

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
November 12, 2019**

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

                  Approve Consent Agenda:

1. November 5, 2019 County Board minutes

                  Approve Commissioners' Warrants

                  Review Finance Warrants

9:05 a.m.     Marty Walsh, EDA  
                  1. Present the completed Fillmore County Housing Study  
                  2. Consider approval of 2020 CEDA Contract for Economic Development Services

9:20 a.m.     Drew Hatzenbihler, Sanitation  
                  1. Consider approval to increase hauler licensing fee from \$75 to \$100

9:30 a.m.     Citizens Input

9:35 a.m.     Kevin Olson, Social Services  
                  1. Consider approval of 2019/2020 foster care transportation agreement between Fillmore County and Lanesboro Schools

9:40 a.m.     Ron Gregg, Highway  
                  1. Consider passing a final payment resolution for Project SAP 023-592-002, Heron Road LRIP Project  
                  2. Consider passing a final payment resolution for Project SAP 023-599-150, Carrolton Township Bridge replacement project  
                  3. Consider passing a new Bridge Replacement Priority List for Fillmore County Bridges

9:55 a.m.     Bobbie Vickerman, County Coordinator  
                  1. Review of Technology Projects  
                  2. Request to accept [REDACTED] 30 day notice for ending the contract for Assessor services

10:10 a.m.     Kristina Kohn, Human Resources Officer  
                  1. Request to hire replacement County Assessor at Grade 15/Step 6 effective no later than December 9, 2019, as recommended by the Personnel Committee  
                  2. Discussion with possible action regarding the return of [REDACTED] to Property Appraiser position at Grade 9/Step 9 as recommended by the Personnel Committee

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3. Request to advertise for replacement full-time jailer as requested by the Sheriff and recommended by the Personnel Committee
4. Discussion with possible action regarding position title change of County Coordinator to County Administrator as recommended by the Personnel Committee

Calendar review, Committee Reports and Announcements

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

|                        |            |                                                   |                       |
|------------------------|------------|---------------------------------------------------|-----------------------|
| Tuesday, November 12   | 12:00 noon | Department Head                                   | <i>Bakke, Prestby</i> |
|                        | 6:00 p.m.  | SEMCAC – Rochester                                | <i>Dahl</i>           |
| Thursday, November 14  | 8:00 a.m.  | SE EMS, Rochester                                 | <i>Lentz</i>          |
|                        | 10:00 a.m. | Workforce Development                             | <i>Lentz</i>          |
|                        | 12:00 noon | FC Taskforce                                      | <i>Bakke</i>          |
|                        | 4:30 p.m.  | SWCD Board meeting, Preston                       | <i>Bakke</i>          |
| Tuesday, November 19   | 8:00 a.m.  | Law Enforcement                                   | <i>Prestby, Lentz</i> |
|                        | 9:00 a.m.  | Technology                                        | <i>Prestby, Lentz</i> |
| Wednesday, November 20 | 8:30 a.m.  | Wellness                                          | <i>Bakke, Lentz</i>   |
|                        | 4:30 p.m.  | Economic Development Authority                    | <i>Lentz, Hindt</i>   |
|                        | 7:00 p.m.  | Extension Committee, County Office Building       | <i>Bakke, Lentz</i>   |
| Thursday, November 21  | 1:00 p.m.  | Historical Society, Fountain                      | <i>Bakke</i>          |
|                        | 1:00 p.m.  | SE MN Regional Radio Board, Rochester             | <i>Lentz</i>          |
| Monday, November 25    | 6:00 p.m.  | Zumbro Valley Health Center, Rochester            | <i>Lentz</i>          |
| Tuesday, November 26   | 9:00 a.m.  | Board of Commissioner, special meeting, Boardroom | <i>All</i>            |
|                        | 1:00 p.m.  | Joint Board of Health, Mabel Community Center     | <i>All</i>            |

This is a preliminary draft of the November 5, 2019, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 5<sup>th</sup> day of November, 2019, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Larry Hindt, Randy Dahl and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; Brandon Schad, Minnesota Department of Natural Resources; Kevin Olson, Social Services Manager; Kristina Kohn, Human Resources Officer; Bonita Underbakke; Gretchen Mensink-Lovejoy, Republican Leader and Karen Reisner, Fillmore County Journal.

The Pledge of Allegiance was recited.

On motion by Dahl and seconded by Lentz, the agenda was unanimously approved.

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

1. October 22, 2019 County Board Minutes

On motion by Dahl and seconded by Lentz, the Board unanimously approved the Commissioners' Warrants.

The Finance Department warrants were reviewed.

Brandon Schad, Minnesota Department of Natural Resources, was present. Schad reviewed the property which is 52 acres, mostly wetlands, no crop land and does not require Board action. He noted they did meet with the Beaver Township Board. He stated he wanted to introduce himself to the Fillmore County Board and make himself available if there are questions. Dahl asked if there is a map that shows State acquired land in Fillmore County. Schad noted that there is a great interactive map available that he can forward to the Board. Lentz asked if there is a goal for acreage that the DNR wants to acquire in Fillmore County or SE Minnesota. Schad noted that he reviews each property on its own merits and tries to review all aspects of each property, but he is not aware of the DNR having a goal for acreage.

Kevin Olson, Social Services, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the 2020/2021 Biennial Plan between Fillmore County and Minnesota Department of Human Services.

Kristina Kohn, Human Resources Officer, was present.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the resignation of Greg Melartin, Jailer, effective 10/29/2019. The Board thanked him for his 3½ years of service.

Bobbie Vickerman, County Coordinator, was present.

Vickerman reviewed the technology projects and plans to keep the Board aware at each Board meeting due to the complex projects and timing of each.

The citizens input portion of the meeting was opened and closed at 9:32 a.m.

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

- Hindt – Public Health Community Advisory – he noting that the informational vaping presentation that our Public Health Educator, Brenda Pohlman, provided was excellent and he felt it should be presented at a future Board meeting.
- AMC District 9 – Dahl, Lentz and Vickerman – Round Table discussion regarding Transportation, Legislative Priorities and Vote, County reports

On motion by Lentz and seconded by Hindt, Chair Bakke adjourned the meeting at 9:38 a.m.

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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             |      |
| 3  | DEPT                                          |      |           | Board Of Commissioners         |               |                               |      |
|    | 3804 Bakke/Duane                              |      |           |                                |               |                               |      |
|    | 01-003-000-0000-6335                          |      | 39.44     | October 2019 Mileage           |               | Employee Automobile Allowance | N    |
|    |                                               |      |           | 10/01/2019 10/24/2019          |               |                               |      |
|    | 3804 Bakke/Duane                              |      | 39.44     | 1 Transactions                 |               |                               |      |
|    | 2081 Lentz/Mitch                              |      |           |                                |               |                               |      |
|    | 01-003-000-0000-6335                          |      | 182.12    | October 2019 Mileage           |               | Employee Automobile Allowance | N    |
|    |                                               |      |           | 10/01/2019 10/30/2019          |               |                               |      |
|    | 2081 Lentz/Mitch                              |      | 182.12    | 1 Transactions                 |               |                               |      |
| 3  | DEPT Total:                                   |      | 221.56    | Board Of Commissioners         | 2 Vendors     | 2 Transactions                |      |
| 11 | DEPT                                          |      |           | District Court                 |               |                               |      |
|    | 5101 Novotny Law Office, LTD                  |      |           |                                |               |                               |      |
|    | 01-011-000-0000-6261                          |      | 40.00     | Crt Appointed Attorney - CHIPS | 1110          | Court Appointed Attorneys     | Y    |
|    |                                               |      |           | 10/22/2019 10/28/2019          |               |                               |      |
|    | 5101 Novotny Law Office, LTD                  |      | 40.00     | 1 Transactions                 |               |                               |      |
| 11 | DEPT Total:                                   |      | 40.00     | District Court                 | 1 Vendors     | 1 Transactions                |      |
| 41 | DEPT                                          |      |           | Auditor/Treasurer              |               |                               |      |
|    | 82132 Fillmore Co Journal, Sethre Media Group |      |           |                                |               |                               |      |
|    | 01-041-000-0000-6241                          |      | 238.92    | Property Tax Reminder #1       | 104126        | Advertising                   | N    |
|    |                                               |      |           | 10/07/2019 10/07/2019          |               |                               |      |
|    | 01-041-000-0000-6241                          |      | 238.92    | Property Tax Reminder #2       | 104305        | Advertising                   | N    |
|    |                                               |      |           | 10/14/2019 10/14/2019          |               |                               |      |
|    | 82132 Fillmore Co Journal, Sethre Media Group |      | 477.84    | 2 Transactions                 |               |                               |      |
| 41 | DEPT Total:                                   |      | 477.84    | Auditor/Treasurer              | 1 Vendors     | 2 Transactions                |      |
| 60 | DEPT                                          |      |           | Information Systems            |               |                               |      |
|    | 6757 Revize LLC                               |      |           |                                |               |                               |      |
|    | 01-060-000-0000-6640                          |      | 14,625.00 | County Web Site                | 9097          | Equipment Purchased           | N    |
|    |                                               |      |           | 11/05/2019 11/05/2019          |               |                               |      |
|    | 6757 Revize LLC                               |      | 14,625.00 | 1 Transactions                 |               |                               |      |

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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         |                       |
| 60     | DEPT Total:                                                     |      | Information Systems | 1 Vendors                                               | 1 Transactions            |                       |
| 61     | DEPT                                                            |      | Data Processing     |                                                         |                           |                       |
| 6650   | Avenu Insights & Analytics<br>01-061-000-0000-6366              |      | 3,400.00            | Annual NWS Support<br>07/01/2019 06/30/2020             | INVB-003825               | Payment Support Y     |
| 6650   | Avenu Insights & Analytics                                      |      | 3,400.00            | 1 Transactions                                          |                           |                       |
| 6093   | Help-Systems-IL,LLC<br>01-061-000-0000-6284                     |      | 368.86              | Sequel Data Access User Fee<br>01/01/2020 12/31/2020    | V0000107574               | Computer Consultant N |
| 6093   | Help-Systems-IL,LLC                                             |      | 368.86              | 1 Transactions                                          |                           |                       |
| 61     | DEPT Total:                                                     |      | 3,768.86            | Data Processing                                         | 2 Vendors                 | 2 Transactions        |
| 91     | DEPT                                                            |      | County Attorney     |                                                         |                           |                       |
| 111    | Fillmore Co Treasurer - Credit Card/ACH<br>01-091-000-0000-6245 |      | 195.00              | Gov't Attorney CLE - MH<br>10/22/2019 10/22/2019        | 973187                    | Registration Fees N   |
| 111    | Fillmore Co Treasurer - Credit Card/ACH                         |      | 195.00              | 1 Transactions                                          |                           |                       |
| 2325   | Mn Attorney General's Office<br>01-091-000-0000-6285            |      | 641.59              | Reimburse Meals & Travel<br>06/26/2019 09/17/2019       |                           | Professional Fees N   |
| 2325   | Mn Attorney General's Office                                    |      | 641.59              | 1 Transactions                                          |                           |                       |
| 91     | DEPT Total:                                                     |      | 836.59              | County Attorney                                         | 2 Vendors                 | 2 Transactions        |
| 103    | DEPT                                                            |      | Assessor            |                                                         |                           |                       |
| 4252   | Blagsvedt/Cindy<br>01-103-000-0000-6273                         |      | 5,000.00            | October 2019 Contract Services<br>10/02/2019 10/29/2019 |                           | Professional Fees Y   |
| 4252   | Blagsvedt/Cindy                                                 |      | 5,000.00            | 1 Transactions                                          |                           |                       |
| 103    | DEPT Total:                                                     |      | 5,000.00            | Assessor                                                | 1 Vendors                 | 1 Transactions        |
| 105    | DEPT                                                            |      | Planning And Zoning |                                                         |                           |                       |
| 3567   | STS Plumbing & Heating, LLP                                     |      |                     |                                                         |                           |                       |

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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                  |      |
|        | 01-105-000-0000-6105                    |      | 195.00 | Septic Inspections - Wages     | 9202          | Gross Salaries                     | Y    |
|        |                                         |      |        | 10/31/2019 10/31/2019          |               |                                    |      |
| 3567   | STS Plumbing & Heating, LLP             |      | 195.00 | 1 Transactions                 |               |                                    |      |
| 105    | DEPT Total:                             |      | 195.00 | Planning And Zoning            | 1 Vendors     | 1 Transactions                     |      |
| 111    | DEPT                                    |      |        | Facilites Mtce                 |               |                                    |      |
| 6567   | A-1 All Brand Vacuums of Rochester, Inc |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6580                    |      | 314.95 | 18 Inch Vacuum Repair          | 9569          | Other Repair And Maintenance Suppl | N    |
|        |                                         |      |        | 10/24/2019 10/24/2019          |               |                                    |      |
| 6567   | A-1 All Brand Vacuums of Rochester, Inc |      | 314.95 | 1 Transactions                 |               |                                    |      |
| 5988   | Preston Auto Parts                      |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6580                    |      | 46.69  | Belts, Grease, Batteries,Blade | 607828        | Other Repair And Maintenance Suppl | N    |
|        |                                         |      |        | 11/05/2019 11/05/2019          |               |                                    |      |
| 5988   | Preston Auto Parts                      |      | 46.69  | 1 Transactions                 |               |                                    |      |
| 303    | Preston Equipment Company               |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6316                    |      | 34.62  | Snowblower Oil & Switch        | 01-80878      | Grounds Maintenance                | N    |
|        |                                         |      |        | 10/11/2019 10/11/2019          |               |                                    |      |
|        | 01-111-000-0000-6316                    |      | 54.75  | Snowblower Harness & Adapter   | 01-81291      | Grounds Maintenance                | N    |
|        |                                         |      |        | 10/21/2019 10/21/2019          |               |                                    |      |
|        | 01-111-000-0000-6316                    |      | 34.32- | Credit - Mower Blades          | 56735         | Grounds Maintenance                | N    |
|        |                                         |      |        | 06/15/2019 06/15/2019          |               |                                    |      |
| 303    | Preston Equipment Company               |      | 55.05  | 3 Transactions                 |               |                                    |      |
| 9531   | Summit Fire Protection                  |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6317                    |      | 240.00 | FCOB Fire Sprinkler Repair     | 2156373       | Building Maintenance               | N    |
|        |                                         |      |        | 10/25/2019 10/25/2019          |               |                                    |      |
| 9531   | Summit Fire Protection                  |      | 240.00 | 1 Transactions                 |               |                                    |      |
| 5050   | Tufte/Blaine                            |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6335                    |      | 28.42  | October 2019 Mileage           |               | Employee Automobile Allowance      | N    |
|        |                                         |      |        | 10/01/2019 10/31/2019          |               |                                    |      |
| 5050   | Tufte/Blaine                            |      | 28.42  | 1 Transactions                 |               |                                    |      |
| 111    | DEPT Total:                             |      | 685.11 | Facilites Mtce                 | 5 Vendors     | 7 Transactions                     |      |

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|--------|--------------------------------------|------|----------|--------------------------------|---------------|---------------------------------------|------|
| No.    | Account/Formula                      | Accr | Amount   | Service Dates                  | Paid On Bhf # | On Behalf of Name                     |      |
| 201    | DEPT                                 |      |          | Enhanced 911 System            |               |                                       |      |
| 5142   | Ancom Technical Center, Inc.         |      |          |                                |               |                                       |      |
|        | 01-201-000-0000-6310                 |      | 90.00    | UPS Troubleshoot - Radio Tower | 91166         | Contract Repairs And Maintenance      | N    |
|        |                                      |      |          | 10/16/2019 10/16/2019          |               |                                       |      |
|        | 01-201-000-0000-6310                 |      | 810.93   | UPS Replacement on Tower       | 91337         | Contract Repairs And Maintenance      | N    |
|        |                                      |      |          | 10/23/2019 10/23/2019          |               |                                       |      |
| 5142   | Ancom Technical Center, Inc.         |      | 900.93   | 2 Transactions                 |               |                                       |      |
| 201    | DEPT Total:                          |      | 900.93   | Enhanced 911 System            | 1 Vendors     | 2 Transactions                        |      |
| 202    | DEPT                                 |      |          | Sheriff                        |               |                                       |      |
| 4545   | Brown's Tire & Battery Inc           |      |          |                                |               |                                       |      |
|        | 01-202-000-0000-6311                 |      | 43.62    | Service 2019 Explorer #1901    | 196114        | Miscellaneous Repairs And Maintenance | N    |
|        |                                      |      |          | 10/16/2019 10/16/2019          |               |                                       |      |
| 4545   | Brown's Tire & Battery Inc           |      | 43.62    | 1 Transactions                 |               |                                       |      |
| 3550   | Emergency Automotive Technology, Inc |      |          |                                |               |                                       |      |
|        | 01-202-000-0000-6650                 |      | 9,557.00 | New Squad Setup #2305          | JOR19063      | Vehicles Purchased                    | N    |
|        |                                      |      |          | 10/31/2019 10/31/2019          |               |                                       |      |
| 3550   | Emergency Automotive Technology, Inc |      | 9,557.00 | 1 Transactions                 |               |                                       |      |
| 4767   | Galls, LLC                           |      |          |                                |               |                                       |      |
|        | 01-202-000-0000-6173                 |      | 52.32    | Uniforms - Bellock             | 014057171     | Uniform Allowance                     | Y    |
|        |                                      |      |          | 10/23/2019 10/23/2019          |               |                                       |      |
| 4767   | Galls, LLC                           |      | 52.32    | 1 Transactions                 |               |                                       |      |
| 83550  | Kelly Printing & Signs LLC           |      |          |                                |               |                                       |      |
|        | 01-202-000-0000-6408                 |      | 42.00    | Wall Plaque                    | 35088         | Other Office Supplies                 | N    |
|        |                                      |      |          | 10/28/2019 10/28/2019          |               |                                       |      |
| 83550  | Kelly Printing & Signs LLC           |      | 42.00    | 1 Transactions                 |               |                                       |      |
| 463    | Matt's Body Shop                     |      |          |                                |               |                                       |      |
|        | 01-202-000-0000-6311                 |      | 846.71   | 2014 Durango AC Repair         | 66463         | Miscellaneous Repairs And Maintenance | N    |
|        |                                      |      |          | 10/22/2019 10/22/2019          |               |                                       |      |
| 463    | Matt's Body Shop                     |      | 846.71   | 1 Transactions                 |               |                                       |      |
| 5988   | Preston Auto Parts                   |      |          |                                |               |                                       |      |
|        | 01-202-000-0000-6580                 |      | 18.92    | 2014 Durango Wiper Blades      | 604000        | Other Repair And Maintenance Supply   | N    |
|        |                                      |      |          | 10/02/2019 10/02/2019          |               |                                       |      |



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| Vendor | Name                             | Rpt  | Amount    | Warrant Description            | Invoice #      | Account/Formula Descripti           | 1099 |
|--------|----------------------------------|------|-----------|--------------------------------|----------------|-------------------------------------|------|
| No.    | Account/Formula                  | Accr |           | Service Dates                  | Paid On Bhf #  | On Behalf of Name                   |      |
|        | 01-202-000-0000-6580             |      | 2.99      | Squad 3V Lith Battery          | 606814         | Other Repair And Maintenance Suppl  | N    |
|        |                                  |      |           | 10/26/2019 10/26/2019          |                |                                     |      |
| 5988   | Preston Auto Parts               |      | 21.91     |                                | 2 Transactions |                                     |      |
| 4487   | Preston Service Plus             |      |           |                                |                |                                     |      |
|        | 01-202-000-0000-6311             |      | 63.28     | 2015 Impala Service            | 13305          | Miscellaneous Repairs And Maintenar | Y    |
|        |                                  |      |           | 10/04/2019 10/04/2019          |                |                                     |      |
|        | 01-202-000-0000-6311             |      | 63.28     | 2016 Durango Service           | 13340          | Miscellaneous Repairs And Maintenar | Y    |
|        |                                  |      |           | 10/10/2019 10/10/2019          |                |                                     |      |
| 4487   | Preston Service Plus             |      | 126.56    |                                | 2 Transactions |                                     |      |
| 6686   | Root River Auto Bus & Diesel LLC |      |           |                                |                |                                     |      |
|        | 01-202-000-0000-6311             |      | 311.47    | 2016 Impala Service #1501      | 0244           | Miscellaneous Repairs And Maintenar | N    |
|        |                                  |      |           | 10/29/2019 10/29/2019          |                |                                     |      |
| 6686   | Root River Auto Bus & Diesel LLC |      | 311.47    |                                | 1 Transactions |                                     |      |
| 355    | Streicher's Inc.                 |      |           |                                |                |                                     |      |
|        | 01-202-000-0000-6173             |      | 1,116.00  | New Hire Uniform - Sweeney     | 1395650        | Uniform Allowance                   | N    |
|        |                                  |      |           | 11/01/2019 11/01/2019          |                |                                     |      |
| 355    | Streicher's Inc.                 |      | 1,116.00  |                                | 1 Transactions |                                     |      |
| 202    | DEPT Total:                      |      | 12,117.59 | Sheriff                        | 9 Vendors      | 11 Transactions                     |      |
| 205    | DEPT                             |      |           | Sheriff Contingent Funds       |                |                                     |      |
| 80306  | Auto License Bureau              |      |           |                                |                |                                     |      |
|        | 01-205-000-0000-6382             |      | 83.25     | Forfeited Vehicle Renewal Tabs |                | Vehicle Forfeiture Exp Ms169A.63    | N    |
|        |                                  |      |           | 11/06/2019 11/06/2019          |                |                                     |      |
| 80306  | Auto License Bureau              |      | 83.25     |                                | 1 Transactions |                                     |      |
| 6753   | Decorah Mobile Glass, Inc.       |      |           |                                |                |                                     |      |
|        | 01-205-000-0000-6382             |      | 225.00    | Forfeit Veh Windshield Repair  | 1060456        | Vehicle Forfeiture Exp Ms169A.63    | N    |
|        |                                  |      |           | 10/31/2019 10/31/2019          |                |                                     |      |
| 6753   | Decorah Mobile Glass, Inc.       |      | 225.00    |                                | 1 Transactions |                                     |      |
| 6528   | IdentiSys Inc                    |      |           |                                |                |                                     |      |
|        | 01-205-000-0000-6387             |      | 320.39    | Ribbon for Card Printer        | 463071         | Gun Permit Expenses                 | N    |
|        |                                  |      |           | 11/04/2019 11/04/2019          |                |                                     |      |
| 6528   | IdentiSys Inc                    |      | 320.39    |                                | 1 Transactions |                                     |      |

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|--------|-----------------------------------------|------|----------|-----------------------------|----------------|---------------------------------|------|
| No.    | Account/Formula                         | Accr |          | Service Dates               | Paid On Bhf #  | On Behalf of Name               |      |
| 205    | DEPT Total:                             |      | 628.64   | Sheriff Contingent Funds    | 3 Vendors      | 3 Transactions                  |      |
| 251    | DEPT                                    |      |          | County Jail                 |                |                                 |      |
| 9      | AmeriPride Services, Inc                |      |          |                             |                |                                 |      |
|        | 01-251-000-0000-6377                    |      | 91.29    | Jail Laundry                | 2801091353     | Fees And Service Charges        | N    |
|        |                                         |      |          | 10/30/2019 10/30/2019       |                |                                 |      |
| 9      | AmeriPride Services, Inc                |      | 91.29    |                             | 1 Transactions |                                 |      |
| 4026   | Bob Barker Company, Inc                 |      |          |                             |                |                                 |      |
|        | 01-251-000-0000-6455                    |      | 138.52   | Jail Supplies - Towels      | WEB000634088   | Law Enforcement Supplies        | N    |
|        |                                         |      |          | 10/24/2019 10/24/2019       |                |                                 |      |
|        | 01-251-000-0000-6455                    |      | 183.19   | Jail Supplies - Trays       | WEB000635022   | Law Enforcement Supplies        | N    |
|        |                                         |      |          | 10/28/2019 10/28/2019       |                |                                 |      |
| 4026   | Bob Barker Company, Inc                 |      | 321.71   |                             | 2 Transactions |                                 |      |
| 82132  | Fillmore Co Journal, Sethre Media Group |      |          |                             |                |                                 |      |
|        | 01-251-000-0000-6241                    |      | 27.66    | Part-time Jailer 1st Ad     | 104292         | Advertising                     | N    |
|        |                                         |      |          | 10/07/2019 10/07/2019       |                |                                 |      |
|        | 01-251-000-0000-6241                    |      | 27.66    | Part-time Jailer 2nd Ad     | 104293         | Advertising                     | N    |
|        |                                         |      |          | 10/14/2019 10/14/2019       |                |                                 |      |
|        | 01-251-000-0000-6241                    |      | 27.66    | Part-time Jailer 3rd Ad     | 104294         | Advertising                     | N    |
|        |                                         |      |          | 10/21/2019 10/21/2019       |                |                                 |      |
| 82132  | Fillmore Co Journal, Sethre Media Group |      | 82.98    |                             | 3 Transactions |                                 |      |
| 4866   | MEnD CORRECTIONAL CARE, PLLC            |      |          |                             |                |                                 |      |
|        | 01-251-000-0000-6429                    |      | 2,255.06 | November 2019 Healthcare    | 4375           | Nurse/Medical Service Agreement | N    |
|        |                                         |      |          | 11/01/2019 11/30/2019       |                |                                 |      |
| 4866   | MEnD CORRECTIONAL CARE, PLLC            |      | 2,255.06 |                             | 1 Transactions |                                 |      |
| 3551   | US AutoForce                            |      |          |                             |                |                                 |      |
|        | 01-251-000-0000-6650                    |      | 419.92   | New Tires for Transport Van | 6535311        | Vehicles Purchased              | N    |
|        |                                         |      |          | 10/31/2019 10/31/2019       |                |                                 |      |
| 3551   | US AutoForce                            |      | 419.92   |                             | 1 Transactions |                                 |      |
| 251    | DEPT Total:                             |      | 3,170.96 | County Jail                 | 5 Vendors      | 8 Transactions                  |      |
| 441    | DEPT                                    |      |          | Public Health               |                |                                 |      |
| 4553   | CHATFIELD PUBLIC SCHOOL #227            |      |          |                             |                |                                 |      |

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1 County Revenue Fund

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



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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             |      |
|        | 01-441-000-0000-6448             |      | 277.20   | SHIP Safer Route Workshop     | 108740        | Ship Grant Expenses           | N    |
|        |                                  |      |          | 10/18/2019 10/18/2019         |               |                               |      |
| 4553   | CHATFIELD PUBLIC SCHOOL #227     |      | 277.20   | 1 Transactions                |               |                               |      |
| 5710   | Holst/Jessica                    |      |          |                               |               |                               |      |
|        | 01-441-000-0000-6448             |      | 39.77    | SHIP Expenses                 |               | Ship Grant Expenses           | N    |
|        |                                  |      |          | 10/24/2019 10/25/2019         |               |                               |      |
| 5710   | Holst/Jessica                    |      | 39.77    | 1 Transactions                |               |                               |      |
| 4752   | Logsdon/Linda                    |      |          |                               |               |                               |      |
|        | 01-441-000-0000-6437             |      | 150.80   | October 2019 C & TC Mileage   |               | CTC Expenses                  | N    |
|        |                                  |      |          | 10/03/2019 10/26/2019         |               |                               |      |
|        | 01-441-000-0000-6445             |      | 17.40    | October 2019 TANF Mileage     |               | TANF Expenses                 | N    |
|        |                                  |      |          | 10/03/2019 10/26/2019         |               |                               |      |
| 4752   | Logsdon/Linda                    |      | 168.20   | 2 Transactions                |               |                               |      |
| 6744   | Southern MN Education Consortium |      |          |                               |               |                               |      |
|        | 01-441-000-0000-6448             |      | 3,122.92 | SHIP Mini Grant               | 414894        | Ship Grant Expenses           | N    |
|        |                                  |      |          | 10/09/2019 10/09/2019         |               |                               |      |
| 6744   | Southern MN Education Consortium |      | 3,122.92 | 1 Transactions                |               |                               |      |
| 441    | DEPT Total:                      |      | 3,608.09 | Public Health                 | 4 Vendors     | 5 Transactions                |      |
| 443    | DEPT                             |      |          | Nursing Service               |               |                               |      |
| 4377   | Aug/Vonnie L                     |      |          |                               |               |                               |      |
|        | 01-443-000-0000-6104             |      | 45.00    | October 2019 PH Advisory Comm |               | Per Diem                      | N    |
|        |                                  |      |          | 10/29/2019 10/29/2019         |               |                               |      |
| 4377   | Aug/Vonnie L                     |      | 45.00    | 1 Transactions                |               |                               |      |
| 4749   | Grabau/Samantha                  |      |          |                               |               |                               |      |
|        | 01-443-000-0000-6335             |      | 37.12    | October 2019 Mileage          |               | Employee Automobile Allowance | N    |
|        |                                  |      |          | 10/10/2019 10/10/2019         |               |                               |      |
| 4749   | Grabau/Samantha                  |      | 37.12    | 1 Transactions                |               |                               |      |
| 5510   | Lechner/Ann                      |      |          |                               |               |                               |      |
|        | 01-443-000-0000-6104             |      | 45.00    | October 2019 PH Advisory Comm |               | Per Diem                      | N    |
|        |                                  |      |          | 10/29/2019 10/29/2019         |               |                               |      |
| 5510   | Lechner/Ann                      |      | 45.00    | 1 Transactions                |               |                               |      |

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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         |      |                     |                                |                           |                                 |
|        | 01-443-000-0000-6335  |      | 9.57                | October 2019 Nurse Mileage     |                           | Employee Automobile Allowance N |
|        |                       |      |                     | 10/03/2019 10/26/2019          |                           |                                 |
| 4752   | Logsdon/Linda         |      | 9.57                | 1 Transactions                 |                           |                                 |
| 3315   | Melver/Paula          |      |                     |                                |                           |                                 |
|        | 01-443-000-0000-6335  |      | 143.09              | September 2019 Mileage         |                           | Employee Automobile Allowance N |
|        |                       |      |                     | 09/11/2019 09/19/2019          |                           |                                 |
| 3315   | Melver/Paula          |      | 143.09              | 1 Transactions                 |                           |                                 |
| 4841   | ROCHESTER CITY LINES  |      |                     |                                |                           |                                 |
|        | 01-443-000-0000-6433  |      | 234.00              | Wavier Reimburse for #3455     | 148191022                 | Waiver Reimbursables N          |
|        |                       |      |                     | 10/22/2019 10/22/2019          |                           |                                 |
| 4841   | ROCHESTER CITY LINES  |      | 234.00              | 1 Transactions                 |                           |                                 |
| 86085  | Semcac Transportation |      |                     |                                |                           |                                 |
|        | 01-443-000-0000-6433  |      | 95.10               | Wavier Reimburse for #7094     | 8028                      | Waiver Reimbursables N          |
|        |                       |      |                     | 09/03/2019 09/03/2019          |                           |                                 |
| 86085  | Semcac Transportation |      | 95.10               | 1 Transactions                 |                           |                                 |
| 443    | DEPT Total:           |      | 608.88              | Nursing Service                | 7 Vendors                 | 7 Transactions                  |
| 446    | DEPT                  |      |                     | Mch Program                    |                           |                                 |
| 6665   | Gilbert/Sydney        |      |                     |                                |                           |                                 |
|        | 01-446-000-0000-6257  |      | 75.97               | EBFHV Mtg - Meals x 4 days-SG  |                           | EBHV Expense N                  |
|        |                       |      |                     | 10/21/2019 10/24/2019          |                           |                                 |
|        | 01-446-000-0000-6257  |      | 64.74               | Fuel Co Vehicle - EBHV Mtg -SG |                           | EBHV Expense N                  |
|        |                       |      |                     | 10/21/2019 10/24/2019          |                           |                                 |
| 6665   | Gilbert/Sydney        |      | 140.71              | 2 Transactions                 |                           |                                 |
| 4752   | Logsdon/Linda         |      |                     |                                |                           |                                 |
|        | 01-446-000-0000-6257  |      | 509.24              | October 2019 EBFHV/HFA Mile    |                           | EBHV Expense N                  |
|        |                       |      |                     | 10/03/2019 10/26/2019          |                           |                                 |
|        | 01-446-000-0000-6257  |      | 99.28               | EBFHV Conference Hotel Expense | 808-983290                | EBHV Expense N                  |
|        |                       |      |                     | 10/25/2019 10/25/2019          |                           |                                 |
| 4752   | Logsdon/Linda         |      | 608.52              | 2 Transactions                 |                           |                                 |

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1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| <u>Vendor Name</u> |                        | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>     |
|--------------------|------------------------|-------------|----------------------------|----------------------|----------------------------------|-----------------|
| <u>No.</u>         | <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |                 |
| 446                | DEPT Total:            |             | 749.23                     | Mch Program          | 2 Vendors                        | 4 Transactions  |
| 1                  | Fund Total:            |             | 47,634.28                  | County Revenue Fund  |                                  | 59 Transactions |

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 12 INFRA FUND

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



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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         |      |
| 111 | DEPT        |                           |      |          | Facilites Mtce          |               |                           |      |
|     | 1514        | McKesson Medical-Surgical |      |          |                         |               |                           |      |
|     |             | 12-111-000-0000-6625      |      | 2,657.53 | PH Freezer for Vaccines | 67517602      | Building Improvement      | Y    |
|     |             |                           |      |          | 10/25/2019 10/25/2019   |               |                           |      |
|     | 1514        | McKesson Medical-Surgical |      | 2,657.53 | 1 Transactions          |               |                           |      |
| 111 | DEPT Total: |                           |      | 2,657.53 | Facilites Mtce          | 1 Vendors     | 1 Transactions            |      |
| 12  | Fund Total: |                           |      | 2,657.53 | INFRA FUND              |               | 1 Transactions            |      |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor No. | Name                       | Account/Formula      | Rpt | Accr | Amount    | Warrant Description            | Service Dates         | Invoice # | Paid On Bhf # | Account/Formula Descripti             | 1099 |
|------------|----------------------------|----------------------|-----|------|-----------|--------------------------------|-----------------------|-----------|---------------|---------------------------------------|------|
| 300        | DEPT                       |                      |     |      |           | Highway Administration         |                       |           |               |                                       |      |
| 110        | Fillmore Co Treasurer      | 13-300-000-0000-6205 |     |      | 25.35     | postage                        |                       | October   |               | Postage And Postal Box Rent           | N    |
| 110        | Fillmore Co Treasurer      |                      |     |      | 25.35     |                                | 1 Transactions        |           |               |                                       |      |
| 83550      | Kelly Printing & Signs LLC | 13-300-000-0000-6408 |     |      | 44.33     | supplies                       |                       | 35083     |               | Other Office Supplies                 | N    |
| 83550      | Kelly Printing & Signs LLC |                      |     |      | 44.33     |                                | 1 Transactions        |           |               |                                       |      |
| 2273       | Olmsted Medical Center     | 13-300-000-0000-6377 |     |      | 35.00     | drug test                      |                       | 700000275 |               | Fees And Service Charges              | N    |
| 2273       | Olmsted Medical Center     |                      |     |      | 35.00     |                                | 1 Transactions        |           |               |                                       |      |
| 300        | DEPT Total:                |                      |     |      | 104.68    | Highway Administration         |                       | 3 Vendors |               | 3 Transactions                        |      |
| 310        | DEPT                       |                      |     |      |           | Highway Maintenance            |                       |           |               |                                       |      |
| 6716       | Compass Mineral Inc        | 13-310-000-0000-6525 |     |      | 11,918.35 | salt                           |                       | 518905    |               | Road Salt And Dust Control Chemicals  | N    |
|            |                            | 13-310-000-0000-6525 |     |      | 37,516.92 | salt                           |                       | 521873    |               | Road Salt And Dust Control Chemicals  | N    |
| 6716       | Compass Mineral Inc        |                      |     |      | 49,435.27 |                                | 2 Transactions        |           |               |                                       |      |
| 310        | DEPT Total:                |                      |     |      | 49,435.27 | Highway Maintenance            |                       | 1 Vendors |               | 2 Transactions                        |      |
| 320        | DEPT                       |                      |     |      |           | Highway Construction           |                       |           |               |                                       |      |
| 3956       | Icon Constructors, LLC     | 13-320-000-0000-6341 |     |      | 58,916.55 | 599-150 T/B Fnl                | 11/15/2019 11/15/2019 |           |               | Township Bridge Construction          | Y    |
|            |                            | 13-320-000-0000-6351 |     |      | 500.00    | 599-150 Carrolton Fnl          | 11/15/2019 11/15/2019 |           |               | Local Cost Participation              | Y    |
| 3956       | Icon Constructors, LLC     |                      |     |      | 59,416.55 |                                | 2 Transactions        |           |               |                                       |      |
| 6308       | Swenke Ims Contracting     | 13-320-000-0000-6616 |     |      | 29,521.98 | 592-002 Carrolton/Heron Rd Fnl | 11/15/2019 11/15/2019 |           |               | Local Road Improvement Program Grants | N    |
| 6308       | Swenke Ims Contracting     |                      |     |      | 29,521.98 |                                | 1 Transactions        |           |               |                                       |      |
| 320        | DEPT Total:                |                      |     |      | 88,938.53 | Highway Construction           |                       | 2 Vendors |               | 3 Transactions                        |      |

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13 County Road &amp; Bridge

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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               |      |
| 330    | DEPT                            |           | Equipment Maintenance Shops |               |                                 |      |
| 6617   | Chatfield Parts House           |           |                             |               |                                 |      |
|        | 13-330-000-0000-6576            | 2.09      | supplies                    | 732397        | Shop Supplies & Tools           | N    |
| 6617   | Chatfield Parts House           | 2.09      | 1 Transactions              |               |                                 |      |
| 5826   | Culligan Water Conditioning     |           |                             |               |                                 |      |
|        | 13-330-000-0000-6317            | 32.95     | drinking water              | 913778        | Building Maintenance            | N    |
| 5826   | Culligan Water Conditioning     | 32.95     | 1 Transactions              |               |                                 |      |
| 3714   | Hovey Oil Co Inc                |           |                             |               |                                 |      |
|        | 13-330-000-0000-6561            | 1,182.18  | #2 diesel                   | 101404        | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,540.13  | #2 diesel                   | 101407        | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,776.04  | #2 diesel                   | 99748         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,396.53  | #2 diesel                   | 99749         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,419.16  | #2 diesel                   | 99760         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,510.71  | #2 diesel                   | 99815         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,432.20  | #2 diesel                   | 99817         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,747.73  | #2 diesel                   | 99819         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 2,879.80  | gas                         | 99824         | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561            | 1,884.60  | #2 diesel                   | 99849         | Gasoline Diesel And Other Fuels | N    |
| 3714   | Hovey Oil Co Inc                | 16,769.08 | 10 Transactions             |               |                                 |      |
| 3989   | Ronco Engineering Sales Co, Inc |           |                             |               |                                 |      |
|        | 13-330-000-0000-6575            | 4,581.52  | parts                       | 3185049       | Machinery Parts                 | N    |
| 3989   | Ronco Engineering Sales Co, Inc | 4,581.52  | 1 Transactions              |               |                                 |      |
| 618    | Scharf Auto Supply Inc          |           |                             |               |                                 |      |
|        | 13-330-000-0000-6575            | 77.52     | filters                     | 001-621270    | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575            | 38.76     | filters                     | 001-621348    | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575            | 26.72     | filters                     | 001-621461    | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575            | 74.70     | filters                     | 001-622021    | Machinery Parts                 | N    |
| 618    | Scharf Auto Supply Inc          | 217.70    | 4 Transactions              |               |                                 |      |
| 361    | Thompson Motors Of Wykoff Inc   |           |                             |               |                                 |      |
|        | 13-330-000-0000-6575            | 139.00    | parts                       | 27-264494     | Machinery Parts                 | N    |
| 361    | Thompson Motors Of Wykoff Inc   | 139.00    | 1 Transactions              |               |                                 |      |
| 330    | DEPT Total:                     | 21,742.34 | Equipment Maintenance Shops | 6 Vendors     | 18 Transactions                 |      |



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13 County Road & Bridge

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



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| Vendor <u>Name</u> |                        | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|--------------------|------------------------|-------------|----------------------------|----------------------|----------------------------------|--------------------------|
| <u>No.</u>         | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 13                 | Fund Total:            |             | 160,220.82                 | County Road & Bridge |                                  | 26 Transactions          |

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14 Sanitation Fund

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



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|     | <u>Vendor Name</u>                | <u>Rpt</u>  |               | <u>Warrant Description</u>     | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-----|-----------------------------------|-------------|---------------|--------------------------------|----------------------|----------------------------------|-------------|
|     | <u>No. Account/Formula</u>        | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>           | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 390 | DEPT                              |             |               | Resource Recovery Center       |                      |                                  |             |
|     | 6150 Cintas Corporation No.2      |             |               |                                |                      |                                  |             |
|     | 14-390-000-0000-6377              |             | 17.70         | Uniforms                       | 4033929296           | Fees And Service Charges         | N           |
|     |                                   |             |               | 11/01/2019 11/01/2019          |                      |                                  |             |
|     | 6150 Cintas Corporation No.2      |             | 17.70         | 1 Transactions                 |                      |                                  |             |
|     | 83550 Kelly Printing & Signs LLC  |             |               |                                |                      |                                  |             |
|     | 14-390-000-0000-6402              |             | 1,073.45      | Register Forms                 | 35109                | Stationary And Forms             | N           |
|     |                                   |             |               | 10/31/2019 10/31/2019          |                      |                                  |             |
|     | 83550 Kelly Printing & Signs LLC  |             | 1,073.45      | 1 Transactions                 |                      |                                  |             |
|     | 5988 Preston Auto Parts           |             |               |                                |                      |                                  |             |
|     | 14-390-000-0000-6411              |             | 36.99         | Custodial Supplies - Pushbroom | 607296               | Custodial Supplies               | N           |
|     |                                   |             |               | 10/31/2019 10/31/2019          |                      |                                  |             |
|     | 5988 Preston Auto Parts           |             | 36.99         | 1 Transactions                 |                      |                                  |             |
| 390 | DEPT Total:                       |             | 1,128.14      | Resource Recovery Center       | 3 Vendors            | 3 Transactions                   |             |
| 391 | DEPT                              |             |               | Score Grant Program            |                      |                                  |             |
|     | 6351 Southern Minnesota Recycling |             |               |                                |                      |                                  |             |
|     | 14-391-000-0000-6861              |             | 535.00        | October Appliance Disposal     |                      | Recycling Operation Expense      | N           |
|     |                                   |             |               | 10/04/2019 10/25/2019          |                      |                                  |             |
|     | 6351 Southern Minnesota Recycling |             | 535.00        | 1 Transactions                 |                      |                                  |             |
| 391 | DEPT Total:                       |             | 535.00        | Score Grant Program            | 1 Vendors            | 1 Transactions                   |             |
| 14  | Fund Total:                       |             | 1,663.14      | Sanitation Fund                |                      | 4 Transactions                   |             |
|     | Final Total:                      |             | 212,175.77    | 64 Vendors                     | 90 Transactions      |                                  |             |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 47,634.28     | County Revenue Fund  |                    |
|               | 12          | 2,657.53      | INFRA FUND           |                    |
|               | 13          | 160,220.82    | County Road & Bridge |                    |
|               | 14          | 1,663.14      | Sanitation Fund      |                    |
|               | All Funds   | 212,175.77    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

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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 | Amount   | Service Dates                  | Paid On Bhf # | On Behalf of Name                |      |
| 4855   | B&B Olympic Bowl                       |      |          |                                |               |                                  |      |
|        | 01-251-000-0000-6379                   |      | 4,056.00 | October 2019 Board of Prisoner |               | Board Of Prisoners               | N    |
|        |                                        |      |          | 10/01/2019 10/31/2019          |               |                                  |      |
| 4855   | B&B Olympic Bowl                       |      | 4,056.00 | 1 Transactions                 |               |                                  |      |
| 3219   | Centurylink                            |      |          |                                |               |                                  |      |
|        | 01-251-000-0000-6203                   |      | 30.01    | Sheriff Long Distance 82944125 | 1479228940    | Telephone                        | N    |
|        |                                        |      |          | 09/23/2019 10/23/2019          |               |                                  |      |
|        | 01-149-000-0000-6203                   |      | 6.83     | Courthouse Phone #83259885     | 1479229023    | Telephone                        | N    |
|        |                                        |      |          | 09/24/2019 10/23/2019          |               |                                  |      |
|        | 01-149-000-0000-6203                   |      | 2.03     | FCOB Phone #83398668           | 1479229496    | Telephone                        | N    |
|        |                                        |      |          | 09/24/2019 10/23/2019          |               |                                  |      |
| 3219   | Centurylink                            |      | 38.87    | 3 Transactions                 |               |                                  |      |
| 85440  | Centurylink                            |      |          |                                |               |                                  |      |
|        | 01-102-000-0000-6203                   |      | 58.86    | 909 Houston St #301269931      |               | Telephone                        | N    |
|        |                                        |      |          | 10/26/2019 11/25/2019          |               |                                  |      |
|        | 01-203-000-0000-6203                   |      | 47.67    | Spr Valley Sheriff #301264120  |               | Telephone                        | N    |
|        |                                        |      |          | 10/26/2019 11/25/2019          |               |                                  |      |
|        | 01-251-000-0000-6203                   |      | 70.50    | Sheriff's Office #406899378    |               | Telephone                        | N    |
|        |                                        |      |          | 10/26/2019 11/25/2019          |               |                                  |      |
| 85440  | Centurylink                            |      | 177.03   | 3 Transactions                 |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                |               |                                  |      |
|        | 01-149-000-0000-6205                   |      | 2,500.00 | Mail Machine Postage           |               | Postage And Postal Box Rent      | N    |
|        |                                        |      |          | 11/01/2019 11/01/2019          |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 2,500.00 | 1 Transactions                 |               |                                  |      |
| 4441   | Independent Emergency Services, LLC    |      |          |                                |               |                                  |      |
|        | 01-201-000-0000-6310                   |      | 100.00   | November 911 Service           | 200-0223      | Contract Repairs And Maintenance | Y    |
|        |                                        |      |          | 11/01/2019 11/30/2019          |               |                                  |      |
| 4441   | Independent Emergency Services, LLC    |      | 100.00   | 1 Transactions                 |               |                                  |      |
| 6094   | MN Energy Resources Corporation        |      |          |                                |               |                                  |      |
|        | 01-251-000-0000-6255                   |      | 217.50   | Jail Natural Gas               | 0502907328    | Gas                              | N    |
|        |                                        |      |          | 09/23/2019 10/23/2019          |               |                                  |      |
|        | 01-111-000-0000-6255                   |      | 629.86   | Crthse & FCOB Natural Gas      | 2813893354    | Gas                              | N    |
|        |                                        |      |          | 09/20/2019 10/22/2019          |               |                                  |      |
| 6094   | MN Energy Resources Corporation        |      | 847.36   | 2 Transactions                 |               |                                  |      |

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11/7/19 11:21AM

1 County Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor        | Name                                            |      | Rpt |          | Warrant Description                                   | Invoice #     | Account/Formula Descripti | 1099 |
|---------------|-------------------------------------------------|------|-----|----------|-------------------------------------------------------|---------------|---------------------------|------|
| No.           | Account/Formula                                 | Accr |     | Amount   | Service Dates                                         | Paid On Bhf # | On Behalf of Name         |      |
| 5294          | RELX Inc.DBA LexisNexis<br>01-091-000-0000-6451 |      |     | 198.00   | Oct Lexis Nexis Subscription<br>10/01/2019 10/31/2019 | 3092280258    | Reference Materials       | N    |
| 5294          | RELX Inc.DBA LexisNexis                         |      |     | 198.00   | 1 Transactions                                        |               |                           |      |
| 1 Fund Total: |                                                 |      |     | 7,917.26 | County Revenue Fund                                   | 7 Vendors     | 12 Transactions           |      |

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11/7/19 11:21AM

13 County Road &amp; 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            |      | 114.91              | telephone           | 11418366                  | Telephone N                      |
|        | 13-300-000-0000-6203            |      | 98.90               | telephone           | 11419314                  | Telephone N                      |
| 4369   | AcenTek                         |      | 213.81              | 2 Transactions      |                           |                                  |
| 2208   | Canton City - Hwy dept          |      |                     |                     |                           |                                  |
|        | 13-330-000-0000-6251            |      | 60.34               | utilities           | 125810                    | Electricity N                    |
| 2208   | Canton City - Hwy dept          |      | 60.34               | 1 Transactions      |                           |                                  |
| 3219   | Centurylink                     |      |                     |                     |                           |                                  |
|        | 13-300-000-0000-6203            |      | 2.55                | telephone           | 1479229497                | Telephone N                      |
| 3219   | Centurylink                     |      | 2.55                | 1 Transactions      |                           |                                  |
| 85440  | Centurylink                     |      |                     |                     |                           |                                  |
|        | 13-300-000-0000-6203            |      | 119.54              | telephone           | 301264100                 | Telephone N                      |
|        | 13-300-000-0000-6203            |      | 205.35              | telephone           | 301269901                 | Telephone N                      |
| 85440  | Centurylink                     |      | 324.89              | 2 Transactions      |                           |                                  |
| 288    | City Of Peterson                |      |                     |                     |                           |                                  |
|        | 13-330-000-0000-6251            |      | 152.50              | utilities           | 108A                      | Electricity N                    |
| 288    | City Of Peterson                |      | 152.50              | 1 Transactions      |                           |                                  |
| 1829   | Frontier Communications         |      |                     |                     |                           |                                  |
|        | 13-300-000-0000-6203            |      | 75.53               | telephone           | 5079373211                | Telephone N                      |
| 1829   | Frontier Communications         |      | 75.53               | 1 Transactions      |                           |                                  |
| 3388   | Minnowa Construction Inc        |      |                     |                     |                           |                                  |
|        | 13-320-000-0000-6341            |      | 174,770.53          | 599-197 T/B #1      |                           | Township Bridge Construction N   |
|        |                                 |      |                     | 11/08/2019          | 11/08/2019                |                                  |
|        | 13-320-000-0000-6343            |      | 229,584.59          | 601-030 R/C #3      |                           | Regular Construction Contracts N |
|        |                                 |      |                     | 11/08/2019          | 11/08/2019                |                                  |
|        | 13-320-000-0000-6351            |      | 9,500.00            | 599-197 Carimona #1 |                           | Local Cost Participation N       |
|        |                                 |      |                     | 11/08/2019          | 11/08/2019                |                                  |
| 3388   | Minnowa Construction Inc        |      | 413,855.12          | 3 Transactions      |                           |                                  |
| 6094   | MN Energy Resources Corporation |      |                     |                     |                           |                                  |
|        | 13-330-000-0000-6255            |      | 8.75                | natural gas         | 0502625354                | Gas N                            |
|        | 13-330-000-0000-6255            |      | 58.23               | natural gas         | 0506251865                | Gas N                            |
| 6094   | MN Energy Resources Corporation |      | 66.98               | 2 Transactions      |                           |                                  |

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13 County Road & Bridge

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| Vendor         | Name                           |      | Rpt |            | Warrant Description  | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|--------------------------------|------|-----|------------|----------------------|---------------|---------------------------|------|
| No.            | Account/Formula                | Accr |     | Amount     | Service Dates        | Paid On Bhf # | On Behalf of Name         |      |
| 343            | Spring Valley Public Utilities |      |     |            |                      |               |                           |      |
|                | 13-330-000-0000-6251           |      |     | 194.33     | utilities            | 1124          | Electricity               | N    |
| 343            | Spring Valley Public Utilities |      |     | 194.33     | 1 Transactions       |               |                           |      |
| 1487           | Waste Management - WI-MN       |      |     |            |                      |               |                           |      |
|                | 13-330-000-0000-6251           |      |     | 71.85      | utilities            | 37596353000   | Electricity               | N    |
| 1487           | Waste Management - WI-MN       |      |     | 71.85      | 1 Transactions       |               |                           |      |
| 13 Fund Total: |                                |      |     | 415,017.90 | County Road & Bridge | 10 Vendors    | 15 Transactions           |      |

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11/7/19 11:21AM

14 Sanitation Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

| Vendor         | Name                                               |      | Rpt |          | Warrant Description                            | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|----------------------------------------------------|------|-----|----------|------------------------------------------------|---------------|---------------------------|------|
| No.            | Account/Formula                                    | Accr |     | Amount   | Service Dates                                  | Paid On Bhf # | On Behalf of Name         |      |
| 5882           | Winneshiek County Landfill<br>14-390-000-0000-6374 |      |     | 2,493.40 | Landfill Tipping Fees<br>10/23/2019 10/28/2019 | 23621         | Landfill Tipping Fees     | N    |
| 5882           | Winneshiek County Landfill                         |      |     | 2,493.40 | 1 Transactions                                 |               |                           |      |
| 14 Fund Total: |                                                    |      |     | 2,493.40 | Sanitation Fund                                | 1 Vendors     | 1 Transactions            |      |



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11/7/19 11:21AM

23 County Airport Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 7

| <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> |
| 85440          | Centurylink            |             |                            |                             |                                  |                          |
|                | 23-350-000-0000-6203   |             | 136.54                     | 10/26/19-11/25/19 Telephone | #301269537                       | Telephone N              |
|                |                        |             |                            | 10/26/2019 11/25/2019       |                                  |                          |
|                | 23-350-000-0000-6203   |             | 55.74                      | 10/26/19-11/25/19 Telephone | #301269908                       | Telephone N              |
|                |                        |             |                            | 10/26/2019 11/25/2019       |                                  |                          |
| 85440          | Centurylink            |             | 192.28                     | 2 Transactions              |                                  |                          |
| 23 Fund Total: |                        |             | 192.28                     | County Airport Fund         | 1 Vendors                        | 2 Transactions           |
| Final Total:   |                        |             | 425,620.84                 | 19 Vendors                  | 30 Transactions                  |                          |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 7,917.26      | County Revenue Fund  |                    |
|               | 13          | 415,017.90    | County Road & Bridge |                    |
|               | 14          | 2,493.40      | Sanitation Fund      |                    |
|               | 23          | 192.28        | County Airport Fund  |                    |
|               | All Funds   | 425,620.84    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: When Possible

Amount of time requested (minutes): 15 Minutes

Department: EDA

Requested By: Marty Walsh

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

Presenting the Completed Fillmore County Housing Study:

- High Level Report of Findings
- Implications and Recommendations for County Policy, if any
- Sharing with Partner Departments and local governments
- Plans for Utilizing the Study, including Comprehensive Plan and Distribution to Builders

Additional Material: 2019 Housing Study

2020 CEDA Contract for Economic Development Services, attached

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

Reviewed By:

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

# **Contract for Professional Services**

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter “CEDA”, and the Economic Development Authority of Fillmore County, an agency or affiliate of a political subdivision of the State of Minnesota, hereafter “the Authority”, to define the terms by which CEDA shall provide technical and management expertise services to the Authority.

**I. Agreement scope and purpose.** The Authority hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the Authority more effectively accomplishing:

- \* Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
- \* Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- \* The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
- \* The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well being of the community and/or for businesses who are unable to obtain financing from conventional sources

**II. Services to be provided by CEDA.** CEDA agrees to provide technical and management expertise in the form of staff and materials to the Authority. Staff’s services, and associated materials, will be provided in order to facilitate and support the accomplishment of the Authority’s undertakings to the ends described in the preceding paragraph. CEDA’s staff and materials shall be made available toward efforts in the following specific arenas of the Authority’s needs and operations:

- \* Accessing of grantor funding for the Authority’s economic development programming
- \* Providing loan packaging services for the Authority’s business assistance programs
- \* Administering local, regional and state revolving loan funds, if appropriate
- \* Drafting the Authority’s Economic Development Annual Work Plan(s)
- \* Planning, facilitating, and/or directly conducting the Authority’s community and business development projects, including as necessary, staffing those projects as directed by the Authority in consultation with CEDA. These efforts shall include (but are not limited to), the following:
  - \* seeking city and county involvement
  - \* developing relationships and partnerships to enhance the Authority’s goals
  - \* preparing economic development guidelines
  - \* promoting the use of local assets to support and promote value-added processes and unique based businesses
- \* Assisting with local surveys related to business and industry, community, and land and buildings
- \* Assisting with the Authority’s economic development marketing efforts and coordination through website development and maintenance
- \* Coordinating and hosting forums in which the Authority’s economic development programming are open for the public’s review

## **III. Obligations of the Authority.**

- A. The Authority shall reimburse CEDA for staff time provided at the rate of \$40,481 not to exceed annually. This is based on an average of sixteen hours per week.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the Authority in writing prior to the provision of the materials.

C. The Authority shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

**IV. Obligations of CEDA.**

A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the Authority under this Agreement neither creates a release of CEDA staff to employment at the Authority nor makes such staff subject to supervision by the Authority.

B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the Authority or to bind the Authority in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.

C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the Authority with certification of such coverage.

D. CEDA shall be responsible to invoice the Authority for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

**V. Period/Termination.** The term of this Agreement is one year, commencing January 1, 2020. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services performed at \$40,481 per year and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

**VI. Hold Harmless:** The vendor agrees to defend, indemnify, and hold Fillmore County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney fees and expenses arising out of any intentional or negligent act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement. This provision does not apply to any moneys owned by Fillmore County to CEDA under the terms of this Agreement.

**VII. Audit Clause:** All books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to this contract or transaction, shall be subject to examination by the county and the legislative auditor, state auditor, or private auditor as appropriate, for a minimum of six years. In the event that the County of Fillmore requests that the auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this provision, Fillmore County shall be liable for the costs of the examination. In the event the vendor, or other party requests that the auditor examine all books, records, documents, and accounting procedures and practices related to this contract, said vendor or other party that requested examination shall be liable for the cost of the examination.

**VIII. Construction of Agreement.** This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

**FILLMORE COUNTY**

By \_\_\_\_\_

Commissioner Chair

Date \_\_\_\_\_

Attest \_\_\_\_\_

Coordinator

Date \_\_\_\_\_

**COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES**

By \_\_\_\_\_

Attest \_\_\_\_\_

Its CEO/President

Its \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/12/2019      Amount of time requested (minutes):

Dept.:       Prepared By:

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. (5min) Consider approval to increase licensing fee from \$75 to \$100.

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

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/12/2019      Amount of time requested (minutes): 5  
Dept.: Social Services      Prepared By: Kevin Olson

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

Consent Agenda:

Documentation  
(Yes/No):

1.

Regular Agenda:

Documentation  
(Yes):

1. Consider approval of 2019/2020 foster care transportation agreement between Fillmore County and Lanesboro Schools.

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



FOSTER CARE TRANSPORTATION AGREEMENT  
LANESBORO PUBLIC SCHOOLS ISD #229 & FILLMORE COUNTY

THIS AGREEMENT is entered into by Lanesboro Public Schools ISD #229, 100 Kirkwood Street East, Lanesboro, MN 55949 ("District") and Fillmore County Human Services, 902 Houston Street Northwest Suite 1, Preston, Minnesota, 55965 ("County").

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest.

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and County agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual covenant herein, it is agreed by and between the parties hereto as follows:

**TERM:** The term of this Agreement shall be from July 1, 2019 through June 30, 2020.

**EDUCATION PLACEMENT DECISIONS:** The County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. The County will notify the District upon placement of a resident student in foster care outside of District boundaries.

If the County is considering moving a child to a new educational placement, appropriate representatives of the county will consult with appropriate District contacts prior to changing the placement as part of gathering input about the best interests of the child in relation to their school placement. The District will provide information about the appropriateness of the child's current educational placement.

**SERVICES:** Transportation Services will be arranged for and provided by the District for the resident students residing in foster care placement outside of District boundaries. The District will determine the most appropriate form of transportation, including but not limited to transporting with a district van or bus or contracting with a third party carrier, taking into consideration student safety, cost and practicability. The District and the County will share the transportation costs.

**PAYMENT FOR SERVICES:** The District and County agree to split the costs of the transportation services provided by the District, including but not limited to driver salary and

benefits, mileage, and third party carriers as appropriate. The County will reimburse the District 50 percent of the daily cost of transportation.

The District will submit itemized invoices to the County on a monthly basis. The invoices will detail the date of each trip. Payment shall be made within 30 days of receipt of the invoice.

**INDEMNIFICATION:** Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

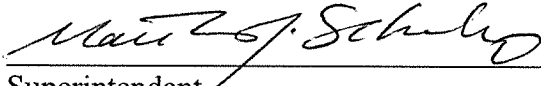
**TERMINATION OF CONTRACT:** Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

**STANDARDS:** The District and the County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

**DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

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

Approved As To Form And Execution:



Superintendent  
Lanesboro Public Schools, ISD #229

Dated: 11-5-2019

\_\_\_\_\_  
Director  
Fillmore County Health & Human Services

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair  
Fillmore County Board of Commissioners

Dated: \_\_\_\_\_

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/12/2019

Amount of time requested (minutes): 15 minutes for discussion

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg

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

## **Highway Department**

1. Consider passing a final Payment resolution for Project SAP 023-592-002, Heron Road LRIP Project.
2. Consider passing a final Payment resolution for Project SAP 023-599-150, Carrolton Township Bridge replacement Project.
3. Consider passing a new Bridge Replacement Priority List for Fillmore County Bridges.

## **Airport Department**

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

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

**RESOLUTION**

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

Date November 3, 2019 Resolution No. \_\_\_\_\_

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

**WHEREAS, Swenke IMS Contracting** has in all things, completed **SAP 23-592-002**, in Carrolton Township; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

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

Dated at Preston, Minnesota, this 12th day of November, 2019

Contract Price:                   \$       463,049.15

Value of Work:                   \$       417,577.46

**Final Payment:**               \$       **29,521.98**

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

**VOTING AYE**

Commissioners       Bakke ☐               Dahl ☐               Hindt ☐               Lentz ☐               Prestby ☐

**VOTING NAY**

Commissioners       Bakke ☐               Dahl ☐               Hindt ☐               Lentz ☐               Prestby ☐

STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

SEAL

Bobbie Vickerman, Coordinator/Clerk  
Fillmore County Board of Commissioners

**RESOLUTION**

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

Date November 3, 2019 Resolution No. \_\_\_\_\_

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

**WHEREAS, Icon Constructors, LLC**, has in all things, completed **SAP 23-599-150**, in Carrolton Township; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

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

Dated at Preston, Minnesota, this 12th day of November, 2019

Contract Price:                   \$       1,145,891.14

Value of Work:                   \$       1,159,118.33

**Final Payment:**               \$       **59,416.55**

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

**VOTING AYE**

Commissioners       Bakke ☐               Dahl ☐               Hindt ☐               Lentz ☐               Prestby ☐

**VOTING NAY**

Commissioners       Bakke ☐               Dahl ☐               Hindt ☐               Lentz ☐               Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_ day of \_\_\_\_\_, 2019.

SEAL

Bobbie Vickerman, Coordinator/Clerk  
Fillmore County Board of Commissioners

## RESOLUTION

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

Date 11-12-2019

Resolution No. 2019-

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

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

**WHEREAS;** Fillmore County resolves to create a current bridge replacement priority list; and

**WHEREAS;** Fillmore County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

**WHEREAS;** Fillmore County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal; and

**NOW, THEREFORE BE IT RESOLVED;** that the following deficient bridges are high priority and Fillmore County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available, and

| Bridge Number | Sufficiency Rating |           |             |           | Town Bridge Funds | Local Township Funds | Federal Funds | Sales Tax Fund | State Aid Funds | Notes       |
|---------------|--------------------|-----------|-------------|-----------|-------------------|----------------------|---------------|----------------|-----------------|-------------|
|               |                    | Road      | Township    | Est Cost  |                   |                      |               |                |                 |             |
|               |                    |           |             |           |                   |                      |               |                |                 |             |
| 5833          | 29.0               | CR 124    | Chatfield   | 600,000   |                   |                      |               |                | 600,000         | Closed 2013 |
| 6263          | 53.5               | CR 118    | Forestville | 1,000,000 |                   |                      |               |                | 1,000,000       | Closed 2009 |
| 88938         | 42.5               | CR 105    | Arendahl    | 100,000   |                   |                      |               | 100,000        |                 |             |
| L4680         | 49.2               | T-77      | Newburg     | 100,000   | 80,000            | 20,000               |               |                |                 |             |
| L4694         | 29.4               | Dendal Dr | Arendahl    | 150,000   | 130,000           | 20,000               |               |                |                 |             |
| 92532         | 43.4               | CSAH 6    | Chatfield   | 100,000   |                   |                      |               |                | 100,000         |             |
| L4827         | 54.9               | Kava Rd   | Carimona    | 150,000   | 130,000           | 20,000               |               |                |                 |             |
| L4870         | 64.6               | Morgan Rd | Jordan      | 400,000   | 380,000           | 20,000               |               |                |                 |             |
| L4720         | 37.0               | Drake Rd  | Preble      | 150,000   | 130,000           | 20,000               |               |                |                 |             |
| L4789         | 46.6               | 160th St  | Canton      | 150,000   | 130,000           | 20,000               |               |                |                 |             |
| 92511         | 63.0               | CSAH 23   | Amherst     | 100,000   |                   |                      |               |                | 100,000         |             |
| 88928         | 43.2               | CR 101    | Sumner      | 150,000   |                   |                      |               | 150,000        |                 |             |
| 9938          | 36.0               | CSAH 29   | Newburg     | 150,000   |                   |                      |               |                | 150,000         |             |

| Bridge Number | Sufficiency Rating |                       |               |          | Town Bridge Funds | Local Township Funds | Federal Funds | Sales Tax Fund | State Aid Funds | Notes |
|---------------|--------------------|-----------------------|---------------|----------|-------------------|----------------------|---------------|----------------|-----------------|-------|
|               |                    | Road                  | Township      | Est Cost |                   |                      |               |                |                 |       |
|               |                    |                       |               |          |                   |                      |               |                |                 |       |
| 1339          | 72.9               | CR 101                | Jordan        | 100,000  |                   |                      |               | 100,000        |                 |       |
| 88927         | 72.9               | CR 101                | Sumner        | 150,000  |                   |                      |               | 150,000        |                 |       |
| L9070         | 43.3               | 341st Ave             | Canton        | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| L4846         | 42.6               | 120th St              | Bristol       | 100,000  | 80,000            | 20,000               |               |                |                 |       |
| L4831         | 54.1               | Kodiak Rd             | Carimona      | 225,000  | 205,000           | 20,000               |               |                |                 |       |
| L4728         | 63.4               | Diamond Dr            | Canton        | 100,000  | 80,000            | 20,000               |               |                |                 |       |
| L4848         | 65.2               | Klondike Rd           | Bristol       | 100,000  | 80,000            | 20,00                |               |                |                 |       |
| 3827          | 53.5               | MUN 17                | Rushford      | 225,000  |                   |                      |               |                |                 |       |
| 93232         | 40.2               | CR 107                | Norway        | 100,000  |                   |                      |               | 100,000        |                 |       |
| 88935         | 54.2               | CR 104                | Pilot Mound   | 200,000  |                   |                      |               | 200,000        |                 |       |
| L4708         | 48.9               | Grosbeak Rd           | Carrolton     | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| 88889         | 56.9               | CSAH 15               | Carimona      | 150,000  |                   |                      |               |                | 150,000         |       |
| 88886         | 38.9               | CSAH 14               | Carimona      | 100,000  |                   |                      |               |                | 100,000         |       |
| L4672         | 54.5               | 156th St              | Newburg       | 300,000  | 280,000           | 20,000               |               |                |                 |       |
| L4922         | 71.0               | 143 <sup>rd</sup> Ave | Sumner        | 100,000  | 80,000            | 20,000               |               |                |                 |       |
| L9090         | 51.0               | 271st Ave             | Bristol       | 100,000  | 80,000            | 20,000               |               |                |                 |       |
| 92461         | 67.8               | CSAH 30               | Canton        | 200,000  |                   |                      |               |                | 200,000         |       |
| L4947         | 64.3               | 121 <sup>st</sup> Ave | Bloomfield    | 475,000  | 455,000           | 20,000               |               |                |                 |       |
| 97336         | 67.8               | CSAH 12               | Carimona      | 100,000  |                   |                      |               |                | 100,000         |       |
| L4835         | 67.8               | 271st Ave             | Bristol       | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| L4653         | 72                 | MUN 13                | Rushford      | 175,000  | 155,000           | 20,000               |               |                |                 |       |
| L4678         | 68.6               | 421st Ave             | Newburg       | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| 9946          | 59.2               | CSAH 30               | Harmony       | 300,000  |                   |                      |               |                | 300,000         |       |
| 7979          | 40.8               | CSAH 15               | Carimona      | 400,000  |                   |                      |               |                | 400,000         |       |
| R0323         | 67.8               | Morgan Rd             | Jordan        | 100,000  | 80,000            | 20,000               |               |                |                 |       |
| 9942          | 64.2               | CSAH 29               | Newburg       | 775,000  |                   |                      |               |                | 775,000         |       |
| L9091         | 79.4               | 160 <sup>th</sup> St  | Harmony       | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| 23505         | 71.6               | CSAH 23               | Amherst       | 450,000  |                   |                      |               |                | 450,000         |       |
| L4758         | 84.6               | Fern Rd               | Pilot Mound   | 300,000  | 280,000           | 20,000               |               |                |                 |       |
| L4690         | 76.2               | State Line Rd         | Canton        | 200,000  | 180,000           | 20,000               |               |                |                 |       |
| L4794         | 51.0               | 295 <sup>th</sup> Ave | Preston       | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| L9086         | 65.8               | 140 <sup>th</sup> St  | Bristol       | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| 23540         | 83.8               | CSAH 1                | Spring Valley | 550,000  |                   |                      |               |                | 550,000         |       |
| 9926          | 40.1               | CR 107                | Norway        | 400,000  |                   |                      |               | 400,000        |                 |       |
| L4696         | 33.4               | Enfield Rd            | Arendahl      | 225,000  | 205,000           | 20,000               |               |                |                 |       |
| L4666         | 34.1               | 421 <sup>st</sup> Ave | Norway        | 125,000  | 100,000           | 20,000               |               |                |                 |       |



| Bridge Number | Sufficiency Rating |                       |           |          | Town Bridge Funds | Local Township Funds | Federal Funds | Sales Tax Fund | State Aid Funds | Notes |
|---------------|--------------------|-----------------------|-----------|----------|-------------------|----------------------|---------------|----------------|-----------------|-------|
|               |                    | Road                  | Township  | Est Cost |                   |                      |               |                |                 |       |
|               |                    |                       |           |          |                   |                      |               |                |                 |       |
| L4867         | 71.0               | 255 <sup>th</sup> Ave | Bristol   | 150,000  | 130,000           | 20,000               |               |                |                 |       |
| L4791         | 58.1               | 331 <sup>st</sup> Ave | Preston   | 175,000  | 155,000           | 20,000               |               |                |                 |       |
| 88867         | 70.1               | CSAH 5                | York      | 150,000  |                   |                      |               |                | 150,000         |       |
| 88868         | 67.6               | CSAH 5                | York      | 150,000  |                   |                      |               |                | 150,000         |       |
| 93151         | 66.0               | CR 110                | Carimona  | 125,000  |                   |                      |               | 125,000        |                 |       |
| 88941         | 72.0               | CR 117                | Fillmore  | 150,000  |                   |                      |               | 150,000        |                 |       |
| 92538         | 67.7               | CSAH 5                | Chatfield | 300,000  |                   |                      |               |                | 300,000         |       |
| 7964          | 43.6               | CSAH 7                | Jordan    | 150,000  |                   |                      |               |                | 150,000         |       |

**FURTHERMORE;** Fillmore County does hereby request authorization to replace, rehabilitate, or remove listed bridges, and

**FURTHERMORE;** Fillmore County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

**VOTING AYE**

Commissioners      Bakke ☐      Dahl ☐      Hindt ☐      Lentz ☐      Prestby ☐

**VOTING NAY**

Commissioners      Bakke ☐      Dahl ☐      Hindt ☐      Lentz ☐      Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the \_\_\_\_ day of \_\_\_\_\_, 2019

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_ day of \_\_\_\_\_, 2019.

SEAL

Bobbie Vickerman, Coordinator/Clerk  
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/12/2019      Amount of time requested (minutes):

10

Dept.: Coordinator

Prepared By: Kristina Kohn

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

## Consent Agenda:

## Regular Agenda:

Documentation  
(Yes/No):

1. Request to advertise for replacement full time jailer as requested by the Sheriff and recommended by the Personnel committee No
2. Discussion with possible action regarding position title change of County Coordinator to County Administrator as recommended by the Personnel Committee Yes
  - a. This was evaluated by David Drown during classification/compensation study. Grade level and pay are the same for both titles
  - b. Coordinator is already fulfilling duties of Administrator job description
  - c. Title change does not change position's or Board's authority
  - d. Majority of Counties in State utilize Administrator title
3. Request to hire replacement County Assessor at Grade 15/Step 6 effective no later than December 9, 2019 as recommended by the Personnel committee No
  - a. [REDACTED]
  - b. [REDACTED]
  - c. Offer includes ability to telecommute part of week with ability to renew for up to one (1) additional year upon successful evaluation in accordance with policy
4. Discussion with possible action regarding returning of [REDACTED] to Property Appraiser position No
  - a. Grade 9/Step 9
  - b. [REDACTED]

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

| County            | Population | Executive Model (2019)        | Admin | A/T | Coord | Other |
|-------------------|------------|-------------------------------|-------|-----|-------|-------|
| Aitkin            | 15,715     | Administrator                 | 1     |     |       |       |
| Anoka             | 344,838    | Administrator                 | 1     |     |       |       |
| Becker            | 33,567     | Administrator                 | 1     |     |       |       |
| Beltrami          | 45,873     | Administrator                 | 1     |     |       |       |
| Benton            | 39,739     | Administrator                 | 1     |     |       |       |
| Big Stone         | 5,054      | Auditor                       |       | 1   |       |       |
| Blue Earth        | 66,179     | Administrator                 | 1     |     |       |       |
| Brown             | 25,434     | Administrator                 | 1     |     |       |       |
| Carlton           | 35,635     | Coordinator                   |       |     | 1     |       |
| Carver            | 98,798     | Administrator                 | 1     |     |       |       |
| Cass              | 28,718     | Administrator                 | 1     |     |       |       |
| Chippewa          | 12,117     | Auditor/Treasurer             |       | 1   |       |       |
| Chisago           | 54,332     | Administrator                 | 1     |     |       |       |
| Clay              | 62,181     | Administrator                 | 1     |     |       |       |
| Clearwater        | 8,802      | Auditor/Treasurer             |       | 1   |       |       |
| Cook              | 5,219      | Administrator                 | 1     |     |       |       |
| Cottonwood        | 11,575     | Coordinator                   |       |     | 1     |       |
| Crow Wing         | 63,481     | Administrator                 | 1     |     |       |       |
| Dakota            | 422,580    | Manager                       |       |     |       | 1     |
| Dodge             | 20,506     | Administrator                 | 1     |     |       |       |
| Douglas           | 37,103     | Coordinator                   |       |     | 1     |       |
| Faribault         | 13,945     | Auditor/Treasurer/Coordinator |       | 0.5 | 0.5   |       |
| Fillmore          | 20,866     | Coordinator                   |       |     | 1     |       |
| Freeborn          | 30,642     | Administrator                 | 1     |     |       |       |
| Goodhue           | 46,611     | Administrator                 | 1     |     |       |       |
| Grant             | 5,872      | Coordinator                   |       |     | 1     |       |
| Hennepin          | 1,252,024  | Administrator                 | 1     |     |       |       |
| Houston           | 18,788     | Administrator                 | 1     |     |       |       |
| Hubbard           | 20,679     | Coordinator                   |       |     | 1     |       |
| Isanti            | 38,521     | Administrator                 | 1     |     |       |       |
| Itasca            | 45,658     | Administrator                 | 1     |     |       |       |
| Jackson           | 10,113     | Coordinator                   |       |     | 1     |       |
| Kanabec           | 15,908     | Coordinator                   |       |     | 1     |       |
| Kandiyohi         | 42,510     | Administrator                 | 1     |     |       |       |
| Kittson           | 4,422      | Administrator                 | 1     |     |       |       |
| Koochiching       | 12,889     | Administration Director       |       |     |       | 1     |
| Lac qui Parle     | 6,866      | Auditor/Treasurer/Coordinator |       | 0.5 | 0.5   |       |
| Lake              | 10,634     | Administrator                 | 1     |     |       |       |
| Lake of the Woods | 3,925      | Auditor/Treasurer             |       | 1   |       |       |
| Le Sueur          | 27,704     | Administrator                 | 1     |     |       |       |
| Lincoln           | 5,770      | Auditor/Treasurer             |       | 1   |       |       |
| Lyon              | 25,776     | Administrator                 | 1     |     |       |       |
| Mahnomen          | 5,572      | Administrator                 | 1     |     |       |       |
| Marshall          | 9,417      | Auditor/Treasurer             |       | 1   |       |       |
| Martin            | 20,122     | Coordinator                   |       |     | 1     |       |
| McLeod            | 35,930     | Administrator                 | 1     |     |       |       |
| Meeker            | 23,110     | Administrator                 | 1     |     |       |       |
| Mille Lacs        | 25,788     | Administrator                 | 1     |     |       |       |
| Morrison          | 33,064     | Administrator                 | 1     |     |       |       |
| Mower             | 39,181     | Administrator                 | 1     |     |       |       |
| Murray            | 8,418      | Administrator                 | 1     |     |       |       |
| Nicollet          | 33,432     | Administrator                 | 1     |     |       |       |
| Nobles            | 21,743     | Administrator                 | 1     |     |       |       |
| Norman            | 6,666      | Auditor/Treasurer             |       | 1   |       |       |
| Olmsted           | 151,388    | Administrator                 | 1     |     |       |       |

|                 |         |                      |   |   |   |   |
|-----------------|---------|----------------------|---|---|---|---|
| Otter Tail      | 57,679  | Administrator        | 1 |   |   |   |
| Pennington      | 14,206  | Auditor              |   | 1 |   |   |
| Pine            | 29,107  | Administrator        | 1 |   |   |   |
| Pipestone       | 9,281   | Administrator        | 1 |   |   |   |
| Polk            | 31,529  | Administrator        | 1 |   |   |   |
| Pope            | 11,016  | Coordinator          |   |   | 1 |   |
| Ramsey          | 533,677 | Manager              |   |   |   | 1 |
| Red Lake        | 4,039   | Auditor              |   | 1 |   |   |
| Redwood         | 15,486  | Administrator        | 1 |   |   |   |
| Renville        | 14,965  | Administrator        | 1 |   |   |   |
| Rice            | 65,420  | Administrator        | 1 |   |   |   |
| Rock            | 9,601   | Administrator        | 1 |   |   |   |
| Roseau          | 15,771  | Coordinator          |   |   | 1 |   |
| Scott           | 140,898 | Administrator        | 1 |   |   |   |
| Sherburne       | 94,570  | Administrator        | 1 |   |   |   |
| Sibley          | 14,884  | Administrator        | 1 |   |   |   |
| St. Louis       | 199,922 | Administrator        | 1 |   |   |   |
| Stearns         | 154,446 | Administrator        | 1 |   |   |   |
| Steele          | 36,708  | Administrator        | 1 |   |   |   |
| Stevens         | 9,804   | Coordinator          |   |   | 1 |   |
| Swift           | 9,361   | Administrator        | 1 |   |   |   |
| Todd            | 24,255  | Administrator        | 1 |   |   |   |
| Traverse        | 3,405   | Coordinator          |   |   | 1 |   |
| Wabasha         | 21,265  | Administrator        | 1 |   |   |   |
| Wadena          | 13,879  | Coordinator/Engineer |   |   | 1 |   |
| Waseca          | 18,988  | Administrator        | 1 |   |   |   |
| Washington      | 251,015 | Administrator        | 1 |   |   |   |
| Watsonwan       | 10,995  | Auditor/Treasurer    |   | 1 |   |   |
| Wilkin          | 6,421   | Auditor/Treasurer    |   | 1 |   |   |
| Winona          | 51,128  | Administrator        | 1 |   |   |   |
| Wright          | 134,365 | Administrator        | 1 |   |   |   |
| Yellow Medicine | 9,945   | Administrator        | 1 |   |   |   |

57      12      15      3  
Admin      A/T      Coord      Other



|                            |                      |
|----------------------------|----------------------|
| <b>Department:</b>         | County Administrator |
| <b>Reports To:</b>         | County Board         |
| <b>Supervisory Duties:</b> | Yes                  |
| <b>FLSA Status:</b>        | Exempt               |
| <b>Benefits</b>            |                      |
| <b>Union Status:</b>       | N/A                  |
| <b>Last Updated:</b>       | May, 2018            |

## **Position Details**

The County Administrator is appointed pursuant to Minnesota Statute 375A.06 and, under the authority of the County Board, serves as the Chief Administrative Officer of the County and is responsible for recommending and implementing policies approved by the County Board. Provides for overall planning and coordination of all county departments. Manages and directs all administrative functions and programs of the County including Administration, Human Resources, Finance, Information Systems, Building Maintenance, purchasing, public information, risk assessment and inter-governmental affairs. Responsible for administration of annual budget process.

## **Essential Duties and Responsibilities**

- Responsible for researching, preparing, and distributing the weekly County Board agenda and related information. Advise Board members on issues that affect the County such as: legislative changes, long range planning needs, facilities management of County buildings and space, and personnel issues. Clerk County Board meetings and generate official records of proceedings.
- Direct work of Human Resource Officer to administer, develop, and implement the County's personnel policies and comparable worth plans, which are consistent with existing laws, contractual agreements with bargaining units, Equal Employment Opportunity, Affirmative Action, Americans with Disabilities Act, and OSHA.
- Conduct department head/elected official orientations and assist Board with performance reviews of Department Heads.
- Represents County Board as spokesperson when meeting with public; department heads; County employees; local, regional, state and federal agencies; and news media. Coordinate monthly County department head meetings and serves as Board appointed Responsible Authority on Data Privacy issues. Serves as Public Information Officer in the event of an emergency.
- ~~Administer Information Systems Department programming and supervise employees. In conjunction with staff, department heads and County Technology Committee, make recommendations to County Board for maintenance and improvement of county technology system and related policies, including the PC network and county web page. Responsible for voice systems in the County.~~
- Responsible for development and maintenance of Continuity of Operations plan in coordination with department heads, Emergency Management Director and Board.
- \* • Reviews, analyzes and prepares proposals for county liability, property and casualty, workers compensation and other necessary insurance and personnel bond programs, making recommendation to the County Board. Works closely with representative from MCIT on various risk management issues including defense on lawsuits including the



County.

- Initiate and present a proposed annual County budget and levy to the county Board for its review and consideration. Prepare all supporting documentations and related reports for public presentation. Comply with all State requirements for reporting and publication.
- Oversee County facilities and grounds to help ensure security, safety, maintenance, and compliance with OSHA and ADA regulations. Advertise, receive, and process bids for services and quotes for purchases in compliance with appropriate state regulations. Advise and administer vendor contracts on all capital projects. Work with department heads in securing maintenance and repair of equipment and ensure that procedures for discarding and/or replacing County property are properly followed. Administer centralized purchasing for office supplies.
- \* • Works with the County Board to prepare and present the Fillmore County legislative priorities platform for approval. Works closely with the Association of Minnesota Counties and MACA on various county government issues. Monitors legislative sessions for potential impacts on county government. Maintains working relationships with state representatives and senators and their staff to ensure county opinions are heard.
- Direct work of Human Resources Officer in the administration of the County's benefit program which includes, periodic review of coverage, processing claims, and initiating risk management approaches as recommended by Insurance Committee. Assists with benefits committee meetings and make recommendations to County Board.
- \* • Works closely with the County Board and Human Resources Officer in planning for and conducting collective bargaining agreements.
- \* • Works with all department heads on determining appropriate staffing levels and assuring that employee performance issues are resolved and employee performance reviews are conducted in an appropriate manner.
- Develop and administer annual budgets for Administrator, Information Systems and various other County Revenue budgets in consultation with the County Board. Authorize expenditures for Board approval. Assist with analysis of County financial condition and make recommendations to Board.
- \* • Works with department heads in developing a proposal and coordinating the approved long range fiscal plan for capital improvements and operations, fund balance and investments. Monitors fund balance levels of all county funds for compliance with guidelines. Reports information to the County Board on a quarterly basis.
- \* • Subject to County Board approval, appoints, supervises, suspends and removes all non-elected department heads. Manages and evaluates non-elected department heads through ongoing performance reviews, constructive feedback and professional development plans with County Board involvement. Works closely with the four elected department heads to ensure that a team atmosphere exists between all elected and non-elected department heads.
- Serve as liaison for contracted services (Ex: Economic Development Authority, and Technology) employee.
- Responsible for special projects as assigned by the Board

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the County.

## **Position Requirements**

### **Knowledge, Skills and Abilities**

- Knowledge of Parliamentary Procedure, Open Meeting Laws, Role of County Board in relationship to County departments and other entities, County policies, and public entity procurement regulations.
- Extensive knowledge of Data privacy laws.
- Knowledge of Federal, State, and local personnel and benefit regulations.
- Understanding of basic ADA and OSHA regulations.
- Knowledge of AWAIR, Right to Know, and risk management techniques.
- Understanding of concepts of accounting and County revenue sources.
- Knowledge of economic development strategies.
- Understanding of business conditions locally and otherwise and business assistance resources.
- Knowledge of statutes related to County budget administration including federal GASB 34 and later regulations.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or elected officials.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires a high degree of skill in developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of the County.
- Skill in use of computers and various software.
- Ability to conduct meetings, coordinate schedules, and delegate tasks to maximize departmental performance.
- Skill in evaluating, delegating, assessing, supervising, and counseling staff.
- Skill in supervising, delegating and directing diverse and multiple programs.
- Ability to project expenditures and revenues based on historical information adjusted for predicted expenditures.
- Ability to effectively communicate orally and in writing.

### Education and Experience

Requires minimum of Bachelor's degree (B.A.) from a four-year college or university in a relevant field and three to five years of related experience; or equivalent combination of education and experience.

### Licenses/Certifications

This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Driver's License or evidence of equivalent mobility
- Drug testing supervisory certificate or ability to obtain certificate within 6 months of hire date
- Obtain required National Incident Management Certifications according to policy

### Physical and Mental Requirements

Positions in this job typically require: sitting, standing, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the*

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*essential functions.*

### **Working Conditions**

Most work is performed in an office environment. There is travel required to other facilities, meetings, training, etc.

*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

### **Competencies Common to All County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.





|                            |              |
|----------------------------|--------------|
| <b>Department:</b>         | Coordinator  |
| <b>Reports To:</b>         | County Board |
| <b>Supervisory Duties:</b> | Yes          |
| <b>FLSA Status:</b>        |              |
| <b>Benefits</b>            |              |
| <b>Union Status:</b>       | N/A          |
| <b>Last Updated:</b>       | May, 2018    |

## **Position Details**

The County Coordinator is responsible for administering, recommending, and implementing policies as directed by the Fillmore County Board of Commissioners. The County Coordinator advises the Board on matters of employment, county budget, economic development, technology, risk management, facilities maintenance, centralized purchasing, and inter-county departmental communications to increase effectiveness of County government. The County Coordinator is also responsible for providing supervision and direction of the Human Resources Officer and workers within the Coordinator and Information Systems department and managing contracts and staff of UofM Extension and Economic Development Authority.

### **Essential Duties and Responsibilities**

- Responsible for researching, preparing, and distributing the weekly County Board agenda and related information. Advise Board members on issues that affect the County such as: legislative changes, long range planning needs, facilities management of County buildings and space, and personnel issues. Clerk County Board meetings and generate official records of proceedings.
- Direct work of Human Resource Officer to administer, develop, and implement the County's personnel policies and comparable worth plans, which are consistent with existing laws, contractual agreements with bargaining units, Equal Employment Opportunity, Affirmative Action, Americans with Disabilities Act, and OSHA.
- Conduct department head/elected official orientations and assist Board with performance reviews of Department Heads.
- Represents County Board as spokesperson when meeting with public; department heads; County employees; local, regional, state and federal agencies; and news media. Coordinate monthly County department head meetings and serves as Board appointed Responsible Authority on Data Privacy issues. Serves as Public Information Officer in the event of an emergency.
- Administer Information Systems Department programming and supervise employees. In conjunction with staff, department heads and County Technology Committee, make recommendations to County Board for maintenance and improvement of county technology system and related policies, including the pc network and county web page. Responsible for voice systems in the County.
- Responsible for development and maintenance of Continuity of Operations plan in coordination with department heads, Emergency Management Director and Board.
- Initiate and present a proposed annual County budget and levy to the County Board for its review and consideration. Prepare all supporting documentations and related reports for public presentation. Comply with all State requirements for reporting and publication.

- Oversee County facilities and grounds to help ensure security, safety, maintenance, and compliance with OSHA and ADA regulations. Advertise, receive, and process bids for services and quotes for purchases in compliance with appropriate state regulations. Advise and administer vendor contracts on all capital projects. Work with department heads in securing maintenance and repair of equipment and ensure that procedures for discarding and/or replacing County property are properly followed. Administer centralized purchasing for office supplies.
- Direct work of Human Resources Officer in the administration of the County's benefit program which includes, periodic review of coverage, processing claims, and initiating risk management approaches as recommended by Insurance Committee. Assists with benefits committee meetings and make recommendations to County Board.
- Develop and administer annual budgets for Coordinator, Information Systems and various other County Revenue budgets in consultation with the County Board. Authorize expenditures for Board approval. Assist with analysis of County financial condition and make recommendations to Board.
- Serve as liaison for contracted services (Ex: Economic Development Authority, and Technology).
- ~~Serve as liaison for contracted Economic Development Authority employee.~~
- Responsible for special projects as assigned by the Board.

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