

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
May 14, 2019**

Fillmore County Courthouse, 101 Fillmore Street West - Preston, MN

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Mitch Lentz - First District

Vacant - Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

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Pledge of Allegiance

9:00 a.m.

Approve agenda

Approve Consent Agenda:

1. May 7, 2019 County Board minutes
2. Closing 1<sup>st</sup> Avenue SW/County Road 35 between Center Street W and 3<sup>rd</sup> Street SW for July 4<sup>th</sup> from 10:00 am – 7:00 pm for annual City of Harmony 4<sup>th</sup> of July activities as approved by Sheriff DeGeorge and Highway Engineer Gregg

Approve Commissioners' Warrants

Review Auditor's Warrants

9:05 a.m.

Cristal Adkins, Zoning Administrator

1. Consider an access permit for new drive for Jerome Taubel, section 32 of Pilot Mound Township

9:10 a.m.

Kevin Olson, Social Services Manager

1. Request to approve the FPI RAA Cooperative Agreement for 2020-2021
2. Request to approve Resolution Authorizing Acceptance and Execution of Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program

9:30 a.m.

Citizen's Input

9:35 a.m.

John DeGeorge, Sheriff

1. Consider 2-year contract with the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew (ICWC) Program
2. Purchase of 2019 Dodge Charger Police Package squad car through Enterprise Fleet Management, and purchase of equipment and setup.
3. Purchase of 2019 Dodge Charger SXT administrative car through Enterprise Fleet Management, and purchase of equipment and setup.

9:45 a.m.

Ron Gregg, Highway Engineer

1. Consider awarding the bridge replacement project SAP 023-604-005 to the low responsible bidder. The bridge being replaced is No. 7955 on CSAH 4, ½ mile west of Washington.
2. Consider the purchase of VRS Technology upgrade for the Highway Department for use in gathering survey data. The cost is \$8,303.00 which was approved by the Technology/Land Records/GIS Committee and recommended to utilize unallocated funds.
3. Request Board approval to advertise for the replacement of Bridge No. 23514 on CSAH No. 1 north of Ostrander, MN SAP 023-601-030.

# FILLMORE COUNTY BOARD OF COMMISSIONERS

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9:55 a.m. Kristina Kohn, Human Resources

1. Request to hire temporary summer Office Support Specialist in the Veteran Services/Extension Office at Grade 5/Step 1 effective May 21, 2019 as recommended by the Veteran Services Officer and 4-H Program Coordinator
2. Discussion regarding updates to the Department Head Evaluation form
3. Request to advertise for Full Time Registered Nurse in the Public Health Department as requested by the Director of Nursing

## OTHER ADMINISTRATIVE:

1. Consider request for Coordinator to attend Data Practices training provided by MCIT, with one overnight.
2. Discussion with possible action regarding all-County trainings and computer usage.
3. Update regarding 4-H Program Coordinator position at Fillmore County.

Calendar review, announcements and committee reports

## MEETINGS: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)

Monday, May 13	5:00 p.m.	Winneshiek County Solid Waste Agency Joint Powers Board, Winneshiek County Recycling Center, Decorah	
	6:00 p.m.	Development Achievement Center, Preston	<i>Lentz</i>
	6:30 p.m.	Semcac, St. Charles	<i>Dahl</i>
Tuesday, May 14	7:30 a.m.	Labor/Management Safety	<i>Dahl/Prestby</i>
	9:00 a.m.	County Board – Regular Meeting, Commissioners’ Boardroom, Courthouse, Preston	
	12:00 p.m.	Department Head (Meet right after Board meeting) <i>Bakke/Prestby</i>	
Wednesday, May 15	4:30 p.m.	Economic Development Authority	<i>Lentz</i>
Thursday, May 16	1:00 p.m.	Historical Society, Fountain	<i>Bakke</i>
	4:30 p.m.	Soil and Water Conservation District (SWCD), SWCD Office, Preston	<i>Bakke</i>
Tuesday, May 21	8:00 a.m.	Law Enforcement	<i>Lentz/Prestby</i>
Wednesday, May 22	8:30 a.m.	Wellness	<i>Bakke/Lentz</i>
Thursday, May 23	7:00 p.m.	Planning Commission, Commissioners’ Boardroom, Courthouse, Preston	<i>Bakke</i>
	All Day	County Offices Closed in Observance of Memorial Day Holiday	

## FILLMORE COUNTY COMMISSIONERS' MINUTES

May 7, 2019

This is a preliminary draft of the May 7, 2019 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 7<sup>th</sup> day of May, 2019 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Mitch Lentz and Randy Dahl. Also present were: Bobbie Vickerman, Coordinator/Clerk; Todd Froberg & Michelle Carstensen, Department of Natural Resources (DNR); John Zanmiller, Bluffland Whitetails; Gary Feine; Jim Vagts; Joe Hoffman, City of Preston; Brett Corson, County Attorney; Wong Nystrom, Enterprise Fleet Management; John DeGeorge, Sheriff; Lance Boyum, Chief Deputy; Ron Gregg, Highway Engineer; Kristina Kohn, Human Resources Officer; Cristal Adkins, Zoning Administrator; Brian Hoff, Land Records Director/Assessor; Bonita Underbakke; Jordan Fontenello; Kevin Beck; Gretchen Mensink, Republican Leader; and Karen Reisner, Fillmore County Journal.

The Pledge of Allegiance was recited.

On motion by Prestby and seconded by Dahl, the Board unanimously approved the agenda.

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

1. April 23, 2019 County Board minutes as presented.

On motion by Dahl, seconded by Prestby, the Board unanimously approved payment of the following Commissioner warrants:

WARRANTS - It was also noted that some invoices were in the wrong types of warrants. Vickerman will ask to have the three listings for per diem under Commissioner Dahl, Commissioner Bakke and Commissioner Prestby removed from the warrants as they are processed through payroll.

The Auditor's warrants were reviewed.

Todd Froberg & Michelle Carstensen, Department of Natural Resources (DNR), were present.

Michelle Carstenson presented an update on the Chronic Wasting Disease (CWD) efforts. She provided information regarding what work was done this year and the goals for continuing to eliminate or control CWD.

The Citizen's Input portion of the meeting was opened at 9:48 a.m.

John Zanmiller from Bluffland Whitetails Organization thanked the Board for allowing the USDA hunt.

Jim Vagts, a 4<sup>th</sup> generation farmer living in Bristol Township, noted that wildlife is important to him and his family with his ongoing farming legacy. He feels we are fortunate to have the DNR being proactive with this issue and thanked the Board for their willingness to work with the DNR.

The Citizen's Input portion of the meeting was closed.

Brett Corson, County Attorney, was present.

County Attorney Corson gave an update to the Board regarding the ruling from the Subsurface Sewage Treatment Systems (SSTS) case, which involved several Amish homes in Fillmore County. He noted the importance that this determination has for the future of the greywater systems.

On motion by Lentz, seconded by Dahl, the Board unanimously approved the Preston Oil Products Tank Removal and Inspection agreement with the change of the County Coordinator as the Clerk of the Board to be the other signature, along with the Chair for the agreement.

Wong Nystrom, Enterprise Fleet Management; John DeGeorge, Sheriff; and Lance Boyum, Chief Deputy, were present.

Mr. Nystrom presented the Enterprise Fleet Management program to the Board. He provided a review of the program and what it would cost the County for the next five years and provided a comparison of the costs associated if the County would continue to purchase vehicles on their own. Sheriff DeGeorge noted that now he and his staff understand how the program works and supports to continue to use the program. Vickerman explained there are two actions that could take place regarding this agenda item. Noting the Board could discontinue with the program or the Board could approve the Sheriff, Chief Deputy and Coordinator (or whomever they would like listed as signors) to order the vehicles if they chose to continue with the program.

On motion by Prestby, seconded by Lentz, the Board unanimously approved the signatures for Sheriff, Chief Deputy and Coordinator for purchasing and continuing to move forward with the Enterprise Fleet Management program.

The Chair recessed the meeting at 11:08 a.m. and resumed back in session at 11:14 a.m.

Ron Gregg, Highway Engineer, was present.

On motion by Prestby, seconded by Lentz, the Board unanimously rejected all bids for the reconstruction of Grosbeak Road from TH16 to the Lanesboro Fish Hatchery, Project SAP 23-600-006, and approved postponing the project.

On motion by Prestby, seconded by Dahl, the Board unanimously approved to award the bids for the following aggregate rock to Bruening Rock Products at the recommendation of the County Engineer and at the low bid as follows: (Abstract of bids on file at the Highway Office)

- 4,347 tons for CR 102 (CSAH 5 to CR 101 Chatfield/Jordan Townships) at the low bid of \$10.1590/unit for a total of \$44,161.17 for material
- 1,400 tons for CR 112 (CSAH 26 to CSAH 1, Preble Township) at the low bid of \$9.3190/unit for a total of \$13,046.60 for material
- 3,118.5 tons for CR 117 (TH 80 to Lantern Road, Fillmore/Fountain Townships) at the low bid of \$8.9390/unit for a total of \$27,876.27 for material
- 6,520.5 tons for CSAH 7 (TH 80 to CSAH 5, Fillmore/Fountain/Chatfield Townships) at the low bid of \$10.1590/unit for a total of \$66,241.76 for material
- 6,048 tons for CSAH 15 (CSAH 15/22 to CSAH 44, Pilot Mound Township) at the low bid of \$9.3390/unit for a total of \$56,482.27 for material
- 1,984.5 tons for CSAH 22 (CSAH 15 to CSAH 17, Carimona/Preston Townships) at the low bid of \$9.3390/unit for a total of \$18,533.25 for material
- 1,470 tons for CSAH 29 (Blacktop CSAH 29 to Houston County, Newburg Township) at the low bid of \$8.9390/unit for a total of \$13,140.33 for material
- 6,426 tons for CSAH 30 (CSAH 44 to CSAH 15, York/Bristol Townships) at the low bid of \$9.3390/unit for a total of \$60,012.41 for material

On motion by Dahl, seconded by Prestby, the Board unanimously approved to award the bid for the following aggregate rock to Milestone Materials at the recommendation of the County Engineer and at the low bid as follows: (Abstract of bids on file at the Highway Office)

- 4,914 tons for CSAH 11(CR 118 to TH 52, Carimona/Fountain Townships) at the low bid of \$9.13/unit for a total of \$44,864.82 for material

On motion by Dahl, seconded by Lentz, the Board unanimously approved to award to both bidders by contractor (Class II quarry rock) with additional charge for contractor loading county trucks from stockpile on a per ton basis at the recommendation of the County Engineer as follows: (Abstract of bids on file at the Highway Office)

- \$7.85/unit by contractor with an additional charge of \$.20/unit for Contractor loading County trucks from stockpile to Bruening Rock Products
- \$7.00/unit by contractor with an additional charge of \$.50/unit for Contractor loading County trucks from stockpile to Milestone Materials

On motion by Prestby, seconded by Lentz, the Board unanimously approved to award the bid for Project number SP 23-612-041, replacement Bridge No. 449 on CSAH 12, to ICON at the low bid of \$441,557.00.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the resignation of Danea Murphy, GIS Coordinator, effective May 22, 2019.

On motion by Dahl, seconded by Prestby, the Board unanimously voted to rescind the motion to move forward with the Gerard contract, regarding Electronic Document Management Software. The Board directed County Coordinator Vickerman to work with Department Heads and Marco, Inc. to create a bid specification sheet for what the users are looking for in a software program.

On motion by Prestby, seconded by Dahl, the Board unanimously approved appointing a temporary County Assessor at 4 hours per week, to be monitored by County Coordinator Vickerman and required Brian Hoff, Land Records Director, to attain his Accredited Minnesota Assessor (AMA) certification by July 1<sup>st</sup> and instructed Land Records Director Hoff to provide progress reports to the County Coordinator.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the appointment of Cynthia Blagsvedt as County Assessor effective immediately until July 1, 2019 at 4 hours per week.

Commissioner Bakke and Commissioner Lentz, or their designees, agree to be the board representatives for the Primary Canvassing, May 16<sup>th</sup> at 9:00 a.m. and Special Election Canvassing, August 15<sup>th</sup> at 9:00 a.m.

The Board requested Coordinator Vickerman to ask the Auditor/Treasurer if a time change could be possible, noting that in the past the Auditor/Treasurer worked with the Board to set the date and time for the Canvassing.

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

**RESOLUTION 2019-021:** Sponsorship of the Bluff Valley Riders, Mabel-Canton Trail Busters, Hiawatha I & II and Tri-County Trailblazers snowmobile clubs for the 2019/2020 season and authorize signature of the same by Auditor/Treasurer

Commissioner Dahl noted he would like Auditor/Treasurer Jones to view the clubs' records or documentation for proper accounting as noted in their contractual agreements.

A review of the calendar was done and the following committee reports and announcements were given:  
Bakke - Law Library – working towards a smaller version of a law library and will be meeting again, Victim Services - Brown Bag lunch.

On motion by Dahl and seconded by Lentz, the Chair adjourned the meeting at 12:19 p.m.

kapenhorst

5/10/19 11:13AM

1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	DEPT			General Government			
34	2343 Kingsley Mercantile Inc.		194.90	paint for the new zoning area		Unallocated Operating Expenses	N
	01-001-000-0000-6350			04/09/2019 04/09/2019			
	2343 Kingsley Mercantile Inc.		194.90	1 Transactions			
1	DEPT Total:		194.90	General Government	1 Vendors	1 Transactions	
3	DEPT			Board Of Commissioners			
16	82132 Fillmore Co Journal		12.25	4/9/19 Board Minutes	100179	Publications	N
	01-003-000-0000-6233			04/29/2019 04/29/2019			
	82132 Fillmore Co Journal		12.25	1 Transactions			
30	2081 Lentz/Mitch		158.92	Mileage Reimb		Employee Automobile Allowance	N
	01-003-000-0000-6335			04/02/2019 04/22/2019			
	2081 Lentz/Mitch		158.92	1 Transactions			
3	DEPT Total:		171.17	Board Of Commissioners	2 Vendors	2 Transactions	
34	DEPT			Policy Coordinator			
57	3185 Kohn/Kristina		221.56	mileage MCHRNA Spring conf		Employee Automobile Allowance	Y
	01-034-000-0000-6335			05/01/2019 05/03/2019			
	3185 Kohn/Kristina		221.56	1 Transactions			
34	DEPT Total:		221.56	Policy Coordinator	1 Vendors	1 Transactions	
60	DEPT			Information Systems			
25	111 Fillmore Co Treasurer- Credit Card/ACH		80.00	April 2019 siteground hosting		Professional Fees	N
	01-060-000-0000-6285			04/01/2019 04/01/2019			
	111 Fillmore Co Treasurer- Credit Card/ACH		80.00	1 Transactions			
60	DEPT Total:		80.00	Information Systems	1 Vendors	1 Transactions	

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	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
91	DEPT				County Attorney			
	81188	Civil Process Specialists						
10		01-091-000-0000-6377		75.00	subpoena fee	CP-19-0329	Fees And Service Charges	Y
					05/02/2019 05/02/2019			
	81188	Civil Process Specialists		75.00	1 Transactions			
	8576	Corson/Brett						
11		01-091-000-0000-6335		119.90	Mileage Reimbursement		Employee Automobile Allowance	N
					05/02/2019 05/03/2019			
	8576	Corson/Brett		119.90	1 Transactions			
	5358	Hammell/Melissa						
28		01-091-000-0000-6335		191.84	Mileage Digital Evidence Train		Employee Automobile Allowance	N
					05/02/2019 05/03/2019			
27		01-091-000-0000-6337		8.61	lunch reimb CLE		Other Travel Expense	N
					05/02/2019 05/02/2019			
	5358	Hammell/Melissa		200.45	2 Transactions			
	85012	Office Depot						
38		01-091-000-0000-6408		52.00	office supplies	174087	Other Office Supplies	N
					04/30/2019 04/30/2019			
	85012	Office Depot		52.00	1 Transactions			
	5294	RELX Inc.DBA LexisNexis						
45		01-091-000-0000-6451		195.00	monthly subscription fee	3091985509	Reference Materials	N
					04/01/2019 04/30/2019			
	5294	RELX Inc.DBA LexisNexis		195.00	1 Transactions			
	3501	Stanton/Marla						
50		01-091-000-0000-6335		124.26	Mileage to training		Employee Automobile Allowance	N
					05/01/2019 05/03/2019			
49		01-091-000-0000-6337		7.75	lunch reimb CLE		Other Travel Expense	N
					05/02/2019 05/02/2019			
	3501	Stanton/Marla		132.01	2 Transactions			
91	DEPT Total:			774.36	County Attorney	6 Vendors	8 Transactions	
103	DEPT				Land Records / Assessor			
	6435	Alden / Roxane						

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
2	01-103-000-0000-6335		154.28	Assessor Mileage		Employee Automobile Allowance	N
				04/01/2019 04/30/2019			
3	01-103-000-0000-6337		17.26	Assessor Meals		Other Travel Expense	N
				04/01/2019 04/30/2019			
6435	Alden / Roxane		171.54	2 Transactions			
103	DEPT Total:		171.54	Land Records / Assessor	1 Vendors	2 Transactions	
111	DEPT			Facilities Mtce			
9	AmeriPride Services, Inc						
53	01-111-000-0000-6377		44.32	dust mop service	2801024863	Fees And Service Charges	N
				05/08/2019 05/08/2019			
9	AmeriPride Services, Inc		44.32	1 Transactions			
5751	Fastenal Company						
15	01-111-000-0000-6580		4.07	paint for sidewalk hazard	MNPRE79356	Other Repair And Maintenance Suppl	N
				04/24/2019 04/24/2019			
5751	Fastenal Company		4.07	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
23	01-111-000-0000-6580		247.51	vacuem parts		Other Repair And Maintenance Suppl	N
				03/04/2019 03/04/2019			
111	Fillmore Co Treasurer- Credit Card/ACH		247.51	1 Transactions			
5717	MN Dept Of Labor & Industry						
55	01-111-000-0000-6377		10.00	boiler cert for courthouse	ABR0211238I	Fees And Service Charges	N
				05/02/2019 05/02/2019			
54	01-111-000-0000-6377		10.00	boiler cert for FCOB	ABR0211361I	Fees And Service Charges	N
				05/02/2019 05/02/2019			
5717	MN Dept Of Labor & Industry		20.00	2 Transactions			
5988	Preston Auto Parts						
41	01-111-000-0000-6580		4.79	carbchoke spary for lawnmower	585819	Other Repair And Maintenance Suppl	N
				05/02/2019 05/02/2019			
5988	Preston Auto Parts		4.79	1 Transactions			
3448	Reliable Pest Management						
52	01-111-000-0000-6377		45.00	pest control at FCOB	7150	Fees And Service Charges	Y
				04/16/2019 04/16/2019			



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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bnf #	On Behalf of Name	
3448	Reliable Pest Management		45.00	1 Transactions			
111	DEPT Total:		365.69	Facilities Mtce	6 Vendors	7 Transactions	
125	DEPT			Veteran Services			
111	Fillmore Co Treasurer- Credit Card/ACH						
20	01-125-000-0000-6203		13.78	April cell bill		Telephone	N
				04/22/2019 04/22/2019			
19	01-125-000-0000-6337		197.36	lodging - Spring conference		Other Travel Expense	N
				04/11/2019 04/11/2019			
111	Fillmore Co Treasurer- Credit Card/ACH		211.14	2 Transactions			
125	DEPT Total:		211.14	Veteran Services	1 Vendors	2 Transactions	
149	DEPT			Other General Government			
4928	1 Source						
1	01-149-000-0000-6408		2.87	supplies	233852-2	County Shared Office Supplies	Y
				02/11/2019 02/11/2019			
4928	1 Source		2.87	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
24	01-149-000-0000-6372		26.75	wellness prize March 2019		Wellness Grant Expenses	N
				04/04/2019 04/04/2019			
21	01-149-000-0000-6408		47.35	county supplies - AED		County Shared Office Supplies	N
				04/15/2019 04/15/2019			
111	Fillmore Co Treasurer- Credit Card/ACH		74.10	2 Transactions			
5745	Flexible Benefit Consulting, Inc						
18	01-149-000-0000-6285		1,643.21	May 2019 Consulting	20190506-02	Professional Fees	N
				05/06/2019 05/06/2019			
5745	Flexible Benefit Consulting, Inc		1,643.21	1 Transactions			
149	DEPT Total:		1,720.18	Other General Government	3 Vendors	4 Transactions	
201	DEPT			Enhanced 911 System			
4441	Independent Emergency Services, LLC						
29	01-201-000-0000-6310		100.00	May 2019 911 Services	200-0223	Contract Repairs And Maintenance	Y
				05/01/2019 05/31/2019			

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4441	Independent Emergency Services, LLC		100.00	1 Transactions			
201	DEPT Total:		100.00	Enhanced 911 System	1 Vendors	1 Transactions	
202	DEPT			Sheriff			
5	5983 Anderson Auto LLC						
	01-202-000-0000-6311		274.40	service #1402 Squad	161952	Miscellaneous Repairs And Maintena	Y
				04/10/2019 04/28/2019			
	5983 Anderson Auto LLC		274.40	1 Transactions			
	6317 Enterprise Fleet Management						
14	01-202-000-0000-6650		3,373.50	new vehicle fleet mgmt	FBN3704786	Vehicles Purchased	N
				05/01/2019 05/31/2019			
	6317 Enterprise Fleet Management		3,373.50	1 Transactions			
	83550 Kelly Printing & Signs LLC						
32	01-202-000-0000-6455		519.95	new squad decals	33107	Law Enforcement Supplies	N
				04/11/2019 04/11/2019			
	83550 Kelly Printing & Signs LLC		519.95	1 Transactions			
	4241 MINNESOTA SHERIFF'S ASSOCIATION						
37	01-202-000-0000-6245		515.00	civil process training	189140	Registration Fees	N
				05/04/2019 05/04/2019			
36	01-202-000-0000-6245		240.00	civil process training	189210	Registration Fees	N
				05/06/2019 05/06/2019			
	4241 MINNESOTA SHERIFF'S ASSOCIATION		755.00	2 Transactions			
	4487 Preston Service Plus						
43	01-202-000-0000-6311		331.98	2013 Chev squad car repairs	12143	Miscellaneous Repairs And Maintena	Y
				04/16/2019 04/16/2019			
44	01-202-000-0000-6311		30.00	2016 Durango Service	12219	Miscellaneous Repairs And Maintena	Y
				04/26/2019 04/26/2019			
	4487 Preston Service Plus		361.98	2 Transactions			
202	DEPT Total:		5,284.83	Sheriff	5 Vendors	7 Transactions	
251	DEPT			County Jail			
	9 AmeriPride Services, Inc						

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4	01-251-000-0000-6377		82.65	jail laundry	2801021973	Fees And Service Charges	N
	9 AmeriPride Services, Inc		82.65	05/01/2019 05/01/2019	1 Transactions		
4855	B&B Olympic Bowl						
12	01-251-000-0000-6379		3,948.00	April Prisoner Meals		Board Of Prisoners	N
				04/01/2019 04/30/2019	1 Transactions		
4855	B&B Olympic Bowl		3,948.00				
3435	DALCO						
13	01-251-000-0000-6411		366.02	custodial supplies	3444888	Custodial Supplies	N
				04/29/2019 04/29/2019	1 Transactions		
3435	DALCO		366.02				
4866	MEnd CORRECTIONAL CARE, PLLC						
35	01-251-000-0000-6429		2,210.85	Reissue warrant #59297 April	3888	Nurse/Medical Service Agreement	N
				04/01/2019 04/01/2019			
31	01-251-000-0000-6429		2,210.85	May 2019 Healthcare	3937	Nurse/Medical Service Agreement	N
				05/01/2019 05/01/2019	2 Transactions		
4866	MEnd CORRECTIONAL CARE, PLLC		4,421.70				
5988	Preston Auto Parts						
40	01-251-000-0000-6580		17.65	repair supplies 583682	584964	Other Repair And Maintenance Suppl	N
				04/15/2019 04/25/2019	1 Transactions		
5988	Preston Auto Parts		17.65				
4487	Preston Service Plus						
42	01-251-000-0000-6311		45.28	2015 caravan trans van service	12022	Miscellaneous Repairs And Maintena	Y
				03/29/2019 03/29/2019	1 Transactions		
4487	Preston Service Plus		45.28				
251	DEPT Total:		8,881.30	County Jail	6 Vendors	7 Transactions	
506	DEPT			County Library Fund			
4322	Selco						
47	01-506-000-0000-6812		58,452.25	2nd QTR 2019 funding	046313	Selco - Walk In	N
				04/30/2019 04/30/2019	1 Transactions		
4322	Selco		58,452.25				

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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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
506	DEPT Total:		58,452.25	County Library Fund	1 Vendors	1 Transactions	
603	DEPT			Feedlot			
111	Fillmore Co Treasurer- Credit Card/ACH						
22	01-603-000-0000-6337		386.54	expenses - feedlot		Other Travel Expense	N
				03/25/2019 04/05/2019			
	111 Fillmore Co Treasurer- Credit Card/ACH		386.54		1 Transactions		
83550	Kelly Printing & Signs LLC						
33	01-603-000-0000-6408		375.00	supplies feedlot	33240	Other Office Supplies	N
				04/23/2019 04/23/2019			
	83550 Kelly Printing & Signs LLC		375.00		1 Transactions		
603	DEPT Total:		761.54	Feedlot	2 Vendors	2 Transactions	
1	Fund Total:		77,390.46	County Revenue Fund		46 Transactions	

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12 INFRA 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	
111	DEPT			Facilites Mtce			
56	4030 Distinctive Communications, Inc						
	12-111-000-0000-6625		102.53	data and voice cables	813	Building Improvement	N
				05/07/2019 05/07/2019			
	4030 Distinctive Communications, Inc		102.53	1 Transactions			
	111 Fillmore Co Treasurer- Credit Card/ACH						
26	12-111-000-0000-6377		600.00	safety conf reg schultz/kullot		Fees And Service Charges	N
				04/08/2019 04/08/2019			
	111 Fillmore Co Treasurer- Credit Card/ACH		600.00	1 Transactions			
111	DEPT Total:		702.53	Facilites Mtce	2 Vendors	2 Transactions	
12	Fund Total:		702.53	INFRA FUND		2 Transactions	

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14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
390	DEPT		Resource Recovery Center			
6150	Cintas Corporation No.2					
7	14-390-000-0000-6377	13.38	uniforms	4019935560	Fees And Service Charges	N
			04/12/2019 04/12/2019			
8	14-390-000-0000-6377	13.38	uniforms	4020775767	Fees And Service Charges	N
			04/26/2019 04/26/2019			
9	14-390-000-0000-6377	17.70	uniforms	4021233883	Fees And Service Charges	N
6150	Cintas Corporation No.2	44.46	3 Transactions			
82132	Fillmore Co Journal					
17	14-390-000-0000-6241	477.84	Resource Recovery Ads May	100001	Advertising	N
			04/29/2019 04/29/2019			
82132	Fillmore Co Journal	477.84	1 Transactions			
8757	OSI Environmental, Inc					
51	14-390-000-0000-6377	100.00	oil disposal	2078245	Fees And Service Charges	N
			04/09/2019 04/09/2019			
39	14-390-000-0000-6862	105.00	filters/antifreeze disposal	2078274	Management Of Problem Wastes	N
			04/29/2019 04/29/2019			
8757	OSI Environmental, Inc	205.00	2 Transactions			
1472	Stericycle Inc					
46	14-390-000-0000-6862	61.80	sharps disposal	4008587954	Management Of Problem Wastes	N
			04/30/2019 04/30/2019			
1472	Stericycle Inc	61.80	1 Transactions			
390	DEPT Total:	789.10	Resource Recovery Center	4 Vendors	7 Transactions	
391	DEPT		Score Grant Program			
6351	Southern Minnesota Recycling					
48	14-391-000-0000-6861	165.00	appliance recycling		Recycling Operation Expense	N
			04/26/2019 04/30/2019			
6351	Southern Minnesota Recycling	165.00	1 Transactions			
391	DEPT Total:	165.00	Score Grant Program	1 Vendors	1 Transactions	
14	Fund Total:	954.10	Sanitation Fund		8 Transactions	

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23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
350	DEPT			County Airport		
	85440 Centurylink					
6	23-350-000-0000-6203		270.79	4/26 - 5/25 Airport phone		Telephone N
				04/26/2019 05/25/2019		
	85440 Centurylink		270.79	1 Transactions		
350	DEPT Total:		270.79	County Airport	1 Vendors	1 Transactions
23	Fund Total:		270.79	County Airport Fund		1 Transactions
	Final Total:		79,317.88	45 Vendors	57 Transactions	

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	77,390.46	County Revenue Fund	
	12	702.53	INFRA FUND	
	14	954.10	Sanitation Fund	
	23	270.79	County Airport Fund	
	All Funds	79,317.88	Total	Approved by, .....
				.....
				.....



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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
300	DEPT		Highway Administration			
	5726 Kohn/Brent					
24	13-300-000-0000-6335	53.36	mileage		Employee Automobile Allowance	N
	5726 Kohn/Brent	53.36		1 Transactions		
300	DEPT Total:	53.36	Highway Administration	1 Vendors	1 Transactions	
310	DEPT		Highway Maintenance			
	4414 Advanced Drainage Systems, Inc.					
2	13-310-000-0000-6520	9,632.75	culverts	18723705	Culverts	N
3	13-310-000-0000-6520	2,520.00	culverts	18725664	Culverts	N
	4414 Advanced Drainage Systems, Inc.	12,152.75		2 Transactions		
	5726 Kohn/Brent					
25	13-310-000-0000-6245	20.00	registration		Registration Fees	N
	5726 Kohn/Brent	20.00		1 Transactions		
	3632 Milestone Materials Inc					
26	13-310-000-0000-6505	564.77	rock	107424	Aggregate	N
27	13-310-000-0000-6505	426.32	rock	107425	Aggregate	N
28	13-310-000-0000-6505	69.77	rock	107746	Aggregate	N
	3632 Milestone Materials Inc	1,060.86		3 Transactions		
	272 Newman Signs					
30	13-310-000-0000-6515	1,013.32	roll up signs	TRFINV011111	Traffic Signs	N
31	13-310-000-0000-6515	495.85	flags	TRFINV011250	Traffic Signs	N
	272 Newman Signs	1,509.17		2 Transactions		
310	DEPT Total:	14,742.78	Highway Maintenance	4 Vendors	8 Transactions	
320	DEPT		Highway Construction			
	5248 Aasum/Chris Michael					
1	13-320-000-0000-6337	8.05	meal		Other Travel Expense	N
	5248 Aasum/Chris Michael	8.05		1 Transactions		
	111 Fillmore Co Treasurer- Credit Card/ACH					
16	13-320-000-0000-6337	370.88	lodging		Other Travel Expense	N

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
111	Fillmore Co Treasurer- Credit Card/ACH		370.88		1 Transactions		
3594	Napa Auto Parts						
29	13-320-000-0000-6501		93.62	supplies	9967	Engineering And Surveying Supplies	N
3594	Napa Auto Parts		93.62		1 Transactions		
1199	Ruesink/Nancy						
54	13-320-000-0000-6363		1,212.00	easement	F	Right Of Way Costs	N
55	13-320-000-0000-6363		249.60	easement	P	Right Of Way Costs	N
56	13-320-000-0000-6363		118.16	easement	T	Right Of Way Costs	N
1199	Ruesink/Nancy		1,579.76		3 Transactions		
4295	Wsb & Associates Inc						
63	13-320-000-0000-6265		30,707.00	consulting	R0124530001	Consulting	N
4295	Wsb & Associates Inc		30,707.00		1 Transactions		
320	DEPT Total:		32,759.31	Highway Construction	5 Vendors	7 Transactions	
330	DEPT			Equipment Maintenance Shops			
1425	Continental Research Corp						
4	13-330-000-0000-6576		193.38	supplies	476541CRC1	Shop Supplies & Tools	N
1425	Continental Research Corp		193.38		1 Transactions		
8165	Dave Syverson Freightliner						
5	13-330-000-0000-6575		122.07	parts	308183	Machinery Parts	N
6	13-330-000-0000-6575		165.74	parts	309588	Machinery Parts	N
7	13-330-000-0000-6575		63.80	parts	309918	Machinery Parts	N
8	13-330-000-0000-6575		73.92	parts	310556	Machinery Parts	N
9	13-330-000-0000-6575		126.14	parts	310623	Machinery Parts	N
10	13-330-000-0000-6575		32.07	parts	312399	Machinery Parts	N
11	13-330-000-0000-6575		5.48	parts	312468	Machinery Parts	N
12	13-330-000-0000-6575		1.36	parts	313077	Machinery Parts	N
13	13-330-000-0000-6575		0.76	parts	313413	Machinery Parts	N
14	13-330-000-0000-6575		201.46	parts	313835	Machinery Parts	N
15	13-330-000-0000-6575		348.66	parts	314458	Machinery Parts	N
8165	Dave Syverson Freightliner		1,141.46		11 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH						
18	13-330-000-0000-6575		299.00	parts		Machinery Parts	N

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13 County Road & Bridge

# \*\*\* 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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
17	13-330-000-0000-6576		54.50	supplies		Shop Supplies & Tools	N
111	Fillmore Co Treasurer- Credit Card/ACH		353.50	2 Transactions			
3714	Hovey Oil Co Inc						
19	13-330-000-0000-6561		234.00	gas	100694	Gasoline Diesel And Other Fuels	N
20	13-330-000-0000-6561		1,244.10	#2 diesel	100694	Gasoline Diesel And Other Fuels	N
21	13-330-000-0000-6561		5,148.00	gas	100697	Gasoline Diesel And Other Fuels	N
3714	Hovey Oil Co Inc		6,626.10	3 Transactions			
6542	Kaman Industrial Technologies						
22	13-330-000-0000-6576		363.63	supplies	K612982	Shop Supplies & Tools	N
6542	Kaman Industrial Technologies		363.63	1 Transactions			
83550	Kelly Printing & Signs LLC						
23	13-330-000-0000-6575		12.00	parts	33290	Machinery Parts	N
83550	Kelly Printing & Signs LLC		12.00	1 Transactions			
3541	Nuss Truck & Equipment						
34	13-330-000-0000-6575		494.67	parts	1184081P	Machinery Parts	N
35	13-330-000-0000-6575		47.06	parts	1184089P	Machinery Parts	N
36	13-330-000-0000-6575		28.26	parts	1184091P	Machinery Parts	N
37	13-330-000-0000-6575		631.41	parts	1184134P	Machinery Parts	N
38	13-330-000-0000-6575		188.24	parts	1184404P	Machinery Parts	N
39	13-330-000-0000-6575		143.84	parts	1184422P	Machinery Parts	N
40	13-330-000-0000-6575		698.77	labor	165149	Machinery Parts	N
41	13-330-000-0000-6575		586.95	parts	165149	Machinery Parts	N
42	13-330-000-0000-6575		195.19	labor	165425	Machinery Parts	N
43	13-330-000-0000-6575		0.66	parts	165425	Machinery Parts	N
44	13-330-000-0000-6575		142.79	labor	165686	Machinery Parts	N
45	13-330-000-0000-6575		72.63	parts	165686	Machinery Parts	N
32	13-330-000-0000-6575		138.00-	parts	CM1184081P	Machinery Parts	N
33	13-330-000-0000-6575		27.60-	parts	CM1184134P	Machinery Parts	N
3541	Nuss Truck & Equipment		3,064.87	14 Transactions			
3616	Pro-Stall Auto Glass						
46	13-330-000-0000-6575		200.40	parts	17355	Machinery Parts	N
47	13-330-000-0000-6575		100.00	labor	17355	Machinery Parts	N
48	13-330-000-0000-6575		492.09	parts	17363	Machinery Parts	N
49	13-330-000-0000-6575		100.00	labor	17363	Machinery Parts	N

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
50	13-330-000-0000-6575		100.00	labor	17365	Machinery Parts N
51	13-330-000-0000-6575		200.40	parts	17365	Machinery Parts N
52	13-330-000-0000-6575		200.40	parts	17366	Machinery Parts N
53	13-330-000-0000-6575		100.00	labor	17366	Machinery Parts N
3616	Pro-Stall Auto Glass		1,493.29	8 Transactions		
3444	Ruffridge Johnson Equipment Co Inc					
58	13-330-000-0000-6575		573.41	parts	IA13267	Machinery Parts N
3444	Ruffridge Johnson Equipment Co Inc		573.41	1 Transactions		
5567	Run Right Power Equipment LLC					
57	13-330-000-0000-6575		99.05	parts	10675	Machinery Parts N
5567	Run Right Power Equipment LLC		99.05	1 Transactions		
85924	Schilling Supply Company					
59	13-330-000-0000-6576		183.50	supplies	21508	Shop Supplies & Tools N
85924	Schilling Supply Company		183.50	1 Transactions		
3242	Titan Machinery Inc.					
60	13-330-000-0000-6575		400.70-	parts	11889488	Machinery Parts N
61	13-330-000-0000-6575		782.15	parts	12295724	Machinery Parts N
3242	Titan Machinery Inc.		381.45	2 Transactions		
7757	Universal Truck Equipment Inc					
62	13-330-000-0000-6575		138.40	parts	49548	Machinery Parts N
7757	Universal Truck Equipment Inc		138.40	1 Transactions		
4384	Zarnoth Brush Works Inc					
64	13-330-000-0000-6575		665.00	parts	0174742	Machinery Parts N
4384	Zarnoth Brush Works Inc		665.00	1 Transactions		
451	Ziegler Inc					
65	13-330-000-0000-6575		1,225.56	cutting edges	2890800	Machinery Parts N
451	Ziegler Inc		1,225.56	1 Transactions		
330	DEPT Total:		16,514.60	Equipment Maintenance Shops	15 Vendors	49 Transactions
13	Fund Total:		64,070.05	County Road & Bridge		65 Transactions

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		64,070.05	25 Vendors	65 Transactions	

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5/10/19 11:13AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	13	64,070.05	County Road & Bridge	
	All Funds	64,070.05	Total	Approved by, .....
				.....
				.....

ddunn  
5/9/19 1:56PM  
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
3684	Ask/Michael L 01-125-000-0000-6377		240.00	April Van Trip to Va Hospital 04/01/2019 04/29/2019		Fees And Service Charges Y
3684	Ask/Michael L		240.00	1 Transactions		
3219	Centurylink 01-149-000-0000-6203		199.82	April 2019-FCOB		Telephone N
	01-149-000-0000-6203		182.79	April 2019-Courthouse	1467029285	Telephone N
3219	Centurylink		382.61	2 Transactions		
85440	Centurylink 01-102-000-0000-6203		53.72			Telephone N
	01-149-000-0000-6203		3,768.35	Local Service 04/26/2019 05/25/2019		Telephone N
	01-203-000-0000-6203		46.83	S.V. Phones		Telephone N
	01-251-000-0000-6203		70.50	Sheriff Office Phones		Telephone N
85440	Centurylink		3,939.40	4 Transactions		
4574	Hanson/Robert G. 01-125-000-0000-6377		240.00	April Van Trip to VA Hospital 04/05/2019 04/15/2019		Fees And Service Charges Y
4574	Hanson/Robert G.		240.00	1 Transactions		
4504	Laughlin/Ronald D. 01-125-000-0000-6377		480.00	April Van Trip to VA Hospital 04/03/2019 04/25/2019		Fees And Service Charges Y
4504	Laughlin/Ronald D.		480.00	1 Transactions		
1479	Loffler Companies, Inc 01-149-000-0000-6235		798.86	Copy Usage 04/01/2019 04/30/2019	3100778	Copy Machine - Copies BW and Col N
1479	Loffler Companies, Inc		798.86	1 Transactions		
4723	Mabel Canton Trail Busters 01-001-000-0000-6876		3,967.53	Benchmark #3		Snowmobile Trail Payments N
4723	Mabel Canton Trail Busters		3,967.53	1 Transactions		
2545	Marco,Inc 01-060-000-0000-6639		581.90	Monitors, Adapter, Keyboard	6149673	Asset Inventory N
	01-060-000-0000-6639		50.01	Charger & Cable	6153169	Asset Inventory N

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 1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt						
No.	Account/Formula	Accr	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099	
				Service Dates	Paid On Bhf #	On Behalf of Name		
	01-060-000-0000-6639		1,069.51	Mouse, Cables, Port Replicator	6176761	Asset Inventory	N	
	01-060-000-0000-6639		2,550.90	Computer & Adapter	6266375	Asset Inventory	N	
2545	Marco,Inc		4,252.32	4 Transactions				
6094	MN Energy Resources Corporation							
	01-111-000-0000-6255		1,308.29	Natural Gas for Courthouse	2665201853-000	Gas	N	
6094	MN Energy Resources Corporation		1,308.29	1 Transactions				
272	Newman Signs							
	01-104-000-0000-6514		30.40	One Address Sign	011032	Address Signs	N	
272	Newman Signs		30.40	1 Transactions				
1 Fund Total:			15,639.41	County Revenue Fund	10 Vendors	17 Transactions		



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 5/9/19 1:56PM  
 14 Sanitation Fund

# \*\*\* 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
85440	Centurylink					
	14-390-000-0000-6203		142.18	March Phone/Internet		Telephone N
85440	Centurylink		142.18	1 Transactions		
5882	Winneshiek County Landfill					
	14-390-000-0000-6374		3,813.63	Tipping Fees	23189	Landfill Tipping Fees N
				04/24/2019 04/29/2019		
5882	Winneshiek County Landfill		3,813.63	1 Transactions		
14 Fund Total:			3,955.81	Sanitation Fund	2 Vendors	2 Transactions
Final Total:			19,595.22	12 Vendors	19 Transactions	

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	15,639.41	County Revenue Fund	
	14	3,955.81	Sanitation Fund	
	All Funds	19,595.22	Total	Approved by, .....
				.....
				.....

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/14/2019

Amount of time requested (minutes):

5 minutes

Dept.: Zoning

Prepared By:

Kristi Ruesink

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

Consent Agenda:

Documentation  
(Yes/No):

1.

Regular Agenda:

Documentation  
(Yes/No):  
**YES**

Cristal Adkins, Zoning Administrator

1. Consider an access permit for new drive for Jerome Taubel, Section 32 of Pilot Mound Township.

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)

# 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: Jerome P. Taubel Phone #: 507-993 3414  
Janet L. Taubel Phone #: 507-319-6900  
Phone #: \_\_\_\_\_

Mailing Address: 1719 7 St. SW Rochester, MN 55902  
Address City State Zip

(2) Parcel #: 20-0297-010 Permit # \_\_\_\_\_

(3) Legal Description (from deed, abstract, or Recorder's Office): 12.03 AC That part of the North 53.33 RDS of NE 1/4 NW 1/4 of the west 1/2 of the North 53.33 RDS of the NW 1/4 NE 1/4 lying South and East of RD  
*To be filled out by the Zoning Office*

Section: 32 (4) Township: 104 (5) Range: 010

Permission is being applied for to construct an access to County Road 6 at the following location

(qtr/qtr) NE/NW Section 32 Township Name Pilot Mound

Reason for Access Provide motor vehicle access onto the property

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

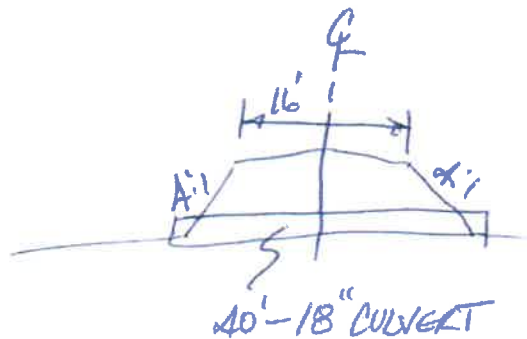
(4) Signature of all Landowners: Jerome P. Taubel Date: 1-13-19  
Janet L. Taubel Date: 1-13-19  
Date: \_\_\_\_\_

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

Specifications/Conditions: CONSTRUCT THE NEW ACCESS 35 FT FROM THE SOUTH PROPERTY LINE, ALL TREES AND BRUSH SHALL BE REMOVED 50' NORTH & SOUTH OF THE NEW ACCESS TO IMPROVE SIGHT LINES ENTERING THE ROAD FROM THE PROPERTY  
4-16-19 Cristal Stelmus 4-23-19  
County Engineer Date Zoning Administrator Date

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

Board Chairman \_\_\_\_\_ Date \_\_\_\_\_ County Auditor \_\_\_\_\_ Date \_\_\_\_\_



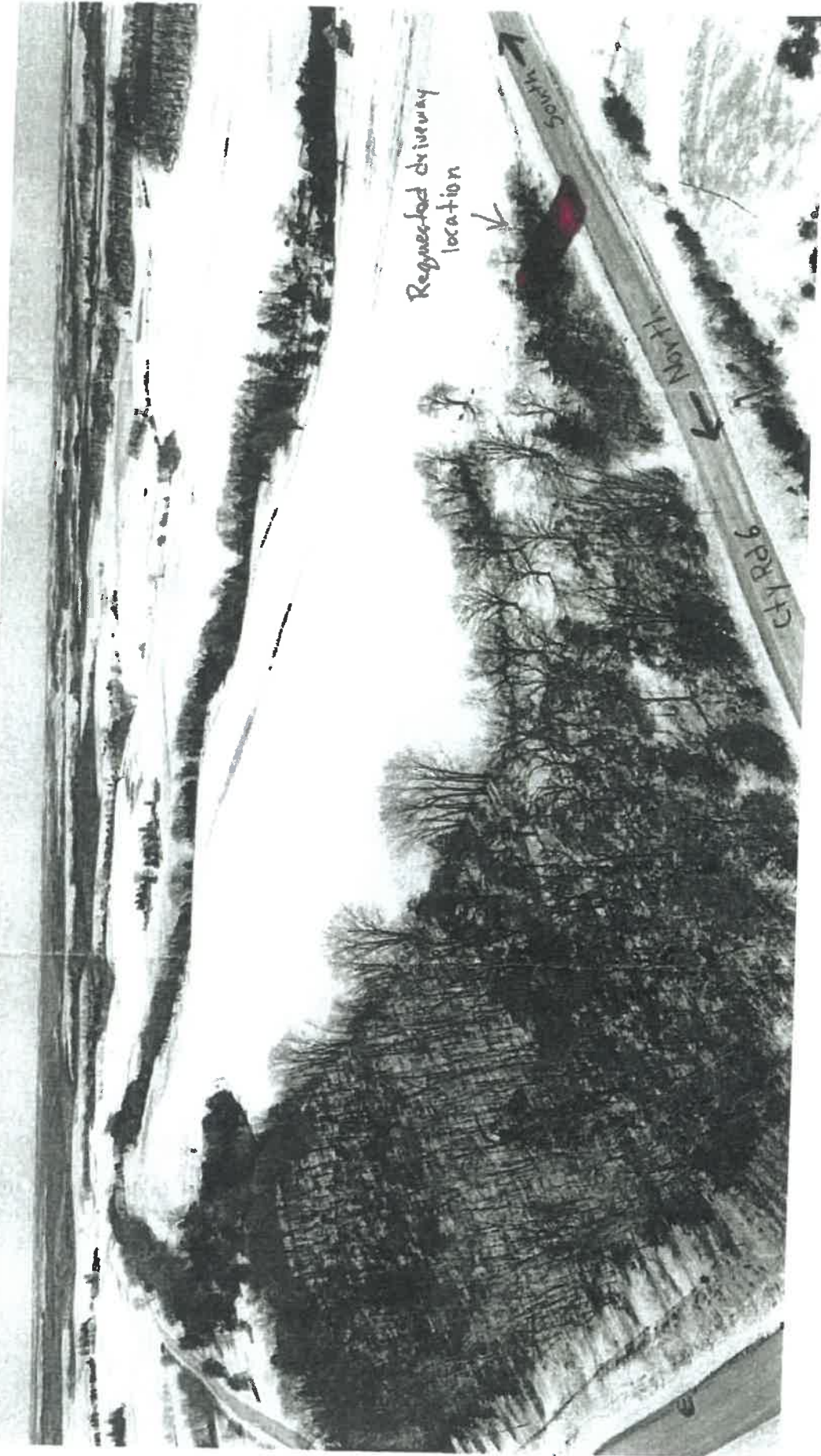
Scale 1: 2008

X: 575807.5149

Y: 4847141.738



Taubel - Driveway Access Permit - January 13, 2019



**Ronald Gregg**  
County Engineer  
Highway Department  
909 Houston St NW  
Preston, MN 55965

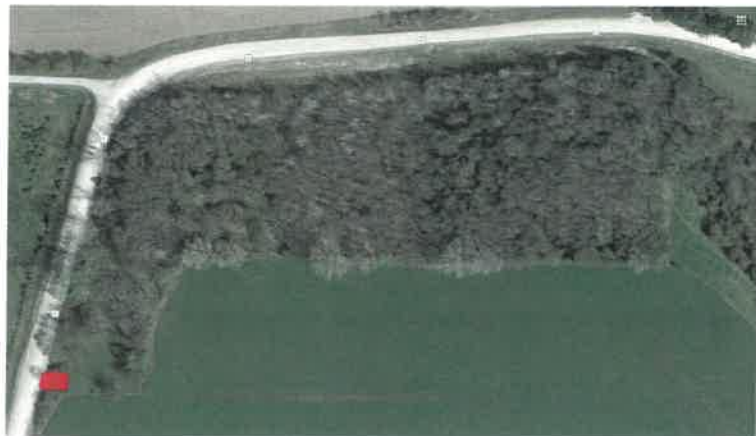
My wife, Jan, and I have submitted a permit request to Cristal Adkins, Fillmore County Zoning Administrator, for construction of a driveway onto our recently purchased property in Pilot Mound township.

Sincerely,



Jerome Taubel

Courthouse, 101 Fillmore Street  
Preston, MN 55965



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/14/2019      Amount of time requested (minutes): 20

Dept.: Fillmore County Social Services      Prepared By: Kevin Olson, Social Services

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. Request for consideration to approve the FPI RAA Cooperative Agreement for 2020-2021.      Yes
  
2. Request for consideration to approve Resolution Authorizing Acceptance and Execution of Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program.      Yes

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [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)



**REGIONAL ADMINISTRATIVE AGENCY  
COOPERATIVE AGREEMENT  
FRAUD PREVENTION INVESTIGATION PROGRAM**

This Agreement by and between WABASHA County Human Services, acting as the lead agency for the regional Fraud Prevention Investigation (FPI) program (hereinafter REGIONAL ADMINISTRATIVE AGENCY) and FILLMORE County through its Human Services Department (hereinafter COUNTY AGENCY).

WHEREAS, the REGIONAL ADMINISTRATIVE AGENCY contracts with the State of Minnesota's Department of Human Services, Financial Fraud and Abuse Investigations Division (hereinafter STATE) to administer the FPI program in FILLMORE County, under contract number GRK% 156013 which is incorporated herein by reference.

WHEREAS, the intent of this Agreement achieves mutually beneficial goals by establishing the organizational and operational structures for providing FPI services to counties in a geographical area in accordance with operational requirements, forms and reporting mechanisms as contained in the FPI Program Guidelines (FPI Guidelines) which are incorporated herein by reference.

NOW, THEREFORE, it is agreed:

1. **TERM OF AGREEMENT.**

1.1 **Effective date.** The effective date of this Agreement is 07/01/2019.

1.2 **Expiration date.** The expiration date of this Agreement is 06/30/2021.

2. **COUNTY AGENCY DUTIES.** The COUNTY AGENCY will:

- 2.1 Cooperate with the STATE and the FPI REGIONAL ADMINISTRATIVE AGENCY in fulfilling goals and objectives of the FPI Program pursuant to the FPI Guidelines, United States laws, federal regulations, State of Minnesota (State or state) laws, applicable Department rules and county ordinances.
- 2.2 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY in monitoring fraud referrals, completed investigations and case actions taken as a result of fraud prevention investigations.
- 2.3 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY and the STATE in submission of narrative, financial and/or statistical reports either as required in FPI Guidelines or as requested by the STATE.
- 2.4 Ensure that eligibility workers under its control make FPI referrals to the investigator representing the REGIONAL ADMINISTRATIVE AGENCY, cooperate with case action reporting requirements and participate in funded FPI program related training.
- 2.5 Evaluate FPI referral rates among COUNTY AGENCY eligibility workers in order to help identify fraud detection training needs.
- 2.6 Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined by a COUNTY AGENCY attorney or the COUNTY AGENCY decides not to pursue criminal

prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.

3. **REGIONAL ADMINISTRATIVE AGENCY DUTIES.** The REGIONAL ADMINISTRATIVE AGENCY will:
  - 3.1 Provide FPI services and report FPI Program activity to the COUNTY AGENCY.
  - 3.2 Use qualified investigative staff to provide FPI services.
  - 3.3 Annually provide training to COUNTY AGENCY eligibility workers in fraud detection to assist them in identifying cases that should be referred. Provide training to COUNTY AGENCY eligibility workers on FPI forms and procedures.
  - 3.4 Assist the COUNTY AGENCY in the identification and disqualification of individuals through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is contemplated.
4. **CONSIDERATION AND PAYMENT.** The COUNTY AGENCY shall pay the REGIONAL ADMINISTRATIVE AGENCY an administrative fee of One Thousand Five Hundred Dollars (\$1,500.00) per year of the contract. Each agency will be responsible for its own costs in performing its stated duties.
5. **AUTHORIZED REPRESENTATIVES.**
  - 5.1 **REGIONAL ADMINISTRATIVE AGENCY.** The REGIONAL ADMINISTRATIVE AGENCY's authorized representative is John Dahlstrom or his/her successor.
  - 5.2 **COUNTY AGENCY.** The COUNTY AGENCY's authorized representative is \_\_\_\_\_ or his/her successor.
6. **ASSIGNMENT.** COUNTY AGENCY shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the REGIONAL ADMINISTRATIVE AGENCY.
7. **AMENDMENTS.** Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.
8. **CANCELLATION.** This Agreement may be canceled by the REGIONAL ADMINISTRATIVE AGENCY or COUNTY AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party.
9. **STATE AUDITS.** Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the COUNTY AGENCY and its employees, agents, or subcontractors relevant to this contract shall be made available and subject to examination by the REGIONAL ADMINISTRATIVE AGENCY and STATE, including the FPI contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this Agreement.
10. **INFORMATION PRIVACY AND SECURITY.** For purposes of executing its responsibilities and to the extent set forth in this Agreement, the COUNTY AGENCY will be processing health care bills or payments on behalf of the State, and/or conducting other health care operations on behalf of

State. In carrying out its duties, COUNTY AGENCY will be handling protected health information and other private information concerning individual State clients. As such, COUNTY AGENCY agrees to be bound by the state and federal laws protecting the privacy of information, including the Data Practices Act, Minnesota Health Records Act, Health Insurance Portability Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) (42 USC 201 note, 42 USC 17931), and federal drug and alcohol treatment regulations.

Because COUNTY AGENCY is handling protected health information and providing health care services to clients on behalf of State, COUNTY AGENCY must comply with the terms of the Information Privacy Agreement signed by its County Administrator and the STATE, which is on file in the State Privacy Official's Office located at State's Central Office, 540 Cedar Street, St. Paul, MN 55164-0998 and is incorporated herein by reference.

11. **LIABILITY.** The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, section 466.01 to 466.15, and other applicable law.

12. **DEBARMENT BY STATE, ITS DEPARTMENTS, COMMISSIONS, AGENCIES OR POLITICAL SUBDIVISIONS**

COUNTY AGENCY certifies that neither it nor its principals is presently debarred or suspended by the state, or any of its departments, commissions, agencies, or political subdivisions. COUNTY AGENCY'S certification is a material representation upon which this contract is based. COUNTY AGENCY shall provide immediate written notice to the REGIONAL ADMINISTRATIVE AGENCY'S Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

Federal money will be used or may potentially be used to pay for all or part of the work under the grant contract, therefore the COUNTY AGENCY must certify the following, as required by the regulations implementing Executive Order 12549. COUNTY AGENCY'S certification is a material representation upon which this contract award is based.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.
13. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of

this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in REGIONAL ADMINISTRATIVE AGENCY'S County, Minnesota.

14. **WAIVER.** If the REGIONAL ADMINISTRATIVE AGENCY fails to enforce any provision of this contract, that failure does not waive the provision or the REGIONAL ADMINISTRATIVE AGENCY'S right to enforce it.
15. **CONTRACT COMPLETE.** This contract contains all negotiations and agreements between the REGIONAL ADMINISTRATIVE AGENCY and the COUNTY AGENCY. No other understanding regarding this contract, whether written or oral may be used to bind either party.
16. **OTHER PROVISIONS.** None.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

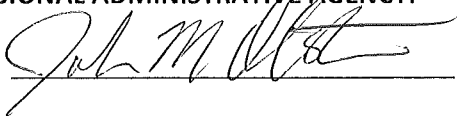
COUNTY AGENCY:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

REGIONAL ADMINISTRATIVE AGENCY:

BY:  \_\_\_\_\_

TITLE: SOCIAL SERVICES DIRECTOR

DATE: 4/30/2019

Southeast Minnesota Housing Network:  
Three Rivers Community Action, Inc. (Grantee and Fiscal Agent) with Semcac and  
Lutheran Social Services of MN (Sub-grantees)  
Family Homeless Prevention and Assistance Program Summary

1. The Family Homeless Prevention and Assistance Program (FHPAP) is funded by the Minnesota Housing Finance Agency (MHFA) through Minnesota Statute 462A.204. This program requires a local County Board Resolution of Support (No county financial support is requested or implied at this time).
2. The program is awarded \$912,424 for a grant term of July 1, 2019 to September 20, 2021.
3. Three Rivers is the fiscal agent and administrator of this program as well as a service provider for 4 counties. Three Rivers sub-contracts this program to Semcac for 7 counties and Lutheran Social Services of MN for youth services in Rochester. Together, all partners have served approximately 357 households for the current biennium in 11 counties for the prevention and elimination of homelessness.
4. The FHPAP program serves families, youth and singles. Household must be at imminent risk of homelessness and in need of services and/or financial assistance due to a housing crisis. Households must demonstrate financial need where no other resources are available through either public or private sources; or those resources are insufficient to resolve the present crisis and avoid literal homelessness. This program serves households at or below 200% FPG. Each participant receiving FHPAP assistance signs a program agreement and is encouraged to work with our family advocacy specialists for on-going case management.
5. The FHPAP program is designed to prevent homelessness or help households re-locate without a day of homelessness. An additional goal of the program is to reduce days of homelessness.

**RESOLUTION**

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

Date May 14, 2019 Resolution No. 2019-XXX

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

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**RESOLUTION AUTHORIZING ACCEPTANCE AND EXECUTION OF  
MINNESOTA HOUSING FINANCE AGENCY  
FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, the Southeastern Minnesota Housing Network, working through Three Rivers Community Action, Inc. (Grantee), Semcac (Sub-Grantee) and Lutheran Social Service of MN (Sub-Grantee), have submitted a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through Three Rivers Community Action, Inc., and Sub-Grantees have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program;

WHEREAS, the Family Homeless Prevention & Assistance Grant was awarded to Three Rivers Community Action, Inc. by the Minnesota Housing Finance Agency;

NOW, THEREFORE, BE IT RESOLVED that the Southern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program in the county of Fillmore, in Minnesota.

I hereby certify that the above is a true and correct copy of a resolution adopted by the Fillmore County Board of Commissioners at their session on the 14<sup>th</sup> day of May, 2019, and as appears on the minutes of their record of proceedings.

By \_\_\_\_\_  
(authorized officer)

Its Board Chair  
(title)

**VOTING AYE**

Commissioners      Bakke ☒      Prestby ☒      Dahl ☒      Lentz ☒

**VOTING NAY**

Commissioners      Bakke ☐      Prestby ☐      Dahl ☐      Lentz ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Vickerman, 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 14<sup>th</sup> day of May, 2019.

Witness my hand and official seal at Preston, Minnesota the 14<sup>th</sup> day of May, 2019.

SEAL

Bobbie Vickerman, Coordinator/Clerk  
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/14/2019      Amount of time requested (minutes): 10

Dept.: Sheriff's Office      Prepared By: John DeGeorge

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

Consent Agenda: Documentation  
(Yes/No):

Regular Agenda: Documentation  
(Yes/No):

1. 2 year ICWC Contract with the State of Minnesota Yes, Attached

2. Purchase of 2019 Dodge Charger Police Package squad car through Enterprise Fleet Management, and purchase of equipment and setup. Yes, Attached

3. Purchase of 2019 Dodge Charger SXT administrative car through Enterprise Fleet Management, and purchase of equipment and setup. Yes, Attached

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



## STATE OF MINNESOTA JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew (ICWC) House Building Program ("State") and Fillmore County, Law Enforcement Center, 121 St. Paul Street Southwest, Preston, MN 55965 ("Governmental Unit") Electronic Fund Transfer to: Fillmore County Auditor Treasurer, 101 Fillmore Street, PO Box 627 Preston, MN 55965.

### Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of a local correctional facility to provide for the housing of state inmates participating in a vocational training program known as the Institution Community Work Crew (ICWC) House Building Program.

### Agreement

#### 1 Term of Agreement

- 1.1 **Effective date:** July 1, 2019 or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Agreement between the Parties

2.1 This Agreement is not a guarantee of work and will only be used as the need for housing arises.

##### 2.2 Governmental Unit shall:

1. Provide care and custody at the Fillmore County Jail for state referred inmates who are accepted into the ICWC program based on criteria outlined in Clause 2.3 of this agreement.
2. Provide case management services to the inmates in the program to include, but not be limited to family issues, annual reviews, release planning/coordination, pass coordination and monitoring, and counseling if appropriate.
3. Develop and implement a service plan for each inmate, identifying program needs such as education, religious, alcohol and chemical dependency support services as available at the facility and pay inmate wages as outlined in Attachment A (ICWC Crew Member Program Packet) which is attached and incorporated as a term of this agreement.
4. Provide lodging, meals, custody supervision and routine health care in accordance with established jail policies and procedures.
5. Coordinate emergency medical and dental care for inmates in accordance with procedures established by the State.
6. In case of rule violations resulting in an inmate being dismissed from the program, maintain the necessary custody until the State can arrange to take custody of the inmate.
7. Provide urinalysis/drug screening at intake and randomly thereafter at no additional cost to the State.
8. Manage individual inmate accounts in accordance with jail policies.
9. Provide supervision and transportation to and from work sites for all inmates in the program using the Sentencing to Service crew leaders.

Notify State immediately if any inmate sustains a serious injury or illness, escapes from custody or commits a major rule infraction.

##### 2.3 State shall:

1. Refer for participation in the program, inmates who meet the following criteria:
  - a. Be within eighteen and forty-eight months of their supervised release date; and
  - b. Not be on Public Risk monitoring status, offenders who have completed all Program Review Team directive(s) may be considered.
  - c. Have no current or prior criminal sexual conduct related offenses;

- d. Have no escapes in the past 5 years;
  - e. Have no gross misdemeanor or felony detainers or tried detainers that expire after their term of imprisonment;
  - f. Have no pending criminal charges or holds for other jurisdictions;
  - g. Have no discipline violations in the past 6 months resulting in segregation and/or extended incarceration;
  - h. Demonstrate a positive attitude, be physically capable to do the work and physically capable to work in the construction environment without putting themselves or others at risk;
  - i. Be on level 1 or level 2 minimum-security status;
  - j. Inmates housed in local or contract correctional facilities must meet any additional eligibility requirements related to residence history in or near the county where the ICWC program is located and must adhere to all rules of conduct for the ICWC program and housing facility and are subject to discipline and/or termination from the program for major rule infractions;
- 2. Provide supervision and transportation to and from work sites for all inmates in the Program.
  - 3. Provide each inmate with five (5) sets of state issued clothing when transferred to the Program.
  - 4. Make every effort to transport inmates who are removed from the Program back to the appropriate State correctional facility as soon as possible.

### 3 **Payment**

- 3.1 Compensation shall be paid at the rate of \$55.00 per day per inmate.
- 3.2 During the time the inmate is in the ICWC program, payments will be for the first day, but not the last day on the program.
- 3.3 The State shall reimburse the Governmental Unit for approved medical/dental expenses of inmates in the program when these expenses are more than routine medical/dental services provided by the Governmental Unit.
- 3.4 This agreement does not include any additional reimbursement for travel, subsistence, clothing issue, or other such items.
- 3.5 Payments shall be made by the State promptly after Governmental Unit's presentation of invoices for services performed and acceptance of such services by the State's Authorized Representative. Invoices must be submitted monthly to the State's Authorized Representative by the seventh working day of each month following the month service is provided. With the final invoice due no later than 30 days following the expiration of the date of the agreement.
- 3.6 All services provided by Governmental Unit pursuant to this Agreement shall be performed to the satisfaction of the State, as determined at the sole discretion of its Authorized Representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations.
- 3.7 Governmental Unit shall not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

The total obligation of the State under this agreement will not exceed \$140,000.00.

### 4 **Authorized Representatives**

The State's Authorized Representative is Terry Byrne, ICWC Director or his successor.

The Governmental Unit's Authorized Representative is Jail Administrator Jamie Fenske or his successor.

### 5 **Assignment, Amendments, Waiver, and Contract Complete**

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors

in office.

**5.3 Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

**5.4 Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

## **6 Indemnification**

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

## **7 State Audits**

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

## **8 Government Data Practices**

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

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

## **9 Venue**

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **10 Termination**

**10.1 Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

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

**11 Blood Borne Pathogen Notice**

Governmental Unit is hereby notified and agrees to assume full responsibility for notifying all of its employees of the remote possibility that they may be at risk for exposure to a blood borne pathogen such as the hepatitis B virus (HBV). Governmental Unit further agrees to provide training for all its employees and to offer vaccinations to those who could reasonably anticipate an exposure resulting from the performance of this Agreement.

**12 Accessibility**

To ensure that persons with disabilities have access to all programming provided under this Agreement, the Governmental Unit will either 1) make any necessary physical or structural modifications to allow disabled persons to participate; 2) deliver services at an alternate accessible site; or 3) employ other methods approved by the State that result in making the program accessible.

**13 Prison Rape Elimination Act Compliance**

Contractor must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Contractor acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring and PREA standards require an outside independent audit.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Date: 4/25/19CFMS Contract No. A- 1516615 / 3-111625**2. GOVERNMENTAL UNIT**

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

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

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

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

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

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

**3. STATE AGENCY**

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

(with delegated authority)

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

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

**4. COMMISSIONER OF ADMINISTRATION**

As delegated to Materials Management Division

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

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

**Distribution:**

Agency

Governmental Unit

State's Authorized Representative - Photo Copy

State's Authorized Representative - Photo Copy

Prepared For: Fillmore County  
Boyum, LanceDate 05/09/2019  
AE/AM QDN/DJ3

## Unit #

Year 2019 Make Dodge Model Charger

Series Police 4dr All-wheel Drive Sedan

Vehicle Order Type Ordered Term 48 State MN Customer# 583067

\$ 24,752.00	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	Sales Tax <u>7.3750%</u> State <u>MN</u>
\$ 0.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive( Taxable Incentive Total : \$0.00 )

\$ 24,952.00	Total Capitalized Amount (Delivered Price)
--------------	--

\$ 411.71	Depreciation Reserve @ <u>1.6500%</u>
-----------	---------------------------------------

\$ 125.15	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
-----------	---

<b>\$ 536.86</b>	<b>Total Monthly Rental Excluding Additional Services</b>
------------------	---

## Additional Fleet Management

## Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment (Estimate Only)
---------	--

Liability Limit	<u>\$0.00</u>
-----------------	---------------

\$ 0.00	Physical Damage Management (Estimate Only)
---------	--

Comp/Coll Deductible	<u>0 / 0</u>
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\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles <u>0</u>
---------	---

OverMileage Charge	<u>\$ 0.0500</u> Per Mile
--------------------	---------------------------

Incl: # Brake Sets (1 set = 1 Axle)	<u>0</u>
-------------------------------------	----------

# Tires	<u>0</u>
---------	----------

Loaner Vehicle	Not Included
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<b>\$ 0.00</b>	<b>Additional Services SubTotal</b>
----------------	-------------------------------------

\$ 0.00	Sales Tax <u>7.3750%</u>
---------	--------------------------

State	<u>MN</u>
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<b>\$ 536.86</b>	<b>Total Monthly Rental Including Additional Services</b>
------------------	---

\$ 5,189.92	Reduced Book Value at <u>48</u> Months
-------------	--

\$ 350.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 25,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

## ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Fillmore County

BY	TITLE	DATE
----	-------	------

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**VEHICLE INFORMATION:**

2019 Dodge Charger Police 4dr All-wheel Drive Sedan - US

Series ID: LDEE48

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 36,173.00	\$ 37,055.00
Total Options	\$ 1,701.00	\$ 1,910.00
Destination Charge	\$ 1,345.00	\$ 1,345.00
<b>Total Price</b>	<b>\$ 39,219.00</b>	<b>\$ 40,310.00</b>

**SELECTED COLOR:**

Exterior: PW7 - (0 P) White Knuckle Clearcoat

Interior: X9 - (0 I) Black w/Heavy Duty Cloth Bucket &amp; Rear Bench Seats or Heavy Duty Cloth Bucket Seats w/Vinyl Rear

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
29A	Quick Order Package 29A	NC	NC
AEB	Street Appearance Group	\$ 334.00	\$ 375.00
AHM	Convenience Group I	\$ 427.00	\$ 480.00
APA	Monotone Paint Application	STD	STD
C8	Heavy Duty Cloth Bucket & Rear Bench Seats	STD	STD
CK9	Delete Carpet	NC	NC
CKJ	Black Vinyl Floor Covering	\$ 53.00	\$ 60.00
CLZ	Front & Rear Floor Mats	Included	Included
CM8	Replace Full Console w/Mini Console	Included	Included
CUG	Police Floor Console	\$ 414.00	\$ 465.00
CW6	Deactivate Rear Doors/Windows	\$ 67.00	\$ 75.00
CWP	Illuminated Front Cupholders	Included	Included
DGJ	Transmission: 5-Speed Automatic (W5A580)	STD	STD
EZH	Engine: 5.7L V8 HEMI MDS VVT	STD	STD
GUK	Power Heated Mirrors w/Man F/Away	Included	Included
JPT	Power Front Driver/Passenger Seats	Included	Included
JRN	Power Driver/Passenger 4-Way Lumbar Adjust	Included	Included
LBG	Front Reading/Map Lamps	Included	Included
LEP	Body Color Exterior Mirrors	Included	Included
LNF	Black Left Spot Lamp	\$ 187.00	\$ 210.00
LNK	LED Spot Lamps	\$ 134.00	\$ 150.00
MDA	Front License Plate Bracket	NC	NC
NAS	50 State Emissions	NC	NC
NHJ	Exterior Mirrors w/Heating Element	Included	Included
NHK_	Engine Block Heater	\$ 85.00	\$ 95.00
PW7_02	(0 P) White Knuckle Clearcoat	NC	NC
RS4	Dual Remote USB Port - Charge Only	Included	Included
RS6	Media Hub (2 USB, AUX)	Included	Included
TWW	Tires: P225/60R18 BSW Performance	STD	STD
UAG	Radio: Uconnect 4 w/7" Display	STD	STD
W8B	18" Wheel Covers	Included	Included
WARANT	FCA 5 yr/100,000 Mile Powertrain Limited Warranty	NC	NC
WEG	Wheels: 18" x 7.5" Steel	STD	STD
X9_01	(0 I) Black w/Heavy Duty Cloth Bucket & Rear Bench Seats or Heavy Duty Cloth Bucket Seats w/Vinyl Rear	NC	NC
XAP	Power Adjustable Pedals	Included	Included
XGA	Front/Rear Climate Control Outlets	Included	Included



## 4RE/VISTA Price Quote

CUSTOMER: Fillmore County Sheriff's Office

ISSUED: 5/8/2019 4:13 PM

EXPIRATION: 6/8/2019 5:00 AM

**TOTAL PROJECT ESTIMATED AT:  
\$4,820.00**

ATTENTION: CHIEF DEPUTY LANCE BOYUM

SALES CONTACT: Douglas Armstrong

PHONE: 507-765-3874

DIRECT: (469) 342-8968

E-MAIL: lboyum@co.fillmore.mn.us

E-MAIL: DArmstrong@WatchGuardVideo.com

### 4RE and VISTA Proposal 4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-STD-GPS-RV2	4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket.	1.00	\$4,795.00	\$0.00	\$4,795.00

### 4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	1.00	\$0.00	\$0.00	\$0.00
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	1.00	\$100.00	\$100.00	\$0.00

### Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$25.00	\$0.00	\$25.00
					<b>\$4,820.00</b>

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$100.00
Additional Quote Discount	\$0.00
<b>Total Amount</b>	<b>\$4,820.00</b>

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

MPH Industries, Inc.  
 316 East 9th Street  
 Owensboro KY 42303  
 Phone: 888-689-9222  
 Fax: 270-685-6288

Date: 5/9/2019  
 Expires: 7/8/2019  
 Reference:  
 Terms: NET 30 DAYS



Sales Person: Brandy Atherton  
 Phone: 888-689-9222  
 Fax: 270-685-6288  
 Email: bmatherton@mphindustries.com

## QUOTE: 19992

<b>Quote To:</b> CHIEF DEPUTY LANCE BOYUM FILLMORE COUNTY SHERIFF'S OFFICE 901 HOUSTON STREET NW PRESTON MN 55965 USA Phone: 507-765-3874 Fax: Email: lboyum@co.fillmore.mn.us Customer #: 559653	<b>Ship To:</b> FILLMORE COUNTY SHERIFF'S OFFICE 901 HOUSTON STREET NW PRESTON, MN 55965 USA Phone #: 507-765-3874 Fax #: Email: Ship Via: Best Way GND
--	---

USD

Line	Part	Description	Rev
1	PYT3FS-2KA	Python 3 FS version radar with two Ka-band antennas, basic kit with remote control, mounting brackets, cables, tuning forks, manual and 2 year warranty	-

### Sales Kit

Kit Components				
Kit Seq.	Part Number	Description	Qty Per	
1.001	990924	MANUAL, OPERATORS, P	1	EA
1.002	991242	UNIT, PYT3, Ka, FS	1	EA
1.003	991204	ANT, PYTIII/BEE, Ka	2	EA
1.004	903397004	FORK, TUNING, 20 MPH,	1	EA
1.005	903397010	FORK, TUNING, 50	1	EA

Quantity: 1 EA Unit Price: 1,726.00 Ext Price: 1,726.00

Total: 1,726.00

Thank you for an opportunity to quote.





21142 US 52  
Preston, MN 55965  
507-765-9805

Bill To:

Fillmore County Sheriff  
901 Houston St NW  
Preston, MN 55965

Item Name	Item Description	Size	Price	Orig Price	Qty	Ext I
Wraps	Letter #1804		\$484.50	\$484.50	1	\$484.50
			Subtotal:		\$484.50	
			0 % Tax:		+ \$0.00	
			RECEIPT TOTAL:		\$484.50	

Account: \$484.50

Signature \_\_\_\_\_

I agree to pay above amount according to card issuer  
agreement (merchant agreement if credit voucher).

Previous Account Balance: \$42.00  
Account Balance: \$526.50

Thanks for shopping with us!



Q

**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USA

**QUOTATION**

Quote Number: DL012419-14

Quote Date: Mar 28, 2019

Page: 1

Voice: 651 765-2657

Fax: 651 765-2660

**Quoted To:**

FILLMORE CO SHERIFF  
901 HOUSTON ST. NW  
PRESTON, MN 55965  
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
FILLMORE CO SHERIFF	4/27/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	CONTACT	lboyum@co.fillmore.mn.us LANCE BOYUM		
1.00	VEHICLE	2019 FORD INTERCEPTOR UTILITY		
1.00	PB450L VS 4 LIGHT	SETINA PB450L4 VS ALUMINUM 4 LIGHT	759.00	759
		PUSHBUMPER FOR 2018 FORD		
		INTERCEPTOR UTILITY - IONS - RED		
		DRIVER, BLUE PASSENGER		
1.00	ETHFFUT-16	SOUNDOFF SOLID STATE PLUG-IN	87.21	87
		HEADLIGHT FLASHER FOR 2016+ FORD		
		INTERCEPTOR UTILITY - DOES NOT		
		REQUIRE 60A, PLUGS DIRECTLY INTO		
		HEADLIGHTS		
2.00	I2D	WHELEN ION DUO LINEAR SUPER LED	100.34	200
		LIGHTHEAD - UNIVERSAL MOUNT -		
		DUAL COLOR RED/WHITE - RED		
		PRIMARY - WHITE OVERRIDE		
2.00	I2E	WHELEN ION DUO LINEAR SUPER LED	100.34	200
		LIGHTHEAD - UNIVERSAL MOUNT -		
		DUAL COLOR BLUE/WHITE - BLUE		
		PRIMARY - WHITE OVERRIDE		
1.00	ENT2B3D	SOUND OFF INTERSECTOR SUPER LED	151.98	151
		LIGHT - 18 LED DUAL COLOR -		
		RED/WHITE		
1.00	ENT2B3E	SOUND OFF INTERSECTOR SUPER LED	151.98	151
		LIGHT - 18 LED DUAL COLOR -		
		BLUE/WHITE		
1.00	CCSRN3	WHELEN CEN-COM SAPPHIRE REMOTE	695.00	695
Subtotal				Continu
Sales Tax				Continu
<b>TOTAL</b>				<b>Continu</b>

**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USA

**QUOTATION**

Quote Number: DL012419-14

Quote Date: Mar 28, 2019

Page: 2

Voice: 651 765-2657

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**Quoted To:**

FILLMORE CO SHERIFF  
901 HOUSTON ST. NW  
PRESTON, MN 55965  
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
FILLMORE CO SHERIFF	4/27/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	SA315P	SIREN/SWITCHING SYSTEM - INCLUDES CONTROL HEAD, 20 FT CABLE AND MICROPHONE		
		WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY	190.24	190.24
1.00	SAK44	WHELEN SAK44 - SA315 MOUNTING BRACKET FOR 2011+ FORD EXPLORER AND 2013+ FORD POLICE INTERCEPTOR UTILITY	23.78	23.78
1.00	LEGACY DUO 48 SMOKE	WHELEN 48in LEGACY FULL DUO COLOR LIGHT BAR WITH SCENE CAPABILITY AND SMOKED LENSES - INCLUDES MOUNT KIT. SPECIFY VEHICLE	1,995.00	1,995.00
1.00	STPLP83	WHELEN LIGHTBAR STRAP KIT FOR 2011+ FORD EXPLORER AND 2013+ INTERCEPTOR UTILITY (WITHOUT ROOF-RACK) - FOR LOW-PROFILE MOUNT KIT ONLY		
1.00	IONSMR	WHELEN ION 6 SUPER LED SURFACE MOUNT LIGHthead - RED	87.00	87.00
1.00	IONSMB	WHELEN ION 6 SUPER LED SURFACE MOUNT LIGHthead - BLUE	87.00	87.00
1.00	VTX609R	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE	69.02	69.02
			<b>Subtotal</b>	<b>Continued</b>
			<b>Sales Tax</b>	<b>Continued</b>
			<b>TOTAL</b>	<b>Continued</b>

**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USA

Voice: 651 765-2657  
Fax: 651 765-2660

**QUOTATION**

Quote Number: DL012419-14  
Quote Date: Mar 28, 2019  
Page: 3

**Quoted To:**

FILLMORE CO SHERIFF  
901 HOUSTON ST. NW  
PRESTON, MN 55965  
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
FILLMORE CO SHERIFF	4/27/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	VTX609B	LAMP WITH 9' CABLE - RED WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE	69.02	69.02
1.00	6-VS SPT	LAMP WITH 9' CABLE - BLUE SETINA 6-VS SPT SINGLE PRISONER PARTITION FOR TRUCK OR SUV (SUV REQUIRES REAR PARTITION) SPECIFY MAKE MODEL YEAR	794.25	794.25
1.00	12-VS POLY 2013 UTIL	SETINA 12-VS COATED SCRATCH RESISTANT POLYCARBONATE REAR PARTITION FOR 2013+ FORD POLICE INTERCEPTOR UTILITY	351.75	351.75
1.00	SINGLE VERTICAL	SETINA SINGLE VERTICAL SYSTEM WITH ONE ADJ UNIVERSAL LOCK (HANDCUFF STYLE) W/ KEY AND TIMER - FOR PARTITION WITH RECESSED PANEL - HANDCUFF KEY	239.25	239.25
1.00	SPT MOUNT KIT	SETINA SINGLE PRISONER TRANSPORT SYSTEM WEAPON MOUNT KIT	59.25	59.25
1.00	WNDW BARS 2013 UTIL	SETINA STEEL BAR STYLE WINDOW BARRIERS FOR 2013 POLICE INTERCEPTOR UTILITY	171.75	171.75
1.00	C-HDM-153	HEAVY DUTY SERIES SEAT BASE MOUNT FOR 2011+ FORD EXPLORER (CIVILIAN MODEL) AND 2012+ FORD POLICE INTERCEPTOR UTILITY	76.62	76.62
Subtotal				Continue
Sales Tax				Continue
<b>TOTAL</b>				<b>Continue</b>

**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

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OAKDALE, MN 55128  
USA

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**QUOTATION**

Quote Number: DL012419-14  
Quote Date: Mar 28, 2019  
Page: 4

**Quoted To:**

FILLMORE CO SHERIFF  
901 HOUSTON ST. NW  
PRESTON, MN 55965  
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
FILLMORE CO SHERIFF	4/27/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	C-VS-0810-INUT-PM	HAVIS EQUIPMENT CONSOLE FOR 2013+ FORD POLICE INTERCEPTOR UTILITY - 8" ANGLED, 10" HORIZONTAL - WITH INTERNAL POCKETJET PRINTER MOUNT WITH ROLL PAPER	413.71	413
1.00	C-EB40-CCS-1P	C-EB40-CCS-1P 4" (1 PC) EQUIP. MTG. BRACKET FOR WHELEN		
1.00	C-EB25-XTL-1P	CEN-COM/CANTROL CONTROL HEADS HAVIS CONSOLE BRACKET FOR MOTOROLA XTL-1500, 2500, 5000 05		
1.00	C-ARM-103	REMOTE HEAD RADIO ARM REST FLIP UP CONSOLE MOUNT ADJUSTABLE HEIGHT	89.37	89.
1.00	C-CUP2-I	DUAL CUPHOLDER INTERNAL STYLE LARGE FOR VEHICLE SPECIFIC CONSOLE	29.52	29.
1.00	C-USB-2	HAVIS DUAL USB CHARGER - FITS CARLING ROCKER SWITCH CUTOUT - TWO 2.1A PORTS	52.74	52.
1.00	C-AP-0325	C-AP ACCESSORY POCKET 3" WIDE 2.5" DEEP INTERNAL MOUNT F/HAVIS SHIELDS CONSOLE	32.34	32.
1.00	CG-X	HAVIS CHARGE GUARD PROGRAMMABLE AUTO ON/OFF TIMER 12V NEG GROUND. PROGRAMMABLE FROM 5 SECONDS TO ETERNITY.	66.28	66.
Subtotal				Continue
Sales Tax				Continue
<b>TOTAL</b>				<b>Continue</b>

**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USA

Voice: 651 765-2657  
Fax: 651 765-2660

**QUOTATION**

Quote Number: DL012419-14  
Quote Date: Mar 28, 2019  
Page: 5

**Quoted To:**

FILLMORE CO SHERIFF  
901 HOUSTON ST. NW  
PRESTON, MN 55965  
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
FILLMORE CO SHERIFF	4/27/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	FREIGHT-INBOUND	INBOUND FREIGHT CHARGES FOR ABOVE TO BE DETERMINED AT TIME OF SHIPMENT		
1.00	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS	350.00	350
1.00	LABOR GOVMNT FLEET	GOVERNMENT FLEET LABOR RATE FOR SERVICES	2,400.00	2,400
			Subtotal	9,894.4
			Sales Tax	
			<b>TOTAL</b>	<b>9,894.4</b>

Prepared For: Fillmore County  
Boyum, LanceDate 05/09/2019  
AE/AM QDN/DJ3

## Unit #

Year 2019 Make Dodge Model Charger

Series SXT 4dr All-wheel Drive Sedan

Vehicle Order Type Ordered Term 60 State MN Customer# 583067

\$ 24,377.00 Capitalized Price of Vehicle<sup>1</sup>

\$ 1,873.31 \* Sales Tax 6.8750% State MN

\$ 352.75 \* Initial License Fee

\$ 0.00 Registration Fee

\$ 200.00 Other: Courtesy Delivery Fee

\$ 0.00 Capitalized Price Reduction

\$ 0.00 Tax on Capitalized Price Reduction

\$ 0.00 Gain Applied From Prior Unit

\$ 0.00 \* Tax on Gain On Prior

\$ 0.00 \* Security Deposit

\$ 0.00 \* Tax on Incentive( Taxable Incentive Total : \$0.00 )

\$ 24,577.00 Total Capitalized Amount (Delivered Price)

\$ 331.79 Depreciation Reserve @ 1.3500%

\$ 115.55 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)<sup>2</sup>

**\$ 447.34 Total Monthly Rental Excluding Additional Services**

## Additional Fleet Management

## Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment (Estimate Only)

Liability Limit \$0.00

\$ 0.00 Physical Damage Management (Estimate Only)

\$ 45.69 Full Maintenance Program<sup>3</sup> Contract Miles 100,000

Incl: # Brake Sets (1 set = 1 Axle) 0

**\$ 45.69 Additional Services SubTotal**

\$ 0.00 Sales Tax 6.8750%

State MN

**\$ 493.03 Total Monthly Rental Including Additional Services**

\$ 4,669.60 Reduced Book Value at 60 Months

\$ 350.00 Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

## Order Information

Driver Name CIVILIAN

Exterior Color (0 P) White Knuckle Clearcoat

Interior Color (0 I) Black w/Cloth Sport Seat or Houndstooth

Lic. Plate Type Government

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0500 Per Mile

# Tires 0

Loaner Vehicle Not Included

Quote based on estimated annual mileage of 20,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

## ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Fillmore County

BY TITLE DATE

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**VEHICLE INFORMATION:**

2019 Dodge Charger SXT 4dr All-wheel Drive Sedan - US

Series ID: LDES48

**Pricing Summary:**

	INVOICE	MSRP
Base Vehicle	\$ 32,494.00	\$ 33,320.00
Total Options	\$ 138.00	\$ 495.00
Destination Charge	\$ 1,495.00	\$ 1,495.00
<b>Total Price</b>	<b>\$ 34,127.00</b>	<b>\$ 35,310.00</b>

**SELECTED COLOR:**

Exterior: PW7 - (0 P) White Knuckle Clearcoat

Interior: X9 - (0 I) Black w/Cloth Sport Seat or Houndstooth Cloth Sport Seat or Nappa Leather Sport Seat

**SELECTED OPTIONS:**

CODE	DESCRIPTION	INVOICE	MSRP
28H	Quick Order Package 28H	NC	NC
AD7	Cold Weather Package	\$ 441.00	\$ 495.00
APA	Monotone Paint Application	STD	STD
BP	Cloth Sport Seat	STD	STD
DFT	Transmission: 8-Speed Automatic (850RE)	STD	STD
ERB	Engine: 3.6L V6 24V VVT	STD	STD
JPM	Heated Front Seats	Included	Included
NAS	50 State Emissions	NC	NC
NHS	Heated Steering Wheel	Included	Included
PW7_02	(0 P) White Knuckle Clearcoat	NC	NC
TPR	Tires: 235/55R19 BSW AS Performance	STD	STD
UAS	Radio: Uconnect 4C w/8.4" Display	STD	STD
WARANT	FCA 5 yr/100,000 Mile Powertrain Limited Warranty	NC	NC
WS1	Wheels: 19" x 7.5" Painted w/Dark Pockets	STD	STD
X9_01	(0 I) Black w/Cloth Sport Seat or Houndstooth Cloth Sport Seat or Nappa Leather Sport Seat	NC	NC
adj	adj	\$ -303.00	\$ 0.00



**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USAVoice: 651 765-2657  
Fax: 651 765-2660**INVOICE**

Invoice Number: AW092418-3B

Invoice Date: Oct 22, 2018

Page: 1

Duplicate

Drop Shipment

**Bill To:**FILLMORE CO SHERIFF  
901 HOUSTON ST. NW  
PRESTON, MN 55965  
USA**Ship to:**L&L STREET RODS  
ATTN: KEVIN FOR FILLMORE CO  
25143 CTY HWY 34  
KASSON, MN 55944  
USA

Customer ID	Customer PO	Payment Terms	
FILLMORE CO SHERIFF	2018 EQUINOX	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
ALW	FEDEX	10/22/18	11/21/18

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
1.00	VEHICLE	2018 CHEVY EQUINOX			
1.00	MCRNTR	WHELEN MICRON 6 SUPER LED STUD MOUNT LIGHTHEAD - BLACK HOUSING - CLEAR LENS - RED LED'S		74.82	74.82
1.00	MCRNTB	WHELEN MICRON 6 SUPER LED STUD MOUNT LIGHTHEAD - BLACK HOUSING - CLEAR LENS - BLUE LED'S		74.82	74.82
1.00	IONR	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - RED		87.00	87.00
1.00	IONB	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - BLUE		87.00	87.00
1.00	IONSMR	WHELEN ION 6 SUPER LED SURFACE MOUNT LIGHTHEAD - RED		87.00	87.00
1.00	IONSMB	WHELEN ION 6 SUPER LED SURFACE MOUNT LIGHTHEAD - BLUE		87.00	87.00
1.00	TLIB	WHELEN ION T SERIES LINEAR LIGHTHEAD - BLUE		78.30	78.30
1.00	TLIR	WHELEN ION T SERIES LINEAR LIGHTHEAD - RED		78.30	78.30
1.00	FN-0616 A	FENIEX FUSION LIGHT STICK - 6 HEAD - SINGLE COLOR - ALL 40 DEGREE		323.68	323.68

Subtotal	Continued
Sales Tax	Continued
Freight	
Total Invoice Amount	Continued
Payment/Credit Applied	
<b>TOTAL</b>	<b>Continued</b>

Check/Credit Memo No:

YOU MAY BE RESPONSIBLE FOR ANY CHARGES OR LEGAL FEES TO COLLECT THIS DEBT.

**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USA

Voice: 651 765-2657  
Fax: 651 765-2660

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Sales Rep ID	Shipping Method	Ship Date	Due Date
ALW	FEDEX	10/22/18	11/21/18

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
1.00	SA315P	OPTICS - ALL AMBER WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY		190.24	190.24
1.00	SAK1	WHELEN SAK1 SA-315 SIREN SPEAKER BRACKET - UNIVERSAL 90 DEGREE L BRACKET FOR PUSHBUMPER APPLICATIONS		23.78	23.78
1.00	ULB18-RRBB-ET	ULB18-RRBB VISOR LIGHT PASSENGER SIDE RED/RED/BLUE/BLUE WITH WHITE TAKEDOWN SCENE CAPABILITY. SPECIFY MOUNTING		379.03	379.03
1.00	274-ULB10-U1	ULB18 MOUNTING HARDWARE - UNIVERSAL FEDEX TRACKING# 4338 1949 4968			

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

Payable To: Emergency Automotive Technology

Acct: 01-202-66650 \$ 1,570.97

Authorized Signature:

Dept. Head Signature:

Date: 10-29-18

Vendor No:

Description: new squad equipment

Subtotal	1,570.97
Sales Tax	
Freight	
Total Invoice Amount	1,570.97
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,570.97</b>

Check/Credit Memo No:

YOU MAY BE RESPONSIBLE FOR ANY CHARGES OR LEGAL FEES TO COLLECT THIS DEBT.

+ 2,000.00  
Lab.  
3,570.97



21142 US 52  
Preston, MN 55965  
507-765-9805

**Bill To:**

Fillmore County Sheriff  
901 Houston St NW  
Preston, MN 55965

Item Name	Item Description	Size	Price	Orig Price	Qty	Ext P
Wraps	Letter #1804		\$484.50	\$484.50	1	\$484.50
			Subtotal:		\$484.50	
			Exempt 0 % Tax:		+ \$0.00	
			RECEIPT TOTAL:		\$484.50	

Account: \$484.50

**Signature** \_\_\_\_\_

I agree to pay above amount according to card issuer  
agreement (merchant agreement if credit voucher).

Previous Account Balance: \$42.00  
Account Balance: \$526.50

Thanks for shopping with us!



6

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/14/2019

Amount of time requested (minutes): 10 minutes for discussion

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 awarding the bridge replacement project SAP 023-604-005 to the low responsible bidder. The bridge being replaced is No. 7955 on CSAH 4, ½ mile west of Washington.
2. Consider the purchase of VRS Technology upgrade for the Highway Department for use in gathering survey data. The cost is \$8,303.00 which was approved by the Technology Committee and use unallocated funds.
3. Request Board approval to advertise for the replacement of Bridge No. 23514 on CSAH No. 1 north of Ostrander, MN SAP 023-601-030.

## **Airport Department**

Check e-mail for supporting documentation. **Bid results will be sent on May 13th to the coordinator's by Trista Ruen.**

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.**

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/14/2019

Amount of time requested (minutes):

15 Minutes

Dept.: Coordinator

Prepared By: Kristina Kohn

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

1. Request to hire temporary summer Office Support Specialist in the Veteran Services/Extension Office at Grade 5/Step 1 effective May 21, 2019 as recommended by the Veteran Services Officer
  - a. [REDACTED]
  - b. [REDACTED]
2. Discussion regarding updates to the Department Head Evaluation form
3. Request to advertise for Full Time Registered Nurse in the Public Health Department as requested by the Director of Nursing

No  
Yes  
No

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**  
**Department Head Performance Evaluation**

Name:  
Title:  
Interviewed By:

Anniv. Date  
Review Date

Performance Ratings:

N/A- Not Applicable

3- Meets Expectations- Results achieved consistently meet job requirements & may excel in some areas

2- Improvement/Development- Areas for improvement and/or development identified

1- Unsatisfactory- Does not meet expectations. Continued performance at current level may result in disciplinary action

**Scoring**

**Employee      Supervisor**

**Communication**

1. Proficiency in keeping Commissioner(s) informed on pertinent issues in a timely manner. Ensures communication aligns with open meeting laws.

\_\_\_\_\_

2. Consistent, positive representation of the County to the public and press.

\_\_\_\_\_

3. Effective, accurate and professional expressions (both oral and written). Supports organizational mission and vision through clear and consistent communications.

\_\_\_\_\_

**General Performance**

4. Adaptability: ability to adjust to new or different assignments or priorities. Willingness to be a positive agent of change as directed by departmental need or the County Board.

\_\_\_\_\_

5. Job Knowledge and Skills: Demonstrates technical competency, job-related knowledge, and application of effective skills in performance of work.

\_\_\_\_\_

6. Decision Making/Problem Solving: Identifies problems, gathers facts, consults appropriate resources and follows through to effectively address issues.

\_\_\_\_\_

7. Responsibility: showing a demonstrated ability/willingness to take responsibility and accountability for the successes and failures of the department.

\_\_\_\_\_

8. Productivity and Initiative: Completes appropriate quantity and quality of work within expected timelines. Plans and prioritizes effectively. Uses time efficiently, is punctual and prepared for work, manages break and leave time of self and staff.

\_\_\_\_\_

9. Customer Service: Provides quality service to both internal and external customers in a respectful and professional manner. Ensures service standards are maintained among all staff.

\_\_\_\_\_

10. Collaboration and Teamwork: Maintains positive and professional working relationships, engages effectively with others and contributes to effective teamwork and service delivery.

**Fillmore County**  
**Department Head Performance Evaluation**

**Personnel Management**

Scoring	
Employee	Supervisor

11. Staff Training: Ensures all staff receives all required training and testing as required by law and additional training needed to do their job.

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12. Conflict Resolution: holding employees accountable for their performance and ensuring credit is given to employees where appropriate. Appropriately handles conflict and seeks resolution

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13. Performance Evaluation/Professional Development: Ensures that all employees receive a performance evaluation at least once per year. Provides timely and constructive guidance and feedback to staff, and appropriately addresses performance concerns. Fosters growth, development, successful achievement and advancement of staff.

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14. Leadership and Supervisory Skills: Inspires others to achieve results, promoting involvement, engagement and teamwork. Models ethical behavior, professional interactions and instills a culture of respect.

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15. Effective and economic use of funds allocated within the department including management of employee time. Transparency with the County Board regarding requests, needs and looks for opportunities to reduce costs.

--	--

**Overall Evaluation:** The overall evaluation should be consistent with the above ratings and comments.

	Work performance <u>meets</u> the expectations of the position & may excel in some areas
	Work performance has areas for improvement/development identified
	Work performance <u>does not meet</u> the expectations of the position

**Probationary Final Evaluation Only**

	Work performance meets expectations. Employee is recommended for permanent employment.
--	--

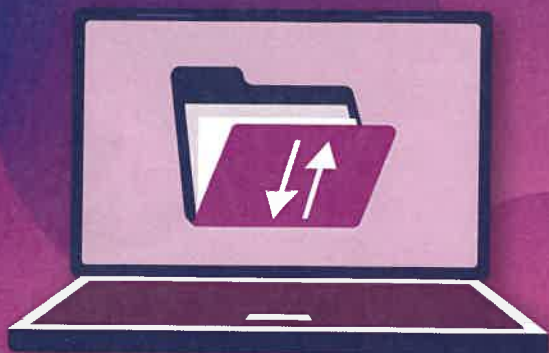
	Work performance does not meet expectations. Employee is <u>not recommended</u> for permanent employment
--	--

	Employee Signature
	Reviewers Signatures/Date



# ESSENTIALS OF DATA PRACTICES FOR RESPONSIBLE AUTHORITIES

**[REDACTED], BEST WESTERN KELLY INN, ST. CLOUD**



Individuals designated as responsible authorities under the Minnesota Government Data Practices Act (MGDPA) are tasked with the duty of ensuring that their government entities comply with the Act's requirements for transparency, data privacy and data security. This seminar, led by Minnesota Department of Administration Data Practices Office staff, provides responsible authorities and their designees with the foundation they need to take on the duties of the Act, as well as offers best practices to assist in day-to-day MGDPA administration.



## SEMINAR DETAILS

- **[REDACTED]**
- Best Western Kelly Inn, St. Cloud: 100 4<sup>th</sup> Ave. South
- 8:30 a.m., registration; 9 a.m.-3:30 p.m., training program
- \$65 per person for MCIT members (nonmembers, \$105 per person), includes materials, lunch and refreshments\*
- Presenters from Minnesota Department of Administration are Stacie Christensen, director of the Data Practices Office; and Katie Bealka, policy analyst with the Data Practices Office
- Questions about the event: contact Heather Larson-Blakestad at [hblakestad@mcit.org](mailto:hblakestad@mcit.org) or 1.866.547.6516, ext. 6430
- MCIT will apply for CLEs.

## TOPICS COVERED

**Minnesota Government Data Practices Act basics:** Overview of the duties of a responsible authority and data compliance officer, and the basic definitions of data and data classifications

**Policies and procedures:** Developing data access and security policies and procedures, maintaining data inventories, and working with elected officials and staff to ensure MGDPA compliance

**Responding to data requests:** Best practices for responding to data requests under the MGDPA, including:

- denying access
- managing complex requests
- separating private and public data
- recovering costs
- managing nonpublic data on minors
- creating summary data
- requesting a temporary classification of data
- special considerations for personnel data

Room  
\$130.27  
Class  
\$65.00

**Accuracy and completeness challenges:** Overview of the accuracy and completeness challenge process and best practices for responding to a challenge

### **Data breach requirements—investigation and notification:**

Discussion of the definition of "data breach" under the MGDPA, breach investigation and notification requirements, and annual comprehensive security assessments

## REGISTER TODAY

- Register online at [MCIT.org/training-calendar/](http://MCIT.org/training-calendar/). Payment can be sent separately from the registration form.
- Questions about registration should be directed to MCIT at [register@mcit.org](mailto:register@mcit.org) or 1.866.547.6516

## WHO SHOULD ATTEND?

This seminar is specifically designed for individuals designated as a public entity's responsible authority and the responsible authority's designee. An individual may be the responsible authority if he or she is the:

- county administrator or coordinator
- county auditor
- county attorney
- sheriff
- SWCD district manager
- joint powers executive director
- social services director
- veterans services officer
- other elected official
- person designated by the governing board to be the responsible authority