

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
April 6, 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 or virtually if they choose.**

**To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001; to participate virtually go to [www.webex.com](http://www.webex.com); for both methods you will need Access Code 187 241 9750**

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

Approve Consent Agenda:

1. March 23, 2021 County Board minutes
2. Approve the following street closures for the 2021 Preston Trout Days as approved by Sheriff DeGeorge, Building Maintenance Supervisor Schultz and Engineer Gregg
  - a. CSAH #12 from Houston Street to St. Anthony St. From 3:30 pm – 5:30 pm on Saturday, May 15<sup>th</sup> (Grand Parade)
  - b. CSAH #17 from Hwy 52 to River St. from 3:30 pm – 5:30 pm on Saturday, May 15<sup>th</sup> (Grand Parade)
  - c. The use of both east and west Courthouse parking lots from 6:00 am – 8:00 pm Saturday, May 18 (Preston Pop-Up Market)
3. Approve unpaid administrative leave for Tara Kraling, Accounting Technician, effective approximately 4/2/2021 as recommended by the County Administrator

Approve Commissioners' Warrants  
Review Finance Warrants

9:05 a.m.     Doug Lind, Aaren Mathison and Mike Fenske, Fillmore County Fair Board

1. Annual update regarding Fillmore County Fair Board appropriation

9:20 a.m.     Jessica Erickson, Director of Nursing

1. Consider request to approve telecommuting agreement for Sarah Hall

9:30 a.m.     Citizens Input

9:35 a.m.     John DeGeorge, Sheriff

1. Presentation of Jail Needs Assessment Committee public outreach YouTube video
2. Update regarding Jail Needs Assessment Committee

9:55 a.m.     Brett Corson, County Attorney

1. Consider approval of Memorandum of Understanding between Fillmore County and Three Rivers Restorative Justice

FILLMORE COUNTY BOARD OF COMMISSIONERS

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- 10:10 a.m. Ron Gregg, Highway & Airport  
1. Consider final payment resolution for the City of Wykoff Project SAP 023-605-035
- 10:15 a.m. Cristal Adkins, Zoning  
1. Consider resolution for proposed changes to the Fillmore County Sub-surface Sewage Treatment Systems Ordinance
- 10:20 a.m. Kristina Kohn, Human Resources  
1. Consider second reading with possible action of draft changes to Insurance and Other Benefits policy  
2. Consider request to hire replacement Shop Foreman effective 5/6/2021 in accordance with Local #49 contract as recommended by the County Engineer  
3. Consider request to retire for Sarah Mensink, Accounting Technician, effective 7/1/2021  
4. Consider request to advertise for replacement Accounting Technician in the Finance department as requested by the Finance Director and recommended by the Personal Committee
- 10:25 a.m. Bobbie Hillery, Administrator  
1. Consider resolution for continuation of Emergency Declaration

Calendar review, Committee Reports and Announcements

Upcoming Meetings:

|                        |            |                              |            |
|------------------------|------------|------------------------------|------------|
| April 8 <sup>th</sup>  | 10:30 a.m. | Workforce Development        | Lentz      |
|                        | 7:00 p.m.  | Planning Commission          | Bakke      |
| April 12 <sup>th</sup> | 6:00 p.m.  | DAC                          | Lentz      |
|                        | 6:00 p.m.  | Jail Needs Assessment        | Lentz      |
|                        | 6:30 p.m.  | SEMCAC                       | Dahl       |
| April 13 <sup>th</sup> | 8:00 a.m.  | Facilities                   | Dahl/Hindt |
|                        | 9:00 a.m.  | Commissioners' Board meeting | All        |
| April 15 <sup>th</sup> | 10:00 a.m. | Historical Society           | Bakke      |
|                        | 4:30 p.m.  | SWCD                         | Bakke      |

COMMITTEE OPENINGS:

|                                               |
|-----------------------------------------------|
| Community Corrections Task Force – District 2 |
| Community Corrections Task Force – District 1 |
| Community Corrections Task Force – At Large   |
| Extension – District 2                        |
| Extension – District 5                        |
| Historical Society – District 2               |
| Historical Society – District 5               |

This is a preliminary draft of the March 23, 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 23<sup>rd</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; Sarah Monroe, Victim Services; Kari Berg, Probation; Ron Gregg, Highway & Airport; Terry Schultz, Building Maintenance; Kristina Kohn, Human Resources; and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Kristine Oman, Accounting Technician; Tara Kraling, Accounting Technician; Kevin Olson, Social Services; Chris Hahn, CEDA; and Bonita Underbakke.

The Pledge of Allegiance was recited.

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

On motion by Hindt and seconded by Bakke, the Board unanimously approved the following 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

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

The Finance Department warrants were reviewed.

Sarah Monroe, Victim Services, and Kari Berg, Probation were present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved proclaiming April as Sexual Assault Awareness Month.

On motion by Hindt and seconded by Lentz, the Board unanimously approved events for Sexual Assault Awareness Month as recommended by Sarah Monroe.

Lori Affeldt, Finance was present.

Affeldt noted that the quote she provided at the last meeting on behalf of the Fillmore County Journal for publication of the 2019 Financial Statements was incorrect, she asked the Board to approve the correct quote.

On motion by Hindt and seconded by Lentz, the Board unanimously approved the request to rescind the following motion from the March 9, 2021 board meeting:

*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.*

A motion was made by Bakke and seconded by Dahl, to approve the corrected request to publish the 2019 Audit Report in the official newspaper at a cost of \$0.99/square inch. The Chair called for a vote. Commissioners voting "aye": Bakke, Prestby, Hindt, Dahl. Commissioners voting "nay": Lentz. The motion prevailed.

Terry Schultz was present.

Discussion ensued regarding the costs of removal of the Satellite Dish from the County Office Building property. It was suggested that the Highway Department look into removing the satellite. The removal of the satellite dish will be tabled until the Highway Department can determine a final cost.

Ron Gregg, Highway & Airport was present.

Mr. Gregg shared a MnDOT handout with the Board which detailed how monies are allotted within the state. Fillmore County has been recognized and received an award for the construction of a bridge near the Old Barn Resort. He also shared that the County has received another award for the concrete overlay project on County 1 near Ostrander.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the request to advertise for the T- Hanger project at the Fillmore County Airport pending review by the County Engineer.

Updates were provided regarding the Highway Committee. 2021 projects were reviewed. County Surveyor is looking at possible retirement. Final draft of the cattle pass policy was discussed and will come before the Board. The County Engineer and the Sheriff continue working together regarding ATV permits.

The Citizen's Input portion of the meeting opened and closed at 10:11 a.m. as no one was present to speak.

Kevin Olson, Social Services was present virtually.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the contractual agreement with Kim McCabe for telecommuting.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the contractual agreement with Valerie Arnold for telecommuting.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the contractual agreement with Susan Mandelko for telecommuting.

Kristina Kohn, Human Resources was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to advertise for replacement Shop Foreman for a 5 day internal posting per the Local 49ers Union Contract in the Highway Department as requested by the County Engineer.

Human Resources Officer Kohn presented the first reading of draft changes to Compensation Policy. She will bring the policy back as a second reading.

Human Resources Officer Kohn presented the first reading of draft changes to Insurance and Other Benefits Policy. She will bring the policy back as a second reading.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to hire Kim

Harmening and Virgene Sprau as Roster Nurses at Grade 11/Step 1 at \$25.88/hour effective March 24, 2021 as requested by the Director of Nursing.

On motion by Bakke and seconded by Prestby, the Board unanimously approved to change Ashley Simonson, 4-year RN to PHN effective April 4, 2021.

Bobbie Hillery, Administrator was present.

Administrator Hillery discussed the current post office boxes and mail procedures utilized by the County. Discussion ensued.

On motion by Lentz and seconded by Bakke, the Board unanimously approved the closing of all post office boxes except for the general PO Box 466 and Auditor/Treasurer Tax Payment PO Box 627.

Administrator Hillery provided the Board with an update regarding the CARES Business Grants, noting that all dollars have been issued for a total amount of \$415,615.00. She noted that the County received \$415,630.39 and that the County will apply the \$15.39 to administrative expenses for conducting the grant.

The Board was updated regarding DocuSign. Hillery provided a new quote to the Board in the amount of \$2,382.00 for 500 envelopes (the measurement that DocuSign uses to reference the number of signatures). It was the consensus of the Board to move forward looking at other options for electronic signatures.

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

Lentz: Jail Needs Assessment Committee Community Outreach;

Bakke: Highway; SWCD; One Watershed One Plan; Planning Commission STS Ordinance changes; Historical Society – in need of representation from Districts 2 and 5 as well as for a secretary; Extension – presentations by 4H coordinator, need representation from District 2 and District 5 and discussion regarding podcasts and webinars available; DFO Joint Powers – agreement for revision of bylaws; Board was informed that Travis Gransee has a new role with Olmsted County

Prestby: DFO and Highway

On motion by Prestby and seconded by Dahl, the Chair adjourned the meeting at 11:09 a.m.

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



1 County Revenue Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|    | <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                | <u>Account/Formula Descripti</u> | <u>1099</u>                     |
|----|----------------------------|-------------|----------------------------|---------------------------------|----------------------------------|---------------------------------|
|    | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>            | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>        |
| 3  | DEPT                       |             | Board Of Commissioners     |                                 |                                  |                                 |
|    | 3804 Bakke/Duane           |             |                            |                                 |                                  |                                 |
|    | 01- 003- 000- 0000- 6335   |             | 71.12                      | March 2021 Mileage              |                                  | Employee Automobile Allowance N |
|    |                            |             |                            | 03/02/2021 03/24/2021           |                                  |                                 |
|    | 3804 Bakke/Duane           |             | 71.12                      | 1 Transactions                  |                                  |                                 |
|    | 82132 Fillmore Co Journal  |             |                            |                                 |                                  |                                 |
|    | 01- 003- 000- 0000- 6233   |             | 183.84                     | Board Mtg Minnutes 03/02/2021   | 119452                           | Publications N                  |
|    |                            |             |                            | 03/15/2021 03/15/2021           |                                  |                                 |
|    | 82132 Fillmore Co Journal  |             | 183.84                     | 1 Transactions                  |                                  |                                 |
|    | 1152 Prestby/Marc          |             |                            |                                 |                                  |                                 |
|    | 01- 003- 000- 0000- 6335   |             | 16.80                      | March 2021 Mileage              |                                  | Employee Automobile Allowance N |
|    |                            |             |                            | 03/02/2021 03/23/2021           |                                  |                                 |
|    | 1152 Prestby/Marc          |             | 16.80                      | 1 Transactions                  |                                  |                                 |
| 3  | DEPT Total:                |             | 271.76                     | Board Of Commissioners          | 3 Vendors                        | 3 Transactions                  |
| 60 | DEPT                       |             |                            | Information Systems             |                                  |                                 |
|    | 6677 CPS Technologies      |             |                            |                                 |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 1,895.00                   | CPS Monthly Hosting Fee- April  | 380020                           | Equipment Purchased N           |
|    |                            |             |                            | 04/01/2021 04/30/2021           |                                  |                                 |
|    | 6677 CPS Technologies      |             | 1,895.00                   | 1 Transactions                  |                                  |                                 |
|    | 2545 Marco,Inc             |             |                            |                                 |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 1,023.00                   | Milestone PMA & Device License  | INV8189965                       | Equipment Purchased N           |
|    |                            |             |                            | 01/06/2021 01/05/2022           |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 155.79                     | LED Monitor                     | INV8206337                       | Equipment Purchased N           |
|    |                            |             |                            | 11/30/2020 11/30/2020           |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 6,448.35                   | Data Renewal- Hdw Support Renew | INV8208015                       | Equipment Purchased N           |
|    |                            |             |                            | 11/13/2020 11/13/2021           |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 507.50                     | DUO Subscription - Nov 2020     | INV8225895                       | Equipment Purchased N           |
|    |                            |             |                            | 11/01/2020 11/30/2020           |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 2,072.00                   | CISCO Smartnet Service          | INV8343134                       | Equipment Purchased N           |
|    |                            |             |                            | 01/08/2021 01/08/2022           |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 995.00                     | Zixport Data Renewal            | INV8388544                       | Equipment Purchased N           |
|    |                            |             |                            | 02/24/2021 02/23/2022           |                                  |                                 |
|    | 01- 060- 000- 0000- 6640   |             | 445.90                     | Cloud Device Registration       | INV8554517                       | Equipment Purchased N           |
|    |                            |             |                            | 03/17/2021 03/17/2021           |                                  |                                 |

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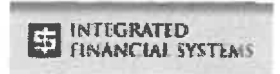
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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                     | <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>         |             |
| 01- 060- 000- 0000- 6640        |             | 178.34        | HP 65W Slim AC Adapter                  | INV8586211           | Equipment Purchased              | N           |
| 2545 Marco,Inc                  |             | 11,825.88     | 03/26/2021 03/26/2021<br>8 Transactions |                      |                                  |             |
| 60 DEPT Total:                  |             | 13,720.88     | Information Systems                     | 2 Vendors            | 9 Transactions                   |             |
| 61 DEPT                         |             |               | Data Processing                         |                      |                                  |             |
| 6093 Help- Systems- IL,LLC      |             |               |                                         |                      |                                  |             |
| 01- 061- 000- 0000- 6284        |             | 405.75        | Sequel Data Access - 2021               | V0000136723          | Computer Consultant              | N           |
| 6093 Help- Systems- IL,LLC      |             | 405.75        | 01/01/2021 12/31/2021<br>1 Transactions |                      |                                  |             |
| 61 DEPT Total:                  |             | 405.75        | Data Processing                         | 1 Vendors            | 1 Transactions                   |             |
| 62 DEPT                         |             |               | Elections                               |                      |                                  |             |
| 2357 Verizon Wireless           |             |               |                                         |                      |                                  |             |
| 01- 062- 000- 0000- 6462        |             | 360.09        | Election Jetpacks 01/25- 02/24          | 9874104873           | Other Election Supplies          | Y           |
| 2357 Verizon Wireless           |             | 360.09        | 01/25/2021 02/24/2021<br>1 Transactions |                      |                                  |             |
| 62 DEPT Total:                  |             | 360.09        | Elections                               | 1 Vendors            | 1 Transactions                   |             |
| 91 DEPT                         |             |               | County Attorney                         |                      |                                  |             |
| 4004 Grebin/Deborah A           |             |               |                                         |                      |                                  |             |
| 01- 091- 000- 0000- 6282        |             | 7.00          | Transcript - Brown FTA Warning          |                      | Transcripts                      | Y           |
| 4004 Grebin/Deborah A           |             | 7.00          | 02/03/2021 02/03/2021<br>1 Transactions |                      |                                  |             |
| 7231 Linn County Clerk of Court |             |               |                                         |                      |                                  |             |
| 01- 091- 000- 0000- 6377        |             | 32.50         | Certified Copies - Timothy Pate         |                      | Fees And Service Charges         | N           |
| 7231 Linn County Clerk of Court |             | 32.50         | 03/29/2021 03/29/2021<br>1 Transactions |                      |                                  |             |
| 91 DEPT Total:                  |             | 39.50         | County Attorney                         | 2 Vendors            | 2 Transactions                   |             |
| 104 DEPT                        |             |               | Gis                                     |                      |                                  |             |
| 272 Newman Signs                |             |               |                                         |                      |                                  |             |
| 01- 104- 000- 0000- 6514        |             | 82.02         | Three Address Signs                     | TRFINV029217         | Address Signs                    | N           |

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1 County Revenue Fund

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



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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. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>                         | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 01- 104- 000- 0000- 6514   |             | 83.15         | 02/25/2021 02/25/2021<br>Three Address Signs | TRFINV029242         | Address Signs                    | N           |
| 272 Newman Signs           |             | 165.17        | 03/19/2021 03/19/2021<br>2 Transactions      |                      |                                  |             |
| 104 DEPT Total:            |             | 165.17        | Gis                                          | 1 Vendors            | 2 Transactions                   |             |
| 105 DEPT                   |             |               | Planning And Zoning                          |                      |                                  |             |
| 5479 Bisek/Andrew R        |             |               |                                              |                      |                                  |             |
| 01- 105- 000- 0000- 6104   |             | 45.00         | PC Meeting Per Diem - 03/18/21               |                      | Per Diem                         | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 5479 Bisek/Andrew R        |             | 45.00         | 1 Transactions                               |                      |                                  |             |
| 2540 Duxbury/Steve         |             |               |                                              |                      |                                  |             |
| 01- 105- 000- 0000- 6104   |             | 45.00         | PC Meeting Per Diem 3/18/21                  |                      | Per Diem                         | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 01- 105- 000- 0000- 6335   |             | 11.20         | PC Meeting Mileage 03/18/21                  |                      | Employee Automobile Allowance    | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 2540 Duxbury/Steve         |             | 56.20         | 2 Transactions                               |                      |                                  |             |
| 834 Hovey/Arlynn           |             |               |                                              |                      |                                  |             |
| 01- 105- 000- 0000- 6104   |             | 45.00         | PC Meeting Per Diem - 03/18/21               |                      | Per Diem                         | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 01- 105- 000- 0000- 6335   |             | 7.28          | PC Meeting Mileage - 03/18/21                |                      | Employee Automobile Allowance    | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 834 Hovey/Arlynn           |             | 52.28         | 2 Transactions                               |                      |                                  |             |
| 4874 JOHNSON/TRINITY       |             |               |                                              |                      |                                  |             |
| 01- 105- 000- 0000- 6104   |             | 45.00         | PC Meeting Per Diem - 03/18/21               |                      | Per Diem                         | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 01- 105- 000- 0000- 6335   |             | 23.52         | PC Meeting Mileage - 03/18/21                |                      | Employee Automobile Allowance    | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 4874 JOHNSON/TRINITY       |             | 68.52         | 2 Transactions                               |                      |                                  |             |
| 6904 Ruskell/Gary L        |             |               |                                              |                      |                                  |             |
| 01- 105- 000- 0000- 6104   |             | 45.00         | PC Meeting Per Diem 03/18/21                 |                      | Per Diem                         | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |
| 01- 105- 000- 0000- 6335   |             | 19.04         | PC Meeting Mileage 03/18/21                  |                      | Employee Automobile Allowance    | N           |
|                            |             |               | 03/18/2021 03/18/2021                        |                      |                                  |             |



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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                     | Rpt  | Amount | Warrant Description            | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|------------------------------------------|------|--------|--------------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                          | Accr |        | Service Dates                  | Paid On Bhf # | On Behalf of Name                  |      |
| 6904   | Ruskell/Gary L                           |      | 64.04  | 2 Transactions                 |               |                                    |      |
| 6315   | Thompson/Thomas A                        |      |        |                                |               |                                    |      |
|        | 01- 105- 000- 0000- 6104                 |      | 45.00  | PC Meeting Per Diem - 03/18/21 |               | Per Diem                           | N    |
|        |                                          |      |        | 03/18/2021 03/18/2021          |               |                                    |      |
| 6315   | Thompson/Thomas A                        |      | 45.00  | 1 Transactions                 |               |                                    |      |
| 105    | DEPT Total:                              |      | 331.04 | Planning And Zoning            | 6 Vendors     | 10 Transactions                    |      |
| 111    | DEPT                                     |      |        | Facilites Mtce                 |               |                                    |      |
| 6567   | A- 1 All Brand Vacuums of Rochester, Inc |      |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6580                 |      | 37.90  | Purchase Vacuum Bags           | 12076         | Other Repair And Maintenance Suppl | N    |
|        |                                          |      |        | 03/24/2021 03/24/2021          |               |                                    |      |
|        | 01- 111- 000- 0000- 6580                 |      | 71.94  | Purchase Vacuum Filters        | 12094         | Other Repair And Maintenance Suppl | N    |
|        |                                          |      |        | 03/26/2021 03/26/2021          |               |                                    |      |
| 6567   | A- 1 All Brand Vacuums of Rochester, Inc |      | 109.84 | 2 Transactions                 |               |                                    |      |
| 3370   | Haakenson Electric, Inc                  |      |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6317                 |      | 125.00 | Replace 4 Ballasts - Crthouse  | 5689          | Building Maintenance               | N    |
|        |                                          |      |        | 03/25/2021 03/25/2021          |               |                                    |      |
| 3370   | Haakenson Electric, Inc                  |      | 125.00 | 1 Transactions                 |               |                                    |      |
| 5988   | Preston Auto Parts                       |      |        |                                |               |                                    |      |
|        | 01- 111- 000- 0000- 6580                 |      | 14.99  | Ballcock for Toilet Repairs    | 665636        | Other Repair And Maintenance Suppl | N    |
|        |                                          |      |        | 03/18/2021 03/18/2021          |               |                                    |      |
| 5988   | Preston Auto Parts                       |      | 14.99  | 1 Transactions                 |               |                                    |      |
| 111    | DEPT Total:                              |      | 249.83 | Facilites Mtce                 | 3 Vendors     | 4 Transactions                     |      |
| 149    | DEPT                                     |      |        | Other General Government       |               |                                    |      |
| 4928   | 1 Source                                 |      |        |                                |               |                                    |      |
|        | 01- 149- 000- 0000- 6408                 |      | 21.95  | County Shared Office Supplies  | 263849- 0     | County Shared Office Supplies      | Y    |
|        |                                          |      |        | 03/24/2021 03/24/2021          |               |                                    |      |
| 4928   | 1 Source                                 |      | 21.95  | 1 Transactions                 |               |                                    |      |
| 5034   | CLIA Laboratory Program                  |      |        |                                |               |                                    |      |
|        | 01- 149- 000- 0000- 6405                 |      | 180.00 | Covid Testing - Certificate Fe | 24D2214449    | COVID- 19 Supplies                 | N    |
|        |                                          |      |        | 02/23/2021 02/22/2023          |               |                                    |      |

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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                      | Rpt  | Amount   | Warrant Description           | Invoice #      | Account/Formula Descripti         | 1099 |
|--------|-------------------------------------------|------|----------|-------------------------------|----------------|-----------------------------------|------|
| No.    | Account/Formula                           | Accr |          | Service Dates                 | Paid On Bhf #  | On Behalf of Name                 |      |
| 5034   | CLIA Laboratory Program                   |      | 180.00   |                               | 1 Transactions |                                   |      |
| 6829   | Gallagher Benefit Services, Inc.          |      |          |                               |                |                                   |      |
|        | 01- 149- 000- 0000- 6285                  |      | 1,643.21 | March 2021 Benefit Consulting | 224625         | Professional Fees                 | N    |
|        |                                           |      |          | 03/01/2021 03/31/2021         |                |                                   |      |
| 6829   | Gallagher Benefit Services, Inc.          |      | 1,643.21 |                               | 1 Transactions |                                   |      |
| 2081   | Lentz/Mitch                               |      |          |                               |                |                                   |      |
|        | 01- 149- 000- 0000- 6323                  |      | 1,058.41 | Park Benches                  |                | County Park Expenses              | N    |
|        |                                           |      |          | 03/29/2021 03/29/2021         |                |                                   |      |
| 2081   | Lentz/Mitch                               |      | 1,058.41 |                               | 1 Transactions |                                   |      |
| 9403   | Menards Rochester South                   |      |          |                               |                |                                   |      |
|        | 01- 149- 000- 0000- 6404                  |      | 54.99    | Mop Bucket/Wringer - Jail     | 32445          | County Shared Cleaning Supplies   | N    |
|        |                                           |      |          | 03/24/2021 03/24/2021         |                |                                   |      |
| 9403   | Menards Rochester South                   |      | 54.99    |                               | 1 Transactions |                                   |      |
| 3665   | Ratwik,Roszak & Maloney, PA               |      |          |                               |                |                                   |      |
|        | 01- 149- 000- 0000- 6285                  |      | 55.50    | Phone Conference with KK      | 5023- 0027     | Professional Fees                 | Y    |
|        |                                           |      |          | 02/24/2021 02/24/2021         |                |                                   |      |
| 3665   | Ratwik,Roszak & Maloney, PA               |      | 55.50    |                               | 1 Transactions |                                   |      |
| 149    | DEPT Total:                               |      | 3,014.06 | Other General Government      | 6 Vendors      | 6 Transactions                    |      |
| 199    | DEPT                                      |      |          | CARES ACT (COVID- 19)         |                |                                   |      |
|        | 2545 Marco,Inc                            |      |          |                               |                |                                   |      |
|        | 01- 199- 000- 0000- 6889                  |      | 2,219.70 | USB Headsets                  | INV8235893     | Technology related to COVID- 19   | N    |
|        |                                           |      |          | 12/08/2020 12/08/2020         |                |                                   |      |
|        | 2545 Marco,Inc                            |      | 2,219.70 |                               | 1 Transactions |                                   |      |
| 199    | DEPT Total:                               |      | 2,219.70 | CARES ACT (COVID- 19)         | 1 Vendors      | 1 Transactions                    |      |
| 202    | DEPT                                      |      |          | Sheriff                       |                |                                   |      |
|        | 3550 Emergency Automotive Technology, Inc |      |          |                               |                |                                   |      |
|        | 01- 202- 000- 0000- 6652                  |      | 4,103.08 | #2308 New Squad Equip/Setup   | JOR20008A      | Squad Car Equipment Purchased and | N    |
|        |                                           |      |          | 01/28/2021 01/28/2021         |                |                                   |      |
|        | 3550 Emergency Automotive Technology, Inc |      | 4,103.08 |                               | 1 Transactions |                                   |      |

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| Vendor | Name                                   | Rpt  |          | Warrant Description           | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|----------|-------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr | Amount   | Service Dates                 | Paid On Bhf # | On Behalf of Name                |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6561               |      | 2,412.48 | January 2021 Sheriff Fuel     |               | Gasoline Diesel And Other Fuels  | N    |
|        |                                        |      |          | 01/01/2021 01/31/2021         |               |                                  |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      | 2,412.48 | 1 Transactions                |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6205               |      | 7.20     | Postage                       | 8414          | Postage And Postal Box Rent      | N    |
|        |                                        |      |          | 02/09/2021 02/09/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6357               |      | 655.00   | Law Enforcement Training      | 8699- 9399    | Peace Officer Training Expense   | N    |
|        |                                        |      |          | 01/26/2021 02/24/2021         |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 662.20   | 2 Transactions                |               |                                  |      |
| 4487   | Preston Service Plus                   |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 25.00    | Squad Tire Repair             | 16522         | Contract Repairs And Maintenance | Y    |
|        |                                        |      |          | 02/08/2021 02/08/2021         |               |                                  |      |
| 4487   | Preston Service Plus                   |      | 25.00    | 1 Transactions                |               |                                  |      |
| 4998   | Southland Auto LLC                     |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 1,446.49 | #2306 Squad Repairs           | 5065          | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 03/12/2021 03/12/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 38.54    | #2317 Squad Maintenance       | 5095          | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 03/10/2021 03/10/2021         |               |                                  |      |
| 4998   | Southland Auto LLC                     |      | 1,485.03 | 2 Transactions                |               |                                  |      |
| 355    | Streicher's, Inc.                      |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6173               |      | 33.97    | Uniform - M Cox               | 1491607       | Uniform Allowance                | N    |
|        |                                        |      |          | 03/19/2021 03/19/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6173               |      | 309.96   | Uniform - M Cox               | 1492005       | Uniform Allowance                | N    |
|        |                                        |      |          | 03/22/2021 03/22/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6173               |      | 55.98    | Uniform - B Johnson           | 1492045       | Uniform Allowance                | N    |
|        |                                        |      |          | 03/22/2021 03/22/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6173               |      | 428.91   | Equipment - Part- time Deputy | 1492130       | Uniform Allowance                | N    |
|        |                                        |      |          | 03/22/2021 03/22/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6455               |      | 991.00   | Riot Gear                     | 1492244       | Law Enforcement Supplies         | N    |
|        |                                        |      |          | 03/23/2021 03/23/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6173               |      | 179.99   | Holster - Part- time Deputy   | 1492252       | Uniform Allowance                | N    |
|        |                                        |      |          | 03/23/2021 03/23/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6173               |      | 159.96   | Uniform - B Johnson           | 1492273       | Uniform Allowance                | N    |
|        |                                        |      |          | 03/23/2021 03/23/2021         |               |                                  |      |

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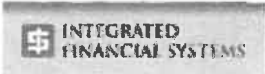
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1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE



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| Vendor | Name                                   | Rpt  | Amount    | Warrant Description             | Invoice #     | Account/Formula Descripti           | 1099 |
|--------|----------------------------------------|------|-----------|---------------------------------|---------------|-------------------------------------|------|
| No.    | Account/Formula                        | Accr |           | Service Dates                   | Paid On Bhf # | On Behalf of Name                   |      |
|        | 01- 202- 000- 0000- 6455               |      | 510.00    | Riot Gear                       | 1492326       | Law Enforcement Supplies            | N    |
|        |                                        |      |           | 03/23/2021 03/23/2021           |               |                                     |      |
|        | 01- 202- 000- 0000- 6173               |      | 49.99     | Uniform - B Johnson             | 1492581       | Uniform Allowance                   | N    |
|        |                                        |      |           | 03/24/2021 03/24/2021           |               |                                     |      |
|        | 01- 202- 000- 0000- 6455               |      | 343.99    | Riot Gear                       | 1492781       | Law Enforcement Supplies            | N    |
|        |                                        |      |           | 03/25/2021 03/25/2021           |               |                                     |      |
| 355    | Streicher's, Inc.                      |      | 3,063.75  | 10 Transactions                 |               |                                     |      |
| 2357   | Verizon Wireless                       |      |           |                                 |               |                                     |      |
|        | 01- 202- 000- 0000- 6206               |      | 788.50    | Deputy Cell Phones 01/25- 02/24 | 9874104873    | Employee Electronic Device Reimburs | Y    |
|        |                                        |      |           | 01/25/2021 02/24/2021           |               |                                     |      |
| 2357   | Verizon Wireless                       |      | 788.50    | 1 Transactions                  |               |                                     |      |
| 202    | DEPT Total:                            |      | 12,540.04 | Sheriff                         | 7 Vendors     | 18 Transactions                     |      |
| 251    | DEPT                                   |      |           | County Jail                     |               |                                     |      |
| 6978   | Aramark Uniform & Career Apparal Grou  |      |           |                                 |               |                                     |      |
|        | 01- 251- 000- 0000- 6377               |      | 126.99    | Jail Laundry                    | 2801272907    | Fees And Service Charges            | N    |
|        |                                        |      |           | 03/31/2021 03/31/2021           |               |                                     |      |
| 6978   | Aramark Uniform & Career Apparal Grou  |      | 126.99    | 1 Transactions                  |               |                                     |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |           |                                 |               |                                     |      |
|        | 01- 251- 000- 0000- 6173               |      | 160.00    | Uniform Shirts                  | 165761        | Uniform Allowance                   | N    |
|        |                                        |      |           | 02/19/2021 02/19/2021           |               |                                     |      |
|        | 01- 251- 000- 0000- 6377               |      | 147.01    | Jail TV - Inmate Supplies       | 4899- 5331    | Fees And Service Charges            | N    |
|        |                                        |      |           | 02/08/2021 02/24/2021           |               |                                     |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 307.01    | 2 Transactions                  |               |                                     |      |
| 4899   | HEALTHDIRECT #119                      |      |           |                                 |               |                                     |      |
|        | 01- 251- 000- 0000- 6431               |      | 103.88    | Jail Inmate Meds                | 71589         | Drugs And Medicine                  | N    |
|        |                                        |      |           | 02/09/2021 02/18/2021           |               |                                     |      |
| 4899   | HEALTHDIRECT #119                      |      | 103.88    | 1 Transactions                  |               |                                     |      |
| 1514   | McKesson Medical- Surgical             |      |           |                                 |               |                                     |      |
|        | 01- 251- 000- 0000- 6431               |      | 199.37    | Jail Medical Supplies           | 18075577      | Drugs And Medicine                  | Y    |
|        |                                        |      |           | 03/11/2021 03/11/2021           |               |                                     |      |
| 1514   | McKesson Medical- Surgical             |      | 199.37    | 1 Transactions                  |               |                                     |      |
| 4866   | MEnd CORRECTIONAL CARE, PLLC           |      |           |                                 |               |                                     |      |

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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- 251- 000- 0000- 6429                  |          | Jail Healthcare - March 2021 | 5507          | Nurse/Medical Service Agreement  | N    |
|        |                                           |          | 03/01/2021 03/31/2021        |               |                                  |      |
| 4866   | MENd CORRECTIONAL CARE, PLLC              |          | 1 Transactions               |               |                                  |      |
| 8080   | Plunkett's Pest Control, Inc              |          |                              |               |                                  |      |
|        | 01- 251- 000- 0000- 6377                  | 109.96   | Pest Control - Jail          | 6958482       | Fees And Service Charges         | N    |
|        |                                           |          | 02/15/2021 02/15/2021        |               |                                  |      |
| 8080   | Plunkett's Pest Control, Inc              | 109.96   | 1 Transactions               |               |                                  |      |
| 5988   | Preston Auto Parts                        |          |                              |               |                                  |      |
|        | 01- 251- 000- 0000- 6310                  | 23.19    | Jail Maintenance Supplies    | 663464        | Contract Repairs And Maintenance | N    |
|        |                                           |          | 02/25/2021 02/25/2021        |               |                                  |      |
| 5988   | Preston Auto Parts                        | 23.19    | 1 Transactions               |               |                                  |      |
| 81511  | Preston Foods                             |          |                              |               |                                  |      |
|        | 01- 251- 000- 0000- 6377                  | 31.35    | Jail Supplies                | 00001         | Fees And Service Charges         | N    |
|        |                                           |          | 03/17/2021 03/17/2021        |               |                                  |      |
|        | 01- 251- 000- 0000- 6377                  | 90.12    | Jail Food Supplies           | 00001,00002   | Fees And Service Charges         | N    |
|        |                                           |          | 01/27/2021 02/17/2021        |               |                                  |      |
| 81511  | Preston Foods                             | 121.47   | 2 Transactions               |               |                                  |      |
| 5292   | Southeast Mechanical, Inc.                |          |                              |               |                                  |      |
|        | 01- 251- 000- 0000- 6305                  | 1,033.61 | Jail Shower Repairs          | 26728         | Machinery And Equipment Repairs  | N    |
|        |                                           |          | 03/12/2021 03/12/2021        |               |                                  |      |
| 5292   | Southeast Mechanical, Inc.                | 1,033.61 | 1 Transactions               |               |                                  |      |
| 3511   | State Industrial Products- State Chemical |          |                              |               |                                  |      |
|        | 01- 251- 000- 0000- 6310                  | 312.32   | Closed Loop Treatment - Jail | 501003599     | Contract Repairs And Maintenance | N    |
|        |                                           |          | 01/14/2021 01/14/2021        |               |                                  |      |
| 3511   | State Industrial Products- State Chemical | 312.32   | 1 Transactions               |               |                                  |      |
| 251    | DEPT Total:                               | 4,637.96 | County Jail                  | 10 Vendors    | 12 Transactions                  |      |
| 441    | DEPT                                      |          | Public Health                |               |                                  |      |
| 5097   | Fillmore County Auditor/Treasurer         |          |                              |               |                                  |      |
|        | 01- 441- 000- 0000- 6447                  | 20.00    | Record Notary - Erin Amdahl  |               | LPHA Grant Expenses              | N    |
|        |                                           |          | 03/19/2021 03/19/2021        |               |                                  |      |
| 5097   | Fillmore County Auditor/Treasurer         | 20.00    | 1 Transactions               |               |                                  |      |

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| Vendor | Name                         | Rpt  | Warrant Description        | Invoice #              | Account/Formula Descripti | 1099                                  |
|--------|------------------------------|------|----------------------------|------------------------|---------------------------|---------------------------------------|
| No.    | Account/Formula              | Accr | Service Dates              | Paid On Bhf #          | On Behalf of Name         |                                       |
| 83550  | Kelly Printing & Signs LLC   |      | Notary Stamp - Erin Amdahl | 27811                  | LPHA Grant Expenses       | N                                     |
|        | 01- 441- 000- 0000- 6447     |      | 22.80                      |                        |                           |                                       |
| 83550  | Kelly Printing & Signs LLC   |      | 22.80                      |                        |                           |                                       |
|        |                              |      | 03/10/2021 03/10/2021      |                        |                           |                                       |
|        |                              |      | 1 Transactions             |                        |                           |                                       |
| 441    | DEPT Total:                  |      | 42.80                      | Public Health          | 2 Vendors                 | 2 Transactions                        |
| 443    | DEPT                         |      |                            | Nursing Service        |                           |                                       |
| 4795   | KUEHN MOTOR COMPANY          |      |                            |                        |                           |                                       |
|        | 01- 443- 000- 0000- 6433     |      | 19,200.00                  | Waiver Reimburse #2727 | 212690                    | Waiver Reimbursables N                |
|        |                              |      |                            | 03/09/2021 03/09/2021  |                           |                                       |
|        |                              |      | 1 Transactions             |                        |                           |                                       |
| 443    | DEPT Total:                  |      | 19,200.00                  | Nursing Service        | 1 Vendors                 | 1 Transactions                        |
| 446    | DEPT                         |      |                            | Mch Program            |                           |                                       |
| 1285   | Houston County Public Health |      |                            |                        |                           |                                       |
|        | 01- 446- 000- 0000- 6088     |      | 8,236.92                   | EBHV Oct- Dec 2020     |                           | Houston Grant Passthrough (01- 446- N |
|        |                              |      |                            | 03/17/2021 03/17/2021  |                           |                                       |
|        | 01- 446- 000- 0000- 6088     |      | 754.88                     | SHIP - Dec 2020        |                           | Houston Grant Passthrough (01- 446- N |
|        |                              |      |                            | 02/09/2021 02/09/2021  |                           |                                       |
|        | 01- 446- 000- 0000- 6088     |      | 692.82                     | TANF - Jan 2021        |                           | Houston Grant Passthrough (01- 446- N |
|        |                              |      |                            | 03/04/2021 03/04/2021  |                           |                                       |
|        | 01- 446- 000- 0000- 6088     |      | 4,423.20                   | WIC - Feb 2021         |                           | Houston Grant Passthrough (01- 446- N |
|        |                              |      |                            | 03/29/2021 03/29/2021  |                           |                                       |
|        | 01- 446- 000- 0000- 6088     |      | 352.28                     | TANF - Feb 2021        |                           | Houston Grant Passthrough (01- 446- N |
|        |                              |      |                            | 03/29/2021 03/29/2021  |                           |                                       |
|        |                              |      | 5 Transactions             |                        |                           |                                       |
| 1285   | Houston County Public Health |      | 14,460.10                  |                        |                           |                                       |
| 446    | DEPT Total:                  |      | 14,460.10                  | Mch Program            | 1 Vendors                 | 5 Transactions                        |
| 601    | DEPT                         |      |                            | County Fair Board      |                           |                                       |
| 82001  | Fillmore Co Ag Society       |      |                            |                        |                           |                                       |
|        | 01- 601- 000- 0000- 6802     |      | 37,000.00                  | 2021 Appropriation     | 212                       | Appropriations N                      |
|        |                              |      |                            | 01/01/2021 12/31/2021  |                           |                                       |
|        |                              |      | 1 Transactions             |                        |                           |                                       |
| 82001  | Fillmore Co Ag Society       |      | 37,000.00                  |                        |                           |                                       |

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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                |                 |
| 601    | DEPT Total:              |      | 37,000.00           | County Fair Board           | 1 Vendors                        | 1 Transactions  |
| 603    | DEPT                     |      |                     | Feedlot                     |                                  |                 |
|        | 3696 McCabe Repairs      |      |                     |                             |                                  |                 |
|        | 01- 603- 000- 0000- 6310 |      | 57.03               | Oil Change - County Equinox | Contract Repairs And Maintenance | N               |
|        |                          |      |                     | 03/08/2021 03/08/2021       |                                  |                 |
|        | 3696 McCabe Repairs      |      | 57.03               | 1 Transactions              |                                  |                 |
| 603    | DEPT Total:              |      | 57.03               | Feedlot                     | 1 Vendors                        | 1 Transactions  |
| 1      | Fund Total:              |      | 108,715.71          | County Revenue Fund         |                                  | 79 Transactions |

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13 County Road & Bridge

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



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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                  |      |
| 300    | DEPT                                   |           | Highway Administration     |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |           |                            |               |                                    |      |
|        | 13- 300- 000- 0000- 6270               | 167.38    | 3/31 software renewal      |               | Data Processing                    | N    |
|        | 13- 300- 000- 0000- 6377               | 120.00    | 3/31 notary renewal        |               | Fees And Service Charges           | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH | 287.38    | 2 Transactions             |               |                                    |      |
| 83550  | Kelly Printing & Signs LLC             |           |                            |               |                                    |      |
|        | 13- 300- 000- 0000- 6377               | 22.80     | 3/12 notary stamp          | 27832         | Fees And Service Charges           | N    |
| 83550  | Kelly Printing & Signs LLC             | 22.80     | 1 Transactions             |               |                                    |      |
| 300    | DEPT Total:                            | 310.18    | Highway Administration     | 2 Vendors     | 3 Transactions                     |      |
| 310    | DEPT                                   |           | Highway Maintenance        |               |                                    |      |
| 3715   | O'Connell/John                         |           |                            |               |                                    |      |
|        | 13- 310- 000- 0000- 6466               | 169.99    | 3/31 safety boots          |               | Safety Materials                   | N    |
| 3715   | O'Connell/John                         | 169.99    | 1 Transactions             |               |                                    |      |
| 310    | DEPT Total:                            | 169.99    | Highway Maintenance        | 1 Vendors     | 1 Transactions                     |      |
| 320    | DEPT                                   |           | Highway Construction       |               |                                    |      |
| 5011   | Alcon Construction Corp                |           |                            |               |                                    |      |
|        | 13- 320- 000- 0000- 6344               | 29,902.07 | 605- 035 M/C Final         |               | Sap Municipal Construction         | N    |
|        |                                        |           | 04/09/2021 04/09/2021      |               |                                    |      |
|        | 13- 320- 000- 0000- 6351               | 24,834.80 | 605- 035 Wykoff City Final |               | Local Cost Participation           | N    |
|        |                                        |           | 04/09/2021 04/09/2021      |               |                                    |      |
| 5011   | Alcon Construction Corp                | 54,736.87 | 2 Transactions             |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |           |                            |               |                                    |      |
|        | 13- 320- 000- 0000- 6501               | 341.15    | 3/31 supplies              |               | Engineering And Surveying Supplies | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH | 341.15    | 1 Transactions             |               |                                    |      |
| 2046   | Midtech GPS Consulting LTD             |           |                            |               |                                    |      |
|        | 13- 320- 000- 0000- 6640               | 1,179.00  | 3/16 level, rod, tripod    | 51257         | Equipment Purchased                | N    |
| 2046   | Midtech GPS Consulting LTD             | 1,179.00  | 1 Transactions             |               |                                    |      |
| 347    | State Of Mn                            |           |                            |               |                                    |      |
|        | 13- 320- 000- 0000- 6377               | 68.88     | 3/23 equipment calibration | P00013013     | Fees And Service Charges           | N    |



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13 County Road & Bridge

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



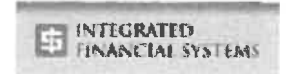
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| Vendor Name                        | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                              |
|------------------------------------|------|---------------------|-----------------------------|---------------------------|-----------------------------------|
| No. Account/Formula                | Accr | Service Dates       | Paid On Bhf #               | On Behalf of Name         |                                   |
| 347 State Of Mn                    |      | 68.88               | 1 Transactions              |                           |                                   |
| 320 DEPT Total:                    |      | 56,325.90           | Highway Construction        | 4 Vendors                 | 5 Transactions                    |
| 330 DEPT                           |      |                     | Equipment Maintenance Shops |                           |                                   |
| 5142 Ancom Technical Center, Inc.  |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6575           |      | 779.00              | 3/8 parts                   | 100607                    | Machinery Parts N                 |
| 5142 Ancom Technical Center, Inc.  |      | 779.00              | 1 Transactions              |                           |                                   |
| 1425 Continental Research Corp     |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6576           |      | 500.63              | 3/26 supplies               | 24723                     | Shop Supplies & Tools N           |
| 1425 Continental Research Corp     |      | 500.63              | 1 Transactions              |                           |                                   |
| 2965 Diamond Mowers LLC            |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6575           |      | 1,208.02            | 3/16 parts                  | 194219- IN                | Machinery Parts N                 |
| 2965 Diamond Mowers LLC            |      | 1,208.02            | 1 Transactions              |                           |                                   |
| 3714 Hovey Oil Co Inc              |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6561           |      | 3,373.83            | 3/2 gas                     | 3166                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561           |      | 1,254.00            | 3/9 #2 diesel               | 3215                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561           |      | 1,601.60            | 3/16 #2 diesel              | 3246                      | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561           |      | 2,059.20            | 3/16 #2 diesel              | 3247                      | Gasoline Diesel And Other Fuels N |
| 3714 Hovey Oil Co Inc              |      | 8,288.63            | 4 Transactions              |                           |                                   |
| 4884 Mac Queen Equipment Inc       |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6575           |      | 250.30              | 3/9 parts                   | P33170                    | Machinery Parts N                 |
| 4884 Mac Queen Equipment Inc       |      | 250.30              | 1 Transactions              |                           |                                   |
| 303 Preston Equipment Company      |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6575           |      | 77.17-              | 3/27 parts                  | 01- 107385                | Machinery Parts N                 |
| 13- 330- 000- 0000- 6575           |      | 374.00              | 3/29 labor                  | 01- 107443                | Machinery Parts N                 |
| 13- 330- 000- 0000- 6575           |      | 13.35               | 3/29 parts                  | 01- 107443                | Machinery Parts N                 |
| 303 Preston Equipment Company      |      | 310.18              | 3 Transactions              |                           |                                   |
| 6334 Three Rivers HVAC LLC         |      |                     |                             |                           |                                   |
| 13- 330- 000- 0000- 6317           |      | 420.25              | 3/22 bldg maint             | 316                       | Building Maintenance N            |
| 6334 Three Rivers HVAC LLC         |      | 420.25              | 1 Transactions              |                           |                                   |
| 7757 Universal Truck Equipment Inc |      |                     |                             |                           |                                   |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

| Vendor | Name                          | Rpt  |           | Warrant Description         | Invoice #     | Account/Formula Descripti | 1099 |
|--------|-------------------------------|------|-----------|-----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula               | Accr | Amount    | Service Dates               | Paid On Bhf # | On Behalf of Name         |      |
|        | 13- 330- 000- 0000- 6575      |      | 599.75    | 2/12 parts                  | 54545         | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575      |      | 531.88    | 2/24 parts                  | 54689         | Machinery Parts           | N    |
| 7757   | Universal Truck Equipment Inc |      | 1,131.63  | 2 Transactions              |               |                           |      |
| 2421   | Vis Plumbing & Heating Inc    |      |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6317      |      | 233.00    | 2/12 bldg maint             | 118649        | Building Maintenance      | N    |
| 2421   | Vis Plumbing & Heating Inc    |      | 233.00    | 1 Transactions              |               |                           |      |
| 451    | Ziegler Inc                   |      |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6576      |      | 725.00    | 2/5 supplies                | 2213628       | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6575      |      | 208.83    | 2/3 parts                   | 90357030      | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575      |      | 182.16    | 2/3 parts                   | 90357031      | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575      |      | 168.63    | 2/11 parts                  | 90357498      | Machinery Parts           | N    |
| 451    | Ziegler Inc                   |      | 1,284.62  | 4 Transactions              |               |                           |      |
| 330    | DEPT Total:                   |      | 14,406.26 | Equipment Maintenance Shops | 10 Vendors    | 19 Transactions           |      |
| 13     | Fund Total:                   |      | 71,212.33 | County Road & Bridge        |               | 28 Transactions           |      |

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14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

| Vendor | Name                     | Rpt    | Warrant Description      | Invoice #     | Account/Formula Descripti | 1099 |
|--------|--------------------------|--------|--------------------------|---------------|---------------------------|------|
| No.    | Account/Formula          | Accr   | Service Dates            | Paid On Bhf # | On Behalf of Name         |      |
| 390    | DEPT                     |        | Resource Recovery Center |               |                           |      |
| 6150   | Cintas Corporation No.2  |        |                          |               |                           |      |
|        | 14- 390- 000- 0000- 6377 | 13.24  | Uniforms                 | 4079083706    | Fees And Service Charges  | N    |
|        |                          |        | 03/19/2021 03/19/2021    |               |                           |      |
|        | 14- 390- 000- 0000- 6377 | 99.18  | Uniforms                 | 4079738333    | Fees And Service Charges  | N    |
|        |                          |        | 03/26/2021 03/26/2021    |               |                           |      |
| 6150   | Cintas Corporation No.2  | 112.42 | 2 Transactions           |               |                           |      |
| 390    | DEPT Total:              | 112.42 | Resource Recovery Center | 1 Vendors     | 2 Transactions            |      |
| 14     | Fund Total:              | 112.42 | Sanitation Fund          |               | 2 Transactions            |      |

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39 2010 Debt Service

## \*\*\* 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         |      |
| 803    | DEPT                      |            | Cip 2010 Debt Service      |                  |                           |      |
| 5888   | DDA Human Resources, Inc. |            |                            |                  |                           |      |
|        | 39- 803- 000- 0000- 6377  |            | 2018 & 2019 Ltd Disclosure | 00004930         | Fees And Service Charges  | N    |
|        |                           | 500.00     | 02/22/2021 02/22/2021      |                  |                           |      |
| 5888   | DDA Human Resources, Inc. |            | 1 Transactions             |                  |                           |      |
|        |                           | 500.00     |                            |                  |                           |      |
| 803    | DEPT Total:               |            | Cip 2010 Debt Service      | 1 Vendors        | 1 Transactions            |      |
|        |                           | 500.00     |                            |                  |                           |      |
| 39     | Fund Total:               |            | 2010 Debt Service          |                  | 1 Transactions            |      |
|        |                           | 500.00     |                            |                  |                           |      |
|        | Final Total:              |            | 68 Vendors                 | 110 Transactions |                           |      |
|        |                           | 180,540.46 |                            |                  |                           |      |

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

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           | 108,715.71    | County Revenue Fund  |
| 13          | 71,212.33     | County Road & Bridge |
| 14          | 112.42        | Sanitation Fund      |
| 39          | 500.00        | 2010 Debt Service    |
| All Funds   | 180,540.46    | Total                |

Approved by, .....

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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 | Amount    |  | Service Dates                   | Paid On Bhf # | On Behalf of Name                |      |
| 1 | 7617 Bluff Valley Riders Inc               |      | 6,290.07  |  | 2021 Benchmark #2               |               | Snowmobile Trail Payments        | N    |
|   | 01- 001- 000- 0000- 6876                   |      |           |  | 03/26/2021                      | 03/26/2021    |                                  |      |
|   | 7617 Bluff Valley Riders Inc               |      | 6,290.07  |  | 1 Transactions                  |               |                                  |      |
| 4 | 3219 Centurylink                           |      | 1.34      |  | Jail - Long Distance #82944125  | 201447018     | Telephone                        | N    |
|   | 01- 251- 000- 0000- 6203                   |      |           |  | 01/24/2021                      | 02/24/2021    |                                  |      |
|   | 3219 Centurylink                           |      | 1.34      |  | 1 Transactions                  |               |                                  |      |
| 3 | 85440 Centurylink                          |      | 50.03     |  | Sheriff's Spring Valley Phone   | 301264120     | Telephone                        | N    |
|   | 01- 203- 000- 0000- 6203                   |      |           |  | 02/26/2021                      | 03/25/2021    |                                  |      |
| 2 | 01- 251- 000- 0000- 6203                   |      | 70.50     |  | Sheriff Phones                  | 406899378     | Telephone                        | N    |
|   | 85440 Centurylink                          |      | 120.53    |  | 02/26/2021                      | 03/25/2021    |                                  |      |
|   |                                            |      |           |  | 2 Transactions                  |               |                                  |      |
| 5 | 111 Fillmore Co Treasurer- Credit Card/ACH |      | 2,500.00  |  | Mail Machine Postage            | 1293447       | Postage And Postal Box Rent      | N    |
|   | 01- 149- 000- 0000- 6205                   |      |           |  | 03/15/2021                      | 03/15/2021    |                                  |      |
|   | 111 Fillmore Co Treasurer- Credit Card/ACH |      | 2,500.00  |  | 1 Transactions                  |               |                                  |      |
| 6 | 5166 Hiawatha Sno Seekers                  |      | 7,855.43  |  | 2021 Benchmark #2               |               | Snowmobile Trail Payments        | N    |
|   | 01- 001- 000- 0000- 6876                   |      |           |  | 03/26/2021                      | 03/26/2021    |                                  |      |
|   | 5166 Hiawatha Sno Seekers                  |      | 7,855.43  |  | 1 Transactions                  |               |                                  |      |
| 7 | 4441 Independent Emergency Services, LLC   |      | 100.00    |  | March 2021 911 Services         | 200- 0223     | Contract Repairs And Maintenance | Y    |
|   | 01- 201- 000- 0000- 6310                   |      |           |  | 03/01/2021                      | 03/31/2021    |                                  |      |
|   | 4441 Independent Emergency Services, LLC   |      | 100.00    |  | 1 Transactions                  |               |                                  |      |
| 8 | 4723 Mabel Canton Trail Busters            |      | 3,731.15  |  | 2021 Benchmark #2               |               | Snowmobile Trail Payments        | N    |
|   | 01- 001- 000- 0000- 6876                   |      |           |  | 03/26/2021                      | 03/26/2021    |                                  |      |
|   | 4723 Mabel Canton Trail Busters            |      | 3,731.15  |  | 1 Transactions                  |               |                                  |      |
| 9 | 2545 Marco,Inc                             |      | 15,926.01 |  | Managed IT Service 03/20- 04/19 | INV8563751    | Equipment Purchased              | N    |
|   | 01- 060- 000- 0000- 6640                   |      |           |  | 03/20/2021                      | 04/19/2021    |                                  |      |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

|               | <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>         |             |
|               | 2545          | Marco,Inc                              |             | 15,926.01     | 1 Transactions                 |                      |                                  |             |
| 10            | 6094          | MN Energy Resources Corporation        |             |               |                                |                      |                                  |             |
|               |               | 01- 251- 000- 0000- 6255               |             | 688.51        | Jail Natural Gas               |                      | Gas                              | N           |
|               |               |                                        |             |               | 01/26/2021                     | 02/23/2021           |                                  |             |
|               | 6094          | MN Energy Resources Corporation        |             | 688.51        | 1 Transactions                 |                      |                                  |             |
| 11            | 2521          | Pitney Bowes Global Financial Svcs,LLC |             |               |                                |                      |                                  |             |
|               |               | 01- 149- 000- 0000- 6310               |             | 408.99        | Mail Machine Lease 01/2- 04/19 | 3104629474           | Maintenance Agreement            | N           |
|               |               |                                        |             |               | 01/20/2021                     | 04/19/2021           |                                  |             |
|               | 2521          | Pitney Bowes Global Financial Svcs,LLC |             | 408.99        | 1 Transactions                 |                      |                                  |             |
| 12            | 7369          | Tri- County Trailblazers               |             |               |                                |                      |                                  |             |
|               |               | 01- 001- 000- 0000- 6876               |             | 4,724.70      | 2021 Benchmark #2              |                      | Snowmobile Trail Payments        | N           |
|               |               |                                        |             |               | 03/26/2021                     | 03/26/2021           |                                  |             |
|               | 7369          | Tri- County Trailblazers               |             | 4,724.70      | 1 Transactions                 |                      |                                  |             |
| 1 Fund Total: |               |                                        |             | 42,346.73     | County Revenue Fund            | 11 Vendors           | 12 Transactions                  |             |

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14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

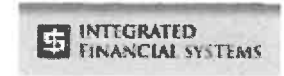
Page 4

| Vendor Name    |                                             | Rpt  | Warrant Description |                       | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|---------------------------------------------|------|---------------------|-----------------------|---------------|---------------------------|------|
| No.            | Account/Formula                             | ACCT | Amount              | Service Dates         | Paid On Bhf # | On Behalf of Name         |      |
| 13             | 109 Fillmore Soil & Water Conservation Dist |      |                     |                       |               |                           |      |
|                | 14- 390- 000- 0000- 6377                    |      | 20.50               | Replacement Title     | L0016975915   | Fees And Service Charges  | N    |
|                |                                             |      |                     | 03/17/2021 03/17/2021 |               |                           |      |
|                | 109 Fillmore Soil & Water Conservation Dist |      | 20.50               | 1 Transactions        |               |                           |      |
| 14 Fund Total: |                                             |      | 20.50               | Sanitation Fund       | 1 Vendors     | 1 Transactions            |      |



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 76 Trust And Agency Fund

# \*\*\* 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.</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>         |             |
| 18                 | 110 Fillmore Co Treasurer |             | 893.00                     | RRC Sales & Use Tax           |                      | Commercial Sw Mgmt Tax           | N           |
|                    | 76- 000- 000- 0000- 2006  |             |                            | 02/01/2021 02/28/2021         |                      |                                  |             |
| 19                 | 76- 000- 000- 0000- 2007  |             | 221.00                     | 041,101 & 602 Sales & Use Tax |                      | Sales Tax Collected              | N           |
|                    |                           |             |                            | 02/01/2021 02/28/2021         |                      |                                  |             |
|                    | 110 Fillmore Co Treasurer |             | 1,114.00                   | 2 Transactions                |                      |                                  |             |
| 76 Fund Total:     |                           |             | 1,114.00                   | Trust And Agency Fund         | 1 Vendors            | 2 Transactions                   |             |

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87 State Revenue And School

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

| Vendor Name    |                                                           | Rpt  | Warrant Description |                                                   | Invoice #       | Account/Formula Descripti        | 1099 |
|----------------|-----------------------------------------------------------|------|---------------------|---------------------------------------------------|-----------------|----------------------------------|------|
| No.            | Account/Formula                                           | Accr | Amount              | Service Dates                                     | Paid On Bhf #   | On Behalf of Name                |      |
| 14             | 1859 MN Department Of Finance<br>87- 000- 000- 0000- 2100 |      | 1,317.00            | Feb 2021 Vitals<br>02/01/2021 02/28/2021          |                 | Due To Other Governmental Agenci | N    |
| 16             | 87- 000- 000- 0000- 2313                                  |      | 4,389.00            | Feb 2021 RE Surcharge<br>02/01/2021 02/28/2021    |                 | Real Estate Surcharge            | N    |
| 15             | 87- 000- 000- 0000- 2404                                  |      | 1.50                | Feb 2021 State Assurance<br>02/01/2021 02/28/2021 |                 | State Assurance                  | N    |
|                | 1859 MN Department Of Finance                             |      | 5,707.50            | 3 Transactions                                    |                 |                                  |      |
| 17             | 5993 Mn Dept Of Health<br>87- 000- 000- 0000- 2312        |      | 935.00              | Feb 2021 Well Cert<br>02/01/2021 02/28/2021       |                 | Well Management Funds            | N    |
|                | 5993 Mn Dept Of Health                                    |      | 935.00              | 1 Transactions                                    |                 |                                  |      |
| 87 Fund Total: |                                                           |      | 6,642.50            | State Revenue And School Fund                     | 2 Vendors       | 4 Transactions                   |      |
| Final Total:   |                                                           |      | 50,123.73           | 15 Vendors                                        | 19 Transactions |                                  |      |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |                    |
|---------------|-------------|---------------|-------------------------------|--------------------|
|               | 1           | 42,346.73     | County Revenue Fund           |                    |
|               | 14          | 20.50         | Sanitation Fund               |                    |
|               | 76          | 1,114.00      | Trust And Agency Fund         |                    |
|               | 87          | 6,642.50      | State Revenue And School Fund |                    |
| All Funds     |             | 50,123.73     | Total                         | Approved by, ..... |
|               |             |               |                               | .....              |
|               |             |               |                               | .....              |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 1

Print List in Order By: 1 1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

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Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

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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 | Amount              | Service Dates                   | Paid On Bhf #             | On Behalf of Name      |
| 3219          | Centurylink                       |      |                     |                                 |                           |                        |
|               | 01- 149- 000- 0000- 6203          |      | 1,429.30            | Phones #89549526                | 210593834                 | Telephone N            |
|               |                                   |      |                     | 02/08/2021 03/08/2021           |                           |                        |
|               | 01- 251- 000- 0000- 6203          |      | 2.66                | Sheriff Long Distance 82944125  | 211549192                 | Telephone N            |
|               |                                   |      |                     | 02/24/2021 03/24/2021           |                           |                        |
| 3219          | Centurylink                       |      | 1,431.96            | 2 Transactions                  |                           |                        |
| 5660          | De Lage Landen Financial Services |      |                     |                                 |                           |                        |
|               | 01- 149- 000- 0000- 6288          |      | 1,534.15            | Copier Lease 4/12/21- 5/11/21   | 71980739                  | Copy Machine - Lease N |
|               |                                   |      |                     | 04/12/2021 05/11/2021           |                           |                        |
| 5660          | De Lage Landen Financial Services |      | 1,534.15            | 1 Transactions                  |                           |                        |
| 2545          | Marco,Inc                         |      |                     |                                 |                           |                        |
|               | 01- 060- 000- 0000- 6640          |      | 15,926.01           | Managed IT Service 12/20- 01/19 | INV8271226                | Equipment Purchased N  |
|               |                                   |      |                     | 12/20/2020 01/19/2021           |                           |                        |
| 2545          | Marco,Inc                         |      | 15,926.01           | 1 Transactions                  |                           |                        |
| 6094          | MN Energy Resources Corporation   |      |                     |                                 |                           |                        |
|               | 01- 251- 000- 0000- 6255          |      | 666.01              | Jail Natural Gas                |                           | Gas N                  |
|               |                                   |      |                     | 12/27/2020 01/26/2021           |                           |                        |
|               | 01- 251- 000- 0000- 6255          |      | 520.88              | Jail Natural Gas                |                           | Gas N                  |
|               |                                   |      |                     | 02/23/2021 03/23/2021           |                           |                        |
|               | 01- 111- 000- 0000- 6255          |      | 1,306.02            | FCOB & Courthouse Natural Gas   | 3651479238                | Gas N                  |
|               |                                   |      |                     | 02/22/2021 03/22/2021           |                           |                        |
| 6094          | MN Energy Resources Corporation   |      | 2,492.91            | 3 Transactions                  |                           |                        |
| 1 Fund Total: |                                   |      | 21,385.03           | County Revenue Fund             | 4 Vendors                 | 7 Transactions         |

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13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor Name                          | Rpt  | Warrant Description | Invoice #            | Account/Formula Descripti       | 1099           |
|--------------------------------------|------|---------------------|----------------------|---------------------------------|----------------|
| No. Account/Formula                  | Acct | Amount              | Service Dates        | Paid On Bhf # On Behalf of Name |                |
| 3219 Centurylink                     |      |                     |                      |                                 |                |
| 13-300-000-0000-6203                 |      | 4.56                | 3/24 telephone       | 211558531 Telephone             | N              |
| 3219 Centurylink                     |      | 4.56                | 1 Transactions       |                                 |                |
| 7129 Centurylink                     |      |                     |                      |                                 |                |
| 13-300-000-0000-6203                 |      | 143.93              | 3/10 telephone       | 5078673784 Telephone            | N              |
| 7129 Centurylink                     |      | 143.93              | 1 Transactions       |                                 |                |
| 288 City Of Peterson                 |      |                     |                      |                                 |                |
| 13-330-000-0000-6251                 |      | 222.10              | 3/20 utilities       | 108A Electricity                | N              |
| 288 City Of Peterson                 |      | 222.10              | 1 Transactions       |                                 |                |
| 6094 MN Energy Resources Corporation |      |                     |                      |                                 |                |
| 13-330-000-0000-6255                 |      | 1,033.30            | 3/25 natural gas     | 0502458275 Gas                  | N              |
| 13-330-000-0000-6255                 |      | 500.97              | 3/23 natural gas     | 0502625354 Gas                  | N              |
| 13-330-000-0000-6255                 |      | 199.32              | 3/15 natural gas     | 0505303491 Gas                  | N              |
| 13-330-000-0000-6255                 |      | 347.96              | 3/19 natural gas     | 0506251865 Gas                  | N              |
| 13-330-000-0000-6255                 |      | 311.19              | 3/18 natural gas     | 0507313281 Gas                  | N              |
| 13-330-000-0000-6255                 |      | 325.92              | 3/19 natural gas     | 0507351562 Gas                  | N              |
| 6094 MN Energy Resources Corporation |      | 2,718.66            | 6 Transactions       |                                 |                |
| 13 Fund Total:                       |      | 3,089.25            | County Road & Bridge | 4 Vendors                       | 9 Transactions |
| Final Total:                         |      | 24,474.28           | 8 Vendors            | 16 Transactions                 |                |

smensink  
3/31/21

4:12PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 4

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 21,385.03     | County Revenue Fund  |                    |
|               | 13          | 3,089.25      | County Road & Bridge |                    |
| All Funds     |             | 24,474.28     | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/6/2021      Amount of time requested (minutes):

Dept.:       Prepared By:

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):  
No

1. Consider approval of telecommuting agreement for Sarah Hall

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  
Employee Telecommuting Agreement**

**Employee Name:** Sarah Hall

**Office Phone:** 765-2641

**Job Title:** Social Worker

**Exempt:** ☒

**Non-exempt:** ☐

**Round trip mileage to and from work:** 52 miles

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

**Mode of travel:** Private Car ☒

Car/Van Pool ☐

Walk ☐

**Employee's Telecommuting address:** 511 E. Rushford Ave, Rushford, MN 55971

**Employee's Telecommuting Phone:** 507-459-7062

**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** 7:00 **to** 3:30 **= Total Hours** 8.0

**Tasks Identified for Telecommuting Days:**

Waivers, nursing home care coordination

Tracking in PH Doc for documents completed, claims completed, etc. Additionally, we complete internal and external audits to review each employee completion and work load performance.

**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.*

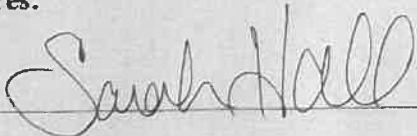
*This telecommuting assignment will not impede normal operating requirements, service to clients, or the ability of the supervisor to assign responsibility and accountability to the employees for the performance of normal duties. The employee's salary, benefits, and job responsibilities will not be affected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

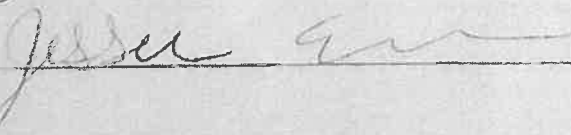
Employee:



Date:

4/2/21

Department Head:



Date:

3, 4/2/21

County Commissioner:

Date:

**Date approved by Fillmore County Board of Commissioners:****Telecommuting Start/Renewal Date:**

# 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 programming 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; \*



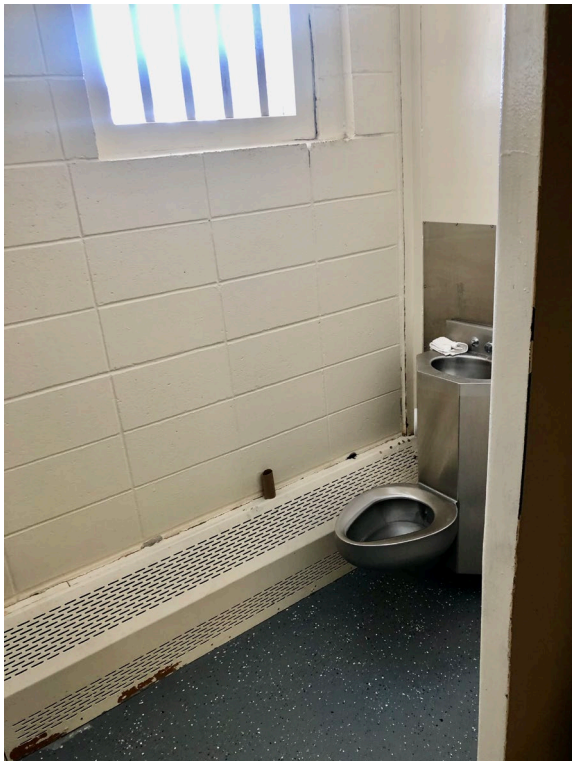
## **Fillmore County pipe case between cell blocks**

Deteriorating plumbing and electrical systems

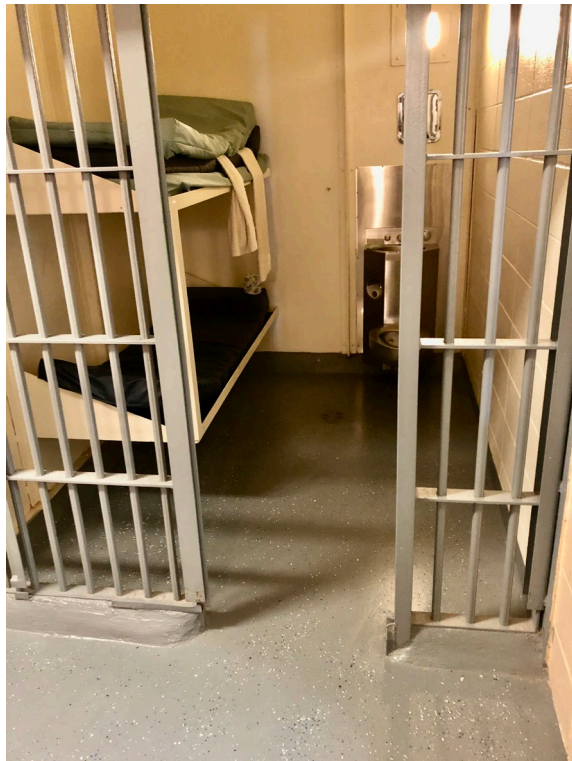
# Findings of 2017 NIC Study

## 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: Next Board Meeting

Amount of time requested (minutes):

15 minutes

Dept.: County Attorney

Prepared By:

Deb Jeffers

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

1. Approval of Memorandum of Understanding between Fillmore County and Three Rivers Restorative Justice

Yes, see attached

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)

**Memorandum of Understanding  
between  
Fillmore County  
and  
Three Rivers Restorative Justice**

Definition of Parties. This Memorandum of Understanding is entered into between Three Rivers Restorative Justice (hereinafter “TRRJ”) and Fillmore County (hereinafter “County”).

Purpose. This Memorandum of Understanding sets forth the terms and understanding between the County and TRRJ to jointly support restorative justice services and conferencing to be provided by TRRJ. Primary services involve casework development and facilitated conferencing for victimized parties and offending parties, including the creation and tracking of consensual reparation agreements determined by parties who voluntarily come together. This MOU does not govern any contractual or financial arrangements between the parties.

Term and Termination. This MOU shall commence on the effective date and shall continue in perpetuity until terminated pursuant to this paragraph: Any party may terminate its obligations under this MOU upon 30-day written notice to the other party. Any Restorative Justice case that has been commenced under the terms of this agreement will be governed by the terms of this agreement, even if the MOU has been terminated. Commencement is determined by TRRJ’s receipt of the case from the referring entity.

Amendments. If for any reason, alterations or changes to this MOU are necessary, all changes must be mutually agreed upon by all parties in a separate written agreement as an addendum to this agreement.

1. To ensure growth and sustainability, Fillmore County agrees to provide a total of 1 to 3 referrals per month for the first 12 months whereby one referral = one referred youth or young adult who has caused criminal harm. The intended total for one year is 12 to 36 referrals. In subsequent years it is hoped that the referral rate will increase to a quantity agreed upon by both parties. Every referral also includes complete contact information regarding all victimized parties listed in police reports.
2. Criteria for acceptable case referrals is detailed on the Referral Guidelines sheet, and these generally include all property crimes and assaults. Discretion of appropriate referrals always remains with the Fillmore County Attorney’s Office.
3. Fillmore County agree that referrals can be initiated as 1) pre-charging diversions, 2) pre-conviction deferrals, or 3) conditions of court sentencing (hence through probation). It is anticipated that two thirds of the projected referrals will be pre-charging or Pre-conviction diversions. Pre-charge cases that are school-related can also be included to establish these numbers.

4. If casework does not lead to conferencing services, TRRJ agrees to return the case to the Fillmore County Attorney's Office within 45 days. A status statement will account for the reason.

5. TRRJ agrees to provide the Fillmore County Attorney's Office with the following communications and reports:

1. Unsuccessful efforts to bring offender party to a restorative conference
2. Completion of conference with offender's reparation agreement terms
3. Bi-monthly progress reports for extended reparation agreements
4. Status of Program Completion when case is closed
5. Annual statistical report of all casework (numbers served; completion stats; satisfaction survey results)

6. With respect to monetary restitution, TRRJ will oversee the tracking of all restitution payments falling under \$1000, but if over that amount, the Fillmore County Attorney's Office and/or Fillmore County Victim Services will oversee the tracking and fulfillment of restitution payments, including communications and deliveries with the victim party.

7. With respect to victim participation, earliest communications with victimized parties among justice system workers will *not* inquire about a victim's interest to meet with offender(s), but rather emphasize how initial participation involves a separate meeting with TRRJ to share their story and learn about options for moving forward (with no commitment beyond that). In cases where victims voluntarily choose to not participate or to have their information shuttled through TRRJ, TRRJ will involve surrogate victims in processes to ensure that all referred offenders can have a restorative encounter.

Contact Information for Fillmore County Attorney

Brett A. Corson  
Fillmore County Courthouse  
Preston, Minnesota 55965  
(507)765-2530  
bcorson@co.fillmore.mn.us

Contact Information for TRRJ

Kendall Hughes  
Steering Committee Chair  
400 5th Ave SW  
Rochester, MN 55902  
Telephone- 816-214-0577  
Email- [Threeriversrj@gmail.com](mailto:Threeriversrj@gmail.com)

\_\_\_\_\_ Date: \_\_\_\_\_  
Fillmore County Attorney signature  
Brett Corson, Fillmore County Attorney

\_\_\_\_\_ Date: \_\_\_\_\_  
Fillmore County Sheriff signature  
John DeGeorge, Fillmore County Sheriff

\_\_\_\_\_ Date: \_\_\_\_\_  
TRRJ signature  
Kendall Hughes, Three Rivers Restorative Justice, Steering Committee Chair

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/6/2021

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**

1. Consider the final payment resolution of the City of Wykoff Project SAP 023-605-035.

## **Airport Department**

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

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

**RESOLUTION**

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

Date March 30, 2021 Resolution No. \_\_\_\_\_

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

**WHEREAS, Alcon Construction Corp.**, has in all things completed **SAP 23-605-035**, in the city of Wykoff; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

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

Dated at Preston, Minnesota, this 30th day of March, 2021

Contract Price:       \$       1,173,448.38

Value of Work:       \$       1,207,917.32

**Final Payment:       \$       54,736.87**

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

**VOTING AYE**

Commissioners      Prestby ☐              Dahl ☐              Bakke ☐              Hindt ☐              Lentz ☐

**VOTING NAY**

Commissioners      Prestby ☐              Dahl ☐              Bakke ☐              Hindt ☐              Lentz ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the \_\_\_\_ day of \_\_\_\_\_, 2021.

Witness my hand and official seal at Preston, Minnesota the \_\_\_\_ day of \_\_\_\_\_, 2021.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/6/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Consider a resolution for proposed changes to the Fillmore County Sub-surface Sewage Treatment Systems Ordinance. *The Fillmore County Planning Commission met on March 18, 2021 and voted to approve the Ordinance Amendment as presented.*

YES

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

**RESOLUTION**

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

Date April 6, 2021 Resolution No. 2021-XXX

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

**WHEREAS;** Fillmore County has adopted a change in an amendment to the Fillmore County Zoning Sub-Surface Sewage Treatment System (SSTS) Ordinance, Section 803, Sale or Transfer of Real Estate, Escrow Account;

**WHEREAS;** the Fillmore County Planning Commission has taken testimony on this change in the Ordinance at a Public Hearing held on March 18, 2021; and

**WHEREAS;** the Fillmore County Planning Commission has voted to recommend this amendment change to the Fillmore County SSTS Ordinance, Section 803 of the Fillmore County Sub-Surface Sewage Treatment System Ordinance, Sale or Transfer of Real Estate, Escrow Account be adopted by the County Board of Commissioners.

**NOW THEREFORE BE IT RESOLVED,** that the Fillmore County Board of Commissioners hereby adopt the amended Fillmore County Zoning Sub-Surface Sewage Treatment System Ordinance, Section 803 of the Fillmore County Zoning Ordinance, Conditional Uses in the Ag District as contained herein.

***SEE ATTACHED ORDINANCE***

**VOTING AYE**

Commissioners      Bakke ☐      Prestby ☐      Dahl ☐      Lentz ☐      Hindt ☐

**VOTING NAY**

Commissioners      Bakke ☐      Prestby ☐      Dahl ☐      Lentz ☐      Hindt ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 6<sup>th</sup> day of April, 2021.

Witness my hand and official seal at Preston, Minnesota the 6<sup>th</sup> day of April, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners



# FILLMORE COUNTY ZONING OFFICE

Cristal Adkins, Zoning Administrator  
Kristi Ruesink, Accounting Technician  
Blake Lea, Feedlot Officer/Zoning Technician  
P.O. Box 655  
Preston MN 55965

[cadkins@co.fillmore.mn.us](mailto:cadkins@co.fillmore.mn.us)  
[kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)  
[blea@co.fillmore.mn.us](mailto:blea@co.fillmore.mn.us)  
Fax (507) 765-2803  
Telephone (507) 765-3325

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## PROPOSED AMENDMENTS TO THE FILLMORE COUNTY SUB-SURFACE SEWAGE TREATMENT SYSTEM ORDINANCE

### 803. Sale or Transfer of Real Estate

#### 1. Compliance Inspection

A subsurface sewage treatment system (SSTS) inspection must be completed before real estate is sold or transferred. The inspector must be a person certified by the State of Minnesota as an Inspector. Pre-treatment systems will require an Intermediate Inspector. The seller of the real estate shall be responsible for the SSTS inspection unless the buyer and seller agree in writing that the buyer will assume responsibility for the inspection. If the SSTS inspection is not completed prior to the sale or transfer, it shall be the duty of the new owner to complete the SSTS Inspection and file the appropriate certifications with the Zoning Office. An SSTS Compliance Inspection must be given to the person requesting the inspection and the Zoning Office within 15 days of the date the compliance inspection was completed. The SSTS Compliance Inspection shall indicate whether the SSTS is compliant with MPCA rules, non-compliant failing, or is an imminent public health threat (IPHT). If the SSTS Compliance Inspection is not provided to the Zoning Office, a monetary penalty may be charged to the buyer and seller in an amount as set by the County Board and on file in the Zoning Office. If the SSTS is compliant, no further action is needed. If it is non-compliant or failing, it must be brought up to code within twelve (12) months. If it is an imminent public health threat, it must be brought up to code within ten (10) months.

#### 2. Escrow Account

If the SSTS must be brought up to code, and will not be completed prior to property transfer, an escrow account must be established to pay for bringing the SSTS up to code. Information pertaining to the escrow account must be submitted to the Zoning Office and provide, at a minimum, who is responsible for the escrow, amount in escrow, date escrow set up, and the cost estimate for the project. The amount of money placed in the escrow account shall be as follows:

- a. If the septic system has **not** been inspected, an escrow account in the amount of 150% of the estimated cost of bringing the SSTS up to code as determined by a person certified by the State of Minnesota to design SSTS.
- b. If the septic system has been inspected and deemed non-compliant, and if a detailed estimate of the cost of the upgrade of the septic system is submitted and approved by the Zoning Department, an escrow account may be established in the amount of 115% of the estimated cost for the upgrade.

If the real estate is to be sold or transferred between November 1 and April 30, and if the ground is frozen, the real estate may still be sold or transferred once the Zoning Office receives proof that an escrow account has been established to pay for bringing the SSTS up to code. However, in the event that this does take place, the Certificate of Compliance showing the SSTS has been brought up to code must then be provided to the Zoning Office before June 30. Upon the sale or transfer of real estate, no Compliance Inspection is needed if:

- a. The real estate does not have a dwelling or other structure that contains, with a SSTS, or any structure which requires an SSTS as outlined in Section 406(1).
- b. The sale or transfer completes a contract for deed for which there has already been a compliance inspection. This applies only to the original vendor and vendee.
- c. The dwelling or other structure is connected to a city sewer system.
- d. The sale of real estate does not need a Certificate of Real Estate Value as determined by the County Auditor.
  - If a parcel containing a dwelling is transferred without an inspection because a Certificate of Real Estate Value was not required (as determined by the County Auditor), a Compliance Inspection must be performed and submitted to the Zoning Department within 12 months of the date of the property transfer. If the SSTS is compliant, no further action is needed. If it is non-compliant or failing, it must be brought up to code or properly abandoned within twelve (12) months. If it is an imminent public health threat, it must be brought up to code or properly abandoned within ten (10) months.
- e. The system is properly abandoned by an individual or company licensed to abandon septic systems per the State of Minnesota prior to transfer, or must have an escrow account established for the abandonment in an amount to be determined by the Zoning Department.
- f. There is a Certificate of Compliance (issued from a Compliance Inspection) for an existing SSTS which is less than three (3) years old.
- g. There is a Certificate of Compliance for a new SSTS which is less than five (5) years old.

A Fillmore County SSTS Land Transfer Compliance form **must** be submitted with every property transfer, whether or not an inspection is required.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/6/2021

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. Unpaid administrative leave for Tara Kraling, Accounting Technician, effective approximately 4/6/2021 as recommended by the County Administrator

## Regular Agenda:

## Documentation

1. Second reading with possible action of draft changes to Insurance and Other Benefits policy Yes
  - a. No comments received
2. Request to hire replacement Shop Foreman effective 5/6/2021 in accordance with Local #49 contract and as recommended by the County Engineer No
  - a. Jeff Quam- current Head Mechanic
  - b. Shop Foreman/Step 5
  - c. \$29.47
3. Request to advertise for replacement Head Mechanic in accordance with union contract as requested by the County Engineer Yes
  - a. 5 day internal posting for Fillmore County Local #49 members only
4. Resignation to retire for Sarah Mensink, Accounting Tech, effective 7/1/2021 No
  - a. Following 5 years' service
5. Request to advertise for replacement Accounting Tech in the Finance department as requested by the Finance Director and recommended by the Personnel Committee Yes

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

Policy Statement

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 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.

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

Date:  Department:

Requested By:  Title of Position being requested:

Requested date to post:

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

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

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

n/a

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

Without replacing this position the Finance Department would only have 1 full time employee.

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

Yes. Need a full time employee for daily work and also helping the A/T office.

Where does the specific funding for this position originate?

Budget

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

n/a

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

Yes

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

No

Reviewed by Personnel Committee:

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason:

Date on Board Agenda:

☐ Approved by Board

☐ Not Approved by Board

Reason:

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

Date: 2021-02-12 Department: Highway Department

Requested By: Brent Kohn Title of Position being requested: Head Mechanic

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:

# RESOLUTION

## FILLMORE COUNTY BOARD OF COMMISSIONERS Preston, Minnesota 55965

Date April 6, 2021 Resolution No. 2021-XXX  
Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

### Resolution Extending the Declaration of a State Of Emergency – COVID-19

**WHEREAS**, On March 13, 2020, Minnesota Governor Tim Walz declared a peacetime state of emergency pursuant to the issuance of Executive Order 20-01 due to the worldwide spread of COVID-19, also referred to as the Coronavirus; and

**WHEREAS**, the health and safety of Fillmore County staff and the entire community continues to be a priority for Fillmore County. Our Fillmore County Public Health Department continues to lead the response to COVID-19 in Fillmore County, in cooperation with state and federal officials.

**WHEREAS**, the Fillmore County Board of Commissioners declared Fillmore County in a **STATE OF EMERGENCY** by resolution 2020-011 for continuing operations from the COVID-19, also referred to as the Coronavirus. The Fillmore County Board of Commissioners supports the Continuity of Operations Plan for Fillmore County (COOP) and approved the outlined operations in the “Fillmore County Emergency Declaration for COVID-19” document. The Fillmore County Board of Commissioners supports the County Administrator and Department Heads as they continue to work through the pandemic.

**WHEREAS**, the Fillmore County Board of Commissioners extended the declaration by resolution 2020-012 through May 5, 2020, by resolution 2020-016 through May 26, 2020 by resolution 2020-023 through June 23, 2020, by resolution 2020-027 through July 28, 2020, by resolution 2020-035 through September 1, 2020, by resolution 2020-051 through October 6, 2020, by resolution 2020-059 through November 3, 2020, by resolution 2020-061 through December 1, 2020, by resolution 2020-070 through January 5, 2021, by resolution 2021-001 through February 2, 2021, by resolution 2021-007 through March 2, 2021, and by resolution 2021-018 through April 6, 2021.

**WHEREAS**, the Fillmore County Board has allowed public access to the facilities since June 1<sup>st</sup>, 2020 with further safety precautions implemented such as 6 foot distancing markers, spit guards, hand sanitizing station at entrance of buildings that are accessed by the public and regular sanitation of common areas.

**WHEREAS**, Fillmore County Board meetings and committee meetings may be held according to current State of Minnesota provided COVID-19 guidelines. Each Committee meeting structure can be determined by the Department Head and/or Commissioner of that committee with the intent to provide the option for electronic participation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Fillmore County Board of Commissioners declare Fillmore County in a **STATE OF EMERGENCY** for continuing operations from the COVID-19, and extend this emergency declaration through May 4, 2021.

Dahl ☐ Lentz ☐ Bakke ☐ Hindt ☐ Prestby ☐

Dahl ☐ Lentz ☐ Bakke ☐ Hindt ☐ Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 6<sup>th</sup> day of April 2021.

Witness my hand and official seal at Preston, Minnesota the 6<sup>th</sup> day of April 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners