

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
March 23, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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

**To participate by phone: Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and then enter the Access Code: 187 198 3998**

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

                  Approve Consent Agenda:

1. March 9, 2021 County Board minutes
2. March 15, 2021 Special County Board minutes
3. Successful completion of probation for Casey Patten, Property Appraiser, effective 4/1/2021 as recommended by the County Assessor
4. Successful completion of probation for Sarah Kohn, Property Appraiser, effective 4/1/2021 as recommended by the County Assessor.

                  Approve Commissioners' Warrants  
                  Review Finance Warrants

9:05 a.m.     Sarah Monroe, DFO Victim Services and Kari Berg, DFO Corrections

1. Consider proclaiming April as Sexual Assault Awareness Month
2. Discussion with possible action regarding events for Sexual Assault Awareness Month

9:10 a.m.     Lori Affeldt, Finance

1. Consider approval to publish 2019 Audited Financial Statements in the Fillmore County Journal at the correct rate of \$.99 per square inch

9:15 a.m.     Terry Schultz, Building Maintenance

1. Consider approval to remove Satellite Dish from County Office Building property

9:20 a.m.     Ron Gregg, Highway Engineer

1. Consider approval to advertise for the T- Hanger project at the Fillmore County Airport

9:30 a.m.     Citizens Input

9:35 a.m.     Kevin Olson, Social Services

1. Consider approval of telecommuting agreement for Kim McCabe
2. Consider approval of telecommuting agreement for Valerie Arnold
3. Consider approval of telecommuting agreement for Susan Mandelko

# FILLMORE COUNTY BOARD OF COMMISSIONERS

March 23, 2021 Meeting Agenda

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- 9:55 a.m. John DeGeorge, Sheriff
1. Presentation of Jail Needs Assessment Committee public outreach PowerPoint
  2. Update regarding Jail Needs Assessment Committee
- 10:10 a.m. Kristina Kohn, Human Resources
1. Request to advertise for replacement of Shop Foreman in the Highway Department as requested by the County Engineer
  2. First reading of draft changes to Compensation policy
  3. First reading of draft changes to Insurance and Other Benefits policy
  4. Request to hire intermittent Roster Nurses at Grade 11/ Step 1 effective 3/24/2021 as requested by the Director of Nursing
  5. Request approval to change Ashley Simonson, 4- year RN to PHN effective 4/2/2021
- 10:15 a.m. Bobbie Hillery, Administrator
1. Discussion with possible action regarding post office boxes and mail procedures
  2. Update regarding second round of Business Grants

Calendar review, Committee Reports and Announcements

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

|                     |            |                                         |              |
|---------------------|------------|-----------------------------------------|--------------|
| Wednesday, March 24 | 8:30 a.m.  | Wellness & Activities, Virtually        | Bakke, Lentz |
| Thursday, March 25  | 4:30 p.m.  | Economic Development Authority          | Hindt, Lentz |
| Tuesday, April 6    | 9:00 a.m.  | County Board Special Meeting, Boardroom | All          |
| Thursday, April 8   | 10:30 a.m. | Workforce Development                   | Lentz        |
| Monday, April 12    | 6:00 p.m.  | DAC                                     | Lentz        |
|                     | 6:30 p.m.  | Semcac, St. Charles                     | Dahl         |
| Tuesday, April 13   | 8:00 a.m.  | Facilities                              | Dahl, Hindt  |
|                     | 9:00 a.m.  | County Board Regular Meeting, Boardroom | All          |

## COMMITTEE OPENINGS:

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

This is a preliminary draft of the March 9, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke; Bobbie Hillery, Administrator/Clerk; Lori Affeldt, Finance; Blake Lea, Feedlot;; Cristal Adkins, Zoning Administrator; Jason McCaslin, County Assessor; Kristina Kohn, Human Resources; and Karen Reisner, Fillmore County Journal.

Also present via WebEx: Kristine Oman, Accounting Technician; Grant Wilson, DNR; Gina Bonsignore, DNR; Tom Kaase, and Bonita Underbakke.

The Pledge of Allegiance was recited.

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

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

1. March 2, 2021 County Board minutes

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

The Finance Department warrants were reviewed.

Lori Affeldt, Finance was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to publish the 2019 Audit Report in the official newspaper at a cost of \$0.50/square inch.

Blake Lea, Feedlot Officer / GIS was present.

Lea reviewed the Minnesota Pollution Control Agency (MPCA) Feedlot Year-End worksheet with the Board.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the 2020 Feedlot Annual Report.

Jason McCaslin, Assessor was present.

McCaslin provided the Board with an update regarding the appraisal process and provided a corresponding power point presentation. In his presentation McCaslin noted that adjustments needed to be made to some tax classifications and in a few taxing districts due to current accumulated values being outside of the 90 -105% range.

The Citizen's Input portion of the meeting opened and closed at 10:27 a.m. as no one was present to speak.

Grant Wilson and Gina Bonsignore, Department of Natural Resources Central Region Director were present virtually.

Wilson introduced himself as the new area director for the DNR – Central Region.

Wilson noted that he would like to work with the Fillmore County Board and address any issues from the past. He reviewed the activity and programs that are relevant to Fillmore County.

The Chair recessed the meeting at 10:41 a.m. and resumed back in session at 10:48 a.m.

Kristina Kohn, Human Resources was present virtually.

Human Resources Officer Kohn presented the second reading of draft changes to Holidays Policy.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the proposed change and second and final reading of the Holidays Policy.

On motion by Bakke and seconded by Hindt, the Board unanimously approved to hire Brooke Johnson as intermittent Sheriff's Deputy effective March 10, 2021 at Grade 11/Step 1 at \$25.88/hour as requested by the County Sheriff.

On motion by Hindt and seconded by Prestby, the Board unanimously approved Matthew Cox as intermittent Sheriff's Deputy effective March 15, 2021 at Grade 11/Step 1 at \$25.88/hour as requested by the County Sheriff.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the resignation of employee #1486, Scott Johnson, with thanks effective March 9, 2021 following 7-½ years of service.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to advertise both internally and externally for replacement Eligibility Worker as requested by the Social Services Manager and recommended by the Personnel Committee.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the resignation of Katelyn Sullivan, Social Worker effective March 5, 2021. The Board thanked her for her 8 months of service.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the request to advertise for replacement Social Worker as requested by the Social Services Manager and recommended by the Personnel Committee.

Bobbie Hillery, Administrator was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the County Office Building Security Project with Marco, to tie into the existing security system at a final cost of \$252,927.00.

Administrator Hillery provided the board with an explanation regarding the CAMA, Tax and Cash Register software replacement options. Discussion ensued.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the purchase of software for CAMA, Tax and Cash Register (iasWorld) from Tyler Technologies for a total up front cost of \$319,300, an annual maintenance cost of \$84,582 and travel expense for implementation at a not to exceed amount of \$20,800. It was discussed to utilize Recorders Funds, Unallocated Funds and 911 Funds to pay for the upfront cost of the software and implementation.

Administrator Hillery provided an update regarding the CARES Business Grant distribution, stating staff is working on processing payments and verifying whether there are any liens on the properties. It was noted that there have been questions from the public regarding the receipt or denial of the grant money.

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

Dahl: Semcac

Bakke: Calendar changes, township documents, asked if the Board could conduct a road tour March 30, 2021, noted the AMC District meeting would be at Fillmore the 1<sup>st</sup> week in June 2021

Lentz: DAC

On motion by Hindt and seconded by Lentz, the Chair adjourned the meeting at 11:46 a.m.

This is a preliminary draft of the March 15, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 15<sup>th</sup> day of March, 2021, at 5:00 p.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke; Bobbie Hillery, Administrator/Clerk

The Pledge of Allegiance was recited.

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

Discussion ensued regarding COVID Business Grant dollars totaling \$18,000 that could not be awarded due to liens on two originally awarded businesses. It was noted that the committee had met and recommended to distribute the dollars equally to the business that were awarded this round, but did not receive any dollars the first round of grants. Lentz noted that it took a lot of work to narrow down the grants and that a good process was used. He recommended going with the committee's recommendation. Prestby noted that he felt the Mabel Barber Shop should have received this round of grants since they did not receive a grant the first round and were a similar business to others that were awarded grants this round. Commissioner Bakke suggested that the funds be distributed to the Old Barn, Pedal Pushers and the Aroma Pie Shoppe due to restaurant category.

A motion was made by Bakke and seconded by Prestby award the \$18,000 of grant dollars to the Old Barn, \$9,000; Pedal Pushers, \$4,000; Mabel Barber Shop, \$3,000; and Aroma Pie Shoppe, \$2,000. The Chair called for a vote. Commissioners voting "aye": Dahl, Hindt, Bakke, Prestby. Commissioners voting "nay": Lentz. The motion prevailed.

On motion by Prestby and seconded by Lentz, the chair adjourned the meeting at 5:34 p.m.

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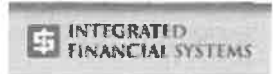
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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

| Vendor | Name                              | Rpt  | Warrant Description    | Invoice #                      | Account/Formula Descripti | 1099                        |
|--------|-----------------------------------|------|------------------------|--------------------------------|---------------------------|-----------------------------|
| No.    | Account/Formula                   | Accr | Service Dates          | Paid On Bhf #                  | On Behalf of Name         |                             |
| 3      | DEPT                              |      | Board Of Commissioners |                                |                           |                             |
| 82132  | Fillmore Co Journal               |      |                        |                                |                           |                             |
|        | 01-003-000-0000-6233              |      | 114.90                 | Board Mtg Minutes - 02/02/21   | 118287                    | Publications N              |
|        |                                   |      |                        | 02/15/2021 02/15/2021          |                           |                             |
|        | 01-003-000-0000-6233              |      | 126.39                 | Board Mtg Minutes - 02/09/21   | 119205                    | Publications N              |
|        |                                   |      |                        | 03/01/2021 03/01/2021          |                           |                             |
|        | 01-003-000-0000-6233              |      | 160.86                 | Board Mtg Minutes - 03/08/2021 | 119432                    | Publications N              |
|        |                                   |      |                        | 03/08/2021 03/08/2021          |                           |                             |
| 82132  | Fillmore Co Journal               |      | 402.15                 | 3 Transactions                 |                           |                             |
| 3      | DEPT Total:                       |      | 402.15                 | Board Of Commissioners         | 1 Vendors                 | 3 Transactions              |
| 11     | DEPT                              |      | District Court         |                                |                           |                             |
| 4235   | DODA & MCGEENEY, P.A.             |      |                        |                                |                           |                             |
|        | 01-011-000-0000-6261              |      | 225.00                 | Court Appt Attorney - CHIPS    | 25243                     | Court Appointed Attorneys Y |
|        |                                   |      |                        | 03/09/2021 03/09/2021          |                           |                             |
| 4235   | DODA & MCGEENEY, P.A.             |      | 225.00                 | 1 Transactions                 |                           |                             |
| 5992   | Frederick S Suhler, Jr., Attorney |      |                        |                                |                           |                             |
|        | 01-011-000-0000-6261              |      | 180.00                 | Court Appointtd Attorney       | 23- Pr- 05- 00025         | Court Appointed Attorneys Y |
|        |                                   |      |                        | 03/10/2021 03/10/2021          |                           |                             |
| 5992   | Frederick S Suhler, Jr., Attorney |      | 180.00                 | 1 Transactions                 |                           |                             |
| 6529   | Larson Vagts Law                  |      |                        |                                |                           |                             |
|        | 01-011-000-0000-6261              |      | 880.00                 | Court Appt Attorney - CHIPS    | 21- JV- 21- 23            | Court Appointed Attorneys Y |
|        |                                   |      |                        | 01/15/2021 03/10/2021          |                           |                             |
|        | 01-011-000-0000-6261              |      | 1,180.00               | Court Appt Attorney - CHIPS    | 23- JV- 20- 676           | Court Appointed Attorneys Y |
|        |                                   |      |                        | 02/12/2021 03/14/2021          |                           |                             |
|        | 01-011-000-0000-6261              |      | 340.00                 | Court Appt Attorney - CHIPS    | 23- JV- 21- 40            | Court Appointed Attorneys Y |
|        |                                   |      |                        | 02/08/2021 02/23/2021          |                           |                             |
|        | 01-011-000-0000-6261              |      | 40.00                  | Court Appt Attorney - Civil    | 23- PR- 20- 442           | Court Appointed Attorneys Y |
|        |                                   |      |                        | 02/25/2021 03/03/2021          |                           |                             |
| 6529   | Larson Vagts Law                  |      | 2,440.00               | 4 Transactions                 |                           |                             |
| 11     | DEPT Total:                       |      | 2,845.00               | District Court                 | 3 Vendors                 | 6 Transactions              |
| 41     | DEPT                              |      | Auditor/Treasurer      |                                |                           |                             |
| 82132  | Fillmore Co Journal               |      |                        |                                |                           |                             |

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1 County Revenue Fund

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| Vendor | Name                             | Rpt       | Warrant Description             | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------------------|-----------|---------------------------------|---------------|---------------------------|------|
| No.    | Account/Formula                  | Accr      | Service Dates                   | Paid On Bhf # | On Behalf of Name         |      |
|        | 01-041-000-0000-6233             |           | Delinquent Tax Report           | 119299        | Publications              | N    |
|        |                                  |           | 03/01/2021 03/01/2021           |               |                           |      |
| 82132  | Fillmore Co Journal              |           | 1 Transactions                  |               |                           |      |
| 41     | DEPT Total:                      | 2,757.60  | Auditor/Treasurer               | 1 Vendors     | 1 Transactions            |      |
| 60     | DEPT                             |           | Information Systems             |               |                           |      |
| 5874   | Jaguar Communications, Inc.      |           | February 2021 Locates           | 172491        | Professional Fees         | N    |
|        | 01-060-000-0000-6285             | 75.00     | 02/01/2021 02/28/2021           |               |                           |      |
| 5874   | Jaguar Communications, Inc.      | 75.00     | 1 Transactions                  |               |                           |      |
| 2545   | Marco, Inc                       |           | DUO Subscription - February     | INV8511061    | Equipment Purchased       | N    |
|        | 01-060-000-0000-6640             | 528.50    | 02/01/2021 02/28/2021           |               |                           |      |
|        | 01-060-000-0000-6640             | 43,775.00 | Down Payment - Data Project     | INV8516717    | Equipment Purchased       | N    |
|        |                                  |           | 03/05/2021 03/05/2021           |               |                           |      |
|        | 01-060-000-0000-6285             | 990.00    | Adobe Acrobat - TK & LE (Admin) | INV8517032    | Professional Fees         | N    |
|        |                                  |           | 03/05/2021 03/05/2021           |               |                           |      |
|        | 01-060-000-0000-6640             | 1,058.00  | Fixed Fee - Milestone 1         | INV8550553    | Equipment Purchased       | N    |
|        |                                  |           | 03/16/2021 03/16/2021           |               |                           |      |
| 2545   | Marco, Inc                       | 46,351.50 | 4 Transactions                  |               |                           |      |
| 60     | DEPT Total:                      | 46,426.50 | Information Systems             | 2 Vendors     | 5 Transactions            |      |
| 62     | DEPT                             |           | Elections                       |               |                           |      |
| 9015   | Election Systems & Software, LLC |           | Annual License Fee - Election   | 1181906       | Fees And Service Charges  | N    |
|        | 01-062-000-0000-6377             | 7,402.50  | 06/01/2021 05/31/2022           |               |                           |      |
| 9015   | Election Systems & Software, LLC | 7,402.50  | 1 Transactions                  |               |                           |      |
| 83550  | Kelly Printing & Signs LLC       |           | 2021 Township Election Ballots  | 39122         | Ballots                   | N    |
|        | 01-062-000-0000-6461             | 235.00    | 02/26/2021 02/26/2021           |               |                           |      |
| 83550  | Kelly Printing & Signs LLC       | 235.00    | 1 Transactions                  |               |                           |      |
| 62     | DEPT Total:                      | 7,637.50  | Elections                       | 2 Vendors     | 2 Transactions            |      |



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1 County Revenue Fund

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



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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         |      |
| 91     | DEPT                                       |      |        | County Attorney             |               |                           |      |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      |        |                             |               |                           |      |
|        | 01- 091- 000- 0000- 6408                   |      | 9.83   | Typewriter Ink Ribbon       | 1804219       | Other Office Supplies     | N    |
|        |                                            |      |        | 02/19/2021 02/19/2021       |               |                           |      |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      | 9.83   | 1 Transactions              |               |                           |      |
| 91     | DEPT Total:                                |      | 9.83   | County Attorney             | 1 Vendors     | 1 Transactions            |      |
| 103    | DEPT                                       |      |        | Assessor                    |               |                           |      |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      |        |                             |               |                           |      |
|        | 01- 103- 000- 0000- 6242                   |      | 105.00 | MAAO Membership - JM        | 2117          | Membership Dues           | N    |
|        |                                            |      |        | 01/01/2021 12/31/2021       |               |                           |      |
|        | 01- 103- 000- 0000- 6242                   |      | 105.00 | MAAO Membership - RA        | 2461          | Membership Dues           | N    |
|        |                                            |      |        | 01/01/2021 12/31/2021       |               |                           |      |
|        | 01- 103- 000- 0000- 6242                   |      | 105.00 | MAAO Membership - SK        | 2744          | Membership Dues           | N    |
|        |                                            |      |        | 01/01/2021 12/31/2021       |               |                           |      |
|        | 01- 103- 000- 0000- 6242                   |      | 105.00 | MAAO Membership - CP        | 2749          | Membership Dues           | N    |
|        |                                            |      |        | 01/01/2021 12/31/2021       |               |                           |      |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      | 420.00 | 4 Transactions              |               |                           |      |
|        | 83550 Kelly Printing & Signs LLC           |      |        |                             |               |                           |      |
|        | 01- 103- 000- 0000- 6402                   |      | 131.06 | Office Envelopes - Assessor | 39028         | Stationary And Forms      | N    |
|        |                                            |      |        | 02/16/2021 02/16/2021       |               |                           |      |
|        | 83550 Kelly Printing & Signs LLC           |      | 131.06 | 1 Transactions              |               |                           |      |
| 103    | DEPT Total:                                |      | 551.06 | Assessor                    | 2 Vendors     | 5 Transactions            |      |
| 104    | DEPT                                       |      |        | Gis                         |               |                           |      |
|        | 272 Newman Signs                           |      |        |                             |               |                           |      |
|        | 01- 104- 000- 0000- 6514                   |      | 59.04  | Two Address Signs           | TRFINV028900  | Address Signs             | N    |
|        |                                            |      |        | 03/04/2021 03/04/2021       |               |                           |      |
|        | 272 Newman Signs                           |      | 59.04  | 1 Transactions              |               |                           |      |
| 104    | DEPT Total:                                |      | 59.04  | Gis                         | 1 Vendors     | 1 Transactions            |      |
| 105    | DEPT                                       |      |        | Planning And Zoning         |               |                           |      |
|        | 2289 Eickhoff/Steven M                     |      |        |                             |               |                           |      |
|        | 01- 105- 000- 0000- 5150                   |      | 300.00 | Refund Permit Fee           |               | Building Permit           | Y    |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name                                | Rpt  | Warrant Description | Invoice #                                               | Account/Formula Descripti | 1099                                 |
|--------------------------------------------|------|---------------------|---------------------------------------------------------|---------------------------|--------------------------------------|
| No. Account/Formula                        | Accr | Amount              | Service Dates                                           | Paid On Bhf #             | On Behalf of Name                    |
| 2289 Eickhoff/Steven M                     |      | 300.00              | 11/16/2020 11/16/2020<br>1 Transactions                 |                           |                                      |
| 82132 Fillmore Co Journal                  |      |                     |                                                         |                           |                                      |
| 01- 105- 000- 0000- 6241                   |      | 43.09               | Legal Notice - Public Hearing<br>03/01/2021 03/01/2021  | 119196                    | Advertising N                        |
| 01- 105- 000- 0000- 6241                   |      | 20.11               | Legal Notice - CUP Application<br>03/01/2021 03/01/2021 | 119197                    | Advertising N                        |
| 01- 105- 000- 0000- 6241                   |      | 17.24               | Legal Notice - March Meeting<br>03/08/2021 03/08/2021   | 119434                    | Advertising N                        |
| 82132 Fillmore Co Journal                  |      | 80.44               | 3 Transactions                                          |                           |                                      |
| 105 DEPT Total:                            |      | 380.44              | Planning And Zoning                                     | 2 Vendors                 | 4 Transactions                       |
| 111 DEPT                                   |      |                     | Facilites Mtce                                          |                           |                                      |
| 6978 Aramark Uniform & Career Apparal Grou |      |                     |                                                         |                           |                                      |
| 01- 111- 000- 0000- 6377                   |      | 61.00               | Dust Mop Supplies<br>02/10/2021 02/10/2021              | 2801255557                | Fees And Service Charges N           |
| 6978 Aramark Uniform & Career Apparal Grou |      | 61.00               | 1 Transactions                                          |                           |                                      |
| 106 Fillmore Co Treasurer                  |      |                     |                                                         |                           |                                      |
| 01- 111- 000- 0000- 6561                   |      | 18.72               | Snowblower & County Car Fuel<br>02/04/2021 02/18/2021   |                           | Gasoline Diesel And Other Fuels N    |
| 106 Fillmore Co Treasurer                  |      | 18.72               | 1 Transactions                                          |                           |                                      |
| 5988 Preston Auto Parts                    |      |                     |                                                         |                           |                                      |
| 01- 111- 000- 0000- 6580                   |      | 5.73                | Mower Spark Plug & Oil<br>03/11/2021 03/11/2021         | 664916                    | Other Repair And Maintenance Suppl N |
| 01- 111- 000- 0000- 6580                   |      | 6.99                | Toilet Handle<br>03/11/2021 03/11/2021                  | 664983                    | Other Repair And Maintenance Suppl N |
| 5988 Preston Auto Parts                    |      | 12.72               | 2 Transactions                                          |                           |                                      |
| 9531 Summit Fire Protection                |      |                     |                                                         |                           |                                      |
| 01- 111- 000- 0000- 6317                   |      | 710.00              | Dry System Leak at FCOB<br>03/01/2021 03/01/2021        | 2178624                   | Building Maintenance N               |
| 9531 Summit Fire Protection                |      | 710.00              | 1 Transactions                                          |                           |                                      |
| 7239 Werner Electric                       |      |                     |                                                         |                           |                                      |
| 01- 111- 000- 0000- 6317                   |      | 92.75               | Tubes for FCOB                                          | S010450502.001            | Building Maintenance N               |

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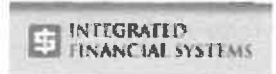
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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                                 | Rpt  |          | Warrant Description                                      | Invoice #      | Account/Formula Descripti       | 1099 |
|---------------------------------------------|------|----------|----------------------------------------------------------|----------------|---------------------------------|------|
| No. Account/Formula                         | Accr | Amount   | Service Dates                                            | Paid On Bhf #  | On Behalf of Name               |      |
| 01- 111- 000- 0000- 6317                    |      | 442.22   | 03/01/2021 03/01/2021<br>Tubes & Ballast - Crthse & FCOB | S010450502.002 | Building Maintenance            | N    |
| 7239 Werner Electric                        |      | 534.97   | 03/03/2021 03/03/2021<br>2 Transactions                  |                |                                 |      |
| 111 DEPT Total:                             |      | 1,337.41 | Facilites Mtce                                           | 5 Vendors      | 7 Transactions                  |      |
| 149 DEPT                                    |      |          | Other General Government                                 |                |                                 |      |
| 4928 1 Source                               |      |          |                                                          |                |                                 |      |
| 01- 149- 000- 0000- 6404                    |      | 139.29   | County Shared Custodial Supply<br>03/10/2021 03/10/2021  | 264066- 0      | County Shared Cleaning Supplies | Y    |
| 01- 149- 000- 0000- 6408                    |      | 115.60   | County Shared Office Supplies<br>03/10/2021 03/10/2021   | 264066- 0      | County Shared Office Supplies   | Y    |
| 01- 149- 000- 0000- 6404                    |      | 613.85   | County Shared Custodial Supply<br>03/10/2021 03/10/2021  | 264074- 0      | County Shared Cleaning Supplies | Y    |
| 4928 1 Source                               |      | 868.74   | 3 Transactions                                           |                |                                 |      |
| 5005 Cintas Corporation- First Aid & Safety |      |          |                                                          |                |                                 |      |
| 01- 149- 000- 0000- 6377 AP P               |      | 90.60    | Service First Aid Kit - Hwy<br>12/03/2020 12/03/2020     | 5044152607     | Fees And Service Charges        | N    |
| 01- 149- 000- 0000- 6377                    |      | 78.90    | Service First Aid Kit - Hwy<br>03/02/2021 03/02/2021     | 5053568971     | Fees And Service Charges        | N    |
| 5005 Cintas Corporation- First Aid & Safety |      | 169.50   | 2 Transactions                                           |                |                                 |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH  |      |          |                                                          |                |                                 |      |
| 01- 149- 000- 0000- 6372                    |      | 15.50    | Wellness Prize - Branding Iron<br>02/18/2021 02/18/2021  | 0259347935     | Wellness Grant Expenses         | N    |
| 01- 149- 000- 0000- 6408                    |      | 74.75    | County Supplies - Attorney<br>02/04/2021 02/04/2021      | 1477029        | County Shared Office Supplies   | N    |
| 01- 149- 000- 0000- 6408                    |      | 34.50    | County Shared Supplies - HR<br>02/04/2021 02/04/2021     | 2637860        | County Shared Office Supplies   | N    |
| 01- 149- 000- 0000- 6408                    |      | 37.99    | County Shared Supplies - PH<br>02/18/2021 02/18/2021     | 3217024        | County Shared Office Supplies   | N    |
| 01- 149- 000- 0000- 6408                    |      | 125.99   | County Shared Supply- Passports<br>02/03/2021 02/03/2021 | 5186657        | County Shared Office Supplies   | N    |
| 01- 149- 000- 0000- 6372                    |      | 15.00    | Wellness Gift Cert- Sweet Shop<br>02/02/2021 02/02/2021  | 5A20           | Wellness Grant Expenses         | N    |
| 01- 149- 000- 0000- 6372                    |      | 15.00    | Wellness Gift Cert- Boutique St<br>02/02/2021 02/02/2021 | B4P60C79ZCZFE  | Wellness Grant Expenses         | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description                                     | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|----------|---------------------------------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                                           | Paid On Bhf # | On Behalf of Name                |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 318.73   | 7 Transactions                                          |               |                                  |      |
| 6157   | Further                                |      |          |                                                         |               |                                  |      |
|        | 01-149-000-0000-6289                   |      | 847.00   | Jan & Feb 2021 Participant Fee<br>01/01/2021 02/28/2021 | 15595518      | Select Account Adm.              | N    |
| 6157   | Further                                |      | 847.00   | 1 Transactions                                          |               |                                  |      |
| 6676   | Marco - Phones                         |      |          |                                                         |               |                                  |      |
|        | 01-149-000-0000-6203                   |      | 3,646.93 | March 2021 Phones<br>03/01/2021 03/31/2021              | 28906735      | Telephone                        | Y    |
| 6676   | Marco - Phones                         |      | 3,646.93 | 1 Transactions                                          |               |                                  |      |
| 84638  | MN Counties Intergovernmental Trust- M |      |          |                                                         |               |                                  |      |
|        | 01-149-000-0000-6377 DTG O             |      | 1,000.00 | Deductible - Claim #17PC2643<br>10/31/2020 10/31/2020   | D96862573     | Fees And Service Charges         | N    |
| 84638  | MN Counties Intergovernmental Trust- M |      | 1,000.00 | 1 Transactions                                          |               |                                  |      |
| 149    | DEPT Total:                            |      | 6,850.90 | Other General Government                                | 6 Vendors     | 15 Transactions                  |      |
| 199    | DEPT                                   |      |          | CARES ACT (COVID- 19)                                   |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                                         |               |                                  |      |
|        | 01-199-000-0000-6889                   |      | 1,995.98 | 2 Samsung TVs - CARES Dollars<br>02/19/2021 02/19/2021  | 1910607       | Technology related to COVID- 19  | N    |
|        | 01-199-000-0000-6889                   |      | 45.98    | TV Wall Mount - CARES Dollars<br>02/19/2021 02/19/2021  | 4197016       | Technology related to COVID- 19  | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 2,041.96 | 2 Transactions                                          |               |                                  |      |
| 199    | DEPT Total:                            |      | 2,041.96 | CARES ACT (COVID- 19)                                   | 1 Vendors     | 2 Transactions                   |      |
| 202    | DEPT                                   |      |          | Sheriff                                                 |               |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      |          |                                                         |               |                                  |      |
|        | 01-202-000-0000-6310                   |      | 85.35    | #2305 Squad Maintenance<br>02/18/2021 02/18/2021        | 8637          | Contract Repairs And Maintenance | N    |
| 2492   | Chatfield Body Shop Inc                |      | 85.35    | 1 Transactions                                          |               |                                  |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      |          |                                                         |               |                                  |      |
|        | 01-202-000-0000-6561                   |      | 2,771.02 | February Fuel - Sheriff<br>02/01/2021 02/28/2021        |               | Gasoline Diesel And Other Fuels  | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description        | Invoice #      | Account/Formula Descripti         | 1099 |
|--------|----------------------------------------|------|----------|----------------------------|----------------|-----------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates              | Paid On Bhf #  | On Behalf of Name                 |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      | 2,771.02 |                            | 1 Transactions |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                            |                |                                   |      |
|        | 01- 202- 000- 0000- 6652               |      | 665.25   | Data Lines                 | 9874604033     | Squad Car Equipment Purchased and | N    |
|        |                                        |      |          | 02/02/2021                 | 03/01/2021     |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 665.25   |                            | 1 Transactions |                                   |      |
| 83550  | Kelly Printing & Signs LLC             |      |          |                            |                |                                   |      |
|        | 01- 202- 000- 0000- 6402               |      | 21.05    | Notary Stamp - KI          | 27774          | Stationary And Forms              | N    |
|        |                                        |      |          | 03/04/2021                 | 03/04/2021     |                                   |      |
| 83550  | Kelly Printing & Signs LLC             |      | 21.05    |                            | 1 Transactions |                                   |      |
| 5618   | Pit Stop Service, Duane Falck          |      |          |                            |                |                                   |      |
|        | 01- 202- 000- 0000- 6310               |      | 241.84   | #2315 Squad Maintenance    | 7340           | Contract Repairs And Maintenance  | Y    |
|        |                                        |      |          | 02/16/2021                 | 02/16/2021     |                                   |      |
| 5618   | Pit Stop Service, Duane Falck          |      | 241.84   |                            | 1 Transactions |                                   |      |
| 3500   | Severson Oil Company                   |      |          |                            |                |                                   |      |
|        | 01- 202- 000- 0000- 6561               |      | 560.35   | February Fuel - Sheriff    |                | Gasoline Diesel And Other Fuels   | N    |
|        |                                        |      |          | 02/02/2021                 | 02/27/2021     |                                   |      |
| 3500   | Severson Oil Company                   |      | 560.35   |                            | 1 Transactions |                                   |      |
| 202    | DEPT Total:                            |      | 4,344.86 | Sheriff                    | 6 Vendors      | 6 Transactions                    |      |
| 251    | DEPT                                   |      |          | County Jail                |                |                                   |      |
| 6978   | Aramark Uniform & Career Apparal Grou  |      |          |                            |                |                                   |      |
|        | 01- 251- 000- 0000- 6377               |      | 126.99   | Jail Laundry               | 284550621      | Fees And Service Charges          | N    |
|        |                                        |      |          | 03/03/2021                 | 03/03/2021     |                                   |      |
| 6978   | Aramark Uniform & Career Apparal Grou  |      | 126.99   |                            | 1 Transactions |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                            |                |                                   |      |
|        | 01- 251- 000- 0000- 6310               |      | 69.98    | Air Handler Filters - Jail | 27537753       | Contract Repairs And Maintenance  | N    |
|        |                                        |      |          | 03/02/2021                 | 03/02/2021     |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 69.98    |                            | 1 Transactions |                                   |      |
| 9361   | MN Dept Of Corrections                 |      |          |                            |                |                                   |      |
|        | 01- 251- 000- 0000- 6301               |      | 270.00   | January Inmate Wages       | 647436         | Icwc Wage Expense                 | N    |
|        |                                        |      |          | 01/09/2021                 | 01/23/2021     |                                   |      |
|        | 01- 251- 000- 0000- 6301               |      | 319.00   | February Inmate Wages      | 647477         | Icwc Wage Expense                 | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name                                                            | Rpt  | Warrant Description                     | Invoice #     | Account/Formula Descripti          | 1099 |
|------------------------------------------------------------------------|------|-----------------------------------------|---------------|------------------------------------|------|
| No. Account/Formula                                                    | Accr | Service Dates                           | Paid On Bhf # | On Behalf of Name                  |      |
| 9361 MN Dept Of Corrections                                            |      | 02/06/2021 02/20/2021<br>2 Transactions |               |                                    |      |
| 251 DEPT Total:                                                        |      | 785.97 County Jail                      | 3 Vendors     | 4 Transactions                     |      |
| 281 DEPT                                                               |      | Emergency Mgmt Services                 |               |                                    |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH<br>01- 281- 000- 0000- 6203 |      | 70.02 Data Lines                        | 9874604033    | Telephone                          | N    |
|                                                                        |      | 02/02/2021 03/01/2021<br>1 Transactions |               |                                    |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH                             |      | 70.02                                   |               |                                    |      |
| 281 DEPT Total:                                                        |      | 70.02 Emergency Mgmt Services           | 1 Vendors     | 1 Transactions                     |      |
| 441 DEPT                                                               |      | Public Health                           |               |                                    |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH<br>01- 441- 000- 0000- 6334 |      | 20.70 Labels for Covid Vaccine          | 0229049       | Immunization Cooperative Agreeemer | N    |
|                                                                        |      | 02/11/2021 02/11/2021                   |               |                                    |      |
| 01- 441- 000- 0000- 6334                                               |      | 594.00 JotForm for Covid VX Enrollmt    | 20210290727   | Immunization Cooperative Agreeemer | N    |
|                                                                        |      | 01/29/2021 01/29/2021<br>2 Transactions |               |                                    |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH                             |      | 614.70                                  |               |                                    |      |
| 6665 Gilbert/Sydney<br>01- 441- 000- 0000- 6334                        |      | 8.96 Imm Coop Agreement Mileage         |               | Immunization Cooperative Agreeemer | N    |
|                                                                        |      | 02/02/2021 02/23/2021                   |               |                                    |      |
| 01- 441- 000- 0000- 6437                                               |      | 7.84 C&CT Mileage - Feb 2021            |               | CTC Expenses                       | N    |
|                                                                        |      | 02/02/2021 02/23/2021<br>2 Transactions |               |                                    |      |
| 6665 Gilbert/Sydney                                                    |      | 16.80                                   |               |                                    |      |
| 6884 Rodger/Aimee<br>01- 441- 000- 0000- 6445                          |      | 54.54 TANF Mileage February 2021        |               | TANF Expenses                      | N    |
|                                                                        |      | 02/02/2021 02/11/2021<br>1 Transactions |               |                                    |      |
| 6884 Rodger/Aimee                                                      |      | 54.54                                   |               |                                    |      |
| 7320 Sanofi Pasteur Inc<br>01- 441- 000- 0000- 6449                    |      | 20.77 PHEP Adhesive Strips              | 916287953     | Preparedness Grant                 | Y    |
|                                                                        |      | 02/23/2021 02/23/2021<br>1 Transactions |               |                                    |      |
| 7320 Sanofi Pasteur Inc                                                |      | 20.77                                   |               |                                    |      |

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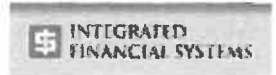
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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                                | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti           | 1099                   |
|--------------------------------------------|------|---------------------|--------------------------------|-------------------------------------|------------------------|
| No. Account/Formula                        | Accr | Service Dates       | Paid On Bhf #                  | On Behalf of Name                   |                        |
| 7141 Simonson/Ashley                       |      |                     |                                |                                     |                        |
| 01- 441- 000- 0000- 6334                   |      | 26.88               | Immuniz Coop Agreemt Mileage   | Immunization Cooperative Agreeemer  | N                      |
|                                            |      |                     | 02/03/2021 02/03/2021          |                                     |                        |
| 7141 Simonson/Ashley                       |      | 26.88               | 1 Transactions                 |                                     |                        |
| 441 DEPT Total:                            |      | 733.69              | Public Health                  | 5 Vendors                           | 7 Transactions         |
| 443 DEPT                                   |      |                     | Nursing Service                |                                     |                        |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |                                |                                     |                        |
| 01- 443- 000- 0000- 6433                   |      | 55.97               | Plate & Adaptive Utensils 6162 | 0461031,104425                      | Waiver Reimbursables N |
|                                            |      |                     | 02/22/2021 02/22/2021          |                                     |                        |
| 01- 443- 000- 0000- 6433                   |      | 179.04              | Massager for Client #2876      | 4743417                             | Waiver Reimbursables N |
|                                            |      |                     | 01/25/2021 01/25/2021          |                                     |                        |
| 01- 443- 000- 0000- 6433                   |      | 94.99               | Raised Toilet Seat #7945       | 6831420                             | Waiver Reimbursables N |
|                                            |      |                     | 02/08/2021 02/08/2021          |                                     |                        |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      | 330.00              | 3 Transactions                 |                                     |                        |
| 7320 Sanofi Pasteur Inc                    |      |                     |                                |                                     |                        |
| 01- 443- 000- 0000- 6431                   | AP P | 184.17              | Vacc Discount not Paid Timely  | 915573252                           | Drugs & Medicine Y     |
|                                            |      |                     | 10/12/2020 10/12/2020          |                                     |                        |
| 7320 Sanofi Pasteur Inc                    |      | 184.17              | 1 Transactions                 |                                     |                        |
| 443 DEPT Total:                            |      | 514.17              | Nursing Service                | 2 Vendors                           | 4 Transactions         |
| 446 DEPT                                   |      |                     | Mch Program                    |                                     |                        |
| 6665 Gilbert/Sydney                        |      |                     |                                |                                     |                        |
| 01- 446- 000- 0000- 6335                   |      | 12.32               | MCH Mileage - Feb 2021         | Employee Automobile Allowance       | N                      |
|                                            |      |                     | 02/02/2021 02/23/2021          |                                     |                        |
| 6665 Gilbert/Sydney                        |      | 12.32               | 1 Transactions                 |                                     |                        |
| 1285 Houston County Public Health          |      |                     |                                |                                     |                        |
| 01- 446- 000- 0000- 6088                   |      | 953.49              | SHIP January 2021              | Houston Grant Passthrough (01- 446- | N                      |
|                                            |      |                     | 03/11/2021 03/11/2021          |                                     |                        |
| 01- 446- 000- 0000- 6088                   |      | 4,295.60            | WIC January 2021               | Houston Grant Passthrough (01- 446- | N                      |
|                                            |      |                     | 03/11/2021 03/11/2021          |                                     |                        |
| 1285 Houston County Public Health          |      | 5,249.09            | 2 Transactions                 |                                     |                        |

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1 County Revenue Fund

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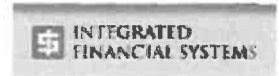
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|     | <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> |
|-----|----------------------------|-------------|----------------------------|----------------------|----------------------------------|
|     | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |
| 446 | DEPT Total:                |             | 5,261.41                   | Mch Program          | 2 Vendors 3 Transactions         |
| 1   | Fund Total:                |             | 83,009.51                  | County Revenue Fund  | 77 Transactions                  |



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12 INFRA FUND

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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>           |             |
| 610 | DEPT                              |             | Greenleafon Septic System District |                      |                                    |             |
|     | 5147 Gopher Septic Service Inc    |             |                                    |                      |                                    |             |
|     | 12- 610- 000- 0000- 6623          | 300.00      | Greenleafon Tank Fill              | 39594                | Greenleafon Septic System Expenses | N           |
|     |                                   |             | 03/04/2021 03/04/2021              |                      |                                    |             |
|     | 5147 Gopher Septic Service Inc    | 300.00      | 1 Transactions                     |                      |                                    |             |
| 610 | DEPT Total:                       | 300.00      | Greenleafon Septic System District | 1 Vendors            | 1 Transactions                     |             |
| 12  | Fund Total:                       | 300.00      | INFRA FUND                         |                      | 1 Transactions                     |             |

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13 County Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

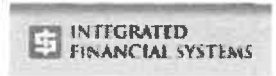
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| Vendor Name                       | Rpt  |          | Warrant Description    | Invoice #     | Account/Formula Descripti   | 1099 |
|-----------------------------------|------|----------|------------------------|---------------|-----------------------------|------|
| No. Account/Formula               | Accr | Amount   | Service Dates          | Paid On Bhf # | On Behalf of Name           |      |
| 300 DEPT                          |      |          | Highway Administration |               |                             |      |
| 110 Fillmore Co Treasurer         |      |          |                        |               |                             |      |
| 13- 300- 000- 0000- 6205          |      | 45.82    | 3/17 postage           | February      | Postage And Postal Box Rent | N    |
| 110 Fillmore Co Treasurer         |      | 45.82    | 1 Transactions         |               |                             |      |
| 300 DEPT Total:                   |      | 45.82    | Highway Administration | 1 Vendors     | 1 Transactions              |      |
| 310 DEPT                          |      |          | Highway Maintenance    |               |                             |      |
| 1891 Bruening Rock Products, Inc. |      |          |                        |               |                             |      |
| 13- 310- 000- 0000- 6505          |      | 1,927.58 | 2/10 rock              | 200014        | Aggregate                   | N    |
| 13- 310- 000- 0000- 6505          |      | 2,073.96 | 2/26 rock              | 200365        | Aggregate                   | N    |
| 13- 310- 000- 0000- 6505          |      | 533.94   | 2/28 rock              | 200551        | Aggregate                   | N    |
| 1891 Bruening Rock Products, Inc. |      | 4,535.48 | 3 Transactions         |               |                             |      |
| 6150 Cintas Corporation No.2      |      |          |                        |               |                             |      |
| 13- 310- 000- 0000- 6293          |      | 8.64     | 2/2 uniforms           | 4074702446    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.20     | 2/4 uniforms           | 4074960105    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.92     | 2/4 uniforms           | 4074960117    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 42.69    | 2/5 uniforms           | 4075110176    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 14.76    | 2/5 uniforms           | 4075110224    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.64     | 2/5 uniforms           | 4075110374    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 10.89    | 2/9 uniforms           | 4075334263    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 14.67    | 2/11 uniforms          | 4075609353    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.20     | 2/11 uniforms          | 4075609359    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 195.34   | 2/12 uniforms          | 4075805795    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 17.76    | 2/12 uniforms          | 4075805800    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.64     | 2/12 uniforms          | 4075805949    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 15.39    | 2/16 uniforms          | 4075999809    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 49.76    | 2/18 uniforms          | 4076267921    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.20     | 2/18 uniforms          | 4076267981    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 273.64   | 2/19 uniforms          | 4076439515    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 14.76    | 2/19 uniforms          | 4076439543    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.64     | 2/19 uniforms          | 4076439698    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.64     | 2/23 uniforms          | 4076662466    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.92     | 2/25 uniforms          | 4076972400    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 8.20     | 2/25 uniforms          | 4076972486    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 24.49    | 2/26 uniforms          | 4077093228    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 17.76    | 2/26 uniforms          | 4077093269    | Uniform Expense             | N    |
| 13- 310- 000- 0000- 6293          |      | 11.24    | 2/26 uniforms          | 4077093503    | Uniform Expense             | N    |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                       | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>               | <u>Account/Formula Descripti</u> | <u>1099</u>                          |
|-----------------------------------|-------------|----------------------------|--------------------------------|----------------------------------|--------------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>           | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>             |
| 6150 Cintas Corporation No.2      |             | 796.99                     | 24 Transactions                |                                  |                                      |
| 5168 Dyreson/Jeff                 |             |                            |                                |                                  |                                      |
| 13- 310- 000- 0000- 6466          |             | 11.25                      | 2/24 difference in returned bo |                                  | Safety Materials N                   |
| 5168 Dyreson/Jeff                 |             | 11.25                      | 1 Transactions                 |                                  |                                      |
| 9121 Kokinos/Todd                 |             |                            |                                |                                  |                                      |
| 13- 310- 000- 0000- 6466          |             | 51.00                      | 3/17 CDL renewal               |                                  | Safety Materials N                   |
| 9121 Kokinos/Todd                 |             | 51.00                      | 1 Transactions                 |                                  |                                      |
| 272 Newman Signs                  |             |                            |                                |                                  |                                      |
| 13- 310- 000- 0000- 6515          |             | 1,867.63                   | 2/26 signs                     | TRFINV028779                     | Traffic Signs N                      |
| 272 Newman Signs                  |             | 1,867.63                   | 1 Transactions                 |                                  |                                      |
| 5471 Precise MRM LLC              |             |                            |                                |                                  |                                      |
| 13- 310- 000- 0000- 6580          |             | 150.00                     | 2/26 truck data plans          | 200- 1029848                     | Other Repair And Maintenance Suppl N |
| 5471 Precise MRM LLC              |             | 150.00                     | 1 Transactions                 |                                  |                                      |
| 310 DEPT Total:                   |             | 7,412.35                   | Highway Maintenance            | 6 Vendors                        | 31 Transactions                      |
| 320 DEPT                          |             |                            | Highway Construction           |                                  |                                      |
| 5248 Aasum/Chris Michael          |             |                            |                                |                                  |                                      |
| 13- 320- 000- 0000- 6466          |             | 160.00                     | 3/17 safety boots              |                                  | Safety Materails N                   |
| 5248 Aasum/Chris Michael          |             | 160.00                     | 1 Transactions                 |                                  |                                      |
| 99 Erickson Engineering LLC       |             |                            |                                |                                  |                                      |
| 13- 320- 000- 0000- 6265          |             | 2,425.00                   | 3/9 consulting                 | 14063                            | Consulting N                         |
| 99 Erickson Engineering LLC       |             | 2,425.00                   | 1 Transactions                 |                                  |                                      |
| 5751 Fastenal Company             |             |                            |                                |                                  |                                      |
| 13- 320- 000- 0000- 6501          |             | 5.85                       | 2/23 supplies                  | 87349                            | Engineering And Surveying Supplies N |
| 5751 Fastenal Company             |             | 5.85                       | 1 Transactions                 |                                  |                                      |
| 82132 Fillmore Co Journal         |             |                            |                                |                                  |                                      |
| 13- 320- 000- 0000- 6241          |             | 155.13                     | 3/8 ads: 9206                  | 119425                           | Advertising N                        |
| 82132 Fillmore Co Journal         |             | 155.13                     | 1 Transactions                 |                                  |                                      |
| 3933 Thorson/Jim                  |             |                            |                                |                                  |                                      |
| 13- 320- 000- 0000- 6466          |             | 179.99                     | 3/17 safety shoes              |                                  | Safety Materails N                   |

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



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 | Service Dates       | Paid On Bhf #               | On Behalf of Name         |                         |
| 3933 Thorson/Jim                  |      | 179.99              | 1 Transactions              |                           |                         |
| 320 DEPT Total:                   |      | 2,925.97            | Highway Construction        | 5 Vendors                 | 5 Transactions          |
| 330 DEPT                          |      |                     | Equipment Maintenance Shops |                           |                         |
| 5142 Ancom Technical Center, Inc. |      |                     |                             |                           |                         |
| 13- 330- 000- 0000- 6576          |      | 105.00              | 2/24 supplies               | 100352                    | Shop Supplies & Tools N |
| 5142 Ancom Technical Center, Inc. |      | 105.00              | 1 Transactions              |                           |                         |
| 3691 Bauer Built Inc              |      |                     |                             |                           |                         |
| 13- 330- 000- 0000- 6516          |      | 30.00               | 2/1 labor                   | 43593                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 7.50                | 2/1 tires/parts             | 43593                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 40.00               | 2/10 labor                  | 43677                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 22.50               | 2/10 tires/parts            | 43677                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 15.00               | 2/16 labor                  | 43708                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 80.00               | 2/16 tires/parts            | 43708                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 35.00               | 2/19 labor                  | 43722                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 17.50               | 2/19 tires/parts            | 43722                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 80.00               | 2/22 labor                  | 43726                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 7.50                | 2/22 tires/parts            | 43726                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 55.00               | 2/24 labor                  | 43748                     | Tires & Repairs N       |
| 13- 330- 000- 0000- 6516          |      | 17.50               | 2/24 tires/parts            | 43748                     | Tires & Repairs N       |
| 3691 Bauer Built Inc              |      | 407.50              | 12 Transactions             |                           |                         |
| 6617 Chatfield Parts House        |      |                     |                             |                           |                         |
| 13- 330- 000- 0000- 6576          |      | 23.98               | 2/11 supplies               | 793892                    | Shop Supplies & Tools N |
| 13- 330- 000- 0000- 6576          |      | 3.99                | 2/11 supplies               | 793894                    | Shop Supplies & Tools N |
| 6617 Chatfield Parts House        |      | 27.97               | 2 Transactions              |                           |                         |
| 6150 Cintas Corporation No.2      |      |                     |                             |                           |                         |
| 13- 330- 000- 0000- 6576          |      | 213.26              | 2/5 supplies                | 4075110148                | Shop Supplies & Tools N |
| 13- 330- 000- 0000- 6576          |      | 213.26              | 2/19 supplies               | 4076439412                | Shop Supplies & Tools N |
| 6150 Cintas Corporation No.2      |      | 426.52              | 2 Transactions              |                           |                         |
| 9273 Crawford/Jim                 |      |                     |                             |                           |                         |
| 13- 330- 000- 0000- 6576          |      | 93.89               | 3/13 supplies reimbursement |                           | Shop Supplies & Tools N |
| 9273 Crawford/Jim                 |      | 93.89               | 1 Transactions              |                           |                         |
| 8165 Dave Syverson Freightliner   |      |                     |                             |                           |                         |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



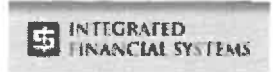
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| Vendor | Name                                 | Rpt  | Amount | Warrant Description | Invoice #     | Account/Formula Descripti       | 1099 |
|--------|--------------------------------------|------|--------|---------------------|---------------|---------------------------------|------|
| No.    | Account/Formula                      | Accr |        | Service Dates       | Paid On Bhf # | On Behalf of Name               |      |
|        | 13-330-000-0000-6575                 |      | 3.60   | 2/8 parts           | 355556        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 10.69  | 2/9 parts           | 355694        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 10.69  | 2/9 parts           | 355723        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 115.44 | 2/19 parts          | 356419        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 36.92  | 2/22 parts          | 356484        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 7.20   | 2/22 parts          | 356503        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 15.90  | 2/24 parts          | 356713        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 31.80  | 2/24 parts          | 356714        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575                 |      | 57.72  | 2/25 parts          | CM356419      | Machinery Parts                 | N    |
| 8165   | Dave Syverson Freightliner           |      | 174.52 |                     |               |                                 |      |
|        |                                      |      |        | 9 Transactions      |               |                                 |      |
| 3550   | Emergency Automotive Technology, Inc |      |        |                     |               |                                 |      |
|        | 13-330-000-0000-6575                 |      | 40.02  | 2/26 parts          | MP01062158C   | Machinery Parts                 | N    |
| 3550   | Emergency Automotive Technology, Inc |      | 40.02  |                     |               |                                 |      |
|        |                                      |      |        | 1 Transactions      |               |                                 |      |
| 2936   | Express Pressure Washers Inc         |      |        |                     |               |                                 |      |
|        | 13-330-000-0000-6317                 |      | 270.32 | 3/3 repair          | I-123037      | Building Maintenance            | N    |
| 2936   | Express Pressure Washers Inc         |      | 270.32 |                     |               |                                 |      |
|        |                                      |      |        | 1 Transactions      |               |                                 |      |
| 5751   | Fastenal Company                     |      |        |                     |               |                                 |      |
|        | 13-330-000-0000-6576                 |      | 89.09  | 1/8 supplies        | 86636         | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6576                 |      | 122.74 | 2/10 supplies       | 87083         | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6576                 |      | 333.52 | 2/22 supplies       | 87312         | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6576                 |      | 135.14 | 2/26 supplies       | 87412         | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6576                 |      | 264.04 | 2/26 supplies       | 87413         | Shop Supplies & Tools           | N    |
| 5751   | Fastenal Company                     |      | 766.35 |                     |               |                                 |      |
|        |                                      |      |        | 5 Transactions      |               |                                 |      |
| 3627   | FleetPride                           |      |        |                     |               |                                 |      |
|        | 13-330-000-0000-6575                 |      | 199.44 | 3/5 parts           | 69778492      | Machinery Parts                 | N    |
| 3627   | FleetPride                           |      | 199.44 |                     |               |                                 |      |
|        |                                      |      |        | 1 Transactions      |               |                                 |      |
| 155    | Hammell Equipment Inc                |      |        |                     |               |                                 |      |
|        | 13-330-000-0000-6561                 |      | 109.45 | 2/25 fuel additive  | HI54839       | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6561                 |      | 78.76  | 2/17 fuel additive  | I131720       | Gasoline Diesel And Other Fuels | N    |
| 155    | Hammell Equipment Inc                |      | 188.21 |                     |               |                                 |      |
|        |                                      |      |        | 2 Transactions      |               |                                 |      |
| 7226   | Larson Trustworthy Hardware          |      |        |                     |               |                                 |      |
|        | 13-330-000-0000-6576                 |      | 16.99  | 2/9 supplies        | 18328         | Shop Supplies & Tools           | N    |

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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         |      |
| 7226   | Larson Trustworthy Hardware  |      | 16.99    |                     | 1 Transactions  |                           |      |
| 8080   | Plunkett's Pest Control, Inc |      |          |                     |                 |                           |      |
|        | 13- 330- 000- 0000- 6317     |      | 68.76    | 2/16 pest control   | 6959346         | Building Maintenance      | N    |
|        | 13- 330- 000- 0000- 6317     |      | 52.87    | 2/16 pest control   | 6959347         | Building Maintenance      | N    |
| 8080   | Plunkett's Pest Control, Inc |      | 121.63   |                     | 2 Transactions  |                           |      |
| 5988   | Preston Auto Parts           |      |          |                     |                 |                           |      |
|        | 13- 330- 000- 0000- 6576     |      | 41.25    | 2/1 supplies        | 660916          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576     |      | 448.89   | 2/8 supplies        | 661606          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6575     |      | 79.00    | 2/9 parts           | 661757          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 59.46    | 2/9 parts           | 661760          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 285.10   | 2/9 parts           | 661822          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 260.57   | 2/10 parts          | 661927          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 158.99   | 2/11 parts          | 661983          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 131.99   | 2/11 parts          | 662079          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 1.30     | 2/16 parts          | 662532          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6576     |      | 17.99    | 2/16 supplies       | 662537          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6575     |      | 19.11    | 2/17 parts          | 662646          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 91.00    | 2/17 parts          | 662647          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 27.99    | 2/17 parts          | 662697          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 27.99    | 2/18 parts          | 662772          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 49.07    | 2/22 parts          | 663020          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 147.21   | 2/22 parts          | 663021          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6576     |      | 26.99    | 2/24 supplies       | 663316          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576     |      | 78.96    | 2/24 supplies       | 663329          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576     |      | 14.99    | 2/24 supplies       | 663388          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6575     |      | 11.98    | 2/25 parts          | 663454          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 24.98    | 2/25 parts          | 663460          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 163.97   | 2/26 parts          | 663531          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 94.89    | 2/26 parts          | 663551          | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 14.53    | 2/26 parts          | 663575          | Machinery Parts           | N    |
| 5988   | Preston Auto Parts           |      | 2,278.20 |                     | 24 Transactions |                           |      |
| 303    | Preston Equipment Company    |      |          |                     |                 |                           |      |
|        | 13- 330- 000- 0000- 6575     |      | 63.77    | 3/1 parts           | 01- 106259      | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 13.40    | 3/1 parts           | 01- 106260      | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 300.00   | 3/4 labor           | 01- 106442      | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575     |      | 423.52   | 3/4 parts           | 01- 106442      | Machinery Parts           | N    |

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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         |      |
| 303    | Preston Equipment Company             |      | 800.69    |                             | 4 Transactions |                           |      |
| 5567   | Run Right Power Equipment LLC         |      |           |                             |                |                           |      |
|        | 13- 330- 000- 0000- 6576              |      | 81.51     | 2/24 supplies               | 19979          | Shop Supplies & Tools     | N    |
| 5567   | Run Right Power Equipment LLC         |      | 81.51     |                             | 1 Transactions |                           |      |
| 6600   | Solberg Welding Inc                   |      |           |                             |                |                           |      |
|        | 13- 330- 000- 0000- 6576              |      | 135.00    | 2/24 supplies               | 13706          | Shop Supplies & Tools     | N    |
| 6600   | Solberg Welding Inc                   |      | 135.00    |                             | 1 Transactions |                           |      |
| 5833   | Spring Valley Ace Hardware            |      |           |                             |                |                           |      |
|        | 13- 330- 000- 0000- 6317              |      | 4.99      | 2/19 bldg maint             | B214734        | Building Maintenance      | N    |
| 5833   | Spring Valley Ace Hardware            |      | 4.99      |                             | 1 Transactions |                           |      |
| 3634   | Spring Valley Overhead Door Company I |      |           |                             |                |                           |      |
|        | 13- 330- 000- 0000- 6317              |      | 103.00    | 3/1 bldg maint              | 47729          | Building Maintenance      | N    |
| 3634   | Spring Valley Overhead Door Company I |      | 103.00    |                             | 1 Transactions |                           |      |
| 4079   | Village Farm & Home                   |      |           |                             |                |                           |      |
|        | 13- 330- 000- 0000- 6576              |      | 117.09    | 2/28 supplies               | 42183          | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576              |      | 7.86      | 2/19 supplies               | 42184          | Shop Supplies & Tools     | N    |
| 4079   | Village Farm & Home                   |      | 124.95    |                             | 2 Transactions |                           |      |
| 330    | DEPT Total:                           |      | 6,366.70  | Equipment Maintenance Shops | 20 Vendors     | 74 Transactions           |      |
| 13     | Fund Total:                           |      | 16,750.84 | County Road & Bridge        |                | 111 Transactions          |      |

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14 Sanitation Fund

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| Vendor | Name                     | Rpt  | Warrant Description      | Invoice #                     | Account/Formula Descripti | 1099                                  |
|--------|--------------------------|------|--------------------------|-------------------------------|---------------------------|---------------------------------------|
| No.    | Account/Formula          | Accr | Service Dates            | Paid On Bhf #                 | On Behalf of Name         |                                       |
| 390    | DEPT                     |      | Resource Recovery Center |                               |                           |                                       |
| 5152   | AMC                      |      |                          |                               |                           |                                       |
|        | 14- 390- 000- 0000- 6245 |      | 100.00                   | SWAA Winter Training - DH     | 58306                     | Registration Fees N                   |
|        |                          |      |                          | 03/05/2021 03/05/2021         |                           |                                       |
| 5152   | AMC                      |      | 100.00                   | 1 Transactions                |                           |                                       |
| 3691   | Bauer Built Inc          |      |                          |                               |                           |                                       |
|        | 14- 390- 000- 0000- 6311 |      | 105.00                   | Trailer Tire Swap & Repair    | 0740043615                | Miscellaneous Repairs And Maintenan N |
|        |                          |      |                          | 02/01/2021 02/03/2021         |                           |                                       |
| 3691   | Bauer Built Inc          |      | 105.00                   | 1 Transactions                |                           |                                       |
| 6150   | Cintas Corporation No.2  |      |                          |                               |                           |                                       |
|        | 14- 390- 000- 0000- 6377 |      | 13.24                    | Uniforms                      | 4077769289                | Fees And Service Charges N            |
|        |                          |      |                          | 03/05/2021 03/05/2021         |                           |                                       |
|        | 14- 390- 000- 0000- 6377 |      | 8.92                     | Uniforms                      | 4078415920                | Fees And Service Charges N            |
|        |                          |      |                          | 03/12/2021 03/12/2021         |                           |                                       |
| 6150   | Cintas Corporation No.2  |      | 22.16                    | 2 Transactions                |                           |                                       |
| 253    | Morem Electric Inc       |      |                          |                               |                           |                                       |
|        | 14- 390- 000- 0000- 6640 |      | 176.24                   | Compactor Sensor Installation |                           | Equipment Purchased N                 |
| 253    | Morem Electric Inc       |      | 176.24                   | 1 Transactions                |                           |                                       |
| 390    | DEPT Total:              |      | 403.40                   | Resource Recovery Center      | 4 Vendors                 | 5 Transactions                        |
| 14     | Fund Total:              |      | 403.40                   | Sanitation Fund               |                           | 5 Transactions                        |



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 23 County Airport Fund

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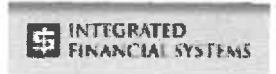
| Vendor Name |                          | <u>Rpt</u>  | <u>Warrant Description</u> |                       | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-------------|--------------------------|-------------|----------------------------|-----------------------|----------------------|----------------------------------|-------------|
| <u>No.</u>  | <u>Account/Formula</u>   | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>  | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 350         | DEPT                     |             |                            | County Airport        |                      |                                  |             |
| 5988        | Preston Auto Parts       |             |                            |                       |                      |                                  |             |
|             | 23- 350- 000- 0000- 6305 |             | 19.99                      | Snowblower Repairs    | 662504               | Machinery And Equipment Repairs  | N           |
|             |                          |             |                            | 02/16/2021 02/16/2021 |                      |                                  |             |
|             | 23- 350- 000- 0000- 6305 |             | 8.44                       | Snowblower Repairs    | 663430               | Machinery And Equipment Repairs  | N           |
|             |                          |             |                            | 02/25/2021 02/25/2021 |                      |                                  |             |
|             | 5988 Preston Auto Parts  |             | 28.43                      | 2 Transactions        |                      |                                  |             |
| 350         | DEPT Total:              |             | 28.43                      | County Airport        | 1 Vendors            | 2 Transactions                   |             |
| 23          | Fund Total:              |             | 28.43                      | County Airport Fund   |                      | 2 Transactions                   |             |
|             | Final Total:             |             | 100,492.18                 | 84 Vendors            | 196 Transactions     |                                  |             |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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## Recap by Fund

| <u>Fund</u>      | <u>AMOUNT</u>     | <u>Name</u>          |
|------------------|-------------------|----------------------|
| 1                | 83,009.51         | County Revenue Fund  |
| 12               | 300.00            | INFRA FUND           |
| 13               | 16,750.84         | County Road & Bridge |
| 14               | 403.40            | Sanitation Fund      |
| 23               | 28.43             | County Airport Fund  |
| <b>All Funds</b> | <b>100,492.18</b> | <b>Total</b>         |

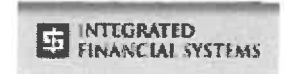
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1 County Revenue Fund

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



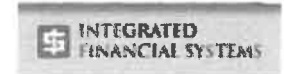
## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

|   | <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>          |
| 3 | 3219          | Centurylink                 |             |                            |                                |                                  |                                   |
|   |               | 01-149-000-0000-6203        |             | 1,427.84                   | Phone #89549526 01/08 - 02/07  | 200607365                        | Telephone N                       |
|   |               |                             |             |                            | 01/08/2021 02/07/2021          |                                  |                                   |
|   | 3219          | Centurylink                 |             | 1,427.84                   | 1 Transactions                 |                                  |                                   |
| 2 | 85440         | Centurylink                 |             |                            |                                |                                  |                                   |
|   |               | 01-149-000-0000-6203        |             | 1,852.73                   | Courthouse Phones 02/26- 03/25 | 301269347                        | Telephone N                       |
|   |               |                             |             |                            | 02/26/2021 03/25/2021          |                                  |                                   |
| 1 |               | 01-102-000-0000-6203        |             | 59.59                      | 909 Houston St NW Phone        | 301269931                        | Telephone N                       |
|   |               |                             |             |                            | 02/26/2021 03/25/2021          |                                  |                                   |
|   | 85440         | Centurylink                 |             | 1,912.32                   | 2 Transactions                 |                                  |                                   |
| 5 | 6317          | Enterprise Fleet Management |             |                            |                                |                                  |                                   |
|   |               | 01-202-000-0000-5931        |             | 2,150.00-                  | Gain on Settled Unit           | FBN4159817                       | Enterprise Resale of Squad Cars N |
|   |               |                             |             |                            | 02/26/2021 02/26/2021          |                                  |                                   |
| 4 |               | 01-202-000-0000-6650        |             | 6,678.84                   | March Vehicle Lease            | FBN4159817                       | Enterprise Vehicle Payments N     |
|   |               |                             |             |                            | 03/01/2021 03/31/2021          |                                  |                                   |
|   | 6317          | Enterprise Fleet Management |             | 4,528.84                   | 2 Transactions                 |                                  |                                   |
| 6 | 5536          | MiEnergy Cooperative        |             |                            |                                |                                  |                                   |
|   |               | 01-251-000-0000-6251        |             | 120.13                     | Radio Tower Electric           |                                  | Electricity N                     |
|   |               |                             |             |                            | 02/01/2021 03/01/2021          |                                  |                                   |
|   | 5536          | MiEnergy Cooperative        |             | 120.13                     | 1 Transactions                 |                                  |                                   |
| 1 | Fund Total:   |                             |             | 7,989.13                   | County Revenue Fund            | 4 Vendors                        | 6 Transactions                    |

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14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| 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>         |             |
| 7              | 85440 Centurylink<br>14- 390- 000- 0000- 6203                   |             | 146.84        | Phone/Internet<br>02/26/2021 03/25/2021<br>1 Transactions     | 301270054            | Telephone                        | N           |
| 8              | 5504 HARTER'S TRASH & RECYCLING INC<br>14- 390- 000- 0000- 6374 |             | 9,166.59      | February Landfill<br>02/01/2021 02/28/2021                    | 0000428687           | Landfill Tipping Fees            | N           |
| 9              | 14- 391- 000- 0000- 6861                                        |             | 14,982.44     | February Recycling<br>02/01/2021 02/28/2021<br>2 Transactions | 0000428687           | Recycling Operation Expense      | N           |
|                | 5504 HARTER'S TRASH & RECYCLING INC                             |             | 24,149.03     |                                                               |                      |                                  |             |
| 14 Fund Total: |                                                                 |             | 24,295.87     | Sanitation Fund                                               | 2 Vendors            | 3 Transactions                   |             |

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23 County Airport Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| <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> |
| 85440 Centurylink           |             |                            |                             |                                  |                          |
| 12 23- 350- 000- 0000- 6203 |             | 133.76                     | Telephone 2/26/21 - 3/25/21 | 301269537                        | Telephone N              |
|                             |             |                            | 02/26/2021 03/25/2021       |                                  |                          |
| 13 23- 350- 000- 0000- 6203 |             | 59.53                      | Telephone 2/26/21 - 3/25/21 | 301269908                        | Telephone N              |
|                             |             |                            | 02/26/2021 03/25/2021       |                                  |                          |
| 85440 Centurylink           |             | 193.29                     | 2 Transactions              |                                  |                          |
| 5536 MiEnergy Cooperative   |             |                            |                             |                                  |                          |
| 10 23- 350- 000- 0000- 6251 |             | 42.39                      | Electricity 2/1/21 - 3/1/21 |                                  | Electricity N            |
|                             |             |                            | 02/01/2021 03/01/2021       |                                  |                          |
| 11 23- 350- 000- 0000- 6251 |             | 499.02                     | Electricity 2/1/21 - 3/1/21 |                                  | Electricity N            |
|                             |             |                            | 02/01/2021 03/01/2021       |                                  |                          |
| 5536 MiEnergy Cooperative   |             | 541.41                     | 2 Transactions              |                                  |                          |
| 23 Fund Total:              |             | 734.70                     | County Airport Fund         | 2 Vendors                        | 4 Transactions           |

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 73 Greenleafton Septic Projec

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| <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> |
| 5536 MiEnergy Cooperative   |             |                            |                              |                                  |                          |
| 14 73- 611- 000- 0000- 6251 |             | 48.16                      | Greenleafton Plant Grinder   | Electricity                      | N                        |
|                             |             |                            | 02/01/2021 03/01/2021        |                                  |                          |
| 15 73- 611- 000- 0000- 6251 |             | 294.97                     | Greenleafton Treatment Plant | Electricity                      | N                        |
|                             |             |                            | 02/01/2021 03/01/2021        |                                  |                          |
| 5536 MiEnergy Cooperative   |             | 343.13                     | 2 Transactions               |                                  |                          |
| 73 Fund Total:              |             | 343.13                     | Greenleafton Septic Project  | 1 Vendors                        | 2 Transactions           |
| Final Total:                |             | 33,362.83                  | 9 Vendors                    | 15 Transactions                  |                          |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 6

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                 |
|-------------|---------------|-----------------------------|
| 1           | 7,989.13      | County Revenue Fund         |
| 14          | 24,295.87     | Sanitation Fund             |
| 23          | 734.70        | County Airport Fund         |
| 73          | 343.13        | Greenleafton Septic Project |
| All Funds   | 33,362.83     | Total                       |

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 3/11/21 8:55AM  
 13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 11

| Vendor Name                       | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>              | <u>1099</u>                     |
|-----------------------------------|-------------|----------------------------|----------------------|-----------------------------------------------|---------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |                                 |
| 5536 MiEnergy Cooperative         |             |                            |                      |                                               |                                 |
| 13- 330- 000- 0000- 6251          |             | 239.91                     | 3/5 electricity      | 302875004                                     | Electricity N                   |
| 13- 300- 000- 0000- 6306          |             | 42.72                      | 3/5 electricity      | 302875008                                     | Radio Tower Repair & Services N |
| 13- 310- 000- 0000- 6251          |             | 42.00                      | 3/5 electricity      | 302875011                                     | Electricity N                   |
| 13- 330- 000- 0000- 6251          |             | 239.72                     | 3/5 electricity      | 302875012                                     | Electricity N                   |
| 13- 330- 000- 0000- 6251          |             | 26.05                      | 3/5 electricity      | 302875013                                     | Electricity N                   |
| 13- 330- 000- 0000- 6251          |             | 28.62                      | 3/5 electricity      | 333377001                                     | Electricity N                   |
| 13- 330- 000- 0000- 6251          |             | 150.27                     | 3/5 electricity      | 333377002                                     | Electricity N                   |
| 5536 MiEnergy Cooperative         |             | 769.29                     | 7 Transactions       |                                               |                                 |
| 1487 Waste Management - WI- MN    |             |                            |                      |                                               |                                 |
| 13- 330- 000- 0000- 6251          |             | 76.91                      | 3/1 utilities        | 37596353000                                   | Electricity N                   |
| 1487 Waste Management - WI- MN    |             | 76.91                      | 1 Transactions       |                                               |                                 |
| 13 Fund Total:                    |             | 846.20                     | County Road & Bridge | 2 Vendors                                     | 8 Transactions                  |



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1 County Revenue Fund

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

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 2

| Vendor Name                                | Rpt  | Warrant Description        | Invoice #     | Account/Formula Descripti          | 1099 |
|--------------------------------------------|------|----------------------------|---------------|------------------------------------|------|
| No. Account/Formula                        | Accr | Service Dates              | Paid On Bhf # | On Behalf of Name                  |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                            |               |                                    |      |
| 01- 441- 000- 0000- 6448                   |      | SHIP Cell                  | 9874632801    | Ship Grant Expenses                | N    |
|                                            |      | 02/03/2021 03/02/2021      |               |                                    |      |
| 01- 442- 000- 0000- 6424                   |      | PEER BF Cell               | 9874632801    | WIC- Peer Breastfeeding Support Gr | N    |
|                                            |      | 02/03/2021 03/02/2021      |               |                                    |      |
| 01- 443- 000- 0000- 6203                   |      | Phone                      | 9874632801    | Telephone                          | N    |
|                                            |      | 02/03/2021 03/02/2021      |               |                                    |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      | 3 Transactions             |               |                                    |      |
| 4344 OFFICE OF MNIT SERVICES               |      |                            |               |                                    |      |
| 01- 149- 000- 0000- 6203                   |      | February 2021 WAN Services | DV21020349    | Telephone                          | N    |
|                                            |      | 02/01/2021 02/28/2021      |               |                                    |      |
| 4344 OFFICE OF MNIT SERVICES               |      | 1 Transactions             |               |                                    |      |
| 308 Preston Public Utilities               |      |                            |               |                                    |      |
| 01- 111- 000- 0000- 6251                   |      | FCOB Utilities             |               | Electricity                        | N    |
|                                            |      | 01/28/2021 02/25/2021      |               |                                    |      |
| 01- 111- 000- 0000- 6251                   |      | Courthouse Utilities       |               | Electricity                        | N    |
|                                            |      | 01/29/2021 02/26/2021      |               |                                    |      |
| 01- 251- 000- 0000- 6251                   |      | Jail Utilities             |               | Electricity                        | N    |
|                                            |      | 01/28/2021 02/25/2021      |               |                                    |      |
| 308 Preston Public Utilities               |      | 3 Transactions             |               |                                    |      |
| 437 Thomson Reuters- West Payment Center   |      |                            |               |                                    |      |
| 01- 014- 000- 0000- 6451                   |      | West Info - February 2021  | 843937134     | Reference Materials                | N    |
|                                            |      | 02/01/2021 02/28/2021      |               |                                    |      |
| 437 Thomson Reuters- West Payment Center   |      | 1 Transactions             |               |                                    |      |
| 1 Fund Total:                              |      | County Revenue Fund        | 4 Vendors     | 8 Transactions                     |      |

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 13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| 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>          |
| 7542           | Fillmore Co Treasurer    |             |                            |                      |                                  |                                   |
|                | 13- 330- 000- 0000- 6561 |             | 2,165.72                   | 3/16 Feb fuel tax    |                                  | Gasoline Diesel And Other Fuels N |
| 7542           | Fillmore Co Treasurer    |             | 2,165.72                   | 1 Transactions       |                                  |                                   |
| 308            | Preston Public Utilities |             |                            |                      |                                  |                                   |
|                | 13- 330- 000- 0000- 6251 |             | 1,048.53                   | 3/12 utilities       | 4458327                          | Electricity N                     |
|                | 13- 330- 000- 0000- 6251 |             | 45.75                      | 3/12 utilities       | 4473A342                         | Electricity N                     |
|                | 13- 330- 000- 0000- 6251 |             | 1,245.90                   | 3/12 utilities       | 4473B341                         | Electricity N                     |
| 308            | Preston Public Utilities |             | 2,340.18                   | 3 Transactions       |                                  |                                   |
| 13 Fund Total: |                          |             | 4,505.90                   | County Road & Bridge | 2 Vendors                        | 4 Transactions                    |

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3/17/21 2:18PM  
14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| <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> |
| 308 Preston Public Utilities<br>14- 390- 000- 0000- 6251 |             | 883.47                     | Transfer Station Utilities |                                  | Electricity              |
|                                                          |             |                            | 01/28/2021 02/25/2021      |                                  |                          |
| 308 Preston Public Utilities                             |             | 883.47                     | 1 Transactions             |                                  |                          |
| 14 Fund Total:                                           |             | 883.47                     | Sanitation Fund            | 1 Vendors                        | 1 Transactions           |

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 3/17/21 2:18PM  
 87 State Revenue And School

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| Vendor Name                       | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>              | <u>Account/Formula Descripti</u>              | <u>1099</u>    |
|-----------------------------------|-------------|----------------------------|-------------------------------|-----------------------------------------------|----------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>          | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |                |
| 110 Fillmore Co Treasurer         |             |                            |                               |                                               |                |
| 87- 000- 000- 0000- 2470          |             | 23,702.76                  | February 2021 State Mtg Ttax  | Mortgage Reg Tax- State                       | N              |
|                                   |             |                            | 02/01/2021 02/28/2021         |                                               |                |
| 87- 000- 000- 0000- 2471          |             | 35,364.54                  | Feburary 2021 State Deed Tax  | State Deed Tax- State                         | N              |
|                                   |             |                            | 02/01/2021 02/28/2021         |                                               |                |
| 110 Fillmore Co Treasurer         |             | 59,067.30                  | 2 Transactions                |                                               |                |
| 87 Fund Total:                    |             | 59,067.30                  | State Revenue And School Fund | 1 Vendors                                     | 2 Transactions |
| Final Total:                      |             | 73,867.89                  | 8 Vendors                     | 15 Transactions                               |                |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 6

**Recap by Fund**

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |
|-------------|---------------|-------------------------------|
| 1           | 9,411.22      | County Revenue Fund           |
| 13          | 4,505.90      | County Road & Bridge          |
| 14          | 883.47        | Sanitation Fund               |
| 87          | 59,067.30     | State Revenue And School Fund |
| All Funds   | 73,867.89     | Total                         |

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3/11/21

7:48AM

1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

|    | <u>Vendor Name</u> |                                     | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> |            | <u>Invoice #</u> | <u>Account/Formula Descripti</u> |                          | <u>1099</u> |
|----|--------------------|-------------------------------------|------------|---------------|----------------------------|------------|------------------|----------------------------------|--------------------------|-------------|
|    | <u>No.</u>         | <u>Account/Formula</u>              |            |               | <u>Service Dates</u>       |            |                  | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |             |
| 1  | 2620               | Abundant Life Fitness & Massage Llc |            | 9,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | N           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 2620               | Abundant Life Fitness & Massage Llc |            | 9,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 52 | 7048               | American Best Value Inn             |            | 4,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | Y           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 7048               | American Best Value Inn             |            | 4,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 51 | 4855               | B&B Olympic Bowl                    |            | 4,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | N           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 4855               | B&B Olympic Bowl                    |            | 4,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 42 | 7046               | BBG's LLP                           |            | 4,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | Y           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 7046               | BBG's LLP                           |            | 4,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 30 | 7208               | Beaver Bottoms Saloon, LLC          |            | 9,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | N           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 7208               | Beaver Bottoms Saloon, LLC          |            | 9,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 29 | 3967               | Big Bob's Eatery                    |            | 5,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | N           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 3967               | Big Bob's Eatery                    |            | 5,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 15 | 7182               | Bluff Country Photography           |            | 9,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | N           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 7182               | Bluff Country Photography           |            | 9,000.00      | 1 Transactions             |            |                  |                                  |                          |             |
| 50 | 7011               | Branding Iron Supper Club           |            | 4,000.00      | CARES - Business Grants #2 |            |                  |                                  | Business Grants - CARES  | N           |
|    |                    | 01- 199- 000- 0000- 6881            |            |               | 03/12/2021                 | 03/12/2021 |                  |                                  |                          |             |
|    | 7011               | Branding Iron Supper Club           |            | 4,000.00      | 1 Transactions             |            |                  |                                  |                          |             |

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3/11/21 7:48AM  
1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor No. | Name Account/Formula               | Rpt Accr | Amount   | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|------------------------------------|----------|----------|-----------------------------------|-------------------------|---------------------------------------------|------|
| 44         | 6999 Breakers, LLC                 |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | Y    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 6999 Breakers, LLC                 |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 36         | 7219 Coffee Street Fitness & Dance |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 9,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7219 Coffee Street Fitness & Dance |          | 9,000.00 | 1 Transactions                    |                         |                                             |      |
| 27         | 7205 Elaine's Cafe'                |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 9,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7205 Elaine's Cafe'                |          | 9,000.00 | 1 Transactions                    |                         |                                             |      |
| 18         | 7186 Erin Topness at Scenic Design |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 4,500.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7186 Erin Topness at Scenic Design |          | 4,500.00 | 1 Transactions                    |                         |                                             |      |
| 46         | 7058 Estelle's Eatery              |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7058 Estelle's Eatery              |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 57         | 6570 Family Hair Center            |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 1,700.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | Y    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 6570 Family Hair Center            |          | 1,700.00 | 1 Transactions                    |                         |                                             |      |
| 41         | 22160 Fit Express LLC              |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | Y    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 22160 Fit Express LLC              |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 17         | 7185 Hair Shack LLC                |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881           |          | 9,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                    |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7185 Hair Shack LLC                |          | 9,000.00 | 1 Transactions                    |                         |                                             |      |

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| Vendor No. | Name Account/Formula                    | Rpt Accr | Amount   | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|-----------------------------------------|----------|----------|-----------------------------------|-------------------------|---------------------------------------------|------|
| 38         | 7052 Harmony Spirits                    |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7052 Harmony Spirits                    |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 11         | 7176 High Court Pub                     |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 9,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7176 High Court Pub                     |          | 9,000.00 | 1 Transactions                    |                         |                                             |      |
| 59         | 6986 Home Sweet Home Cafe' & Cakery LLC |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | Y    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 6986 Home Sweet Home Cafe' & Cakery LLC |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 43         | 7066 Hong Kong Restaurant               |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7066 Hong Kong Restaurant               |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 40         | 6997 Isle of Dreams LLC                 |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | Y    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 6997 Isle of Dreams LLC                 |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 31         | 7210 JAC's Bar & Grill                  |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 9,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7210 JAC's Bar & Grill                  |          | 9,000.00 | 1 Transactions                    |                         |                                             |      |
| 55         | 6606 Jem Movie Theater, LLC             |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 4,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 6606 Jem Movie Theater, LLC             |          | 4,000.00 | 1 Transactions                    |                         |                                             |      |
| 16         | 7184 JWS Graphics                       |          |          |                                   |                         |                                             |      |
|            | 01- 199- 000- 0000- 6881                |          | 5,000.00 | CARES - Business Grants #2        |                         | Business Grants - CARES                     | N    |
|            |                                         |          |          | 03/12/2021 03/12/2021             |                         |                                             |      |
|            | 7184 JWS Graphics                       |          | 5,000.00 | 1 Transactions                    |                         |                                             |      |



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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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|    | <u>Vendor Name</u>                     | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>           | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----|----------------------------------------|-------------|----------------------------|----------------------------|----------------------------------|--------------------------|
|    | <u>No. Account/Formula</u>             | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>       | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 13 | 7178 Karst Brewing LLC                 |             | 9,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 7178 Karst Brewing LLC                 |             | 9,000.00                   | 1 Transactions             |                                  |                          |
| 21 | 7194 Keela Jo Photo, LLC               |             | 9,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 7194 Keela Jo Photo, LLC               |             | 9,000.00                   | 1 Transactions             |                                  |                          |
| 60 | 752 Lanesboro American Legion Post #40 |             | 4,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 752 Lanesboro American Legion Post #40 |             | 4,000.00                   | 1 Transactions             |                                  |                          |
| 26 | 7203 Lanesboro Pastry Shoppe           |             | 9,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 7203 Lanesboro Pastry Shoppe           |             | 9,000.00                   | 1 Transactions             |                                  |                          |
| 19 | 7189 Lanesboro Town Klippers           |             | 8,500.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 7189 Lanesboro Town Klippers           |             | 8,500.00                   | 1 Transactions             |                                  |                          |
| 22 | 7198 Lind Awards & Engraving           |             | 9,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 7198 Lind Awards & Engraving           |             | 9,000.00                   | 1 Transactions             |                                  |                          |
| 54 | 8996 Mabel American Legion Post 299    |             | 4,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 8996 Mabel American Legion Post 299    |             | 4,000.00                   | 1 Transactions             |                                  |                          |
| 3  | 7165 Mabel House Hotel                 |             | 9,000.00                   | CARES - Business Grants #2 | Business Grants - CARES          | N                        |
|    | 01- 199- 000- 0000- 6881               |             |                            | 03/12/2021 03/12/2021      |                                  |                          |
|    | 7165 Mabel House Hotel                 |             | 9,000.00                   | 1 Transactions             |                                  |                          |

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor | Name                                    | Rpt  | Amount   | Warrant Description        | Invoice #     | Account/Formula Descripti | 1099 |
|--------|-----------------------------------------|------|----------|----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula                         | Accr |          | Service Dates              | Paid On Bhf # | On Behalf of Name         |      |
| 9      | 7171 Mabel Liquor Store LLC             |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7171 Mabel Liquor Store LLC             |      | 9,000.00 | 1 Transactions             |               |                           |      |
| 23     | 7199 Mill Street Fitness                |      | 5,415.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7199 Mill Street Fitness                |      | 5,415.00 | 1 Transactions             |               |                           |      |
| 34     | 7214 Nordic Lanes & The Creamery        |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7214 Nordic Lanes & The Creamery        |      | 9,000.00 | 1 Transactions             |               |                           |      |
| 4      | 7167 Norsland Bakery & Cafe' LLC        |      | 4,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7167 Norsland Bakery & Cafe' LLC        |      | 4,000.00 | 1 Transactions             |               |                           |      |
| 5      | 5884 Ody's Country Meats & Catering Inc |      | 8,500.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 5884 Ody's Country Meats & Catering Inc |      | 8,500.00 | 1 Transactions             |               |                           |      |
| 28     | 7206 Old Village Hall Restaurant & Pub  |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7206 Old Village Hall Restaurant & Pub  |      | 9,000.00 | 1 Transactions             |               |                           |      |
| 49     | 7001 Pauly's Corner Pub                 |      | 4,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | Y    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7001 Pauly's Corner Pub                 |      | 4,000.00 | 1 Transactions             |               |                           |      |
| 12     | 7177 Pawprint Brewery                   |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7177 Pawprint Brewery                   |      | 9,000.00 | 1 Transactions             |               |                           |      |

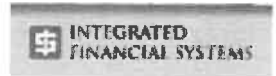
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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor | Name                                     | Rpt  | Amount   | Warrant Description        | Invoice #     | Account/Formula Descripti | 1099 |
|--------|------------------------------------------|------|----------|----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula                          | Accr |          | Service Dates              | Paid On Bhf # | On Behalf of Name         |      |
| 8      | 751 Peterson American Legion             |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 751 Peterson American Legion             |      | 9,000.00 | 1 Transactions             |               |                           |      |
| 62     | 7086 Preston Servicemen's Club Inc       |      | 4,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7086 Preston Servicemen's Club Inc       |      | 4,000.00 | 1 Transactions             |               |                           |      |
| 48     | 7080 Rack's Bar and Grill LLC            |      | 4,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7080 Rack's Bar and Grill LLC            |      | 4,000.00 | 1 Transactions             |               |                           |      |
| 2      | 2755 Root River LLC Country Inn & Suites |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 2755 Root River LLC Country Inn & Suites |      | 9,000.00 | 1 Transactions             |               |                           |      |
| 10     | 7173 Root River Saloon                   |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7173 Root River Saloon                   |      | 9,000.00 | 1 Transactions             |               |                           |      |
| 37     | 2640 Rushford American Legion Post 94    |      | 4,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 2640 Rushford American Legion Post 94    |      | 4,000.00 | 1 Transactions             |               |                           |      |
| 14     | 7179 Scenic Design                       |      | 4,500.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7179 Scenic Design                       |      | 4,500.00 | 1 Transactions             |               |                           |      |
| 35     | 7218 Serenity Hills LLC                  |      | 9,000.00 | CARES - Business Grants #2 |               | Business Grants - CARES   | N    |
|        | 01- 199- 000- 0000- 6881                 |      |          | 03/12/2021 03/12/2021      |               |                           |      |
|        | 7218 Serenity Hills LLC                  |      | 9,000.00 | 1 Transactions             |               |                           |      |

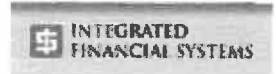
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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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|    | Vendor | Name                          | Rpt<br>No. | Account/Formula          | Accr | Amount   | Warrant Description        | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|----|--------|-------------------------------|------------|--------------------------|------|----------|----------------------------|----------------------------|------------------------------------------------|------|
|    |        |                               |            |                          |      |          |                            |                            |                                                |      |
|    |        |                               |            |                          |      |          | Service Dates              |                            |                                                |      |
| 7  |        | 7170 Shari's Sports Saloon    |            | 01- 199- 000- 0000- 6881 |      | 9,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7170 Shari's Sports Saloon    |            |                          |      | 9,000.00 | 1 Transactions             |                            |                                                |      |
| 33 |        | 7212 Shawnee's Bar & Grill    |            | 01- 199- 000- 0000- 6881 |      | 9,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7212 Shawnee's Bar & Grill    |            |                          |      | 9,000.00 | 1 Transactions             |                            |                                                |      |
| 32 |        | 7211 Stumpy's Restaurant Inc. |            | 01- 199- 000- 0000- 6881 |      | 9,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7211 Stumpy's Restaurant Inc. |            |                          |      | 9,000.00 | 1 Transactions             |                            |                                                |      |
| 6  |        | 7168 Susie's Roadhouse        |            | 01- 199- 000- 0000- 6881 |      | 9,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7168 Susie's Roadhouse        |            |                          |      | 9,000.00 | 1 Transactions             |                            |                                                |      |
| 24 |        | 7200 Sylvan Brewing LLC       |            | 01- 199- 000- 0000- 6881 |      | 9,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7200 Sylvan Brewing LLC       |            |                          |      | 9,000.00 | 1 Transactions             |                            |                                                |      |
| 25 |        | 7202 The Bite LLC             |            | 01- 199- 000- 0000- 6881 |      | 9,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7202 The Bite LLC             |            |                          |      | 9,000.00 | 1 Transactions             |                            |                                                |      |
| 45 |        | 7056 The Pizza Place LLC      |            | 01- 199- 000- 0000- 6881 |      | 2,500.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7056 The Pizza Place LLC      |            |                          |      | 2,500.00 | 1 Transactions             |                            |                                                |      |
| 47 |        | 7014 The Silver Grille        |            | 01- 199- 000- 0000- 6881 |      | 4,000.00 | CARES - Business Grants #2 |                            | Business Grants - CARES                        | N    |
|    |        |                               |            |                          |      |          | 03/12/2021 03/12/2021      |                            |                                                |      |
|    |        | 7014 The Silver Grille        |            |                          |      | 4,000.00 | 1 Transactions             |                            |                                                |      |

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## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name   | No.  | Account/Formula                                    | Rpt<br>Accr | Amount     | Warrant Description<br>Service Dates                | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|---------------|------|----------------------------------------------------|-------------|------------|-----------------------------------------------------|----------------------------|------------------------------------------------|------|
| 61            | 2    | The Sweet Stop, LLC<br>01- 199- 000- 0000- 6881    |             | 4,000.00   | CARES - Business Grants #2<br>03/12/2021 03/12/2021 |                            | Business Grants - CARES                        | Y    |
|               | 2    | The Sweet Stop, LLC                                |             | 4,000.00   | 1 Transactions                                      |                            |                                                |      |
| 53            | 7018 | Trailhead Inn<br>01- 199- 000- 0000- 6881          |             | 4,000.00   | CARES - Business Grants #2<br>03/12/2021 03/12/2021 |                            | Business Grants - CARES                        | N    |
|               | 7018 | Trailhead Inn                                      |             | 4,000.00   | 1 Transactions                                      |                            |                                                |      |
| 56            | 7064 | Trout City Brewing LLC<br>01- 199- 000- 0000- 6881 |             | 4,000.00   | CARES - Business Grants #2<br>03/12/2021 03/12/2021 |                            | Business Grants - CARES                        | Y    |
|               | 7064 | Trout City Brewing LLC                             |             | 4,000.00   | 1 Transactions                                      |                            |                                                |      |
| 39            | 7050 | Valley Lanes<br>01- 199- 000- 0000- 6881           |             | 4,000.00   | CARES - Business Grants #2<br>03/12/2021 03/12/2021 |                            | Business Grants - CARES                        | Y    |
|               | 7050 | Valley Lanes                                       |             | 4,000.00   | 1 Transactions                                      |                            |                                                |      |
| 20            | 7193 | Vickerman/Lyn<br>01- 199- 000- 0000- 6881          |             | 9,000.00   | CARES - Business Grants #2<br>03/12/2021 03/12/2021 |                            | Business Grants - CARES                        | N    |
|               | 7193 | Vickerman/Lyn                                      |             | 9,000.00   | 1 Transactions                                      |                            |                                                |      |
| 58            | 7078 | ZZ Tap<br>01- 199- 000- 0000- 6881                 |             | 4,000.00   | CARES - Business Grants #2<br>03/12/2021 03/12/2021 |                            | Business Grants - CARES                        | Y    |
|               | 7078 | ZZ Tap                                             |             | 4,000.00   | 1 Transactions                                      |                            |                                                |      |
| 1 Fund Total: |      |                                                    |             | 397,615.00 | County Revenue Fund                                 | 62 Vendors                 | 62 Transactions                                |      |
| Final Total:  |      |                                                    |             | 397,615.00 | 62 Vendors                                          | 62 Transactions            |                                                |      |

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## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>         |
|-------------|---------------|---------------------|
| 1           | 397,615.00    | County Revenue Fund |
| All Funds   | 397,615.00    | Total               |

Approved by,

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

smensink  
3/16/21 2:48PM  
1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor        | Name                                              | Rpt  | Warrant Description | Invoice #                                                             | Account/Formula Descripti | 1099              |
|---------------|---------------------------------------------------|------|---------------------|-----------------------------------------------------------------------|---------------------------|-------------------|
| No.           | Account/Formula                                   | Accr | Amount              | Service Dates                                                         | Paid On Bhf #             | On Behalf of Name |
| 4             | 6993 Aroma Pie Shoppe LLC<br>01-199-000-0000-6881 |      | 2,000.00            | CARES - Business Grants #3<br>03/19/2021 03/19/2021<br>1 Transactions | Business Grants - CARES   | Y                 |
|               | 6993 Aroma Pie Shoppe LLC                         |      | 2,000.00            |                                                                       |                           |                   |
| 2             | 7223 Mabel Barber Shop<br>01-199-000-0000-6881    |      | 3,000.00            | CARES - Business Grants #3<br>03/19/2021 03/19/2021<br>1 Transactions | Business Grants - CARES   | N                 |
|               | 7223 Mabel Barber Shop                            |      | 3,000.00            |                                                                       |                           |                   |
| 1             | 7222 Old Barn Resort<br>01-199-000-0000-6881      |      | 9,000.00            | CARES - Business Grants #3<br>03/19/2021 03/19/2021<br>1 Transactions | Business Grants - CARES   | N                 |
|               | 7222 Old Barn Resort                              |      | 9,000.00            |                                                                       |                           |                   |
| 3             | 7054 Pedal Pushers Cafe'<br>01-199-000-0000-6881  |      | 4,000.00            | CARES - Business Grants #3<br>03/19/2021 03/19/2021<br>1 Transactions | Business Grants - CARES   | Y                 |
|               | 7054 Pedal Pushers Cafe'                          |      | 4,000.00            |                                                                       |                           |                   |
| 1 Fund Total: |                                                   |      | 18,000.00           | County Revenue Fund                                                   | 4 Vendors                 | 4 Transactions    |
| Final Total:  |                                                   |      | 18,000.00           | 4 Vendors                                                             | 4 Transactions            |                   |

smensink  
3/16/21

2:48PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 3

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>         |
|-------------|---------------|---------------------|
| 1           | 18,000.00     | County Revenue Fund |
| All Funds   | 18,000.00     | Total               |

Approved by,

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



# Proclamation



Whereas,

Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community; and

Statistics show one in six boys and one in four girls will experience sexual assault by age of 18. Chances are you know a survivor; and

In 2020, Victim Services of Dodge, Fillmore, and Olmsted County, served nearly 600 victims of sexual violence; and

With leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence in our community through prevention education, increased awareness, and holding offenders who commit acts of violence responsible for their actions

We all can do our part by believing and supporting all survivors, letting them know it is never their fault, they did nothing wrong, and that you are always there for them

Prevention is possible when everyone gets involved. It is time for all of us to take action to create a safe environment for all by responding to victim blaming, shutting down sexist jokes, and intervening when we are bystanders of sexual violence

Therefore, Be It  
Resolved,

The voices of those who have been victims of sexual violence must be supported and heard.

Therefore Fillmore County hereby proclaims April 2021 as

## Sexual Assault Awareness Month

In honor of all the Minnesotans who have experienced sexual violence, as well as those who have dedicated their lives and their time serving victims of sexual violence in our state.

In Witness Whereof, we have here unto set our hand and caused the corporate (official) seal of Fillmore County to be affixed this month of April in the year of 2021.



---

Randy Dahl, Board Chairperson  
Fillmore County Board of Commissioners  
Fillmore County, Minnesota

---

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: Click or tap to enter a date.

Amount of time requested (minutes):

5

Dept.: Finance

Prepared By: Lori Affeldt

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

Consent Agenda:

Documentation  
(Yes/No):

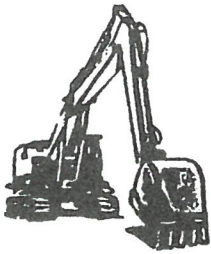
1.

Regular Agenda:

Documentation  
(Yes/No):

1. Consider approval to publish 2019 Audited Financial Statements in the Fillmore County Journal at the correct rate of \$.99 per square inch. This was approved at the last board meeting at a rate of \$.50 per square inch.

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



# SCHEEVEL & SONS INC

17057 Kind Rd. Preston, MN 55965

507-765-4756

Ron 507-273-9796 Aaron 507-272-3923



NAME

Fillmore Co. attn: Mike Cruise

ADDRESS

902 Houston St. NW - Suite #3

CITY, STATE, ZIP

Preston, MN 55965

Date

2-24-2021

| QUANTITY | DESCRIPTION                                                                                                                                                                                                 | PRICE | AMOUNT     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|
| 1        | Mobilization 2 machines                                                                                                                                                                                     | \$    | 150.00     |
| 1        | Remove old satellite dish<br>near Fill Co. Engineers offices<br>in Preston. Haul to scrap.<br>Demo and haul away all<br>foundation concrete. Refill all<br>voids, finish and seed.<br>All labor & equipment | \$    | 860.00     |
|          | Total                                                                                                                                                                                                       | \$    | 1010.00    |
|          | Scheevel & Sons will retain any<br>funds received from scrap.<br>Quote valid for 1-year                                                                                                                     |       |            |
|          | Ron Schel 2-24-2021                                                                                                                                                                                         | TOTAL | \$ 1010.00 |



## A Allen Construction Inc

12904 County 12  
Caledonia, MN 55921-3708

## Quote

| Date      | Quote # |
|-----------|---------|
| 2/18/2021 | 2173    |

Cell- 507 450 8051  
MN Contractor license# BC628036  
WI Contractor license/credential# 1158893/1158894  
Email- andy@aallenconstruction.com

| Name / Address                       |
|--------------------------------------|
| Fillmore County<br>Preston, MN 55965 |

| Description                                                                                                                                                                                                                                                                                                       | Total    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Scope of work for commercial satellite removal<br><br>•Excavation of 2' diameter x 5' deep concrete footing<br>•Cut comm lines at satellite<br>•Take down mast and satellite<br>•Disposal of footing, mast, satellite<br>•Fill void from footing<br>•Top dress with top soil and seed<br><br>Cost for this detail | 1,480.00 |
| <b>Total</b>                                                                                                                                                                                                                                                                                                      |          |
| \$1,480.00                                                                                                                                                                                                                                                                                                        |          |

Signature \_\_\_\_\_

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/23/2021

Amount of time requested (minutes): 5 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg

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

## **Highway Department**

## **Airport Department**

1. Request Board approval to advertise for the T-Hanger project at the Fillmore County Airport.

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.**



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Fillmore County Board Members

FROM: Sarah Mattes, PE

DATE: March 18, 2021

RE: Airport T-hangar and Taxilane Construction  
SEH No. FILLM 157910

The project team is requesting permission from the Fillmore County Board to advertise for bids for the Fillmore County Airport T-hangar construction project. This project is eligible for federal fiscal year 2021 funding and requires a grant application by May 3, 2021.

### PROJECT SCOPE

The hangars at the Fillmore County airport are at maximum capacity and there is a waiting list for new hangar space. The project consists of construction of a new T-hangar to serve single-engine aircraft, along with approximately 3,100 SY of related site preparation and paving of the associated taxilane. The T-hangar will accommodate eight additional single-engine aircraft. The hangar will be located west of the existing apron with a footprint of approximately 184.5 feet by 52 feet with hangar door openings 14 feet high by 41 feet wide. There will be one garage unit located on each end of the T-hangar building. There will be two bituminous taxilanes, each 25 feet wide, connecting the east and west sides of the T-hangar to the parallel taxiway. Each hangar door will have a concrete apron 27 feet wide in front to access each hangar space.

### PROJECT SCHEDULE

The project will be advertised for a bid opening on April 21, 2021 at 2:00 p.m. The bids will be tabulated for the award recommendation at the April 27, 2021 County Board meeting. The FAA grant application will be prepared for submittal by the May 3, 2021 grant application deadline. Construction is scheduled to take place in the Fall of 2021, when FAA grant funding is available for reimbursement.

### PROJECT FUNDING

Last week, Congress passed the American Recovery Act which included \$8 billion for airports nationwide. A key provision in the bill provides 100% funding for federal fiscal year 2021 FAA funded projects (typically the FAA funding is for 90% of the eligible project costs). Therefore, the local share is no longer needed to proceed with this project.

| Project Element             | Estimated Cost        | FAA                   | MnDOT         | Local         |
|-----------------------------|-----------------------|-----------------------|---------------|---------------|
| Building Area and Taxilanes | \$1,249,602.50        | \$1,249,602.50        | \$0.00        | \$0.00        |
| Engineering                 | \$143,300             | \$143,300             | \$0.00        | \$0.00        |
| Administration              | \$2,000               | \$2,000               | \$0.00        | \$0.00        |
| <b>Total Project Cost:</b>  | <b>\$1,394,902.50</b> | <b>\$1,394,902.50</b> | <b>\$0.00</b> | <b>\$0.00</b> |

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507EH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

## **OTHER PROJECT ELEMENTS**

Another project element with the construction of the T-hangar is the relocation of the Automated Weather Observation System (AWOS). The AWOS is owned by MnDOT. The new base of the relocated AWOS and associated site preparation will be funded with a state grant at a 70% state/30% local cost. The installation of the new AWOS equipment is funded 100% by the state of Minnesota. The grant request for this part of the project will be submitted to MnDOT by May 15, 2021. This cost was included in the original plan for the project, the County budget, and on the airport's Capital Improvement Program (CIP).

# Project Manual

## ***2021 8-Unit T-Hangar and Taxilane Construction***

Fillmore County Airport  
Preston, Minnesota

A.I.P No. 3-27-0080-13-2021  
S.P. No. A2301-35  
SEH No. FILLM 157910

March 18, 2021



Building a Better World  
for All of Us®

Engineers | Architects | Planners | Scientists



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/23/2021      Amount of time requested (minutes): 15  
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 Telecommuting for Kim McCabe
2. Consider approval of Telecommuting for Valerie Arnold
3. Consider approval of Telecommuting for Susan Mandelko

.

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

## Fillmore County Telecommuting Compatibility Survey

To be completed by the employee and discussed with Department Head/Supervisor to determine employee's compatibility for telecommuting at this time.

Employee Name: Kimberly McCabe

Department Head/Supervisor: Kevin Olson

### Personal Characteristics:

With "1" being LOW and "5" being HIGH, indicate the degree to which the following characteristics apply to you.

|                                                                                        |          |
|----------------------------------------------------------------------------------------|----------|
| Ability to organize time well, i.e., self-discipline, productive, punctual             | <u>5</u> |
| Ability to work independently with minimal feedback from peers or supervisor           | <u>5</u> |
| Ease in resolving significant business issues over the phone                           | <u>5</u> |
| Ability to routinely work off site without feeling socially or professionally detached | <u>5</u> |
| How has your performance been over the past year?                                      | <u>5</u> |

### Job Tasks:

What would be your primary job tasks while telecommuting?

|                                      |                                                                                                                         |                                                |                                                      |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Writing     | <input checked="" type="checkbox"/> Phone Calls                                                                         | <input checked="" type="checkbox"/> Data Entry | <input type="checkbox"/> Field Visits                |
| <input type="checkbox"/> Accounting  | <input checked="" type="checkbox"/> Planning                                                                            | <input type="checkbox"/> Administrative        | <input checked="" type="checkbox"/> Reading/Research |
| <input type="checkbox"/> Programming | <input checked="" type="checkbox"/> Other: <u>Determining/redetermining eligibility for income maintenance programs</u> |                                                |                                                      |

### Communications:

If you have many incoming calls, which of the following is available to you at the office?

☒ Voice mail                      ☐ Paging

Would calls made to the office from your telecommuting location be long distance?

☐ Yes                                      ☒ No

Are you able to get access to the necessary connections at home to perform your job tasks?

|                                      | Yes                      | No                       |
|--------------------------------------|--------------------------|--------------------------|
| Voice Mail Service/Answering Machine | x                        | <input type="checkbox"/> |
| Conference Calls                     | x                        | <input type="checkbox"/> |
| Paging                               | <input type="checkbox"/> | NA                       |
| Fax Send                             | x                        | <input type="checkbox"/> |
| Fax Receive                          | x                        | <input type="checkbox"/> |

## Customers/Clients:

How would you maintain customer/client contact while telecommuting? Check all that apply.

|           | Internal Customers                    | External Customers                    |
|-----------|---------------------------------------|---------------------------------------|
| Phone     | <input checked="" type="checkbox"/> x | <input checked="" type="checkbox"/> x |
| Fax       | <input checked="" type="checkbox"/> X | <input checked="" type="checkbox"/> X |
| E-mail    | <input checked="" type="checkbox"/> x | <input checked="" type="checkbox"/> x |
| In-person | <input type="checkbox"/>              | <input type="checkbox"/>              |

## Home Flexibility:

Are you able to create a secure area in the home where work will not be misplaced or handled by family members?

☒ Yes

☐ No

☐ NA

Can you ensure minimal interruption during any core hours you need to be available?

☒ Yes

☐ No

☐ NA

Are there people at home relying on you for care?

☐ Yes

☒ No

If so, what provisions have you made for handling those responsibilities as well as your work responsibilities:

Is your home schedule flexible enough to allow you to make up time lost to uncontrollable interruptions?

☒ Yes

☐ No

If you worked from home, would you be able to come to the office on short notice if necessary?

☒ Yes

☐ No

## Survey Section:

Note – This section will not impact your ability to telecommute. The questions are merely for data collection purposes.

How often would you like to telecommute?

☐ Once every two weeks

☐ One day per week

☐ Two days per week

☐ Three days per week

☒ Four days per week

☒ Five days per week – only come to the office as needed

What is the distance of your round trip commute to work each day? 15 miles

What is the round trip length of time you spend commuting to work each day? 30 minutes

Are you able to upgrade and install equipment and software used in your job tasks?

☐ Alone

☒ With the help of a help desk technician

## Equipment Needs:

Please indicate which of the following equipment/services you already have at home and in the office. Also indicate which items you believe would be needed to successfully telecommute.

|                                       | Have at Home | Have at Office | Need |
|---------------------------------------|--------------|----------------|------|
| Computer – Notebook/Desktop (specify) | x            | x              |      |
| Computer Printer                      |              | x              |      |
| Remote Printing                       | x            |                |      |
| Software* (specify below)             |              |                |      |
| Modem                                 | x            | x              |      |
| Additional Phone Line                 | x            | x              |      |
| Voice Mail                            | x            | x              |      |
| Long Distance Phone Service           | x            | x              |      |
| Call Forwarding                       |              |                |      |
| Copy Machine                          |              | x              |      |
| E-Mail                                | x            | x              |      |
| Fax Mail                              |              | x              |      |
| Conference Calling                    | x            | x              |      |
| Call Forwarding                       | x            | x              |      |
| Online Service (internet)             | x            | x              |      |
| Office Furniture                      |              | x              |      |
| Other (please specify)                |              |                |      |

\* Please list software needs below:

As a Department Head/supervisor, I have determined that the employee is

- ☒ **Compatible** with telecommuting at this time.  
☐ **Not Compatible** with telecommuting at this time.

Department Head/Supervisor Signature

Date

Kimberly McCabe

3-16-2021

Employee Signature

Date

## Fillmore County Employee Telecommuting Agreement

---

**Employee Name:** Kimberly McCabe

**Office Phone:** 765-2632

**Job Title:** Eligibility worker  
**exempt:** x

**Exempt:** ☐ **Non-**

**Round trip mileage to and from work:** 15 miles

**Daily commuting time to and from work:** 30 minutes

**Mode of travel:** Private Car x

Car/Van Pool ☐

Walk ☐

---

**Employee's Telecommuting address:** 34067 220<sup>th</sup> St Lanesboro, MN 55949

**Employee's Telecommuting Phone:** 507-765-2632

**Work Schedule:**

*The employee will be responsible for establishing specific scheduled work hours and will be available by phone, videoconferencing, or e-mail during those hours.*

**Number of Telecommuting Days per week:** 4-5

**Telecommuting Days:** Mon. x Tues. x Wed. ☐ Thurs. x Fri. x

**The employee's telecommuting day schedule will be** 8:00 **to** 4:30 **= Total Hours** 8

Working cases within the MAXIS and METS computer system, contacting clients via the telephone. Responding to correspondence by returning phone calls, responding to emails including SIR email from DHS. It is understood that if I am needed in the office at any time my supervisor deems it necessary.

**Evaluation Criteria:**

Results of monthly WEBI reports, the Annual Income Maintenance Performance Management report and the annual employee review.

**Expenses:**

*The employee understands that Fillmore County will not reimburse the employee for any expenses incurred for equipment or supplies to implement this assignment unless authorized by Fillmore County.*

**Telecommuting Work Space:**

*The employee will be responsible for furnishings and maintaining a designated work space in a safe manner. He/she will protect county equipment, software, information, trade secrets, and information systems.*

*Any employee injuries incurred during the normal working day are only covered by the county if they occur while the employee is performing work tasks. This applies to both the home office, and to errands performed for work.*

**Terms and Conditions:**

*The employee understands that telecommuting is voluntary and that he/she may terminate his/her telecommuting status at any time and return to a traditional work arrangement upon written notice to the department head. The employee understands that the terms and conditions of this arrangement may be changed and that the county may withdraw permission to telecommute at any time.*

*This telecommuting assignment will not impede normal operating requirements, service to clients, or the ability of the supervisor to assign responsibility and accountability to the employees for the performance of normal duties. The employee's salary, benefits, and job responsibilities will not be affected by this Agreement.*

*This assignment will be reviewed periodically for accuracy and appropriateness by the employer and the employee.*

---

**I have read and understand the county telecommuting policy guidelines found in the Fillmore County Personnel Policy and Procedure Manual, as well as the Fillmore County Telecommuter Handbook, and agree to the obligations, responsibilities, and conditions for telecommuters expressed in those documents in addition to my normal responsibilities. I have also read and agree to the above conditions.**

**Signatures:**

Employee: *Kimberly McCabe*

Date: 3-16-2021

Department Head:

Date:

County Commissioner:

Date:

**Date approved by Fillmore County Board of Commissioners:** \_\_\_\_\_

**Telecommuting Start Date:** \_\_\_\_\_

*Upon completion this form the Copies will be made for the employee, Department Head, and the employee's supervisor. The original will be retained in the Coordinator's Office.*

## Fillmore County Telecommuting Compatibility Survey

To be completed by the employee and discussed with Department Head/Supervisor to determine employee's compatibility for telecommuting at this time.

Employee Name: Valerie Arnold

Department Head/Supervisor: Kevin Olson

### Personal Characteristics:

With "1" being LOW and "5" being HIGH, indicate the degree to which the following characteristics apply to you.

|                                                                                        |          |
|----------------------------------------------------------------------------------------|----------|
| Ability to organize time well, i.e., self-discipline, productive, punctual             | <u>5</u> |
| Ability to work independently with minimal feedback from peers or supervisor           | <u>5</u> |
| Ease in resolving significant business issues over the phone                           | <u>5</u> |
| Ability to routinely work off site without feeling socially or professionally detached | <u>5</u> |
| How has your performance been over the past year?                                      | <u>5</u> |

### Job Tasks:

What would be your primary job tasks while telecommuting?

|                                             |                                                                            |                                                    |                                                      |
|---------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Writing | <input checked="" type="checkbox"/> Phone Calls                            | <input checked="" type="checkbox"/> Data Entry     | <input type="checkbox"/> Field Visits                |
| <input type="checkbox"/> Accounting         | <input type="checkbox"/> Planning                                          | <input checked="" type="checkbox"/> Administrative | <input checked="" type="checkbox"/> Reading/Research |
| <input type="checkbox"/> Programming        | <input checked="" type="checkbox"/> Other: <u>Anything related to METS</u> |                                                    |                                                      |

### Communications:

If you have many incoming calls, which of the following is available to you at the office?

|                                                |                                 |
|------------------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Voice mail | <input type="checkbox"/> Paging |
|------------------------------------------------|---------------------------------|

Would calls made to the office from your telecommuting location be long distance?

|                              |                                        |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

Are you able to get access to the necessary connections at home to perform your job tasks?

|                                      | Yes                      | No                       |
|--------------------------------------|--------------------------|--------------------------|
| Voice Mail Service/Answering Machine | X                        | <input type="checkbox"/> |
| Conference Calls                     | X                        | <input type="checkbox"/> |
| Paging                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Fax Send                             | X                        | <input type="checkbox"/> |
| Fax Receive                          | X                        | <input type="checkbox"/> |

## Customers/Clients:

How would you maintain customer/client contact while telecommuting? Check all that apply.

|           | Internal Customers       | External Customers       |
|-----------|--------------------------|--------------------------|
| Phone     | X                        | X                        |
| Fax       | X                        | X                        |
| E-mail    | X                        | X                        |
| In-person | <input type="checkbox"/> | <input type="checkbox"/> |

## Home Flexibility:

Are you able to create a secure area in the home where work will not be misplaced or handled by family members?

X Yes

☐ No

☐ NA

Can you ensure minimal interruption during any core hours you need to be available?

X Yes

☐ No

☐ NA

Are there people at home relying on you for care?

☐ Yes

X No

If so, what provisions have you made for handling those responsibilities as well as your work responsibilities:

Is your home schedule flexible enough to allow you to make up time lost to uncontrollable interruptions?

X Yes

☐ No

If you worked from home, would you be able to come to the office on short notice if necessary?

X Yes

☐ No

## Survey Section:

Note – This section will not impact your ability to telecommute. The questions are merely for data collection purposes.

How often would you like to telecommute?

- ☐ Once every two weeks
- ☐ One day per week
- ☐ Two days per week
- ☒ Three days per week
- ☐ Four days per week
- Five days per week

What is the distance of your round trip commute to work each day? 50 MILES

What is the round trip length of time you spend commuting to work each day? 70 MINUTES

Are you able to upgrade and install equipment and software used in your job tasks?

☐ Alone

X With the help of a help desk technician



## Equipment Needs:

Please indicate which of the following equipment/services you already have at home and in the office. Also indicate which items you believe would be needed to successfully telecommute.

|                                       | Have at Home | Have at Office | Need                           |
|---------------------------------------|--------------|----------------|--------------------------------|
| Computer – Notebook/Desktop (specify) | X            |                |                                |
| Computer Printer                      | X            |                | NEED ACCESS FROM LAPTOP        |
| Remote Printing                       | X            |                |                                |
| Software* (specify below)             | X            |                |                                |
| Modem                                 |              |                |                                |
| Additional Phone Line                 |              |                | X                              |
| Voice Mail                            | X            |                |                                |
| Long Distance Phone Service           | X            |                |                                |
| Call Forwarding                       | X            |                |                                |
| Copy Machine                          |              | X              |                                |
| E-Mail                                | X            |                |                                |
| Fax Mail                              |              | X              |                                |
| Conference Calling                    | X            |                |                                |
| Call Forwarding                       | X            |                |                                |
| Online Service (internet)             | X            |                |                                |
| Office Furniture                      | X            |                |                                |
| Other (please specify)                |              |                | Need Monitors, keyboard, mouse |

\* Please list software needs below:

As a Department Head/supervisor, I have determined that the employee is

- ☒ **Compatible with telecommuting at this time.**  
☐ **Not Compatible with telecommuting at this time.**

Department Head/Supervisor Signature

Date

Employee Signature

Date

## Fillmore County Employee Telecommuting Agreement

---

**Employee Name:** Valerie Arnold

**Office Phone:** 507-765-2650

**Job Title:** Eligibility Worker - Mets

**Exempt:** ☐

**Non-exempt:** ☒

**Round trip mileage to and from work:** 50 miles

**Daily commuting time to and from work:** 70 min

**Mode of travel:** Private Car ☒

Car/Van Pool ☐

Walk ☐

---

**Employee's Telecommuting address:** 315 W Fillmore Ave Mabel, MN 55954

**Employee's Telecommuting Phone:** 480-326-7990

**Work Schedule:**

*The employee will be responsible for establishing specific scheduled work hours and will be available by phone, videoconferencing, or e-mail during those hours.*

**Number of Telecommuting Days per week:** 3

**Telecommuting Days:** Mon. ☒

Tues. ☒

Wed. ☒

Thurs. ☐

Fri. ☐

**The employee's telecommuting day schedule will be 8:00 to 16:30 = Total Hours** \_\_\_\_\_

**Tasks Identified for Telecommuting Days:**

Working cases within the MAXIS and METS computer system, contacting clients via the telephone. Responding to correspondence by returning phone calls, responding to emails including SIR email from DHS. It is understood that if I am needed in the office at any time my supervisor deems it necessary.

Results of monthly WEBI reports, the Annual Income Maintenance Performance Management report and the annual employee review.

**Evaluation Criteria:**

**Expenses:**

*The employee understands that Fillmore County will not reimburse the employee for any expenses incurred for equipment or supplies to implement this assignment unless authorized by Fillmore County.*

**Telecommuting Work Space:**

*The employee will be responsible for furnishings and maintaining a designated work space in a safe manner. He/she will protect county equipment, software, information, trade secrets, and information systems.*

*Any employee injuries incurred during the normal working day are only covered by the county if they occur while the employee is performing work tasks. This applies to both the home office, and to errands performed for work.*

**Terms and Conditions:**

*The employee understands that telecommuting is voluntary and that he/she may terminate his/her telecommuting status at any time and return to a traditional work arrangement upon written notice to the department head. The employee understands that the terms and conditions of this arrangement may be changed and that the county may withdraw permission to telecommute at any time.*

*This telecommuting assignment will not impede normal operating requirements, service to clients, or the ability of the supervisor to assign responsibility and accountability to the employees for the performance of normal duties. The employee's salary, benefits, and job responsibilities will not be affected by this Agreement.*

*This assignment will be reviewed periodically for accuracy and appropriateness by the employer and the employee.*

---

**I have read and understand the county telecommuting policy guidelines found in the Fillmore County Personnel Policy and Procedure Manual, as well as the Fillmore County Telecommuter Handbook, and agree to the obligations, responsibilities, and conditions for telecommuters expressed in those documents in addition to my normal responsibilities. I have also read and agree to the above conditions.**

**Signatures:**

Employee: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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

County Commissioner: \_\_\_\_\_

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

**Date approved by Fillmore County Board of Commissioners:** \_\_\_\_\_

**Telecommuting Start Date:** \_\_\_\_\_

*Upon completion this form the Copies will be made for the employee, Department Head, and the employee's supervisor.  
The original will be retained in the Coordinator's Office.*

## Fillmore County Telecommuting Compatibility Survey

To be completed by the employee and discussed with Department Head/Supervisor to determine employee's compatibility for telecommuting at this time.

Employee Name: Susan Mandelko

Department Head/Supervisor: Kevin Olson

### Personal Characteristics:

With "1" being LOW and "5" being HIGH, indicate the degree to which the following characteristics apply to you.

|                                                                                        |          |
|----------------------------------------------------------------------------------------|----------|
| Ability to organize time well, i.e., self-discipline, productive, punctual             | <u>5</u> |
| Ability to work independently with minimal feedback from peers or supervisor           | <u>5</u> |
| Ease in resolving significant business issues over the phone                           | <u>5</u> |
| Ability to routinely work off site without feeling socially or professionally detached | <u>4</u> |
| How has your performance been over the past year?                                      | <u>5</u> |

### Job Tasks:

What would be your primary job tasks while telecommuting?

|                                             |                                                                                                                          |                                                    |                                                      |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Writing | <input checked="" type="checkbox"/> Phone Calls                                                                          | <input checked="" type="checkbox"/> Data Entry     | <input type="checkbox"/> Field Visits                |
| <input type="checkbox"/> Accounting         | <input type="checkbox"/> Planning                                                                                        | <input checked="" type="checkbox"/> Administrative | <input checked="" type="checkbox"/> Reading/Research |
| <input type="checkbox"/> Programming        | <input checked="" type="checkbox"/> Other: <u>Determining/redetermining eligibility for income maintenance programs.</u> |                                                    |                                                      |

### Communications:

If you have many incoming calls, which of the following is available to you at the office?

|                                                |                                 |
|------------------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Voice mail | <input type="checkbox"/> Paging |
|------------------------------------------------|---------------------------------|

Would calls made to the office from your telecommuting location be long distance?

|                              |                                        |
|------------------------------|----------------------------------------|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|----------------------------------------|

Are you able to get access to the necessary connections at home to perform your job tasks?

|                                      | Yes                      | No                                  |
|--------------------------------------|--------------------------|-------------------------------------|
| Voice Mail Service/Answering Machine | X                        | <input type="checkbox"/>            |
| Conference Calls                     | X                        | <input type="checkbox"/>            |
| Paging                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fax Send                             | X                        | <input type="checkbox"/>            |
| Fax Receive                          | X                        | <input type="checkbox"/>            |

## Customers/Clients:

How would you maintain customer/client contact while telecommuting? Check all that apply.

|           | Internal Customers       | External Customers       |
|-----------|--------------------------|--------------------------|
| Phone     | X                        | X                        |
| Fax       | X                        | X                        |
| E-mail    | X                        | X                        |
| In-person | <input type="checkbox"/> | <input type="checkbox"/> |

## Home Flexibility:

Are you able to create a secure area in the home where work will not be misplaced or handled by family members?

X Yes

☐ No

☐ NA

Can you ensure minimal interruption during any core hours you need to be available?

X Yes

☐ No

☐ NA

Are there people at home relying on you for care?

☐ Yes

X No

If so, what provisions have you made for handling those responsibilities as well as your work responsibilities:

Is your home schedule flexible enough to allow you to make up time lost to uncontrollable interruptions?

X Yes

☐ No

If you worked from home, would you be able to come to the office on short notice if necessary?

X Yes

☐ No

## Survey Section:

Note – This section will not impact your ability to telecommute. The questions are merely for data collection purposes.

How often would you like to telecommute?

- ☐ Once every two weeks
- ☐ One day per week
- ☐ Two days per week
- ☒ Three days per week
- ☒ Four days per week
- Five days per week

What is the distance of your round trip commute to work each day? 18 MILES

What is the round trip length of time you spend commuting to work each day? 30 MINUTES

Are you able to upgrade and install equipment and software used in your job tasks?

☐ Alone

X With the help of a help desk technician

## Equipment Needs:

Please indicate which of the following equipment/services you already have at home and in the office. Also indicate which items you believe would be needed to successfully telecommute.

|                                       | Have at Home | Have at Office | Need                           |
|---------------------------------------|--------------|----------------|--------------------------------|
| Computer – Notebook/Desktop (specify) | X            |                |                                |
| Computer Printer                      | X            |                |                                |
| Remote Printing                       | X            |                |                                |
| Software* (specify below)             | X            |                |                                |
| Modem                                 | X            |                |                                |
| Additional Phone Line                 | X            |                |                                |
| Voice Mail                            | X            |                |                                |
| Long Distance Phone Service           | X            |                |                                |
| Call Forwarding                       | X            |                |                                |
| Copy Machine                          |              | X              |                                |
| E-Mail                                | X            |                |                                |
| Fax Mail                              |              | X              |                                |
| Conference Calling                    | X            |                |                                |
| Call Forwarding                       | X            |                |                                |
| Online Service (internet)             | X            |                |                                |
| Office Furniture                      | X            |                |                                |
| Other (please specify)                |              |                | Need Monitors, keyboard, mouse |

\* Please list software needs below:

As a Department Head/supervisor, I have determined that the employee is

- ☒ Compatible with telecommuting at this time.  
☐ Not Compatible with telecommuting at this time.

Department Head/Supervisor Signature

Date

Employee Signature

Date

## Fillmore County Employee Telecommuting Agreement

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**Employee Name:** Susan Mandelko

**Office Phone:** 507-765-2629

**Job Title:** Eligibility Worker  
**exempt:** ☒

**Exempt:** ☐ **Non-**

**Round trip mileage to and from work:** 18

**Daily commuting time to and from work:** 30 Minutes

**Mode of travel:** Private Car ☒ Car/Van Pool ☐ Walk ☐

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**Employee's Telecommuting address:** 16300 241<sup>st</sup> Ave, Preston Mn

**Employee's Telecommuting Phone:** 507-765-2629

**Work Schedule:**

*The employee will be responsible for establishing specific scheduled work hours and will be available by phone, videoconferencing, or e-mail during those hours.*

**Number of Telecommuting Days per week:** 4

**Telecommuting Days:** Mon. ☒ Tues. ☒ Wed. ☐ Thurs. ☒ Fri. ☒

**The employee's telecommuting day schedule will be** 7:00 **to** 3:30 **= Total Hours** 8

**Tasks Identified for Telecommuting Days:**

Working cases within the MAXIS and METS computer system, contacting clients via the telephone. Responding to correspondence by returning phone calls, responding to emails including SIR email from DHS. It is understood that if I am needed in the office at any time my supervisor deems it necessary.

Results of monthly WEBI reports, the Annual Income Maintenance Performance Management report and the annual employee review.

**Evaluation Criteria:**



**Expenses:**

*The employee understands that Fillmore County will not reimburse the employee for any expenses incurred for equipment or supplies to implement this assignment unless authorized by Fillmore County.*

**Telecommuting Work Space:**

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*This assignment will be reviewed periodically for accuracy and appropriateness by the employer and the employee.*

---

**I have read and understand the county telecommuting policy guidelines found in the Fillmore County Personnel Policy and Procedure Manual, as well as the Fillmore County Telecommuter Handbook, and agree to the obligations, responsibilities, and conditions for telecommuters expressed in those documents in addition to my normal responsibilities. I have also read and agree to the above conditions.**

**Signatures:**

Employee: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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

County Commissioner: \_\_\_\_\_

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

**Date approved by Fillmore County Board of Commissioners:** \_\_\_\_\_

**Telecommuting Start/Renewal Date:** \_\_\_\_\_

*Upon completion this form the Copies will be made for the employee, Department Head, and the employee's supervisor.  
The original will be retained in the Coordinator's Office.*

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 03/23/2021

Amount of time requested (minutes):

20

Dept.: Sheriff's Office

Prepared By: John DeGeorge

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Presentation of jail needs study public outreach powerpoint and needs study update.

Yes

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

# Fillmore County Jail Needs Study Community Outreach



# Fillmore County Jail Needs Study Community Outreach

Sheriff John DeGeorge

507-765-2845

[jdegeorge@co.fillmore.mn.us](mailto:jdegeorge@co.fillmore.mn.us)

County Commissioner Mitch Lentz

mlentz@co.fillmore.mn.us

# What is the status of the Fillmore County jail?

- In September 2017, the Minnesota Department of Corrections (DOC) downgraded the jail from a 365 day facility to a 90 day holding facility. Inmate capacity was also reduced from a maximum of 24 to 20.
- The DOC cited several reasons for the downgrade:
  - Lack of programing and recreational space
  - Lack of ability to separate inmates based on inmate classification (There are over 15 different inmate classifications)
  - Age and deterioration of building and facilities
- The DOC has advised Fillmore County that the jail cannot continue to operate in its current facility.
- The DOC has advised Fillmore County to find a solution to avoid being shut down.

# Why is Fillmore County doing a Jail Needs Study?

- To address the shortcomings outlined by the DOC in order to avoid an abrupt shutdown of the current jail.
- To ensure that a well thought-out, feasible, fiscally and socially responsible solution is implemented for Fillmore County.
- To provide transparency and ensure community engagement throughout the process.

# History of the Fillmore County Jail

- Built in 1969.
- Currently one of the oldest, if not the oldest jail in the state of Minnesota.
- Constructed according to regulations in place since 1911. (Regulations had not been updated until 1978).
  - Interesting facts about 1911
    - William Howard Taft was President
    - Lincoln Memorial Commission was established
    - First Official Air Mail Flight occurs
    - The hull of the RMS Titanic was launched in Belfast
- 2003 A jail study was preformed and construction of a jail addition was considered by Fillmore County
- September 2017 the DOC reduced Fillmore County's jail operations to 90 days.
- National Institute of Corrections (NIC) study completed in 2017.



# Findings of 2017 NIC Study

## ***Current Jail Conditions and Concerns***

### Non-compliance with codes and standards

- Americans with Disability Act (ADA) - Most areas of the facility and all inmate areas (except for one housing unit) are non-compliant with ADA; and
- Minnesota Jail Standards - Many inmate areas do not meet basic adult jail facility space and functionality requirements and prohibit the provision of some required services to inmates.

Obsolete and deteriorating building systems cause maintenance staff operational challenges with maintenance and repair; \*



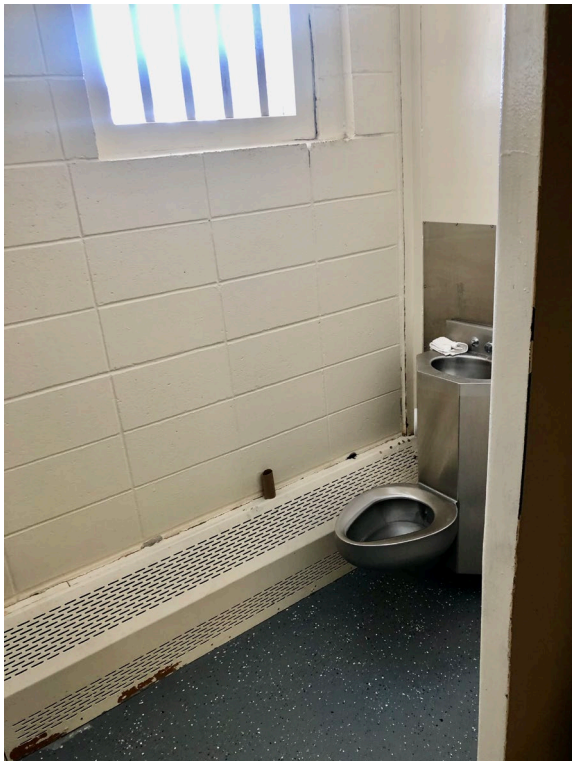
## **Fillmore County pipe case between cell blocks**

Deteriorating plumbing and electrical systems

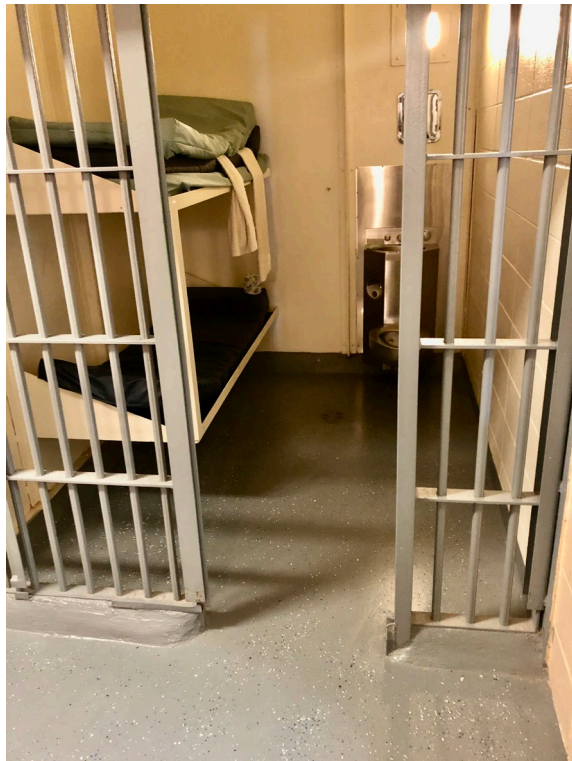
# Findings of 2017 NIC Study

## Safety and security concerns

- The lack of suitable housing for higher custody inmates and special needs inmates can pose operational, security and life-safety risks; \*\*\*
- The lack of visibility into inmate housing due to its linear design can pose operational, security and life-safety risks;
- The manual locking systems in all inmate areas can pose life-safety risks during an event requiring quick evacuation;
- Manual locks on cell doors inhibits prompt evacuation;
- No fire sprinklers in the old portion of building and none within inmate areas; and
- Inoperative cell doors were removed, limiting ways inmates can be separated.



Cell 315



Cell 317



Cell 319

# Findings of 2017 NIC Study

## Functional limitations

- A lack of program space prohibits staff from providing needed and required services to inmates; \*
- The lack of more than one exercise area limits the numbers of inmates who can exercise;
- The lack of an indoor exercise area poses problems in inclement weather;
- No medical exam/treatment space limits the quality of medical services; \*
- Inadequate intake/release area limits processing efficiency and safety; \*
- Limited temporary holding space challenges move management and increases safety issues;
- The building lacks adequate staff and inmate storage space;
- The inadequate visiting area poses multiple operational and safety challenges; and
- Limited housing separations prevents adequate population classification separation.





**Library/Indoor Recreational & Program Area**



**Storage/Medical Treatment/Zoom conference**





**Booking Area**



# DOC Inspection Findings

Why does the Fillmore County jail **not** meet DOC requirements?

- Unable to separate inmates based on classifications
- Lack of programming and recreational space
- Linear design of building
- Old building and utilities

**DOC Annual Inspection Report states:**

Corrective Actions:

*Corrective action at this time would require substantial remodeling or expansion of the current facility.*

# Jail size is not an issue

- While many counties have outgrown the capacity of their jails, population trends show that Fillmore County does not need a large jail with significantly more bed space than the current jail.

# What if Fillmore County does nothing?

- DOC will not re-instate 365 day operational status.
- DOC has indicated that if these issues are not resolved they can order the closure of the Fillmore County jail.
  - Fillmore County will have little time to ensure a good process is followed before closure (sunset date).
  - Winona County who is facing a sunset date of September 2021, and has not begun construction on a new facility.

# What is the “Jail Needs Study”?

- Committee made up of the Fillmore County justice system stakeholders, county officials, community leaders, and Fillmore County citizens.
- A structured process to determine Fillmore County’s needs in a correctional facility.
- Data driven process that uses jail population data, correctional services usage, operational costs, county population

# What are the tasks of the “Jail Needs Study”?

- Gather and evaluate data to determine what options best meet the needs of Fillmore County now and in the future.
- Evaluate options to determine which option will best meet Fillmore County’s needs, and is fiscally responsible.
- Make a recommendation to the Fillmore County Board as to the best option available.

# What options are being considered?

- Total Outsourcing
  - Close the jail and pay to transport and house inmates in other county jails
- 72 Hour Book and Hold facility
  - Maintain a short term holding facility for new arrests, pay to transport and house inmates in other county jails
- 90 Day Holding Facility
  - A facility that meets the requirement to hold inmates for a maximum of 90 days. After 90 days, pay to transport and house other inmates in other county jails.
- 365 Day Facility
  - A facility that meets the Minnesota DOC requirements to operate 365 days per year.

# What will be the outcome of the “Jail Needs Study”?

- The study will eliminate three of the options.
- The study will recommend to the Fillmore County Board that the county should move forward with the implementation of the option that best meets Fillmore County’s needs.
- The study’s recommendation will be based on a careful analysis of data gathered, as well as initial and future operating costs, and will be made with the input of justice system stake holders, county officials and citizens.
- The study and recommendation to be completed and presented in summer of 2021.

Questions?



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/23/2021

Amount of time requested (minutes):

5

Dept.: Administration

Prepared By: Kristina Kohn

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

## Consent Agenda:

1. Successful completion of probation for Casey Patten, Property Appraiser, effective 4/1/2021 as recommended by the County Assessor
2. Successful completion of probation for Sarah Kohn, Property Appraiser, effective 4/1/2021 as recommended by the County Assessor

## Regular Agenda:

## Documentation

1. Request to advertise for replacement Shop Foreman in the Highway Department as requested by the County Engineer Yes
  - a. 5-day internal union posting as required by Local #49 contract
2. First reading of draft changes to Compensation policy Yes
  - a. No comments received
3. First reading of draft changes to Insurance and Other Benefits policy Yes
  - a. No comments received
4. Request to hire intermittent Roster Nurses at Grade 11/Step 1 effective 3/24/21 as requested by the Director of Nursing No
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
5. Request approval to change Ashley Simonson, 4-year RN to PHN effective 4/2/21
  - a. Ashley has received her PHN licensure from the State of MN No
  - b. Change from Grade 12/Step 2 (\$28.35) to Grade 13/Step 1 (\$30.45)
  - c. This request does not create a vacancy in this department

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

**Hire Analysis Form**  
**(All sections must be completed.)**

Date: 2021-02-12 Department: Highway Department

Requested By: Brent Kohn Title of Position being requested: Shop Foreman

Requested date to post: Mar 2, 2021

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

Number of hours requested: 40 Replacement position: ☒ Yes ☐ No Date position vacated: May 6, 2021

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

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

Because there is more than enough work for this position and we also use this position for our substitute snow plow driver and parking lot cleaner.

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

No

Where does the specific funding for this position originate?

Highway Department budget

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

By doing our work in house instead of sending it out for repair helps us save money

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

yes

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

No

Reviewed by Personnel Committee:

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason:

Date on Board Agenda:

☐ Approved by Board

☐ Not Approved by Board

Reason:

## COMPENSATION AND BENEFITS (4.00)

### Section 4.01 COMPENSATION

Date Approved by the County Board: ~~June 13, 2017~~

Supersedes Policy Dated: ~~October 26, 2010~~ June 13, 2017

#### Policy Statement

The compensation plan shall be directly related to the classification system. Pay grades for positions shall be established and procedures identified to ensure employees have an equal opportunity for advancement.

Employee recognition ceremonies are held annually as part of the Fillmore county compensation system. Employees are presented certificates at each five (5) year increment of service ~~and provided with light refreshments~~ at an official ceremony with the County Board. This recognition is an integral part of the employee compensation plan to show appreciation for services rendered and is in accordance with the Public Service Act.

#### A. Classification Review Procedures

1. Fillmore County will review and analyze all classification titles at least every four years. Reclassification requests are considered annually following the guidelines set forth in the classification review procedure below.
  - a. The Human Resources Officer will assume responsibility for dating all classification reviews, and tracking when classification titles are subject for classification review. It will also be the responsibility of the Human Resources Officer to maintain classification ratings and to notify department heads when classifications are up for review.
  - b. Reclassification requests must be made by the Department Head. Department heads will be responsible for reviewing the job descriptions and determining if there is a significant change in the nature or scope of the work. Significant change will be defined as at least 25% change in the nature of the work or time spent performing new duties. If there is no significant change in the job, this is noted. If a significant change is noted, department heads are responsible for completing a review form detailing the reasons for the review request. This would include specific tasks added to the job, what tasks are no longer being performed, education and/or certification requirement changes, and why these changes came about in the position.
  - c. Requests for consideration must be submitted to the Human Resources Officer by May 15 (or the closest following working day) each year.
  - d. The Human Resources Officer reviews the classification request forms for completeness.
  - e. Completed requests are submitted to the Personnel committee for recommendation to the Board for consideration of a formal reclassification study.
  - f. Studies may result in one of the following actions: no change, a higher salary grade placement, a lower salary grade placement, or a reallocation to a new classification. Any changes made in compensation are subject to final Board approval and will not be effective until the first pay period of the following year.
    - 1) If a position is evaluated at a higher pay grade or reallocated to a new classification, the employee will receive ~~a salary increase to~~ either the minimum for the new grade, or the step within the new pay grade, which is ~~equal to or higher than~~ closest to than their current pay without being lower.
    - 2) If a position is evaluated at a lower pay grade, the employee's salary is then moved to a rate within the new grade that is ~~equal to or higher than~~ closest to their current rate of pay without being lower. If the ~~employee's~~ wages ~~salary~~ is above the new range, ~~the salary may~~ their wages will be frozen until the new range exceeds the pay rate, at which time the employee will again be eligible for increases.
2. A market study is recommended every ~~five~~ four years to maintain the pay plan.

3. Reorganization of a department/division may include reclassification of current positions. Position questionnaires may or may not be required but a detailed analysis by the department supporting the organization must be presented. The Board shall approve effective dates for compensation changes due to reorganization.

B. Classifications/Job Descriptions

1. It is an inherent right of Fillmore County management to redesign, restructure, and create jobs in order to meet the objectives of the organization.
2. When a classification is redesigned, restructured, or created, it will be the responsibility of management to define and determine essential requirements and duties of the position.
3. The Human Resources Officer will work with department heads to provide a job description template so all job descriptions can be formatted in the same manner. Department Heads will be responsible for working in collaboration with the Human Resources Officer to prepare a draft description.
4. The description must be reviewed by the Personnel Committee and approved by the County Board prior to any further action. Approval is necessary to assure the needs of the organization are being met. It will be the responsibility of the Fillmore County Board to review and determine whether or not each request can be accommodated within the current classification structure or whether a new classification is warranted. Once approval is obtained the new description will be evaluated for placement on the Fillmore County compensation system by a consultant and a recommendation will be forwarded to the Board for approval.
5. It will be the responsibility of the Human Resources Officer to work with department heads to review classifications that may be impacted by the redesigned, restructured or creation of a job. Duties added to one position involving an increase in responsibilities are often accompanied by a reduction in responsibilities from another position. Affected classifications will be reviewed to determine if a significant (25%) change has occurred and possible reclassification is necessary.

C. Compensation Setting - New Hires

In general, Fillmore County will hire new employees at the minimum of the salary range. However, a salary management program needs to be flexible enough to address special situations that generally arise. The setting of a new employee's salary should be a joint decision between the Hiring Committee~~Department head~~ and the County Board. Reasons for granting new hires pay rates above the minimum will typically include:

1. Candidate possesses additional skills, licenses, or certifications not required for the position but which are highly desirable to the County and may save future training dollars.
2. Candidate's current salary is documented and higher than the minimum of the salary range and no other equally acceptable or qualified candidates are available.
3. Market pressures and prevailing pay rates call for and are justified at rates higher than the minimum.
4. The current wage of direct subordinates is documented at higher than the minimum of the positions salary range.

If a decision is made to place a new hire at a rate higher than the minimum, the Hiring Committee will jointly recommend a rate above. Starting wages beyond Step 1 will require that a formal written recommendation be completed and presented to the County Board for consideration prior to further action. The recommendation should document reasons for requesting a pay rate above Step 1.

D. Wage Increases

1. Employees will receive increases in pay according to the County's current compensation system. Years in the position and performance will be the determining factors for an employee to receive their increase.
2. Employees must have a completed annual evaluation with a minimum overall rating of meeting expectations

on file in Human Resources to be eligible for any step increases. Department heads, elected officials and supervisors are responsible for ensuring that every employee receives an evaluation annually. If an evaluation is not completed, the step increase will not be granted until the evaluation is completed and sent to Human Resources at which time any retro pay will be given to the employee back to the original anniversary date.

3. Any employee whose overall evaluation is less than meeting the minimum expectations, a follow up evaluation will be scheduled for no more than three (3) months. Once the employee receives an overall minimum rating of meeting expectations, the step increase will be given effective the date of the positive evaluation. Employees in this case will not receive retro pay back to the original anniversary date.
4. Each year, the County Board will determine if an adjustment to the pay plan will be made based on market comparison. If an adjustment is approved, employees must have a current performance evaluation on file in Human Resources to be eligible to receive this additional increase.

#### ED. Payroll Procedures

1. All employees, elected officials and paid volunteers will be required to participate in electronic payroll deposit unless it would present a hardship to the individual employee.
  - a. The only acceptable hardship for an individual employee regarding participation in electronic payroll deposit is not having a checking or savings account. ~~Employees-Individuals~~ not having a checking or savings account may ~~either~~ pick up their paper check after ~~12:00 noon~~ 3:00 P.M. ~~or have it mailed out on the appropriate~~ Thursdays.Fridays.
  - ~~b. The Auditor/Treasurer's Office requires that each employee who participates in electronic deposit must complete an application and attach a voided check for checking account deposits or a deposit slip for savings account deposits. Employees are responsible for notifying the Auditor/Treasurer's office of any account changes.~~
  - ~~c. Pay stubs with details of the individual electronic payroll transaction will be delivered to each employee. Employees must review pay stubs to ensure correctness of hourly rate, hours reported, PTO balance and deductions and notify the Auditor/Treasurer's Office of any error immediately.~~
2. The County paydays are every two weeks on alternate Fridays. Payroll that is electronically deposited will be available on that Friday; the time that cash is available may vary according to individual banking procedures. If the payday falls on a holiday, then the checks will be electronically distributed ~~or picked up/mailed~~ on the preceding workday.
3. Employees are responsible for recording an accurate account of hours worked, unpaid leaves, and paid leaves. Employees will utilize the electronic timekeeping system unless specifically directed otherwise. Department heads and/or Supervisors will review all time submitted both electronically and manually and have all required approvals completed and submitted by noon on Friday following the end of the pay period. If a holiday falls on this day, then the deadline will be moved to the next working day.
4. ~~\_\_\_\_\_~~
- ~~45.~~ It is the County policy to decline all requests for early paychecks or pay advances.
- ~~56.~~ Mandatory deductions will be made from an employee's gross wages as required by Minnesota statutes and federal law.
- ~~67.~~ Every employee must ~~fill out and sign~~ complete a federal withholding allowance certificate (IRS and MN Form W-4) upon hire. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 or adjust their withholdings through the electronic timekeeping system as often as they deem necessary.

#### FE. Compensation for Working Out-of-Class

- a. Policy. An employee may be required to perform duties inconsistent with those in their job description for a

period of more than ninety (90) consecutive days provided that their salary is adjusted upward for the period they are required to work out of class.

- b. Requirements. Work out-of-class is the performance of work, more than fifty percent (50%) of which is exclusively covered by a higher job classification. An employee must be performing work at a grade two (2) levels or more above their own level in order to be considered working out of class.

Arrangements for employee's working out-of-class in a department head capacity shall be exempt from this policy and considered by the County Board on an individual basis.

- c. Procedure. In order for an employee to receive out of class compensation the following steps must occur in a timely matter:
1. Department head becomes aware that an employee will be on a legally filed leave such as FMLA ~~in accordance with state statutes~~ or that a vacancy is being experienced and cannot be filled in a timely manner. Employee leaves taken for the purpose of vacation will not be considered.
  2. Department head determines if ~~the County's~~ staff members have the needed availability, skills and experience to perform necessary duties of position within the department as a team.
  3. If current county staff cannot perform enough of the duties required, the department head must designate one employee whom would be working out of class to perform such duties. An "Out of Class Authorization" form must be completed and signed by the employee and department head.
  4. Department head then must present information to the Personnel Committee for consideration and possible recommendation to the County Board for final approval.
- d. Amount of increase. Work being performed that is two (2) grades above would equal a 5% increase and three (3) levels above would equal a 7.5% increase. Work performed above three levels shall be mutually agreed upon between the employee, department head, and personnel committee. All increases are contingent on recommendation by the Personnel Committee and approval of the County Board.
- e. Duration of Out-of-Class Assignment. Employees may not be temporarily assigned to a position in a higher class for more than ninety (90) days, without the approval of the County Board. Such approval shall be given only under unusual circumstances, and in no case shall approval be given for an assignment to extend beyond one (1) year.
- f. Preservation of Seniority. An employee who has been temporarily assigned to work in a higher class shall be reinstated to their former position at the end of the assignment without loss of seniority.

~~Evaluations. An employee evaluation shall not take place for work performed out of class.~~

Policy Statement

Various insurance programs are made available by the County to employees and dependents to alleviate the burden of substantial losses. Other benefits include participation by eligible employees in the programs of the Social Security Administration and the Minnesota Public Employees Retirement Association (PERA). Employees are also eligible for Unemployment and Worker's Compensation in accordance with State regulations.

A. Eligibility for Insurance Programs

1. Only regular, full-time and salaried part-time employees who work at least 30 hours/week will be eligible to participate in these insurance programs. Part-time salaried (working under 30 hours/week), part-time hourly, temporary, seasonal, and intermittent employees will not qualify for these programs.
2. Eligible employees are provided an opportunity to participate in the County's insurance program. To be considered a participant, appropriate enrollment records must be completed and on file in the Administrator's office. An employee who chooses not to participate must complete participation waiving requirements.
3. Coverage takes effect upon completing the eligibility and/or waiting period requirements.
4. Dependents of the employee are eligible for participation in select group insurance programs if the following is true: the employee is an eligible employee; dependent coverage is available through the plan; the employee elects dependent coverage when enrolling in the plan; and the dependent satisfies the definition stated in the master policy.
5. During new employee orientation, the coverage and eligibility requirements of the programs will be explained and information regarding the policies will be provided. It will be the employee's responsibility to read this information and be familiar with the contents. Questions on coverage should be addressed to the [Administrator's office](#) [Human Resources Officer](#) or the administering party, depending on the type of question. If a question ever arises about the nature and extent of any of the insurance policies and their benefits, the formal language of the administrators' policy and not the informal wording of County policy will govern.
6. The County participates in the cost of the group health coverage up to an amount set by the County Board.

B. Termination

The group coverage is terminated at the end of the month in which the employee terminates. Arrangements must be made with the Administrator's office to continue coverage.

Terminating employees may, at their own expense, continue their group health insurance coverage as defined by law.

C. Unpaid Leave of Absence

Any employee on an unpaid leave of absence shall be responsible for paying premiums for their employee coverage in a timely manner. Arrangements should be made with the [Administrator's office](#) [Finance](#)

| [Department](#) to continue such insurance.

D. Retirement - P.E.R.A. and Social Security

Both the Public Employees Retirement Association and Social Security require employer and employee contributions for eligible employees. A payroll deduction is made for this purpose.

E. Unemployment Compensation and Workers' Compensation

Employees are eligible for unemployment compensation as outlined in M.S. 268 and worker's compensation as outlined in M.S. 176.

A. Employee Assistance Program (EAP)

Fillmore County recognizes that a wide range of problems, including those not directly associated with one's job function, can have an effect on an employee's job performance. The EAP provides employees and dependents with professional counseling services. Department Heads, supervisors, Human Resources, or an employee may initiate the use this program.