

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
May 28, 2019**

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

Mitch Lentz - First District

Vacant - Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

Pledge of Allegiance

- 9:00 a.m. Approve Agenda
 Approve Consent Agenda:
1. May 14, 2019 County Board minutes
 2. Lodging for Certified Minnesota Assessor Licensing (CMAL) Courses for new appraisers & Land Records Director
 - a. Roxanne Alden – 5 overnight stays for Basic Income Approach Training, 5 overnight stays for Mass Appraisal Basics or 6 overnight stays for alternative training
 - b. David Enright – 4 overnight stays for Assessment Laws & Procedures w/Ethics, 4 overnight stays for Basic Appraisal Principles and 4 overnight stays for Basic Appraisal Procedures
 - c. Brian Hoff – 2 overnight stays for Residential Case Study Workshop & Exam

Approve Commissioners' Warrants

Review Auditor's Warrants

- 9:05 a.m. Cristal Adkins, Zoning Administrator
1. Consider an access permit for field drive for Aaron Gillespie, section 7 of Carrolton Township

- 9:15 a.m. Ron Gregg, Highway Engineer
1. Consider awarding the Concrete Overlay Project SP 023-601-033 on CSAH 1 on the condition of approval of the Mn DOT Office of Civil Rights
 2. Consider entering into an Airport Maintenance and Operation Grant Contract with Mn DOT
 3. Consider passing a Board Resolution authorizing the County Engineer and the Highway/Airport Office Manager to execute the contract on behalf of Fillmore County

9:30 a.m. Citizen's Input

- 9:35 a.m. Jessica Erickson, Director of Nursing
1. Fillmore-Houston JBOH Joint Powers Agreement Update
 2. Women, Infants and Children (WIC) Peer Breastfeeding Support Grant Program
 3. CHB Grant Project Agreement Amendment - MIIC Regional Coordinator

FILLMORE COUNTY BOARD OF COMMISSIONERS

May 28, 2019 Meeting Agenda

Page 2

- 9:45 a.m. Kristina Kohn, Human Resources
1. Request to hire intermittent Bailiff/Transport at Grade 6/Step 1 effective May 29, 2019 as recommended by the Hiring Committee
 2. Resignation for Jonathan Holger, Child Support Officer, effective no later than July 10, 2019
 3. Request to advertise for replacement Child Support Officer as requested by the Social Services Manager and recommended by the Personnel Committee
 4. Request to advertise for Support Enforcement Aide as requested by the Social Services Manager and recommended by the Personnel Committee
 5. Request for classification into new pay system for the position of Support Enforcement Aide in Social Services as requested by the Social Services Manager and recommended by the Personnel Committee
 6. Request to advertise for replacement Office Support Specialist, Sr. as requested by the Coordinator and recommended by the Personnel Committee
 7. Request to adopt the Merit System EEO/AA policy for 2019

OTHER ADMINISTRATIVE:

1. Discussion with possible action regarding the closing of a section of Fillmore Street East by the Memorial entrance to the Fairgrounds on Tuesday, July 16th at 6:00 p.m. for a Veterans Tribute.
2. Discussion with possible action regarding transferring the Lawful Gambling Exempt Permit #X-92132-19-011 from May 19th to June 8th, due to golf tournament and raffle reschedule for the Preston Area Chamber of Commerce Golf Tournament.

Calendar review, announcements and committee reports

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

Monday, May 27	All Day	County Offices Closed in Observance of Memorial Day Holiday	
Tuesday, May 28	7:30 a.m.	Highway, Highway Office, Preston	<i>Bakke/Prestby</i>
	9:00 a.m.	County Board – Special meeting, Commissioners’ Boardroom, Courthouse, Preston	
	1:00 p.m.	Fillmore-Houston Joint Board of Health, Mabel	
Monday, June 3	8:00 a.m.	Association of MN Counties (AMC) District 9, Winona	
Tuesday, June 4	9:00 a.m.	County Board – Special meeting, Commissioners’ Boardroom, Courthouse, Preston	
Wednesday, June 5	7:30 a.m.	Law Library, Courthouse, Preston	<i>Bakke</i>

FILLMORE COUNTY COMMISSIONERS' MINUTES

May 14, 2019

This is a preliminary draft of the May 14, 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.

The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 14th 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, Randy Dahl, and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; Cristal Adkins, Zoning Administrator; Kevin Olson, Social Services Manager; John DeGeorge, Sheriff; Ron Gregg, Highway Engineer; Kristina Kohn, Human Resources Officer; 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 Lentz, seconded by Dahl, the Board unanimously approved amended agenda.

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

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

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

WARRANTS

The Auditor's warrants were reviewed.

Cristal Adkins, Zoning Administrator, was present.

On motion by Dahl, seconded by Bakke, the Board unanimously approved an access permit for a new driveway for Jerome and Janet Taubel in section 32 of Pilot Mound Township as recommended by the Highway Engineer and Zoning Administrator.

Kevin Olson, Social Services Manager, was present.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the Fraud Prevention Investigation (FPI) Program, Regional Administrative Agency (RAA) Cooperative Agreement for 2020-2021.

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

RESOLUTION 2019-022: Authorizing Acceptance and Execution of Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program

John DeGeorge, Sheriff, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the lease of a 2019 Dodge Charger Police Package squad car through Enterprise Fleet Management with a total monthly lease payment of \$536.86 for 48 months.

On motion by Dahl, seconded by Prestby, the Board unanimously approved Watch Guard, MPH Industries, Emergency Automotive Technologies and Kelly Printing & Signs for a not to exceed amount of \$17,000 for the purchase of equipment and setup.

On motion by Prestby, seconded by Dahl, the Board unanimously approved the lease of a 2019 Dodge Charger SXT administrative car through Enterprise Fleet Management with a total monthly lease payment of \$493.03 for 60 months.

On motion by Dahl, seconded by Prestby, the Board unanimously approved Emergency Automotive Technologies, Inc. and Kelly Printing and Signs for a not to exceed amount of \$5,500 for the purchase of equipment and setup.

Citizen's Input portion of the meeting was opened and closed at 9:37 a.m., as no one was present to speak.

Ron Gregg, Highway Engineer, was present.

On motion by Dahl, seconded by Lentz, the Board unanimously approved awarding the bridge replacement project SAP 023-604-005 to the low responsible bidder, Alcon Construction Corporation, in the amount of \$261,465.80. The bridge being replaced is No. 7955 on CSAH 4, a half mile west of Washington.

On motion by Prestby, seconded by Dahl, the Board unanimously approved the purchase of VRS Technology upgrade for the Highway Department for use in gathering survey data. The cost is \$8,303.00, to be paid with Unallocated Recorder's Funds as recommended by the Technology/Land Use/GIS Committee.

On motion by Dahl, seconded by Lentz, the Board unanimously approved to advertise for the replacement of Bridge No. 23514 on CSAH No. 1 north of Ostrander, MN SAP 023-601-030.

Engineer Gregg was asked about the Pro-Stall Auto Glass invoice for windshield glass for four sterling trucks and whether insurance covered the cost. Gregg noted that there is a \$1,000 deductible for each vehicle and the only option that can be used without using the deductible is to install used glass for which he felt this was not an option.

Kristina Kohn, Human Resources, was present.

On motion by Dahl, seconded by Lentz, the Board unanimously approved the request to hire Annalisa Pendl as temporary summer Office Support Specialist in the Veteran Services/Extension Office with salary set at Grade 5/Step 1, \$16.56/hour, effective Tuesday, May 21, 2019 as recommended by the Veteran Services Officer and the 4-H Coordinator.

On motion by Lentz, seconded by Dahl, the Board unanimously approved the updates to the Department Head Evaluation form.

On motion by Lentz, seconded by Dahl, the Board unanimously approved the request to advertise simultaneously in-house and publicly for a full-time Registered Nurse in the Public Health Department as requested by the Director of Nursing. Applications will be received in the Coordinator's Office until position is filled.

FILLMORE COUNTY COMMISSIONERS' MINUTES

May 14, 2019

On motion by Dahl, seconded by Lentz, the Board unanimously approved the request for Coordinator Vickerman to attend Data Practices training located in St. Cloud provided by Minnesota Counties Intergovernmental Trust (MCIT), with one overnight stay due to location.

There was discussion regarding all-County trainings and computer usage. Vickerman will bring back to the board a list of trainings and some suggestions for password changes for computers.

Vickerman provided an update regarding 4-H Program Coordinator position at Fillmore County, noting that Rebecca Lofgren, the current 4-H Program Coordinator has turned in her resignation and the University of Minnesota is seeking out a replacement.

On motion by Dahl, seconded by Prestby, the Board approved the appointment of Commissioner Lentz to the Bluff Country Housing and Redevelopment Authority (BCHRA) Board.

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

Bakke - Fillmore County Task Force – outreach and presentation for youth regarding sexting and smart phone use; chemical dependency contract was in place but has been terminated by provider, DFO is looking for a replacement; Olmsted County is looking at an existing structure as a possible probation violation correctional facility.

Prestby - Safety/Emergency Management – reviewed hazard mitigation list; no injuries to report; department inspections - there are only two left; update on safety conference; tornado drill will be rescheduled.

Dahl/Lentz - Community Services – discussed the Social Services and Public Health items today. Veteran Services had a grant update and Purple Heart proclamation; and Registered Nurse hire.

Dahl - SEMCAC – Director of Senior Services presented to the Board and new Director of Senior Dining; report on search for new director; Kasson transportation building is about 85% complete.

Lentz – Development Achievement Center.

On motion by Lentz and seconded by Dahl, the Chair adjourned the meeting at 10:32 a.m.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/28/2019

Amount of time requested (minutes): 5

Dept: Land Records/Assessor

Prepared By: Brian Hoff

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

Request Approval for Lodging for Certified Minnesota Assessor Licensing Courses for New Appraisers & Land Records Director:

Roxane Alden

Basic Income Approach - August 12-16th

5-Nights Lodging Request for August 11-15th

Mass Appraisal Basics - Sept. 16-20th (class full/on waiting list)*

5-Nights Lodging Request for Sept. 15-19th (if spot opens up)

*Alternative Class would be IAAO #300 Fundamentals of Mass Appraisal - Sept 16-20th in Topeka, KS

*6-Nights Lodging request for Sept 15-20th.

David Enright

Assessment Laws & Procedures w/Ethics - July 8-11th

4-Nights Lodging Request for July 7-10th.

Basic Appraisal Principles - August 5-8th

4-Nights Lodging Request for August 4-7th

Basic Appraisal Procedures - August 26-29th

4-Nights Lodging Request for August 25-28th

Brian Hoff - Land Records Director

Residential Case Study Workshop & Exam - July 15-16th.

2-Nights Lodging Request for July 14-15th.

Reviewed By:
Signature

Brian Hoff

☐ Check if this item will have additional documentation

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

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
1	01-111-000-0000-6317 Building Maintenance Svc Dates	204.34	New Belt for Air Exchanger F 17794	9206	05/31/2019	0	Winona Heating & Ventilating Co, N	N	N
	to	MMIS Units	0						
2	01-091-000-0000-6408 Other Office Supplies Svc Dates	44.00	Brett's Business Cards F 22683	83550	05/31/2019	0	Kelly Printing & Signs LLC	N	N
	04/09/2019 to 04/09/2019	MMIS Units	0						
3	01-111-000-0000-6580 Other Repair And Maintenance Supplies Svc Dates	77.80	Two Toilet Seats F 19431	7460	05/31/2019	0	Al Larson & Sons Plumbing & Heat	N	N
	to	MMIS Units	0						
4	01-100-000-0000-6310 Contract Repairs And Maintenance Svc Dates	162.49	Ricoh Printer (Wide Format) F 133626	7213	05/31/2019	0	Metro Sales, Inc	N	N
	to	MMIS Units	0						
5	01-149-000-0000-6289 Select Account Adm. Svc Dates	395.30	April 2019 Participation Fee F	6157	05/31/2019	0	Further	N	N
	04/01/2019 to 04/30/2019	MMIS Units	0						
6	01-111-000-0000-6580 Other Repair And Maintenance Supplies Svc Dates	48.84	Paint for Parking Lot Lines F MNPRE79454	5751	05/31/2019	0	Fastenal Company	N	N
	to	MMIS Units	0						
7	01-149-000-0000-6104 Per Diem Svc Dates	45.00	DFO Task Force Meeting F	1066	05/31/2019	0	Burkholder/Philip R	N	N
	to	MMIS Units	0						
8	01-149-000-0000-6335 Employee Automobile Allowance Svc Dates	13.92	Mileage F	1066	05/31/2019	0	Burkholder/Philip R	N	N
	to	MMIS Units	0						
9	01-003-000-0000-6233 Publications Svc Dates	14.00	04/20/2019 Board Minutes F 100202	82132	05/31/2019	0	Fillmore Co Journal	N	N
	to	MMIS Units	0						
10	14-390-000-0000-6416 Misc Supplies Svc Dates	69.20	Floor Dry F 9004211430	450	05/31/2019	0	Zep Sales & Service	N	N
	to	MMIS Units	0						

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RRN	Account Number Description	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
11	14-391-000-0000-6861 Recycling Operation Expense Svc Dates	2,586.86	TV Recycling F MMIS Units 0		6333 05/31/2019	Dynamic Lifecycle Innovations Inc 0	N	N		N
12	14-390-000-0000-6561 Gasoline Diesel And Other Fuels Svc Dates	34.99	Forklift LP F MMIS Units 0		3206 05/31/2019	S & A Petroleum 0	N	N		N
13	91-705-000-0000-6335 Employee Automobile Allowance Svc Dates 05/07/2019 to 05/14/2019	21.00	Mileage (Business Visits) F MMIS Units 0		6324 05/31/2019	Martin Walsh 0	N	N		N
14	01-111-000-0000-6316 Grounds Maintenance Svc Dates	93.10	Weed Control FCOB F 10060 MMIS Units 0		1340 05/31/2019	Mensink Landscaping 0	Y	N		N
15	01-111-000-0000-6316 Grounds Maintenance Svc Dates	113.50	Weed Control Courthouse F 10059 MMIS Units 0		1340 05/31/2019	Mensink Landscaping 0	Y	N		N
16	01-202-000-0000-6173 Uniform Allowance Svc Dates	62.00	Uniforms F I1367389 MMIS Units 0		355 05/31/2019	Streicher's Inc. 0	N	N		N
17	01-202-000-0000-6561 Gasoline Diesel And Other Fuels Svc Dates	271.52	April 2019 Gas F MMIS Units 0		3500 05/31/2019	Severson Oil Company 0	N	N		N
18	01-251-000-0000-6301 Icwc Wage Expense Svc Dates	477.50	February Inmate Wages F 542640 MMIS Units 0		9361 05/31/2019	MN Dept Of Corrections 0	N	N		N
19	01-091-000-0000-6335 Employee Automobile Allowance Svc Dates	19.62	Fuel (Travel DARE) F MMIS Units 0		8576 05/31/2019	Corson/Brett 0	N	N		N
20	01-443-000-0000-6335 Employee Automobile Allowance	328.40	April 2019 Nursing Mileage F		3315 05/31/2019	Melver/Paula 0	N	N		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description		F/P Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Svc Dates	to	MMIS Units	0					
21	01-103-000-0000-6335	11.60	Mileage to Harmony City Hall	6435	Alden / Roxane	N	N		
	Employee Automobile Allowance		F	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
22	14-390-000-0000-6374	9,344.50	April Trash	5504	HARTER'S TRASH & RECYCLING IN	N	N		
	Landfill Tipping Fees		F	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
23	14-391-000-0000-6861	15,435.41	April Recycling	5504	HARTER'S TRASH & RECYCLING IN	N	N		
	Recycling Operation Expense		F	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
24	14-390-000-0000-6862	911.67	Spring HHW Collection	6378	Winona Co Household Hazardous	N	N		
	Management Of Problem Wastes		F 622	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
25	01-111-000-0000-6580	23.98	Tape Measure, Oil - Airhandler	5988	Preston Auto Parts	N	N		
	Other Repair And Maintenance Supplies		F	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
26	01-111-000-0000-6316	129.95	Purchase Cordless Trimmer	303	Preston Equipment Company	N	N		
	Grounds Maintenance		F 01-72112	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
27	01-111-000-0000-6317	1,209.76	Light Fixtures (Courthouse)	3370	Haakenson Electric, Inc	N	N		
	Building Maintenance		F 4671	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
28	01-111-000-0000-6317	115.00	Purchase Tubes	7239	Werner Electric	N	N		
	Building Maintenance		F S010083907.001	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
29	01-111-000-0000-6317	471.02	Purchase 25 Watt Tubes	7239	Werner Electric	N	N		
	Building Maintenance		F S010083907.002	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
30	01-034-000-0000-6337	188.19	Lodging Credit Card Reimburse	111	Fillmore Co Treasurer - Credit Ca	N	N		

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Other Travel Expense	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
31	01-034-000-0000-6408	1,149.60	Supplies Credit Card Reimburse	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Other Office Supplies	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
32	01-149-000-0000-6408	67.79	Supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	County Shared Office Supplies	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
33	01-091-000-0000-6337	145.51	Hotel (Digital Evidence CLE)	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Other Travel Expense	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
34	01-091-000-0000-6337	104.75	Hotel (Arson Training)	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Other Travel Expense	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
35	01-149-000-0000-6372	20.90	March Madness-Wellness	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Wellness Grant Expenses	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
36	01-446-000-0000-6335	18.56	MCH Mileage	3169	Pohlman/Brenda L	N	N		N
	Employee Automobile Allowance	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
37	01-441-000-0000-6449	125.99	PHEP Mileage & Meal	3169	Pohlman/Brenda L	N	N		N
	Preparedness Grant	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
38	01-441-000-0000-6448	124.19	SHIP Mileage & Supplies	3169	Pohlman/Brenda L	N	N		N
	Ship Grant Expenses	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					
39	01-446-000-0000-6335	19.72	MCH Mileage	3169	Pohlman/Brenda L	N	N		N
	Employee Automobile Allowance	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units	0					

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
40	01-441-000-0000-6448 Ship Grant Expenses	34.22	SHIP Mileage		3169	Pohlman/Brenda L	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
41	01-441-000-0000-6390 TZD Save Roads Basic 20.600	46.40	TZD Mileage		3169	Pohlman/Brenda L	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
42	01-441-000-0000-6437 CTC Expenses	15.08	C&TC Mileage		3169	Pohlman/Brenda L	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
43	01-091-000-0000-6245 Registration Fees	95.00	Melissa JV Delinquenc Training		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
44	01-091-000-0000-6245 Registration Fees	252.00	Marla Attorney Registration		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
45	01-091-000-0000-6245 Registration Fees	252.00	Brett Attorney Registration		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
46	01-091-000-0000-6245 Registration Fees	252.00	M.Hammell Attorney Registratio		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
47	01-091-000-0000-6242 Membership Dues	50.00	Melissa & Marla MNSBA Fees		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F	05/31/2019		0			N
	to		MMIS Units	0					
48	01-091-000-0000-6245 Registration Fees	295.00	Brett CLE Fee		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F INV919759	05/31/2019		0			N
	to		MMIS Units	0					
49	01-091-000-0000-6245 Registration Fees	295.00	Melissa CLE Fee		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Svc Dates		F INV919761	05/31/2019		0			N
	to		MMIS Units	0					

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number Description	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
50	01-091-000-0000-6245 Registration Fees Svc Dates to	295.00	Marla CLE Fee F INV919760 MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
51	01-091-000-0000-6337 Other Travel Expense Svc Dates to	60.00	Room Charge MCAA Conference F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
52	01-091-000-0000-6242 Membership Dues Svc Dates to	150.00	Brett MNCBA Crim Law Audit F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
53	01-091-000-0000-6245 Registration Fees Svc Dates to	252.00	Brett Attorney Registration F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
54	01-111-000-0000-6580 Other Repair And Maintenance Supplies Svc Dates to	82.67	Handicapp Stand Courthouse F MMIS Units 0		272 05/31/2019	Newman Signs 0	N	N		N
55	01-011-000-0000-6261 Court Appointed Attorneys Svc Dates to	500.00	CHIPS 23-JV-19-105 F 930 MMIS Units 0		5101 05/31/2019	Novotny Law Office, LTD 0	Y	N		N
56	14-390-000-0000-6377 Fees And Service Charges Svc Dates to	17.70	Uniforms F 4022114458 MMIS Units 0		6150 05/31/2019	Cintas Corporation No.2 0	N	N		N
57	14-390-000-0000-6377 Fees And Service Charges Svc Dates to	13.38	Uniforms F 4021668405 MMIS Units 0		6150 05/31/2019	Cintas Corporation No.2 0	N	N		N
58	01-251-000-0000-6431 Drugs And Medicine Svc Dates to	144.07	Inmate Meds F MMIS Units 0		4899 05/31/2019	HEALTHDIRECT #119 0	N	N		N
59	01-251-000-0000-6431 Drugs And Medicine	132.62	Inmate Medical Supplies F 53947965		1514 05/31/2019	McKesson Medical-Surgical 0	Y	N		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description		F/P Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Svc Dates	to	MMIS Units	0					
60	01-201-000-0000-6310	1,093.96	NG911 Update Import	4781	Pro-West & Associates, Inc	N	N		
	Contract Repairs And Maintenance		F 003280	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
61	01-201-000-0000-6310	60.65	E911 Update	4781	Pro-West & Associates, Inc	N	N		
	Contract Repairs And Maintenance		F 003008	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
62	23-350-000-0000-6626	245.61	Mstr Pln/ALP	5763	Bolton & Menk Inc.	N	N		
	Mn Improvement Const/Grant		F 0232857	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
63	23-350-000-0000-6628	4,420.99	Mstr Pln/ALP	5763	Bolton & Menk Inc.	N	N		
	Fed Improvement Const/Grant		F 0232857	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
64	23-350-000-0000-6630	245.61	Mstr Pln/ALP	5763	Bolton & Menk Inc.	N	N		
	County Share Construction/Improvement		F 0232857	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
65	01-251-000-0000-6245	400.00	Jail Admin Conference	111	Fillmore Co Treasurer- Credit Ca	N	N		
	Registration Fees		F	05/31/2019	0				N
	Svc Dates	08/24/2018	to 08/24/2018	MMIS Units	0				
66	01-251-000-0000-6337	489.16	Lodging	111	Fillmore Co Treasurer- Credit Ca	N	N		
	Other Travel Expense		F	05/31/2019	0				N
	Svc Dates	08/28/2019	to 08/28/2019	MMIS Units	0				
67	01-251-000-0000-6337	489.16	Lodging	111	Fillmore Co Treasurer- Credit Ca	N	N		
	Other Travel Expense		F	05/31/2019	0				N
	Svc Dates	08/28/2019	to 08/28/2019	MMIS Units	0				
68	01-251-000-0000-6205	9.95	Postage	111	Fillmore Co Treasurer- Credit Ca	N	N		
	Postage And Postal Box Rent		F	05/31/2019	0				N
	Svc Dates	to	MMIS Units	0					
69	01-251-000-0000-6455	18.98	Jail TV	111	Fillmore Co Treasurer- Credit Ca	N	N		

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Law Enforcement Supplies	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
70	01-251-000-0000-6561	46.54	fuel	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Gasoline Diesel And Other Fuels	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
71	01-251-000-0000-6205	6.70	postage	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Postage And Postal Box Rent	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
72	01-251-000-0000-6455	18.98	Jail TV	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Law Enforcement Supplies	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
73	01-251-000-0000-6416	88.78	Jail Supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Misc Supplies	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
74	01-251-000-0000-6416	66.65	Jail Supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Misc Supplies	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
75	01-251-000-0000-6205	8.50	Postage	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Postage And Postal Box Rent	F			05/31/2019	0			N
	Svc Dates	to	MMIS Units						
76	01-251-000-0000-6416	107.28	Jail Supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Misc Supplies	F			05/31/2019	0			N
	Svc Dates 11/19/2018	to 11/19/2018	MMIS Units						
77	01-251-000-0000-6205	6.91	postage	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Postage And Postal Box Rent	F			05/31/2019	0			N
	Svc Dates 12/10/2018	to 12/10/2018	MMIS Units						
78	01-251-000-0000-6416	35.90	Jail Supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Misc Supplies	F			05/31/2019	0			N
	Svc Dates 12/14/2018	to 12/14/2018	MMIS Units						

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P Invoice #	Warr #	A/P Date	On Bhf # Name				Tax
79	01-251-000-0000-6416	40.99	Jail Supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Misc Supplies	F		05/31/2019	0				
	Svc Dates 12/19/2018 to 12/19/2018	MMIS Units	0						
80	01-251-000-0000-6416	20.95	jail supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Misc Supplies	F		05/31/2019	0				
	Svc Dates 12/21/2018 to 12/21/2018	MMIS Units	0						
81	01-251-000-0000-6416	12.03	jail supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Misc Supplies	F		05/31/2019	0				
	Svc Dates 12/21/2018 to 12/21/2018	MMIS Units	0						
82	01-251-000-0000-6455	18.98	jail tv	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Law Enforcement Supplies	F		05/31/2019	0				
	Svc Dates 11/08/2018 to 11/08/2018	MMIS Units	0						
83	01-251-000-0000-6455	18.98	jail tv	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Law Enforcement Supplies	F		05/31/2019	0				
	Svc Dates 01/08/2019 to 01/08/2019	MMIS Units	0						
84	01-251-000-0000-6416	53.10	jail supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Misc Supplies	F		05/31/2019	0				
	Svc Dates 02/08/2019 to 02/08/2019	MMIS Units	0						
85	01-251-000-0000-6455	18.98	jail tv	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Law Enforcement Supplies	F		05/31/2019	0				
	Svc Dates 02/08/2019 to 02/08/2019	MMIS Units	0						
86	01-251-000-0000-6416	8.99	jail supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Misc Supplies	F		05/31/2019	0				
	Svc Dates 02/26/2019 to 02/26/2019	MMIS Units	0						
87	01-251-000-0000-6416	22.00	jail supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Misc Supplies	F		05/31/2019	0				
	Svc Dates 02/27/2019 to 02/27/2019	MMIS Units	0						
88	01-202-000-0000-6245	150.00	Death Inv Training Registratio	111	Fillmore Co Treasurer - Credit Ca	N	N		N
	Registration Fees	F		05/31/2019	0				
	Svc Dates 02/27/2019 to 02/27/2019	MMIS Units	0						

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number Description	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
89	01-202-000-0000-6245 Registration Fees Svc Dates 02/27/2019 to 02/27/2019	150.00	Death Inv Training Registratio F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
90	01-202-000-0000-6337 Other Travel Expense Svc Dates 02/27/2019 to 02/27/2019	71.95	lodging F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
91	01-202-000-0000-6337 Other Travel Expense Svc Dates 02/27/2019 to 02/27/2019	71.95	lodging F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
92	01-202-000-0000-6455 Law Enforcement Supplies Svc Dates 02/28/2019 to 02/28/2019	239.25	CPR supplies for squads F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
93	01-251-000-0000-6416 Misc Supplies Svc Dates 03/01/2019 to 03/01/2019	22.27	jail supplies F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
94	01-251-000-0000-6455 Law Enforcement Supplies Svc Dates 03/08/2019 to 03/08/2019	18.98	jail tv F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
95	01-202-000-0000-6245 Registration Fees Svc Dates 03/15/2019 to 03/15/2019	75.00	DMT Registration F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
96	01-202-000-0000-6245 Registration Fees Svc Dates 03/15/2019 to 03/15/2019	75.00	DMT Registration F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
97	01-202-000-0000-6561 Gasoline Diesel And Other Fuels Svc Dates 03/18/2019 to 03/18/2019	38.69	fuel F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N
98	01-202-000-0000-6245 Registration Fees	75.00	DMT Registration F		111 05/31/2019	Fillmore Co Treasurer- Credit Ca 0	N	N		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P Invoice #	Warr #	A/P Date	On Bhf # Name				Tax
	Svc Dates 03/19/2019 to 03/19/2019	MMIS Units 0							
99	01-202-000-0000-6337	217.56	lodging	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Travel Expense	F		05/31/2019	0				N
	Svc Dates 08/09/2018 to 08/09/2018	MMIS Units 0							
100	01-202-000-0000-6408	67.11		111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Office Supplies	F		05/31/2019	0				N
	Svc Dates 08/10/2018 to 08/10/2018	MMIS Units 0							
101	01-202-000-0000-6242	140.00		111	Fillmore Co Treasurer - Credit Ca	N	N		
	Membership Dues	F		05/31/2019	0				N
	Svc Dates 08/16/2018 to 08/16/2018	MMIS Units 0							
102	01-251-000-0000-6205	9.95	postage	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Postage And Postal Box Rent	F		05/31/2019	0				N
	Svc Dates 08/27/2018 to 08/27/2018	MMIS Units 0							
103	01-202-000-0000-6455	1,267.00	taser supplies	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Law Enforcement Supplies	F		05/31/2019	0				N
	Svc Dates 08/28/2018 to 08/28/2018	MMIS Units 0							
104	01-202-000-0000-6337	13.60	meal	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Travel Expense	F		05/31/2019	0				N
	Svc Dates 09/18/2018 to 09/18/2018	MMIS Units 0							
105	01-202-000-0000-6337	11.95	meal	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Travel Expense	F		05/31/2019	0				N
	Svc Dates 09/19/2018 to 09/19/2018	MMIS Units 0							
106	01-202-000-0000-6561	54.19	fuel	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Gasoline Diesel And Other Fuels	F		05/31/2019	0				N
	Svc Dates 09/19/2018 to 09/19/2018	MMIS Units 0							
107	01-251-000-0000-6205	6.91	postage	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Postage And Postal Box Rent	F		05/31/2019	0				N
	Svc Dates 09/21/2018 to 09/21/2018	MMIS Units 0							
108	01-202-000-0000-6242	419.00		111	Fillmore Co Treasurer - Credit Ca	N	N		

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Membership Dues	F			05/31/2019	0			N
	Svc Dates 09/27/2018 to 09/27/2018	MMIS Units	0						
109	01-202-000-0000-6408	199.98		111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Office Supplies	F		05/31/2019	0				N
	Svc Dates 11/03/2018 to 11/03/2018	MMIS Units	0						
110	01-202-000-0000-6408	25.98		111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Office Supplies	F		05/31/2019	0				N
	Svc Dates 11/09/2018 to 11/09/2018	MMIS Units	0						
111	01-202-000-0000-6245	295.00	registration	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Registration Fees	F		05/31/2019	0				N
	Svc Dates 11/19/2018 to 11/19/2018	MMIS Units	0						
112	01-202-000-0000-6245	265.00	registration	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Registration Fees	F		05/31/2019	0				N
	Svc Dates 11/20/2018 to 11/20/2018	MMIS Units	0						
113	01-202-000-0000-6561	22.75	fuel	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Gasoline Diesel And Other Fuels	F		05/31/2019	0				N
	Svc Dates 12/10/2018 to 12/10/2018	MMIS Units	0						
114	01-202-000-0000-6337	170.23	lodging	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Travel Expense	F		05/31/2019	0				N
	Svc Dates 12/10/2018 to 12/10/2018	MMIS Units	0						
115	01-202-000-0000-6561	27.55	fuel	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Gasoline Diesel And Other Fuels	F		05/31/2019	0				N
	Svc Dates 12/12/2018 to 12/12/2018	MMIS Units	0						
116	01-202-000-0000-6337	15.37	meal	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Travel Expense	F		05/31/2019	0				N
	Svc Dates 12/12/2018 to 12/12/2018	MMIS Units	0						
117	01-202-000-0000-6337	422.44	lodging	111	Fillmore Co Treasurer - Credit Ca	N	N		
	Other Travel Expense	F		05/31/2019	0				N
	Svc Dates 12/12/2018 to 12/12/2018	MMIS Units	0						

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
118	01-202-000-0000-6337	32.18	meal		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Other Travel Expense	F		05/31/2019		0			N
	Svc Dates 10/23/2018 to 10/23/2018	MMIS Units	0						
119	01-202-000-0000-6337	39.40	meal		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Other Travel Expense	F		05/31/2019		0			N
	Svc Dates 10/23/2018 to 10/23/2018	MMIS Units	0						
120	01-202-000-0000-6337	216.34	TZD training-hotel		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Other Travel Expense	F		05/31/2019		0			N
	Svc Dates 10/24/2018 to 10/24/2018	MMIS Units	0						
121	01-202-000-0000-6561	34.00	Fuel/Katie		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Gasoline Diesel And Other Fuels	F		05/31/2019		0			N
	Svc Dates 08/09/2018 to 08/09/2018	MMIS Units	0						
122	01-251-000-0000-6205	23.35	postage		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Postage And Postal Box Rent	F		05/31/2019		0			N
	Svc Dates 09/06/2018 to 09/06/2018	MMIS Units	0						
123	01-281-000-0000-6337	123.18	EM Conference		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Other Travel Expense	F		05/31/2019		0			N
	Svc Dates 10/25/2018 to 10/25/2018	MMIS Units	0						
124	01-251-000-0000-6205	13.61	postage		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Postage And Postal Box Rent	F		05/31/2019		0			N
	Svc Dates 10/12/2018 to 10/12/2018	MMIS Units	0						
125	01-281-000-0000-6245	350.00	Gov Conference Registration		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Registration Fees	F		05/31/2019		0			N
	Svc Dates 01/02/2019 to 01/02/2019	MMIS Units	0						
126	01-281-000-0000-6561	15.00	Fuel EM Class travel		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Gasoline Diesel And Other Fuels	F		05/31/2019		0			N
	Svc Dates 02/06/2019 to 02/06/2019	MMIS Units	0						
127	01-281-000-0000-6337	166.86	EM Class Lodging		111	Fillmore Co Treasurer - Credit Ca	N	N	
	Other Travel Expense	F		05/31/2019		0			N
	Svc Dates 02/07/2019 to 02/07/2019	MMIS Units	0						

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*** Fillmore County ***

COMMISSIONER'S VOUCHERS ENTRIES



Page 14

<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Warr #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
128	01-281-000-0000-6337 Other Travel Expense Svc Dates 02/14/2019 to 02/14/2019	435.93	Gov Conference Lodging F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer - Credit Ca 0	N	N		N
129	01-251-000-0000-6455 Law Enforcement Supplies Svc Dates to	18.98	Jail TV F MMIS Units 0		111 05/31/2019	Fillmore Co Treasurer - Credit Ca 0	N	N		N
		52,119.41	Batch Total							

*** Fillmore County ***

COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	18,772.49	County Revenue Fund
	14	28,413.71	Sanitation Fund
	23	4,912.21	County Airport Fund
	91	21.00	Economic Development Author
	All Funds	52,119.41	Total

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P Invoice #	Warr #	A/P Date	On Bhf # Name				Tax
1	13-330-000-0000-6317 Building Maintenance	1,040.00	bldg maint-lightning Canton F 87078	5142	Ancom Technical Center, Inc.	N	Y		N
	Svc Dates	to	MMIS Units	0					
2	13-330-000-0000-6516 Tires & Repairs	150.00	labor F 35622	3691	Bauer Built Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
3	13-330-000-0000-6516 Tires & Repairs	5.00	tires/parts F 35622	3691	Bauer Built Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
4	13-330-000-0000-6516 Tires & Repairs	20.00	tires/parts F 35847	3691	Bauer Built Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
5	13-330-000-0000-6516 Tires & Repairs	80.00	labor F 35847	3691	Bauer Built Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
6	13-330-000-0000-6516 Tires & Repairs	250.00	labor F 88480	3691	Bauer Built Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
7	13-330-000-0000-6516 Tires & Repairs	5.00	tires/parts F 88480	3691	Bauer Built Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
8	13-310-000-0000-6580 Other Repair And Maintenance Supplies	284.75	erosion control F 13229194	4381	Brock White Company LLC	N	Y		N
	Svc Dates	to	MMIS Units	0					
	Note: 1099 Code does not match Vendor's 1099 code								
9	13-330-000-0000-6516 Tires & Repairs	325.00	tires/parts F 189353	4545	Brown's Tire & Battery Inc	N	Y		N
	Svc Dates	to	MMIS Units	0					
10	13-310-000-0000-6505 Aggregate	721.42	rock F 122989	1891	Bruening Rock Products, Inc.	N	Y		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number Description	to	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
	Svc Dates			MMIS Units 0							
11	13-310-000-0000-6505 Aggregate		1,157.78	rock F 124120		1891	Bruening Rock Products, Inc. 0	N	Y		N
	Svc Dates			MMIS Units 0							
12	13-310-000-0000-6293 Uniform Expense		9.86	uniforms F 4019163300		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
13	13-310-000-0000-6293 Uniform Expense		8.80	uniforms F 4019163315		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
14	13-310-000-0000-6293 Uniform Expense		14.65	uniforms F 4019348842		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
15	13-310-000-0000-6293 Uniform Expense		8.73	uniforms F 4019526454		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
16	13-330-000-0000-6576 Shop Supplies & Tools		144.84	supplies F 4019528079		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
17	13-310-000-0000-6293 Uniform Expense		8.82	uniforms F 4019528136		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
18	13-310-000-0000-6293 Uniform Expense		45.50	uniforms F 4019528216		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
19	13-310-000-0000-6293 Uniform Expense		8.80	uniforms F 4019579464		6150	Cintas Corporation No.2 0	N	Y		N
	Svc Dates			MMIS Units 0							
20	13-310-000-0000-6293		9.86	uniforms		6150	Cintas Corporation No.2	N	Y		

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description		F/P Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Uniform Expense		F 4019579475			0			N
	Svc Dates	to	MMIS Units 0						
21	13-310-000-0000-6293	17.65	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4019748919			0			N
	Svc Dates	to	MMIS Units 0						
22	13-310-000-0000-6293	8.73	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4019933914			0			N
	Svc Dates	to	MMIS Units 0						
23	13-310-000-0000-6293	24.67	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4019935658			0			N
	Svc Dates	to	MMIS Units 0						
24	13-310-000-0000-6293	8.82	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4019935689			0			N
	Svc Dates	to	MMIS Units 0						
25	13-310-000-0000-6293	8.80	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4020001236			0			N
	Svc Dates	to	MMIS Units 0						
26	13-310-000-0000-6293	9.86	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4020001257			0			N
	Svc Dates	to	MMIS Units 0						
27	13-310-000-0000-6293	14.65	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4020181317			0			N
	Svc Dates	to	MMIS Units 0						
28	13-310-000-0000-6293	8.73	uniforms	6150	Cintas Corporation No.2	N	Y		N
	Uniform Expense		F 4020366725			0			N
	Svc Dates	to	MMIS Units 0						
29	13-330-000-0000-6576	144.84	supplies	6150	Cintas Corporation No.2	N	Y		N
	Shop Supplies & Tools		F 4020368158			0			N
	Svc Dates	to	MMIS Units 0						

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
30	13-310-000-0000-6293	8.82	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020368230			0			
	Svc Dates	to	MMIS Units	0					
31	13-310-000-0000-6293	59.46	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020368325			0			
	Svc Dates	to	MMIS Units	0					
32	13-310-000-0000-6293	8.80	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020419994			0			
	Svc Dates	to	MMIS Units	0					
33	13-310-000-0000-6293	9.86	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020420018			0			
	Svc Dates	to	MMIS Units	0					
34	13-310-000-0000-6293	17.65	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020599338			0			
	Svc Dates	to	MMIS Units	0					
35	13-310-000-0000-6293	8.73	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020773785			0			
	Svc Dates	to	MMIS Units	0					
36	13-310-000-0000-6293	8.82	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020775852			0			
	Svc Dates	to	MMIS Units	0					
37	13-310-000-0000-6293	24.67	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020775863			0			
	Svc Dates	to	MMIS Units	0					
38	13-310-000-0000-6293	8.80	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020838409			0			
	Svc Dates	to	MMIS Units	0					
39	13-310-000-0000-6293	9.86	uniforms		6150	Cintas Corporation No.2	N	Y	N
	Uniform Expense	F	4020838515			0			
	Svc Dates	to	MMIS Units	0					

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number Description	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
40	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates	21.97	supplies F 709785		6617	Chatfield Parts House 0	N	Y		N
	to	MMIS Units	0							
41	13-330-000-0000-6575 Machinery Parts Svc Dates	2.95	parts F 711648		6617	Chatfield Parts House 0	N	Y		N
	to	MMIS Units	0							
42	13-330-000-0000-6575 Machinery Parts Svc Dates	150.00	labor F 39320		1221	Connaughty Sales Inc 0	N	Y		N
	to	MMIS Units	0							
43	13-330-000-0000-6575 Machinery Parts Svc Dates	84.68	parts F 39320		1221	Connaughty Sales Inc 0	N	Y		N
	to	MMIS Units	0							
44	13-330-000-0000-6575 Machinery Parts Svc Dates	397.93	parts F 39357		1221	Connaughty Sales Inc 0	N	Y		N
	to	MMIS Units	0							
45	13-330-000-0000-6575 Machinery Parts Svc Dates	225.00	labor F 39357		1221	Connaughty Sales Inc 0	N	Y		N
	to	MMIS Units	0							
46	13-330-000-0000-6575 Machinery Parts Svc Dates	120.77	parts F 39527		1221	Connaughty Sales Inc 0	N	Y		N
	to	MMIS Units	0							
47	13-330-000-0000-6575 Machinery Parts Svc Dates	243.75	labor F 39527		1221	Connaughty Sales Inc 0	N	Y		N
	to	MMIS Units	0							
48	13-310-000-0000-6528 Bituminous Materials Svc Dates	1,861.08	cold mix F 440060		1982	Dunn Blacktop Co Inc 0	N	Y		N
	to	MMIS Units	0							
49	13-340-000-0000-6265 Consulting	1,574.00	consulting F 13065		99	Erickson Engineering LLC 0	N	Y		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description		F/P Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Svc Dates	to	MMIS Units	0					
	Note: 1099 Code does not match Vendor's 1099 code								
50	13-330-000-0000-6575	279.16	parts	5751	Fastenal Company	N	Y		N
	Machinery Parts		F 79192		0				
	Svc Dates	to	MMIS Units	0					
51	13-330-000-0000-6576	29.81	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79290		0				
	Svc Dates	to	MMIS Units	0					
52	13-330-000-0000-6576	14.65	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79312		0				
	Svc Dates	to	MMIS Units	0					
53	13-330-000-0000-6576	233.74	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79357		0				
	Svc Dates	to	MMIS Units	0					
54	13-330-000-0000-6576	36.67	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79363		0				
	Svc Dates	to	MMIS Units	0					
55	13-330-000-0000-6576	12.73	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79384		0				
	Svc Dates	to	MMIS Units	0					
56	13-330-000-0000-6576	94.60	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79385		0				
	Svc Dates	to	MMIS Units	0					
57	13-330-000-0000-6576	946.35	shop tools	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79421		0				
	Svc Dates	to	MMIS Units	0					
58	13-330-000-0000-6576	13.25	supplies	5751	Fastenal Company	N	Y		N
	Shop Supplies & Tools		F 79434		0				
	Svc Dates	to	MMIS Units	0					

*** Fillmore County ***



COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description		F/P Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
59	13-320-000-0000-6241	22.50	ads: 601-033		82132	Fillmore Co Journal	N	Y	
	Advertising		F 100180			0			N
	Svc Dates	to	MMIS Units						
60	13-320-000-0000-6241	6.75	ads: 599-197		82132	Fillmore Co Journal	N	Y	
	Advertising		F 100201			0			N
	Svc Dates	to	MMIS Units						
61	13-300-000-0000-6205	126.35	postage		110	Fillmore Co Treasurer	N	Y	
	Postage And Postal Box Rent		F April			0			N
	Svc Dates	to	MMIS Units						
62	13-330-000-0000-6561	124.49	fuel reimb		111	Fillmore Co Treasurer - Credit Ca	N	Y	
	Gasoline Diesel And Other Fuels		F			0			N
	Svc Dates	to	MMIS Units						
63	13-310-000-0000-6337	35.39	meals		111	Fillmore Co Treasurer - Credit Ca	N	Y	
	Other Travel Expense		F			0			N
	Svc Dates	to	MMIS Units						
64	13-310-000-0000-6337	351.40	lodging		111	Fillmore Co Treasurer - Credit Ca	N	Y	
	Other Travel Expense		F			0			N
	Svc Dates	to	MMIS Units						
65	13-320-000-0000-6501	142.23	supplies		111	Fillmore Co Treasurer - Credit Ca	N	Y	
	Engineering And Surveying Supplies		F			0			N
	Svc Dates	to	MMIS Units						
66	13-320-000-0000-6337	326.80	lodging		111	Fillmore Co Treasurer - Credit Ca	N	Y	
	Other Travel Expense		F			0			N
	Svc Dates	to	MMIS Units						
67	13-300-000-0000-6337	117.04	lodging		111	Fillmore Co Treasurer - Credit Ca	N	Y	
	Other Travel Expense		F			0			N
	Svc Dates	to	MMIS Units						
68	13-310-000-0000-6640	48,800.00	tractor		1331	John Deere Gov't & Nat'l Sales	N	Y	
	Equipment Purchased		F 116588581			0			N
	Svc Dates	to	MMIS Units						

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number Description	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
69	13-330-000-0000-6575 Machinery Parts Svc Dates to	12.00	parts F 33290 MMIS Units 0		83550	Kelly Printing & Signs LLC 0	N	Y		N
70	13-310-000-0000-6466 Safety Materials Svc Dates to	200.00	safety shoes F MMIS Units 0		9121	Kokinos/Todd 0	N	Y		N
71	13-320-000-0000-6466 Safety Materails Svc Dates to	164.00	hearing tests F 35516 MMIS Units 0		8487	Med Compass 0	N	Y		N
	Note: 1099 Code does not match Vendor's 1099 code									
72	13-310-000-0000-6466 Safety Materials Svc Dates to	431.00	hearing tests F 35516 MMIS Units 0		8487	Med Compass 0	N	Y		N
	Note: 1099 Code does not match Vendor's 1099 code									
73	13-310-000-0000-6505 Aggregate Svc Dates to	2,137.10	rock F 108911 MMIS Units 0		3632	Milestone Materials Inc 0	N	Y		N
74	13-310-000-0000-6580 Other Repair And Maintenance Supplies Svc Dates to	75.00	truck data plan F IN200-1021016 MMIS Units 0		5471	Precise MRM LLC 0	N	Y		N
	Note: 1099 Code does not match Vendor's 1099 code									
75	13-330-000-0000-6317 Building Maintenance Svc Dates to	48.54	bldg maint F 582322 MMIS Units 0		5988	Preston Auto Parts 0	N	Y		N
76	13-330-000-0000-6317 Building Maintenance Svc Dates to	7.41	bldg maint F 582326 MMIS Units 0		5988	Preston Auto Parts 0	N	Y		N
77	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates to	47.96	supplies F 582457 MMIS Units 0		5988	Preston Auto Parts 0	N	Y		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
78	13-330-000-0000-6575 Machinery Parts Svc Dates	6.08	parts F 582601		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
79	13-330-000-0000-6575 Machinery Parts Svc Dates	3.36	parts F 582610		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
80	13-330-000-0000-6575 Machinery Parts Svc Dates	11.97	parts F 583073		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
81	13-330-000-0000-6575 Machinery Parts Svc Dates	4.14	parts F 583346		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
82	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates	45.00	supplies F 583359		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
83	13-330-000-0000-6575 Machinery Parts Svc Dates	39.62	parts F 583483		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
84	13-330-000-0000-6575 Machinery Parts Svc Dates	7.58	parts F 583484		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
85	13-330-000-0000-6575 Machinery Parts Svc Dates	11.98	parts F 583557		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
86	13-330-000-0000-6575 Machinery Parts Svc Dates	6.20	parts F 583678		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						
87	13-330-000-0000-6575 Machinery Parts Svc Dates	28.36	parts F 583756		5988	Preston Auto Parts	0	N Y	N
	to	MMIS Units	0						

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number Description	AMOUNT	DESCRIPTION F/P Invoice #	Warr #	Vendor # A/P Date	Vendor Name On Bhf # Name	1099	I	Rpt	Acc Tax
88	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates	83.81	supplies F 583838		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
89	13-330-000-0000-6575 Machinery Parts Svc Dates	172.99	parts F 583902		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
90	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates	19.96	supplies F 584131		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
91	13-330-000-0000-6575 Machinery Parts Svc Dates	5.16	parts F 584135		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
92	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates	3.95	supplies F 584140		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
93	13-330-000-0000-6576 Shop Supplies & Tools Svc Dates	16.92	supplies F 584176		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
94	13-330-000-0000-6575 Machinery Parts Svc Dates	13.37 -	parts F 584260		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
95	13-330-000-0000-6575 Machinery Parts Svc Dates	41.84	parts F 584336		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
96	13-330-000-0000-6575 Machinery Parts Svc Dates	3.54	parts F 584361		5988	Preston Auto Parts 0	N	Y		N
	to	MMIS Units	0							
97	13-330-000-0000-6576 Shop Supplies & Tools	19.99	supplies F 584556		5988	Preston Auto Parts 0	N	Y		N

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number		AMOUNT	DESCRIPTION		Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description			F/P Invoice #	Warr #	A/P Date	On Bhf # Name				Tax
	Svc Dates	to		MMIS Units	0						
98	13-330-000-0000-6575		25.98	parts		5988	Preston Auto Parts	N	Y		N
	Machinery Parts			F 584594			0				
	Svc Dates	to		MMIS Units	0						
99	13-330-000-0000-6575		9.30	parts		5988	Preston Auto Parts	N	Y		N
	Machinery Parts			F 584643			0				
	Svc Dates	to		MMIS Units	0						
100	13-330-000-0000-6575		11.41	parts		5988	Preston Auto Parts	N	Y		N
	Machinery Parts			F 584716			0				
	Svc Dates	to		MMIS Units	0						
101	13-330-000-0000-6575		4.76	parts		5988	Preston Auto Parts	N	Y		N
	Machinery Parts			F 584845			0				
	Svc Dates	to		MMIS Units	0						
102	13-330-000-0000-6575		6.32	parts		5988	Preston Auto Parts	N	Y		N
	Machinery Parts			F 584856			0				
	Svc Dates	to		MMIS Units	0						
103	13-330-000-0000-6576		6.58	supplies		5988	Preston Auto Parts	N	Y		N
	Shop Supplies & Tools			F 584976			0				
	Svc Dates	to		MMIS Units	0						
104	13-330-000-0000-6575		5.76	parts		5988	Preston Auto Parts	N	Y		N
	Machinery Parts			F 585036			0				
	Svc Dates	to		MMIS Units	0						
105	13-330-000-0000-6576		8.40	supplies		5988	Preston Auto Parts	N	Y		N
	Shop Supplies & Tools			F 585489			0				
	Svc Dates	to		MMIS Units	0						
106	13-330-000-0000-6317		11.98	bldg maint		5988	Preston Auto Parts	N	Y		N
	Building Maintenance			F 585490			0				
	Svc Dates	to		MMIS Units	0						
107	13-330-000-0000-6575		18.47	parts		5988	Preston Auto Parts	N	Y		

COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description		F/P Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
	Machinery Parts		F 585516			0			N
	Svc Dates	to	MMIS Units	0					
108	13-330-000-0000-6575	16.48	parts	5988	Preston Auto Parts	N	Y		N
	Machinery Parts		F 585517			0			
	Svc Dates	to	MMIS Units	0					
109	13-330-000-0000-6576	6.49	supplies	5988	Preston Auto Parts	N	Y		N
	Shop Supplies & Tools		F 585564			0			
	Svc Dates	to	MMIS Units	0					
110	13-330-000-0000-6565	23.96	oil	5988	Preston Auto Parts	N	Y		N
	Motor Oil And Lubricants		F 585564			0			
	Svc Dates	to	MMIS Units	0					
111	13-330-000-0000-6575	47.61	parts	303	Preston Equipment Company	N	Y		N
	Machinery Parts		F 01-70923			0			
	Svc Dates	to	MMIS Units	0					
112	13-330-000-0000-6576	71.97	supplies	303	Preston Equipment Company	N	Y		N
	Shop Supplies & Tools		F 01-71892			0			
	Svc Dates	to	MMIS Units	0					
113	13-330-000-0000-6576	144.90	supplies	3989	Ronco Engineering Sales Co, Inc	N	Y		N
	Shop Supplies & Tools		F 3166234			0			
	Svc Dates	to	MMIS Units	0					
114	13-330-000-0000-6575	192.86	parts	3989	Ronco Engineering Sales Co, Inc	N	Y		N
	Machinery Parts		F 3167537			0			
	Svc Dates	to	MMIS Units	0					
115	13-330-000-0000-6575	228.66	parts	3989	Ronco Engineering Sales Co, Inc	N	Y		N
	Machinery Parts		F 3167898			0			
	Svc Dates	to	MMIS Units	0					
116	13-330-000-0000-6575	175.00	parts	744	Root River Hardwoods Inc	N	Y		N
	Machinery Parts		F 14629			0			
	Svc Dates	to	MMIS Units	0					

*** Fillmore County ***



COMMISSIONER'S VOUCHERS ENTRIES

RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name		Tax
117	13-310-000-0000-6466	196.79	safety shoes	4505	Soland/Brian	N	Y		N
	Safety Materials	F				0			
	Svc Dates	to	MMIS Units	0					
118	13-330-000-0000-6575	91.08	parts	6600	Solberg Welding Inc	N	Y		N
	Machinery Parts	F	11903			0			
	Svc Dates	to	MMIS Units	0					
119	13-330-000-0000-6576	30.98	supplies	6600	Solberg Welding Inc	N	Y		N
	Shop Supplies & Tools	F	11906			0			
	Svc Dates	to	MMIS Units	0					
120	13-330-000-0000-6317	88.02	bldg maint	8755	Valley Home Improvement	N	Y		N
	Building Maintenance	F	60642			0			
	Svc Dates	to	MMIS Units	0					
121	13-330-000-0000-6317	14.67	bldg maint	8755	Valley Home Improvement	N	Y		N
	Building Maintenance	F	60650			0			
	Svc Dates	to	MMIS Units	0					
122	13-330-000-0000-6576	115.31	supplies	4079	Village Farm & Home	N	Y		N
	Shop Supplies & Tools	F	42167			0			
	Svc Dates	to	MMIS Units	0					
123	13-330-000-0000-6576	111.94	supplies	450	Zep Sales & Service	N	Y		N
	Shop Supplies & Tools	F	9004211040			0			
	Svc Dates	to	MMIS Units	0					
		66,414.84	Batch Total						

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	66,414.84	County Road & Bridge
	All Funds	66,414.84	Total

ddunn
5/16/19 2:25PM
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	
2545	Marco,Inc 01-060-000-0000-6285		11,796.00	Manager IT 05/09/2019 06/08/2019	INV6340744	Professional Fees	N
2545	Marco,Inc		11,796.00	1 Transactions			
5536	MiEnergy Cooperative 01-251-000-0000-6251		111.98	Radio Toner Electric		Electricity	N
5536	MiEnergy Cooperative		111.98	1 Transactions			
5397	MN Office Of Enterprise Technology 01-149-000-0000-6203		1,300.00	April 2019 WAN 04/01/2019 04/30/2019	DV19040402	Telephone	N
5397	MN Office Of Enterprise Technology		1,300.00	1 Transactions			
308	Preston Public Utilities 01-111-000-0000-6251		2,314.73	Utility Invoice for FCOB 03/28/2019 04/29/2019		Electricity	N
	01-111-000-0000-6251		4,876.64	Utilities for Courthouse 03/29/2019 04/30/2019		Electricity	N
	01-251-000-0000-6251		2,082.66	Utility Invoice for Jail 03/28/2019 04/29/2019		Electricity	N
308	Preston Public Utilities		9,274.03	3 Transactions			
1 Fund Total:			22,482.01	County Revenue Fund	4 Vendors	6 Transactions	

ddunn
 5/16/19 2:25PM
 13 County Road & Bridge

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5536 MiEnergy Cooperative					
13-330-000-0000-6251		142.24	electricity	302875004	Electricity N
13-300-000-0000-6306		42.93	electricity	302875008	Radio Tower Repair & Services N
13-310-000-0000-6251		42.00	electricity	302875011	Electricity N
13-330-000-0000-6251		217.52	electricity	302875012	Electricity N
13-330-000-0000-6251		27.44	electricity	302875013	Electricity N
13-330-000-0000-6251		22.40	electricity	333377001	Electricity N
13-330-000-0000-6251		75.86	electricity	333377002	Electricity N
5536 MiEnergy Cooperative		570.39	7 Transactions		
308 Preston Public Utilities					
13-330-000-0000-6251		896.25	utilities	4458327	Electricity N
13-330-000-0000-6251		41.86	utilities	4473A342	Electricity N
13-330-000-0000-6251		811.04	utilities	4473B341	Electricity N
308 Preston Public Utilities		1,749.15	3 Transactions		
13 Fund Total:		2,319.54	County Road & Bridge	2 Vendors	10 Transactions

ddunn
5/16/19 2:25PM
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	
308	Preston Public Utilities			528.94	Utilities Transfer Station		Electricity	N
	14-390-000-0000-6251				03/28/2019 04/29/2019			
308	Preston Public Utilities			528.94	1 Transactions			
14 Fund Total:				528.94	Sanitation Fund	1 Vendors	1 Transactions	

ddunn

5/16/19 2:25PM

23 County Airport Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5536	MiEnergy Cooperative							
	23-350-000-0000-6251			522.99	3/1/19-4/1/19 Electricity		Electricity	N
					03/01/2019 04/01/2019			
	23-350-000-0000-6251			396.97	4/1/19-5/1/19 Electricity		Electricity	N
					04/01/2019 05/01/2019			
	23-350-000-0000-6251			39.39	4/1/19-5/1/19 Electricity		Electricity	N
					04/01/2019 05/01/2019			
5536	MiEnergy Cooperative			959.35	3 Transactions			
23 Fund Total:				959.35	County Airport Fund	1 Vendors	3 Transactions	

ddunn
 5/16/19 2:25PM
 73 Greenleafton Septic Projec

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5536	MiEnergy Cooperative							
	73-611-000-0000-6251			299.58	Greenleafton Wastewater Plant		Electricity	N
5536	MiEnergy Cooperative			299.58	1 Transactions			
73 Fund Total:				299.58	Greenleafton Septic Project	1 Vendors	1 Transactions	
Final Total:				26,589.42	9 Vendors	21 Transactions		

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	22,482.01	County Revenue Fund	
	13	2,319.54	County Road & Bridge	
	14	528.94	Sanitation Fund	
	23	959.35	County Airport Fund	
	73	299.58	Greenleafon Septic Project	
	All Funds	26,589.42	Total	Approved by,
			
			

HJONES
 5/23/19 12:53PM
 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	
2545	Marco,Inc						
	01-060-000-0000-6285		18,000.00	Marco Contract	INV6360739	Professional Fees	N
	01-060-000-0000-6639		520.00	2HP Scan Jet Pro	INV6370359	Asset Inventory	N
2545	Marco,Inc		18,520.00	2 Transactions			
5397	MN Office Of Enterprise Technology						
	01-149-000-0000-6203		102.60	April 2019 Voice Services	W19040468	Telephone	N
5397	MN Office Of Enterprise Technology		102.60	1 Transactions			
1 Fund Total:			18,622.60	County Revenue Fund	2 Vendors	3 Transactions	

HJONES
5/23/19 12:53PM
13 County Road & Bridge

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
2208	Canton City						
	13-330-000-0000-6251		68.85	utilities	124798	Electricity	N
2208	Canton City		68.85	1 Transactions			
3219	Centurylink						
	13-300-000-0000-6203		142.13	telephone	5078673784	Telephone	N
3219	Centurylink		142.13	1 Transactions			
85440	Centurylink						
	13-300-000-0000-6203		236.56	telephone	301264100	Telephone	N
	13-300-000-0000-6203		404.92	telephone	301269901	Telephone	N
	13-300-000-0000-6203		456.52	telephone	301269908	Telephone	N
85440	Centurylink		1,098.00	3 Transactions			
7542	Fillmore Co Treasurer						
	13-330-000-0000-6561		739.58	April fuel tax		Gasoline Diesel And Other Fuels	N
7542	Fillmore Co Treasurer		739.58	1 Transactions			
6094	MN Energy Resources Corporation						
	13-330-000-0000-6255		95.19	natural gas	0505303491	Gas	N
6094	MN Energy Resources Corporation		95.19	1 Transactions			
1487	Waste Management - WI-MN						
	13-330-000-0000-6251		208.99	utilities	37596353000	Electricity	N
1487	Waste Management - WI-MN		208.99	1 Transactions			
13 Fund Total:			2,352.74	County Road & Bridge	6 Vendors	8 Transactions	

HJONES
 5/23/19 12:53PM
 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	
5882	Winneshiek County Landfill							
	14-390-000-0000-6374			1,244.76	Tipping Fees	23220	Landfill Tipping Fees	N
5882	Winneshiek County Landfill			1,244.76	1 Transactions			
14 Fund Total:				1,244.76	Sanitation Fund	1 Vendors	1 Transactions	

HJONES
 5/23/19 12:53PM
 76 Trust And Agency Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
110 Fillmore Co Treasurer					
76-000-000-0000-2006		1,288.00	RRC Sales & Use Tax		Commercial Sw Mgmt Tax N
76-000-000-0000-2007		153.00	041, 101 & 602 Sales & Use Tax		Sales Tax Collected N
110 Fillmore Co Treasurer		1,441.00	2 Transactions		
76 Fund Total:		1,441.00	Trust And Agency Fund	1 Vendors	2 Transactions

HJONES
 5/23/19 12:53PM
 87 State Revenue And School

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
110	Fillmore Co Treasurer					
	87-000-000-0000-2470		15,415.31	State MRT Tax		Mortgage Reg Tax-State N
	87-000-000-0000-2471		21,164.70	State Deed Tax		State Deed Tax-State N
110	Fillmore Co Treasurer		36,580.01	2 Transactions		
1859	MN Department Of Finance					
	87-000-000-0000-2100		1,055.00	April 2019 Vitals		Due To Other Governmental Agenci N
				04/01/2019 04/30/2019		
	87-000-000-0000-2313		6,289.50	April 2019 Re Surcharge		Real Estate Surcharge N
				04/01/2019 04/30/2019		
	87-000-000-0000-2404		159.00	April 2019 State Assurance		State Assurance N
				04/01/2019 04/30/2019		
1859	MN Department Of Finance		7,503.50	3 Transactions		
5993	Mn Dept Of Health					
	87-000-000-0000-2312		212.50	April 2019 Well Certificates		Well Management Funds N
				04/01/2019 04/30/2019		
5993	Mn Dept Of Health		212.50	1 Transactions		
87 Fund Total:			44,296.01	State Revenue And School Fund	3 Vendors	6 Transactions
Final Total:			67,957.11	13 Vendors	20 Transactions	

*** Fillmore County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	18,622.60	County Revenue Fund	
	13	2,352.74	County Road & Bridge	
	14	1,244.76	Sanitation Fund	
	76	1,441.00	Trust And Agency Fund	
	87	44,296.01	State Revenue And School Fund	
	All Funds	67,957.11	Total	Approved by,
			
			

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/28/2019

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 field drive for Aaron Gillespie, Section 7 of Carrolton 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; ainglett@co.fillmore.mn.us; and 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: Aaron Gillespie Phone #: 507-696-0701
Arenda Gillespie Phone #: _____
email address: Gillfarms@icloud.com Phone #: _____
Mailing Address: 28595 Cty. 8 Preston MN 55965
Address City State Zip

(2) Parcel #: 18, 0049, 000 Permit # _____
(3) Legal Description (from deed, abstract, or Recorder's Office): _____
SE/SE To be filled out by the Zoning Office

Section: 07 (4) Township: 103 (5) Range: 10

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

(qtr/qtr) SE/SE Section: 07 Township Name Carrollton

Reason for Access field drive

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: [Signature] Date: 5/8/19
[Signature] Date: 5/8/19
Date: _____

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

Specifications/Conditions: CONSTRUCT ACCESS 24ft WIDE WITH 4:1 SLOPES. NO CULVERT REQUIRE

[Signature] County Engineer Date: 5/21/2019

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



Aaron & Amanda Gillespie

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 5/8/2019

KR

This map is not a substitute for accurate field surveys or for locating actual boundary lines and any adjacent features.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/28/2019

Amount of time requested (minutes): 5 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 Concrete Overlay Project SP 023-601-033 on CSAH 1 on the condition of approval of the Mn DOT Office of Civil Rights.

Airport Department

1. Consider entering into an Airport Maintenance and Operation Grant Contract with Mn DOT.
2. Consider passing a Board Resolution authorizing the County Engineer and the Highway/Airport Office Manager to execute the contract in behalf of Fillmore County.

Check e-mail for supporting documentation. **See attached documents.**

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.**

STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

State Project Number (S.P.): A2301-MO20

State Project Number (S.P.): A2301-MO21

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and County of Fillmore acting through its County Board (“Recipient”).

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport (“Airport”) in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2020 and State Fiscal Year 2021.
3. Recipient represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

- 1.1. **Effective Date:** This contract will be effective on July 1, 2019, or the date State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Recipient until this contract is fully executed.
- 1.2. **Expiration Date:** This contract will expire on June 30, 2021.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient’s Duties

- 2.1. Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2. The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area. The areas around any navigational aids will be mowed and plowed to keep the area clear for access by a vehicle.
- 2.3. If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.4. If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5. The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.6. The Recipient will promptly pay all utility bills, including those required for navigational aids.

3. Recipient's Assurances

- 3.1. In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for public aeronautical purposes only for a period of one year from the date the Recipient receives final reimbursement under this contract.
- 3.2. Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.
- 3.3. Recipient will comply with all required grants management policies and procedures set forth through Minnesota Statutes §16B.97, Subd. 4 (a) (1).

4. Third-Party Contracting

- 4.1. Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

- 5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:

- 5.1.1. **Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.
- 5.1.2. **Telecommunication Amount.** State has currently obligated \$0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.
- 5.1.3. **Maintenance and Operation Amount.** State has currently obligated \$27,452 in each State fiscal year to reimburse other eligible costs at 75%.
- 5.1.4. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$54,904 (State fiscal years 2020 and 2021).

5.2. Payment.

- 5.2.1. **Invoices.** The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis or as directed by State's Authorized Representative. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:

- On or after October 1, **and no later than November 15**, for the period July 1 through September 30.
- On or after January 1, **and no later than February 15**, for the period October 1 through December 31.
- On or after April 1, **and no later than May 15**, for the period January 1 through March 31.
- On or after July 1, **and no later than August 15**, for the period April 1 through June 30.

The State may reject costs that the State determines are not eligible maintenance and operations expenses.

- 5.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

- 5.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Recipient's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Recipient within ten days of discovering the error. After State receives the corrected invoice, State will pay Recipient within 30 days of receipt of such invoice.
- 5.2.4. **Grant Monitoring Visit and Financial Reconciliation.** If State's total obligation is greater than \$50,000 in section 5.1.4, above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.
- 5.2.5. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

6. Conditions of Payment

- 6.1. All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

- 7.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist
Address: Office of Aeronautics, 222 East Plato Boulevard
Telephone: (651) 234-7240
E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

- 7.2. **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Name/Title: Pam Schroeder, Fillmore County Highway Accountant
Address: 909 Houston Street Northwest, Preston, MN 55965
Telephone: (507) 765-3854
E-Mail: pschroeder@co.fillmore.mn.us

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

- 8.1. **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2. **Amendments.** An amendment to this contract 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 contract, or their successors in office.
- 8.3. **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.
- 8.4. **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other prior understanding regarding this contract, whether written or oral, may be used to bind either party.

9. Indemnification

- 9.1. In the performance of this contract by Recipient, or Recipient's agents or employees, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

- 10.1. Under Minnesota Statutes § 16B.98, Subd.8, the Recipient's books, records, documents, and accounting procedures and practices of Recipient, or other party relevant to this grant contract or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract or receipt and approval of all final reports, whichever is later. Recipient will take timely and appropriate action on all deficiencies identified by an audit.

11. Government Data Practices

- 11.1. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

- 12.1. Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Governing Law, Jurisdiction and Venue

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

14. Data Disclosure

- 14.1. Under Minnesota Statutes §270C.65, and other applicable law, Recipient consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in

action requiring Recipient to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15. Termination and Suspension

- 15.1. **Termination by the State.** The State may terminate this contract with or without cause, upon 30 days written notice to the Recipient. Upon termination, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 15.2. **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this contract, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Recipient has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 15.3. **Termination for Insufficient Funding.** The State may immediately terminate this contract if: It does not obtain funding from the Minnesota Legislature; 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 Recipient. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Recipient 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 contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Recipient notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15.4. **Suspension.** The State may immediately suspend this contract in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Recipient during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

16. Discrimination Prohibited by Minnesota Statutes §181.59

- 16.1. Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

17. Limitation.

- 17.1. Under this contract, the State is only responsible for disbursing funds. Nothing in this contract will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this contract.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

STATE ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

*PO staged and to be encumbered with future State fiscal year funds.

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

MnDOT OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT

By: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS Preston, Minnesota 55965

Date May 28, 2019 Resolution No. 2019-XXX

Motion by Commissioner _____ Second by Commissioner _____

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

It is resolved by the **County of Fillmore** as follows:

1. That the State of Minnesota Contract Number **1033487**,
“Airport Maintenance and Operation Grant Contract,” at the **Fillmore County Airport** is accepted.
2. That the **County Engineer** and **Highway/Airport Office Manager** are authorized to execute this Contract and any amendments on behalf of the **County of Fillmore**.

VOTING AYE

Commissioners Bakke ☐ Dahl ☐ Lentz ☐ Prestby ☐ ☐

VOTING NAY

Commissioners Bakke ☐ Dahl ☐ Lentz ☐ Prestby ☐ ☐

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 28th day of May, 2019.

Witness my hand and official seal at Preston, Minnesota the 28th day of May, 2019.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/24/2019 Amount of time requested (minutes): 10

Dept.: Fillmore County Public Health Prepared By: Jessica Erickson, DON

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. Fillmore-Houston JBOH Joint Powers Agreement Update	NO
2. Women, Infants and Children (WIC) Peer Breastfeeding Support Grant Program	NO
3. CHB Grant Project Agreement Amendment - MIIC Regional Coordinator	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; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/28/2019

Amount of time requested (minutes):

10 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 intermittent Bailiff/Transport at Grade 6/Step 1 effective May 29, 2019 as recommended by the Hiring Committee.
 - a. [REDACTED] No
 - b. \$19.79
2. Resignation for Jonathan Holger, Child Support Officer, effective no later than July 10, 2019.
 - a. Following 12 years' service No
3. Request to advertise for replacement Child Support Officer as requested by the Social Services Manager and recommended by the Personnel Committee.
 - a. Internal and external simultaneously Yes
4. Request for classification into new pay system for the position of Support Enforcement Aide in Social Services as requested by the Social Services Manager and recommended by the Personnel Committee
 - a. Position was not classified in current compensation study No
5. Request to advertise for Support Enforcement Aide as requested by the Social Services Manager and recommended by the Personnel Committee
 - a. Internal and external simultaneously Yes
6. Request to advertise for replacement Office Support Specialist, Sr. as requested by the Coordinator and recommended by the Personnel Committee
 - a. For position being vacated on 7/25/19 Yes
7. Request to adopt the Merit System EEO/AA policy for 2019
 - a. This is required by Merit to either adopt theirs or send our current version in to the State for certification. This will fulfill our requirement as we continue work on the process of exiting Merit System. 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; ainglett@co.fillmore.mn.us; and kruesink@co.fillmore.mn.us

Hire Analysis Form
(All sections must be completed.)

Date: Department:

Requested By: Title of Position being requested:

Requested date to post:

Is the position currently in the budget? ☒ Yes ☐ No If yes, how many hours per week is the position currently?

Number of hours requested: Replacement position: ☒ Yes ☐ No Date position vacated:

If the request is for a new position, what has created the need for the position?

Why would this position be filled rather than absorbing the job duties within the department?

It is replacing the Child Support Position currently held by John Holger who has tendered his resignation.

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

Yes it has always been full time and needs to remain so to provide the minimum basic services for the residents of Fillmore County.

Where does the specific funding for this position originate?

66.6 % is State reimbursement funds and 33.4% is County funded.

What real or permanent savings can be generated by this position?

Has this position, including job description, been reviewed with HR?

Yes

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

No

Reviewed by Personnel Committee:

☐ Recommended for Board Approval ☐ No Recommendation Made

☐ Not Recommended for Board Approval Reason:

Date on Board Agenda:

☐ Approved by Board ☐ Not Approved by Board Reason:

Hire Analysis Form
(All sections must be completed.)

Date: Department:

Requested By: Title of Position being requested:

Requested date to post:

Is the position currently in the budget? ☐ Yes ☒ No If yes, how many hours per week is the position currently?

Number of hours requested: Replacement position: ☐ Yes ☒ No Date position vacated:

If the request is for a new position, what has created the need for the position?

This is a new position that was originally created with the loss of a Child Support Officer with 12 years of experience resigning from Fillmore County. Projected increase in cases. Due to the referrals now working in the METS system.

Why would this position be filled rather than absorbing the job duties within the department?

Some of the duties are currently being performed by another staff. Because that staff has so many duties, they don't have adequate time to become proficient in the CS program. This staff is not currently reimbursed the 66.6%

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

Some of the duties are currently being performed by another staff. Because that staff has so many duties, they don't have adequate time to become proficient in the CS program. This staff is not currently reimbursed the 66.6%

Where does the specific funding for this position originate?

66.6 % is State reimbursement funds and 33.4% is County funded. We also have a Office Support Specialist position that has not been filled. If this position is filled there would be no need to fill the

What real or permanent savings can be generated by this position?

With the addition of a support enforcement aide, the CSOs will be able to divert work they are currently handling to the SEA. The CSOs will have additional time to work on legal work. There are currently 49 out of 676 cases that have no court order and more than 300 outstanding worklist items. With the addition of a staff member, this office can rely on each other from within to monitor compliance with pay or sit orders. Currently, CSOs monitor and refer to the CAO. However,

Has this position, including job description, been reviewed with HR?

Yes

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

Yes. The duties are currently being handled by an OSS Sr. Because the OSS Srs duties are so varied, it has been impossible for them to become proficient in CS to do all of the duties that could be assigned to them.

Reviewed by Personnel Committee:

☐ Recommended for Board Approval ☐ No Recommendation Made

☐ Not Recommended for Board Approval Reason:

Date on Board Agenda:

☐ Approved by Board ☐ Not Approved by Board Reason:

Hire Analysis Form
(All sections must be completed.)

Date: 04/16/2019 Department: Coordinator

Requested By: Bobbie Vickerman Title of Position being requested: Office Support Senior

Requested date to post: immediately

Is the position currently in the budget? ☒ Yes ☐ No If yes, how many hours per week is the position currently? 40

Number of hours requested: 40 Replacement position: ☒ Yes ☐ No Date position vacated: 07/26/2019

If the request is for a new position, what has created the need for the position?

Why would this position be filled rather than absorbing the job duties within the department?

With KR replacing CM at not as much time as she was, I have already have given up office support in my department within the last year. This position leads Wellness, newsletter, assists with Minutes, Agendas/Packets, codes AP and plays a part in the HR

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

I have already given up some of my part-time support for a more common goal for the entire county for Centralized office supply purchasing and basic supplies and Zoning.

Where does the specific funding for this position originate?

General Tax Levy

What real or permanent savings can be generated by this position?

This position is already in existence. If you did not replace or replaced part-time there would be savings but we would possibly need to cut back on programs such as wellness.

Has this position, including job description, been reviewed with HR?

Yes

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

Not at this time, there could be some coordination within departments

Reviewed by Personnel Committee: _____

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason: _____

Date on Board Agenda: _____

☐ Approved by Board

☐ Not Approved by Board

Reason: _____

NUMBER

#18-89-01

DATE

April 9, 2018

OF INTEREST TO

Social Services and Human
Services Directors with staff
covered by the Minnesota
Merit System

Social Services Supervisors and
Staff covered by the Minnesota
Merit System

Human Resources Directors

ACTION/DUE DATE

Please read information and
prepare for implementation

EXPIRATION DATE

April 9, 2020

Merit System Equal Employment Opportunity and Affirmative Action Guidelines

TOPIC

Equal Employment Opportunity and Affirmative Action guidelines.

PURPOSE

Advise Minnesota Merit System County/multi-county human services agencies of equal employment opportunity and affirmative action guidelines and request documents of updated or renewed equal employment opportunity and affirmative action plans.

CONTACT

Minnesota Merit System phone: 651-431-3030 or email:
dhs.merit.system@state.mn.us.

SIGNED

ZECHARIAS HAILU

Director, Equal Opportunity and Access Division

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Introduction

The Minnesota Merit System's (MMS) Affirmative Action and Equal Employment Opportunity Policies are administered by the Minnesota Department of Human Services (DHS) Equal Opportunity and Access division (EOAD).

A. Purpose

The purpose of these Guidelines is to establish minimum affirmative action and equal employment opportunity standards, and provide consistent framework with regard to equal employment opportunity and affirmative action in MMS county/multi-county human services agencies. The Guidelines continues to request each MMS county/multi-county human services agency to adopt, revise, and/or develop equal opportunity and affirmative action guidelines to ensure equal employment opportunity and affirmative action in MMS county/multi-county human services agency workforces.

1. Policy

It is the policy of the MMS that county/multi-county human services agencies conduct all employment practices without regard to race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Equal employment opportunity under this policy includes, but is not limited to the following: recruitment, examination, appointment, tenure, compensation, classifications, promotion, or other activities in accordance with applicable federal, state, and local laws and regulations.

A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified females, minorities and individuals with disabilities when these groups are underrepresented in a county/multi-county human service agency's workforces in any job category.

2. Responsibilities

MMS county/multi-county human services agency directors have overall responsibility for implementing the MMS equal employment opportunity and affirmative action guidelines throughout that agency, including establishing specific internal procedures that minimally meet the standards provided by the MMS guidelines.

3. Role of DHS

The DHS (EOAD) provides consultation, technical assistance, recruitment, training, and goal-setting review and monitoring of MMS human service agencies to ensure affirmative action and equal employment opportunity in these agencies.

II. Scope of Guidelines

All MMS county/multi-county human services agencies and its employees must comply with equal employment opportunity and affirmative action guidelines. Any Minnesota county/multi-county may choose to create a county/multi-countywide affirmative action plan and have it approved by the Minnesota Department of Human Rights, which will issue a certificate of compliance for approved plans. Alternatively, a county/multi-county may choose to adopt the MMS equal employment opportunity and affirmative action guidelines in this bulletin for its human services agency.

Minnesota Rules, part 9575.0090, subpart 2a, require that each MMS human services agency have an affirmative action plan, which must contain the following:

- A policy defining and prohibiting discriminatory harassment, including sexual harassment;
- An internal discrimination complaint policy and procedure that includes notification of DHS EOAD of complaints that are brought, and their resolution;
- Provision for appointment of a person to serve as liaison between the MMS county/multi-county human services agency and DHS EOAD, and to have responsibility for implementation of the guidelines within the agency;
- Provision of the notification of DHS EOAD of periodic hiring goals established by the county/multi-county human services agency; and
- Provision for compliance with the Americans with Disabilities Act (ADA), Title I, which prohibits discrimination against disabled employees or job applicants.

Minnesota state law does not require that Minnesota counties and political subdivisions have an affirmative action plan certified by the Minnesota Department of Human Rights in order to receive any state funds or engage in contracting with the state. Nevertheless, this does not exempt MMS county/multi-county human services agencies from the requirement of the MMS rules, as indicated above.

III. MMS County/Multi-County Human Services Agency Action Required

In order to comply with Minnesota Merit System Rules, part 9575.0090, subpart 2a, your agency should choose one of the two courses of action. Your agency may:

- Adopt the proffered MMS system equal employment opportunity and affirmative action guidelines as your agency's equal opportunity and affirmative action plan and implement the guidelines within your agency, including developing hiring goals where workforce disparities exist and submit a letter indicating the adoption of those guidelines to DHS EOAD;
- or
- Adopt an equal opportunity and affirmative action plan that is certified by the Minnesota Department of Human Rights and submit a copy of the certificate of compliance to EOAD. If your county/multi-county

agency already has a certified plan, your agency's adoption of that plan meets requirements under MMS rules.

Send this information to the attention of the Minnesota Merit System Consultant, Minnesota Department of Human Services, Equal Opportunity and Access division, MMS Consultant, Box 64997, St. Paul, MN 55164-0097.

IV. Policies and Requirements

A. Prohibition of Discriminatory Treatment

Purpose: To establish a means for maintaining a work environment free of discriminatory treatment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of unlawful discriminatory treatment, including harassment.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United State Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- Genetic Information Nondiscrimination Act of 2008, Title II
- Minnesota Human Rights Act

B. Discrimination Complaint Handling

Purpose: To provide an internal option to employees who believes they were discriminated against because of race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation.

Statement: While employees of MMS county/multi-county human services agencies have the right to file discrimination complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, complainants are urged to seek out internal administrative remedies first.

Anyone bringing an employment discrimination complaint shall do so without fear of reprisal, coercion, or intimidation.

Discrimination complaints and relevant investigative data and findings will all be handled in accordance with provisions of the Minnesota Data Practices Act, and the ADA, Title I.

The discrimination complaint handling process will minimally include:

1. A method to resolve both formal and informal complaints,
2. Notification of DHS (EOAD) and
3. A timely response to all complaints.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- The Minnesota Human Rights Act
- The Minnesota Data Practices Act
- Genetic Information Nondiscrimination Act of 2008, Title II

C. Prohibition of Discrimination against Individuals with Disabilities

Purpose: To provide work environments free of unlawful discrimination against applicants and employees with disabilities. Together the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) extend federal civil rights protection individuals with disabilities.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of unlawful discrimination. This includes removing barriers to application of employment and ensuring that qualified employees with disabilities are not discriminated against.

The most significant provisions of the ADA with regard to MMS county/multi-county human services agencies are included in Title I, which prohibit employers from discriminating against qualified individuals with disabilities in matters of employment, including the application and hiring process. The provisions in Title I of the ADA are broader in scope than, but similar to, the Minnesota Human Rights Act (Minnesota Statutes, Chapter 363A), and to Section 504 of the federal Rehabilitation Act of 1973 and Volume 29 of the United States Code, section 794.

ADA regulations make clear that employers, including all state and local governments, must comply with the employment provisions of Title I. The ADA prohibits discrimination against an otherwise qualified individual with a disability with regard to the following:

- Job application procedures, including recruitment and advertising;
- Hiring, firing, and advancement; and
- Compensation, training, and other terms, conditions, and privileges of employment such as tenure, layoff, leave, and employee benefits.

Reasonable Accommodations: If a person is qualified to perform the essential functions of a job except for limitations caused by a disability, the employer must consider whether or not that person could perform those functions with a reasonable accommodation.

An employer is required to accommodate a known disability of a qualified applicant or employee unless it would impose an undue hardship. Accommodations are determined by the specifics of the situation and provided on an individual basis.

Interactive Process: The action to accommodate is generally triggered by a request from an applicant or employee with a disability. However, in certain instances, an employer has an obligation to make inquiries about an individual's need for an accommodation. For example, when an employer observes that an applicant or employee has a disability that may prevent him or her from understanding the need to request an accommodation, the employer should initiate discussion about the possible need for accommodation. If the individual with a disability cannot suggest an appropriate accommodation in such circumstances, the employer should work with the individual to identify an effective accommodation.

Undue Hardship: Deciding whether a request for a reasonable accommodation creates an undue hardship is determined on a case by case basis. If it is determined that a specific proposed or requested accommodation would impose an undue hardship on an employer, the employer is still obligated to identify another accommodation that would not impose a hardship. As long as an accommodation provides the person with the disability an equal opportunity to perform the essential function of the job, and enjoy the benefits and privileges of employment that other employees have access to, the accommodation need not be the best accommodation available, nor must it be the accommodation desired by the individual with a disability.

Threat to health and safety of others: If an employer believes that an employee or applicant with a disability would constitute a direct threat to the health or safety of self and others, and that a reasonable accommodation to the person's disability would not eliminate the threat, the employer may determine the individual is not or is no longer qualified to perform the duties of their job. Such a determination must be based on objective facts, and must be specific to the situation and the individual, and cannot be based on speculation or the remote possibility of a threat or risk to the safety of others.

For a more detailed explanation of your obligations and responsibilities under the ADA, contact the United States Equal Employment Opportunity Commission (EEOC), or the United States Department of Justice's Civil Rights Division. Numerous publications explaining the ADA and its requirements are available from these agencies, and are online at their websites. You may also request technical assistance from the Minnesota DHS (EOAD), and from the Minnesota Department of Human Rights. Contact information for all of these agencies is included in Appendix III of these guidelines.

Authority:

- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- Minnesota Human Rights Act

D. Prohibition of Sexual Harassment

Purpose: To establish a means for maintaining a work environment free of sexual harassment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of sexual harassment. Sexual harassment is a form of sex discrimination and is covered under the same statutes as any kind of discriminatory treatment.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Sexual harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. The harasser can be either a woman or a man, as can the victim. Same-sex sexual harassment is prohibited as is opposite-sex harassment.

Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment action (such as the victim being fired or demoted, or involving employee's placement on administrative leave, deprivation of ability to take promotional exam, and loss of pay and opportunities for investigative or other job experience).

The harasser can be the victim's supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or contractor.

Authority:

- Civil Rights Act of 1964, Title VII
- Minnesota Human Rights Act

E. Affirmative Action in Appointment and Selection Decisions

Purpose: To establish that affirmative action hiring goals are created and ensure they are considered when hiring decisions are made within job groups where a workforce disparity exists.

Statement: MMS county/multi-county human services agencies shall act affirmatively to recruit and hire a diverse workforce. When a vacancy occurs in a job group where a disparity exists, agencies shall utilize affirmative recruitment and hiring strategies to attempt to meet the workforce disparity. When fewer than three protected group candidates are on the eligible list, the MMS will use expanded certification to bring the number of eligible candidates certified to a total of three candidates from the protected group in which a disparity exists. The candidates certified shall be determined by their examination scores in accordance with MMS rules.

Authority:

- Minnesota Statutes, section 256.012, subdivision 1
- Minnesota Rules, part 9575.0620, subpart 7

V. Responsibilities, Duties, and Accountabilities

MMS Affirmative Action Guidelines: Responsibilities, duties, and accountabilities.

A. Equal Opportunity and Access division at the Minnesota DHS

1. Responsibilities

Equal Opportunity and Access division has oversight responsibility for and authority to monitor the MMS equal employment opportunity and affirmative action efforts in order to ensure compliance with federal and state laws and the MMS rules.

2. Duties

To monitor implementation of MMS county/multi-county human services agencies required affirmative action plans and their compliance with equal opportunity and affirmative action guidelines. To provide technical assistance, as requested, to MMS county/multi-county human services agencies in the implementation of their affirmative action plans.

3. Accountability

To the Commissioner or designee of the Minnesota DHS

B. MMS Personnel at the Minnesota DHS

1. Responsibilities

The Minnesota DHS MMS personnel have responsibility for ensuring all assessment and selection processes are job-related, and that there are no barriers or hindrances to affirmative action and equal employment opportunity in MMS county/multi-county human services agencies. They will also ensure that MMS county/multi-county human services agencies have the opportunity to act affirmatively in hiring within job categories where there are disparities.

2. Duties

- Publish job announcements for MMS county/multi-county human services agency openings, maintain communication with organizations in targeted communities for recruitment purposes, and conduct recruitment for professional and managerial staff.
- Expand certification, as necessary, to include protected group applicants when a disparity exists in the job class for which the MMS county/multi-county human services agency is hiring.
- Maintain a record of all competitive and promotional examination openings and appointments within agencies by gender and race.
- Review position descriptions and class specifications to ensure that they are accurate and that stated requirements are job-related.

- Ensure that selection processes are free of adverse impact.

3. Accountability

To the Commissioner or designee of the Minnesota DHS.

C. MMS County/Multi-county Human Services Agency Director

1. Responsibilities

The MMS county/multi-county human services agency director has responsibility for ensuring the overall implementation of the agency's affirmative action and equal employment opportunity policies; and for compliance with fair employment practices; and with federal and state laws, and MMS rules.

2. Duties

- Communicate and demonstrate a commitment to the agency's affirmative action and equal employment opportunity policies and to the MMS affirmative action guidelines.
- Set numerical hiring goals and develop action steps and timetables for recruiting and hiring women and minorities. Ensure that the agency actively recruits applicants with disabilities and provides equal employment opportunities.
- Notify DHS Equal Opportunity and Access division in January of each year of the agency's progress and of activities engaged in to achieve affirmative action hiring goals during the reporting period.
- Resolve internal complaints of discrimination, and notify DHS Equal Opportunity and Access division in January of each year of all discrimination complaints brought by employees of the agency during the reporting period.
- Inform hiring supervisors of equal opportunity and affirmative action guidelines and encourage them to act affirmatively whenever an opportunity exists to hire a qualified protected group applicant into a job category where a disparity exists.
- Ensure that information about equal employment opportunity and affirmative action is disseminated to all MMS employees in the agency.
- Ensure that the workplace is free of discrimination.
- Designate a liaison to DHS Equal Opportunity and Access division and ensure that the liaison has the necessary information and knowledge to carry out the duties required of the liaison. The director will consult at least quarterly with the Affirmative Action and Equal Employment Opportunity (AA EEO) liaison for the purpose of reviewing the status of equal employment opportunities and affirmative action needs in the agency, including any discrimination complaint activity.

3. Accountability

To the county/multi-county agency's director.

D. MMS County/Multi-county Human Services Agency Affirmative Action Liaison and Designee

1. Responsibilities

The MMS county/multi-county human services agency affirmative action liaison or designee has responsibility for ensuring compliance with MMS equal employment opportunity and affirmative action guidelines on a daily basis. The liaison will act in an advisory capacity to the agency director with regard to equal employment opportunities and affirmative action. The liaison will monitor the agency's affirmative action and equal employment opportunity efforts to ensure compliance with federal and state laws and with MMS rules.

2. Duties

- Develop an equal employment opportunity and affirmative action policy statement and an affirmative action plan consistent with those policies.
- Implement the affirmative action plan, including:
 - The internal and external distribution of the agency's EEO and AA policies and the affirmative action plan;
 - The establishment of affirmative action hiring goals, action steps, and timetables;
 - The active recruitment and employment of protected group applicants; and
 - The recruitment and utilization of businesses owned by protected group members.
- Conduct and/or coordinate employee training on and orientation to the agency's EEO/AA policies and plan.
- Ensure that agency managers and superiors understand their responsibilities to take action to prevent the harassment of employees and applicants for employment.
- Ensure that minority, female, and employees with disabilities are provided equal opportunity in attending agency sponsored training and activities, and in benefit plans, pay, and other work related activities and conditions.
- Implement and maintain equal employment opportunity auditing, reporting, and record-keeping systems as a means of gauging the effectiveness of the agency's affirmative action efforts, and of determining whether or not affirmative hiring goals have been attained.
- Actively liaise with DHS EOAD and with other relevant governmental enforcement agencies, and with DHS MMS personnel, as appropriate.
- Coordinate agency and employee support of community programs that may lead to equitable employment of women, minorities, and individuals with disabilities.

3. Accountability

To the county/multi-county agency's director.

E. MMS Count/Multi-county Human Services Agency Managers and Supervisors

1. Responsibilities

MMS county/multi-county human services agency managers and supervisors have responsibility for ensuring compliance with the MMS equal employment opportunity and affirmative action guidelines and fair treatment of all agency employees.

2. Duties

- A. Assist the agency's EEO/AA liaison with identifying and resolving problems related to equal employment opportunity and with eliminating barriers which inhibit or prevent equal employment opportunity and/or affirmative action.
- B. Consider qualified protected group members and where possible act affirmatively in hiring and promoting staff.
- C. Communicate and demonstrate a personal commitment to the agency's EEO/AA policies and MMS affirmative action guidelines.
- D. Make recruitment recommendations to the EEO/AA liaison and assist the liaison with special recruitment projects.
- E. Ensure that all employees under your supervision receive and annual orientation to the agency's affirmative action plan and equal employment opportunity policies.
- F. Identify, document, and address training needs related to equal employment opportunity and affirmative action.

3. Accountability

To the county/multi-county agency's director.

F. MMS County/Multi-county Human Services Employees

1. Responsibilities

MMS county/multi-county human services agency employees at all levels shall be responsible for conducting themselves in accordance with the MMS rules and with state and federal laws by refraining from any actions which would interfere with any employee's work performance with respect to that person's race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, reliance on public assistance, membership or activity in a local human rights commission, religion, political

opinions or affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to utilize the agency's discrimination complaint procedure.

Each employee has the responsibility to become familiar with the MMS equal employment opportunity and affirmative action guidelines and the agencies' policies on non-discrimination and the prevention of sexual and general harassment.

2. Accountability

To the county/multi-county agency's director, management, and supervisors.

G. MMS Affirmative Action Guidelines

1. Dissemination of information

a. Internal Dissemination of Information

The ADA requires employers to post a notice stating the provisions of the ADA that apply to job applicants and employees. The notice must be posted in a place accessible to people in wheelchairs, and it must be made available in alternative formats for individuals with a vision loss or reading disabilities. This applies to MMS county/multi-county human services agencies.

In addition, MMS county/multi-county human services agencies must post on their official bulletin boards, accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

Annually, the MMS county/multi-county human services agency's director will transmit a letter or memo to agency staff affirming the organization's commitment to affirmative action and equal opportunity in employment.

Additionally, the MMS county/multi-county human services agency will hold regular (at least biennial) training sessions for the purpose of ensuring that managers and supervisors understand the MMS EEO and AA guidelines and their responsibilities under the guidelines. Further, a review of these guidelines will be included in new employee orientation.

When appropriate, information about the MMS EEO and AA guidelines and the agency's non-discrimination and harassment-prevention policies will be included in internal publications.

b. External Dissemination of Information

MMS human services agencies must post on their official bulletin board, accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

The phrase "An Equal Opportunity and Affirmative Action Employer" or similar will be included in all advertisements for MMS county/multi-county human services agency positions. These

positions will be advertised in appropriate protected group publications, whether in print or electronically.

An assurance of non-discrimination will be included in all contracts for programs or other activities which receive any federal assistance.

A written expression of the agency's position on equal employment and affirmative action will be included as appropriate in newspaper, magazine, and web-based advertising and/or brochures and like recruitment materials.

2. Audit and Evaluation

The MMS county/multi-county human services agency director or the appointed EEO/AA designee for that county/multi-county agency will determine annually whether or not minorities or females are underrepresented in the job categories utilized in the agency's workforce. This will be done by comparing the availability of minority and female job-candidates in the geographic recruitment area with the number of minorities and females who are actually employed in those job categories in the agency. If there is a disparity (under representation) in any job category for either protected group, the agency is obligated to set hiring goals, determine action steps to be taken to achieve those hiring goals, and set timetables for executing the action steps.

A non-discrimination clause will be included in bargaining unit contracts and in purchasing agreements and contracts whenever possible.

In January of each year, the MMS county/multi-county human services agency director or the appointed EEO and AA designee for that county/multi-county will send to the Minnesota DHS Equal Opportunity and Access division a year end summary of the agency's equal employment and affirmative action activities for the previous year. The summary will include an evaluation of the effectiveness of those activities in achieving affirmative action hiring goals and in ensuring a workplace free of unlawful discrimination. The summary will include:

- A. Information about employment discrimination complaint activity, specifying the numbers and types of discrimination complaints and the status of their resolution;
- B. Information about recruitment activities conducted, specifying the sources of recruitment and the protected group community organizations contacted;
- C. The hiring goals set for the year and the action steps towards achieving those goals; and
- D. Information about all staff training and/or information sessions conducted related to affirmative action and equal employment opportunity.

Agencies are required to provide equal employment opportunities to, and encouraged to actively recruit individuals with disabilities.

VI. Appendix I

A. Definitions

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act, passed in 1990, gives civil rights protections to individuals with disabilities that are similar to federal protections provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, telecommunications, and transportation. Title I of the ADA applies to employers. The ADA does not protect individuals who are currently using illegal drugs, and employers may seek reasonable assurance from employees that no illegal drug use is occurring.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

The ADAAA became effective on January 1, 2009. It is an act to restore the intent and protections of the Americans with Disabilities Act of 1990. Under the ADAAA the definition of disability is construed broadly.

Affirmative Action

A program of proactive efforts to remedy historical discrimination, in employment, against women, minorities, and in Minnesota state government, individuals with disabilities. This remedial program may involve recruitment efforts targeted at these specific groups when disparities in the workforce have been identified. MMS county/multi-county agencies are not required to set hiring goals for people with disabilities, but the federal Rehabilitation Act of 1973 does require MMS county/multi-county human services agencies to track employment data on disabled employees.

(Affirmative) Action Steps

Those steps which an agency plans to take to address workforce disparities. They could include, but are not limited to, identifying and removing barriers to employment for minorities or females; further educating hiring supervisors and managers about their obligations under affirmative action and equal opportunity law; planning events that will increase awareness of, and knowledge about, other cultural groups in your geographic region; targeting recruitment at under-represented groups, even outside the geographic region.

Creed

A system of beliefs, principles, or opinions to which an individual adheres. It might be religious, political or philosophical in nature.

Discrimination

An act or series of acts made toward another group or a perceived member of that group that, when compared with one's behavior towards one's own or other groups, is/are unfair. Such action may be based on prejudice or ignorance.

Discriminatory Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which, for purposes of this document, is based on an individual's race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance or activity in a local commission, or sexual orientation.

Harassment has occurred when: 1) submission to that conduct or communication is made a term (explicitly or implicitly) of employment; 2) submission to, or rejection of that conduct, or communication, that is used as a factor in decisions affecting an individual's employment; or, 3) the conduct or communication has the purpose or the effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Disparity

The presence of fewer women, minorities, or individuals with a disability in the workforce than could reasonably be expected based on their availability for work in the geographic area where the underemployment is found.

Ethnic

Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics. Ethnicity in general, then, may be regarded as referring to a specific type of culture, and an individuals' ethnicity may be regarded as referring to that person's cultural heritage.

Ethnocentrism

The attitude that one's own ethnic group/nation/culture is superior to all others; this attitude may be expressed in hostile behavior, violence, or discrimination towards members of out-groups.

Equal Employment Opportunity/Equal Opportunity Employment

A system of employment practices wherein individuals are recruited, hired, and promoted on their own merits and, for purposes of this document, without regard to race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

Gender

One's physical sex, male or female, usually evident at birth.

General Harassment

Any behavior or combination of behaviors that is repeated by one or more employees and that is directed towards another employee or group of employees that is considered annoying, insulting, or intimidating, or which causes discomfort and/or which has a detrimental effect on the employee's/employees' work performance(s).

Genetic Information Nondiscrimination Act of 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants on the basis of genetic information. Genetic information includes information about an individual's genetic tests or information about the genetic tests of an individual's family member(s), as well as information about any disease, disorder or condition of an individual's family member(s) –i.e., and individual's family medical history. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Hiring Goal

A numerical objective designed to remedy a workforce disparity; an employment level to strive for through the use of affirmative recruitment, hiring timetables, and other such action steps; to be achieved within a set period of time, such as a year.

Individuals with a Disability

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment.

Major Life Activities

These include, but are not limited to, activities such as walking, talking, standing, sitting, hearing, seeing, performing manual tasks, caring for oneself, thinking, concentrating, other cognitive functions, relating to others, working, etc.

Minorities

This term refers to persons in the workforce, or potential applicants, who are African American/Black, Asian, Native Hawaiian or Pacific Islander, American Indian or Native Alaskan, or of Hispanic heritage.

Parity

A condition in which protected groups are represented in the workforce in proportion to their availability in a geographic labor market.

Protected Group/Class

For purposes of affirmative action and equal employment opportunity, this term refers to individuals who are disabled, members of a minority group, or are female.

Qualified Individual with a Disability

This is a person who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who is regarded by others as having such an impairment, and who also has the requisite skill, experience, education, or other employment requirements of the position being sought and who can perform the essential functions of that job with or without a reasonable accommodation.

Race

Any of the different varieties of human beings as distinguished by physical characteristics such as form of hair, color of skin, bodily proportions, etc. one of the groups of populations constituting humanity, where differences are biological in nature – and cannot be linked with other traits such as intelligence, personality, or character – and are transmitted genetically; *this term is inappropriate when applied to national, religious, geographic, linguistic or cultural groups.*

Racism

The notion, lacking scientific support, that one race is superior (or inferior) to another; any program or practices of discrimination based on racial differences; the attribution of cultural or psychological values to race, with the aim of furthering the superiority of one's own race or the inferiority of another.

Reasonable Accommodation

Any changes to the application process, work environment, or manner under which the position is customarily performed that enables a qualified individual with a disability to be considered for, to perform the essential functions of, or to enjoy equal benefits from job as similarly situated employees without disabilities.

Sex Role

Learned through socialization/enculturation, this refers to one's understanding and embracing of how, based on one's gender/sex, one is to act in a cultural or social group.

Sexism

The economic and or social exploitation and domination of members of one sex by the members of the other.

Sexual Identity

Acquired over time, this refers to one's awareness and conception of oneself as male or female; as masculine or feminine; as oriented toward opposite-sex, same-sex, or both-sexes; as sexually attractive or sexually unattractive; etc.

Sexual Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which is based on an individual's sex/gender. This behavioral conduct may include jokes inappropriate language, sexual innuendos, inappropriate pictures, sexual gestures, and physical touch that is offensive or unwelcome.

Substantially limited

Means a person is restricted in the conditions, manner, or duration of performing a major life activity in comparison to most people in the general population.

Timetable

Refers to the period of time within which affirmative action steps are to be taken and set hiring goals are to be achieved.

Under Representation

The condition in which fewer protected group members are found in the workplace in a particular job category than would be expected from the availability of qualified protected group members in the labor market.

Undue Hardship

An accommodation action that would require significant difficulty or expense to implement when factors such as the nature and costs of the accommodation are considered in relation to the size, nature, structure, and resources (both financial and personnel).

B. Race/Ethnicity Categories

The United States Equal Employment Opportunity Commission (EEOC) revised race and ethnicity categories for the purposes of reporting employment statistics. Definitions are as follow:

1. **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;
2. **Black or African American:** A person having origins in any of the black racial groups of Africa;
3. **American Indian or Alaska Native:** A person having origins in any of the original peoples of North Central, and South America, and who maintains tribal affiliation or community attachment;
4. **Asian:** A person having origins in any of the original peoples of the Far East – i.e., Southeast Asia, the Indian Subcontinent, China, Korea, and Japan;
5. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
6. **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, *regardless of race*.

Categories 1 - 4 are regarded as racial categories by the federal government, while categories 5 and 6 are regarded as an ethnic category. (Office of Management and Budget, *Federal Register*, October 30, 1997)

VII. Appendix II

- Sample Discrimination Harassment Complaint Form
- Sample Reasonable Accommodation Form

VIII. Appendix III

- United States Equal Employment Opportunity Commission (EEOC)

Minneapolis Area Office
Towle Building
330 South Second Avenue, Suite 720
Minneapolis, MN 55401-2224
P: 800-669-4000
F: 612-335-4044
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
<https://www.eeoc.gov>

- United States Department of Justice's Civil Rights Division

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
P: 202-514-4609
TTY: 202-514-0716
<https://www.justice.gov/crt>

- Minnesota Department of Human Rights

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
P: 651-539-1100 or 800-657-3704
MN Relay: 711 or 800-627-3529
F: 651-296-9042
Email: Info.MDHR@state.mn.us
<https://mn.gov/mdhr/>

- DHS Merit System

Human Resources Merit System
PO Box 64997
St. Paul, MN 55164-0997
P: 651-431-2990
F: 651-431-7444
Email: dhs.merit.system@state.mn.us
<https://mn.gov/dhs/>

<< Below is the final paragraph. Everything else is an attachment and will not have headers in the upper left corner. >>

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling 651-431-3040 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

From: Inglett, Audrey
Sent: Tuesday, May 21, 2019 9:51 AM
To: Vickerman, Bobbie <bvickerman@co.fillmore.mn.us>
Subject: Process to close street

Received a phone call from Sheila Craig for the Fair Board. They would like to close the section of Fillmore Street East by the Memorial Entrance to the Fair Ground on Tuesday, July 16th at 6:00 p.m. for a Veterans tribute. They are planning to have Veterans march from the Trailhead Inn to the entrance and have a Veterans group with motorcycles line the road. They are also checking on having an airplane fly through at the time to commemorate the Memorial Entrance. What is the process to have this section of the road closed? It would be for a short time. They do expect a large number of people in attendance for the event. Would she contact the Sheriff's Office first? Then place on the Board agenda for approval?

Please advise – thanks.

Sheila's telephone number is 765-2707, cell #507-273-1481.

Audrey

Gabby Kinneberg, Executive Director, Preston Area Chamber of Commerce
PO Box 123
Preston, MN 55965
May 24, 2019

Minnesota Gambling Control Board
1711 W County Road B Suite 300 South
Roseville, MN 55113

Dear Minnesota Gambling Control Board:

We are writing to inform you that we were unable to hold our Preston Area Chamber of Commerce Golf Tournament Raffle on May 19th at the Preston Golf and Country Club in Fillmore County, MN. This was due to wet conditions and rain.

We have rescheduled our tournament for June 8th in the same location, Preston Golf and Country Club. We would like to transfer our Lawful Gambling Exempt Permit #X-92132-19-011 to this date. All plans are the same.

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Gabby Kinneberg', with a stylized flourish at the end.

Gabby Kinneberg, Executive Director, Preston Area Chamber of Commerce

Fillmore County