

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA**

**July 27, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District

Randy Dahl – Second District

Larry Hindt – Third District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person / virtual meetings so that the public can participate in the meeting by phone or virtually if they choose. To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and enter Access Code 146 398 4860; to participate virtually go to [www.webex.com](http://www.webex.com), click on “join meeting” in top right corner of your screen; then enter the Meeting ID, 146 398 4860 may need password BiRYW8aPU62**

9:00 a.m.     Pledge of Allegiance

                 Approve agenda

                 Approve Consent Agenda:

1. Approve July 13, 2021 County Board minutes
2. Approve the following correction to the June 22, 2021 meeting minutes Consent Agenda portion as follows per state licensing request:

~~Isle of Dreams gambling license~~ Approve Spring Valley VFW Post 4114 to conduct lawful gambling at Isle of Dreams Event Center

                 Approve Commissioners’ Warrants

                 Review Finance Warrants

9:05 a.m.     Public input for option for Recorder position to be appointed rather than elected

9:15 a.m.     Dave Kiehne, Recorder

1. Present quotes for upgrade of Images and Search software for deed records in old books  
Quote from Arcasearch to capture new color images and add software to Search records by legal description
2. Consider Proposed 2022 Recorder’s Budget

9:30 a.m.     Citizen’s Input

9:35 a.m.     Krista Ross, SELCO and Local Libraries

1. Presentation from Fillmore County Libraries
2. Consider contract for 2022-2024 Appropriations

9:50 a.m.     Jessica Erickson, Director of Nursing

1. Consider approval of purchase of 800 MHZ Radios through COVID- 19 grant

10:00 a.m.     Brett Corson, County Attorney

1. Update regarding Septic Litigation
2. Consider Proposed 2022 Attorney’s Budget

10:15 a.m.     Ron Gregg, Highway Engineer

# FILLMORE COUNTY BOARD OF COMMISSIONERS

July 27, 2021 Meeting

Page 2

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1. Consider passing a final payment Resolution for the Township Bridge Replacement Project SAP 23-599-205 in Carimona Township
2. Consider passing a Grant participation Resolution for Bridge Bonding Funds on County State Aid Highway No. 15 Bridge replacement project SAP 23-615-015 in Carimona Township
3. Review bid results for the Bridge replacement project SAP 23-629-010 on County State Aid Highway No. 29 in Newburg Township with possible action

10:30 a.m. Cristal Adkins, Zoning Administrator

1. Consider an access permit for a new drive for Jeremy & Harlea Wood, section 34 of Bristol Township
2. Consider an access permit to widen existing drive for Larry Broadwater, section 13 of Carimona Township

10:40 a.m. Christy Smith, County Auditor/Treasurer

1. Discussion with possible action regarding MN Energy lawsuit reconciliation
2. Consider Proposed 2022 Auditor/Treasurer's and Election Budgets
3. Consider request to add marriage record amendment application

10:55 a.m. Lindsie Engle, Human Resources Officer

1. Consider request to hire replacement Office Support Specialist, Senior in Social Services at Grade 6/ Step 1 as recommended by the Hiring Committee

11:05 a.m. Bobbie Hillery, County Administrator

1. Consider appointment of Kristy Ziegler for District 5 Extension Committee representative
2. Consider Resolution for County Staff Recognition
3. Consider Training Request for up to two staff members for "Managing the Human Resource"

11:30 a.m. 2022 LELS Union Negotiations

Calendar review, Committee Reports and Announcements

## Meetings:

Wednesday, August 3rd	9:00 a.m.	Board Meeting	ALL
Wednesday, August 4th	8:30 a.m.	Wellness/ Activities	Bakke/ Lentz
Monday, August 9 <sup>th</sup>	8:00 p.m.	DAC (DAC Building)	Lentz
Monday, August 9 <sup>th</sup>	6:30 p.m.	SEMCAC (St. Charles)	Dahl
Tuesday, August 10 <sup>th</sup>	8:00 a.m.	Facilities (Law Library- Courthouse)	Dahl/Hindt
Tuesday, August 10 <sup>th</sup>	9:00 a.m.	Board Meeting	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	meets quarterly
Extension – District 5	

This is a preliminary draft of the July 13th, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 13th day of July, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke. Bobbie Hillery, Administrator/Clerk; Ron Gregg, Highway Engineer; Pam Schroeder, Highway/Airport Manager; Kristina Kohn; Human Resources Officer, Lindsie Engle, Accounting Technician; Cristal Adkins, Zoning Administrator; Bonita Underbakke; and Karen Reisner, Fillmore County Journal.

Also present via WebEx: Tara Kraling, Accounting Technician; Lori Affeldt, Finance Director; Kristi Ruesink, Accounting Technician; Jason McCaslin, Assessor; Chris Hahn, CEDA; and Tom Kaase.

The Pledge of Allegiance was recited.

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

1. July 13, 2021 County Board minutes

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

The Finance Department warrants were reviewed.

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

On a motion by Bakke and seconded by Hindt, the Board unanimously approved to execute the MN/ DOT grant agreement for \$13,000.00 Federal Airport Expense Reimbursement; with the final approval of grant funds and that the airport come back to board for final approval of where the grant funds will be spent.

Lindsie Engle and Kristina Kohn, Human Resources Officers were present.

On a motion by Lentz and seconded by Hindt, the Board unanimously approved the second and final reading of the Paid Time Off policy.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved the second and final reading of the Personal Appliance Policy.

On a motion by Lentz and seconded by Hindt, the Board unanimously approved request to hire Justin Kraling as replacement Property Appraiser at Grade 9/Step 1 effective no later than 11/01/2021.

On a motion by Prestby and seconded by Lentz, the Board unanimously approved request to hire Ryan Welscher as replacement Property Appraiser at Grade 9/Step 1 effective 07/14/2021.

On a motion by Lentz and seconded by Dahl, to approve the changes recommended by David Drown & Associates to the Zoning Administrator position moving it from Grade 13 to Grade 12. The Chair called for a vote: Commissioners voting aye Hindt, Dahl, and Lentz. Commissioners voting nay Prestby and Bakke.

The Citizen's Input portion of the meeting opened and closed at 9:53 a.m. as no one was present to speak.

Bobbie Hillery, Administrator was present.

Hillery updated the Board regarding the American Recovery Act dollars and the potential uses. She noted that we have received half of the dollars and the other half will be sent in 2022. The Board discussed options for use of the dollars.

Sheriff DeGeorge and Administrator Hillery were asked to reach out to the Cities and Townships of Fillmore County to see what they may be using their dollars on and possible collaborative purchase options.

On a motion by Bakke and seconded by Prestby, the Board unanimously approved the request from the City of Lanesboro to hold a public hearing regarding a proposed tax abatement project.

Hillery noted that there are only two properties left from the 2018 forfeitures; a strip of property in Rushford and a home in Mabel that is directly behind a couple of downtown business. She noted that the City is asking the County to tear down the property as the constant maintenance and possibility of rodents is costing the County dollars and the City cannot find anyone to purchase it for the forfeiture price. They noted that if the building could be tore down it could be sold.

On a motion by Prestby and seconded by Lentz, the Board unanimously approved for Engineer Gregg and Administrator Hillery to reach out to local contractors regarding the cost to tear down the forfeiture property in Mabel, MN, it was noted that the request would be to have the final result be a bare lot.

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

Hindt/ Prestby: Safety meeting was held giving Kristina Kohn a thank you for her work as the Safety Coordinator. Prestby reported no employee accident reports for the second time in a row, power strip issues, and department inspections going on. Training update regarding emergency drills need to be addressed; Bakke: Historical Society meeting moved to July 15 to the 22<sup>nd</sup>; Lentz: Jail Needs Assessment and DAC

The Chair recessed the meeting at 10:41 a.m. and resumed back in session at 10:46 a.m.

On motion by Lentz and seconded by Prestby, the Board unanimously approved closing the meeting pursuant to M.S. 13D.03 for 2022 LELS labor contract strategy session.

On motion by Prestby and seconded by Hindt, the Board unanimously approved to adjourn the closed session and open the regular board meeting at 11:27 a.m.

Hillery reported that the board discussed the various requests from the LELS Union members that were presented to Human Resource Officer Kohn and Administrator Hillery, noting that the Union will be meeting with the entire Board for upcoming negotiations.

On motion by Prestby and seconded by Lentz, the Chair adjourned the meeting at 11:29 a.m.



This is a preliminary draft of the June 22, 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 22nd day of June, 2021, at 3:00 p.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Mitch Lentz, Marc Prestby, Larry Hindt, and Randy Dahl; Bobbie Hillery, Administrator/Clerk; John DeGeorge, Sheriff; Pam Schroeder, Highway/ Airport; Darrel Schmitt, Engineering Supervisor; Cristal Adkins, Zoning Administrator; Jessica Erickson, Director of Nursing; Kristina Kohn, Human Resources Officer; and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Duane Bakke, Commissioner; Tara Kraling, Accounting Technician; Lindsie Engle, Accounting Technician; Jason McCaslin, County Assessor; Bonita Underbakke, and Tom Kaase.

The Pledge of Allegiance was recited.

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

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

1. June 8, 2021 County Board minutes
2. Emergency Management 2021 Fair Tower request
3. Spring Valley VFW Post 4114 lawful charitable gambling request at Isle of Dreams Event Center
4. 2021 Sheriff Boat & Water Contract Grant
5. One night stay for Accounting Technician, Assessor's Office in St. Cloud, MN for MAAP

On a motion from Bakke and seconded by Hindt, the Board unanimously approved to remove any warrants with the department code for extension until it is verified that the funds have been allocated for those accounts.

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

The Finance Department warrants were reviewed.

Jessica Erickson, Director of Nursing was present.

On a motion from Hindt and seconded by Prestby, the Board unanimously approved the request to purchase with the Public Health COVID grant the following; Paper Folder in the amount of \$1795.75, 40 guest chairs for a total cost of 5,448, Paper Shredder in the amount of \$2,697 and electrical outlet work from Haakenson Electric in the amount of not to exceed \$1,500.

Pam Schroeder, Highway/ Airport Department and Darrell Schmitt, Engineering Supervisor were present.

On a motion from Prestby and seconded by Hindt, the Board unanimously approved the request to advertise bridge replacement project SAP 023-629-010 in Newburg Township.

On a motion from Hindt and seconded by Bakke, the Board unanimously awarded the replacement of Bridge

No. 7979 on CSAH 15.

On motion by Bakke and seconded by Hindt, the following resolution was unanimously adopted:

**RESOLUTION 2021-028:** final payment for CSAH 6 bridge replacement.

On motion by Prestby and seconded by Lentz, the following resolution was unanimously adopted:

**RESOLUTION 2021-029:** final payment for CSAH 23 bridge replacement.

On a motion from Prestby and seconded by Lentz, the Board unanimously approved AWOS relocation contingent on the Commissioners and staff from the Airport Committee working with the consultant in regards to rewording the contract language in regards to the location.

Marc Prestby gave an update from the Highway Committee meeting with the updated 2021 projects.

Citizens' input was open and closed at 3:31 p.m.

Cristal Adkins, Zoning Administrator was present.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the access permit to relocate existing access for Dominic Crawford & Caleb Short, section 32 of Fountain Township.

On a motion from Bakke and seconded by Lentz, the Board unanimously approved the access permit to relocate existing access for Aaron Burkholder, section 27 of Bristol Township upon review of permit specifications with Ron Gregg.

On a motion from Prestby and seconded by Lentz, the Board unanimously approved the access permit for a new drive for Dairyland Power Cooperative Service Center, section 10 of Harmony Township.

Kristina Kohn, Human Resources was present.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the annual job descriptions with requests that the Property Appraiser position coming back with both a tiered approach option as well as the original position option.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved to change Sydney Gilbert to 0.8 effective 6/22/21.

On a motion from Bakke and seconded by Lentz, the Board unanimously approved to promote Aimee Rodgers to PHN effective 6/25/21.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the temporary 3 month trial for Lexi Hall from 1.0 FTE to 0.9 FTE effective 6/25/2021.

On a motion from Lentz and seconded by Prestby, the Board unanimously approved the recertification with no changes of the EEO/AA policy.

On a motion from Hindt and seconded by Lentz, the Board unanimously approved the recertification with no changes of the Pre-Employment Examinations Policy.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the recertification with no

changes of the Employee Performance Evaluations Policy.

On a motion from Prestby and seconded by Lentz, the Board unanimously approved the request to hire Donald Lind as replacement Mechanic, at Grade 11/Step 3 effective 7/6/21.

On a motion from Hindt and seconded by Prestby, the Board unanimously approved the resignation for Kristina Kohn, Human Resources Officer, effective 7/16/21. The board offered a very sincere thank you for her 10 years of service to Fillmore County.

A motion was made by Prestby and seconded by Bakke, to advertise internally for replacement Human Resources Officer. Motion failed with the following vote: "Aye" – Bakke, Prestby and "Nay" – Dahl, Lentz and Hindt.

Discussion ensued regarding the option of an Assistant Administrator/HR Officer option, how to advertise for the position and varying options.

A motion was made by Lentz and seconded by Hindt, to send the request to David Drown to provide an option for Assistant Administrator/HR Officer position for a job description and pay classification.

Discussion ensued regarding the need to fill the current position.

Lentz and Hindt withdrew their previous motion.

On motion from Bakke and seconded by Prestby, the Board unanimously approved to reconsider the original motion to advertise internally for the replacement Human Resource Officer.

The original motion was approved unanimously.

On a motion from Bakke and seconded by Prestby, the Board approved to hire Blake Lea as intermittent Septic Inspector at the rate of \$31.05, as requested by the Zoning Administrator. The following vote was taken "Aye" – Dahl, Hindt, Bakke, and Prestby and "Nay" – Lentz.

Bobbie Hillery, Administrator/Clerk was present.

Administrator Hillery presented a first reading of Internet Security Policies. The board had no changes and the policies will be brought back for a second reading.

On motion by Prestby and seconded by Lentz, the following resolution was unanimously adopted:

**RESOLUTION 2021-030:** Performance Goals for 2022.

At 4:55 p.m., Chair Dahl closed the meeting pursuant to 13D.03 for the 2022 LELS labor contract strategy session.

Present for the closed session: Commissioners Mitch Lentz, Marc Prestby, Larry Hindt, and Randy Dahl; Bobbie Hillery, Administrator/Clerk; and Kristina Kohn, Human Resources Officer.

Present via web-ex for the closed session: Commissioner Bakke

At 5:08 p.m., Chair Dahl opened the Special Board Meeting.

Administrator Hillery noted that during closed session the Board authorizes Administrator Hillery and Human

Resource Officer Kohn to meet with the LELS union representatives to review the 2022 requests.

On a motion from Prestby and seconded by Hindt, the meeting was adjourned at 5:09 p.m.

bharmening

7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor 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>
1	DEPT			General Government			
	2343	Kingsley Mercantile Inc.					
		01-001-000-0000-6350		649.00	Refrigerator	8711	Unallocated Operating Expenses N
					06/17/2021 06/17/2021		
	2343	Kingsley Mercantile Inc.		649.00	1 Transactions		
	84638	MN Counties Intergovernmental Trust-M					
		01-001-000-0000-6354		1,103.34	Automobile Audit	PCAUTO535	Property Casualty Insurance N
					06/30/2021 06/30/2021		
	84638	MN Counties Intergovernmental Trust-M		1,103.34	1 Transactions		
1	DEPT Total:			1,752.34	General Government	2 Vendors	2 Transactions
3	DEPT				Board Of Commissioners		
	82132	Fillmore Co Journal					
		01-003-000-0000-6233		126.39	5/17/21 Meeting Minutes	122521	Publications N
					05/17/2021 05/17/2021		
		01-003-000-0000-6233		241.29	6/22/21 Meeting Minutes	125148	Publications N
					07/12/2021 07/12/2021		
	82132	Fillmore Co Journal		367.68	2 Transactions		
3	DEPT Total:			367.68	Board Of Commissioners	1 Vendors	2 Transactions
45	DEPT				Accounting Services		
	480	MN State Auditor - Office Of The State					
		01-045-000-0000-6285		1,488.00	Financial Audit 12/31/18	71138	Professional Fees N
					10/14/2020 05/25/2021		
		01-045-000-0000-6285		1,302.00	Financial Audit 12/31/19	71139	Professional Fees N
					03/17/2021 05/25/2021		
	480	MN State Auditor - Office Of The State		2,790.00	2 Transactions		
45	DEPT Total:			2,790.00	Accounting Services	1 Vendors	2 Transactions
60	DEPT				Information Systems		
	6677	CPS Technologies					
		01-060-000-0000-6640		1,895.00	CPS Monthly Hosting Fee	380536	Equipment Purchased N
					07/15/2021 07/15/2021		

bharmening

7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'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	
6677	CPS Technologies		1,895.00	1 Transactions			
7308	IntelePeer Cloud Communications LLC						
	01-060-000-0000-6640		5.95	Corecloud Cisco Service Bundle	086932	Equipment Purchased	N
				07/04/2021 07/05/2021			
7308	IntelePeer Cloud Communications LLC		5.95	1 Transactions			
5874	Jaguar Communications/MetroNet Inc.						
	01-060-000-0000-6285		565.60	June 2021 Locates	2078	Professional Fees	N
				06/30/2021 06/30/2021			
5874	Jaguar Communications/MetroNet Inc.		565.60	1 Transactions			
60	DEPT Total:		2,466.55	Information Systems	3 Vendors	3 Transactions	
62	DEPT			Elections			
	7712 MN Dept Of Human Services						
	01-062-000-0000-6377		94.03	PVC Mailings	A300IC232211I	Fees And Service Charges	N
				07/09/2021 07/09/2021			
	7712 MN Dept Of Human Services		94.03	1 Transactions			
62	DEPT Total:		94.03	Elections	1 Vendors	1 Transactions	
91	DEPT			County Attorney			
	4004 Grebin/Deborah A						
	01-091-000-0000-6282		915.00	Meillier Chips Trial Transcript	23-JV-20-254	Transcripts	Y
				09/28/2020 10/14/2020			
	4004 Grebin/Deborah A		915.00	1 Transactions			
91	DEPT Total:		915.00	County Attorney	1 Vendors	1 Transactions	
103	DEPT			Assessor			
	82132 Fillmore Co Journal						
	01-103-000-0000-6241		102.92	6/7/21 Appraiser Ad	123515	Advertising	N
				06/07/2021 06/07/2021			
	82132 Fillmore Co Journal		102.92	1 Transactions			
	106 Fillmore Co Treasurer						
	01-103-000-0000-6561		69.21	RA,SK,AH Reassessments		Gasoline Diesel And Other Fuels	N

bharmening

7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
106	Fillmore Co Treasurer		06/01/2021 06/30/2021	1 Transactions		
3938	MAAP-MN Assoc. of Assessment Personr					
	01-103-000-0000-6245	65.00	KP Summer Workshop 8/19-8/20		Registration Fees	N
			07/09/2021 07/09/2021	1 Transactions		
3938	MAAP-MN Assoc. of Assessment Personr	65.00				
9527	MN State Board Of Assessors					
	01-103-000-0000-6242	50.00	RW Assessor License Fee	4408	Membership Dues	N
			07/20/2021 07/20/2021	1 Transactions		
9527	MN State Board Of Assessors	50.00				
103	DEPT Total:	287.13	Assessor	4 Vendors	4 Transactions	
104	DEPT		Gis			
	272 Newman Signs					
	01-104-000-0000-6514	171.87	Address Signs	TRFINV031892	Address Signs	N
			06/10/2021 06/10/2021	1 Transactions		
	272 Newman Signs	171.87				
104	DEPT Total:	171.87	Gis	1 Vendors	1 Transactions	
111	DEPT		Facilites Mtce			
	6567 A-1 All Brand Vacuums of Rochester, Inc					
	01-111-000-0000-6580	69.95	Repair Courthouse vacuum	12515	Other Repair And Maintenance Suppl	N
			06/25/2021 06/25/2021	1 Transactions		
6567	A-1 All Brand Vacuums of Rochester, Inc	69.95				
106	Fillmore Co Treasurer					
	01-111-000-0000-6561	9.92	Gas for lawnmower		Gasoline Diesel And Other Fuels	N
			06/24/2021 06/24/2021	1 Transactions		
106	Fillmore Co Treasurer	9.92				
5988	Preston Auto Parts					
	01-111-000-0000-6316	49.99	Roundup for weed control	680859	Grounds Maintenance	N
			07/12/2021 07/12/2021			
	01-111-000-0000-6580	28.97	Bug control, batteries, key	681203	Other Repair And Maintenance Suppl	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5988	Preston Auto Parts		07/14/2021 07/14/2021 2 Transactions			
26012	Schultz/Terry					
	01-111-000-0000-6317	10.96	Menards-air filters for CB		Building Maintenance	N
			07/08/2021 07/08/2021 1 Transactions			
26012	Schultz/Terry	10.96				
111	DEPT Total:	169.79	Facilites Mtce	4 Vendors	5 Transactions	
149	DEPT		Other General Government			
4928	1 Source					
	01-149-000-0000-6404	419.31	County Custodian Supplies	266980-0	County Shared Cleaning Supplies	Y
			07/12/2021 07/12/2021			
	01-149-000-0000-6404	72.54	County Custodian Supplies	266980-1	County Shared Cleaning Supplies	Y
			07/13/2021 07/13/2021 2 Transactions			
4928	1 Source	491.85				
5005	Cintas Corporation- First Aid & Safety					
	01-149-000-0000-6377	118.05	Hwy First Aid Safety Kits-July	5068783809	Fees And Service Charges	N
			07/14/2021 07/14/2021			
	01-149-000-0000-6377	11.78	RRC First Aid Safety Kits-July	5068783861	Fees And Service Charges	N
			07/14/2021 07/14/2021			
	01-149-000-0000-6377	4.88	Jail First Aid Safety Kits-Jul	5068783876	Fees And Service Charges	N
			07/14/2021 07/14/2021			
	01-149-000-0000-6377	9.76	FCOB First Aid Safety Kits-Jul	5068783893	Fees And Service Charges	N
			07/14/2021 07/14/2021			
	01-149-000-0000-6377	9.76	CH First Aid Safety Kits-July	5068783899	Fees And Service Charges	N
			07/14/2021 07/14/2021 5 Transactions			
5005	Cintas Corporation- First Aid & Safety	154.23				
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-149-000-0000-6404	261.02	County Shared office supplies		County Shared Cleaning Supplies	N
			05/27/2021 06/25/2021			
	01-149-000-0000-6408	97.30	County Shared Office Supplies	0793010	County Shared Office Supplies	N
			07/12/2021 07/12/2021			
	01-149-000-0000-6242	700.00	Annual Conference Registration	202103285	Membership Dues	N
			06/24/2021 06/24/2021			
	01-149-000-0000-6408	55.43	County Shared Office Supplies	2467442	County Shared Office Supplies	N



bharmening

7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-149-000-0000-6408	90.16	07/12/2021 07/12/2021 County Shared Office Supplies	3166623	County Shared Office Supplies	N
	01-149-000-0000-6408	86.99	07/16/2021 07/16/2021 County Shared office supplies	8843409	County Shared Office Supplies	N
111	Fillmore Co Treasurer- Credit Card/ACH	1,290.90	07/12/2021 07/12/2021 6 Transactions			
6157	Further					
	01-149-000-0000-6289	453.75	July Participation Fee	15754711	Select Account Adm.	N
			07/01/2021 07/31/2021			
6157	Further	453.75	1 Transactions			
6829	Gallagher Benefit Services, Inc.					
	01-149-000-0000-6285	1,643.21	Jul21 Health & Welfare Service	233662	Professional Fees	N
			01/01/2021 12/31/2021			
6829	Gallagher Benefit Services, Inc.	1,643.21	1 Transactions			
149	DEPT Total:	4,033.94	Other General Government	5 Vendors	15 Transactions	
199	DEPT		CARES ACT (COVID-19)			
	4928 1 Source					
	01-199-000-0000-6888	123.30	Commissioner Signature Stamps		PPE related to COVID	Y
			07/19/2021 07/19/2021			
	4928 1 Source	123.30	1 Transactions			
199	DEPT Total:	123.30	CARES ACT (COVID-19)	1 Vendors	1 Transactions	
202	DEPT		Sheriff			
	1056 BDS-Bowman's Door Solutions					
	01-202-000-0000-6310	295.00	Re-keyed door at FCOB for S.O.	WO-1579	Contract Repairs And Maintenance	N
			04/28/2021 04/28/2021			
	1056 BDS-Bowman's Door Solutions	295.00	1 Transactions			
5826	Culligan Water					
	01-202-000-0000-6377	41.90	Jail Water Cooler		Fees And Service Charges	N
			07/01/2021 07/31/2021			
5826	Culligan Water	41.90	1 Transactions			

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7/22/21 3:48PM

1 County Revenue Fund

## \*\*\* 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	
82133	Fillmore Co Auditor-Treasurer						
	01-202-000-0000-6561		3,316.18	June Fuel-Sheriff		Gasoline Diesel And Other Fuels	N
				06/01/2021	06/30/2021		
82133	Fillmore Co Auditor-Treasurer		3,316.18		1 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-202-000-0000-6652		665.29	Verizon Data Lines	9883194587	Squad Car Equipment Purchased and	N
				06/02/2021	07/01/2021		
111	Fillmore Co Treasurer- Credit Card/ACH		665.29		1 Transactions		
3500	Severson Oil Company						
	01-202-000-0000-6561		826.25	June Fuel	20248	Gasoline Diesel And Other Fuels	N
				06/01/2021	06/29/2021		
3500	Severson Oil Company		826.25		1 Transactions		
202	DEPT Total:		5,144.62	Sheriff	5 Vendors	5 Transactions	
205	DEPT			Sheriff Contingent Funds			
	9170 Bureau of Criminal Apprehens-State Of M						
	01-205-000-0000-6387		1,585.00	2nd Qtr gun permits	23-000069	Gun Permit Expenses	N
				07/01/2021	07/01/2021		
	9170 Bureau of Criminal Apprehens-State Of M		1,585.00		1 Transactions		
205	DEPT Total:		1,585.00	Sheriff Contingent Funds	1 Vendors	1 Transactions	
251	DEPT			County Jail			
	6978 Aramark Uniform & Career Apparal Grou						
	01-251-000-0000-6377		126.94	Jail Laundry	256000006603	Fees And Service Charges	N
				07/07/2021	07/07/2021		
6978	Aramark Uniform & Career Apparal Grou		126.94		1 Transactions		
4026	Bob Barker Company, Inc						
	01-251-000-0000-6377		79.80	Jail Supplies	1633970	Fees And Service Charges	N
				06/25/2021	06/25/2021		
4026	Bob Barker Company, Inc		79.80		1 Transactions		
4120	Olmsted County						
	01-251-000-0000-6384		1,080.00	June Prisoner Boarding	SHER-137987	Out Of County Board Of Prisoners	N

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7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4120	Olmsted County		06/13/2021 06/30/2021	1 Transactions		
26012	Schultz/Terry					
	01-251-000-0000-6580	274.16	Menards-air filters for jail		Other Repair And Maintenance Suppl	N
			06/24/2021 06/24/2021	1 Transactions		
26012	Schultz/Terry	274.16				
251	DEPT Total:	1,560.90	County Jail	4 Vendors	4 Transactions	
281	DEPT		Emergency Mgmt Services			
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-281-000-0000-6203	70.02	Verizon Data lines	9883194587	Telephone	N
			06/02/2021 07/01/2021	1 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH	70.02				
281	DEPT Total:	70.02	Emergency Mgmt Services	1 Vendors	1 Transactions	
441	DEPT		Public Health			
6674	Draper/Erica					
	01-441-000-0000-6054	45.36	Imm Coop Agreements		Immunization Cooperative Agreemer	N
			06/07/2021 06/17/2021			
	01-441-000-0000-6437	141.12	C&TC Mileage June 2021		CTC Expenses	N
			06/07/2021 06/17/2021	2 Transactions		
6674	Draper/Erica	186.48				
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-441-000-0000-6054	3,648.28	Imm. Coop Agree #2 Covid Supl		Immunization Cooperative Agreemer	N
			07/01/2021 07/01/2021			
	01-441-000-0000-6445	217.87	TANF Breast Pump & Supplies		TANF Expenses	N
			07/01/2021 07/01/2021			
	01-441-000-0000-6054	92.91	PH Grant	0160264	Immunization Cooperative Agreemer	N
			07/12/2021 07/12/2021			
	01-441-000-0000-6448	53.70	SHIP Cell	9883223408	Ship Grant Expenses	N
			07/03/2021 08/02/2021	4 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH	4,012.76				
4177	GATZKE/MICHELE					

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7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	01-441-000-0000-6054		23.52	Imm Coop Agreements (2)		Immunization Cooperative Agreemer N
				06/07/2021 06/29/2021		
4177	GATZKE/MICHELE		23.52	1 Transactions		
7139	Johnson/Dakota					
	01-441-000-0000-6054		52.64	Imm.Coop Agreement II		Immunization Cooperative Agreemer N
				06/02/2021 06/28/2021		
7139	Johnson/Dakota		52.64	1 Transactions		
4752	Logsdon/Linda					
	01-441-000-0000-6054		18.48	Imm. Coop Agreement II June		Immunization Cooperative Agreemer N
				06/01/2021 06/30/2021		
4752	Logsdon/Linda		18.48	1 Transactions		
6884	Rodger/Aimee					
	01-441-000-0000-6054		16.80	June 2021 Mileage		Immunization Cooperative Agreemer N
				06/03/2021 06/29/2021		
	01-441-000-0000-6445		54.32	TANF Mileage June 2021		TANF Expenses N
				06/03/2021 06/29/2021		
6884	Rodger/Aimee		71.12	2 Transactions		
441	DEPT Total:		4,365.00	Public Health	6 Vendors	11 Transactions
442	DEPT			Wic Program		
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-442-000-0000-6424		38.62	Peer BF Cell	9883223408	WIC-Peer Breastfeeding Support Grai N
				07/03/2021 08/02/2021		
111	Fillmore Co Treasurer- Credit Card/ACH		38.62	1 Transactions		
442	DEPT Total:		38.62	Wic Program	1 Vendors	1 Transactions
443	DEPT			Nursing Service		
6973	Amdahl/Erin P					
	01-443-000-0000-6335		7.56	Nursing mileage June 2021		Employee Automobile Allowance N
				06/29/2021 06/29/2021		
6973	Amdahl/Erin P		7.56	1 Transactions		
6674	Draper/Erica					

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7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-443-000-0000-6335		19.04	Mileage CADI CM Visit-6/24/21		Employee Automobile Allowance	N
				06/24/2021 06/24/2021			
6674	Draper/ERICA		19.04	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-443-000-0000-6433		27.99	Toilet Safety rails client #14		Waiver Reimbursables	N
				07/01/2021 07/01/2021			
	01-443-000-0000-6433		249.99	Non-skid ramp for client #7577		Waiver Reimbursables	N
				07/01/2021 07/01/2021			
	01-443-000-0000-6203		38.62	Public Health phone	9883223408	Telephone	N
				07/03/2021 08/02/2021			
111	Fillmore Co Treasurer- Credit Card/ACH		316.60	3 Transactions			
4177	GATZKE/MICHELE						
	01-443-000-0000-6335		138.32	Nursing Mileage June 21		Employee Automobile Allowance	N
				06/07/2021 06/29/2021			
4177	GATZKE/MICHELE		138.32	1 Transactions			
5428	Hall/Alexis						
	01-443-000-0000-6335		110.32	Nursing mileage June 21		Employee Automobile Allowance	N
				06/03/2021 06/30/2021			
5428	Hall/Alexis		110.32	1 Transactions			
6186	Johnson/Breanna						
	01-443-000-0000-6335		46.48	Nursing mileage June 2021		Employee Automobile Allowance	N
				06/07/2021 06/28/2021			
6186	Johnson/Breanna		46.48	1 Transactions			
7139	Johnson/Dakota						
	01-443-000-0000-6335		178.64	June 2021 Mileage		Employee Automobile Allowance	N
				06/02/2021 06/28/2021			
7139	Johnson/Dakota		178.64	1 Transactions			
4752	Logsdon/Linda						
	01-443-000-0000-6335		104.72	Nursing Mileage June 2021		Employee Automobile Allowance	N
				06/01/2021 06/30/2021			
4752	Logsdon/Linda		104.72	1 Transactions			
3288	MCCC, MI 33						

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7/22/21 3:48PM

1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 11

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-443-000-0000-6419		5,571.66	3rd Qtr PHDOC Software Support	2107022	PH Doc Software Support	N
				07/01/2021 09/30/2021			
3288	MCCC, MI 33		5,571.66	1 Transactions			
3315	Melver/Paula J						
	01-443-000-0000-6335		120.40	Nursing mileage June 2021		Employee Automobile Allowance	N
				06/10/2021 06/24/2021			
3315	Melver/Paula J		120.40	1 Transactions			
443	DEPT Total:		6,613.74	Nursing Service	10 Vendors	12 Transactions	
446	DEPT			Mch Program			
6674	Draper/Erica						
	01-446-000-0000-6335		63.84	MCH Mileage June 2021		Employee Automobile Allowance	N
				06/07/2021 06/17/2021			
6674	Draper/Erica		63.84	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-446-000-0000-6257		286.20	EBFHV Supplies		EBHV Expense	N
				07/01/2021 07/01/2021			
111	Fillmore Co Treasurer- Credit Card/ACH		286.20	1 Transactions			
6665	Gilbert/Sydney						
	01-446-000-0000-6257		57.12	EBFHV/HFA Mileage		EBHV Expense	N
				06/01/2021 06/29/2021			
	01-446-000-0000-6335		97.44	MCH Mileage		Employee Automobile Allowance	N
				06/01/2021 06/29/2021			
6665	Gilbert/Sydney		154.56	2 Transactions			
1285	Houston County Public Health						
	01-446-000-0000-6088		587.75	LPH May 21		Houston Grant Passthrough (01-446-	N
				07/15/2021 07/15/2021			
	01-446-000-0000-6088		381.43	PHEP 3 Qrt		Houston Grant Passthrough (01-446-	N
				07/15/2021 07/15/2021			
1285	Houston County Public Health		969.18	2 Transactions			
6884	Rodger/Aimee						
	01-446-000-0000-6257		58.80	EBFHV/HFA Mileage June 2021		EBHV Expense	N
				06/03/2021 06/29/2021			

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7/22/21 3:48PM

1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-446-000-0000-6335	10.64	MCH Mileage June 2021		Employee Automobile Allowance	N
			06/03/2021 06/29/2021			
6884	Rodger/Aimee	69.44	2 Transactions			
446	DEPT Total:	1,543.22	Mch Program	5 Vendors	8 Transactions	
602	DEPT		County Extension Service			
1639	Barth/Heather					
	01-602-000-0000-6207	72.80	Farm Safety Mileage		Education Expense	N
			05/13/2021 05/14/2021			
	01-602-000-0000-6207	47.20	Farm Safety Stickers	4868253	Education Expense	N
			06/16/2021 06/16/2021			
1639	Barth/Heather	120.00	2 Transactions			
1926	Bratager/Marilyn					
	01-602-000-0000-6207	145.95	Farm Safety Masks	14974462	Education Expense	Y
			05/04/2021 05/04/2021			
1926	Bratager/Marilyn	145.95	1 Transactions			
1484	Ecm Publishers Inc					
	01-602-000-0000-6207	191.45	Farm Safety Thank You-Argus	838409	Education Expense	N
			06/02/2021 06/02/2021			
1484	Ecm Publishers Inc	191.45	1 Transactions			
83550	Kelly Printing & Signs LLC					
	01-602-000-0000-6207	536.75	Farm Safety Booklets	39657	Education Expense	N
			04/30/2021 04/30/2021			
	01-602-000-0000-6207	1,652.40	Farm Safety Backpacks	39674	Education Expense	N
			04/30/2021 04/30/2021			
	01-602-000-0000-6207	2,434.70	Farm Safety T-Shirts	39739	Education Expense	N
			05/14/2021 05/14/2021			
83550	Kelly Printing & Signs LLC	4,623.85	3 Transactions			
7287	Krekelberg/Emily					
	01-602-000-0000-6207	123.20	Farm Safety Mileage		Education Expense	N
			05/18/2021 05/20/2021			
7287	Krekelberg/Emily	123.20	1 Transactions			

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7/22/21 3:48PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

<u>Vendor 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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
602	DEPT Total:		5,204.45	County Extension Service	5 Vendors	8 Transactions
1	Fund Total:		39,297.20	County Revenue Fund		88 Transactions



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7/22/21 3:48PM  
12 INFRA FUND

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
610	DEPT			Greenleafton Septic System District			
	5147 Gopher Septic Service Inc						
	12-610-000-0000-6623		280.00	mowing/chlorine/dechlorination	40619	Greenleafton Septic System Expenses	N
				06/18/2021 06/18/2021			
	5147 Gopher Septic Service Inc		280.00	1 Transactions			
610	DEPT Total:		280.00	Greenleafton Septic System District	1 Vendors	1 Transactions	
12	Fund Total:		280.00	INFRA FUND		1 Transactions	

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7/22/21 3:48PM

13 County Road &amp; Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 15

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
300	DEPT		Highway Administration			
82132	Fillmore Co Journal					
	13-300-000-0000-6241	73.51	5/17 ad: employment	122329	Advertising	N
82132	Fillmore Co Journal	73.51	1 Transactions			
5833	Spring Valley Ace Hardware					
	13-300-000-0000-6367	372.17	6/24 supplies	A151851	County Park Maintenance	N
	13-300-000-0000-6367	29.95	6/25 supplies	A151904	County Park Maintenance	N
	13-300-000-0000-6367	18.77	6/28 supplies	A152158	County Park Maintenance	N
	13-300-000-0000-6367	14.77	6/29 supplies	A152199	County Park Maintenance	N
5833	Spring Valley Ace Hardware	435.66	4 Transactions			
300	DEPT Total:	509.17	Highway Administration	2 Vendors	5 Transactions	
310	DEPT		Highway Maintenance			
1891	Bruening Rock Products, Inc.					
	13-310-000-0000-6505	97.50	6/18 rock	212206	Aggregate	N
	13-310-000-0000-6505	141.10	6/25 rock	213117	Aggregate	N
	13-310-000-0000-6505	555.99	6/30 rock	213936	Aggregate	N
	13-310-000-0000-6629	346.11	6/30 rock	213936	Infrastructure Improvement	N
1891	Bruening Rock Products, Inc.	1,140.70	4 Transactions			
7304	Central Landscape Supply					
	13-310-000-0000-6529	331.05	6/29 seeding	307449	Seeding	N
7304	Central Landscape Supply	331.05	1 Transactions			
6150	Cintas Corporation No.2					
	13-310-000-0000-6293	8.64	6/2 uniforms	4086063480	Uniform Expense	N
	13-310-000-0000-6293	30.13	6/3 uniforms	4086105328	Uniform Expense	N
	13-310-000-0000-6293	8.92	6/3 uniforms	4086203069	Uniform Expense	N
	13-310-000-0000-6293	8.20	6/3 uniforms	4086203115	Uniform Expense	N
	13-310-000-0000-6293	19.11	6/4 uniforms	4086321500	Uniform Expense	N
	13-310-000-0000-6293	8.64	6/4 uniforms	4086321578	Uniform Expense	N
	13-310-000-0000-6293	8.64	6/8 uniforms	4086611809	Uniform Expense	N
	13-310-000-0000-6293	14.93	6/9 uniforms	4086706733	Uniform Expense	N
	13-310-000-0000-6293	8.92	6/10 uniforms	4086836715	Uniform Expense	N
	13-310-000-0000-6293	8.20	6/10 uniforms	4086836785	Uniform Expense	N
	13-310-000-0000-6293	19.11	6/11 uniforms	4086991065	Uniform Expense	N
	13-310-000-0000-6293	8.64	6/11 uniforms	4086991184	Uniform Expense	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 16

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	13-310-000-0000-6293		8.64	6/15 uniforms	4087244150	Uniform Expense N
	13-310-000-0000-6293		24.03	6/16 uniforms	4087370838	Uniform Expense N
	13-310-000-0000-6293		14.67	6/17 uniforms	4087464483	Uniform Expense N
	13-310-000-0000-6293		8.20	6/17 supplies	4087464515	Uniform Expense N
	13-310-000-0000-6293		68.69	6/18 uniforms	4087631942	Uniform Expense N
	13-310-000-0000-6293		8.64	6/18 uniforms	4087631954	Uniform Expense N
	13-310-000-0000-6293		8.64	6/22 uniforms	4087829306	Uniform Expense N
	13-310-000-0000-6293		14.93	6/23 uniforms	4088029463	Uniform Expense N
	13-310-000-0000-6293		8.92	6/24 uniforms	4088126789	Uniform Expense N
	13-310-000-0000-6293		8.20	6/24 uniforms	4088126798	Uniform Expense N
	13-310-000-0000-6293		8.64	6/25 uniforms	4088285345	Uniform Expense N
	13-310-000-0000-6293		18.77	6/25 uniforms	4088285412	Uniform Expense N
	13-310-000-0000-6293		8.64	6/29 uniforms	4088543906	Uniform Expense N
	13-310-000-0000-6293		45.45	6/30 uniforms	4088688746	Uniform Expense N
6150	Cintas Corporation No.2		407.14	26 Transactions		
1982	Dunn Blacktop Co Inc					
	13-310-000-0000-6528		1,809.00	6/9 cold mix	5552	Bituminous Materials N
1982	Dunn Blacktop Co Inc		1,809.00	1 Transactions		
5751	Fastenal Company					
	13-310-000-0000-6466		27.98	6/22 safety supplies	89102	Safety Materials N
	13-310-000-0000-6466		7.95	7/9 safety supplies	89275	Safety Materials N
5751	Fastenal Company		35.93	2 Transactions		
3632	Milestone Materials Inc					
	13-310-000-0000-6505		374.34	6/30 rock	222655	Aggregate N
	13-310-000-0000-6505		92.58	6/30 rock	222656	Aggregate N
	13-310-000-0000-6505		1,507.01	6/30 rock	222657	Aggregate N
	13-310-000-0000-6505		654.48	6/30 rock	222658	Aggregate N
	13-310-000-0000-6505		667.92	6/30 rock	222659	Aggregate N
	13-310-000-0000-6505		92.58	6/30 rock	222660	Aggregate N
	13-310-000-0000-6505		854.13	6/30 rock	222661	Aggregate N
3632	Milestone Materials Inc		4,243.04	7 Transactions		
272	Newman Signs					
	13-310-000-0000-6515		342.13	6/16 sign supplies	TRFINV031814	Traffic Signs N
	13-310-000-0000-6515		4,777.56	7/12 signs	TRFINV032105	Traffic Signs N

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7/22/21 3:48PM

13 County Road &amp; Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 17

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
272	Newman Signs		5,119.69	2 Transactions		
3276	O'connell Excavating & Plumbing Inc					
	13-310-000-0000-6342		60.00	7/13 rental	2580	Machinery And Equipment Rental N
3276	O'connell Excavating & Plumbing Inc		60.00	1 Transactions		
5471	Precise MRM LLC					
	13-310-000-0000-6580		150.00	6/29 truck data plans	200-1031679	Other Repair And Maintenance Suppl N
5471	Precise MRM LLC		150.00	1 Transactions		
1067	Preston Dairy & Farm Assn					
	13-310-000-0000-6529		114.00	6/15 seeding	217424	Seeding N
1067	Preston Dairy & Farm Assn		114.00	1 Transactions		
310	DEPT Total:		13,410.55	Highway Maintenance	10 Vendors	46 Transactions
320	DEPT			Highway Construction		
99	Erickson Engineering LLC					
	13-320-000-0000-6265		7,096.50	7/9 consulting	14256	Consulting N
	13-320-000-0000-6265		950.00	7/9 consulting	14296	Consulting N
99	Erickson Engineering LLC		8,046.50	2 Transactions		
82132	Fillmore Co Journal					
	13-320-000-0000-6241		146.49	7/12 ad: 629-010	125159	Advertising N
82132	Fillmore Co Journal		146.49	1 Transactions		
3388	Minnowa Construction Inc					
	13-320-000-0000-6341		3,786.92	599-205 R/C Final	SAP23599205	Township Bridge Construction N
				07/08/2021 07/08/2021		
	13-320-000-0000-6351		10,000.00	599-205 Carimona Final	SAP23599205	Local Cost Participation N
				07/08/2021 07/08/2021		
3388	Minnowa Construction Inc		13,786.92	2 Transactions		
320	DEPT Total:		21,979.91	Highway Construction	3 Vendors	5 Transactions
330	DEPT			Equipment Maintenance Shops		
5142	Ancom Technical Center, Inc.					
	13-330-000-0000-6575		173.00	7/8 parts	102927	Machinery Parts N

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7/22/21 3:48PM

13 County Road &amp; Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 18

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5142	Ancom Technical Center, Inc.		173.00	1 Transactions		
3517	Asphalt Zipper					
	13-330-000-0000-6575		538.35	7/7 parts	2021/1074	Machinery Parts N
3517	Asphalt Zipper		538.35	1 Transactions		
3691	Bauer Built Inc					
	13-330-000-0000-6516		143.75	6/10 labor	112878	Tires & Repairs N
	13-330-000-0000-6516		26.00	6/10 tires/parts	112878	Tires & Repairs N
	13-330-000-0000-6516		80.00	6/29 labor	44832	Tires & Repairs N
	13-330-000-0000-6516		3,032.00	6/29 tires/parts	44832	Tires & Repairs N
3691	Bauer Built Inc		3,281.75	4 Transactions		
4545	Brown's Tire & Battery Inc					
	13-330-000-0000-6575		13.98	6/24 parts	217917	Machinery Parts N
	13-330-000-0000-6575		142.50	6/14 labor	217917	Machinery Parts N
4545	Brown's Tire & Battery Inc		156.48	2 Transactions		
6617	Chatfield Parts House					
	13-330-000-0000-6575		18.99	6/22 parts	810597	Machinery Parts N
6617	Chatfield Parts House		18.99	1 Transactions		
6150	Cintas Corporation No.2					
	13-330-000-0000-6576		213.26	6/11 supplies	4086991166	Shop Supplies & Tools N
	13-330-000-0000-6576		213.26	6/25 supplies	4088285314	Shop Supplies & Tools N
6150	Cintas Corporation No.2		426.52	2 Transactions		
8165	Dave Syverson Freightliner					
	13-330-000-0000-6575		88.73	6/28 parts	365916	Machinery Parts N
	13-330-000-0000-6575		88.73	6/29 parts	366017	Machinery Parts N
8165	Dave Syverson Freightliner		177.46	2 Transactions		
2936	Express Pressure Washers Inc					
	13-330-000-0000-6317		105.30	7/1 bldg maint	1123262	Building Maintenance N
2936	Express Pressure Washers Inc		105.30	1 Transactions		
5751	Fastenal Company					
	13-330-000-0000-6576		68.42	6/8 supplies	88882	Shop Supplies & Tools N
	13-330-000-0000-6576		6.66	6/22 supplies	89117	Shop Supplies & Tools N

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7/22/21 3:48PM

13 County Road &amp; Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 19

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	13-330-000-0000-6576		7.92	6/24 supplies	89153	Shop Supplies & Tools	N
	13-330-000-0000-6576		43.60	6/28 supplies	89198	Shop Supplies & Tools	N
	13-330-000-0000-6576		183.48	6/29 supplies	89212	Shop Supplies & Tools	N
	13-330-000-0000-6575		15.92	7/7 parts	89314	Machinery Parts	N
5751	Fastenal Company		326.00	6 Transactions			
9142	Force America Distributing LLC						
	13-330-000-0000-6575		407.54	6/11 parts	001-1548599	Machinery Parts	N
9142	Force America Distributing LLC		407.54	1 Transactions			
155	Hammell Equipment Inc						
	13-330-000-0000-6575		234.24	6/24 parts	I136217	Machinery Parts	N
155	Hammell Equipment Inc		234.24	1 Transactions			
2669	Hammell Equipment Inc						
	13-330-000-0000-6561		101.49	6/30 fuel additive	HI56778	Gasoline Diesel And Other Fuels	N
2669	Hammell Equipment Inc		101.49	1 Transactions			
3714	Hovey Oil Co Inc						
	13-330-000-0000-6561		3,107.00	6/9 gas	4650	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		2,139.53	6/17 #2 diesel	4690	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		3,660.00	6/24 gas	4733	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		1,778.46	#2 diesel	4737	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		1,869.60	6/28 #2 diesel	4747	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		1,479.32	6/30 #2 diesel	4763	Gasoline Diesel And Other Fuels	N
3714	Hovey Oil Co Inc		14,033.91	6 Transactions			
170	Hyland Motor Company						
	13-330-000-0000-6575		306.90	6/24 parts	146505	Machinery Parts	N
170	Hyland Motor Company		306.90	1 Transactions			
4338	Manahan Machine Shop Inc						
	13-330-000-0000-6575		62.56	6/30 parts	74535	Machinery Parts	N
	13-330-000-0000-6575		1,806.00	6/30 labor	74535	Machinery Parts	N
4338	Manahan Machine Shop Inc		1,868.56	2 Transactions			
3696	McCabe Repairs						
	13-330-000-0000-6575		66.15	6/8 labor		Machinery Parts	N
	13-330-000-0000-6575		20.00	6/8 parts		Machinery Parts	N

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7/22/21 3:48PM

13 County Road &amp; Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 20

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3696 McCabe Repairs		86.15	2 Transactions		
3514 Mid-American Research Chemical Corp.					
13-330-000-0000-6576		604.38	6/23 supplies	0735263	Shop Supplies & Tools N
3514 Mid-American Research Chemical Corp.		604.38	1 Transactions		
3032 Motor Parts & Equipment Inc					
13-330-000-0000-6575		63.56	6/30 parts	25441	Machinery Parts N
3032 Motor Parts & Equipment Inc		63.56	1 Transactions		
3541 Nuss Truck & Equipment					
13-330-000-0000-6575		229.00	6/9 parts	1203780P	Machinery Parts N
13-330-000-0000-6575		30.00-	6/10 parts	CM1203262P	Machinery Parts N
13-330-000-0000-6575		40.00-	6/15 parts	CM1203780P	Machinery Parts N
3541 Nuss Truck & Equipment		159.00	3 Transactions		
137 Praxair Distribution Inc					
13-330-000-0000-6576		146.09	6/30 supplies	64604758	Shop Supplies & Tools N
137 Praxair Distribution Inc		146.09	1 Transactions		
3616 Pro-Stall Auto Glass					
13-330-000-0000-6575		183.61	7/7 parts	19392	Machinery Parts N
13-330-000-0000-6575		100.00	7/7 labor	19392	Machinery Parts N
3616 Pro-Stall Auto Glass		283.61	2 Transactions		
3444 Ruffridge Johnson Equipment Co Inc					
13-330-000-0000-6575		183.75	7/9 parts	IA19113	Machinery Parts N
3444 Ruffridge Johnson Equipment Co Inc		183.75	1 Transactions		
5567 Run Right Power Equipment LLC					
13-330-000-0000-6575		166.21	6/25 parts	21295	Machinery Parts N
13-330-000-0000-6575		144.00	6/25 labor	21295	Machinery Parts N
5567 Run Right Power Equipment LLC		310.21	2 Transactions		
6600 Solberg Welding Inc					
13-330-000-0000-6575		13.14	6/23 parts	14012	Machinery Parts N
6600 Solberg Welding Inc		13.14	1 Transactions		
3242 Titan Machinery Inc.					

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7/22/21 3:48PM

13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

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>
	13-330-000-0000-6575		238.83	6/2 parts	15609664	Machinery Parts N
	13-330-000-0000-6575		169.31	6/9 parts	15653857	Machinery Parts N
	13-330-000-0000-6575		236.48	6/15 parts	15671104	Machinery Parts N
3242	<b>Titan Machinery Inc.</b>		644.62	3 Transactions		
4079	<b>Village Farm &amp; Home</b>					
	13-330-000-0000-6317		211.08	6/9 bldg maint	42188	Building Maintenance N
4079	<b>Village Farm &amp; Home</b>		211.08	1 Transactions		
451	<b>Ziegler Inc</b>					
	13-330-000-0000-6575		89.55-	6/4 parts	CM14883	Machinery Parts N
	13-330-000-0000-6575		1,000.00	6/4 diagnostic subscription	IN128793	Machinery Parts N
	13-330-000-0000-6575		6.08	6/8 parts	IN131676	Machinery Parts N
	13-330-000-0000-6575		419.29	6/10 parts	SI35114	Machinery Parts N
	13-330-000-0000-6575		1,000.00	6/10 labor	SI35114	Machinery Parts N
451	<b>Ziegler Inc</b>		2,335.82	5 Transactions		
330	<b>DEPT Total:</b>		27,197.90	<b>Equipment Maintenance Shops</b>	<b>27 Vendors</b>	<b>55 Transactions</b>
13	<b>Fund Total:</b>		63,097.53	<b>County Road &amp; Bridge</b>		<b>111 Transactions</b>



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
390	DEPT			Resource Recovery Center			
6150	Cintas Corporation No.2						
	14-390-000-0000-6377		13.24	Uniforms	408576537	Fees And Service Charges	N
				07/09/2021 07/09/2021			
	14-390-000-0000-6377		8.92	Uniforms	4088946102	Fees And Service Charges	N
				07/02/2021 07/02/2021			
	14-390-000-0000-6377		8.92	Uniforms	4090263365	Fees And Service Charges	N
				07/16/2021 07/16/2021			
6150	Cintas Corporation No.2		31.08	3 Transactions			
106	Fillmore Co Treasurer						
	14-390-000-0000-6561		48.40	June Gas		Gasoline Diesel And Other Fuels	N
				06/17/2021 06/17/2021			
	14-390-000-0000-6561		283.04	June Diesel	31	Gasoline Diesel And Other Fuels	N
				06/21/2021 06/21/2021			
106	Fillmore Co Treasurer		331.44	2 Transactions			
83550	Kelly Printing & Signs LLC						
	14-390-000-0000-6402		61.85	Stamps	28494	Stationary And Forms	N
				06/29/2021 06/29/2021			
	14-390-000-0000-6402		71.06	Envelopes	28495	Stationary And Forms	N
				07/06/2021 07/06/2021			
83550	Kelly Printing & Signs LLC		132.91	2 Transactions			
3206	S & A Petroleum						
	14-390-000-0000-6561		34.99	Forklift LP	204372	Gasoline Diesel And Other Fuels	N
				06/17/2021 06/17/2021			
3206	S & A Petroleum		34.99	1 Transactions			
1472	Stericycle Inc						
	14-390-000-0000-6862		55.98	Sharps disposal	4010254122	Management Of Problem Wastes	N
				05/06/2021 05/06/2021			
1472	Stericycle Inc		55.98	1 Transactions			
390	DEPT Total:		586.40	Resource Recovery Center	5 Vendors	9 Transactions	
391	DEPT			Score Grant Program			
9375	Green Lights Recycling, Inc						
	14-391-000-0000-6861		2,110.26	Light Bulbs	21-4200	Recycling Operation Expense	N

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7/22/21 3:48PM  
14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9375	Green Lights Recycling, Inc		2,110.26	06/29/2021 06/29/2021	1 Transactions		
391	DEPT Total:		2,110.26	Score Grant Program	1 Vendors	1 Transactions	
14	Fund Total:		2,696.66	Sanitation Fund		10 Transactions	

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7/22/21 3:48PM  
23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
351	DEPT			Airport Fuel Sales			
	5161 O'DAY EQUIPMENT LLC						
	23-351-000-0000-6321		700.00	pump repair	SRVCE0098239	Other Repair And Maintenance	N
				06/21/2021 06/21/2021			
	5161 O'DAY EQUIPMENT LLC		700.00	1 Transactions			
351	DEPT Total:		700.00	Airport Fuel Sales	1 Vendors	1 Transactions	
23	Fund Total:		700.00	County Airport Fund		1 Transactions	
	Final Total:		106,071.39	112 Vendors	211 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	39,297.20	County Revenue Fund
12	280.00	INFRA FUND
13	63,097.53	County Road & Bridge
14	2,696.66	Sanitation Fund
23	700.00	County Airport Fund
<b>All Funds</b>	106,071.39	<b>Total</b>

Approved by, .....  
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7/15/21 11:18AM  
1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
80445	Beckley's Office Products, Inc. 01-441-000-0000-6447		8,500.00	10 Adjustable Table Bases 06/21/2021 06/21/2021		LPHA Grant Expenses	N
80445	Beckley's Office Products, Inc.		8,500.00	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH 01-149-000-0000-6205		2,500.00	Mail Machine Postage 06/02/21 06/02/2021 06/02/2021		Postage And Postal Box Rent	N
111	Fillmore Co Treasurer- Credit Card/ACH		2,500.00	1 Transactions			
5536	MiEnergy Cooperative 01-251-000-0000-6251		104.88	Radio Tower Electric 06/01/2021 07/01/2021		Electricity	N
5536	MiEnergy Cooperative		104.88	1 Transactions			
4692	Preston VFW-Magdlin Gilbertson Post 685 01-515-000-0000-6802		75.00	2021 Memorial Day Program 05/31/2021 05/31/2021		Appropriations	N
4692	Preston VFW-Magdlin Gilbertson Post 685		75.00	1 Transactions			
5294	RELX Inc.DBA LexisNexis 01-091-000-0000-6451		198.00	June Lexis Subscription 06/01/2021 06/30/2021		Reference Materials	N
5294	RELX Inc.DBA LexisNexis		198.00	1 Transactions			
85943	Schmidt Goodman Office Products Inc 01-441-000-0000-6054		5,411.20	Chairs & Installation 07/08/2021 07/08/2021		Immunization Cooperative Agreem	N
	01-441-000-0000-6447		9,463.00	Office Chairs 06/30/2021 06/30/2021		LPHA Grant Expenses	N
85943	Schmidt Goodman Office Products Inc		14,874.20	2 Transactions			
1 Fund Total:			26,252.08	County Revenue Fund	6 Vendors	7 Transactions	

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7/15/21 11:18AM  
14 Sanitation Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
85440	Centurylink			150.21	RRC June Phone/Internet		Telephone	N
	14-390-000-0000-6203				06/26/2021 07/25/2021			
85440	Centurylink			150.21	1 Transactions			
14 Fund Total:				150.21	Sanitation Fund	1 Vendors	1 Transactions	

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7/15/21 11:18AM  
73 Greenleafton Septic Projec

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5536	MiEnergy Cooperative			50.98	Greenleafton Plant Grinder		Electricity	N
	73-611-000-0000-6251				06/01/2021 07/01/2021			
	73-611-000-0000-6251			283.45	Greenleafton Treatment Plant		Electricity	N
					06/01/2021 07/01/2021			
5536	MiEnergy Cooperative			334.43	2 Transactions			
73 Fund Total:				334.43	Greenleafton Septic Project	1 Vendors	2 Transactions	

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 7/15/21 11:18AM  
 76 Trust And Agency Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
110	Fillmore Co Treasurer							
	76-000-000-0000-2006			1,741.00	RRC Sales & Use Tax		Commercial Sw Mgmt Tax	N
					06/01/2021 06/30/2021			
	76-000-000-0000-2007			171.00	041, 101 & 602 Sales & Use Tax		Sales Tax Collected	N
					06/01/2021 06/30/2021			
	76-300-000-0000-2007			39.00	R&B Sales & Use Tax		Sales Tax Collected	N
					06/01/2021 06/30/2021			
110	Fillmore Co Treasurer			1,951.00	3 Transactions			
76 Fund Total:				1,951.00	Trust And Agency Fund	1 Vendors	3 Transactions	



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 7/15/21 11:18AM  
 87 State Revenue And School

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
110	Fillmore Co Treasurer							
	87-000-000-0000-2470		46,976.85		June 2021 Mortgage Tax		Mortgage Reg Tax-State	N
					06/01/2021 06/30/2021			
	87-000-000-0000-2471		40,907.76		June 2021 Deed Tax		State Deed Tax-State	N
					06/01/2021 06/30/2021			
110	Fillmore Co Treasurer		87,884.61		2 Transactions			
87 Fund Total:			87,884.61		State Revenue And School Fund	1 Vendors	2 Transactions	
Final Total:			116,572.33		10 Vendors	15 Transactions		

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7/15/21

11:18AM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	26,252.08	County Revenue Fund	
	14	150.21	Sanitation Fund	
	73	334.43	Greenleafon Septic Project	
	76	1,951.00	Trust And Agency Fund	
	87	87,884.61	State Revenue And School Fund	
	All Funds	116,572.33	Total	Approved by, .....
				.....
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7/20/21 1:46PM

80 Taxes And Penalties Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
6625	Minnesota Energy Resources Cooperative 80-880-000-0000-6801		51,251.23	MN Energy Tax Court Refunds		Refunds	N
				07/20/2021 07/20/2021			
6625	Minnesota Energy Resources Cooperative		51,251.23	1 Transactions			
80 Fund Total:			51,251.23	Taxes And Penalties Fund	1 Vendors	1 Transactions	
Final Total:			51,251.23	1 Vendors	1 Transactions		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	80	51,251.23	Taxes And Penalties Fund	
	All Funds	51,251.23	Total	Approved by, .....
				.....
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7/21/21 1:46PM

1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3219	Centurylink 01-149-000-0000-6203		1,400.12	Phone #89549526 6/9-7/8 06/08/2021 07/07/2021		Telephone N
3219	Centurylink		1,400.12	1 Transactions		
85440	Centurylink 01-102-000-0000-6203		59.71	6/26-7/25 Telephone Service 06/26/2021 07/25/2021		Telephone N
	01-149-000-0000-6203		1,855.76	6/26-7/25 Courthouse phones 06/25/2021 07/25/2021		Telephone N
85440	Centurylink		1,915.47	2 Transactions		
6676	Marco - Phones 01-149-000-0000-6203		3,473.27	July 2021 Phones 07/01/2021 07/31/2021	29667636	Telephone Y
6676	Marco - Phones		3,473.27	1 Transactions		
4344	OFFICE OF MNIT SERVICES 01-149-000-0000-6203		1,300.00	June 2021 WAN Services 07/12/2021 07/12/2021	DV21060346	Telephone N
4344	OFFICE OF MNIT SERVICES		1,300.00	1 Transactions		
308	Preston Public Utilities 01-111-000-0000-6251		6,205.66	Courthouse June Utilities 05/28/2021 06/30/2021		Electricity N
	01-111-000-0000-6251		3,186.32	FCOB June Utilities 05/26/2021 06/29/2021		Electricity N
	01-251-000-0000-6251		2,374.68	Jail June Utilities 05/26/2021 06/29/2021		Electricity N
308	Preston Public Utilities		11,766.66	3 Transactions		
157	Spring Valley VFW Post 4114 01-515-000-0000-6802		75.00	2021 Memorial Day Program 05/31/2021 05/31/2021		Appropriations N
157	Spring Valley VFW Post 4114		75.00	1 Transactions		
1 Fund Total:			19,930.52	County Revenue Fund	6 Vendors	9 Transactions

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13 County Road &amp; Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7129	CenturyLink					
	13-300-000-0000-6203		143.96	7/10 telephone	5078673784	Telephone N
7129	CenturyLink		143.96	1 Transactions		
85440	CenturyLink					
	13-300-000-0000-6203		117.25	6/26 telephone	301264100	Telephone N
	13-300-000-0000-6203		234.27	6/26 telephone	301269901	Telephone N
85440	CenturyLink		351.52	2 Transactions		
7542	Fillmore Co Treasurer					
	13-330-000-0000-6561		892.62	7/19 June fuel tax		Gasoline Diesel And Other Fuels N
7542	Fillmore Co Treasurer		892.62	1 Transactions		
5536	MiEnergy Cooperative					
	13-330-000-0000-6251		70.29	7/7 electricity	302875004	Electricity N
	13-300-000-0000-6306		45.66	7/7 electricity	302875008	Radio Tower Repair & Services N
	13-310-000-0000-6251		42.00	7/7 electricity	302875011	Electricity N
	13-330-000-0000-6251		119.35	7/7 electricity	302875012	Electricity N
	13-330-000-0000-6251		26.92	7/7 electricity	302875013	Electricity N
	13-330-000-0000-6251		28.62	7/7 electricity	333377001	Electricity N
	13-330-000-0000-6251		68.11	7/7 electricity	333377002	Electricity N
5536	MiEnergy Cooperative		400.95	7 Transactions		
3632	Milestone Materials Inc					
	13-310-000-0000-6505		16,077.13	6/30 95% contract rock	223585	Aggregate N
3632	Milestone Materials Inc		16,077.13	1 Transactions		
308	Preston Public Utilities					
	13-330-000-0000-6251		660.35	7/15 utilities	4458327	Electricity N
	13-330-000-0000-6251		45.75	7/15 utilities	4473A342	Electricity N
	13-330-000-0000-6251		801.92	7/15 utilities	4473B341	Electricity N
308	Preston Public Utilities		1,508.02	3 Transactions		
1487	Waste Management - WI-MN					
	13-330-000-0000-6251		78.46	7/1 utilities	37596353000	Electricity N
1487	Waste Management - WI-MN		78.46	1 Transactions		

13 Fund Total:

19,452.66

County Road &amp; Bridge

7 Vendors

16 Transactions

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 7/21/21 1:46PM  
 14 Sanitation Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
308	Preston Public Utilities							
	14-390-000-0000-6251			420.13	Transfer Station June Utility		Electricity	N
					05/26/2021 06/29/2021			
308	Preston Public Utilities			420.13	1 Transactions			
14 Fund Total:				420.13	Sanitation Fund	1 Vendors	1 Transactions	

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7/21/21 1:46PM

23 County Airport Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

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		133.96	Telephone 6/26-7/25		Telephone	N
			06/26/2021 07/25/2021			
23-350-000-0000-6203		59.73	Telephone 6/26-7/25		Telephone	N
			06/26/2021 07/25/2021			
85440 Centurylink		193.69	2 Transactions			
5536 MiEnergy Cooperative						
23-350-000-0000-6251		269.83	Electricity 6/1/21-7/1/21		Electricity	N
			06/01/2021 06/01/2021			
23-350-000-0000-6251		45.22	Electricity 6/1/21-7/1/21		Electricity	N
			06/01/2021 07/01/2021			
5536 MiEnergy Cooperative		315.05	2 Transactions			
23 Fund Total:		508.74	County Airport Fund	2 Vendors	4 Transactions	



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87 State Revenue And School

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1859	MN Department Of Finance							
	87-000-000-0000-2100			1,693.00	June Vitals 2021		Due To Other Governmental Agenci	N
					06/01/2021 06/30/2021			
	87-000-000-0000-2313			5,607.00	June Vitals 2021 RE Surcharge		Real Estate Surcharge	N
					06/01/2021 06/30/2021			
	87-000-000-0000-2404			1.50	Jun21 Vitals State Assurance		State Assurance	N
					06/01/2021 06/30/2021			
1859	MN Department Of Finance			7,301.50	3 Transactions			
5993	Mn Dept Of Health							
	87-000-000-0000-2312			297.50	Jun21 Vitals Well Certificate		Well Management Funds	N
					06/01/2021 06/30/2021			
5993	Mn Dept Of Health			297.50	1 Transactions			
87 Fund Total:				7,599.00	State Revenue And School Fund	2 Vendors	4 Transactions	
Final Total:				47,911.05	18 Vendors	34 Transactions		

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	19,930.52	County Revenue Fund	
	13	19,452.66	County Road & Bridge	
	14	420.13	Sanitation Fund	
	23	508.74	County Airport Fund	
	87	7,599.00	State Revenue And School Fund	
	All Funds	47,911.05	Total	Approved by, .....
				.....
				.....

# RESOLUTION

## FILLMORE COUNTY BOARD OF COMMISSIONERS

Preston, Minnesota 55965

Date August 3, 2021 Resolution No. 2021 - XXX  
Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS;** each county in the state is required to have a Recorder who is elected or appointed by the county board of commissioners based on his or her knowledge and training in the field of recording and land records; and

**WHEREAS;** Minnesota Statute 375A.1205 APPOINTING COUNTY OFFICERS. Subdivision 1. Authority to appoint certain officers.

A county board may appoint the county auditor, county treasurer, or county recorder under section 375A.10, subdivision 2, or the auditor-treasurer under section 375A.10, subdivision 5, by following the process outlined in this section. Notwithstanding section 375A.12, a referendum is not required if the appointment is made pursuant to this section. A county board shall only use the authority to appoint under the following circumstances:

- (1) there is a vacancy in the office as provided in section 351.02;
- (2) the current office holder has notified the county board that the officer will not file for the office, as provided in subdivision 2; or
- (3) there is a signed contract with the county board and the incumbent auditor, treasurer, auditor-treasurer, or recorder that provides that the incumbent officer will be appointed to the position and retain tenure, pay, and benefits equal to or greater than length of service; and

**WHEREAS;** Fillmore County has met the requirements laid out in Minnesota Statute 375A.1205, Subd. 6. Publishing resolution; petition; referendum.

(a) Before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county. Following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue. After the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section. The resolution must be approved by at least 80 percent of the members of the county board. The resolution may take effect 30 days after it is adopted, or at a later date stated in the resolution, unless a petition is filed as provided in paragraph (b); and

**NOW THEREFORE BE IT RESOLVED;** that the Fillmore County Board of Commissioners hereby authorizes the appointment of the Fillmore County Recorder effective, January 2<sup>nd</sup>, 2023.

Adopted this 3<sup>rd</sup> day of August, 2021 by the Fillmore County Board of Commissioners.

By: \_\_\_\_\_  
Randy Dahl, Board Chair

**VOTING AYE**

Commissioners

Dahl ☐Lentz ☐Hindt ☐Bakke ☐Prestby ☐**VOTING NAY**

Commissioners

Dahl ☐Lentz ☐Hindt ☐Bakke ☐Prestby ☐

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 3<sup>rd</sup> day of August, 2021.

Witness my hand and official seal at Preston, Minnesota the 3<sup>rd</sup> day of August, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/27/2021      Amount of time requested (minutes): 15

Dept.: Recorder      Prepared By: Dave Kiehne

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

Consent Agenda:

Documentation  
(Yes/No):

1.

Regular Agenda:

Documentation  
(Yes):

1. Present Quote for upgrade of Images and Search software for deed records in old books  
Quote from Arcasearch to capture new color images and add software to  
Search records by legal description.  
Funds from Recorder's Allocated and Un-Allocated acct.

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



# Fillmore County, MN

## E-Commerce Proposal

Proposal #07162021P1V1

July 16, 2021

Prepared for:

**Fillmore County**  
101 Fillmore Street  
Preston, MN 55965

**David Kiehne**  
County Recorder  
507.765.3852  
[dkiehne@co.fillmore.mn.us](mailto:dkiehne@co.fillmore.mn.us)

## STANDARD FEATURES OF ECOMMERCE

### Monthly Report

Includes:

- Patron email address (username)
- Type of subscription
- Total amount purchased

### Browsing Access

Patrons are allowed unlimited views and prints of digital documents

## TERMS AND CONDITIONS

### Data Privacy

ArcaSearch acknowledges and agrees that it will have access to Client Information, which may include computer access and passwords; as well as recorded land record information, which may include private information, including social security numbers and birth dates. ArcaSearch, its officers, agents, owners, partners, employees, volunteers, and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA), the Health Insurance Portability and Accountability Act and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality.

### No Infringement of Proprietary Rights

The parties warrant that any materials and, or work product provided or produced or utilized in the performance of this Agreement, will not infringe or violate any patent, copyright, trade secret, or any other proprietary right the other party or any third party. In the event of any such claim by any third party against Client or ArcaSearch, upon prompt notice of such claim, ArcaSearch or Client, at its expense, shall indemnify and defend the other party against any loss, cost, expense or liability, including attorney's fees, arising out of such claim. If such claim occurs, or is likely to occur, the parties shall either procure for the other party the right to continue using the materials and, or work product, or replace or modify the materials and, or work product. If an option satisfactory to Client or ArcaSearch is not reasonably available, upon the written request of the other party and at the other parties expense, the party shall return any materials and, or work product owned and provided. This remedy shall be in addition to and not exclusive of other available remedies.

### Indemnification

ArcaSearch agrees to indemnify and hold Client harmless from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Client that result from the acts or omissions of ArcaSearch, including its owners, partners, employees, officers, agents, subcontractors, volunteers, and assignees. This clause shall survive termination of the Agreement.

## **Insurance**

ArcaSearch further agrees that in order to protect itself as well as Client under the indemnity provisions set forth above, ArcaSearch will at all times, during the term of this contract, keep in force:

- (a) Commercial General Liability/Professional Liability: \$500,000 per individual; \$1,500,000 per incident;

ArcaSearch shall include Client on such insurance policies as an additional insured. Prior to the effective date of this Agreement, and as a condition precedent, ArcaSearch if requested, will furnish Client with a certificate of insurance and will supplement that certificate of insurance when there are changes to ArcaSearch's insurance during the term of this Agreement. The insurance policies obtained and maintained under this provision of the Agreement, shall include requirements that the policy shall not be cancelled, materially changed, or not renewed without thirty (30) days prior notice to Client.

## **Inspection and Maintenance of Records**

Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5, ArcaSearch agrees that Client, any State or Legislative Auditor (if applicable) or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of ArcaSearch and involve transactions relating to this Agreement.

## **Confidentiality**

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

## **No Assignment of Agreement**

The parties may not assign, sublet, or transfer any rights or interests under this Agreement without the written consent of Client. ArcaSearch shall be responsible for the performance of all its subcontractors.



### **Injunctive and Other Relief**

The parties acknowledge and agree that unauthorized disclosure or use of Confidential information, including computer access and passwords; could cause irreparable harm and significant injury to the other party, which may be difficult to measure with certainty or to compensate through damages. Accordingly, the parties agree that the aggrieved party may seek and obtain against responsibility party and/or any other person or entity injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other equitable or legal remedies which may be available.

### **Termination**

During the terms of this agreement, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client will receive a prorated refund on the e-commerce fee if the agreement is terminated prior to yearly renewal.

### **Complete Agreement**

The parties agree all prior conversations, agreements or representations related hereto are integrated herein, and no modification hereof shall be binding unless in writing and signed by both parties.

### **Jurisdiction and Venue**

This Agreement shall be governed by and construed under the laws of the State of Minnesota and the client shall be the appropriate venue and jurisdiction for any litigation arising hereunder, except that venue and jurisdiction in the Federal Courts shall be in the appropriate Federal Court within the State of Minnesota. If any provision is held invalid, illegal, or unenforceable, the remaining provisions will not be affected.

### **Relationship of the Parties**

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of joint ventures or copartners between the parties hereto or as constituting ArcaSearch as the agent, representative or employee of Client for any purpose or in any manner whatsoever.

### **No Third-Party Beneficiaries**

ArcaSearch and Client intend that this Agreement will not benefit or create any right or cause of action in or on behalf of any person or entity other than the Parties.

### **Authority to Bind**

The Parties represent that they have actual authority to enter into this Agreement to bind the respective entities or person with whom it is legally associated to the terms and conditions herein contained. Prior to entering this Agreement, the Parties have the right to seek advice from legal counsel. By entering into this Agreement, the Parties represent that they have either sought such legal advice or knowingly and voluntarily waived its right to obtain such advice prior to entering into this Agreement.

### ARCASearch PRICING

Invoices for E-commerce Annual Fee will be sent upon signing this contract. Pricing structure will follow the clients annual fee subscription dates and will be prorated accordingly. Every year following, the e-commerce fee will be included on the annual fee invoice.

Failure to pay an invoice within 60 days of invoice date may result in access termination of e-commerce. Client will be liable for any costs of collection, including attorney's fee, for Client's breach of the payment terms in this Agreement.

### E-COMMERCE FEES

- **One-time installation fee: \$2,495**
- **Annual fee: \$1,399**  
Includes:
  - Access to 159,840 hosted images (Proposal #06102021P1V1a)
  - 5 Product Categories

### CLIENT INFORMATION:

Client will be reimbursed by the 15th of the following month for the total monthly sales minus a convenience fee of 3% to cover fees incurred by ArcaSearch.

#### Client reimbursement checks will be mailed to the following:

Client Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ACCEPTED BY:

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client*

ArcaSearch Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*ArcaSearch*



## **Fillmore County, MN – Option A**

**Digital Preservation of Tract Index Books (Physical), Grantor/Grantee  
Books (Physical), Recorded Documents (Physical)  
&  
Development of Fillmore County Historical Searchable Archive**

**Proposal #06102021P1V1a**

June 10, 2021

Prepared for:

**Fillmore County**  
101 Fillmore Street  
Preston, MN 55965

**David Kiehne**  
County Recorder  
507.765.3852  
[dkiehne@co.fillmore.mn.us](mailto:dkiehne@co.fillmore.mn.us)

## OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Fillmore County, MN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 159,840
- Date Range 1853 through 1995
- Image Size 12" x 18"; some as large as 14" x 17"
- Condition Fair to good
- Bindery Bound and pinned
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files, Master Archive Image Files, Master Alpha Channel Images File & Thumbnail Images
- Delivery Single page and two-page spreads
- Metadata Defined in product categories
- Work Location Materials to be digitized at the client location

### Project Benefits for Fillmore County, MN:

- Digital preservation & back-up protection of historical original books
- Image quality enhancement of original documents into a high-resolution, color image
- Eliminates back-indexing and creates a Fillmore County Searchable Archive **without** expensive, manual data input which can be utilized for other Record Series in the future
- Improved customer experience with online access to key land index and historical Deed Records
- Tract Index Book pages searchable by Section/Township/Range or Subdivision/Block/Lot providing improved efficiencies for staff and customers
- Reduces County liability risk for injuries to staff or public by minimizing the need to access the original, heavy books and a safer health experience with remote access during the pandemic
- Capture of books can be completed on-site in Preston providing access to books during project and eliminating any transportation risks

## PRODUCT CATEGORIES

### #1 – Tract Index - Lands

- 1,200 Images
- Date range – Unknown
- Image size – 14” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Unknown
- OCR – No
- Delivery – Single page
- Metadata – Book name, section, township, range, sequential page number

### #2 – Tract Index - Lots

- 1,000 Images
- Date range – Unknown
- Image size – 12” x 18”
- Books – 2
- Bindery – Pinned
- Condition – Unknown
- OCR – No
- Delivery – Single page
- Metadata – Book name, subdivision, block, lot, sequential page number

### #3 – General Deed Index - Grantor

- 12,260 Images
- Date range – 1853 through 1995
- Image size – 18” x 16”
- Books – 17
- Bindery – Bound (11), Pinned (6)
- Condition – Fragile to good
- OCR – No
- Delivery – Single page and two-page spreads
- Metadata – Book name, alpha character, sequential page number

### Key Assumptions:

\*Years 1865 thru 1885 will be captured from the original books (Where each book is a unique Letter) and will be combined into ONE digital book with Letter filters for consistency.

#### #4 – General Deed Index - Grantee

- 12,260 Images
- Date range – 1853 through 1995
- Image size – 18” x 16”
- Books – 17
- Bindery – Bound (11), Pinned (6)
- Condition – Fragile to good
- OCR – No
- Delivery – Single page and two-page spreads
- Metadata – Book name, alpha character, sequential page number

#### Key Assumptions:

\*Years 1865 thru 1885 will be captured from the original books (Where each book is a unique Letter) and will be combined into ONE digital book with Letter filters for consistency.

#### #5 – Deed Records

- 133,120 Images
- Date range – 1853 through 1961
- Image size – 13.5” x 18.5”
- Books – 208
- Bindery – Bound (175), Pinned (33)
- Condition – Fair to good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book number, actual page number

#### Key Assumptions:

\*On-site capture of physical Books A-Z, 27-208

\*Assumes an average of 640 pages per book

\*Direct Document Access: By Book/Page

### ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files, Master Archive Image Files, Master Alpha Channel Image Files and Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Fillmore County, MN** . Below are a few items ArcaSearch will need to begin your project.

- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 16 square feet of office space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32 inches
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

### ESTIMATED TIMING

**The following is a timeline for your planning purposes.**

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 6 months for project's completion.

## **COMPASS ECLIPSE RESEARCH SYSTEM**

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

### **System Requirements**

- PC: Windows 7 or newer using the browser Internet Explorer 9 or newer
- PC: Adobe Acrobat Reader 9 or newer, with your browser set to view PDF files
- Monitor resolution set to 1024 x 768 or higher
- Pop up blockers should be disabled for optimum viewing

### **Product Modules**

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

### **Digital Archive Hosting**

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

### **Technology Updates**

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

### **Service Level**

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.



## **STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM**

### **Hosting your Research site at a secure location**

ArcaSearch has elected to host your site link at the highly secure Level 4, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

### **Authentication & Access Options**

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users. This authentication process includes a multifaceted feature that includes username/password challenge and ip filtering

### **End User Technical Support**

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

### **Phone and Email Support**

Phone and email support are available Monday through Friday 8am – 4:30pm CST

### **Data Management and Storage**

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files, Master Archive Image Files, Master Alpha Channel Image Files and Thumbnail Images to be used as the final repository at client location.

The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

## TERMS AND CONDITIONS

### Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

### Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

### Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

### Limitation of Liability

Initial In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

### Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

**Termination**

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

## **PRICING**

### **Project Estimating**

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

### **Payment Terms**

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

### **Oversized Documents and Inserts**

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

### **Additional Programming**

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #06102021P1V1a** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

## PROJECT PRICE

- **Estimated Project Price: \$126,822**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media as outlined on page 3
- Includes the first year of the Compass Eclipse Research System Annual Fee

## ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$2,768**

Includes:

- A complete, integrated document digital archival and retrieval system
  - User friendly
  - Clipboard Feature
  - Fast Searching Capabilities
  - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

**ACCEPTED BY:**

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client Name- Signature*

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client Name- Printed*

For ArcaSearch: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT INFORMATION:**

David Frank  
Document Preservation Consultant  
ArcaSearch Corporation  
22517 178<sup>th</sup> Ave., Suite D  
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320.282.4375  
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Tammy Hoekstra  
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Cold Spring, MN 56320  
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## **Fillmore County, MN – Option B**

**Digital Preservation of Tract Index Books (Physical), Grantor/Grantee  
Books (Physical), Recorded Documents (Digital)  
&  
Development of Fillmore County Historical Searchable Archive**

**Proposal #06102021P1V1b**

June 10, 2021

Prepared for:

**Fillmore County**  
101 Fillmore Street  
Preston, MN 55965

**David Kiehne**  
County Recorder  
507.765.3852  
[dkiehne@co.fillmore.mn.us](mailto:dkiehne@co.fillmore.mn.us)

## OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Fillmore County, MN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 159,840
- Date Range 1853 through 1995
- Image Size 12" x 18"; some as large as 14" x 17"
- Condition Fair to good
- Bindery Bound, pinned and digital
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files, Master Archive Image Files, Master Alpha Channel Images File & Thumbnail Images
- Delivery Single page and two-page spreads
- Metadata Defined in product categories
- Work Location Analog materials to be digitized at the client location  
Digital images to be processed in Cold Spring, MN

### Project Benefits for Fillmore County, MN:

- Digital preservation & back-up protection of historical original books
- Image quality enhancement of original documents into a high-resolution, color image
- Eliminates back-indexing and creates a Fillmore County Searchable Archive **without** expensive, manual data input which can be utilized for other Record Series in the future
- Improved customer experience with online access to key land index and historical Deed Records
- Tract Index Book pages searchable by Section/Township/Range or Subdivision/Block/Lot providing improved efficiencies for staff and customers
- Reduces County liability risk for injuries to staff or public by minimizing the need to access the original, heavy books and a safer health experience with remote access during the pandemic
- Capture of books can be completed on-site in Preston providing access to books during project and eliminating any transportation risks



## PRODUCT CATEGORIES

### #1 – Tract Index - Lands

- 1,200 Images
- Date range – Unknown
- Image size – 14” x 17”
- Books – 3
- Bindery – Pinned
- Condition – Unknown
- OCR – No
- Delivery – Single page
- Metadata – Book name, section, township, range, sequential page number

### #2 – Tract Index - Lots

- 1,000 Images
- Date range – Unknown
- Image size – 12” x 18”
- Books – 2
- Bindery – Pinned
- Condition – Unknown
- OCR – No
- Delivery – Single page
- Metadata – Book name, subdivision, block, lot, sequential page number

### #3 – General Deed Index - Grantor

- 12,260 Images
- Date range – 1853 through 1995
- Image size – 18” x 16”
- Books – 17
- Bindery – Bound (11), Pinned (6)
- Condition – Fragile to good
- OCR – No
- Delivery – Single page and two-page spreads
- Metadata – Book name, alpha character, sequential page number

### Key Assumptions:

\*Years 1865 thru 1885 will be captured from the original books (Where each book is a unique Letter) and will be combined into ONE digital book with Letter filters for consistency.

#### #4 – General Deed Index - Grantee

- 12,260 Images
- Date range – 1853 through 1995
- Image size – 18” x 16”
- Books – 17
- Bindery – Bound (11), Pinned (6)
- Condition – Fragile to good
- OCR – No
- Delivery – Single page and two-page spreads
- Metadata – Book name, alpha character, sequential page number

#### Key Assumptions:

\*Years 1865 thru 1885 will be captured from the original books (Where each book is a unique Letter) and will be combined into ONE digital book with Letter filters for consistency.

#### #5 – Deed Records

- 133,120 Images
- Date range – 1853 through 1961
- Image size – 13.5” x 18.5”
- Books – 208
- Bindery – Bound (15), Digital (193)
- Condition – Fair to good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book number, actual page number

#### Key Assumptions:

\*Use of existing, digital PDF images (Except an estimated 15 books that will be captured from physical because of poor quality images)

\*Assumes an average of 640 pages per book

\*Direct Document Access: By Book/Page

### ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Process digital images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files, Master Archive Image Files, Master Alpha Channel Image Files and Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Fillmore County, MN** . Below are a few items ArcaSearch will need to begin your project.

- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 16 square feet of office space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32 inches
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

### ESTIMATED TIMING

**The following is a timeline for your planning purposes.**

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 6 months for project's completion.

## COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

### System Requirements

- PC: Windows 7 or newer using the browser Internet Explorer 9 or newer
- PC: Adobe Acrobat Reader 9 or newer, with your browser set to view PDF files
- Monitor resolution set to 1024 x 768 or higher
- Pop up blockers should be disabled for optimum viewing

### Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

### Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

### Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

### Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

## **STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM**

### **Hosting your Research site at a secure location**

ArcaSearch has elected to host your site link at the highly secure Level 4, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

### **Authentication & Access Options**

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users. This authentication process includes a multifaceted feature that includes username/password challenge and ip filtering

### **End User Technical Support**

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

### **Phone and Email Support**

Phone and email support are available Monday through Friday 8am – 4:30pm CST

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Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

### Third Party Supplied Images

Initial ArcaSearch will do its best to bring image abnormalities to the client's attention when ArcaSearch is aware of them. When images are supplied by a third-party vendor, the client accepts full responsibility for image abnormalities including but not limited to images being out of focus, inverted, obstructed, missing pages, rotated etc.  
Images supplied by a third party will be noted on the research site.

### Limitation of Liability

Initial In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for

services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

**Warranty**

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

**Termination**

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

## **PRICING**

### **Project Estimating**

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

### **Payment Terms**

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

### **Oversized Documents and Inserts**

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

### **Additional Programming**

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.



By signing this agreement for **Proposal #06102021P1V1b** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

## PROJECT PRICE

- **Estimated Project Price: \$87,912**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media as outlined on page 3
- Includes the first year of the Compass Eclipse Research System Annual Fee

## ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$2,768**

Includes:

- A complete, integrated document digital archival and retrieval system
  - User friendly
  - Clipboard Feature
  - Fast Searching Capabilities
  - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client Name- Signature*

Client: \_\_\_\_\_ Date: \_\_\_\_\_  
*Client Name- Printed*

For ArcaSearch: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT INFORMATION:**

David Frank  
Document Preservation Consultant  
ArcaSearch Corporation  
22517 178<sup>th</sup> Ave., Suite D  
Cold Spring, MN 56320  
320.282.4375  
[david.frank@arcasearch.com](mailto:david.frank@arcasearch.com)

Tammy Hoekstra  
Customer Service Manager  
ArcaSearch Corporation  
22517 178<sup>th</sup> Ave., Suite D  
Cold Spring, MN 56320  
800.846.9433  
[tammy.hoekstra@arcasearch.com](mailto:tammy.hoekstra@arcasearch.com)

2022

## RECORDER

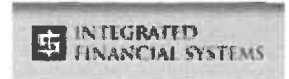
Recorder	Hourly/Salary	Gross Salaries	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost	FTE	
DK - Recorder		\$ 78,126.00	\$ 6.36	\$ 5,859.45	\$ 4,843.81	\$ 1,132.83	\$ -	\$ 89,968.45	1	3.0%
SP - Acct Tech Lead	\$ 31.48	\$ 65,478.40	\$ 9.60	\$ 4,910.88	\$ 4,059.66	\$ 949.44	\$ 12,482.67	\$ 87,890.65	1	
New - Acct Tech Lead	\$ 26.64	\$ 32,314.32	\$ 9.60	\$ 2,423.57	\$ 2,003.49	\$ 468.56	\$ 29,026.77	\$ 66,246.31	1	
7/30/2022	\$ 27.44	\$ 23,790.48	\$ -	\$ 1,784.29	\$ 1,475.01	\$ 344.96	\$ -	\$ 27,394.74		
		\$ 56,104.80	\$ 9.60	\$ 4,207.86	\$ 3,478.50	\$ 813.52	\$ 29,026.77	\$ 93,641.05		
		\$ 199,709.20	\$ 25.56	\$ 14,978.19	\$ 12,381.97	\$ 2,895.78	\$ 41,509.44	\$ 271,500.14	3	Full-time
SS - OSS Sr. - PT	\$ 22.73	\$ 23,639.20		\$ -	\$ 1,465.63	\$ 342.77		\$ 25,447.60	0.5	Part-time
		\$ 23,639.20	\$ -	\$ -	\$ 1,465.63	\$ 342.77	\$ -	\$ 25,447.60	0.5	
New Totals		\$ 223,348.40	\$ 25.56	\$ 14,978.19	\$ 13,847.60	\$ 3,238.55	\$ 41,509.44	\$ 296,947.74	3.5	

Reflects a 12% insurance increase

Reflects a 3% COLA/Market Rate

Bobbie  
7/23/21 1:07PM

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



## USER-SELECTED BUDGET REPORT

01 FUND County Revenue Fund

Page 2  
Report Basis: Modified Accrual

<u>Account Number</u>	<u>Account Description</u>	<u>2020 Budget</u>	<u>2020 Actual Mo. 01 - 12</u>	<u>2021 Budget</u>	<u>2021 Actual Mo. 01 - 06</u>	<u>2022 Budget</u>
100 DEPT County Recorder Equipment						
01-100-000-0000-5501	Recorder Tech Fee	46,000 -	52,590 -	46,000 -	29,496 -	51,000 -
01-100-000-0000-6310	Contract Repairs And Maintenance	3,000	651	3,000	349	1,000
01-100-000-0000-6637	Software Expenses	26,500	22,226	26,500	8,511	15,500
01-100-000-0000-6639	Asset Inventory	2,000	0	2,000	0	34,500
01-100-000-0000-6640	Equipment Purchased	14,500	0	14,500	0	0
DEPT 100 County Recorder Equipment	Revenue	46,000 -	52,590 -	46,000 -	29,496 -	51,000 -
	Expend.	46,000	22,877	46,000	8,860	51,000
	Net	0	29,713 -	0	20,636 -	0
101 DEPT Recorder						
01-101-000-0000-5501	County Recording Fees	62,000 -	76,761 -	62,000 -	42,961 -	72,000 -
01-101-000-0000-5831	Miscellaneous Revenue	10,000 -	24,656 -	12,000 -	12,162 -	15,000 -
01-101-000-0000-5932	Sale Of Materials	30,000 -	50,433 -	35,000 -	27,928 -	50,000 -
01-101-000-0000-6105	Gross Salaries	157,163	151,789	139,525	72,845	199,709
01-101-000-0000-6115	Parttime Salaries	0	0	21,216	0	23,639
01-101-000-0000-6152	Life Insurance	20	16	19	8	26
01-101-000-0000-6162	P.E.R.A. - Employer	11,787	12,048	10,464	5,463	14,978
01-101-000-0000-6171	Social Security-Employer	9,744	9,879	8,651	4,446	13,848
01-101-000-0000-6172	Medicare-Employer	2,279	2,310	2,023	1,040	3,239
01-101-000-0000-6174	Co.Health Contribution	20,986	10,425	11,270	5,576	41,509
01-101-000-0000-6205	Postage And Postal Box Rent	120	120	120	0	0
01-101-000-0000-6242	Membership Dues	300	0	300	0	300
01-101-000-0000-6245	Registration Fees	300	210	300	0	300
01-101-000-0000-6335	Employee Automobile Allowance	350	274	350	60	350
01-101-000-0000-6337	Other Travel Expense	1,000	149	1,000	0	500
01-101-000-0000-6402	Stationary And Forms	0	95	0	0	0
01-101-000-0000-6408	Other Office Supplies	100	0	200	0	200
DEPT 101 Recorder	Revenue	102,000 -	151,850 -	109,000 -	83,051 -	137,000 -
	Expend.	204,149	187,315	195,438	89,438	298,598
	Net	102,149	35,465	86,438	6,387	161,598
106 DEPT Unallocated Recording Fee						
01-106-000-0000-5501	Unallocated Recording Fee	49,000 -	57,849 -	49,000 -	32,450 -	51,000 -
01-106-000-0000-6280	Gis Expenses	9,500	0	9,500	0	8,500
01-106-000-0000-6340	Re-Monumentation Of Section Corn	2,000	0	2,000	0	2,000
01-106-000-0000-6371	CAMA Improvements	16,700	0	16,700	0	0

Bobbie  
7/23/21 1:07PM

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



## USER-SELECTED BUDGET REPORT

Page 3

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>		<u>Account Description</u>	<u>2020 Budget</u>	<u>2020 Actual Mo. 01 - 12</u>	<u>2021 Budget</u>	<u>2021 Actual Mo. 01 - 06</u>	<u>2022 Budget</u>
	01-106-000-0000-6637	Software Expenses	15,800	15,111	15,800	0	8,500
	01-106-000-0000-6639	Asset Inventory	1,000	0	1,000	0	32,000
	01-106-000-0000-6640	Fixed Asset	4,000	0	4,000	0	0
DEPT	106	Unallocated Recording Fee					
		Revenue	49,000 -	57,849 -	49,000 -	32,450 -	51,000 -
		Expend.	49,000	15,111	49,000	0	51,000
		Net	0	42,738 -	0	32,450 -	0
FUND	01	County Revenue Fund					
		Revenue	197,000 -	262,289 -	204,000 -	144,997 -	239,000 -
		Expend.	299,149	225,303	290,438	98,298	400,598
		Net	102,149	36,986 -	86,438	46,699 -	161,598
		Revenue	197,000 -	262,289 -	204,000 -	144,997 -	239,000 -
		Expend.	299,149	225,303	290,438	98,298	400,598
		Net	102,149	36,986 -	86,438	46,699 -	161,598



# FILLMORE COUNTY LIBRARIES



2021 & Beyond

How we changed and adjusted during and after the Pandemic.







# Your Public Libraries of Fillmore County

## Provide Access To:



Books & Ebooks

Movies

AudioBooks

Music

Newspapers

Magazines

Puzzles

Games

Computers

Internet

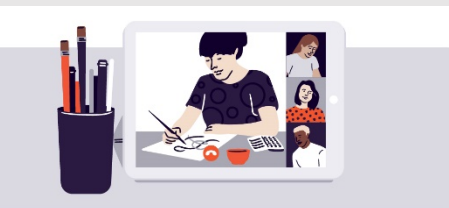
Meeting rooms

Activities for Children

Early Literary Resources

Story Times

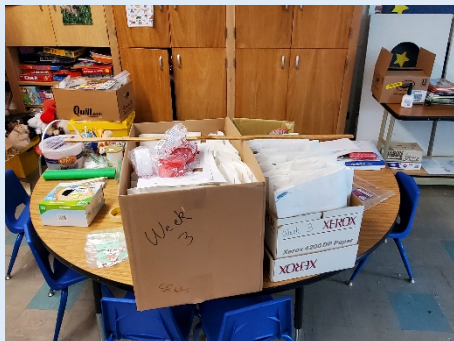
Virtual and In-Person Programs





# Your Fillmore County Libraries have increased their Services in 2020:

- Curbside Services
- Take-N-Make Crafts for kids and youths
- 3000 New EMagazines available through Overdrive
- StoryStrolls
- Book Bundles for Kids
- Virtual Programs





# Here is what Your Patrons are Saying about Your Libraries:

- *“Thank you for keeping the library safe and for all your help getting books & CD’s. Reading has really helped us endure the pandemic” ~ C. & D. Poppe, Rushford*
- *"My family LOVES the library. This place has seemingly endless resources. Anything I want to learn about I can for free. It is a huge blessing for my family. We are on a strict budget, so we can't just go buying books, DVDs, puzzles, etc whenever we very well please. My two year old is recently obsessed with books! It is so fun to go on the SELCO app and just order her 20 or so board books! She is always learning new things and her language has exploded! One of our favorite things about going to the library in person (which we have missed so much during COVID) is our library ladies!!! They always greet us with the warmest smiles and even hugs! As a stay at home mom, going to the library and talking to those lovely ladies is very much a high point in our days or even weeks! My mental health is better because of the sunshine that the library brings into it!" ~ C.A., Spring Valley*
- *“Thank you for all you and the staff due to keep the library running during these challenging times. Thanks for explaining the book quarantine situation. It makes sense for keeping everybody safe. I've worked in infectious diseases so I appreciate it.” ~ Jennifer, Chatfield*

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/27/2021      Amount of time requested (minutes):

5

Dept.: Fillmore County Public Health

Prepared By: Jessica Erickson

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

## Consent Agenda:

Documentation

(Yes/No):

1. Consider approval of purchases for COVID-19 grant
  - a. 800 MHZ Radios

Yes

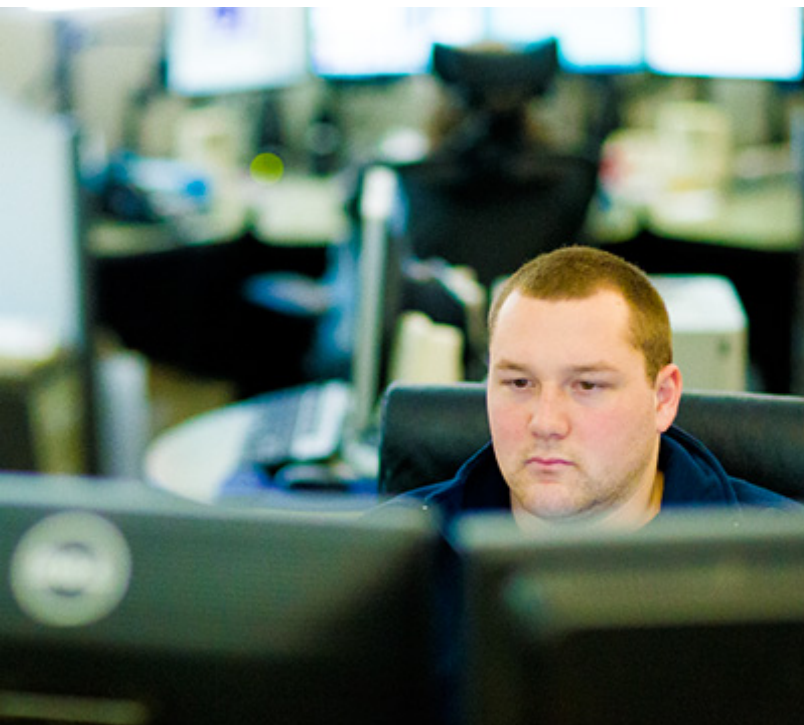
## Regular Agenda:

Documentation

(Yes/No):

- 1.

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



## FILLMORE COUNTY PUBLIC HEALTH

06/11/2021

06/11/2021

FILLMORE COUNTY PUBLIC HEALTH  
902 HOUSTON ST NW STE 2  
PRESTON, MN 55965

Dear Brenda Pohlman,

Motorola Solutions is pleased to present FILLMORE COUNTY PUBLIC HEALTH with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide FILLMORE COUNTY PUBLIC HEALTH with the best products and services available in the communications industry. Please direct any questions to Gary Anderson at [gary.anderson@ancom.org](mailto:gary.anderson@ancom.org).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Gary Anderson

Motorola Solutions Manufacturer's Representative

Billing Address:  
 FILLMORE COUNTY PUBLIC  
 HEALTH  
 902 HOUSTON ST NW STE 2  
 PRESTON, MN 55965  
 US

Quote Date:06/11/2021  
 Expiration Date:09/09/2021  
 Quote Created By:  
 Gary Anderson  
 gary.anderson@ancom.org

End Customer:  
 FILLMORE COUNTY PUBLIC HEALTH  
 Brenda Pohlman  
 bpohlman@co.fillmore.mn.us  
 507-765-2636

Contract: 20927 - MN DOT 119587

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORT	4	\$1,963.00	\$1,179.50	\$4,718.00
1a	QA01833AD	ADD: EXTREME NOISE REDUCTION	4	\$25.00	\$18.75	\$75.00
1b	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	4	\$1,570.00	\$1,177.50	\$4,710.00
1c	H869CE	ENH: MULTIKEY	4	\$330.00	\$247.50	\$990.00
1d	Q629AM	ENH: AES ENCRYPTION AND ADP	4	\$475.00	\$356.25	\$1,425.00
1e	H885BK	ADD: 3Y ESSENTIAL SERVICE	4	\$90.00	\$90.00	\$360.00
1f	QA00580AF	ADD: TDMA OPERATION	4	\$450.00	\$250.00	\$1,000.00
2	PMLN7182A	APX2000/4000 TWO- KNOB,SWIVEL,LEATHER CARRY CASE	4	\$66.00	\$49.50	\$198.00
3	PMPN4284A	CHARGER DESKTOP MULTI- UNIT IMPRES 2 1 DISPLAY EXT PS 100-240VAC US/NA	1	\$655.00	\$446.25	\$446.25
4	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	4	\$76.00	\$51.95	\$207.80



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
5	PMMN4084A	AUDIO ACCESSORY- HEADSET,PLUS RSM NC IP54 THRD 3.5MM JACK RX	4	\$95.00	\$71.25	\$285.00

---

**Grand Total****\$14,415.05(USD)****Notes:**





## Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead  
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

2022		ATTORNEY								3.0%
Attorney	Hourly/Salary	Gross Salaries	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost	FTE	
BC - Attorney		\$ 124,939.00	\$ 9.60	\$ 9,370.43	\$ 7,746.22	\$ 1,811.62	\$ 27,857.49	\$ 171,734.35	1	
MS - Asst. Att.	\$ 42.43	\$ 22,063.60	\$ 9.60	\$ 1,654.77	\$ 1,367.94	\$ 319.92	\$ 12,899.31	\$ 38,315.15	1	
3/30/2022	\$ 43.62	\$ 68,047.20	\$ -	\$ 5,103.54	\$ 4,218.93	\$ 986.68	\$ -	\$ 78,356.35		
		\$ 90,110.80	\$ 9.60	\$ 6,758.31	\$ 5,586.87	\$ 1,306.61	\$ 12,899.31	\$ 116,671.50	1	
MH - Asst. Att.	\$ 39.99	\$ 17,195.70	\$ 9.60	\$ 1,289.68	\$ 1,066.13	\$ 249.34	\$ 29,026.77	\$ 48,837.22	1	
3/16/2022	\$ 41.20	\$ 67,980.00	\$ -	\$ 5,098.50	\$ 4,214.76	\$ 985.71	\$ -	\$ 78,278.97		
		\$ 85,175.70	\$ 9.60	\$ 6,388.18	\$ 5,280.89	\$ 1,235.05	\$ 29,026.77	\$ 127,116.19	1	
BP - Paralegal	\$ 26.64	\$ 30,023.28	\$ 9.60	\$ 2,251.75	\$ 1,861.44	\$ 435.34	\$ 12,482.67	\$ 47,064.08	1	
7/16/2022	\$ 27.44	\$ 26,150.32	\$ -	\$ 1,961.27	\$ 1,621.32	\$ 379.18	\$ -	\$ 30,112.09		
		\$ 56,173.60	\$ 9.60	\$ 4,213.02	\$ 3,482.76	\$ 814.52	\$ 12,482.67	\$ 77,176.17	1	
DJ - Paralegal PT	\$ 29.06	\$ 30,222.40			\$ 1,873.79	\$ 438.22	\$ -	\$ 32,534.41	0.5	
		\$ 386,621.50	\$ 38.40	\$ 26,729.93	\$ 23,970.53	\$ 5,606.01	\$ 82,266.24	\$ 525,232.62	4.5	

Full-Time Salaries \$ 356,399.10  
 Part-Time Salaries \$ 30,222.40  
 \$ 386,621.50

Reflects a 12% insurance increase  
 Reflects a 3% COLA/Market Rate



Bobbie  
7/23/21 1:08PM

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



## USER-SELECTED BUDGET REPORT

Page 2

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>			<u>Account Description</u>	<u>2020 Budget</u>	<u>2020 Actual Mo. 01 - 12</u>	<u>2021 Budget</u>	<u>2021 Actual Mo. 01 - 06</u>	<u>2022 Budget</u>
091	DEPT	County Attorney						
		01-091-000-0000-5501	Fees And Charges	17,000 -	23,445 -	21,000 -	5,436 -	21,000 -
		01-091-000-0000-5612	Forfeitures	5,000 -	4,946 -	0	568 -	0
		01-091-000-0000-5832	Formal Complaint Revenue	7,000 -	12,200 -	7,000 -	2,470 -	8,000 -
		01-091-000-0000-6105	Gross Salaries	322,335	341,398	336,471	168,726	356,399
		01-091-000-0000-6115	Parttime Salaries	28,060	0	29,338	0	30,223
		01-091-000-0000-6152	Life Insurance	39	38	38	19	38
		01-091-000-0000-6162	P.E.R.A. - Employer	24,175	24,909	25,235	11,672	26,730
		01-091-000-0000-6171	Social Security-Employer	21,724	20,540	22,680	9,474	23,971
		01-091-000-0000-6172	Medicare-Employer	5,081	4,804	5,304	2,216	5,606
		01-091-000-0000-6174	Co.Health Contribution	71,331	67,386	77,698	36,729	82,266
		01-091-000-0000-6206	Employee Electronic Device Reimbu	840	840	840	420	840
		01-091-000-0000-6242	Membership Dues	13,000	13,254	15,000	12,819	15,000
		01-091-000-0000-6245	Registration Fees	2,000	402	1,500	220	440
		01-091-000-0000-6282	Transcripts	500	1,103	1,000	32	1,000
		01-091-000-0000-6285	Professional Fees	5,000	4,006	9,000	0	9,000
		01-091-000-0000-6335	Employee Automobile Allowance	1,200	318	1,000	18	1,000
		01-091-000-0000-6337	Other Travel Expense	800	0	400	0	400
		01-091-000-0000-6375	Vehicle Forfieture Expenditures	5,000	2,456	5,000	0	5,000
		01-091-000-0000-6377	Fees And Service Charges	4,000	2,393	2,000	789	2,000
		01-091-000-0000-6402	Stationary And Forms	0	26 -	0	0	0
		01-091-000-0000-6408	Other Office Supplies	300	313	300	61	300
		01-091-000-0000-6451	Reference Materials	7,000	2,802	3,000	990	3,000
DEPT	091	County Attorney	Revenue	29,000 -	40,591 -	28,000 -	8,474 -	29,000 -
			Expend.	512,385	486,936	535,804	244,185	563,213
			Net	483,385	446,345	507,804	235,711	534,213
FUND	01	County Revenue Fund	Revenue	29,000 -	40,591 -	28,000 -	8,474 -	29,000 -
			Expend.	512,385	486,936	535,804	244,185	563,213
			Net	483,385	446,345	507,804	235,711	534,213
Final Totals			Revenue	29,000 -	40,591 -	28,000 -	8,474 -	29,000 -
			Expend.	512,385	486,936	535,804	244,185	563,213
			Net	483,385	446,345	507,804	235,711	534,213

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/27/2021

Amount of time requested (minutes): 10 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. Consider passing a final payment resolution for the Township Bridge Replacement Project SAP 23-599-205 in Carimona Township.
2. Consider passing a grant participation resolution for Bridge Bonding Funds on County State Aid Highway No. 15. Bridge replacement project SAP 23-615-015 in Carimona Township.
3. Review Bid results for the Bridge replacement project SAP 23-629-010 on County State Aid Highway No. 29 in Newburg Township with possible action.

## **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.**

**RESOLUTION**

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

Date July 27, 2021 Resolution No. \_\_\_\_\_

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

**WHEREAS, Minnowa Construction, Inc.**, has in all things completed **SAP 23-599-205**, in Carimona Township; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

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

Dated at Preston, Minnesota, this 27th day of July, 2021

Contract Price:       \$       275,947.32

Value of Work:       \$       275,738.34

**Final Payment:       \$       13,786.92**

\_\_\_\_\_, 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 \_\_\_\_ day of \_\_\_\_\_, 2021.

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

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

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

Date July 27, 2021 Resolution No. \_\_\_\_\_

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

**RESOLUTION**  
**For Agreement to State Transportation Fund**  
**Local Bridge Replacement Program**  
**Grant Terms and Conditions**  
**SAP 23-615-015**  
**July 27, 2021**

**WHEREAS**, Fillmore County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 23K19 in Carimona Township; and

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this bridge is available; and

**WHEREAS**, the amount of the grant has been determined to be \$ 121,047.45 by reason of the lowest responsible bid;

**NOW THEREFORE**, be it resolved that Fillmore County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

\_\_\_\_\_, 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 \_\_\_\_ day of \_\_\_\_\_, 2021.

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

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/27/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink for Cristal Adkins

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 an access permit for a new drive for Jeremy & Harlea Wood, section 34 of Bristol Township.

Yes

Consider an access permit to widen existing drive for Larry Broadwater, section 13 of Carimona Township

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)

# ACCESS PERMIT APPLICATION

## FILLMORE COUNTY

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

(1) Name of all Landowners: Jeremy D Wood Phone #: 519-883-1732  
Harlea P Wood Phone #: 507-993-1122

email address: \_\_\_\_\_

Mailing Address: 10189 County Rd 116 Harmony MN 55939  
Address City State Zip

(2) Parcel #: 21.0353.000, 21.0354.000 Permit # \_\_\_\_\_

(3) Legal Description (from deed, abstract, or Recorder's Office): \_\_\_\_\_  
To be filled out by the Zoning Office

Section: 34 (4) Township: T101N (5) Range: R11W

Permission is being applied for to construct an access to County Road 116 at the following location

(qtr/qtr) SE/SW Section 34 Township Name Bristol

Reason for Access Garage

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Jeremy Wood Date: 7/8/2021

Harlea Wood Date: 7/8/2021

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

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s): ALLOW ACCESS TO THE PROPERTY

Specifications/Conditions: FOLLOW ALLOWABLE SET BACK REQUIREMENTS AND KEEP GARAGE FLOOR ELEVATION HIGHER THAN STREET ELEVATION

[Signature]  
County Engineer

7/9/2021  
Date

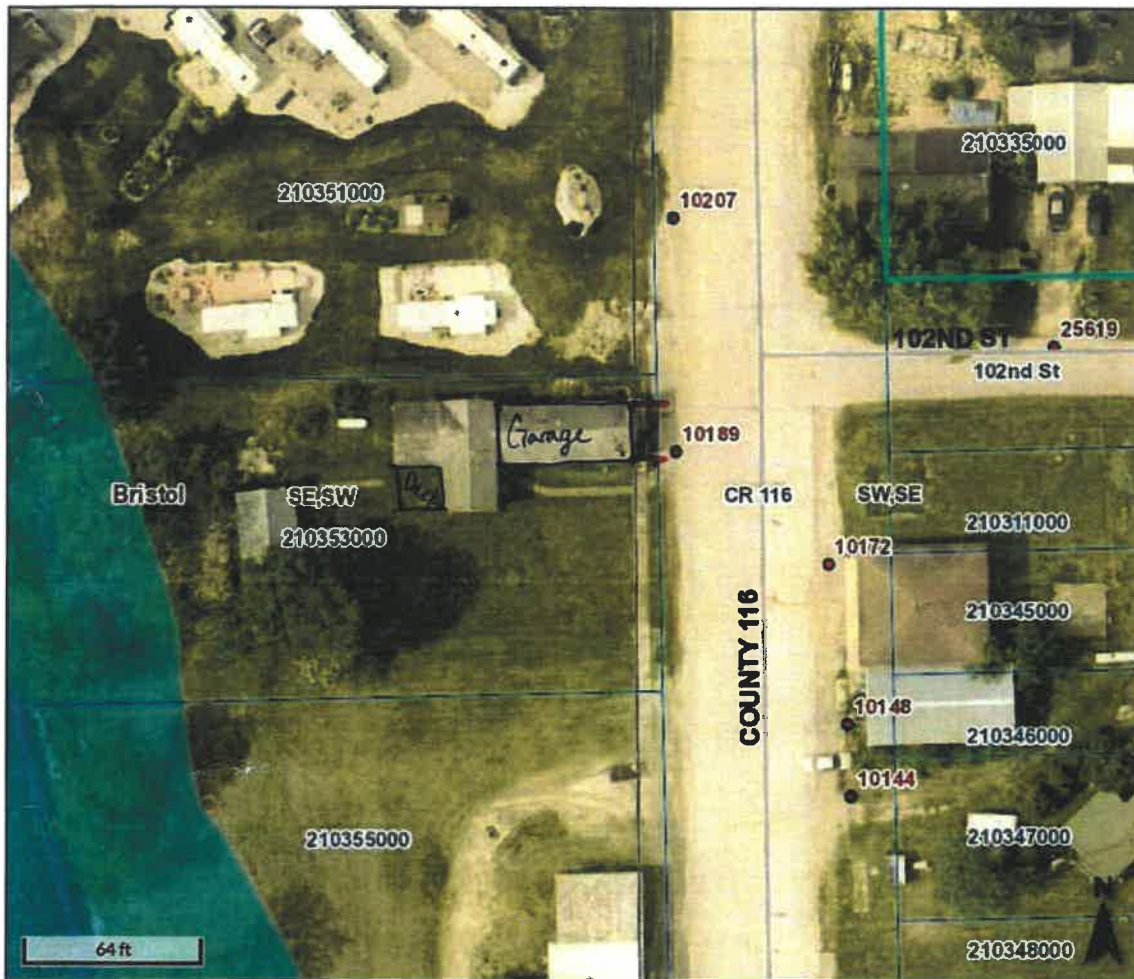
Cristal Adkins  
Zoning Administrator

7/14/21  
Date

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

Board Chairman \_\_\_\_\_

Date \_\_\_\_\_



**Overview**



**Legend**

- Road Centerlines
- Parcels
- 911 Addresses
- Municipalities
- Townships
- Quarter-Quarters
- FEMA Flood Zone**
  - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
  - A
  - AE
  - AE, FLOODWAY
  - X PROTECTED BY LEVEE

Parcel ID	210335000	Alternate ID	n/a	Owner Address	SHARON D WOOD
Sec/Twp/Rng	-101-011	Class	201 - RESIDENTIAL		25619 102ND ST
Property Address	25619 102ND ST	Acreage	n/a		HARMONY, MN 55939
	HARMONY				
District	BRISTOL/SD #2198				
Brief Tax Description	Twp-101 Range-011 GRANGER ORIGINAL PLAT Lot-011 Block-138 LOTS 11-12-13 BLK 138 VILLAGE OF GRANGER				
	(Note: Not to be used on legal documents)				

Date created: 6/29/2021  
Last Data Uploaded: 6/28/2021 11:14:44 PM

Developed by  **Schneider**  
GEOSPATIAL

21.0353.000



# ACCESS PERMIT APPLICATION FILLMORE COUNTY

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

(1) Name of all Landowners: Larry Broadwater Phone #: 507-251-0722

Phone #: \_\_\_\_\_

email address: broadwater\_22@hotmail.com

Mailing Address: 19156 CTY 15 Princeton MN 55965  
Address City State Zip

(2) Parcel #: 220124000 Permit # \_\_\_\_\_

(3) Legal Description (from deed, abstract, or Recorder's Office): Sect 13 Twp 102 *To be filled out by the Zoning Office*

Range 011 80 AC S 1/2 of SW 1/4

Section: 13 (4) Township: Carimong (5) Range: 011

Permission is being applied for to construct an access to County Road 15 at the following location

(qtr/qtr) S 1/2 of SW 1/4 Section 13 Township Name Carimong

Reason for Access widen driveway to the North-Semi access

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: [Signature] Date: 7-7-21

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

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

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s).

FOR SAFETY REASONS THIS ACCESS NEEDS TO BE WIDENED.

Specifications/Conditions:

INCREASE THE ~~LOT~~ WIDTH 12 FEET TO THE NORTH WITH AN EXTENSION OF 20 FEET OF 18" CULVERT, SLOPED SHALL BE CONSTRUCTED TO 4:1 SLOPE

[Signature]  
County Engineer

7/12/2021  
Date

Cristal Adkins  
Zoning Administrator

7/14/21  
Date

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

Board Chairman

Date





**Overview**



**Legend**

- Road Centerlines
- Parcels
- Municipalities
- Townships
- Quarter-Quarters
- ⊠ Quarries
- FEMA Flood Zone**
  - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
  - A
  - AE
  - AE, FLOODWAY
  - X PROTECTED BY LEVEE

<b>Parcel ID</b>	220125000	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	LARRY BROADWATER
<b>Sec/Twp/Rng</b>	13-102-011	<b>Class</b>	101 - AGRICULTURAL		19156 CTY 15
<b>Property Address</b>	19154 COUNTY 15	<b>Acreage</b>	80		PRESTON, MN 55965
	PRESTON				

**District** CARIMONA/SD #2198  
**Brief Tax Description** Sect-13 Twp-102 Range-011 80.00 AC S1/2 OF SW1/4  
 (Note: Not to be used on legal documents)

Date created: 7/7/2021  
 Last Data Uploaded: 7/6/2021 10:45:33 PM

Developed by  **Schneider**  
 GEOSPATIAL

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/27/2021

Amount of time requested (minutes):

15

Dept.: Auditor/Treasurer

Prepared By:

Christy Smith

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

- |  |     |
|--|-----|
| 1. Discussion with possible action regarding Minnesota Energy Resources Corp. lawsuit reconciliation | Yes |
| 2. Consider Proposed 2022 Auditor/Treasurer's Budget   | Yes |
| 3. Consider adding marriage record amendment application to services provided by the A/T office      | 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)

# **MN Energy vs. Commissioner of Revenue Settlement (Fillmore County)**

	2021	2021		4.00%	Date Deposited	6/17/2021
Parcel	Tax Billed	Revised Tax	Refund	Interest	Refund Paid	7/20/2021
1 P 09.0000.002	36,180.00	30,861.00	5,319.00	19.503		
2 P 18.0000.003	8,516.00	7,263.00	1,253.00	4.594333		
3 P 18.0000.008	1,742.00	1,487.00	255.00	0.935		
4 P 25.0000.003	4,398.00	3,750.00	648.00	2.376		
5 P 29.0000.002	2,614.00	2,232.00	382.00	1.400667		
6 P 24.0000.002	10,352.00	8,832.00	1,520.00	5.573333		
7 P 24.0000.003	4,320.00	3,685.00	635.00	2.328333		
8 P 15.0000.001	36,488.00	30,850.00	5,638.00	20.67267		
9 P 14.0000.002	1,442.00	1,230.00	212.00	0.777333		
10 P 19.0000.003	25,278.00	21,560.00	3,718.00	13.63267		
11 P 02.0000.001	13,012.00	11,098.00	1,914.00	7.018		
12 P 01.0000.002	2,440.00	2,082.00	358.00	1.312667		
13 P 07.0000.001	6,230.00	5,314.00	916.00	3.358667		
14 P 17.0000.001	33,116.00	28,245.00	4,871.00	17.86033		
15 P 06.0000.004	37,370.00	31,881.00	5,489.00	20.12633		
16 P 05.0000.002	27,512.00	23,468.00	4,044.00	14.828		
17 P 36.0000.005	65,598.00	55,952.00	9,646.00	35.36867		
18 P 35.0000.003	12,186.00	10,395.00	1,791.00	6.567		
19 P 30.0000.001	-	-	-	0		
20 P 30.0000.003	16,710.00	14,255.00	2,455.00	9.001667		
			51,064.00	187.23	51,251.23	Total Refund

Account: **80.880.6801** (Refunds Acct)

Make Check Payable To: Vendor #6625  
 Minnesota Energy Resources Corp  
 200 East Randolph Street  
 Suite 2300  
 Chicago, IL 60601

Parcel	2021 Tax Billed	2021 Revised Tax	Refund
09.0000.002	6,441.50	5,494.56	946.94
18.0000.003	2,786.14	2,375.99	410.15
18.0000.008	569.89	486.42	83.47
25.0000.003	1,321.11	1,126.83	194.28
29.0000.002	823.18	703.01	120.17
24.0000.002	2,391.10	2,039.95	351.15
24.0000.003	998.03	851.24	146.79
15.0000.001	6,632.90	5,538.45	1,094.45
14.0000.002	485.70	414.47	71.23
19.0000.003	4,676.42	3,988.52	687.90
02.0000.001	2,059.38	1,756.45	302.93
01.0000.002	761.29	649.76	111.53
07.0000.001	1,160.65	990.11	170.54
17.0000.001	5,929.89	5,057.79	872.10
06.0000.004	7,161.06	6,109.06	1,052.00
05.0000.002	7,079.75	6,039.27	1,040.48
36.0000.005	11,396.39	9,720.54	1,675.85
35.0000.003	3,837.41	3,273.28	564.13
30.0000.001	-	-	-
30.0000.003	3,349.55	2,857.37	492.18
REMOVE FROM STATE DISTRIBUTION			10,388.27

Net Amount: **\$ 40,862.96**

STATE OF MINNESOTA  
COUNTY OF DAKOTA

TAX COURT  
REGULAR DIVISION

Minnesota Energy Resources Corp.,  
Appellant,

Docket No. 9439-R

vs.

**ORDER FOR JUDGMENT**

Commissioner of Revenue,  
Appellee.

Based on the parties' Stipulation for Order for Judgment,

IT IS HEREBY ORDERED:

1. The 2020 Minnesota Apportionable Market Value of the operating property of Minnesota Energy Resources Corp. ("Appellant") is set at \$278,000,000 and shall be equalized and apportioned to the taxing districts in which Appellant operates as set forth in the attached Exhibit 1.

2. The market values for the parcels that comprise Appellant's operating property shall be reduced on the books and records of the counties in which Appellant operates (the "Counties") as set forth in the attached Exhibit 1.

3. Property taxes due and payable to the Counties in 2021 shall be recomputed and billed accordingly. If refunds are due, any such refunds, together with interest from the date of any overpayment, shall be paid by the respective Counties to Appellant pursuant to Minnesota Statutes section 278.12.

4. There shall be no award of fees, costs or disbursements to either party.

IT IS SO ORDERED. THIS IS A FINAL ORDER. LET JUDGMENT BE ENTERED  
ACCORDINGLY.

Dated: May 19, 2021

MINNESOTA TAX COURT

Bradford S.

Delapena

Bradford S. Delapena, Judge

Digitally signed by Bradford S.  
Delapena  
Date: 2021.05.19 14:23:42 -05'00'

Exhibit 1

County Name	DOR ID	City/Twp Name	Parcel ID	Property Type Description	Current Year Total Cost	Appt. Value	Equalized, Rounded Value
DODGE	147 0244	VERNON TOWN OF	P16.901.0020	Gas Distrib Utility	137,808	68,952	69,000
DODGE	147 0244	VERNON TOWN OF	P16.901.0020	Other Machinery	14,978	7,494	7,500
DODGE	147 0044	WASIOJA TOWN OF	P17.901.0030	Gas Distrib Utility	178,946	89,535	89,500
DODGE	147 0044	WASIOJA TOWN OF	P17.901.0030	Other Machinery	970,359	485,518	485,500
DODGE	147 0051	WEST CONCORD CITY OF	P26.901.0020	Gas Distrib Utility	559,966	280,178	280,200
DODGE	147 0051	WEST CONCORD CITY OF	P26.901.0020	Other Machinery	130,359	65,225	65,200
DODGE	147 0049	WESTFIELD TOWN OF	P18.901.0010	Gas Distrib Utility	56,288	28,164	28,200
DODGE	147 0049	WESTFIELD TOWN OF	P18.901.0010	Other Machinery	19	10	100
<b>DODGE Total</b>						<b>11,547,968</b>	<b>11,548,200</b>
FARIBAULT	147 0056	CLARK TOWN OF	P04.992.0020	Gas Distrib Utility	36,786	18,406	18,400
FARIBAULT	147 0056	CLARK TOWN OF	P04.992.0020	Other Machinery	3,088	1,545	1,500
FARIBAULT	147 0189	DUNBAR TOWN OF	P06.992.0030	Gas Distrib Utility	2,023	1,012	1,000
FARIBAULT	147 0189	DUNBAR TOWN OF	P06.992.0030	Other Machinery	1,826	914	900
FARIBAULT	147 0055	WELLS CITY OF	P30.992.0020	Gas Distrib Utility	1,750,952	876,087	876,100
FARIBAULT	147 0055	WELLS CITY OF	P30.992.0020	Other Machinery	1,036,881	518,802	518,800
<b>FARIBAULT Total</b>						<b>1,416,766</b>	<b>1,416,700</b>
FILLMORE	147 0057	CANTON CITY OF	P09.0000.002	Gas Distrib Utility	1,450,898	725,955	726,000
FILLMORE	147 0057	CANTON CITY OF	P09.0000.002	Other Machinery	75,117	37,585	37,600
FILLMORE	147 0065	CARROLTON TOWN OF	P18.0000.003	Gas Distrib Utility	646,567	323,509	323,500
FILLMORE	147 0065	CARROLTON TOWN OF	P18.0000.003	Other Machinery	13,422	6,716	6,700
FILLMORE	147 0454	CARROLTON TOWN OF	P18.0000.008	Gas Distrib Utility	121,228	60,656	60,700
FILLMORE	147 0454	CARROLTON TOWN OF	P18.0000.008	Other Machinery	13,738	6,874	6,900
FILLMORE	147 0386	CHATFIELD TOWN OF	P25.0000.003	Gas Distrib Utility	143,540	71,820	71,800
FILLMORE	147 0386	CHATFIELD TOWN OF	P25.0000.003	Other Machinery	169,490	84,804	84,800
FILLMORE	147 0503	FILLMORE TOWN OF	P29.0000.002	Gas Distrib Utility	171,057	85,588	85,600
FILLMORE	147 0503	FILLMORE TOWN OF	P29.0000.002	Other Machinery	24,097	12,057	12,100
FILLMORE	147 0216	FOUNTAIN CITY OF	P24.0000.002	Gas Distrib Utility	361,545	180,899	180,900

Exhibit 1

County Name	DOR ID	City/Twp Name	Parcel ID	Property Type Description	Current Year Total Cost	Appt. Value	Equalized, Rounded Value
FILLMORE	147 0216	FOUNTAIN CITY OF	P24.0000.002	Other Machinery	204,979	102,561	102,600
FILLMORE	147 0455	FOUNTAIN CITY OF	P24.0000.003	Gas Distrib Utility	233,017	116,590	116,600
FILLMORE	147 0455	FOUNTAIN CITY OF	P24.0000.003	Other Machinery	3,449	1,726	1,700
FILLMORE	147 0059	HARMONY CITY OF	P15.0000.001	Gas Distrib Utility	1,250,999	625,936	625,900
FILLMORE	147 0059	HARMONY CITY OF	P15.0000.001	Other Machinery	512,280	256,319	256,300
FILLMORE	147 0060	HARMONY TOWN OF	P14.0000.002	Gas Distrib Utility	94,176	47,121	47,100
FILLMORE	147 0060	HARMONY TOWN OF	P14.0000.002	Other Machinery	20,924	10,469	10,500
FILLMORE	147 0246	LANESBORO CITY OF	P19.0000.003	Gas Distrib Utility	887,004	443,812	443,800
FILLMORE	147 0246	LANESBORO CITY OF	P19.0000.003	Other Machinery	220,862	110,508	110,500
FILLMORE	147 0062	MABEL CITY OF	P02.0000.001	Gas Distrib Utility	326,204	163,216	163,200
FILLMORE	147 0062	MABEL CITY OF	P02.0000.001	Other Machinery	161,746	80,929	80,900
FILLMORE	147 0063	NEWBURG TOWN OF	P01.0000.002	Gas Distrib Utility	155,850	77,979	78,000
FILLMORE	147 0063	NEWBURG TOWN OF	P01.0000.002	Other Machinery	24,592	12,305	12,300
FILLMORE	147 0209	PETERSON CITY OF	P07.0000.001	Gas Distrib Utility	235,584	117,874	117,900
FILLMORE	147 0209	PETERSON CITY OF	P07.0000.001	Other Machinery	39,450	19,739	19,700
FILLMORE	147 0064	PRESTON CITY OF	P17.0000.001	Gas Distrib Utility	1,159,865	580,337	580,300
FILLMORE	147 0064	PRESTON CITY OF	P17.0000.001	Other Machinery	245,073	122,622	122,600
FILLMORE	147 0066	RUSHFORD CITY OF	P06.0000.004	Gas Distrib Utility	1,385,029	692,998	693,000
FILLMORE	147 0066	RUSHFORD CITY OF	P06.0000.004	Other Machinery	311,684	155,951	156,000
FILLMORE	147 0067	RUSHFORD VILLAGE CITY	P05.0000.002	Gas Distrib Utility	1,646,407	823,778	823,800
FILLMORE	147 0067	RUSHFORD VILLAGE CITY	P05.0000.002	Other Machinery	31,006	15,514	15,500
FILLMORE	147 0068	SPRING VALLEY CITY OF	P36.0000.005	Gas Distrib Utility	2,070,437	1,035,941	1,035,900
FILLMORE	147 0068	SPRING VALLEY CITY OF	P36.0000.005	Other Machinery	629,583	315,011	315,000
FILLMORE	147 0069	SPRING VALLEY TOWN OF	P35.0000.003	Gas Distrib Utility	723,830	362,168	362,200
FILLMORE	147 0069	SPRING VALLEY TOWN OF	P35.0000.003	Other Machinery	185,231	92,680	92,700
FILLMORE	147 0505	WYKOFF CITY OF	P30.0000.001	Other Machinery	-	-	-
FILLMORE	147 0504	WYKOFF CITY OF	P30.0000.003	Gas Distrib Utility	785,777	393,163	393,200
FILLMORE	147 0504	WYKOFF CITY OF	P30.0000.003	Other Machinery	7,759	3,882	3,900
<b>FILLMORE Total</b>						<b>8,377,592</b>	<b>8,377,700</b>

2022

A/T

A/T	Hourly/Salary	Gross Salaries	Life Insurance	PERA	Social Security	Medicare	Health Insurance	Total Cost	FTE
<b>CS - AT</b>	\$ 35.29	\$ 38,113.20	\$ 9.60	\$ 2,858.49	\$ 2,363.02	\$ 552.64	\$ -	\$ 43,896.95	1
7/9/2022	\$ 36.48	\$ 36,480.00	\$ -	\$ 2,736.00	\$ 2,261.76	\$ 528.96		\$ 42,006.72	
		<b>\$ 74,593.20</b>	<b>\$ 9.60</b>	<b>\$ 5,594.49</b>	<b>\$ 4,624.78</b>	<b>\$ 1,081.60</b>	<b>\$ -</b>	<b>\$ 85,903.67</b>	<b>1</b>
<b>SM - Acct Tech</b>	\$ 23.67	\$ 32,830.29	\$ 9.60	\$ 2,462.27	\$ 2,035.48	\$ 476.04	\$ 12,482.67	\$ 50,296.35	1
9/1/2022	\$ 24.41	\$ 16,916.13		\$ 1,268.71	\$ 1,048.80	\$ 245.28		\$ 19,478.92	
		<b>\$ 49,746.42</b>	<b>\$ 9.60</b>	<b>\$ 3,730.98</b>	<b>\$ 3,084.28</b>	<b>\$ 721.32</b>	<b>\$ 12,482.67</b>	<b>\$ 69,775.27</b>	<b>1</b>
<b>SK - Acct Tech</b>	\$ 22.20	\$ 20,202.00	\$ 9.60	\$ 1,515.15	\$ 1,252.52	\$ 292.93	\$ 12,482.67	\$ 35,754.87	1
6/7/2022	\$ 22.93	\$ 26,828.10	\$ -	\$ 2,012.11	\$ 1,663.34	\$ 389.01	\$ -	\$ 30,892.56	
		<b>\$ 47,030.10</b>	<b>\$ 9.60</b>	<b>\$ 3,527.26</b>	<b>\$ 2,915.87</b>	<b>\$ 681.94</b>	<b>\$ 12,482.67</b>	<b>\$ 66,647.43</b>	<b>1</b>
<b>SS - Acct Tech Lead</b>	\$ 24.21	\$ 10,071.36	\$ 9.60	\$ 755.35	\$ 624.42	\$ 146.03	\$ 29,026.77	\$ 40,633.54	1
3/11/2022	\$ 25.02	\$ 41,633.28	\$ -	\$ 3,122.50	\$ 2,581.26	\$ 603.68	\$ -	\$ 47,940.72	
		<b>\$ 51,704.64</b>	<b>\$ 9.60</b>	<b>\$ 3,877.85</b>	<b>\$ 3,205.69</b>	<b>\$ 749.72</b>	<b>\$ 29,026.77</b>	<b>\$ 88,574.26</b>	<b>1</b>
		<b>\$ 223,074.36</b>	<b>\$ 38.40</b>	<b>\$ 16,730.58</b>	<b>\$ 13,830.61</b>	<b>\$ 3,234.58</b>	<b>\$ 53,992.11</b>	<b>\$ 310,900.64</b>	

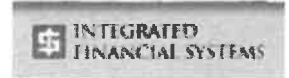
Reflects a 12% insurance increase

Reflects a 3% COLA/Market Rate



Bobbie  
7/23/21 1:04PM

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



## USER-SELECTED BUDGET REPORT

Page 2

01 FUND County Revenue Fund

Report Basis: Modified Accrual

			<u>2020</u>	<u>2020</u>	<u>2021</u>	<u>2021</u>	<u>2022</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
				<u>Mo. 01 - 12</u>		<u>Mo. 01 - 06</u>	
041	DEPT	Auditor/Treasurer					
	01-041-000-0000-5501	Fees And Charges	40,000 -	37,017 -	40,000 -	16,447 -	40,000 -
	01-041-000-0000-6105	Gross Salaries	223,487	220,307	213,691	93,304	223,074
	01-041-000-0000-6110	Overtime Salaries	0	8,080	0	2,935	0
	01-041-000-0000-6152	Life Insurance	38	33	38	19	38
	01-041-000-0000-6162	P.E.R.A. - Employer	16,762	15,362	16,027	7,115	16,731
	01-041-000-0000-6171	Social Security-Employer	13,856	14,220	13,249	5,574	13,831
	01-041-000-0000-6172	Medicare-Employer	3,241	3,326	3,099	1,304	3,235
	01-041-000-0000-6174	Co.Health Contribution	54,301	37,997	58,718	23,600	53,992
	01-041-000-0000-6205	Postage And Postal Box Rent	328	328	328	537	334
	01-041-000-0000-6206	Employee Electronic Device Reimbu	480	280	480	0	0
	01-041-000-0000-6233	Publications	30	30	4,000	5,013	7,500
	01-041-000-0000-6241	Advertising	3,800	2,066	300	369	700
	01-041-000-0000-6242	Membership Dues	1,500	1,440	1,500	1,440	1,500
	01-041-000-0000-6244	Continuing Education	2,500	0	2,000	0	1,000
	01-041-000-0000-6245	Registration Fees	1,500	320	1,500	0	2,500
	01-041-000-0000-6248	Minnesota Official Marriage System	750	750	750	750	750
	01-041-000-0000-6335	Employee Automobile Allowance	1,000	150	500	0	500
	01-041-000-0000-6337	Other Travel Expense	2,000	307	1,500	0	2,000
	01-041-000-0000-6377	Fees And Service Charges	2,000	2,344	2,000	15	1,000
	01-041-000-0000-6402	Stationary And Forms	700	158	700	0	700
	01-041-000-0000-6408	Other Office Supplies	1,000	800	1,000	333	1,000
	01-041-000-0000-6637	Software Expenses	2,500	2,895	2,500	0	3,000
DEPT	041	Auditor/Treasurer	Revenue	37,017 -	40,000 -	16,447 -	40,000 -
			Expend.	331,773	323,880	142,308	333,385
			Net	291,773	283,880	125,861	293,385
062	DEPT	Elections					
	01-062-000-0000-5501	Fees And Charges	0	810 -	0	0	0
	01-062-000-0000-6115	Parttime Salaries	9,200	0	0	0	0
	01-062-000-0000-6171	Social Security-Employer	571	0	0	0	0
	01-062-000-0000-6172	Medicare-Employer	134	0	0	0	0
	01-062-000-0000-6205	Postage And Postal Box Rent	300	28	300	0	300
	01-062-000-0000-6233	Publications	750	676	300	0	750
	01-062-000-0000-6241	Advertising	6,800	2,212	0	0	3,000
	01-062-000-0000-6245	Registration Fees	1,000	0	0	0	0

Bobbie  
7/23/21 1:04PM

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



## USER-SELECTED BUDGET REPORT

Page 3

01 FUND County Revenue Fund

Report Basis: Modified Accrual

<u>Account Number</u>		<u>Account Description</u>	<u>2020 Budget</u>	<u>2020 Actual Mo. 01 - 12</u>	<u>2021 Budget</u>	<u>2021 Actual Mo. 01 - 06</u>	<u>2022 Budget</u>
01-062-000-0000-6335		Employee Automobile Allowance	750	246	0	0	250
01-062-000-0000-6337		Other Travel Expense	1,000	0	0	0	0
01-062-000-0000-6377		Fees And Service Charges	11,000	37,910	11,000	9,945	15,000
01-062-000-0000-6402		Stationary And Forms	1,000	63	0	0	0
01-062-000-0000-6408		Other Office Supplies	0	17	0	0	0
01-062-000-0000-6461		Ballots	50,000	43,919	300	235	45,000
01-062-000-0000-6462		Other Election Supplies	11,700	5,382	0	1,827	3,000
01-062-000-0000-6640		Equipment Purchased	62,000	118	20,000	30	80,000
01-062-000-0000-6852		Hava Grant Expenses	0	9,166	0	0	0
01-062-621-0000-5394		STATE ELECTION GRANT	0	20,769 -	0	0	0
DEPT 062	Elections	Revenue	0	21,579 -	0	0	0
		Expend.	156,205	99,737	31,900	12,037	147,300
		Net	156,205	78,158	31,900	12,037	147,300
FUND 01	County Revenue Fund	Revenue	40,000 -	58,596 -	40,000 -	16,447 -	40,000 -
		Expend.	487,978	410,930	355,780	154,345	480,685
		Net	447,978	352,334	315,780	137,898	440,685
Final Totals		Revenue	40,000 -	58,596 -	40,000 -	16,447 -	40,000 -
		Expend.	487,978	410,930	355,780	154,345	480,685
		Net	447,978	352,334	315,780	137,898	440,685

# Marriage Record Amendment Packet

## INSTRUCTIONS, SUPPORTING DOCUMENTS & APPLICATION

### INSTRUCTIONS

Use the Marriage Record Amendment Application form to correct information on a Fillmore County marriage certificate.

To **correct** information on a marriage record you must send in at least two supporting documents. You may need to send additional documentation depending on what items you wish to amend. See “*What you need to know about supporting documents*” on pages 4 and 5 of this document.

"Amendment" means completion or correction made to demographic and/or legal items on a marriage record.

## What does the marriage certificate show now?

Fill in this section with the information as shown on the marriage certificate **now**. This information helps the Fillmore County Auditor-Treasurer's Office locate the correct marriage record.

## You may request amendments to the following items:

- Date of marriage
- Place of marriage
- Names (minor spelling errors in the first, middle, last, name suffix – entire name cannot be changed unless ordered by court)
- Names at marriage (name before marriage, minor spelling errors in the first, middle, last, name suffix – entire name cannot be changed unless ordered by court)
- Other minor errors with appropriate documentation

## What item(s) do you want to amend? How do you want the information to show on the new certificate?

List each item you want to amend on a separate line in the left column. In the right column, print how you want the item to show on the new certificate. Your application should look similar to the example below. If the number of items you want to amend is more than two, see the last page of this document.

What item(s) do you want amended?	How do you want the information to show on the record?
Item to amend	Show on record as
Item to amend	Show on record as

## Requester Information - Information about you

What is your relationship to the subject of the marriage record? Only certain individuals may request amendments to marriage records. Applicants, officiators or authorized Fillmore County Auditor-Treasurer staff.

Complete the rest of the Requester Information section so that the Fillmore County Auditor-Treasurer's Office can contact you if we have questions and so that we can send your documents back to you.

## REQUIRED – Sign this application in front of a Notary Public

**Do not sign the application until you are in front of a notary public.** You must present government-issued photo identification to the notary. The notary will check your identification, and watch you sign and date the application. Then, the notary will mark the application with a stamp (or a "seal") and sign the application. The notarized application shows the Fillmore County Auditor-Treasurer's Office that you really signed it.

See [Notary information](https://www.health.state.mn.us/people/vitalrecords/notary.html) (<https://www.health.state.mn.us/people/vitalrecords/notary.html> )

## Marriage record amendment fee

You must pay a fee to amend a Fillmore County marriage record when you apply. The fee for administrative review and processing of a request for the amendment of any marriage record is \$40. Fees are non-refundable. *Minnesota Statutes, section 144.226*. The \$40 fee is only for the amendment. The fee does not include a new marriage record/certificate.

## Do you want a new marriage certificate after the amendment?

One marriage certificate costs \$9. If a copy of the corrected record is needed, enter \$9 in the box showing "Amount Due."

If more than one certificate is requested, additional certificates cost \$9 each.

Enter the number of additional copies desired in the box showing "# of additional copies" and enter calculated fees in the application.

## How do you want us to send your documents back to you?

After we complete your request, we will send you your supporting documents and any new certificates you order back by Regular First Class Mail®.

If you want us to send your documents to an address outside of the United States or overnight, you must include a UPS, Fed Ex, or USPS prepaid envelope when you submit your application, supporting documents and fees.

## How do you want to pay?

You may pay by cash, credit card, check or money order. Fees are payable with your application and are non-refundable. The Fillmore County Auditor-Treasurer's Office will not process amendments or issue new certificates without the fees.

If you wish to pay by credit card, please visit <https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=15151> for instructions.

If you want to pay by check or money order, make the check or money order payable to the Fillmore County Auditor-Treasurer.

Do not send cash through the mail.

INSTRUCTIONS

## **Send your application, supporting documentation and payment to the Fillmore County Auditor-Treasurer**

You must send your application, payment and supporting documentation to the address on the Marriage Record Amendment Application.

Mailing Address:

Fillmore County Auditor-Treasurer

P.O. Box 627

Preston, MN 55965

If you have questions about this information, call 507-765-3811.

# What you need to know about supporting documents

When you request an amendment to a Fillmore County record, you must provide documentation to support additions or changes to the marriage certificate. To **add** missing information to a marriage record you need to send in at least one supporting document. To **change** information on a marriage record you must send in at least two supporting documents. You may need to provide more documents depending on what you want to amend. **We will return all of your original documents when we are finished processing your request.**

Each document must:

1. Show the item you want to add or change *exactly as you want it to appear on the marriage certificate*, **AND**
2. Show at least two items that match what is on the marriage certificate already *that you are not asking to have changed*, **AND**

Documents must be	What does this mean?
Legible	Letters and words can be identified; document is sharp – not blurred or smeared
Unmodified	No erasures; nothing crossed out; no correction tape or fluid
Original	Actual passport or certificate of naturalization (not copies)
Certified	Birth or death certificates, military discharge forms, and court orders must be <b>issued by a government office</b> – certified documents usually have a stamp or seal on them
Authenticated	Copies of hospital records, clinic records, school records, social services records that are authenticated  Authenticated means an employee from the place giving you the record <i>declares in writing</i> that the document they are providing you is a true and accurate copy of the record on file. At minimum, the document must list the name and address of the organization and be signed and dated by an employee of the organization.
In English	Supporting documentation must be in English or translated into English. A qualified translator must translate documents in other languages (marriage certificates, marriage certificates, and other records) into English; the translator must sign the translation in front of a notary public.

## Acceptable supporting documents

Acceptable supporting documents must show the certification item as you want it to print after the amendment AND at least two items that we can match on the current record before it is changed. We will accept the documents listed below if they meet all of the requirements above **and** the information supports the requested amendment:

- Authenticated U.S. school record or official school transcript
- Authenticated hospital, clinic or social services record
- Valid (unexpired) passport – **NOT** a notarized photocopy
- Original or certified copy of U.S. military discharge papers (such as a DD214 form)
- Certified (government issued) copy of a birth certificate
- Certified copy of a U.S. court order
- Certified copy of a birth certificate of a child
- U.S. baptism certificate or other church record with a phone number to the church so the record may be verified
- Original or certified copy of a Certificate of Naturalization
- Other documents the Fillmore County Auditor-Treasurer's Office determines are acceptable

## Documents NOT Accepted

- state, employee, or other ID card or permit
- social security card or statement
- application of any kind
- insurance card or policy
- paycheck stub
- tax return
- statement or bill
- newspaper article
- other documents that do not meet all of the requirements listed above

What item(s) do you want amended?	How do you want the information to show on the record?
Item to amend	Show on record as
Item to amend	Show on record as
Item to amend	Show on record as
Item to amend	Show on record as
Item to amend	Show on record as





# Marriage Record Amendment Application

File Number \_\_\_\_\_

Marriage has taken place \_\_\_\_\_

Marriage has not taken place \_\_\_\_\_

## The associated marriage is between – Complete using the information as shown on the record

Applicant 1	Applicant 1 first name	Applicant 1 middle name	Applicant 1 last name	Name suffix
	Current Address	State	Zip Code	County
	Applicant 1 date of birth (MM/DD/YYYY)	Applicant 1 birth place (State or Foreign Country)		
Applicant 2	Applicant 2 first name	Applicant 2 middle name	Applicant 2 last name	Name suffix
	Current Address	State	Zip Code	County
	Applicant 2 date of birth (MM/DD/YYYY)	Applicant 2 birth place (State or Foreign Country)		

## Requester information – information about you

I am requesting that Fillmore County amend the marriage record because:

Requester name Requester address

I have attached the following documentation in support of my request:

I am  
☐ Applicant 1 or applicant 2  
☐ The person who officiated the marriage ceremony (complete Officiant section on the back)  
☐ A representative of Fillmore County

Requester phone number:

What item(s) do you want amended?	How do you want the information to show on the record?
Item to amend	Show on record as
Item to amend	Show on record as

## REQUIRED – Requester (applicant 1) sign this application in front of a Notary Public

*I certify that the information provided on this application is accurate and complete to the best of my knowledge.*

Your (requester's) signature	Notary Stamp/Seal
Sworn to/affirmed before me on _____ day of _____, 20_____	
Printed name of notary public	
Notary public signature	

**REQUIRED – Requester (applicant 2) sign this application in front of a Notary Public**

I certify that the information provided on this application is accurate and complete to the best of my knowledge.	
Your (requester's) signature	Notary Stamp/Seal
Sworn to/affirmed before me on _____ day of _____, 20_____	
Printed name of notary public	
Notary public signature	

**REQUIRED - If OFFICIANT is the requester – sign this application in front of a Notary Public**

Officiant information	Officiant name	Officiant email	Officiant phone number (xxx-xxx-xxxx)	
	Officiant street address	City	State	Zip

I certify that the information provided on this application is accurate and complete to the best of my knowledge.	
Your (requester's) signature	Notary Stamp/Seal
Sworn to/affirmed before me on _____ day of _____, 20_____	
Printed name of notary public	
Notary public signature	

Quantity and cost – make checks payable to: Fillmore County Auditor/Treasurer	Fee
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The fee for administrative review and processing of a request for the amendment marriage record is <b>\$40.</b>	\$40
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Certified copies are \$9 each	# of additional copies	X \$9

Fees are due with the application and are non-refundable. <i>Minnesota Statutes, section 144.226.</i>	Amount due Write in total if filling out by hand
	Amount due

Check number \_\_\_\_\_ Money order number \_\_\_\_\_ Credit Card OPC number \_\_\_\_\_

**Send application and payment to Fillmore County Auditor/Treasurer's Office:**

Fillmore County Auditor/Treasurer  
Attention Marriage  
P.O. Box 627  
Preston, MN 55965

If you have questions, please contact us at [auditor@co.fillmore.mn.us](mailto:auditor@co.fillmore.mn.us) call 507-765-3811.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/27/2021

Amount of time requested (minutes):

15

Dept.: Administration

Prepared By: Lindsie Engle

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

## Regular Agenda:

## Documentation

1. Consider request to hire replacement Office Support Specialist, Senior at No  
Grade 6/ Step 1 effective 08/17/2021 as recommended by the Hiring Committee
  - a. Dacia Inglett
  - b. \$20.69

# RESOLUTION

## FILLMORE COUNTY BOARD OF COMMISSIONERS Preston, Minnesota 55965

Date July 27, 2021 Resolution No. 2021 - XXX  
Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

### Proclamation of County Staff Appreciation Day

**WHEREAS**, county staff serve as the cornerstone of this community, dedicating their time, skills, and expertise for the benefit of their neighbors; and

**WHEREAS**, county staff went beyond expectations, taking on personal risks, to continue delivering essential services to the citizens of our county during the COVID-19 pandemic; and

**WHEREAS**, in addition to their regular duties, many county staff were called upon and accepted new and challenging responsibilities during the pandemic such as expediting the distribution of thousands of dollars in economic recovery appropriations, empowering the survival of our local business community; successfully managing a deluge of mail-in ballots in an unprecedented federal election; and, retooling local public health education outreach to flatten the curve; and

**WHEREAS**, although the state has turned the corner on the COVID-19 pandemic, county staff continue their exemplary work, assisting with recovery through vaccination roll outs and preparing for the American Rescue Plan's multi-year recovery effort; and

**WHEREAS**, the work of county staff over the past year and a half have kept the doors of the county open and our community safer, healthier, and productive throughout months of unprecedented global transition; and

**WHEREAS**, President Sve and the Board of the Association of Minnesota Counties requested the Office of Governor Walz and Lt. Governor Flanagan to proclaim July 27, 2021 as County Staff Appreciation Day and their request was granted;

**NOW, THEREFORE**, we, the Fillmore County Board of Commissioners, proclaim July 27, 2021 as County Staff Appreciation Day and extend our thanks to the staff of our county and express deep gratitude for their commitment to excellence in public service during the COVID-19 pandemic.

Adopted this 27<sup>th</sup> day of July, 2021 by the Fillmore County Board of Commissioners.

#### 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 27<sup>th</sup> day of July, 2021.

Witness my hand and official seal at Preston, Minnesota the 27<sup>th</sup> day of July, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

# MANAGING THE HUMAN RESOURCE



MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST  
2021 TRAINING EVENT

## SEMINAR OVERVIEW

This popular two-day seminar explores topics related to the risks employees pose to a public employer and how to manage them. The sessions include in-depth discussions of hot-button topics and case law updates. This training is a must for anyone whose job requires them to supervise others and make personnel decisions in a public-sector environment, especially those new to this role.

## HOLIDAY INN INFORMATION

PHONE: 320.253.9000  
WEBSITE: [IHG.com/holidayinn/](http://IHG.com/holidayinn/)  
ADDRESS: Holiday Inn & Suites St. Cloud  
75 S. 37th Ave.  
St. Cloud, MN 56301

## QUESTIONS

Call MCIT toll-free at 1.866.547.6516

## REGISTRATION FEE

MCIT MEMBER: \$110\*

NONMEMBER: \$150\*

*Fee includes materials, lunch and refreshments for both days. No one-day registrations are accepted.*

## REGISTER EARLY. SPACE IS LIMITED!

\*CANCELLATION POLICY: Individuals registered for the seminar will not be billed for cancellations received at least one week prior to the session (by Oct. 6, 2021). Cancellations received after this deadline will be billed for the entire registration fee.

## OCT. 13 SCHEDULE

**8:30 - 9 a.m.**  
CHECK IN

**9 a.m. - noon**  
HIRING

- What to Do When You Have a Vacancy
- Veterans Preference in Hiring: 100-point Process
- Job Applications: What to Ask and Not Ask at the Application Stage
- The Dos and Don'ts of Job Interviews
- How and When to Make a Conditional Job Offer
- Reference Checks: How to Get the Information You Need to Make a Good Hiring Decision

**Noon - 1 p.m.**  
LUNCH

**1 p.m. - 4 p.m.**

DO YOU HAVE A POLICY ON THAT?  
WHAT YOU SHOULD INCLUDE IN YOUR  
PERSONNEL POLICIES

EMPLOYEE ORIENTATION

- New Employee Orientation: What They Need to Know Once They Are Hired
- Reorientation: Periodic Retraining of Employees on Applicable Policies and Laws

LAWS RELATED TO DATA *(and How Public Employers Can Get into Trouble)*

- The Minnesota Government Data Practices Act
- Records Retention and Electronic Data
- The Federal Driver's Privacy Protection Act

FAIR LABOR STANDARDS ACT  
An Overview

FAMILY AND MEDICAL LEAVE ACT AND  
SICK LEAVE

## OCT. 14 SCHEDULE

**8:30 - 9 a.m.**  
CHECK IN

**9 a.m. - noon**

FAMILY AND MEDICAL LEAVE ACT AND SICK  
LEAVE *(continued if needed)*

AMERICANS WITH DISABILITIES ACT

VETERANS PREFERENCE ACT IN DISCHARGE  
AND DEMOTION, AND USERRA

EQUAL EMPLOYMENT OPPORTUNITY/HUMAN  
RIGHTS NONDISCRIMINATION

EMPLOYMENT EVALUATIONS 101 *(part 1)*

**Noon - 1 p.m.**  
LUNCH

**1 p.m. - 3 p.m.**

EMPLOYMENT EVALUATIONS 101 *(part 2)*

DRAFTING A PERFORMANCE IMPROVEMENT  
PLAN

DUE PROCESS

Investigate, Notice of Allegation and Opportunity to  
Respond

DISCIPLINING FOR INCOMPETENCE

When Is There "Just Cause" to Discipline?

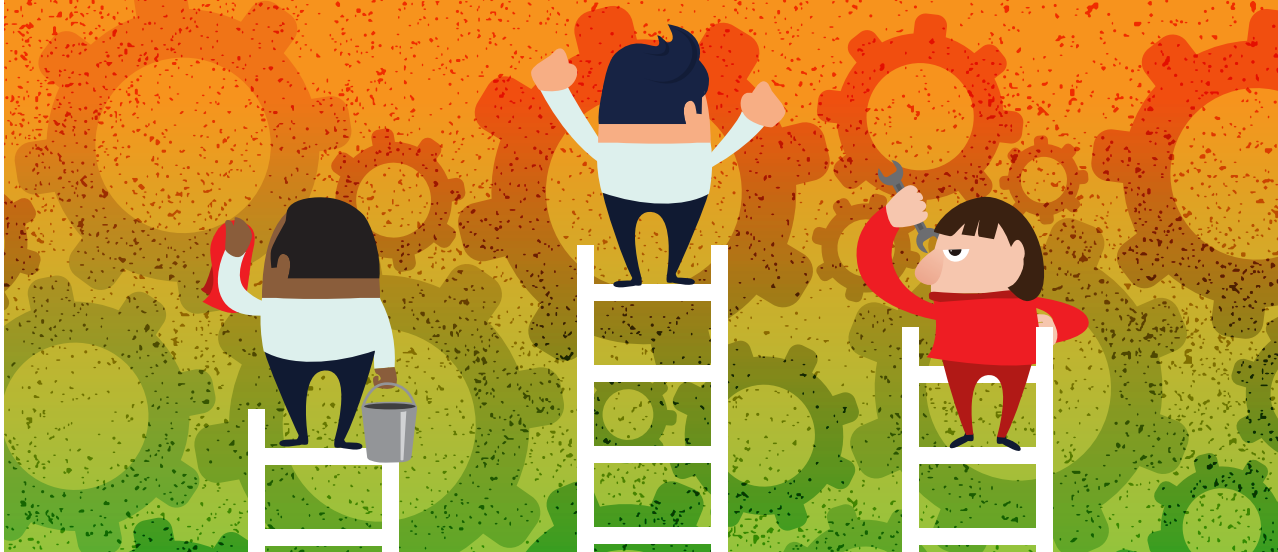
DISCIPLINING FOR MISCONDUCT

Progressive Discipline vs. Severity of the Offense

DISCHARGE OF EMPLOYEES

When and How

This seminar is designed for those whose job requires them to supervise others and make personnel decisions in the public sector, especially those new to the management role or the public sector. It is not meant for the seasoned public-sector human resources professional.



### SUGGESTED ATTENDEES:

- Department heads and other supervisory staff
- County commissioners
- County administrators/coordinators
- County attorneys
- County auditors/auditor-treasurers
- Highway engineers
- Nursing home and hospital directors
- Public health directors
- Risk managers
- Sheriffs
- Social services directors
- SWCD supervisors and district managers

### ABOUT THE PRESENTERS

**Ann Goering** is a partner at Ratwik, Roszak & Maloney P.A., practicing in labor and employment law, as well as civil litigation. Goering has represented numerous public-sector entities in situations involving claims of discrimination, harassment and defamation. She has been presenting this seminar since its inception.

**Erin Benson** is also a partner at Ratwik, Roszak & Maloney, practicing employment and labor law, and civil litigation. She routinely represents public entities, frequently conducts investigations into employee misconduct, and has defended public entities against a variety of claims in both state and federal court.

## MANAGING THE HUMAN RESOURCE

Oct. 13-14 2021, Holiday Inn, St. Cloud

### RESERVE YOUR SPOT FOR THIS SEMINAR IN ONE OF TWO WAYS:

1. Complete the online registration form at [MCIT.org/training-calendar/](https://mcit.org/training-calendar/)
2. Complete the form below and return it to MCIT:
  - E-mail to [registration@mcit.org](mailto:registration@mcit.org)
  - Fax to 651.209.6496
  - Mail to 100 Empire Dr., Suite 100, St. Paul, MN 55103-1885

☐ MCIT member: \$110\* ☐ Nonmember: \$150\*

☐ Check here if you require special accommodations. MCIT will contact you for additional information.

NO ONE-DAY REGISTRATIONS WILL BE ACCEPTED.

NAME

TITLE

ORGANIZATION

ADDRESS

PHONE

E-MAIL ADDRESS

Make checks payable to MCIT and send to:

Minnesota Counties Intergovernmental Trust  
100 Empire Dr., Suite 100  
St. Paul, MN 55103-1885

You may send payment separately from the registration form.

**REGISTRATION QUESTIONS:** Contact MCIT toll-free at 1.866.547.6516 or [registration@mcit.org](mailto:registration@mcit.org)

**SEMINAR QUESTIONS:** Contact Communications Manager Heather Larson-Blakestad at 1.866.547.6516 or [hblakestad@mcit.org](mailto:hblakestad@mcit.org) with questions not related to event registration.