

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

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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

**To participate by phone: Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and then enter the  
Access Code: 187 658 2892**

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

                  Approve Consent Agenda:

1. March 2, 2021 County Board minutes

                  Approve Commissioners' Warrants

                  Review Finance Warrants

9:05 a.m.     Lori Affeldt, Finance  
                  1. Consider request to publish the 2019 Audit report in the official newspaper at  
                       \$0.50/square inch

9:10 a.m.     Blake Lea, Feedlot  
                  1. Present 2020 County Feedlot Officer Annual Report and Year-End Review Worksheet

9:20 a.m.     Jason McCaslin, County Assessor  
                  1. Review of changes made for the 2021 Assessment

9:30 a.m.     Citizens Input

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

1. Second reading with possible action of draft changes to Holidays policy
2. Request to hire Intermittent Deputy at Grade 11/Step 1 effective 3/10/21 as requested by the County Sheriff
3. Request to hire Intermittent Deputy at Grade 11/Step 1 effective 3/15/21 as requested by the County Sheriff
4. Request for resignation with agreement for employee #1486 effective 3/9/2021
5. Request to advertise for replacement Eligibility Worker as requested by the Social Services Manager and recommended by the Personnel Committee
6. Resignation for Katelyn Sullivan, Social Worker, effective 3/5/2021 following 8 months of service
7. Request to advertise for replacement Social Worker as requested by the Social Services Manager and recommended by the Personnel Committee

# FILLMORE COUNTY BOARD OF COMMISSIONERS

March 9, 2021 Meeting Agenda

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9:40 a.m. Bobbie Hillery, Administrator

1. Discussion with possible action regarding County Office Building Security Project
2. Discussion with possible action regarding software purchase for CAMA, Tax and Cash Register
3. Update regarding Business Grants

10:00 a.m. Grant Wilson, Department of Natural Resources – Central Region Director

1. Outreach session with new area director

Calendar review, Committee Reports and Announcements

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

|                     |            |                                                   |                |
|---------------------|------------|---------------------------------------------------|----------------|
| Wednesday, March 10 | 12:00 noon | DFO Joint Powers, Rochester                       | Bakke, Prestby |
| Tuesday, March 16   | 8:00 a.m.  | Law Enforcement Committee                         | Lentz, Prestby |
|                     | 9:00 a.m.  | Technology                                        | Lentz, Prestby |
| Thursday, March 18  | 10:00 a.m. | Historical Society, Fountain                      | Bakke          |
|                     | 4:30 p.m.  | Soil & Water Conservation District, SWCD Building | Bakke          |
|                     | 7:00 p.m.  | Planning Commission                               | Bakke          |
| Monday, March 22    | 6:00 p.m.  | Zumbro Valley Health, Rochester                   | Lentz          |
|                     | 7:30 a.m.  | Highway, Highway Office                           | Bakke, Prestby |
|                     | 9:00 a.m.  | County Board, Special Meeting                     | All            |
| Tuesday, March 23   | 8:30 a.m.  | Wellness & Activities, <i>Virtual Meeting</i>     | Bakke, Lentz   |
| Thursday, March 25  | 4:30 p.m.  | Economic Development Authority                    | Hindt, Lentz   |

## **COMMITTEE OPENINGS:**

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

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

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

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

Also present via WebEx: Kristine Oman, Accounting Technician; Cristal Adkins, Zoning Administrator; Drew Hatzenbihler, Sanitation; Chris Hahn, EDA; Gretchen Mensink-Lovejoy; and Bonita Underbakke.

The Pledge of Allegiance was recited.

On motion by Hindt and seconded by Prestby, the agenda was unanimously approved.

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

1. February 23, 2021 County Board minutes

Discussion ensued regarding post office box rentals and postage costs. It was asked to have the Finance Committee look into and make suggestions regarding the numerous post office box rentals that Fillmore County currently pays for.

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

The Finance Department warrants were reviewed.

Lori Affeldt, Finance Director was present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the 2019 Audited Financial Statements from Clifton Larson Allen, LLP.

Drew Hatzenbihler, Sanitation was present virtually.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the completed 2021 Hauler's Licenses.

On motion by Bakke and seconded by Hindt, the Board unanimously approved provisional licenses for the two businesses with incomplete applications, noting that once they provided the final document the Solid Waste Administrator could issue their licenses.

The Citizen's Input portion of the meeting opened and closed at 9:33 a.m. as no one was present to speak.

Ron Gregg, Highway was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the purchase of a new 2021 Polaris Ranger XP 1000 from M & M Power Sports, with the trade-in of the used Polaris Ranger that the County currently has at a total cost of \$10,340.00.

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

**RESOLUTION 2021-014:** Final Payment Resolution for CSAH 1 Concrete Overlay Project SP 023-601-033 to Croell Redi-Mix for a final payment amount of \$185,840.53

Cristal Adkins, Zoning was present virtually.

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

**RESOLUTION 2021-015:** Campground Conditional Use Permit by Timothy Lawstuen, Fountain Township.

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

**RESOLUTION 2021-016:** Farm Winery Conditional Use Permit by Keven & Bryan Logue, Fountain Township.

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

**RESOLUTION 2021-017:** Ag Tourism Business Conditional Use Permit by Justin & Pamela Brown, Arendahl Township.

Kristina Kohn, Human Resources was present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to hire Tara Kraling as an Accounting Technician in the Administrator's Office effective March 8, 2021 at Grade 7/Step 1 at \$21.55/hour as requested by the Administrator and recommended by the Hiring Committee.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the request to hire Lindsie Engle as an Accounting Technician in the Administrator's Office effective April 5, 2021 at Grade 7/Step 1 at \$21.55/hour as requested by the Administrator and recommended by the Hiring Committee.

On motion by Hindt and seconded by Prestby, the Board unanimously approved the request to hire Joel Kroening as a Transfer Station Attendant in Sanitation effective March 17, 2021 at Grade 6/Step 1 at \$20.69/hour as requested by the Solid Waste Administrator and recommended by the Hiring Committee.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to hire Tyler Olson as a Facilities Maintenance Worker in Building Maintenance effective March 17, 2021 at Grade 6/Step 1 at \$20.69/hour as requested by the Building Maintenance Supervisor and recommended by the Hiring Committee.

Human Resources Officer Kohn presented the Family Medical Leave policy with no changes suggested.

On motion by Bakke and seconded by Lentz, the Board unanimously reaffirmed the Family Medical Leave policy as presented.

Kohn presented the first reading of draft changes to Holidays policy. She will bring the policy back as a second reading.

Bobbie Hillery, Administrator was present.

Administrator Hillery provided an update regarding the second round of CARES Business Grants.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the distribution of the CARES Business Grants as recommended and updated during the meeting, an updated spreadsheet will be placed in the official electronic and physical packet.

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

**RESOLUTION 2021-018:** 12<sup>th</sup> Extension of Declared State of Emergency, extended through April 6, 2021.

It was the consensus of the Fillmore County Board to reopen the Fillmore County Offices to the public.

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

Dahl: Personnel

Bakke: Bakke noted that next Tuesday, March 9<sup>th</sup>, annual township meetings will be held throughout the County. He also stated that he asked Engineer Gregg to provide commissioners with a construction summary to provide information to the townships.

Lentz: Personnel

Hindt: EDA

Chair Dahl adjourned the meeting at 10:41 a.m.

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3/5/21

8:21AM

1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                       | <u>Rpt</u>  |               | <u>Warrant Description</u>  | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-----------------------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>        | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 3 DEPT                            |             |               | Board Of Commissioners      |                      |                                  |             |
| 80229 Assoc Of Mn Counties        |             |               |                             |                      |                                  |             |
| 01- 003- 000- 0000- 6245          |             | 75.00         | Legislative Conference - DB | 58047                | Registration Fees                | N           |
|                                   |             |               | 02/18/2021 02/18/2021       |                      |                                  |             |
| 01- 003- 000- 0000- 6245          |             | 75.00         | Legislative Conference - ML | 58048                | Registration Fees                | N           |
|                                   |             |               | 02/18/2021 02/18/2021       |                      |                                  |             |
| 01- 003- 000- 0000- 6245          |             | 75.00         | Legislative Conference - LH | 58052                | Registration Fees                | N           |
|                                   |             |               | 02/18/2021 02/18/2021       |                      |                                  |             |
| 80229 Assoc Of Mn Counties        |             | 225.00        | 3 Transactions              |                      |                                  |             |
| 3804 Bakke/Duane                  |             |               |                             |                      |                                  |             |
| 01- 003- 000- 0000- 6335          |             | 103.60        | February 2021 Mileage       |                      | Employee Automobile Allowance    | N           |
|                                   |             |               | 02/02/2021 02/25/2021       |                      |                                  |             |
| 3804 Bakke/Duane                  |             | 103.60        | 1 Transactions              |                      |                                  |             |
| 5887 Dahl/Randy                   |             |               |                             |                      |                                  |             |
| 01- 003- 000- 0000- 6335          |             | 56.00         | February 2021 Mileage       |                      | Employee Automobile Allowance    | N           |
|                                   |             |               | 02/02/2021 02/09/2021       |                      |                                  |             |
| 5887 Dahl/Randy                   |             | 56.00         | 1 Transactions              |                      |                                  |             |
| 6732 Hindt/Lawrence E             |             |               |                             |                      |                                  |             |
| 01- 003- 000- 0000- 6335          |             | 18.93         | February 2021 Mileage       |                      | Employee Automobile Allowance    | N           |
|                                   |             |               | 02/02/2021 02/02/2021       |                      |                                  |             |
| 6732 Hindt/Lawrence E             |             | 18.93         | 1 Transactions              |                      |                                  |             |
| 2081 Lentz/Mitch                  |             |               |                             |                      |                                  |             |
| 01- 003- 000- 0000- 6335          |             | 40.32         | February 2021 Mileage       |                      | Employee Automobile Allowance    | N           |
|                                   |             |               | 02/02/2021 02/09/2021       |                      |                                  |             |
| 2081 Lentz/Mitch                  |             | 40.32         | 1 Transactions              |                      |                                  |             |
| 1152 Prestby/Marc                 |             |               |                             |                      |                                  |             |
| 01- 003- 000- 0000- 6335          |             | 33.60         | February 2021 Mileage       |                      | Employee Automobile Allowance    | N           |
|                                   |             |               | 02/02/2021 02/16/2021       |                      |                                  |             |
| 1152 Prestby/Marc                 |             | 33.60         | 1 Transactions              |                      |                                  |             |
| 3 DEPT Total:                     |             | 477.45        | Board Of Commissioners      | 6 Vendors            | 8 Transactions                   |             |
| 34 DEPT                           |             |               | Policy Coordinator          |                      |                                  |             |
| 80229 Assoc Of Mn Counties        |             |               |                             |                      |                                  |             |

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1 County Revenue Fund

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| Vendor Name                                | Rpt  | Warrant Description                     | Invoice #         | Account/Formula Descripti | 1099 |
|--------------------------------------------|------|-----------------------------------------|-------------------|---------------------------|------|
| No. Account/Formula                        | Accr | Service Dates                           | Paid On Bhf #     | On Behalf of Name         |      |
| 01- 034- 000- 0000- 6245                   |      | Legislative Conference - BH             | 58049             | Registration Fees         | N    |
| 80229 Assoc Of Mn Counties                 |      | 02/18/2021 02/18/2021<br>1 Transactions |                   |                           |      |
| 34 DEPT Total:                             |      | 75.00 Policy Coordinator                | 1 Vendors         | 1 Transactions            |      |
| 45 DEPT                                    |      | Accounting Services                     |                   |                           |      |
| 6648 Clifton Larson Allen LLP              |      |                                         |                   |                           |      |
| 01- 045- 000- 0000- 6285                   |      | Audit Services - 2019 Audit             | 2724015           | Professional Fees         | Y    |
|                                            |      | 01/26/2021 01/26/2021                   |                   |                           |      |
| 01- 045- 000- 0000- 6285                   |      | Audit Services - 2019 Audit             | 2744091           | Professional Fees         | Y    |
|                                            |      | 02/19/2021 02/19/2021<br>2 Transactions |                   |                           |      |
| 6648 Clifton Larson Allen LLP              |      |                                         |                   |                           |      |
| 45 DEPT Total:                             |      | 5,000.00 Accounting Services            | 1 Vendors         | 2 Transactions            |      |
| 60 DEPT                                    |      | Information Systems                     |                   |                           |      |
| 6677 CPS Technologies                      |      |                                         |                   |                           |      |
| 01- 060- 000- 0000- 6640                   |      | March 2021 ISeries Hosting              | 379894            | Equipment Purchased       | N    |
|                                            |      | 03/01/2021 03/31/2021<br>1 Transactions |                   |                           |      |
| 6677 CPS Technologies                      |      |                                         |                   |                           |      |
| 2545 Marco,Inc                             |      |                                         |                   |                           |      |
| 01- 060- 000- 0000- 6640                   |      | DNA Fusion - Maint Agreeemt             | INV8478805        | Equipment Purchased       | N    |
|                                            |      | 03/01/2021 02/28/2022<br>1 Transactions |                   |                           |      |
| 2545 Marco,Inc                             |      |                                         |                   |                           |      |
| 60 DEPT Total:                             |      | 3,663.75 Information Systems            | 2 Vendors         | 2 Transactions            |      |
| 91 DEPT                                    |      | County Attorney                         |                   |                           |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                                         |                   |                           |      |
| 01- 091- 000- 0000- 6377                   |      | Motion Fee - CV Search Warrant          | 23- CV- AD- 21- 1 | Fees And Service Charges  | N    |
|                                            |      | 01/29/2021 01/29/2021<br>1 Transactions |                   |                           |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                                         |                   |                           |      |
| 91 DEPT Total:                             |      | 80.00 County Attorney                   | 1 Vendors         | 1 Transactions            |      |
| 102 DEPT                                   |      |                                         |                   |                           |      |

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1 County Revenue Fund

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



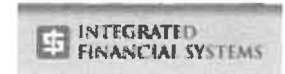
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                    | Accr | Rpt | Amount | Warrant Description            | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|-----------------------------------------|------|-----|--------|--------------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                         |      |     |        | Service Dates                  | Paid On Bhf # | On Behalf of Name                  |      |
| 106    | Fillmore Co Treasurer                   |      |     |        |                                |               |                                    |      |
|        | 01- 102- 000- 0000- 6561                |      |     | 56.59  | January Fuel - Surveyor        |               | Gasoline Diesel And Other Fuels    | N    |
|        |                                         |      |     |        | 01/07/2021 01/07/2021          |               |                                    |      |
| 106    | Fillmore Co Treasurer                   |      |     | 56.59  | 1 Transactions                 |               |                                    |      |
| 102    | DEPT Total:                             |      |     | 56.59  | Surveyor                       | 1 Vendors     | 1 Transactions                     |      |
| 103    | DEPT                                    |      |     |        | Assessor                       |               |                                    |      |
| 80229  | Assoc Of Mn Counties                    |      |     |        |                                |               |                                    |      |
|        | 01- 103- 000- 0000- 6245                |      |     | 75.00  | Legislative Conference - JMcC  | 58051         | Registration Fees                  | N    |
|        |                                         |      |     |        | 02/18/2021 02/18/2021          |               |                                    |      |
| 80229  | Assoc Of Mn Counties                    |      |     | 75.00  | 1 Transactions                 |               |                                    |      |
| 103    | DEPT Total:                             |      |     | 75.00  | Assessor                       | 1 Vendors     | 1 Transactions                     |      |
| 111    | DEPT                                    |      |     |        | Facilites Mtce                 |               |                                    |      |
| 106    | Fillmore Co Treasurer                   |      |     |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6561                |      |     | 14.21  | January Fuel - Snow Blower     |               | Gasoline Diesel And Other Fuels    | N    |
|        |                                         |      |     |        | 01/13/2021 01/31/2021          |               |                                    |      |
| 106    | Fillmore Co Treasurer                   |      |     | 14.21  | 1 Transactions                 |               |                                    |      |
| 2343   | Kingsley Mercantile Inc.                |      |     |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6580                |      |     | 154.91 | Paint/Supply - Old Law Library |               | Other Repair And Maintenance Suppl | N    |
|        |                                         |      |     |        | 02/22/2021 02/22/2021          |               |                                    |      |
| 2343   | Kingsley Mercantile Inc.                |      |     | 154.91 | 1 Transactions                 |               |                                    |      |
| 9403   | Menards Rochester South                 |      |     |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6317                |      |     | 154.14 | Filters - Courthouse           | 31187         | Building Maintenance               | N    |
|        |                                         |      |     |        | 02/24/2021 02/24/2021          |               |                                    |      |
| 9403   | Menards Rochester South                 |      |     | 154.14 | 1 Transactions                 |               |                                    |      |
| 5988   | Preston Auto Parts                      |      |     |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6580                |      |     | 1.87   | Spark Plug - Snowblower        | 663447        | Other Repair And Maintenance Suppl | N    |
|        |                                         |      |     |        | 02/25/2021 02/25/2021          |               |                                    |      |
| 5988   | Preston Auto Parts                      |      |     | 1.87   | 1 Transactions                 |               |                                    |      |
| 9118   | Preston Servicemen's Club- Flag Account |      |     |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6377                |      |     | 98.00  | 3 Flags for Courthouse         |               | Fees And Service Charges           | N    |

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1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name                                                      | Rpt  | Warrant Description | Invoice #                                                                  | Account/Formula Descripti                     | 1099              |
|------------------------------------------------------------------|------|---------------------|----------------------------------------------------------------------------|-----------------------------------------------|-------------------|
| No. Account/Formula                                              | Accr | Amount              | Service Dates                                                              | Paid On Bhf #                                 | On Behalf of Name |
| 9118 Preston Servicemen's Club- Flag Account                     |      | 98.00               | 03/01/2021 03/01/2021<br>1 Transactions                                    |                                               |                   |
| 5050 Tufte/Blaine<br>01- 111- 000- 0000- 6335                    |      | 10.64               | Employee Automobile Allowance<br>02/01/2021 02/26/2021<br>1 Transactions   | Employee Automobile Allowance                 | N                 |
| 5050 Tufte/Blaine                                                |      | 10.64               |                                                                            |                                               |                   |
| 111 DEPT Total:                                                  |      | 433.77              | Facilites Mtce                                                             | 6 Vendors                                     | 6 Transactions    |
| 125 DEPT                                                         |      |                     | Veteran Services                                                           |                                               |                   |
| 106 Fillmore Co Treasurer<br>01- 125- 000- 0000- 6561            |      | 167.56              | January Fuel - Veterans<br>01/04/2021 01/29/2021<br>1 Transactions         | Gasoline Diesel And Other Fuels               | N                 |
| 106 Fillmore Co Treasurer                                        |      | 167.56              |                                                                            |                                               |                   |
| 125 DEPT Total:                                                  |      | 167.56              | Veteran Services                                                           | 1 Vendors                                     | 1 Transactions    |
| 149 DEPT                                                         |      |                     | Other General Government                                                   |                                               |                   |
| 7183 CCP Industries,Inc<br>01- 149- 000- 0000- 6404              |      | 323.60              | County Shared Custodial Supply<br>02/12/2021 02/12/2021<br>1 Transactions  | IN02717723<br>County Shared Cleaning Supplies | N                 |
| 7183 CCP Industries,Inc                                          |      | 323.60              |                                                                            |                                               |                   |
| 82133 Fillmore Co Auditor- Treasurer<br>01- 149- 000- 0000- 6372 |      | 180.00              | Wellness Prizes- 2020 Plan Year<br>02/05/2021 02/05/2021<br>1 Transactions | Wellness Grant Expenses                       | N                 |
| 82133 Fillmore Co Auditor- Treasurer                             |      | 180.00              |                                                                            |                                               |                   |
| 5893 The Master's Touch, LLC<br>01- 149- 000- 0000- 6205         |      | 5,670.00            | Prepaid Postage - 2021 Stmt<br>02/18/2021 02/18/2021<br>1 Transactions     | E74030<br>Postage And Postal Box Rent         | N                 |
| 5893 The Master's Touch, LLC                                     |      | 5,670.00            |                                                                            |                                               |                   |
| 149 DEPT Total:                                                  |      | 6,173.60            | Other General Government                                                   | 3 Vendors                                     | 3 Transactions    |
| 199 DEPT                                                         |      |                     | CARES ACT (COVID- 19)                                                      |                                               |                   |
| 3370 Haakenson Electric, Inc                                     |      |                     |                                                                            |                                               |                   |

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3/5/21 8:21AM  
1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name                       | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>               | <u>Account/Formula Descripti</u> | <u>1099</u>                              |
|-----------------------------------|-------------|----------------------------|--------------------------------|----------------------------------|------------------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>           | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>                 |
| 01- 199- 000- 0000- 6889          |             | 893.57                     | Bdroom&Law Library Receptacles | 5651                             | Technology related to COVID- 19 N        |
|                                   |             |                            | 02/18/2021 02/18/2021          |                                  |                                          |
| 3370 Haakenson Electric, Inc      |             | 893.57                     | 1 Transactions                 |                                  |                                          |
| 2545 Marco,Inc                    |             |                            |                                |                                  |                                          |
| 01- 199- 000- 0000- 6887          |             | 801.00-                    | Credit - Phones                | CM482882                         | Payroll & Benefits related to quaranti N |
|                                   |             |                            | 02/23/2021 02/23/2021          |                                  |                                          |
| 2545 Marco,Inc                    |             | 801.00-                    | 1 Transactions                 |                                  |                                          |
| 199 DEPT Total:                   |             | 92.57                      | CARES ACT (COVID- 19)          | 2 Vendors                        | 2 Transactions                           |
| 251 DEPT                          |             |                            | County Jail                    |                                  |                                          |
| 5988 Preston Auto Parts           |             |                            |                                |                                  |                                          |
| 01- 251- 000- 0000- 6310          |             | 137.39                     | Jail Maintenance Supplies      | 658047- 658844                   | Contract Repairs And Maintenance N       |
|                                   |             |                            | 01/06/2021 01/13/2021          |                                  |                                          |
| 5988 Preston Auto Parts           |             | 137.39                     | 1 Transactions                 |                                  |                                          |
| 251 DEPT Total:                   |             | 137.39                     | County Jail                    | 1 Vendors                        | 1 Transactions                           |
| 441 DEPT                          |             |                            | Public Health                  |                                  |                                          |
| 106 Fillmore Co Treasurer         |             |                            |                                |                                  |                                          |
| 01- 441- 000- 0000- 6447          |             | 21.16                      | January Fuel - Public Health   |                                  | LPHA Grant Expenses N                    |
|                                   |             |                            | 01/07/2021 01/07/2021          |                                  |                                          |
| 106 Fillmore Co Treasurer         |             | 21.16                      | 1 Transactions                 |                                  |                                          |
| 4177 GATZKE/MICHELE               |             |                            |                                |                                  |                                          |
| 01- 441- 000- 0000- 6334          |             | 29.12                      | Mileage - Immun Coop Agreement |                                  | Immunization Cooperative Agreeemer N     |
|                                   |             |                            | 02/19/2021 02/19/2021          |                                  |                                          |
| 4177 GATZKE/MICHELE               |             | 29.12                      | 1 Transactions                 |                                  |                                          |
| 6186 Johnson/Breanna              |             |                            |                                |                                  |                                          |
| 01- 441- 000- 0000- 6334          |             | 48.16                      | Mileage - Immun Coop Agreement |                                  | Immunization Cooperative Agreeemer N     |
|                                   |             |                            | 02/01/2021 02/26/2021          |                                  |                                          |
| 6186 Johnson/Breanna              |             | 48.16                      | 1 Transactions                 |                                  |                                          |
| 4752 Logsdon/Linda                |             |                            |                                |                                  |                                          |
| 01- 441- 000- 0000- 6334          |             | 89.60                      | Mileage - Immun Coop Agreement |                                  | Immunization Cooperative Agreeemer N     |
|                                   |             |                            | 02/03/2021 02/25/2021          |                                  |                                          |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|--------|----------------------------------------|------|----------|--------------------------------|---------------|-------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
|        | 01- 441- 000- 0000- 6437               |      | 19.60    | C&TC Mileage February 2021     |               | CTC Expenses                  | N    |
|        |                                        |      |          | 02/03/2021 02/25/2021          |               |                               |      |
| 4752   | Logsdon/Linda                          |      | 109.20   | 2 Transactions                 |               |                               |      |
| 1514   | McKesson Medical- Surgical             |      |          |                                |               |                               |      |
|        | 01- 441- 000- 0000- 6420               |      | 3,760.43 | Refrigerator                   | 43197061      | IVP Grant (01.441.5327)       | Y    |
|        |                                        |      |          | 02/18/2021 02/18/2021          |               |                               |      |
| 1514   | McKesson Medical- Surgical             |      | 3,760.43 | 1 Transactions                 |               |                               |      |
| 441    | DEPT Total:                            |      | 3,968.07 | Public Health                  | 5 Vendors     | 6 Transactions                |      |
| 443    | DEPT                                   |      |          | Nursing Service                |               |                               |      |
| 6674   | Draper/Erica                           |      |          |                                |               |                               |      |
|        | 01- 443- 000- 0000- 6335               |      | 39.20    | Nursing Mileage February 2021  |               | Employee Automobile Allowance | N    |
|        |                                        |      |          | 02/09/2021 02/12/2021          |               |                               |      |
| 6674   | Draper/Erica                           |      | 39.20    | 1 Transactions                 |               |                               |      |
| 5428   | Hall/Alexis                            |      |          |                                |               |                               |      |
|        | 01- 443- 000- 0000- 6335               |      | 93.52    | Nursing Mileage February 2021  |               | Employee Automobile Allowance | N    |
|        |                                        |      |          | 02/10/2021 02/23/2021          |               |                               |      |
| 5428   | Hall/Alexis                            |      | 93.52    | 1 Transactions                 |               |                               |      |
| 6766   | Hall/Sarah J                           |      |          |                                |               |                               |      |
|        | 01- 443- 000- 0000- 6335               |      | 19.26    | Nursing Mileage February 2021  |               | Employee Automobile Allowance | N    |
|        |                                        |      |          | 02/22/2021 02/22/2021          |               |                               |      |
| 6766   | Hall/Sarah J                           |      | 19.26    | 1 Transactions                 |               |                               |      |
| 7140   | Ironwood Carpentry & Construction, LLC |      |          |                                |               |                               |      |
|        | 01- 443- 000- 0000- 6433               |      | 7,585.00 | Bathroom Remodel- Client #7577 | 1040          | Waiver Reimbursables          | Y    |
|        |                                        |      |          | 02/26/2021 02/26/2021          |               |                               |      |
| 7140   | Ironwood Carpentry & Construction, LLC |      | 7,585.00 | 1 Transactions                 |               |                               |      |
| 6186   | Johnson/Breanna                        |      |          |                                |               |                               |      |
|        | 01- 443- 000- 0000- 6335               |      | 38.08    | Nursing Mileage February 2021  |               | Employee Automobile Allowance | N    |
|        |                                        |      |          | 02/01/2021 02/26/2021          |               |                               |      |
| 6186   | Johnson/Breanna                        |      | 38.08    | 1 Transactions                 |               |                               |      |
| 4752   | Logsdon/Linda                          |      |          |                                |               |                               |      |
|        | 01- 443- 000- 0000- 6335               |      | 17.92    | Nursing Mileage February 2021  |               | Employee Automobile Allowance | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                                                     | Rpt  | Warrant Description | Invoice #                                                           | Account/Formula Descripti | 1099                                  |
|-----------------------------------------------------------------|------|---------------------|---------------------------------------------------------------------|---------------------------|---------------------------------------|
| No. Account/Formula                                             | Accr | Amount              | Service Dates                                                       | Paid On Bhf #             | On Behalf of Name                     |
| 4752 Logsdon/Linda                                              |      | 17.92               | 02/03/2021 02/25/2021<br>1 Transactions                             |                           |                                       |
| 6366 Vernon Memorial Healthcare Inc<br>01- 443- 000- 0000- 6431 |      | 131.30              | 10 Bottles of Adrenalin<br>01/31/2021 01/31/2021<br>1 Transactions  | 14932                     | Drugs & Medicine N                    |
| 6366 Vernon Memorial Healthcare Inc                             |      | 131.30              |                                                                     |                           |                                       |
| 443 DEPT Total:                                                 |      | 7,924.28            | Nursing Service                                                     | 7 Vendors                 | 7 Transactions                        |
| 446 DEPT                                                        |      |                     | Mch Program                                                         |                           |                                       |
| 6708 Dahle/Teya F.<br>01- 446- 000- 0000- 6257                  |      | 187.50              | Consultation/Supervision<br>02/04/2021 02/04/2021<br>1 Transactions | 1233                      | EBHV Expense Y                        |
| 6708 Dahle/Teya F.                                              |      | 187.50              |                                                                     |                           |                                       |
| 1285 Houston County Public Health<br>01- 446- 000- 0000- 6088   |      | 19,272.45           | LPH January 2021<br>01/01/2021 01/31/2021<br>1 Transactions         |                           | Houston Grant Passthrough (01- 446- N |
| 1285 Houston County Public Health                               |      | 19,272.45           |                                                                     |                           |                                       |
| 446 DEPT Total:                                                 |      | 19,459.95           | Mch Program                                                         | 2 Vendors                 | 2 Transactions                        |
| 1 Fund Total:                                                   |      | 47,784.98           | County Revenue Fund                                                 |                           | 44 Transactions                       |

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13 County Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name                               | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                              |
|-------------------------------------------|------|---------------------|-----------------------------|---------------------------|-----------------------------------|
| No. Account/Formula                       | Accr | Amount              | Service Dates               | Paid On Bhf #             | On Behalf of Name                 |
| 300 DEPT                                  |      |                     | Highway Administration      |                           |                                   |
| 15 Assoc of MN Counties                   |      |                     |                             |                           |                                   |
| 13- 300- 000- 0000- 6245                  |      | 75.00               | 2/18 registration           | 58,050                    | Registration Fees N               |
| 15 Assoc of MN Counties                   |      | 75.00               | 1 Transactions              |                           |                                   |
| 300 DEPT Total:                           |      | 75.00               | Highway Administration      | 1 Vendors                 | 1 Transactions                    |
| 320 DEPT                                  |      |                     | Highway Construction        |                           |                                   |
| 1983 Croell, Inc                          |      |                     |                             |                           |                                   |
| 13- 320- 000- 0000- 6343                  | AP P | 81,840.53           | 601- 033 R/C FNL            |                           | Regular Construction Contracts N  |
|                                           |      |                     | 03/12/2021 03/12/2021       |                           |                                   |
| 13- 320- 000- 0000- 6348                  | AP P | 104,000.00          | 601- 033 FED FNL            |                           | Fed Construction N                |
|                                           |      |                     | 03/12/2021 03/12/2021       |                           |                                   |
| 1983 Croell, Inc                          |      | 185,840.53          | 2 Transactions              |                           |                                   |
| 320 DEPT Total:                           |      | 185,840.53          | Highway Construction        | 1 Vendors                 | 2 Transactions                    |
| 330 DEPT                                  |      |                     | Equipment Maintenance Shops |                           |                                   |
| 5826 Culligan Water                       |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6317                  |      | 32.95               | 2/28 drinking water         | 588x01077800              | Building Maintenance N            |
| 5826 Culligan Water                       |      | 32.95               | 1 Transactions              |                           |                                   |
| 3550 Emergency Automotive Technology, Inc |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6575                  |      | 272.60              | 2/19 parts                  | MP01062162A               | Machinery Parts N                 |
| 3550 Emergency Automotive Technology, Inc |      | 272.60              | 1 Transactions              |                           |                                   |
| 9142 Force America Distributing LLC       |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6575                  |      | 210.46              | 1/22 parts                  | 0011508866                | Machinery Parts N                 |
| 13- 330- 000- 0000- 6575                  |      | 254.07              | 2/10 parts                  | 0011514369                | Machinery Parts N                 |
| 13- 330- 000- 0000- 6575                  |      | 378.00              | 3/1 warranty credit         | CM0010021059              | Machinery Parts N                 |
| 9142 Force America Distributing LLC       |      | 86.53               | 3 Transactions              |                           |                                   |
| 3714 Hovey Oil Co Inc                     |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6561                  |      | 505.44              | 2/23 #1 diesel              | 3120                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561                  |      | 1,200.58            | 2/23 #2 diesel              | 3120                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561                  |      | 532.48              | 2/23 #1 diesel              | 3125                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561                  |      | 831.42              | 2/23 #2 diesel              | 3125                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561                  |      | 488.80              | 2/24 #1 diesel              | 3135                      | Gasoline Diesel And Other Fuels N |

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| Vendor | Name                          | Rpt  | Warrant Description | Invoice #               | Account/Formula Descripti       | 1099                     |
|--------|-------------------------------|------|---------------------|-------------------------|---------------------------------|--------------------------|
| No.    | Account/Formula               | Accr | Service Dates       | Paid On Bhf #           | On Behalf of Name               |                          |
|        | 13-330-000-0000-6561          |      | 2/24 #2 diesel      | 3135                    | Gasoline Diesel And Other Fuels | N                        |
|        | 13-330-000-0000-6561          |      | 2/24 #2 diesel      | 3137                    | Gasoline Diesel And Other Fuels | N                        |
| 3714   | Hovey Oil Co Inc              |      | 6,855.52            | 7 Transactions          |                                 |                          |
| 253    | Morem Electric Inc            |      |                     |                         |                                 |                          |
|        | 13-330-000-0000-6317          |      | 271.25              | 2/26 maint- office shop | 44205                           | Building Maintenance     |
|        | 13-330-000-0000-6317          |      | 1,368.94            | 2/26 bldg maint- office | 44206                           | Building Maintenance     |
| 253    | Morem Electric Inc            |      | 1,640.19            | 2 Transactions          |                                 |                          |
| 7100   | North Central International   |      |                     |                         |                                 |                          |
|        | 13-330-000-0000-6575          |      | 87.27               | 2/11 parts              | X22400117701                    | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 41.53               | 2/11 parts              | X22400119801                    | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 96.06               | 2/22 parts              | X22400129401                    | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 28.86               | 2/26 parts              | X22400135501                    | Machinery Parts          |
| 7100   | North Central International   |      | 253.72              | 4 Transactions          |                                 |                          |
| 3541   | Nuss Truck & Equipment        |      |                     |                         |                                 |                          |
|        | 13-330-000-0000-6565          |      | 148.20              | 2/10 antifreeze         | 1200546P                        | Motor Oil And Lubricants |
|        | 13-330-000-0000-6575          |      | 91.66               | 2/10 parts              | 1200546P                        | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 317.36              | 2/15 parts              | 1200691P                        | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 163.29              | 2/15 parts              | 170921                          | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 400.44              | 2/15 labor              | 170921                          | Machinery Parts          |
| 3541   | Nuss Truck & Equipment        |      | 1,120.95            | 5 Transactions          |                                 |                          |
| 303    | Preston Equipment Company     |      |                     |                         |                                 |                          |
|        | 13-330-000-0000-6576          |      | 108.83              | 2/3 supplies            | 01-105324                       | Shop Supplies & Tools    |
|        | 13-330-000-0000-6575          |      | 76.48               | 2/23 parts              | 01-106053                       | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 63.77               | 3/1 parts               | 01-106259                       | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 13.40               | 3/1 parts               | 01-106260                       | Machinery Parts          |
| 303    | Preston Equipment Company     |      | 262.48              | 4 Transactions          |                                 |                          |
| 97     | Rushford Hardware             |      |                     |                         |                                 |                          |
|        | 13-330-000-0000-6576          |      | 14.99               | 2/10 supplies           | E258750                         | Shop Supplies & Tools    |
|        | 13-330-000-0000-6576          |      | 6.72                | 2/12 supplies           | E258923                         | Shop Supplies & Tools    |
| 97     | Rushford Hardware             |      | 21.71               | 2 Transactions          |                                 |                          |
| 7757   | Universal Truck Equipment Inc |      |                     |                         |                                 |                          |
|        | 13-330-000-0000-6575          |      | 599.75              | 2/12 parts              | 54545                           | Machinery Parts          |
|        | 13-330-000-0000-6575          |      | 531.88              | 2/24 parts              | 54689                           | Machinery Parts          |

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 13 County Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor <u>Name</u> |                               | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u>  | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|--------------------|-------------------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u>         | <u>Account/Formula</u>        | <u>Accr</u> |               | <u>Service Dates</u>        | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 7757               | Universal Truck Equipment Inc |             | 1,131.63      | 2 Transactions              |                      |                                  |             |
| 330                | DEPT Total:                   |             | 11,678.28     | Equipment Maintenance Shops | 10 Vendors           | 31 Transactions                  |             |
| 13                 | Fund Total:                   |             | 197,593.81    | County Road & Bridge        |                      | 34 Transactions                  |             |

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14 Sanitation Fund

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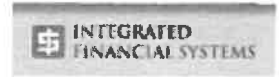
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name                       | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>         | <u>Account/Formula Descripti</u> | <u>1099</u>                       |
|-----------------------------------|-------------|----------------------------|--------------------------|----------------------------------|-----------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>     | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>          |
| 390 DEPT                          |             |                            | Resource Recovery Center |                                  |                                   |
| 6150 Cintas Corporation No.2      |             |                            |                          |                                  |                                   |
| 14- 390- 000- 0000- 6377          |             | 8.92                       | Uniforms                 | 4077093121                       | Fees And Service Charges N        |
|                                   |             |                            | 02/26/2021 02/26/2021    |                                  |                                   |
| 6150 Cintas Corporation No.2      |             | 8.92                       | 1 Transactions           |                                  |                                   |
| 106 Fillmore Co Treasurer         |             |                            |                          |                                  |                                   |
| 14- 390- 000- 0000- 6561          |             | 116.35                     | RRC January Diesel       |                                  | Gasoline Diesel And Other Fuels N |
|                                   |             |                            | 01/01/2021 01/31/2021    |                                  |                                   |
| 106 Fillmore Co Treasurer         |             | 116.35                     | 1 Transactions           |                                  |                                   |
| 7163 Nedland Industries Inc.      |             |                            |                          |                                  |                                   |
| 14- 390- 000- 0000- 6456          |             | 641.79                     | Compactor Sensor         | 36599                            | Recycling Materials N             |
|                                   |             |                            | 01/20/2021 01/20/2021    |                                  |                                   |
| 7163 Nedland Industries Inc.      |             | 641.79                     | 1 Transactions           |                                  |                                   |
| 390 DEPT Total:                   |             | 767.06                     | Resource Recovery Center | 3 Vendors                        | 3 Transactions                    |
| 14 Fund Total:                    |             | 767.06                     | Sanitation Fund          |                                  | 3 Transactions                    |

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 23 County Airport Fund

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| Vendor Name |                          | Rpt  | Warrant Description |                       | Invoice #     | Account/Formula Descripti       | 1099 |
|-------------|--------------------------|------|---------------------|-----------------------|---------------|---------------------------------|------|
| No.         | Account/Formula          | Accr | Amount              | Service Dates         | Paid On Bhf # | On Behalf of Name               |      |
| 350         | DEPT                     |      |                     | County Airport        |               |                                 |      |
| 110         | Fillmore Co Treasurer    |      |                     |                       |               |                                 |      |
|             | 23- 350- 000- 0000- 6305 |      | 114.56              | Diesel for Snowblower |               | Machinery And Equipment Repairs | N    |
|             |                          |      |                     | 01/01/2021 01/31/2021 |               |                                 |      |
| 110         | Fillmore Co Treasurer    |      | 114.56              | 1 Transactions        |               |                                 |      |
| 350         | DEPT Total:              |      | 114.56              | County Airport        | 1 Vendors     | 1 Transactions                  |      |
| 23          | Fund Total:              |      | 114.56              | County Airport Fund   |               | 1 Transactions                  |      |

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91 Economic Development Au

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



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| Vendor Name |                          | Rpt  | Amount     | Warrant Description          | Invoice #       | Account/Formula Descripti | 1099 |
|-------------|--------------------------|------|------------|------------------------------|-----------------|---------------------------|------|
| No.         | Account/Formula          | Accr |            | Service Dates                | Paid On Bhf #   | On Behalf of Name         |      |
| 705         | DEPT                     |      |            | Economic Development         |                 |                           |      |
| 1870        | Reisner/Karen            |      |            |                              |                 |                           |      |
|             | 91- 705- 000- 0000- 6104 |      | 45.00      | February 2021 EDA Per Diem   |                 | Per Diem                  | N    |
|             |                          |      |            | 02/25/2021 02/25/2021        |                 |                           |      |
| 1870        | Reisner/Karen            |      | 45.00      | 1 Transactions               |                 |                           |      |
| 7653        | Underbakke/Bonita A      |      |            |                              |                 |                           |      |
|             | 91- 705- 000- 0000- 6104 |      | 45.00      | January 2021 EDA Per Diem    |                 | Per Diem                  | N    |
|             |                          |      |            | 01/28/2021 01/28/2021        |                 |                           |      |
| 7653        | Underbakke/Bonita A      |      | 45.00      | 1 Transactions               |                 |                           |      |
| 705         | DEPT Total:              |      | 90.00      | Economic Development         | 2 Vendors       | 2 Transactions            |      |
| 91          | Fund Total:              |      | 90.00      | Economic Development Author. |                 | 2 Transactions            |      |
|             | Final Total:             |      | 246,350.41 | 58 Vendors                   | 84 Transactions |                           |      |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                  |                    |
|---------------|-------------|---------------|------------------------------|--------------------|
|               | 1           | 47,784.98     | County Revenue Fund          |                    |
|               | 13          | 197,593.81    | County Road & Bridge         |                    |
|               | 14          | 767.06        | Sanitation Fund              |                    |
|               | 23          | 114.56        | County Airport Fund          |                    |
|               | 91          | 90.00         | Economic Development Authori |                    |
| All Funds     |             | 246,350.41    | Total                        | Approved by, ..... |
|               |             |               |                              | .....              |
|               |             |               |                              | .....              |

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1 County Revenue Fund

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  | Amount    | Warrant Description            | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|-----------|--------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr |           | Service Dates                  | Paid On Bhf # | On Behalf of Name                |      |
| 5660   | De Lage Landen Financial Services      |      |           |                                |               |                                  |      |
|        | 01- 149- 000- 0000- 6288               |      | 1,534.15  | Copier Lease 3/12/21 - 4/11/21 | 71594256      | Copy Machine - Lease             | N    |
|        |                                        |      |           | 03/12/2021 04/11/2021          |               |                                  |      |
| 5660   | De Lage Landen Financial Services      |      | 1,534.15  | 1 Transactions                 |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |           |                                |               |                                  |      |
|        | 01- 202- 000- 0000- 6652               |      | 665.19    | Data Lines                     | 9872488785    | Squad Car Equipment Purchased an | N    |
|        |                                        |      |           | 01/02/2021 02/01/2021          |               |                                  |      |
|        | 01- 281- 000- 0000- 6203               |      | 70.02     | Data Lines                     | 9872488785    | Telephone                        | N    |
|        |                                        |      |           | 01/02/2021 02/01/2021          |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 735.21    | 2 Transactions                 |               |                                  |      |
| 4574   | Hanson/Robert G.                       |      |           |                                |               |                                  |      |
|        | 01- 125- 000- 0000- 6377               |      | 240.00    | Van Trips to VA Hospital       |               | Fees And Service Charges         | Y    |
|        |                                        |      |           | 02/11/2021 02/24/2021          |               |                                  |      |
| 4574   | Hanson/Robert G.                       |      | 240.00    | 1 Transactions                 |               |                                  |      |
| 4504   | Laughlin/Ronald D.                     |      |           |                                |               |                                  |      |
|        | 01- 125- 000- 0000- 6377               |      | 560.00    | Van Trips to VA Hospital       |               | Fees And Service Charges         | Y    |
|        |                                        |      |           | 01/05/2021 02/25/2021          |               |                                  |      |
| 4504   | Laughlin/Ronald D.                     |      | 560.00    | 1 Transactions                 |               |                                  |      |
| 1479   | Loffler Companies, Inc                 |      |           |                                |               |                                  |      |
|        | 01- 149- 000- 0000- 6235               |      | 779.97    | Copier Use 02/01/21 - 02/28/21 | 3661413       | Copy Machine - Copies BW and Col | N    |
|        |                                        |      |           | 02/01/2021 02/28/2021          |               |                                  |      |
| 1479   | Loffler Companies, Inc                 |      | 779.97    | 1 Transactions                 |               |                                  |      |
| 2545   | Marco,Inc                              |      |           |                                |               |                                  |      |
|        | 01- 060- 000- 0000- 6640               |      | 15,926.01 | Managed IT Service 2/20 - 3/19 | INV8467142    | Equipment Purchased              | N    |
|        |                                        |      |           | 02/20/2021 03/19/2021          |               |                                  |      |
| 2545   | Marco,Inc                              |      | 15,926.01 | 1 Transactions                 |               |                                  |      |
| 6040   | Milne/Richard C                        |      |           |                                |               |                                  |      |
|        | 01- 125- 000- 0000- 6377               |      | 400.00    | Van Trips to VA Hospital       |               | Fees And Service Charges         | Y    |
|        |                                        |      |           | 01/06/2021 02/17/2021          |               |                                  |      |
| 6040   | Milne/Richard C                        |      | 400.00    | 1 Transactions                 |               |                                  |      |
| 6094   | MN Energy Resources Corporation        |      |           |                                |               |                                  |      |
|        | 01- 111- 000- 0000- 6255               |      | 2,100.42  | Crthse & FCOB Natural Gas      | 3615195413    | Gas                              | N    |
|        |                                        |      |           | 01/25/2021 02/22/2021          |               |                                  |      |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor        | Name                                 | Rpt  | Amount    | Warrant Description          | Invoice #     | Account/Formula Descripti | 1099 |
|---------------|--------------------------------------|------|-----------|------------------------------|---------------|---------------------------|------|
| No.           | Account/Formula                      | Accr |           | Service Dates                | Paid On Bhf # | On Behalf of Name         |      |
| 6094          | MN Energy Resources Corporation      |      | 2,100.42  |                              |               |                           |      |
|               |                                      |      |           | 1 Transactions               |               |                           |      |
| 5294          | RELX Inc.DBA LexisNexis              |      |           |                              |               |                           |      |
|               | 01- 091- 000- 0000- 6451             |      | 396.00    | Lexis Jan & Feb Subscription | 3093112860    | Reference Materials       | N    |
|               |                                      |      |           | 01/01/2021 02/28/2021        |               |                           |      |
| 5294          | RELX Inc.DBA LexisNexis              |      | 396.00    |                              |               |                           |      |
|               |                                      |      |           | 1 Transactions               |               |                           |      |
| 437           | Thomson Reuters- West Payment Center |      |           |                              |               |                           |      |
|               | 01- 014- 000- 0000- 6451             |      | 376.47    | West Info - January 2021     | 843772997     | Reference Materials       | N    |
|               |                                      |      |           | 01/01/2021 01/31/2021        |               |                           |      |
| 437           | Thomson Reuters- West Payment Center |      | 376.47    |                              |               |                           |      |
|               |                                      |      |           | 1 Transactions               |               |                           |      |
| 1 Fund Total: |                                      |      | 23,048.23 | County Revenue Fund          | 10 Vendors    | 11 Transactions           |      |

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13 County Road & Bridge

# \*\*\* 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                 |
| 4369   | AcenTek                         |      |                     |                   |                           |                                   |
|        | 13- 300- 000- 0000- 6203        |      | 113.14              | 3/1 telephone     | 11818392                  | Telephone N                       |
|        | 13- 300- 000- 0000- 6203        |      | 99.54               | 3/1 telephone     | 11822090                  | Telephone N                       |
| 4369   | AcenTek                         |      | 212.68              | 2 Transactions    |                           |                                   |
| 3219   | Centurylink                     |      |                     |                   |                           |                                   |
|        | 13- 300- 000- 0000- 6203        |      | 4.36                | 2/24 telephone    | 201453217                 | Telephone N                       |
| 3219   | Centurylink                     |      | 4.36                | 1 Transactions    |                           |                                   |
| 85440  | Centurylink                     |      |                     |                   |                           |                                   |
|        | 13- 300- 000- 0000- 6203        |      | 116.96              | 2/26 telephone    | 301264100                 | Telephone N                       |
|        | 13- 300- 000- 0000- 6203        |      | 233.53              | 2/26 telephone    | 301269901                 | Telephone N                       |
| 85440  | Centurylink                     |      | 350.49              | 2 Transactions    |                           |                                   |
| 2208   | City of Canton - Hwy dept       |      |                     |                   |                           |                                   |
|        | 13- 330- 000- 0000- 6251        |      | 103.09              | 2/24 utilities    | 510- 00- 9                | Electricity N                     |
| 2208   | City of Canton - Hwy dept       |      | 103.09              | 1 Transactions    |                           |                                   |
| 288    | City Of Peterson                |      |                     |                   |                           |                                   |
|        | 13- 330- 000- 0000- 6251        |      | 271.98              | 2/26 utilities    | 108A                      | Electricity N                     |
| 288    | City Of Peterson                |      | 271.98              | 1 Transactions    |                           |                                   |
| 7542   | Fillmore Co Treasurer           |      |                     |                   |                           |                                   |
|        | 13- 330- 000- 0000- 6561        |      | 1,926.03            | 2/28 Jan fuel tax |                           | Gasoline Diesel And Other Fuels N |
| 7542   | Fillmore Co Treasurer           |      | 1,926.03            | 1 Transactions    |                           |                                   |
| 1829   | Frontier Communications         |      |                     |                   |                           |                                   |
|        | 13- 300- 000- 0000- 6203        |      | 76.15               | 2/22 telephone    | 5079373211                | Telephone N                       |
| 1829   | Frontier Communications         |      | 76.15               | 1 Transactions    |                           |                                   |
| 197    | Kruegel's Inc                   |      |                     |                   |                           |                                   |
|        | 13- 330- 000- 0000- 6255        |      | 460.73              | 2/25 propane      | 51033                     | Gas N                             |
| 197    | Kruegel's Inc                   |      | 460.73              | 1 Transactions    |                           |                                   |
| 6094   | MN Energy Resources Corporation |      |                     |                   |                           |                                   |
|        | 13- 330- 000- 0000- 6255        |      | 908.56              | 2/22 natural gas  | 0502458275                | Gas N                             |
|        | 13- 330- 000- 0000- 6255        |      | 934.52              | 2/23 natural gas  | 0502625354                | Gas N                             |
|        | 13- 330- 000- 0000- 6255        |      | 599.20              | 2/19 natural gas  | 0506251865                | Gas N                             |
| 6094   | MN Energy Resources Corporation |      | 2,442.28            | 3 Transactions    |                           |                                   |

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13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| <u>Vendor</u>  | <u>Name</u>                    | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------|--------------------------------|-------------|----------------------------|----------------------|----------------------------------|--------------------------|
| <u>No.</u>     | <u>Account/Formula</u>         | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 343            | Spring Valley Public Utilities |             |                            |                      |                                  |                          |
|                | 13- 330- 000- 0000- 6251       |             | 408.26                     | 2/24 utilities       | 1124                             | Electricity              |
| 343            | Spring Valley Public Utilities |             | 408.26                     | 1 Transactions       |                                  | N                        |
| 13 Fund Total: |                                |             | 6,256.05                   | County Road & Bridge | 10 Vendors                       | 14 Transactions          |

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 87 State Revenue And School

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name    |                          |             |               |                               |                      |                                  |                |
|----------------|--------------------------|-------------|---------------|-------------------------------|----------------------|----------------------------------|----------------|
| <u>No.</u>     | <u>Account/Formula</u>   | <u>Accr</u> | <u>Amount</u> | <u>Warrant Description</u>    | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>    |
|                |                          |             |               | <u>Service Dates</u>          | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |                |
| 1859           | MN Department Of Finance |             |               |                               |                      |                                  |                |
|                | 87- 000- 000- 0000- 2100 |             | 1,467.00      | January 2021 Vitals           |                      | Due To Other Governmental Agenci | N              |
|                |                          |             |               | 01/01/2021                    | 01/31/2021           |                                  |                |
| 1859           | MN Department Of Finance |             | 1,467.00      |                               | 1 Transactions       |                                  |                |
| 87 Fund Total: |                          |             | 1,467.00      | State Revenue And School Fund | 1 Vendors            |                                  | 1 Transactions |
| Final Total:   |                          |             | 30,771.28     | 21 Vendors                    | 26 Transactions      |                                  |                |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 7

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |
|-------------|---------------|-------------------------------|
| 1           | 23,048.23     | County Revenue Fund           |
| 13          | 6,256.05      | County Road & Bridge          |
| 87          | 1,467.00      | State Revenue And School Fund |
| All Funds   | 30,771.28     | Total                         |

Approved by,

.....  
.....  
.....

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: Click or tap to enter a date.

Amount of time requested (minutes):

10

Dept.: Finance

Prepared By:

Lori Affeldt

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):

1. Consider approval to publish 2019 Audited Financial Statements in the Fillmore County Journal at a rate of \$.50 per square inch.

No

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

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/9/2021

Amount of time requested (minutes):

5

Dept.: Feedlot

Prepared By:

Kristi Ruesink

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Present 2020 County Feedlot Officer Annual Report and Year-End Review Worksheet      YES

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

# 2020 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2020 - December 31, 2020)

Revised November 2020

County: Fillmore  
Phone: 507-765-3325

Contact Person: Blake Lea  
E-Mail Address: blea@co.fillmore.mn.us

Signature: \_\_\_\_\_ (Signature of County Board Commissioner) \_\_\_\_\_ (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses **non-CAFO/NPDES/SDS sites** required by 7020 to be registered.

| STAFFING LEVEL                                                                                                                |                                                                                                                                                                              |                                                                                      |                                     |                       |                                        |          |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------|-----------------------|----------------------------------------|----------|
| 1                                                                                                                             | FTEs - (Full Time Equivalents) supplied by the CFO(s):                                                                                                                       | 0.75                                                                                 |                                     |                       |                                        |          |
| 2                                                                                                                             | FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:                                                             | 0.25                                                                                 |                                     |                       |                                        |          |
| 3                                                                                                                             | FTEs supplied through contract with other local government units:                                                                                                            | 0.3                                                                                  |                                     |                       |                                        |          |
| 4                                                                                                                             | Total Number of FTE positions that supported county program:                                                                                                                 | 1.3                                                                                  |                                     |                       |                                        |          |
| REGISTRATION (Report your current numbers - base grant numbers are displayed for reference)                                   |                                                                                                                                                                              | Base                                                                                 | Current                             |                       |                                        |          |
| 5                                                                                                                             | Feedlots in shoreland with 10 - 49 AU:                                                                                                                                       | 27                                                                                   | 27                                  |                       |                                        |          |
| 6                                                                                                                             | Feedlots with 50 - 299 AU:                                                                                                                                                   | 443                                                                                  | 443                                 |                       |                                        |          |
| 7                                                                                                                             | Non-CAFO/NPDES/SDS ≥ 300 AU:                                                                                                                                                 | 104                                                                                  | 104                                 |                       |                                        |          |
| 8                                                                                                                             | CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")                                                                                                                  | 0                                                                                    | 3                                   |                       |                                        |          |
| 9                                                                                                                             | Feedlots with NPDES or SDS permits:                                                                                                                                          | 21                                                                                   | 21                                  |                       |                                        |          |
| 10                                                                                                                            | Total - Feedlots required to be registered:                                                                                                                                  | 595                                                                                  | 598                                 |                       |                                        |          |
| 11                                                                                                                            | Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)                                                                                                  | 597                                                                                  |                                     |                       |                                        |          |
| Feedlot Sites Inspected                                                                                                       |                                                                                                                                                                              | Minimum number of FEEDLOT SITES required to register that must be inspected (7%): 42 |                                     |                       |                                        |          |
| 12                                                                                                                            | Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection) | 42                                                                                   |                                     |                       |                                        |          |
| INSPECTION REPORTING                                                                                                          |                                                                                                                                                                              |                                                                                      |                                     |                       |                                        |          |
| Types of Inspections (at sites required to be registered)<br>Only count first instance of each type of inspection per feedlot |                                                                                                                                                                              | 10 - 49 AU<br>(in shoreland)                                                         | 50 - 299 AU<br>(except where noted) |                       | 300 or more AU<br>(Non-CAFO/NPDES/SDS) |          |
| 13                                                                                                                            | Compliance inspections                                                                                                                                                       | 12                                                                                   | 14                                  |                       | 16                                     |          |
|                                                                                                                               | 13.1) How many included the optional P review                                                                                                                                |                                                                                      |                                     |                       | 0                                      |          |
| 14                                                                                                                            | Construction inspections                                                                                                                                                     | 0                                                                                    | 0                                   |                       | 0                                      |          |
|                                                                                                                               | 14.1) How many received a 2nd construction inspection                                                                                                                        | 0                                                                                    | 0                                   |                       | 0                                      |          |
| 15                                                                                                                            | Desktop N&P records inspection<br>(P review as part of a compliance inspection should be reported in 13.1)                                                                   |                                                                                      | 0                                   | 100+ AU &<br>in DWSMA | 0                                      |          |
| 16                                                                                                                            | In-field land application inspection                                                                                                                                         | 0                                                                                    | 0                                   |                       | 0                                      |          |
| 17                                                                                                                            | Complaint initiated inspections (any non-CAFO/NPDES/SDS)                                                                                                                     | 0                                                                                    | 0                                   |                       | 0                                      |          |
| 18                                                                                                                            | Routine or follow-up stockpile only inspection                                                                                                                               | 0                                                                                    | 0                                   |                       | 0                                      |          |
| Other Inspection Related Info                                                                                                 |                                                                                                                                                                              |                                                                                      |                                     |                       |                                        |          |
| 19                                                                                                                            | CAFO/NPDES/SDS sites inspected at the MPCA's request                                                                                                                         | 0                                                                                    |                                     |                       |                                        |          |
| 20                                                                                                                            | Number of feedlots inspected within shoreland, a DWSMA, or a TMDL area.                                                                                                      | 14                                                                                   |                                     |                       |                                        |          |
| 21                                                                                                                            | Number of sites inspected found to be non-compliant with water quality discharge standards.                                                                                  | 2                                                                                    |                                     |                       |                                        |          |
| 22                                                                                                                            | Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.                                                                               | 11                                                                                   |                                     |                       |                                        |          |
| INSPECTION Performance Credits (Summarized from entries above)                                                                |                                                                                                                                                                              | Total                                                                                | Not PC<br>eligible                  | PC<br>eligible        | PC                                     | PC Total |
| 23                                                                                                                            | Compliance inspections min. # of compliance inspections: 21                                                                                                                  | 42                                                                                   | 42                                  | 0                     | 1.5                                    | 0        |
| 24                                                                                                                            | Construction inspections                                                                                                                                                     | 0                                                                                    | 0                                   | 0                     | 1                                      | 0        |
| 25                                                                                                                            | Desktop N&P records inspections                                                                                                                                              | 0                                                                                    | 0                                   | 0                     | 1.5                                    | 0        |
| 26                                                                                                                            | In-field land application inspections                                                                                                                                        | 0                                                                                    | 0                                   | 0                     | 0.5                                    | 0        |
| 27                                                                                                                            | Compliance inspections that include optional P review                                                                                                                        |                                                                                      |                                     | 0                     | 0.5                                    | 0        |
| 28                                                                                                                            | Number of facilities that received 2 or more construction inspections.                                                                                                       |                                                                                      |                                     | 0                     | 0.5                                    | 0        |
| 29                                                                                                                            | CAFO/NPDES/SDS sites inspected at the MPCA's request                                                                                                                         |                                                                                      |                                     | 0                     | 0.5                                    | 0        |
| 30                                                                                                                            | Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):                                                                                         |                                                                                      |                                     | 0                     | 0.5                                    | 0        |
| 31                                                                                                                            | Routine or follow-up stockpile only inspection. (only count 1 per feedlot)                                                                                                   |                                                                                      |                                     | 0                     | 0.25                                   | 0        |

## Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

| PERMITTING                                                                 |                                                                                      | Number | PC  | PC Total |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------|-----|----------|
| 32                                                                         | 30-day construction or expansion notifications received:                             | 1      | --- | ---      |
| 33                                                                         | Interim Permits Issued or Modified:                                                  | 0      | 2   | 0        |
| 34                                                                         | Construction Short-Form Permits Issued or Modified at Sites $\geq$ 300 AU:           | 1      | 1   | 1        |
| 35                                                                         | Public meetings held for construction or expansion to $\geq$ 500 AU:                 | 0      | --- | ---      |
| ENVIRONMENTAL REVIEW (EAW)                                                 |                                                                                      | Number | PC  | PC Total |
| 36                                                                         | EAW petitions received:                                                              | 0      | --- | ---      |
| 37                                                                         | EAWs prepared by county:                                                             | 0      | 4   | 0        |
| EMERGENCY RESPONSE                                                         |                                                                                      | Number | PC  | PC Total |
| 38                                                                         | Events where emergency response was conducted: (on-site visit)                       | 0      | 2   | 0        |
| ENFORCEMENT ACTIONS                                                        |                                                                                      | Number | PC  | PC Total |
| 39                                                                         | Letters of Warning (LOW) issued:                                                     | 0      | --- | ---      |
| 40                                                                         | Notices of Violation (NOV) issued:                                                   | 0      | --- | ---      |
| 41                                                                         | Court actions commenced:                                                             | 0      | --- | ---      |
| FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)     |                                                                                      | Number | PC  | PC Total |
| 42                                                                         | Feedlots where a partial environmental upgrade was achieved:                         | 0      | --- | ---      |
| 43                                                                         | Feedlots where a complete environmental upgrade was achieved:                        | 0      | 6   | 0        |
| LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year) |                                                                                      | Number | PC  | PC Total |
| 44                                                                         | Feedlots 100+ AU where N records requirements were returned to compliance:           | 0      | --- | ---      |
| 45                                                                         | Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance: | 0      | --- | ---      |
| 46                                                                         | Feedlots 100+ AU where in-field inspection non-compliance was resolved:              | 0      | --- | ---      |

| OWNER ASSISTANCE AND OUTREACH                                                                                     |                                                                                                                                                          | Number                                                             | PC        | PC Total    |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------|-------------|
| 47                                                                                                                | Sites visited to provide assistance                                                                                                                      | 6                                                                  | ---       | ---         |
| 48                                                                                                                | Workshops/trainings hosted/sponsored by the CFO:                                                                                                         | 0                                                                  | 2         | 0           |
|                                                                                                                   | 48.1) Total number of feedlot owners attending these events                                                                                              | 0                                                                  | ---       | ---         |
| 49                                                                                                                | CFO presentations at informational or producer group events: (per event)                                                                                 | 0                                                                  | 1         | 0           |
| 50                                                                                                                | Number of mailings to feedlot owners:                                                                                                                    | 0                                                                  | ---       | ---         |
| 51                                                                                                                | Feedlot articles placed in newspapers:                                                                                                                   | 0                                                                  | ---       | ---         |
| Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities. |                                                                                                                                                          |                                                                    |           |             |
| Date                                                                                                              | Description                                                                                                                                              |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
| CFO TRAINING AND MENTORING                                                                                        |                                                                                                                                                          | Number                                                             | PC        | PC Total    |
| 52                                                                                                                | CFO - training CEUs: (Enter total training hours earned - list events below)                                                                             | 26.5                                                               | ---       | ---         |
| 53                                                                                                                | Hours mentoring New CFOs (describe on a separate sheet):                                                                                                 | 0                                                                  | 0.25      | 0           |
| List the training events attended.                                                                                |                                                                                                                                                          |                                                                    |           |             |
| Date                                                                                                              | Description                                                                                                                                              |                                                                    | Hours     |             |
| 5/18/2020                                                                                                         | Webex - online reg. demo Live 4-22-2020                                                                                                                  |                                                                    | 1.5       |             |
| 5/20/2020                                                                                                         | Sterns Co regional meeting                                                                                                                               |                                                                    | 2         |             |
| 5/20/2020                                                                                                         | webex- insp. timeliness rpt demo, online reg. update, new workplan req'ts                                                                                |                                                                    | 2.5       |             |
| 6/17/2020                                                                                                         | webex- online registration rollout                                                                                                                       |                                                                    | 1.5       |             |
| 7/14/2020                                                                                                         | Webex updates on grant agreements, etc. year-end reporting                                                                                               |                                                                    | 0.5       |             |
| 7/15/2020                                                                                                         | CFO Webex- data practices trng.                                                                                                                          |                                                                    | 1.5       |             |
| 8/19/2020                                                                                                         | CFO Webex - how to fix bad data in online training, reg. report                                                                                          |                                                                    | 1.5       |             |
| 8/26/2020                                                                                                         | Webex - year end reporting Live 12-18-19                                                                                                                 |                                                                    | 1.25      |             |
| 9/9/2020                                                                                                          | Webex NPDES permit update Year-end reviews due April 1 Live 2/12/2020                                                                                    |                                                                    | 1.25      |             |
| 9/23/2020                                                                                                         | Owatonna Regional Meeting                                                                                                                                |                                                                    | 2         |             |
| 10/21/2020                                                                                                        | CFO webex - year-end process                                                                                                                             |                                                                    | 1         |             |
| 11/18/2020                                                                                                        | CFO Webex - H2S, Year-end reporting                                                                                                                      |                                                                    | 1.5       |             |
| 12/16/2020                                                                                                        | CFO Webex - 2020 year-end reporting                                                                                                                      |                                                                    | 1.5       |             |
| 5/18/2020                                                                                                         | New CFO Training with Michelle Oie                                                                                                                       |                                                                    | 1         |             |
| 6/15/2020                                                                                                         | New CFO Training with Sara                                                                                                                               |                                                                    | 6         |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
| OTHER PROGRAM ACTIVITIES                                                                                          |                                                                                                                                                          | Number                                                             | PC        | PC Total    |
| 54                                                                                                                | Feedlots where a MinnFARM was conducted (list sites below):                                                                                              | 2                                                                  | 1         | 2           |
| 55                                                                                                                | Notifications received claiming air quality exemptions:                                                                                                  | 0                                                                  | ---       | ---         |
| 56                                                                                                                | Meetings with other local government and producer groups:                                                                                                | 0                                                                  | ---       | ---         |
| 57                                                                                                                | Feedlot ordinance revisions likely, in progress, or completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes describe below |                                                                    |           |             |
| MinnFARM completed by CFO                                                                                         |                                                                                                                                                          | Describe other county program activities not identified elsewhere. |           |             |
| registration no.                                                                                                  | Site Name                                                                                                                                                |                                                                    |           |             |
| 045-90497                                                                                                         | Judith and Debra Kramer                                                                                                                                  |                                                                    |           |             |
| 045-113610                                                                                                        | Levi Hershberger                                                                                                                                         |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
|                                                                                                                   |                                                                                                                                                          |                                                                    |           |             |
| TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review                                                       |                                                                                                                                                          | Max Eligible PC                                                    | PC Earned |             |
| 58                                                                                                                | Both registration files have ALL documentation uploaded to TEMPO                                                                                         | 3                                                                  | 3         |             |
| 59                                                                                                                | All four inspection files have ALL documentation uploaded to TEMPO                                                                                       | 3                                                                  | 0         |             |
| 60                                                                                                                | Both permit files have ALL documentation uploaded to TEMPO                                                                                               | 6                                                                  | 0         |             |
| <b>TOTAL PERFORMANCE CREDITS</b>                                                                                  |                                                                                                                                                          |                                                                    |           | <b>6.00</b> |

## Minnesota Pollution Control Agency (MPCA) Feedlot Program 2020 Year-End Review Worksheet

Sites reviewed by MPCA staff will be chosen from work done by the County in 2020. The County can pull their information from the Tempo warehouse data dump and Tableau. The information the County prepares should include:

1. Sites that registered
2. Compliance inspections conducted
3. Sites returned to compliance
4. Sites receiving a permit

A total of 20 Non-Inspection Minimum Program Requirement (MPR) points are possible for the 2020 Year-End Review.

**A County cannot receive a partial point two years in a row for the same MPR. Either the County earns a full point the second year or no point.** The MPCA reviewer should have the County's most current Delegation Agreement Work Plan (DAWP) and if applicable, the County's 2020 DAWP Addendum available for reference during the review. They are available in OnBase.

|                                |                                                                                     |                                                                                                                    |  |
|--------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--|
| <b>County:</b>                 | Fillmore                                                                            | <b>Date of Review: 2-17-21</b>                                                                                     |  |
| <b>County Feedlot Officer:</b> | Blake Lea                                                                           | (signature)                                                                                                        |  |
| <b>MPCA Reviewer:</b>          | Paul Brietzke<br><br>Peter Kuisle                                                   | (signature)<br><br><i>Paul Brietzke</i> (Signed Electronically)<br><br><i>Peter Kuisle</i> (Signed Electronically) |  |
| <b>INSPECTION MPRs</b>         | Agency-approved number of feedlots required to be registered<br>(See Attachment A): | 597                                                                                                                |  |
|                                | Number of inspections conducted that count towards the 7% inspection<br>rate:       | 42                                                                                                                 |  |
|                                | Inspection rate achieved by the county (%):                                         | 7                                                                                                                  |  |
| <b>NON-INSPECTION MPRs</b>     | Number of applicable non-inspection MPRs:                                           | 16                                                                                                                 |  |
|                                | Total non-inspection MPR points:                                                    | 15.5                                                                                                               |  |
|                                | Non-Inspection MPR rate (%):                                                        | 97%                                                                                                                |  |
|                                |                                                                                     |                                                                                                                    |  |

**Registration (☐NA)** – Review two registration files. If there is only one file, review one file. If there are no registration files, mark “NA” for this section.

| MPR No.                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1. a.                                                                                                                               | Did the County use either the MPCA standard registration form or an alternative agency-approved registration form?<br><i>One half point - both files contain a standard/approved form<br/>One quarter point – only one file contains a standard/approved form<br/>No point – neither file contains a standard/approved form</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> NO                                                                                       | <input checked="" type="checkbox"/> ½ pt<br><input type="checkbox"/> ¼ pt |
| 1. b.                                                                                                                               | Did the County enter registration information into the online registration system or Tempo correctly according to MPCA instructions? (Tempo HELP/Feedlot folder/CFO Feedlot folder/Instructional Exercises folder/"How to register feedlots and enter data in tempo.docx". This will be updated as needed.) Review should indicate registration information was sent to MPCA master file staff within <b>60 days</b> of either receiving site registration information via a registration form or within <b>60 days</b> of the County issuing a permit (CSF or interim). If a county is entering the registration form information online (once live), it should be entered within <b>60 days</b> of receiving the information.<br><i>One half point - both files are entered correctly<br/>One quarter point – only one file is entered correctly or there are issues with how the County entered registration information in Tempo<br/>(I.e. not entering complete or accurate information, deleting animal rows rather than entering zero and end date, not updating location information when necessary, not entering information within 60 days, etc.)<br/>No point – neither file is entered correctly and/or issue(s) identified are the same issues that were identified and documented during last year's review (County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review, beyond the two previous reviews, to address the issue.)</i> | <input type="checkbox"/> NO                                                                                       | <input checked="" type="checkbox"/> ½ pt<br><input type="checkbox"/> ¼ pt |
| 2.                                                                                                                                  | Did the County meet the 30-day registration receipt requirement? ( <i>Once online registration is live and if a producer does not have a contact e-mail, the County will need to mail via USPS a registration receipt within 30 days of entering site information into the online system.</i> )<br><i>One point - both files contain an acceptable 30-day letter or meet other agency acceptable notification requirements<br/>One half point – only one file contains an acceptable 30-day letter or meet other agency acceptable notification requirements or both files contain a 30-day registration receipt but documentation is inadequate<br/>No point - neither file contains a 30-day registration receipt nor agency acceptable documentation</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> NO                                                                                       | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
| Files reviewed for this section:<br>1. Bill Wingert Farm - AI: 70246<br><br><br><br><br><br><br>2. Barbara Neilson Farm - AI: 68483 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comments:<br><br>All registrations used an approved agency forms, were date stamped and documents issued on time. |                                                                           |

**Inspections and Compliance** – Review four inspection files. If there are less than four files, review available files.

- For Items 3 and 6, review two compliance and/or desktop N & P inspection files.
- For Item 8, review two inspection files. If there is only one file, review that file. If no files, mark “NA”.

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                                                                               |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------|
| 3.    | <p>Did the County correctly document inspections using the MPCA inspection checklist?</p> <p><i>One point - both files contain the correct checklist</i><br/> <i>One half point – only one file contains the correct checklist or are issues with how the County completed the checklist</i><br/> <i>(I.e. components like an open lot or an LMSA existed at the feedlot site but they were not inspected or site did not have records, yet the site was marked compliant or non-compliant for nitrogen rate requirements and/or phosphorous requirements)</i><br/> <i>No point – neither file contains the correct checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt     |
| 4.a.  | <p>Did the County enter inspection information into Tempo correctly according to MPCA instructions for entering an inspection into Tempo?<br/> (Tempo HELP/Feedlot folder/CFO Feedlot folder/Instructional Exercises folder/“Exercise 7. Inspection county.docx” and Tempo HELP/Feedlot folder/CFO Feedlot folder/“Tempo-over all compliance guidance-CFO.docx”.)</p> <p><i>Half point - all files are entered correctly</i><br/> <i>Quarter point – only one file is entered correctly or there are issues with how the County entered inspection information in Tempo</i><br/> <i>(I.e. part of feedlot is non-compliant for open lot or manure application records, when entering the inspection in Tempo, base requirements - final compliance indicators - were loaded, but checklist section sub-questions were not OR inspection date is incorrectly entered as data entry date rather than actual inspection date OR incorrect inspection “Activity Type” or “Compliance Evaluation Type” is selected)</i><br/> <i>No point – neither file is entered correctly or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i></p> | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1/2 pt<br><input type="checkbox"/> 1/4 pt |
| 4. b. | <p>Review should indicate at least seventy five percent (75%) of inspection data was entered into Tempo within 90 days of the inspection. The remaining twenty five percent (25%) (or less) of inspection data was entered within 120 days of the inspection. Minimally funded counties can enter data less frequently.</p> <p><i>Half point - all data is entered within 90 and 120 timelines and by reporting deadline of February 1</i><br/> <i>Quarter point – all data is entered within 120 days and by reporting deadline of February 1</i><br/> <i>No point – data is not entered within timelines and/or not by February 1 deadline</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1/2 pt<br><input type="checkbox"/> 1/4 pt |
| 5.    | <p>Did the County follow their Delegation Agreement Work Plan Inspection Strategy?</p> <p><i>One point - County followed inspection strategy.</i><br/> <i>No point - County did not follow inspection strategy.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt                                      |
| 6.    | <p>Was the producer notified of inspection results in writing (paper or electronic)? For a compliance and/or desktop N &amp; P inspection was the producer notified of inspection results in writing (paper or electronic) within <b>30 days</b> of compliance determination?</p> <p><i>One point - both files reviewed contain a letter/e-mail (sent when required)</i><br/> <i>One half point - one of the two files reviewed contain a notification letter/e-mail (sent when required)</i><br/> <i>No point - neither of the two files reviewed contain a notification letter/e-mail (if required)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt     |

|                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 7.                                                                                                                                                                                                 | Did the County follow their Delegation Agreement Work Plan Compliance Strategy for inspections that resulted in non-compliance? ( <input type="checkbox"/> NA)<br><i>One point - County followed compliance strategy</i><br><i>No point - County did not follow compliance strategy</i>                                                                                                                                                                                                                                                                                        | <input type="checkbox"/><br>NO                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> 1 pt                       |
| 8.                                                                                                                                                                                                 | Did the County maintain documentation of corrective action for any site that was returned to compliance in the program year? ( <input checked="" type="checkbox"/> NA)<br><i>One point - documentation was maintained for each file reviewed (audit data screen/violation screen completed in Tempo.)</i><br><i>One half point - documentation was observed in at least one of the files reviewed (audit data screen/violation screen completed in Tempo.)</i><br><i>No point – no documentation was observed (audit data screen/violation screen not completed in Tempo.)</i> | <input type="checkbox"/><br>NO                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
| Files reviewed for this section:<br>1. 69518: CCPC Swine LP - Sec 3<br><br>2. 70177 Curtis Boettcher Farm<br><br>3. 72343: John Kiehne Farm - Sec 12<br><br>4. 68483: Barbara Nelson Farm - Sec 26 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Comments:<br>Discussed corrective actions and how to proceed when farmer fails to cooperate.<br><br>Discussed the need to have on file the land application records and when method of apt is no incorporation the importance of sensitive feature review.<br><br>Discussed the N worksheet and other record review issues.<br><br>Suggested that a meeting with Ann Koliha – Blake Lea – Pete and Paul to discuss inspections and required documentation. |                                                                |

**Permitting (☐ NA)** – Review two permit files. If there is only one file, review one file. If there are no permit files, mark “NA” for this section.

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                                                           |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------|
| 9. | Did the County issue permits within the required 60/120 day time period?<br>• Did the County clearly document a received date on all paperwork (permit applications, MMPs, and plans & spec documents)?<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> MOST <input type="checkbox"/> NO<br>• If applicable, did the County send incomplete letters within 15 business days?<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA<br><i>One point - all paperwork (applications, MMPs, and plans and specs) clearly document a received date and County met 15 business day requirement for applicable incomplete letters</i><br><i>One half point - most paperwork (applications, MMPs and plans and specs) clearly document a received date and both files met 15 business day requirement</i><br><i>No point – a received date is not documented on paperwork or neither file met 15 business day requirement</i> | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------|

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |                                                                           |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------|
| 10. | <p>Did the County correctly complete the permit application checklist?</p> <p><i>One point - both files contain a correctly completed standard/approved checklist</i><br/> <i>One half point – only one file contains a correctly completed standard/approved checklist or there are issues with how the county completed the checklist</i><br/> <i>(I.e. application information is not verified as accurate and/or complete through the use of the permit application checklist. Ex: animal numbers indicated on application meet threshold of large CAFO and County issues permit OR parts of application left blank (i.e. barn dimensions) and permit issued without that information OR application only includes proposed information and not existing animals/barns and permit is issued without having existing information.)</i><br/> <i>No point – neither file contains a correctly completed standard/approved checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i></p> | <input type="checkbox"/> NO            | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
| 11. | <p>Were notification requirements met (public notice <math>\geq</math>500 AU <input type="checkbox"/> NA and government notice <input type="checkbox"/> NA)?</p> <p><i>One point - all notification requirements were met</i><br/> <i>One half point – half or more required notifications were met</i><br/> <i>No point – notification requirement was not met</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> NO            | <input type="checkbox"/> 1 pt<br><input checked="" type="checkbox"/> ½ pt |
| 12. | <p>Were permits issued no sooner than 20 business days after public notice (&gt;500 AU)? (<input type="checkbox"/> NA)</p> <p><i>One point – applicable permits were issued 20+ business days after public notice.</i><br/> <i>No point – one or both applicable permit(s) were issued sooner than 20 business days.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> NO            | <input checked="" type="checkbox"/> 1 pt                                  |
| 13. | <p>Did the County correctly complete the MMP checklist? (<input type="checkbox"/> NA)</p> <p><i>One point - both files contain a correctly completed standard/approved checklist</i><br/> <i>One half point – only one file contains a correctly completed standard/approved checklist or there are issues with how the County completed the checklist</i><br/> <i>(I.e. the MMP shows planned over application of nutrients and permit is issued anyway OR MMP does not include items that are identified in feedlot rule and on MMP checklist and a permit is issued anyway.)</i><br/> <i>No point – neither file contains a correctly completed standard/approved checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i></p>                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> NO | <input type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt            |
| 14. | <p>Did the County correctly complete the LMSA checklist? (<input checked="" type="checkbox"/> NA)</p> <p><i>One point - both files contain a correctly completed standard/approved checklist</i><br/> <i>One half point – only one file contains a correctly completed standard/approved checklist or there are issues with how the County completed the checklist</i><br/> <i>(I.e. LMSA plans do not include items that are identified in the feedlot rules and on the LMSA checklist and a permit is issued anyway.)</i><br/> <i>No point – neither file contains a correctly completed standard/approved checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i></p>                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> NO            | <input type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt            |
| 15. | <p>Did the County conduct an inspection at applicable sites to ensure that the proper permit was issued (CSF vs. INT)?</p> <p><i>One point – both sites were inspected prior to permit issuance and correct permits were issued</i><br/> <i>One half point – one of the two sites was inspected prior to permit issuance and correct permit was issued</i><br/> <i>No point – neither site was inspected or permits were not issued at all or at least one incorrect permit was issued</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> NO            | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                        |                                                                           |

|                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Files reviewed for this section:<br>1. 1. Todd Hendrickson – AI 68802<br><br>2. Curtis Boettcher Farm – AI 70177 | Comments:<br>Date stamp application was missing, Blake Stamped it after it was scanned<br><br>The Producer personally visited parties within 5,000 ft to give notice and get signatures, however some of the dates missing on some of the public notices.<br><br>Missing MMP for Bottcher Farm CSF Application. CFO request to receive the missing MMP was not responsive. LOW will be issued by Blake to obtain MMP |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Complaint Response** (☒NA) If the County received no complaints, mark “NA” for this section.

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                                                                           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------|
| 16.       | Did the County maintain a complaint log in accordance with the Delegation Agreement Work Plan?<br><i>One point – complete complaint log is maintained</i><br><i>One half point - some complaint log information is maintained</i><br><i>No point - a complaint log is not maintained</i><br><i>The complaint log should include:</i><br>a. Type of complaint;<br>b. Location of complaint;<br>c. Date and time complaint was made;<br>d. Facts and circumstances related to the complaint; and<br>e. A statement describing the resolution of the complaint | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
| Comments: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                                                                           |

**Owner Assistance**

|           |                                                                                                                                                                                                                            |                             |                                          |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------|
| 17.       | Did the County follow their Delegation Agreement Work Plan Owner Assistance Strategy?<br><i>One point – County followed owner assistance strategy</i><br><i>No point – County did not follow owner assistance strategy</i> | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt |
| Comments: |                                                                                                                                                                                                                            |                             |                                          |

**Staffing Level/Air Quality Exemption/Web Site Posting Requirement**

|     |                                                                                                                                                                                                                                                             |                             |                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------|
| 18. | Did the County earn the required 18 continuing education units (CEUs) of training?<br><i>One point – 18 or more CEUs earned.</i><br><i>One half point – 9-17 CEUs earned.</i><br><i>No point – 0-8 CEUs earned.</i>                                         | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt |
| 19. | Did the County maintain an air quality exemption log in accordance with the Delegation Agreement Work Plan? ( <input checked="" type="checkbox"/> NA for no notifications received)<br><i>One point – complete air quality exemption log is maintained.</i> | <input type="checkbox"/> NO | <input type="checkbox"/> 1 pt<br><input type="checkbox"/> ½ pt            |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                                          |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------|
|           | <i>One half point - some air quality exemption log information is maintained.</i><br><i>No point - air quality exemption log is not maintained.</i><br><i>The log should include:</i> <ul style="list-style-type: none"> <li><i>a. Names of the owners/legal facility name;</i></li> <li><i>b. Location of the facility (county, township, section, quarter);</i></li> <li><i>c. Facility permit number; and</i></li> <li><i>d. Start date and number of days to removal</i></li> </ul> |                             |                                          |
| 20.       | Did the County post their 2019 Annual CFO Report and MPCA Financial Report on their website by July 1, 2020?<br><i>One point - information is posted</i><br><i>No point – information is not posted</i>                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> 1 pt |
| Comments: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                                          |

**Financial Report** (No points awarded for this section.)

Does the financial report show how much grant money the County received and spent? ☐ NO ☒ YES

Does the financial report show that the County spent the total match amount? ☐ NO ☒ YES

**NEW! Record Keeping** (No points awarded for this section.)

Do all the compliance inspection files reviewed have a copy or photo of a representative sample of manure application records for sites  $\geq 300$  AU? ☒ NO ☐ YES ☐ NA

**NEW! Uploading Documentation** (No points awarded for this section.)

- Did the County upload the registration documentation (form, letter and if a permit reflects a change in registration information then complete permit materials [application, MMP, LMSA plans, permit, cover letter, review checklists, etc.]) into Tempo for both files reviewed?  
☐ NO ☒ YES ☐ NA
- Did the County upload all inspection documentation (checklist, letter, photos, nitrogen and phosphorus worksheets, etc.) into Tempo for the four files reviewed? ☐ NO ☒ YES
- Did the County upload all permit application materials (application, MMP, LMSA plans, permit, cover letter, review checklists, etc.) into Tempo for the two files reviewed? ☒ NO ☐ YES ☐ NA

If the County uploaded documentation, award the appropriate number of performance credits on CFO Annual Report (lines 58, 59 and 60) as indicated below. Line 58 (registration):   3   Line 59 (inspection):   0    
Line 60 (permit):   0

Both registration files have all documentation uploaded into Tempo:

County with 0-200 feedlots – 1, 201-400 – 2, 401-600 – 3, 601-800 – 4, 801-1000 – 5, 1001+ - 6

All four inspection files have all documentation uploaded into Tempo:

County with 0-200 feedlots – 1, 201-400 – 2, 401-600 – 3, 601-800 – 4, 801-1000 – 5, 1001+ - 6

Both permit files have all documentation uploaded into Tempo:

County with 0-200 feedlots – 2, 201-400 – 4 401-600 – 6, 601-800 – 8, 801-1000 – 10, 1001+ - 12

### **Year-End Review Notes**

Will be setting up a meeting with Ann Koliha, Blake Lea, Pete and Paul to discuss inspections and required documentation to ensure consistency among inspectors and to ensure all of the documentation is collected with multiple officers doing inspections.

# ATTACHMENT A

| Delegated County  | Feedlots Eligible for Funding | 60%       | County Match Requirement | 25%      | Total Award |
|-------------------|-------------------------------|-----------|--------------------------|----------|-------------|
| Big Stone         | 51                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Blue Earth        | 353                           | \$27,152  | \$27,152                 | \$11,921 | \$39,073    |
| Brown             | 372                           | \$28,614  | \$28,614                 | \$12,562 | \$41,176    |
| Carver            | 190                           | \$14,615  | \$14,615                 | \$6,416  | \$21,031    |
| Clay              | 89                            | \$6,846   | \$6,846                  | \$3,006  | \$9,852     |
| Cottonwood        | 233                           | \$17,922  | \$17,922                 | \$7,868  | \$25,790    |
| Douglas           | 322                           | \$24,768  | \$24,768                 | \$10,874 | \$35,642    |
| Faribault         | 293                           | \$22,537  | \$22,537                 | \$9,895  | \$32,432    |
| Fillmore          | 597                           | \$45,921  | \$45,921                 | \$20,161 | \$66,082    |
| Freeborn          | 245                           | \$18,845  | \$18,845                 | \$8,274  | \$27,119    |
| Goodhue           | 496                           | \$38,152  | \$38,152                 | \$16,750 | \$54,902    |
| Houston           | 354                           | \$27,229  | \$27,229                 | \$11,955 | \$39,184    |
| Jackson           | 317                           | \$24,383  | \$24,383                 | \$10,705 | \$35,088    |
| Kandiyohi         | 389                           | \$29,921  | \$29,921                 | \$13,137 | \$43,058    |
| Kittson           | 18                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Lac Qui Parle     | 185                           | \$14,230  | \$14,230                 | \$6,247  | \$20,477    |
| Lake of the Woods | 25                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Le Sueur          | 158                           | \$12,153  | \$12,153                 | \$5,336  | \$17,489    |
| Lincoln           | 402                           | \$30,921  | \$30,921                 | \$13,576 | \$44,497    |
| Lyon              | 272                           | \$20,922  | \$20,922                 | \$9,185  | \$30,107    |
| Marshall          | 38                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Martin            | 520                           | \$39,998  | \$39,998                 | \$17,560 | \$57,558    |
| McLeod            | 300                           | \$23,076  | \$23,076                 | \$10,131 | \$33,207    |
| Meeker            | 287                           | \$22,076  | \$22,076                 | \$9,692  | \$31,768    |
| Morrison          | 612                           | \$47,074  | \$47,074                 | \$20,667 | \$67,741    |
| Mower             | 342                           | \$26,306  | \$26,306                 | \$11,549 | \$37,855    |
| Murray            | 435                           | \$33,460  | \$33,460                 | \$14,690 | \$48,150    |
| Nicollet          | 302                           | \$23,229  | \$23,229                 | \$10,199 | \$33,428    |
| Nobles            | 463                           | \$35,613  | \$35,613                 | \$15,636 | \$51,249    |
| Norman            | 49                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Pennington        | 44                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Pipestone         | 447                           | \$34,383  | \$34,383                 | \$15,095 | \$49,478    |
| Polk              | 76                            | \$5,846   | \$5,846                  | \$2,567  | \$8,413     |
| Pope              | 138                           | \$10,615  | \$10,615                 | \$4,660  | \$15,275    |
| Red Lake          | 46                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Renville          | 278                           | \$21,383  | \$21,383                 | \$9,388  | \$30,771    |
| Rice              | 244                           | \$18,768  | \$18,768                 | \$8,240  | \$27,008    |
| Rock              | 509                           | \$39,152  | \$39,152                 | \$17,189 | \$56,341    |
| Stearns           | 1,447                         | \$111,302 | \$111,302                | \$48,865 | \$160,167   |
| Steele            | 239                           | \$18,384  | \$18,384                 | \$8,071  | \$26,455    |
| Stevens           | 125                           | \$9,615   | \$9,615                  | \$4,221  | \$13,836    |
| Swift             | 155                           | \$11,922  | \$11,922                 | \$5,234  | \$17,156    |
| Todd              | 797                           | \$61,304  | \$61,304                 | \$26,915 | \$88,219    |
| Traverse          | 39                            | \$7,500   | \$7,500                  |          | \$7,500     |
| Wadena            | 81                            | \$6,230   | \$6,230                  | \$2,735  | \$8,965     |
| Waseca            | 232                           | \$17,845  | \$17,845                 | \$7,835  | \$25,680    |
| Watsonwan         | 186                           | \$14,307  | \$14,307                 | \$6,281  | \$20,588    |
| Winona            | 522                           | \$40,152  | \$40,152                 | \$17,628 | \$57,780    |
| Wright            | 248                           | \$19,076  | \$19,076                 | \$8,375  | \$27,451    |
| Yellow Medicine   | 249                           | \$19,153  | \$19,153                 | \$8,409  | \$27,562    |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/9/2021

Amount of time requested (minutes): 15 Minutes

Department: Assessor

Requested By: Jason McCaslin

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

Review of changes made for the 2021 Assessment. There is no action required by the board in this presentation; it is just providing an overview of what actions were implemented to move the assessment towards compliance.

☐ Check if there will be additional documentation for any item(s) listed above.

Reviewed By: [Click here to enter text.](#)

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

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/9/2021

Amount of time requested (minutes):

5

Dept.: Administration

Prepared By: Kristina Kohn

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

## Consent Agenda:

## Regular Agenda:

## Documentation

1. Second reading with possible action regarding changes to Holidays policy Yes
2. Request to hire intermittent deputy at Grade 11/Step 1 effective 3/10/21 as requested by the County Sheriff No
  - a. Within allowed intermittent staffing levels
  - b. [REDACTED]
  - c. [REDACTED]
3. Request to hire intermittent deputy at Grade 11/Step 1 effective 3/15/21 as requested by the County Sheriff No
  - a. Within allowed intermittent staffing levels
  - b. [REDACTED]
  - c. [REDACTED]
4. Request for resignation with agreement for #1486 effective 3/9/2021. No
  - a. Following 7 ½ years' service
5. Request to advertise for replacement Eligibility Worker as requested by the Social Services Manager and recommended by the Personnel Committee No
  - a. Internal and External
6. Resignation for Katelyn Sullivan, Social Worker effective 3/5/2021 No
  - a. Following 8 months' service
7. Request to advertise for replacement Social Worker as requested by the Social Services Manager and recommended by the Personnel Committee No

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

**Policy Statement**

It is customary to allow employees to observe certain national holidays by granting days off from regular duties with appropriate pay.

**A. Paid Holidays**

Fillmore County provides ten and one-half paid holidays each year for all regular full-time employees not subject to a collective bargaining agreement. The County, with the exception of the Sheriff's department, is officially closed on the following days:

|                        |                                              |
|------------------------|----------------------------------------------|
| New Year's Day         | January 1                                    |
| Martin Luther King Day | Third Monday in January                      |
| President's Day        | Third Monday in February                     |
| Memorial Day           | Last Monday in May                           |
| Independence Day       | July 4                                       |
| Labor Day              | First Monday in September                    |
| Veteran's Day          | November 11                                  |
| Thanksgiving Day       | Fourth Thursday in November                  |
| Day after Thanksgiving | Friday after Thanksgiving                    |
| Christmas Eve Day      | December 24 (4 hour Holiday) Mon- Thurs only |
| Christmas Day          | December 25                                  |

**B. Holidays Falling on Non-Work Days**

If these holidays (excluding Christmas Eve Day) fall on Saturday, the preceding Friday will be a holiday; holidays falling on Sunday shall be observed on the following Monday.

**C. Holiday Eligibility**

Employees must work the scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay (e.g. paid time off). Only regular full-time employees are eligible for full holiday pay. A holiday is an eight (8) hour day with the exception of Christmas Eve Day which is four (4) hours. Holiday pay will not be paid retroactively for part-time employees who become regular full-time employees.

**D. Working on Holidays**

Scheduled work on holidays is discouraged, except in the interest of public safety or when necessary to maintain operations. Regular full-time employees who are scheduled to work on a recognized holiday shall receive their holiday pay plus compensatory time off for hours worked.

**E. Holiday During Paid Time Off (PTO)**

If a designated holiday falls within an employee's scheduled PTO period, the employee shall not be charged PTO on the day of the holiday observance.

**F. Religious Holidays**

Employees may take religious holidays not designated as a County holiday without pay or by use of PTO. Prior approval in advance must be obtained from the employee's department head.

G. Eligible Part-time and Intermittent Employee Holidays

Each ~~January~~~~November~~, a full-time employee equivalency (FTE) percentage will be determined for each eligible part-time employee not subject to a collective bargaining agreement.

1. The FTE will be based on the average number of hours per week worked for the previous year.
2. Prorated holiday benefits for the above listed holidays will only be offered to regular part-time employees working 20 or more hours per week.
3. Hourly part-time employees must enter holiday hours on appropriate time voucher.

March 3, 2021

**PROPOSAL FOR**

# **FILLMORE COUNTY COURTHOUSE**

**BOBBIE VICKERMAN**

Prepared By:

Christina Welke

Technology Advisor

320.259.3001 x7520

[christina.welke@marconet.com](mailto:christina.welke@marconet.com)

Document Number: 099569



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## Fillmore County Courthouse - Social Services Building -Door Access &amp; Physical Security



## Prepared by:

Marco - Rochester

Christina Welke

320.259.3001 x7520

christina.welke@marconet.com

## Prepared for:

FILLMORE COUNTY  
COURTHOUSE101 FILLMORE ST  
PRESTON, MN 55965

BOBBIE VICKERMAN

507.765.4566

bvickerman@co.fillmore.mn.us

## Ship To:

FILLMORE COUNTY  
COURTHOUSE101 FILLMORE ST  
PRESTON, MN 55965-1148

BOBBIE VICKERMAN

507.765.4566

bvickerman@co.fillmore.mn.us

## Quote Information:

Quote #: 099569

Version: 2

Date Issued: 03/03/2021

Expiration Date: 03/14/2021

Special Pricing Program:  
[PLEASE SELECT]

## Surveillance

| Description                                                                                            | One-Time   | Qty | Ext. One-Time |
|--------------------------------------------------------------------------------------------------------|------------|-----|---------------|
| Milestone - Product Maintenance Agreement for XPROTECT Professional Plus Device License One Year (EDI) | \$35.71    | 7   | \$249.97      |
| Milestone - XProtect Professional+ Device License                                                      | \$200.00   | 7   | \$1,400.00    |
| Axis - 4MP WDR Network Camera                                                                          | \$388.57   | 7   | \$2,719.99    |
| Camera Installation Materials                                                                          | \$1,156.25 | 1   | \$1,156.25    |

Subtotal: \$5,526.21

## Surveillance - Professional Services Labor

| Description                                                         | One-Time   | Qty | Ext. One-Time |
|---------------------------------------------------------------------|------------|-----|---------------|
| Marco Professional Services - Fixed Fee - Surveillance Installation | \$5,086.00 | 1   | \$5,086.00    |

Subtotal: \$5,086.00

## Electronic Access Control

| Description                                                                                                                                                                                                                                                   | One-Time   | Qty | Ext. One-Time |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|---------------|
| Open Options - 1 Additional Client Workstation                                                                                                                                                                                                                | \$1,320.00 | 1   | \$1,320.00    |
| Open Options - 10 Additional Sub Controllers                                                                                                                                                                                                                  | \$742.86   | 1   | \$742.86      |
| Open Options - Native IP-ready intelligent controller with an embedded reader interface module allowing control of two doors,                                                                                                                                 | \$1,511.43 | 1   | \$1,511.43    |
| Open Options - Dual Rader Interface Sub Controller: 2 Readers, 8 Supervised Inputs, 6 Relay Output.                                                                                                                                                           | \$684.29   | 6   | \$4,105.74    |
| OpenOptions - Multi-tech Mini-Mullion Reader (13.57 MHz & 125kHz). Compatible with XceedID, Schlage, HID proximity, GE/Casi ProxLite credentials. Compatible with aptiQ MIFARE DESFire EV1 technology. Compatible with most 13.56 MHz credentials. FIPS 201-1 | \$268.57   | 9   | \$2,417.13    |

|                                                                                                                                                                                                                                                                |            |    |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|-------------|
| OpenOptions - Multi-tech Single Gang Reader (13.57 MHz & 125kHz). Compatible with XceedID, Schlage, HID proximity, GE/Casi ProxLite credentials. Compatible with aptiQ MIFARE DESFire EV1 technology. Compatible with most 13.56 MHz credentials. FIPS 201-1 C | \$268.57   | 4  | \$1,074.28  |
| LifeSaftey - Access Control Power Supply                                                                                                                                                                                                                       | \$2,598.57 | 1  | \$2,598.57  |
| Bosch - Request To Exit PIR Sensor                                                                                                                                                                                                                             | \$73.73    | 13 | \$958.49    |
| Altronix - Rechargeable Battery 12 VDC/7AH for Use with the Power Supply Chargers                                                                                                                                                                              | \$25.61    | 2  | \$51.22     |
| APC - Basic Rack 2.4kVA PDU - 10 x NEMA 5-20R - 2.4kVA - 1U 19" Rack-mountable                                                                                                                                                                                 | \$177.16   | 1  | \$177.16    |
| APC - Smart-UPS SRT 3000VA 120V - Rack/Tower - 3 Hour Recharge - 120 V AC Input - 120 V AC Output                                                                                                                                                              | \$3,422.30 | 1  | \$3,422.30  |
| Access Control Installation Materials                                                                                                                                                                                                                          | \$7,493.75 | 1  | \$7,493.75  |
| Subtotal:                                                                                                                                                                                                                                                      |            |    | \$25,872.93 |

## Professional Services Labor

| Description                                                           | One-Time    | Qty | Ext. One-Time |
|-----------------------------------------------------------------------|-------------|-----|---------------|
| Marco Professional Services - Fixed Fee - Access Control Installation | \$16,442.00 | 1   | \$16,442.00   |
| Subtotal:                                                             |             |     | \$16,442.00   |

## Professional Services Engagement Agreement

### ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement), the following applies to this Professional Service Engagement:

### ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

Fillmore County would like Marco to expand existing OpenOptions card access and Milestone surveillance systems to cover Social Services Building

### ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

## Electronic Access Control

- Marco managed sub-contractor to:
  - Install new cable runs to (Qty:13) access control doors
  - Install door hardware
    - Card Readers
    - Door Strikes
    - Request to Exit Sensors
    - Door Position Sensors
  - Install access control power supply cabinet
  - Terminate cables to control boards
- Install PDU and UPS in equipment rack

- Remove existing power strip and move (Qty:4) network switches to PDU
- PDU to get power from UPS
- Access control power supply to be powered off of UPS

Marco technicians to:

- Program new doors into existing OpenOptions access control server
- Program UPS with IP address

## Video Surveillance

- Marco Managed sub-contractor to:
  - Install data cable to (Qty:7) new camera locations per site walk
  - Mount, Aim and Focus IP cameras
- Marco Technicians to:
  - Program cameras into existing Milestone surveillance server

## Managed Network

- Marco managed IT to:
  - Extend security VLAN from Courthouse to Social Services Building
  - Provide (Qty:9) IP addresses and port assignments for new equipment
    - (Qty:7) Cameras
    - (Qty:1) Access control
    - (Qty:1) UPS

## ■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

Tasks and deliverables for our Coordination Team are located at [www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement](http://www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement)

## ■ CLIENT RESPONSIBILITIES

Client Responsibilities:

- Coordinate with Marco Project manager to when Network switches can be powered down and moved to new UPS
- Provide Marco technicians with door schedule and access level requirements for Social Services Building

## ■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work to be completed during normal business hours.
- Marco technicians and sub-contractors have access to any and all areas where work needs to be preformed.



## Quote Summary - One-Time Expenses

| Description                                | Amount      |             |
|--------------------------------------------|-------------|-------------|
| Surveillance                               | \$5,526.21  |             |
| Surveillance - Professional Services Labor | \$5,086.00  |             |
| Electronic Access Control                  | \$25,872.93 |             |
| Professional Services Labor                | \$16,442.00 |             |
| Total:                                     |             | \$52,927.14 |

## Payment Options

| Description                       | Payments | Interval | Amount      |
|-----------------------------------|----------|----------|-------------|
| Marco Payment & Financing Options |          |          |             |
| One-Time Payment                  | 1        | One-Time | \$52,927.14 |

## Summary of Selected Payment Options

| Description                                         | Amount |
|-----------------------------------------------------|--------|
| Marco Payment & Financing Options: One-Time Payment |        |



## QUOTE

**Client:** Fillmore County, MN  
**Date:** 2/19/21  
**Summary:** iasWorld Products & Services

### Description

The following is a quote for Tyler iasWorld products and services. This quote is valid for 90 days from the date above.

#### iasWorld CAMA and Tax Billing & Collection

##### **One-Time Costs**

|                         |           |
|-------------------------|-----------|
| Implementation Services | \$257,600 |
|-------------------------|-----------|

##### **Annual-Costs**

|                    |           |
|--------------------|-----------|
| SaaS – Maintenance | \$ 66,482 |
|--------------------|-----------|

##### **Travel Expense**

|                    |           |
|--------------------|-----------|
| Billed as incurred | \$ 20,800 |
|--------------------|-----------|

## Software as a Service (SaaS)

Tyler is proposing to host iasWorld through Software as a Service (SaaS). There are no server acquisition, upgrade, or maintenance issues. No specialized skills are required such as UNIX, or NT Server administration. It establishes a flat fee, for which it is easy to budget and plan.

## Features

- **System Administration:** Tyler's iasWorld performs daily administrative tasks. We address the installation, upgrade, support and file maintenance of the Tyler iasWorld application and database servers, operating system, database and application files.
- **Security Administration:** Tyler's iasWorld provides secure data transmission paths from each client workstation to the iasWorld servers. User IDs, passwords, and application access rights for the VPN (Virtual Private Network) and the iasWorld application are administered by iasWorld with the client's final approval.
- **Hardware Performance Maintenance:** iasWorld supplies and maintains all necessary hardware required to provide workstation access to the iasWorld application at standard industry performance levels. All repairs, upgrades, and replacements to server hardware are the responsibility of iasWorld.
- **Disaster Recovery & Fault Tolerance:** iasWorld backs up all systems & data files and stores them in a secure off-site location. We have fully redundant telecommunications access, electrical power, and required hardware to provide access to the Tyler iasWorld application in the event of a disaster or component failure.

## Benefits

- **Easy Budgeting:** The lease is a set fee, flattening the peaks and valleys associated with the acquisition of software and services. Leasing dramatically lowers initial costs. It provides a consistent quarterly or annual fee that can be easily budgeted for the duration of the agreement.
- **No Secondary Operational Fees:** No additional fees, such as maintenance and support are required.
- **IT Management Reports:** Tyler's iasWorld monthly management reports containing detailed information regarding access, usage, performance and availability for all hosted applications.

## Computer Assisted Mass Appraisal (CAMA)

The Computer Assisted Mass Appraisal solution provided in iasWorld is responsible for the maintenance of property characteristics from which appraised value estimates are developed. iasWorld supports three primary approaches to value – cost, sales comparison (regression and comparable sales) and income – using valuation tables and algorithms that offer the best flexibility and ease of use. The market valuation functionality within iasWorld includes constrained regression modeling and market valuation driven by comparable sales. Having this feature as an integral part of the CAMA module allows the Jurisdiction to

work on multiple models while cleaning up sales, without the need to re-extract the sales file to import into a third party modeling tool. The model building and valuation testing, using different comparable selection criteria, can occur easily over a longer period of time. This allows for better, more refined market models. iasWorld supports the classification of properties, land and improvements for the purpose of determining the assessed values used in the calculation of taxes.

### **Assessment Administration (AA)**

The Assessment Administration solution provides transactions for a jurisdiction to maintain the data necessary to track the elements needed for efficient property administration for properties maintained in iasWorld. These elements include information regarding ownership, mailing address, legal description, property classification, exemptions, and appraised and/or assessed values. The transactions may include information on real estate or personal property in addition to other type of property, such as manufactured homes and livestock. Assessment Administration transactions also support various business functions associated with the administration of property including the production of the assessment roll, real estate transfer, and property sales. The data elements maintained in the Assessment Administration solution eventually form the core elements consumed in the extension and collection of tax information.

### **Tax Billing & Collection (TB&C)**

The primary purpose of the Tax Billing & Collections function is to extend, collect and distribute property taxes and all related charges. In iasWorld extends property taxes and secondary charges based (i.e., calculated) on rates maintained in the application and property valuation maintained using the Assessment Administration function of the application. This calculation can occur by means of a batch processing or through online processing. After extension, the calculated tax amounts are available for collection.

Using TB&C, users can accept and post a number of different means payments, such as directly to parcels through online payment processing or payments accepted through third party cashier applications. Additionally, the application accepts payments from a number of mass payment processes such as lock box payments and mortgage company payments. Once iasWorld accepts payments, the application allows for the organization and distribution of the payment funds received, as well as allocation of the funds to taxing authorities. The application refers to this process as tax settlement and disbursement processing.

### **iasWorld Delinquent Tax**

The iasWorld Delinquent Tax™ add-on feature provides complementary capabilities for jurisdictions using the Tax Billing & Collections function. This separately licensed feature allows clients to administer delinquent accounts, including the ability to perform the following.

- Initiate a qualifying parcel on a delinquent contract program.
- Monitor the payment process of the delinquent plan.
- Calculate and apply unapplied penalty and interest charges to selected parcels when a contract is in default.
- Query all delinquent information.
- Generate delinquent coupons and tax billings for delinquent plans.
- Record all delinquent parcels that qualify for bankruptcy.
- Record all delinquent parcels that are in foreclosure.

The following pages illustrate the added capabilities for managing payment processes, calculation of interest, bankruptcy and foreclosure within the iasWorld Delinquent Tax feature.

### **iasWorld Public Access**

iasWorld Public Access™ is an online gateway to property and tax data. It provides you with the tools you need to extend the access of your iasWorld system data to a citizen-facing website. Because there are many degrees of standards and accessibility to public records, you have the flexibility to choose the level of data you want to expose. You can share data on an existing website or, alternatively, build a new or expanded online presence using the inherent, modern tools and content management system functions in Public Access. iasWorld Public Access provides the following features:

- Add the ability to search and display your iasWorld data on a newly built website or on an existing website using today's most current tools — all displayed with your jurisdiction's established look and brand.
- Create modern, data-rich access using modern HTML5 technology that supports today's most current browsers, including Internet Explorer®, Chrome, Firefox™ and Safari.
- Download data files and reports, such as mailing addresses, parcel summary reports, property record cards, assessment notices, tax bills and more.
- Create search forms that allow for single or multiple criteria on real and personal property searches.
- Configure how you want your search results to display for basic property details, building photos and sketches, map book pages, links to other sites using dynamic URLs and more.
- Apply virtually any design theme to your public access site with comprehensive customization capabilities — using existing and new web assets.
- Deploy in a way that best suits your needs today and over the long term — available as a traditional on-premise or cloud-based solution.
- Incorporate and share data from your key systems, such as aerial imagery and GIS information, for an easily accessible and interactive online experience.

- Keep content fresh and engaging using the most widely adopted content management system functions.
- Support pass-through payment of fees and taxes using dynamically generated URLs that can be configured to pass pertinent information on to the payment vendor's secure Web site.

### **Assumptions**

- Included: CAMA, AA, TB&C, Delinquent Tax, Public Access
- 18-month implementation, 30% resourcing (PM, CAMA IC, AA IC, TAX IC)
- Minnesota standard configuration (no minimal changes)
- The County will work with Tyler to change their business processes to match what other Minnesota iasWorld counties are already doing
- Mini Fit/Gap will be in place to understand the county's current processes (20 days = 1 week of whole team)
- The County will be converted from software Tyler already written scripts for
- Travel billed separately
- No product modifications included
- No custom reports included
- No custom integrations included (the county can use up to 3 existing standard ones)
- No workflows included
- 2 months post-live support
- 30 days of training (2 weeks, partial team)
- 20 days of go-live support (1 week of whole team)

### **(Optional) iasWorld SmartFile**

- The iasWorld® SmartFile solution extends the value of iasWorld by allowing for the direct capture of data and electronic attachments from your constituents. This electronic filing solution not only provides an easy and efficient way for taxpayers to communicate with your office, but also greatly reduces the re-entry of paper submissions. Some common examples of information or processes that can leverage this solution are homestead applications, ownership address changes, exemptions, personal property filings, and mailing address change submissions.
- 3 basic existing MN Smart-filings included
- Optional Services cost would be \$10,000 per filing or (\$30,000) for all 3 existing MN filings
- Annual SaaS for SmartFile would be \$4,875

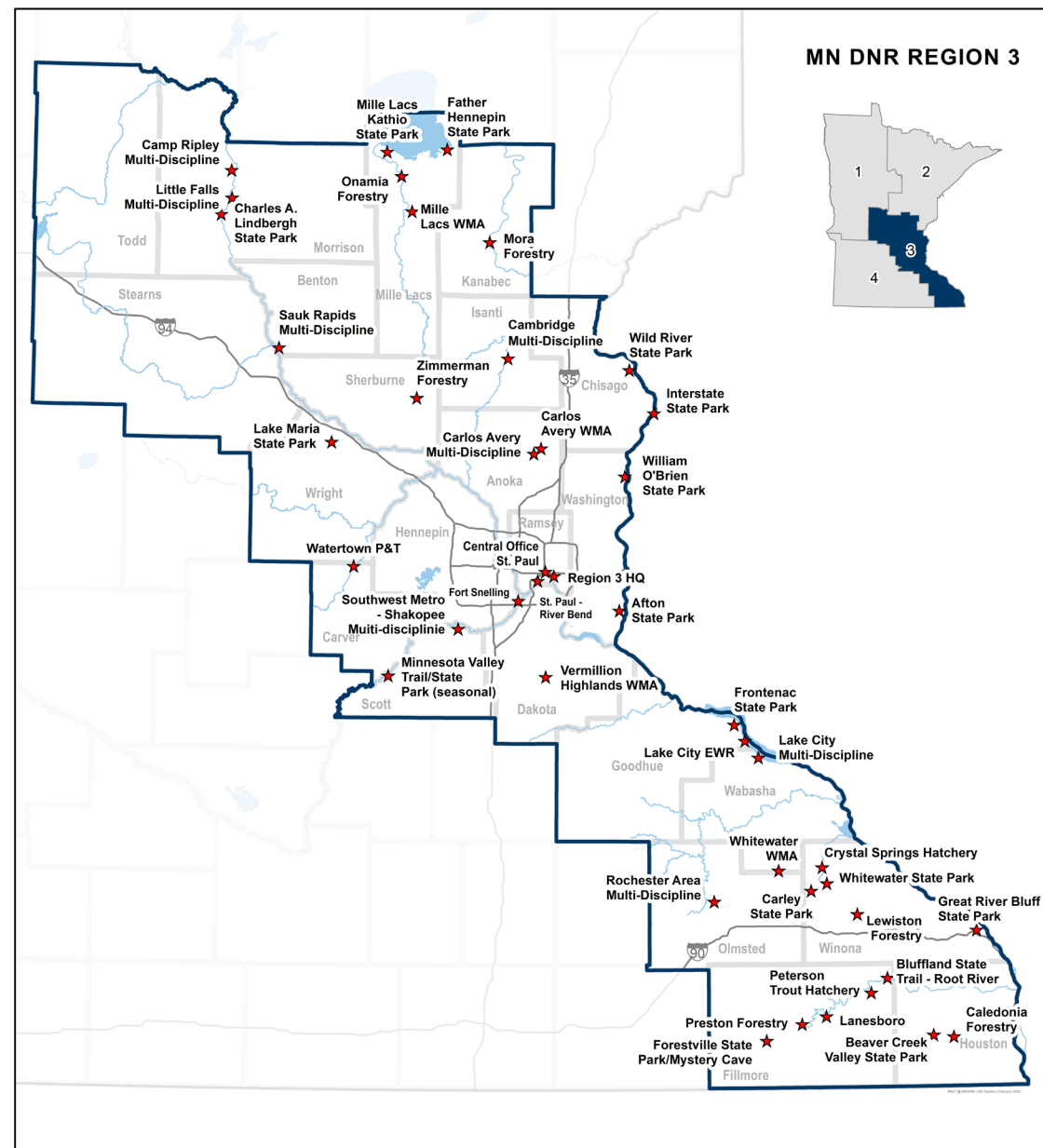
### **(Optional) iasWorld Field Mobile**

- iasWorld has an integrated solution that is a field specific, Windows app, called iasWorld Field Mobile. Field Mobile is a powerful tool for collecting, reviewing, and updating data. This Windows Store App can run a wide variety of Windows tablets, laptops, and hybrids. Field review tasks are initiated and assigned from the Property Review Workflow in iasWorld, then downloaded to Field Mobile by the assigned users for offline use. The data entry forms are highly configurable to provide the information needed while still being easy to use.
- Downloaded data includes current sketches and photos. Photos can be captured and associated to parcels right on the device and uploaded back to iasWorld with the rest of the updates, eliminating any correlation of photos to parcels back in the office. Sketches are available for visual reference, as well as adding or editing. Maps are integrated throughout Field Mobile using Esri's ArcGIS Runtime, providing real time location when GPS is available.
- Optional Services cost would be \$32,200.
- Annual SaaS for Field Mobile would be \$7,600.

### **(Optional) Tyler Cashiering**

Tyler Cashiering streamlines cash management by creating a single point of entry for data from multiple applications. Cashiering features a versatile, easy-to-navigate interface developed in the Microsoft® .NET platform. This scalable application has a familiar Microsoft Windows® look and feel and was designed with user experience in mind. Tyler Cashiering allows for a wide range of customization based on payment type—and it integrates with local resources such as OCR and handheld bar code scanners, printers, validators and MICR devices, making it an essential addition to any agency's collection process. Other benefits include:

- On-screen running batch and transaction totals displays
- Unlimited, user-defined tender types.
- Various user permission and controls over POS actions – such as voids, cash drawer opening, and more.
- Robust reporting on batch totals, user activity, and overall collection totals/trends
- Compliant with PCI/PA-DSS security standards
- Full Check-21 compliance which allows for creation of an electronic cash letter containing images of checks to be submitted to a bank in lieu of a traditional deposit with paper checks.
- Standard interface to other Tyler products and may be configured to connect to third party modules as well.
- Support for EMV chip credit card processing
- Optional Services cost would be \$29,500.
- Annual SaaS for Tyler Cashiering would be \$10,500.



The DNR divides the state into four administrative regions, each with a regional director appointed by the DNR commissioner. Each of DNR's divisions also has a regional manager. These managers may be able to help with larger issues, but please consult with local DNR staff first.

## DNR Central Region Managers

**Regional Director: Grant Wilson, 651-259-5635, [Grant.Wilson@state.mn.us](mailto:Grant.Wilson@state.mn.us)**

Ecological & Water Resources: Dan Lais, 651-259-5766, [Dan.Lais@state.mn.us](mailto:Dan.Lais@state.mn.us)

Enforcement: Capt. Jason Peterson: 651-259-5838, [Jason.R.Peterson@state.mn.us](mailto:Jason.R.Peterson@state.mn.us)

Fisheries: Brian Nerbonne, 651-259-5789, [Brian.Nerbonne@state.mn.us](mailto:Brian.Nerbonne@state.mn.us)

Forestry: Joel Lemberg, 651-259-5829, [Joel.Lemberg@state.mn.us](mailto:Joel.Lemberg@state.mn.us)

Lands & Minerals: Martha Vickery, 651-259-5792, [Martha.Vickery@state.mn.us](mailto:Martha.Vickery@state.mn.us)

Operations Services: Samantha Minkler, 651-259-5065, [Samantha.Minkler@state.mn.us](mailto:Samantha.Minkler@state.mn.us)

Parks & Trails: Kelli Bruns, 651-259-5747, [Kelli.Bruns@state.mn.us](mailto:Kelli.Bruns@state.mn.us)

Wildlife: Jami Markle, 651-259-5768, [Jami.Markle@state.mn.us](mailto:Jami.Markle@state.mn.us)



The Minnesota Department of Natural Resources (DNR) works with Minnesotans to:

- Conserve and manage the state's natural resources;
- Provide outdoor recreation opportunities;
- Provide for commercial uses of natural resources in a way that creates a sustainable quality of life.

To accomplish its mission, the DNR is organized into **seven divisions** that focus on discrete but overlapping areas of responsibility:

- The division of **Fish & Wildlife** manages the state's populations of fish and game and the habitat they need, establishes rules for hunting and angling, and provides places where the public can pursue those activities.
- The **Parks & Trails** division manages state parks, trails, recreation areas, waysides, water accesses, fishing piers, water trails and state forest campgrounds.
- The division of **Enforcement** helps protect Minnesota's fish and game and other natural resources by enforcing laws meant to protect them. It works to make sure people enjoy the outdoors safely and responsibly.
- The **Ecological & Water Resources** division works to maintain healthy natural systems of lands and waters to support a diversity of plants and animals
- The division of **Forestry** manages state forests and works with private landowners to provide a sustainable supply of timber and other forest products, as well as being the lead agency in suppressing wildfires.
- The division of **Lands & Minerals** manages the state's mineral resources, and it provides important real estate services that help DNR protect and manage the lands it owns and manages on behalf of the public.
- The **Operations Services** division handles a range of support services critical to the DNR's conservation mission, including fleet, facilities, human resources, planning and budget services, communications and outreach, and IT.

DNR manages a variety of state lands for the many benefits they provide to the public:

- **State forests** offer the public a variety of outdoor recreational opportunities, they generate raw material such as timber and pulp for the forest products industry, all while protecting water quality, preserving wildlife habitat and providing other environmental benefits.
- **State parks** preserve and interpret natural features of regional or statewide significance, and they provide recreational opportunities such as camping, hiking, wildlife watching, fishing and canoeing.
- **Wildlife Management Areas (WMAs)** protect critical habitat for wildlife and they provide public hunting and wildlife watching opportunities.
- **Aquatic Management Areas** protect lakes, rivers and streams for water quality and for fish and wildlife, while providing access for angling and other recreational activities.
- **Scientific and Natural Areas (SNAs)** protect natural features of exceptional scientific or educational value, and they're home to many rare species of plants and animals.
- **State trails** provide opportunities for hiking, bicycling, cross-country skiing, and riding horses, snowmobiles and OHVs.
- **State water access sites** provide public access to lakes and rivers.

Minnesota's public lands support billions of dollars in private sector economic activity. The state also pays \$36 million annually to local governments to offset property taxes not collected on state and tax-forfeit lands.

# Fillmore County Natural Resources

Fillmore County in southeast Minnesota is an area rich in natural resources. Located in what's known as the "Driftless Area," it was untouched by the last period of glaciers 10,000 years ago, leaving a landscape that features steep, forested ridges, deeply carved river valleys, and karst geology with spring-fed waterfalls and cold-water trout streams. Those water resources once contributed



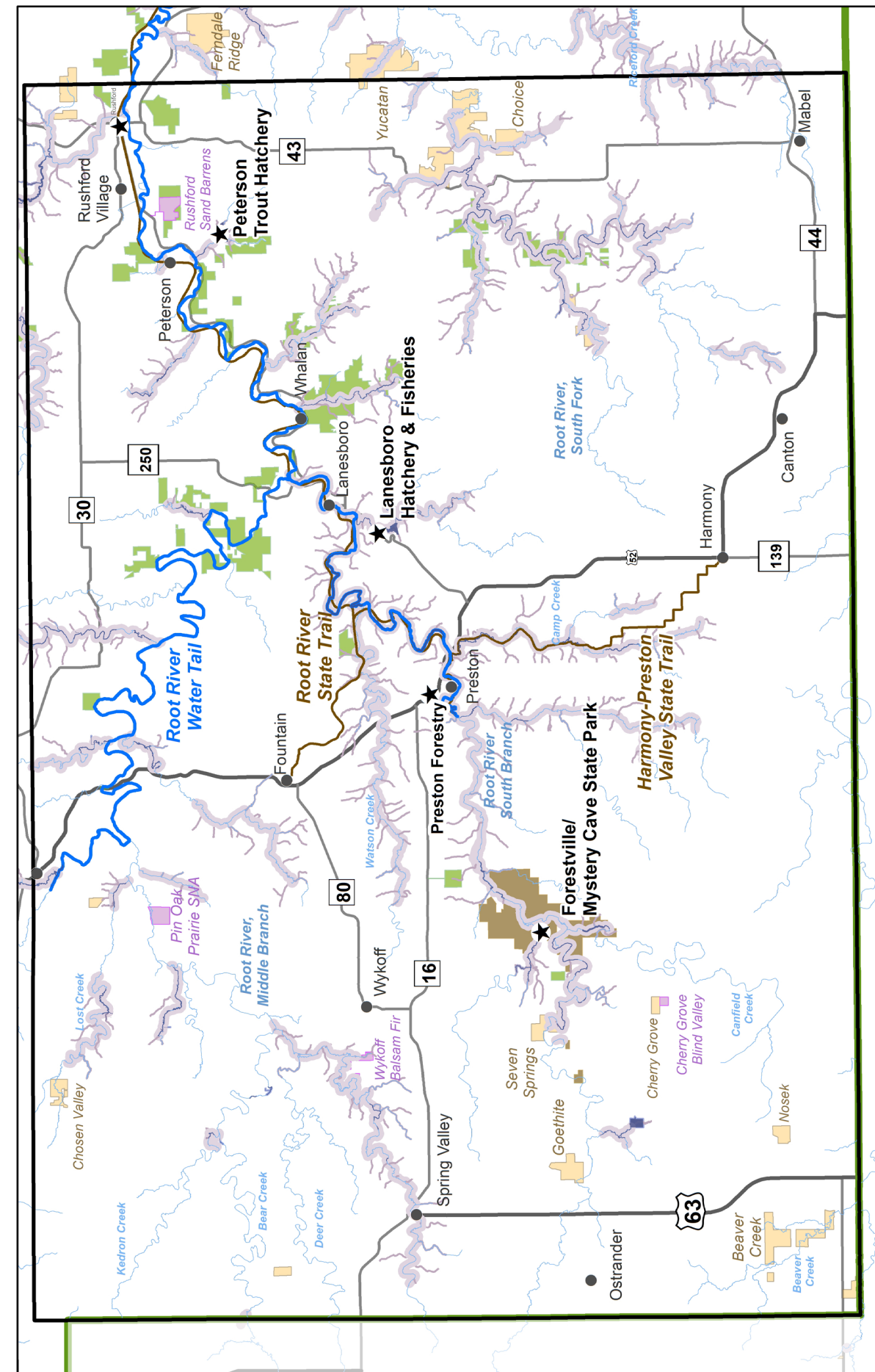
to the county's early settlement, providing power for its many mills. Today they help fuel a thriving outdoors industry that draws tourists from around the region to fish, hunt, camp, hike, canoe, and take in the sights. With more extreme precipitation events brought on by global warming, flash flooding has become a more frequent problem in the area, necessitating more robust approaches to water management.

Fillmore County total land area: 551,471 acres  
 Predominant land use: Agriculture, 68% (2017)  
 DNR-managed lands: 18,425 acres  
 DNR lands as a percentage of county: 3.3%  
 Payment-in-lieu of taxes (PILT): \$468,199 (2019)

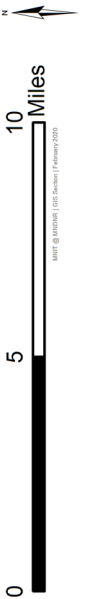
- Wildlife Management Areas (WMAs): 13
- WMA acreage: 4,183
- Largest WMA: Choice WMA - 1,560 acres
- State Parks: 1 - Forestville/Mystery Cave State Park
- State Park acreage: 3,404
- State Trails: 3
- State Trail mileage: 47.3 miles
- State Water Trails: 1
- State Water Trail mileage: 72.6 miles
- Public Water Accesses: 9
- Public fishing sites managed by DNR: 4
- Aquatic Management Areas (AMAs): 33
- AMA acreage: 283
- State Forests: 1 (R.J. Dorer)
- State Forest acreage: 8,936
- Scientific & Natural Areas (SNAs): 3
- SNA acreage: 353
- Miles of designated trout streams: 499.2

## DNR Area Contacts

Area Hydrologist: Nicole Lehman, 507-206-2854, [Nicole.Lehman@state.mn.us](mailto:Nicole.Lehman@state.mn.us)  
 Area Wildlife Manager: Brandon Schad, 507-206-2858, [Brandon.Schad@state.mn.us](mailto:Brandon.Schad@state.mn.us)  
 Area Fisheries Supervisor: Ronald Benjamin, 507-765-7061, [Ronald.Benjamin@state.mn.us](mailto:Ronald.Benjamin@state.mn.us)  
 Parks & Trails District Supervisor: Gretchen Miller, 507-206-2841, [Gretchen.Miller@state.mn.us](mailto:Gretchen.Miller@state.mn.us)  
 Conservation Officer: Tyler Quandt, 651-301-5258, [Tyler.Quandt@state.mn.us](mailto:Tyler.Quandt@state.mn.us)  
 Forestry District Supervisor: Joe Brown, 507-522-5062, [Joseph.R.Brown@state.mn.us](mailto:Joseph.R.Brown@state.mn.us)



## FILLMORE COUNTY OVERVIEW



- DNR Land Management Units**
- ★ Aquatic and Fish Management Area
  - Scientific and Natural Area
  - Wildlife Management Area
  - State Park
  - Richard J. Dorer State Forest
- ★ DNR Worksites (6)**
- State Water Trails
  - State Trails
  - Public Water Watercourse
  - Designated Trout Stream
  - Protected Tributary to Designated Trout Stream

DEPARTMENT OF  
NATURAL RESOURCES

