, educational requirements, difficulty, decision level and responsibility of the work performed in the position.

COUNTY BOARD means the Fillmore County Board of Commissioners.

DAYS mean working days, unless otherwise indicated.

DEMOTION means a change by an employee from a position in one class/grade to a position in another class/grade with less responsible duties and/or a lower salary range.

DEPARTMENT HEAD means a duly elected, appointed or hired county official duly authorized and responsible to supervise the activities of a department or agency under their jurisdiction.

EMPLOYEE means any individual employed by Fillmore County in a position covered by these rules who is paid a salary or wage.

EMPLOYER means the Fillmore County Board of Commissioners.

EXEMPT POSITIONS mean positions of a managerial, administrative, or professional nature, or for elected officials, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments.

INTERMITTENT EMPLOYMENT includes employees who work on a fluctuating or as needed schedule. ~~There is no guarantee of hours with intermittent employment positions. OR employees whose positions are basically seasonal or temporary in character and 1) are not for more than 67 working days in a calendar year or 2) are not for more than 100 working days in any calendar year, are under 22 years, and are full time students enrolled in a nonprofit or public educational institution prior to being hired and have indicated or intend to continue as a student following the temporary employment.~~

LAYOFF means the termination of employment because of shortage of funds, curtailment of services or other reason not reflecting negatively on the employee's performance.

MILITARY LEAVE means the leave of absence granted by state law to employees entering active duty or required training in the armed forces of the State of Minnesota or the United States of America.

NON-EXEMPT POSITIONS mean positions of a clerical, technical, or service nature as prescribed by federal and state labor statutes, which are covered by provisions for overtime payments.

REGULAR FULL-TIME EMPLOYEE means an employee who is regularly scheduled to work thirty (30) or more hours per week and who has successfully completed the required probationary period of twelve (12) months in a newly hired/appointed ~~an advertised~~ position.



REGULAR PART-TIME EMPLOYEE means an employee who regularly works less than thirty (30) hours per week, is not an intermittent employee, and who has successfully completed the required probationary period of twelve (12) months in a ~~competitively obtained~~ position.

PROBATIONARY PERIOD means a working test period of twelve (12) months during which ~~a newly hired or appointed~~ the employee is required to demonstrate their fitness for the position to which they are employed by the actual performance of the duties in the position.

PROMOTION means a change of an employee from a position in one class/grade to a position in another class/grade with more responsible duties and/or a higher salary range.

RECLASSIFICATION means a reassignment ~~or reclassification~~ of a position by raising it to a higher class of positions, reducing it to a lower class of positions, or moving it to another class of positions at the same level, on the basis of significant changes in the type, difficulty, decision level or responsibility of the work performed in the position.

RESIGNATION means the termination of employment made at the request of an employee.

SUSPENSION means an involuntary leave of absence with or without pay for disciplinary purposes, or for investigation of charges made against an employee.

TEMPORARY FULL-TIME EMPLOYEE means an employee who works thirty (30) or more hours per week for a period not to exceed six (6) consecutive months in a department or employees whose positions are basically seasonal or temporary in character and 1) are not for more than 67 working days in a calendar year or 2) are not for more than 100 working days in any calendar year, are under 22 years, and are full time students enrolled in a nonprofit or public educational institution prior to being hired and have indicated or intend to continue as a student following the temporary employment.

TEMPORARY PART-TIME EMPLOYEE means an employee who works less than thirty (30) hours per week for a period not to exceed six (6) consecutive months per calendar year in a department and includes part-time employees who work the lesser of 14 hours per week or 35 percent of the normal work week in that unit OR employees whose positions are basically seasonal or temporary in character and 1) are not for more than 67 working days in a calendar year or 2) are not for more than 100 working days in any calendar year, are under 22 years, and are full time students enrolled in a nonprofit or public educational institution prior to being hired and have indicated or intend to continue as a student following the temporary employment.

TERMINATION means any separation, whether voluntary or involuntary, of employment from County service.

TRANSFER means a change of an employee from one position to another position in the same grade or the move of an employee into the same position within a different department.

VETERAN means an applicant and employee who is entitled to Veteran's Preference as outlined in M.S. 197.46 et seq. (Veteran's Preference Act)

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A. Policy Statement

Occasionally, family members of current County employees apply for positions within the County. The County's policy is to hire the best-qualified individual for a position. There are, however, several guidelines which should be followed prior to making a job offer to a family member.

B. Guidelines

1. The term family members will be defined as spouse, child, parent, sister, brother, grandparent, grandchild, uncle, aunt, niece, nephew, in-laws or step relative of any aforementioned relationship, or other relationships as determined by the County Board.
2. In no instance shall a hiring decision be made which knowingly creates a supervisor/subordinate family member relationship within the same department.
3. Generally it is not a good practice to employ a family member within the same department or in a situation where they routinely interact or influence the work of one another.
4. All decisions and determinations with regard to the interpretation and effect of hiring a family member of a current employee shall be made by the County Board of Commissioners.
5. This policy will not apply retroactively to employees currently employed by the County.