

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
July 14, 2020**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person / virtual meetings so that the public can  
participate in the meeting by phone if they choose.  
To participate by phone: Dial 1-408-418-9388 and then enter the Access Code: 146 972 0465**

9:00 a.m.     Pledge of Allegiance

Approve agenda

Approve Consent Agenda:

1. July 7, 2020 County Board minutes

Approve Commissioners' Warrants

Review Finance Warrants

9:05 a.m.     Cristal Adkins, Zoning

1. Consider an access permit for Emanuel Raber Jr., section 30, Bristol Township

9:10 a.m.     Lori Affeldt, Finance Director

1. Presentation of 2021 Finance Department Budget

9:30 a.m.     Citizens Input

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

1. Discussion with possible action regarding reclassification recommendations from David Drown
2. Discussion with possible action regarding implementation of EASE online benefit software as recommended by the Benefits Committee

9:45 a.m.     Bobbie Hillery, Administrator

1. Discussion with possible action regarding COVID-19

Calendar review, Committee Reports and Announcements

# FILLMORE COUNTY BOARD OF COMMISSIONERS

July 14, 2020 Meeting Agenda

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

|                    |            |                                             |                |
|--------------------|------------|---------------------------------------------|----------------|
| Tuesday, July 14   | 7:30 am    | Safety/Emergency Management                 | Prestby        |
|                    | 9:00 am    | County Board, Regular Meeting, Boardroom    | All            |
| Thursday, July 16  | 10:00 am   | Historical Society, Fountain                | Bakke          |
|                    | 4:30 pm    | Economic Development Authority              | Lentz, Hindt   |
|                    | 4:30 pm    | Soil & Water Conservation District, Preston | Bakke          |
| Tuesday, July 21   | 8:00 am    | Law Enforcement Committee                   | Prestby, Lentz |
|                    | 9:00 am    | Technology Committee                        | Prestby, Lentz |
| Wednesday, July 22 | 8:30 am    | Wellness/Activities Committee               | Bakke, Lentz   |
| Thursday, July 23  | 7:00 pm    | Planning Commission, Boardroom              | Bakke          |
| Tuesday, July 28   | 7:30 am    | Highway Committee, Preston                  | Prestby, Bakke |
|                    | 9:00 am    | County Board, Special Meeting, Boardroom    | All            |
|                    | 12:00 noon | Community Services Meeting, Boardroom       | Lentz, Dahl    |

## COMMITTEE OPENINGS:

|                                               |                                      |
|-----------------------------------------------|--------------------------------------|
| Community Corrections Task Force – District 2 | meets quarterly at noon              |
| Community Corrections Task Force – District 1 |                                      |
| Community Corrections Task Force – At Large   |                                      |
| Extension – At-large                          | meets quarterly at 7pm               |
| Zumbro Valley Health Center – At Large        | meets monthly, fourth Monday at 6 pm |
| Zumbro Valley Health Center – At Large        |                                      |

This is a preliminary draft of the July 7, 2020, 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 7<sup>th</sup> day of July, 2020, 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. Also present were: Bobbie Hillery, Administrator/Clerk; Lori Affeldt, Finance Director; Cristal Adkins, Zoning Administrator; Ron Gregg, Highway Engineer; Drew Hatzenbihler; Solid Waste Administrator; Kristina Kohn, Human Resources; Heidi Jones, Auditor/Treasurer; and Karen Reisner, Fillmore County Journal.

Present by Webex: Kristi Ruesink, Office Support Specialist, Sr.; Chris Hahn, EDA; John DeGeorge, Sheriff; Jessica Erickson, Director of Nursing; Gretchen Mensink and Bonita Underbakke.

The Pledge of Allegiance was recited.

On motion by Hindt and seconded by Lentz, the Board unanimously approved the agenda.

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

1. June 23, 2020 County Board minutes
2. June 23, 2020 County Board of Appeal & Equalization minutes

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

The Finance Department Warrants were reviewed.

Cristal Adkins, Zoning Administrator was present.

On motion by Dahl and seconded by Bakke, the Board unanimously approved an access permit for Larry Broadwater for a second driveway to be used as a farm site entry in Section 13, Carimona Township, as recommended by the Highway Engineer and Zoning Administrator.

On motion by Bakke and seconded by Hindt, the Board unanimously approved an access permit for Sheldon Kinneberg to relocate a field driveway in Section 11, Preston Township, as recommended by the Highway Engineer and Zoning Administrator.

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

**RESOLUTION 2020-:028** MiEnergy Cooperative, Telecommunications Tower, section 12, Beaver Township.

Drew Hatzenbihler, Solid Waste Administrator was present.

A motion was made by Hindt and seconded by Dahl to approve the contract amendment with Harter's Trash and Recycling for 8% increase over 3 years for hauling fees. The Chair called for a vote: Commissioners voting "aye": Lentz, Prestby, Hindt and Dahl. Commissioners' voting "nay": Bakke. The motion prevailed.

Ron Gregg, Highway Engineer was present.

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

**RESOLUTION 2020-029:** final payment of LOST 88935-104 in Pilot Mound Township

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

**RESOLUTION 2020-030:** final payment of LOST 1339-101 in Jordan Township

On motion by Bakke and seconded by Dahl, the Board unanimously awarding the CSAH 34 Surfacing Reconditioning Project outside the city of Mabel, Project No. SAP 023-634-005 to Midwest Contracting with the low bid of \$901,972.05.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the revised Amish Sign Placement Policy as recommended by the Highway Engineer.

Gregg presented Fillmore County Highway Department practices as it relates to Public Road Ditches in Minnesota Statute 160.201

The citizens input portion of the meeting was opened and closed at 9:30 a.m.

Sheriff DeGeorge was present.

On motion by Dahl and seconded by Hindt, the Board unanimously approved the maintenance and managed services quotation from Information Emergency Services, E-911 for June 2020 – July 2021 in the amount of \$10,758.25.

Kristina Kohn, Human Resources was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the resignation of Don Bray, Courthouse Security, effective July 10, 2020. The Board thanked him for his 2 years of service.

Discussion ensued regarding Court Security staffing, at this time Sheriff DeGeorge plans to utilize current staff and is not requesting to hire a replacement.

On motion by Dahl and seconded by Lentz, the Board unanimously approved sending a request for reclassification for Registered Dietician and Lead Public Health Nurse to David Drown as requested by the Director of Nursing and recommended by the Personnel Committee.

A motion was made by Bakke and seconded by Lentz to hire temporary employee(s), for assistance during the primary and general election not to exceed \$9,500 in Part-time salaries. Discussion ensued.

After further discussion, Bakke amended and Lentz seconded the original motion to include the maximum rate of pay at \$20/hour, the Board voted unanimously to approve the amendment.

The Board voted and unanimously approved the original motion with the amendment which was a not to exceed total of part-time salaries of \$9,500 with a not to exceed amount of \$20/hour per temporary employee.

Bobbie Hillery, Administrator was present.

Discussion ensued regarding COVID-19 and CARES Act Funding. Hillery noted that Fillmore County received \$2,578,859 for the CARES Act funding. She noted that she will pull the team members together to work through and properly account for all expenditures that have occurred, project expenditures that will occur and then report back to the Board for additional funding options from the team.

Hillery provided an overview of the 2019 Performance Measure results. She provided responses to the questions regarding each performance measure.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the 2019 Performance Measure Results.

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

**RESOLUTION 2020-031:** Participating in the 2021 Performance Measures.

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

**RESOLUTION 2020-032:** Outlining the 2021 Performance Measures.

There were no committee reports given.

On motion by Dahl and seconded by Hindt, the Board chair adjourned the meeting at 10:34 a.m.

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7/9/20 1:36PM

1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|    | Vendor      | Name                                    | Rpt  |        | Warrant Description          | Invoice #     | Account/Formula Descripti     | 1099 |
|----|-------------|-----------------------------------------|------|--------|------------------------------|---------------|-------------------------------|------|
|    | No.         | Account/Formula                         | Accr | Amount | Service Dates                | Paid On Bhf # | On Behalf of Name             |      |
| 3  | DEPT        |                                         |      |        | Board Of Commissioners       |               |                               |      |
|    | 3804        | Bakke/Duane                             |      |        |                              |               |                               |      |
|    |             | 01-003-000-0000-6335                    |      | 39.10  | June 2020 Mileage            |               | Employee Automobile Allowance | N    |
|    |             |                                         |      |        | 06/01/2020 06/29/2020        |               |                               |      |
|    | 3804        | Bakke/Duane                             |      | 39.10  | 1 Transactions               |               |                               |      |
|    | 5887        | Dahl/Randy                              |      |        |                              |               |                               |      |
|    |             | 01-003-000-0000-6335                    |      | 92.00  | June 2020 Mileage            |               | Employee Automobile Allowance | N    |
|    |             |                                         |      |        | 06/08/2020 07/07/2020        |               |                               |      |
|    | 5887        | Dahl/Randy                              |      | 92.00  | 1 Transactions               |               |                               |      |
|    | 82132       | Fillmore Co Journal, Sethre Media Group |      |        |                              |               |                               |      |
|    |             | 01-003-000-0000-6233                    |      | 40.22  | Board Mtg Minutes - 6/9/2020 | 110323        | Publications                  | N    |
|    |             |                                         |      |        | 06/29/2020 06/29/2020        |               |                               |      |
|    | 82132       | Fillmore Co Journal, Sethre Media Group |      | 40.22  | 1 Transactions               |               |                               |      |
|    | 6732        | Hindt/Lawrence E                        |      |        |                              |               |                               |      |
|    |             | 01-003-000-0000-6335                    |      | 19.44  | June 2020 Mileage            |               | Employee Automobile Allowance | N    |
|    |             |                                         |      |        | 06/02/2020 06/23/2020        |               |                               |      |
|    | 6732        | Hindt/Lawrence E                        |      | 19.44  | 1 Transactions               |               |                               |      |
|    | 2081        | Lentz/Mitch                             |      |        |                              |               |                               |      |
|    |             | 01-003-000-0000-6335                    |      | 90.85  | June 2020 Mileage            |               | Employee Automobile Allowance | N    |
|    |             |                                         |      |        | 06/01/2020 06/30/2020        |               |                               |      |
|    | 2081        | Lentz/Mitch                             |      | 90.85  | 1 Transactions               |               |                               |      |
| 3  | DEPT Total: |                                         |      | 281.61 | Board Of Commissioners       | 5 Vendors     | 5 Transactions                |      |
| 11 | DEPT        |                                         |      |        | District Court               |               |                               |      |
|    | 4145        | Luhmann Law, LLC                        |      |        |                              |               |                               |      |
|    |             | 01-011-000-0000-6261                    |      | 960.00 | Court Appt Attorney - CHIPS  | 10680         | Court Appointed Attorneys     | Y    |
|    |             |                                         |      |        | 07/07/2020 07/07/2020        |               |                               |      |
|    | 4145        | Luhmann Law, LLC                        |      | 960.00 | 1 Transactions               |               |                               |      |
| 11 | DEPT Total: |                                         |      | 960.00 | District Court               | 1 Vendors     | 1 Transactions                |      |
| 60 | DEPT        |                                         |      |        | Information Systems          |               |                               |      |
|    | 5874        | Jaguar Communications, Inc.             |      |        |                              |               |                               |      |

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| No.    | Account/Formula                         | Accr | Amount   | Service Dates                  | Paid On Bhf #  | On Behalf of Name                  |      |
|        | 01-060-000-0000-6285                    |      | 704.00   | June 2020 Locates              | 172215         | Professional Fees                  | N    |
|        |                                         |      |          | 06/01/2020 06/30/2020          |                |                                    |      |
| 5874   | Jaguar Communications, Inc.             |      | 704.00   | 1 Transactions                 |                |                                    |      |
| 60     | DEPT Total:                             |      | 704.00   | Information Systems            | 1 Vendors      | 1 Transactions                     |      |
| 62     | DEPT                                    |      |          | Elections                      |                |                                    |      |
| 4430   | SEACHANGE PRINT INNOVATIONS             |      |          |                                |                |                                    |      |
|        | 01-062-000-0000-6461                    |      | 7,185.94 | Ballots for Primary            | 33591-R        | Ballots                            | Y    |
|        |                                         |      |          | 06/19/2020 06/19/2020          |                |                                    |      |
|        | 01-062-000-0000-6461                    |      | 2,760.00 | Prepaid Postage - Aug Primary  | 33690          | Ballots                            | Y    |
|        |                                         |      |          | 06/19/2020 06/19/2020          |                |                                    |      |
| 4430   | SEACHANGE PRINT INNOVATIONS             |      | 9,945.94 | 2 Transactions                 |                |                                    |      |
| 62     | DEPT Total:                             |      | 9,945.94 | Elections                      | 1 Vendors      | 2 Transactions                     |      |
| 91     | DEPT                                    |      |          | County Attorney                |                |                                    |      |
| 111    | Fillmore Co Treasurer - Credit Card/ACH |      |          |                                |                |                                    |      |
|        | 01-091-000-0000-6377                    |      | 14.00    | Certified Copies - Olmsted-CG  | 066946         | Fees And Service Charges           | N    |
|        |                                         |      |          | 06/18/2020 06/18/2020          |                |                                    |      |
|        | 01-091-000-0000-6242                    |      | 636.00   | MSBA Registration - BC, MH, MS | 305880,314225, | Membership Dues                    | N    |
|        |                                         |      |          | 06/23/2020 06/23/2020          |                |                                    |      |
| 111    | Fillmore Co Treasurer - Credit Card/ACH |      | 650.00   | 2 Transactions                 |                |                                    |      |
| 91     | DEPT Total:                             |      | 650.00   | County Attorney                | 1 Vendors      | 2 Transactions                     |      |
| 103    | DEPT                                    |      |          | Assessor                       |                |                                    |      |
| 6910   | Kohn/Sarah                              |      |          |                                |                |                                    |      |
|        | 01-103-000-0000-6335                    |      | 92.58    | June 2020 Assessment Mileage   |                | Employee Automobile Allowance      | N    |
|        |                                         |      |          | 06/18/2020 06/25/2020          |                |                                    |      |
| 6910   | Kohn/Sarah                              |      | 92.58    | 1 Transactions                 |                |                                    |      |
| 103    | DEPT Total:                             |      | 92.58    | Assessor                       | 1 Vendors      | 1 Transactions                     |      |
| 111    | DEPT                                    |      |          | Facilites Mtce                 |                |                                    |      |
| 26012  | Schultz/Terry                           |      |          |                                |                |                                    |      |
|        | 01-111-000-0000-6580                    |      | 227.94   | Dehumidifier&Cleets for Mowing | 05360          | Other Repair And Maintenance Suppl | N    |
|        |                                         |      |          | 07/01/2020 07/01/2020          |                |                                    |      |

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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                  |
| 26012  | Schultz/Terry                          |      | 227.94              | 1 Transactions              |                           |                                    |
| 5050   | Tufte/Blaine                           |      |                     |                             |                           |                                    |
|        | 01-111-000-0000-6335                   |      | 13.80               | June 2020 Employee Mileage  |                           | Employee Automobile Allowance N    |
|        |                                        |      |                     | 06/01/2020 06/30/2020       |                           |                                    |
| 5050   | Tufte/Blaine                           |      | 13.80               | 1 Transactions              |                           |                                    |
| 111    | DEPT Total:                            |      | 241.74              | Facilites Mtce              | 2 Vendors                 | 2 Transactions                     |
| 202    | DEPT                                   |      |                     | Sheriff                     |                           |                                    |
| 4545   | Brown's Tire & Battery Inc             |      |                     |                             |                           |                                    |
|        | 01-202-000-0000-6310                   |      | 69.54               | #2320 Squad Maintenance     | 204937                    | Contract Repairs And Maintenance N |
|        |                                        |      |                     | 06/25/2020 06/25/2020       |                           |                                    |
| 4545   | Brown's Tire & Battery Inc             |      | 69.54               | 1 Transactions              |                           |                                    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                     |                             |                           |                                    |
|        | 01-202-000-0000-6455                   |      | 14.01               | Phone Adapter               | 03-05168-54757            | Law Enforcement Supplies N         |
|        |                                        |      |                     | 06/05/2020 06/05/2020       |                           |                                    |
|        | 01-202-000-0000-6337                   |      | 20.00               | Travel Expense for Protests | 081020                    | Other Travel Expense N             |
|        |                                        |      |                     | 06/02/2020 06/02/2020       |                           |                                    |
|        | 01-202-000-0000-6357                   |      | 990.00              | Taser Trainer Certification | 16655                     | Peace Officer Training Expense N   |
|        |                                        |      |                     | 05/27/2020 05/27/2020       |                           |                                    |
|        | 01-202-000-0000-6357                   |      | 500.00-             | BCA Training Refund         | 9399                      | Peace Officer Training Expense N   |
|        |                                        |      |                     | 06/04/2020 06/04/2020       |                           |                                    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 524.01              | 4 Transactions              |                           |                                    |
| 5618   | Pit Stop Service, Duane Falck          |      |                     |                             |                           |                                    |
|        | 01-202-000-0000-6310                   |      | 123.73              | #2315 Squad Maintenance     | 6712                      | Contract Repairs And Maintenance Y |
|        |                                        |      |                     | 05/11/2020 05/11/2020       |                           |                                    |
| 5618   | Pit Stop Service, Duane Falck          |      | 123.73              | 1 Transactions              |                           |                                    |
| 5988   | Preston Auto Parts                     |      |                     |                             |                           |                                    |
|        | 01-202-000-0000-6310                   |      | 42.24               | Sheriff Office Supplies     | 633023,634151             | Contract Repairs And Maintenance N |
|        |                                        |      |                     | 06/16/2020 06/24/2020       |                           |                                    |
| 5988   | Preston Auto Parts                     |      | 42.24               | 1 Transactions              |                           |                                    |
| 4487   | Preston Service Plus                   |      |                     |                             |                           |                                    |
|        | 01-202-000-0000-6310                   |      | 527.61              | #2319 Squad Maintenance     | 14822                     | Contract Repairs And Maintenance Y |
|        |                                        |      |                     | 05/29/2020 05/29/2020       |                           |                                    |



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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                |      |
|        | 01-202-000-0000-6310                    |      | 60.28    | #2301 Squad Maintenance  | 14938         | Contract Repairs And Maintenance | Y    |
|        |                                         |      |          | 06/15/2020 06/15/2020    |               |                                  |      |
|        | 01-202-000-0000-6310                    |      | 30.00    | #2319 Squad Maintenance  | 14993         | Contract Repairs And Maintenance | Y    |
|        |                                         |      |          | 06/23/2020 06/23/2020    |               |                                  |      |
| 4487   | Preston Service Plus                    |      | 617.89   | 3 Transactions           |               |                                  |      |
| 202    | DEPT Total:                             |      | 1,377.41 | Sheriff                  | 5 Vendors     | 10 Transactions                  |      |
| 205    | DEPT                                    |      |          | Sheriff Contingent Funds |               |                                  |      |
| 9170   | Bureau of Criminal Apprehens-State Of M |      |          |                          |               |                                  |      |
|        | 01-205-000-0000-6387                    |      | 715.00   | 2nd Qtr Gun Permits      | 23-000065     | Gun Permit Expenses              | N    |
|        |                                         |      |          | 04/01/2020 06/30/2020    |               |                                  |      |
| 9170   | Bureau of Criminal Apprehens-State Of M |      | 715.00   | 1 Transactions           |               |                                  |      |
| 205    | DEPT Total:                             |      | 715.00   | Sheriff Contingent Funds | 1 Vendors     | 1 Transactions                   |      |
| 251    | DEPT                                    |      |          | County Jail              |               |                                  |      |
| 9      | AmeriPride Services, Inc                |      |          |                          |               |                                  |      |
|        | 01-251-000-0000-6377                    |      | 169.59   | Jail Laundry             | 2801179322    | Fees And Service Charges         | N    |
|        |                                         |      |          | 07/08/2020 07/08/2020    |               |                                  |      |
| 9      | AmeriPride Services, Inc                |      | 169.59   | 1 Transactions           |               |                                  |      |
| 9170   | Bureau of Criminal Apprehens-State Of M |      |          |                          |               |                                  |      |
|        | 01-251-000-0000-6310                    |      | 390.00   | CJDN Access Fees         | 615403        | Contract Repairs And Maintenance | N    |
|        |                                         |      |          | 04/01/2020 06/30/2020    |               |                                  |      |
| 9170   | Bureau of Criminal Apprehens-State Of M |      | 390.00   | 1 Transactions           |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH  |      |          |                          |               |                                  |      |
|        | 01-251-000-0000-6337                    |      | 63.85    | Jail Meals               |               | Other Travel Expense             | N    |
|        |                                         |      |          | 06/17/2020 06/17/2020    |               |                                  |      |
|        | 01-251-000-0000-6377                    |      | 20.98    | Netflix for Jail         | 4899          | Fees And Service Charges         | N    |
|        |                                         |      |          | 06/08/2020 06/08/2020    |               |                                  |      |
|        | 01-251-000-0000-6205                    |      | 12.80    | Inmate Postage           | 9402          | Postage And Postal Box Rent      | N    |
|        |                                         |      |          | 06/16/2020 06/16/2020    |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH  |      | 97.63    | 3 Transactions           |               |                                  |      |
| 4866   | MEnD CORRECTIONAL CARE, PLLC            |      |          |                          |               |                                  |      |
|        | 01-251-000-0000-6429                    |      | 2,300.16 | Jail Healthcare Service  | 4922          | Nurse/Medical Service Agreement  | N    |

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| Vendor | Name                                        | Rpt      | Warrant Description                     | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|---------------------------------------------|----------|-----------------------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                             | Accr     | Service Dates                           | Paid On Bhf # | On Behalf of Name                  |      |
| 4866   | MEN D CORRECTIONAL CARE, PLLC               |          | 07/02/2020 07/02/2020<br>1 Transactions |               |                                    |      |
| 4487   | Preston Service Plus                        |          |                                         |               |                                    |      |
|        | 01-251-000-0000-6310                        | 43.28    | Transport Van Maintenance               | 14833         | Contract Repairs And Maintenance   | Y    |
|        |                                             |          | 06/02/2020 06/02/2020                   |               |                                    |      |
|        | 01-251-000-0000-6310                        | 112.90   | Transport Van Maintenance               | 14892         | Contract Repairs And Maintenance   | Y    |
|        |                                             |          | 06/09/2020 06/09/2020                   |               |                                    |      |
| 4487   | Preston Service Plus                        | 156.18   | 2 Transactions                          |               |                                    |      |
| 251    | DEPT Total:                                 | 3,113.56 | County Jail                             | 5 Vendors     | 8 Transactions                     |      |
| 446    | DEPT                                        |          | Mch Program                             |               |                                    |      |
|        | 1285 Houston County Public Health           |          |                                         |               |                                    |      |
|        | 01-446-000-0000-6088                        | 3,478.84 | TANF May 2020                           |               | Houston Grant Passthrough (01-446- | N    |
|        |                                             |          | 06/30/2020 06/30/2020                   |               |                                    |      |
|        | 01-446-000-0000-6088                        | 173.16   | LPH May 2020                            |               | Houston Grant Passthrough (01-446- | N    |
|        |                                             |          | 07/06/2020 07/06/2020                   |               |                                    |      |
|        | 1285 Houston County Public Health           | 3,652.00 | 2 Transactions                          |               |                                    |      |
| 446    | DEPT Total:                                 | 3,652.00 | Mch Program                             | 1 Vendors     | 2 Transactions                     |      |
| 515    | DEPT                                        |          | Memorial Day Services                   |               |                                    |      |
|        | 1863 Ostrander American Legion              |          |                                         |               |                                    |      |
|        | 01-515-000-0000-6802                        | 75.00    | 2020 Mem Day Appropriations             |               | Appropriations                     | N    |
|        |                                             |          | 07/01/2020 07/01/2020                   |               |                                    |      |
|        | 1863 Ostrander American Legion              | 75.00    | 1 Transactions                          |               |                                    |      |
| 515    | DEPT Total:                                 | 75.00    | Memorial Day Services                   | 1 Vendors     | 1 Transactions                     |      |
| 603    | DEPT                                        |          | Feedlot                                 |               |                                    |      |
|        | 109 Fillmore Soil & Water Conservation Dist |          |                                         |               |                                    |      |
|        | 01-603-000-0000-6285                        | 1,404.92 | 2nd Qtr 2020 Feedlot Fees               | 10799         | Professional Fees                  | N    |
|        |                                             |          | 04/01/2020 06/30/2020                   |               |                                    |      |
|        | 109 Fillmore Soil & Water Conservation Dist | 1,404.92 | 1 Transactions                          |               |                                    |      |
| 603    | DEPT Total:                                 | 1,404.92 | Feedlot                                 | 1 Vendors     | 1 Transactions                     |      |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

| Vendor Name |                 | Rpt  | Warrant Description | Invoice #           | Account/Formula Descripti | 1099            |
|-------------|-----------------|------|---------------------|---------------------|---------------------------|-----------------|
| No.         | Account/Formula | Accr | Service Dates       | Paid On Bhf #       | On Behalf of Name         |                 |
| 1           | Fund Total:     |      | 23,213.76           | County Revenue Fund |                           | 37 Transactions |

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12 INFRA FUND

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

| Vendor Name |                                | Rpt  | Warrant Description |                                     | Invoice #     | Account/Formula Descripti           | 1099 |
|-------------|--------------------------------|------|---------------------|-------------------------------------|---------------|-------------------------------------|------|
| No.         | Account/Formula                | Accr | Amount              | Service Dates                       | Paid On Bhf # | On Behalf of Name                   |      |
| 610         | DEPT                           |      |                     | Greenleafton Septic System District |               |                                     |      |
|             | 5147 Gopher Septic Service Inc |      |                     |                                     |               |                                     |      |
|             | 12-610-000-0000-6623           |      | 480.00              | Clean/Treat Tanks-Greenleafton      | 37433         | Greenleafton Septic System Expenses | N    |
|             |                                |      |                     | 06/18/2020 06/18/2020               |               |                                     |      |
|             | 5147 Gopher Septic Service Inc |      | 480.00              | 1 Transactions                      |               |                                     |      |
| 610         | DEPT Total:                    |      | 480.00              | Greenleafton Septic System District | 1 Vendors     | 1 Transactions                      |      |
| 12          | Fund Total:                    |      | 480.00              | INFRA FUND                          |               | 1 Transactions                      |      |

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13 County Road &amp; Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

| 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      |                 |                                    |      |
| 110    | Fillmore Co Treasurer        |           |                             |                 |                                    |      |
|        | 13-300-000-0000-6205         | 87.55     | postage                     | June            | Postage And Postal Box Rent        | N    |
| 110    | Fillmore Co Treasurer        | 87.55     |                             | 1 Transactions  |                                    |      |
| 300    | DEPT Total:                  | 87.55     | Highway Administration      | 1 Vendors       | 1 Transactions                     |      |
| 310    | DEPT                         |           | Highway Maintenance         |                 |                                    |      |
| 1891   | Bruening Rock Products, Inc. |           |                             |                 |                                    |      |
|        | 13-310-000-0000-6505         | 24,529.90 | rock                        | 173664          | Aggregate                          | N    |
| 1891   | Bruening Rock Products, Inc. | 24,529.90 |                             | 1 Transactions  |                                    |      |
| 5471   | Precise MRM LLC              |           |                             |                 |                                    |      |
|        | 13-310-000-0000-6580         | 125.00    | truck data plans            | 200-1026465     | Other Repair And Maintenance Suppl | N    |
| 5471   | Precise MRM LLC              | 125.00    |                             | 1 Transactions  |                                    |      |
| 310    | DEPT Total:                  | 24,654.90 | Highway Maintenance         | 2 Vendors       | 2 Transactions                     |      |
| 330    | DEPT                         |           | Equipment Maintenance Shops |                 |                                    |      |
| 3691   | Bauer Built Inc              |           |                             |                 |                                    |      |
|        | 13-330-000-0000-6516         | 759.20    | tires/parts                 | 730102168       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 128.00    | labor                       | 730102168       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 12.50     | tires/parts                 | 740040923       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 15.00     | labor                       | 740040923       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 5.00      | tires/parts                 | 740040947       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 115.00    | labor                       | 740040947       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 3,416.52  | tires/parts                 | 740041038       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 320.00    | labor                       | 740041038       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 26.00     | tires/parts                 | 740041077       | Tires & Repairs                    | N    |
|        | 13-330-000-0000-6516         | 59.00     | labor                       | 740041077       | Tires & Repairs                    | N    |
| 3691   | Bauer Built Inc              | 4,856.22  |                             | 10 Transactions |                                    |      |
| 5826   | Culligan Water Conditioning  |           |                             |                 |                                    |      |
|        | 13-330-000-0000-6317         | 32.95     | drinking water              | 588X01013508    | Building Maintenance               | N    |
| 5826   | Culligan Water Conditioning  | 32.95     |                             | 1 Transactions  |                                    |      |
| 5751   | Fastenal Company             |           |                             |                 |                                    |      |
|        | 13-330-000-0000-6576         | 103.21    | supplies                    | 83441           | Shop Supplies & Tools              | N    |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                 | Rpt  | Warrant Description | Invoice #      | Account/Formula Descripti | 1099                     |   |
|--------|----------------------|------|---------------------|----------------|---------------------------|--------------------------|---|
| No.    | Account/Formula      | Accr | Amount              | Service Dates  | Paid On Bhf #             | On Behalf of Name        |   |
|        | 13-330-000-0000-6576 |      | 116.46              | supplies       | 83443                     | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 1.82                | supplies       | 83559                     | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 33.01               | supplies       | 83570                     | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 99.82               | supplies       | 83603                     | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 4.92                | supplies       | 83805                     | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 13.58               | supplies       | 83850                     | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 35.13               | supplies       | 83868                     | Shop Supplies & Tools    | N |
| 5751   | Fastenal Company     |      | 407.95              | 8 Transactions |                           |                          |   |
| 4122   | M & M Lawn & Leisure |      |                     |                |                           |                          |   |
|        | 13-330-000-0000-6575 |      | 106.95              | parts          | 58489                     | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 3.79                | parts          | 58527                     | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 1,115.99            | parts          | 61307                     | Machinery Parts          | N |
| 4122   | M & M Lawn & Leisure |      | 1,226.73            | 3 Transactions |                           |                          |   |
| 5988   | Preston Auto Parts   |      |                     |                |                           |                          |   |
|        | 13-330-000-0000-6575 |      | 51.49               | parts          | 626097                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 109.34              | parts          | 626428                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 5.29                | parts          | 626441                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 43.99-              | parts          | 626456                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 121.95              | parts          | 626847                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 18.00-              | parts          | 627061                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 107.24              | parts          | 627074                    | Machinery Parts          | N |
|        | 13-330-000-0000-6576 |      | 12.99               | supplies       | 627473                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 13.10               | supplies       | 627476                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 4.86-               | supplies       | 627507                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6575 |      | 5.99                | parts          | 627542                    | Machinery Parts          | N |
|        | 13-330-000-0000-6576 |      | 77.25               | supplies       | 627544                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6575 |      | 13.10               | parts          | 627606                    | Machinery Parts          | N |
|        | 13-330-000-0000-6576 |      | 38.75-              | supplies       | 627668                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6575 |      | 57.94               | parts          | 627669                    | Machinery Parts          | N |
|        | 13-330-000-0000-6576 |      | 24.00               | supplies       | 627669                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6565 |      | 13.30               | oil            | 627672                    | Motor Oil And Lubricants | N |
|        | 13-330-000-0000-6575 |      | 5.69                | parts          | 627672                    | Machinery Parts          | N |
|        | 13-330-000-0000-6576 |      | 27.99               | supplies       | 627722                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6576 |      | 8.69                | supplies       | 627726                    | Shop Supplies & Tools    | N |
|        | 13-330-000-0000-6575 |      | 105.71              | parts          | 627850                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 50.56               | parts          | 628077                    | Machinery Parts          | N |
|        | 13-330-000-0000-6575 |      | 1.98                | parts          | 628801                    | Machinery Parts          | N |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                          | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                            |   |
|--------|-------------------------------|------|---------------------|-----------------------------|---------------------------|---------------------------------|---|
| No.    | Account/Formula               | Accr | Amount              | Service Dates               | Paid On Bhf #             | On Behalf of Name               |   |
|        | 13-330-000-0000-6575          |      | 2.98                | parts                       | 628818                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6576          |      | 26.99               | supplies                    | 629085                    | Shop Supplies & Tools           | N |
|        | 13-330-000-0000-6576          |      | 18.49               | supplies                    | 629167                    | Shop Supplies & Tools           | N |
|        | 13-330-000-0000-6575          |      | 16.69               | parts                       | 629192                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 27.95               | parts                       | 629266                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6576          |      | 51.48               | supplies                    | 629875                    | Shop Supplies & Tools           | N |
|        | 13-330-000-0000-6575          |      | 27.74               | parts                       | 629975                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6576          |      | 5.99                | supplies                    | 630048                    | Shop Supplies & Tools           | N |
|        | 13-330-000-0000-6575          |      | 6.96                | parts                       | 630075                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 35.27               | parts                       | 630077                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 12.57               | parts                       | 630099                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 5.69                | parts                       | 630104                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 5.69                | parts                       | 630105                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6576          |      | 2.16                | supplies                    | 630195                    | Shop Supplies & Tools           | N |
|        | 13-330-000-0000-6575          |      | 3.46                | parts                       | 630208                    | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 12.97               | parts                       | 630228                    | Machinery Parts                 | N |
| 5988   | Preston Auto Parts            |      | 971.08              | 39 Transactions             |                           |                                 |   |
| 5753   | RDO Equipment Co              |      |                     |                             |                           |                                 |   |
|        | 13-330-000-0000-6575          |      | 309.03              | parts                       | P9394402                  | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 251.88              | parts                       | P9394502                  | Machinery Parts                 | N |
|        | 13-330-000-0000-6561          |      | 182.16              | additive                    | P9426002                  | Gasoline Diesel And Other Fuels | N |
|        | 13-330-000-0000-6575          |      | 219.88              | parts                       | P9426002                  | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 6.66                | parts                       | P9426102                  | Machinery Parts                 | N |
| 5753   | RDO Equipment Co              |      | 969.61              | 5 Transactions              |                           |                                 |   |
| 5567   | Run Right Power Equipment LLC |      |                     |                             |                           |                                 |   |
|        | 13-330-000-0000-6575          |      | 7.00                | labor                       | 14976                     | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 47.25               | labor                       | 15410                     | Machinery Parts                 | N |
|        | 13-330-000-0000-6575          |      | 22.81               | parts                       | 15410                     | Machinery Parts                 | N |
| 5567   | Run Right Power Equipment LLC |      | 77.06               | 3 Transactions              |                           |                                 |   |
| 361    | Thompson Motors Of Wykoff Inc |      |                     |                             |                           |                                 |   |
|        | 13-330-000-0000-6575          |      | 38.97               | parts                       | 27-268919                 | Machinery Parts                 | N |
| 361    | Thompson Motors Of Wykoff Inc |      | 38.97               | 1 Transactions              |                           |                                 |   |
| 330    | DEPT Total:                   |      | 8,580.57            | Equipment Maintenance Shops | 8 Vendors                 | 70 Transactions                 |   |
| 13     | Fund Total:                   |      | 33,323.02           | County Road & Bridge        |                           | 73 Transactions                 |   |

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14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor No. | Name<br>Account/Formula                              | Rpt<br>Accr | Amount   | Warrant Description<br>Service Dates   | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------|------------------------------------------------------|-------------|----------|----------------------------------------|----------------------------|------------------------------------------------|------|
| 390        | DEPT                                                 |             |          | Resource Recovery Center               |                            |                                                |      |
| 6150       | Cintas Corporation No.2<br>14-390-000-0000-6377      |             | 17.70    | Uniforms<br>06/26/2020 06/26/2020      | 4054267094                 | Fees And Service Charges                       | N    |
|            | 14-390-000-0000-6377                                 |             | 13.38    | Uniforms<br>07/02/2020 07/02/2020      | 4054828801                 | Fees And Service Charges                       | N    |
| 6150       | Cintas Corporation No.2                              |             | 31.08    | 2 Transactions                         |                            |                                                |      |
| 2050       | Liberty Tire Recycling LLC<br>14-390-000-0000-6862   |             | 1,288.99 | Tire Disposal<br>06/20/2020 06/20/2020 | 1842792                    | Management Of Problem Wastes                   | N    |
| 2050       | Liberty Tire Recycling LLC                           |             | 1,288.99 | 1 Transactions                         |                            |                                                |      |
| 3206       | S & A Petroleum<br>14-390-000-0000-6561              |             | 69.98    | Forklift LP<br>06/10/2020 06/26/2020   | 95939, 96296               | Gasoline Diesel And Other Fuels                | N    |
| 3206       | S & A Petroleum                                      |             | 69.98    | 1 Transactions                         |                            |                                                |      |
| 450        | Zep Sales & Service<br>14-390-000-0000-6416          |             | 93.35    | Floor Dry<br>06/29/2020 06/29/2020     | 9005311036                 | Misc Supplies                                  | N    |
| 450        | Zep Sales & Service                                  |             | 93.35    | 1 Transactions                         |                            |                                                |      |
| 390        | DEPT Total:                                          |             | 1,483.40 | Resource Recovery Center               | 4 Vendors                  | 5 Transactions                                 |      |
| 391        | DEPT                                                 |             |          | Score Grant Program                    |                            |                                                |      |
| 6351       | Southern Minnesota Recycling<br>14-391-000-0000-6861 |             | 640.00   | Appliances<br>06/05/2020 06/30/2020    |                            | Recycling Operation Expense                    | N    |
| 6351       | Southern Minnesota Recycling                         |             | 640.00   | 1 Transactions                         |                            |                                                |      |
| 391        | DEPT Total:                                          |             | 640.00   | Score Grant Program                    | 1 Vendors                  | 1 Transactions                                 |      |
| 14         | Fund Total:                                          |             | 2,123.40 | Sanitation Fund                        |                            | 6 Transactions                                 |      |



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23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                      | Rpt  | Warrant Description |                         | Invoice #        | Account/Formula Descripti       | 1099 |
|-------------|----------------------|------|---------------------|-------------------------|------------------|---------------------------------|------|
| No.         | Account/Formula      | Accr | Amount              | Service Dates           | Paid On Bhf #    | On Behalf of Name               |      |
| 350         | DEPT                 |      |                     | County Airport          |                  |                                 |      |
|             | 3691 Bauer Built Inc |      |                     |                         |                  |                                 |      |
|             | 23-350-000-0000-6305 |      | 40.90               | Woods Mower Tire Repair | 740040867        | Machinery And Equipment Repairs | N    |
|             |                      |      |                     | 06/05/2020 06/05/2020   |                  |                                 |      |
|             | 3691 Bauer Built Inc |      | 40.90               | 1 Transactions          |                  |                                 |      |
| 350         | DEPT Total:          |      | 40.90               | County Airport          | 1 Vendors        | 1 Transactions                  |      |
| 23          | Fund Total:          |      | 40.90               | County Airport Fund     |                  | 1 Transactions                  |      |
|             | Final Total:         |      | 59,181.08           | 44 Vendors              | 118 Transactions |                                 |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 23,213.76     | County Revenue Fund  |                    |
|               | 12          | 480.00        | INFRA FUND           |                    |
|               | 13          | 33,323.02     | County Road & Bridge |                    |
|               | 14          | 2,123.40      | Sanitation Fund      |                    |
|               | 23          | 40.90         | County Airport Fund  |                    |
|               | All Funds   | 59,181.08     | 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                |      |
| 4855   | B&B Olympic Bowl                  |      |           |                               |               |                                  |      |
|        | 01-251-000-0000-6379              |      | 3,024.00  | June 2020 Board of Prisoners  |               | Board Of Prisoners               | N    |
|        |                                   |      |           | 06/01/2020 06/30/2020         |               |                                  |      |
| 4855   | B&B Olympic Bowl                  |      | 3,024.00  | 1 Transactions                |               |                                  |      |
| 85440  | Centurylink                       |      |           |                               |               |                                  |      |
|        | 01-203-000-0000-6203              |      | 46.95     | Spring Valley Sheriff Phone   | 301264120     | Telephone                        | N    |
|        |                                   |      |           | 06/26/2020 07/25/2020         |               |                                  |      |
|        | 01-149-000-0000-6203              |      | 1,741.40  | Courthouse Phone 6/26-7/25    | 301269347     | Telephone                        | N    |
|        |                                   |      |           | 06/26/2020 07/25/2020         |               |                                  |      |
|        | 01-102-000-0000-6203              |      | 58.32     | 909 Houston St NW Phone       | 301269931     | Telephone                        | N    |
|        |                                   |      |           | 06/26/2020 07/25/2020         |               |                                  |      |
|        | 01-251-000-0000-6203              |      | 70.50     | Sheriff Phone                 | 406899378     | Telephone                        | N    |
|        |                                   |      |           | 06/26/2020 07/25/2020         |               |                                  |      |
| 85440  | Centurylink                       |      | 1,917.17  | 4 Transactions                |               |                                  |      |
| 5660   | De Lage Landen Financial Services |      |           |                               |               |                                  |      |
|        | 01-149-000-0000-6288              |      | 1,534.15  | Copy Machine Lease 7/12-8/11  | 68578673      | Copy Machine - Lease             | N    |
|        |                                   |      |           | 07/12/2020 08/11/2020         |               |                                  |      |
| 5660   | De Lage Landen Financial Services |      | 1,534.15  | 1 Transactions                |               |                                  |      |
| 1479   | Loffler Companies, Inc            |      |           |                               |               |                                  |      |
|        | 01-149-000-0000-6235              |      | 524.13    | Copier Usage 6/1/20-6/30/20   | 3462473       | Copy Machine - Copies BW and Col | N    |
|        |                                   |      |           | 06/01/2020 06/30/2020         |               |                                  |      |
| 1479   | Loffler Companies, Inc            |      | 524.13    | 1 Transactions                |               |                                  |      |
| 6094   | MN Energy Resources Corporation   |      |           |                               |               |                                  |      |
|        | 01-111-000-0000-6255              |      | 356.59    | Crthouse & FCOB Natural Gas   | 2994412641    | Gas                              | N    |
|        |                                   |      |           | 05/20/2020 06/18/2020         |               |                                  |      |
| 6094   | MN Energy Resources Corporation   |      | 356.59    | 1 Transactions                |               |                                  |      |
| 5294   | RELX Inc.DBA LexisNexis           |      |           |                               |               |                                  |      |
|        | 01-091-000-0000-6451              |      | 198.00    | Lexis-Nexis June Subscription | 3092728765    | Reference Materials              | N    |
|        |                                   |      |           | 06/01/2020 06/30/2020         |               |                                  |      |
| 5294   | RELX Inc.DBA LexisNexis           |      | 198.00    | 1 Transactions                |               |                                  |      |
| 4322   | Selco                             |      |           |                               |               |                                  |      |
|        | 01-506-000-0000-6812              |      | 59,827.25 | 3rd Qtr 2020 County Funding   | 047910        | Selco - Walk In                  | N    |
|        |                                   |      |           | 07/01/2020 09/30/2020         |               |                                  |      |

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1 County Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor        | Name                   |             | <u>Rpt</u>    | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>  | <u>1099</u> |
|---------------|------------------------|-------------|---------------|----------------------------|----------------------|-----------------------------------|-------------|
| <u>No.</u>    | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>          |             |
| 4322          | Selco                  |             | 59,827.25     |                            |                      |                                   |             |
|               |                        |             |               | 1 Transactions             |                      |                                   |             |
| 2357          | Verizon Wireless       |             |               |                            |                      |                                   |             |
|               | 01-202-000-0000-6206   |             | 808.07        | Deputy Cell Phones         | 9857366455           | Employee Electronic Device Reimbu | Y           |
|               |                        |             |               | 05/25/2020 06/24/2020      |                      |                                   |             |
| 2357          | Verizon Wireless       |             | 808.07        |                            |                      |                                   |             |
|               |                        |             |               | 1 Transactions             |                      |                                   |             |
| 1 Fund Total: |                        |             | 68,189.36     | County Revenue Fund        | 8 Vendors            | 11 Transactions                   |             |

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7/8/20 3:30PM

13 County Road &amp; Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor         | Name                           | Rpt  | Warrant Description | Invoice #                     | Account/Formula Descripti | 1099                              |
|----------------|--------------------------------|------|---------------------|-------------------------------|---------------------------|-----------------------------------|
| No.            | Account/Formula                | Accr | Amount              | Service Dates                 | Paid On Bhf #             | On Behalf of Name                 |
| 2208           | Canton City - Hwy dept         |      |                     |                               |                           |                                   |
|                | 13-330-000-0000-6251           |      | 90.42               | utilities                     | 127127                    | Electricity                       |
| 2208           | Canton City - Hwy dept         |      | 90.42               | 1 Transactions                |                           | N                                 |
| 85440          | Centurylink                    |      |                     |                               |                           |                                   |
|                | 13-300-000-0000-6203           |      | 114.37              | telephone                     | 301264100                 | Telephone                         |
|                | 13-300-000-0000-6203           |      | 198.66              | telephone                     | 301269901                 | Telephone                         |
| 85440          | Centurylink                    |      | 313.03              | 2 Transactions                |                           | N                                 |
| 1829           | Frontier Communications        |      |                     |                               |                           |                                   |
|                | 13-300-000-0000-6203           |      | 74.70               | telephone                     | 5079373211                | Telephone                         |
| 1829           | Frontier Communications        |      | 74.70               | 1 Transactions                |                           | N                                 |
| 5736           | Scott Construction, Inc.       |      |                     |                               |                           |                                   |
|                | 13-340-000-0000-6614           |      | 367,314.02          | 2020 LOST Seal Coat Cnty Wide |                           | Local Sales Tax Road Improvements |
|                |                                |      |                     | 07/10/2020 07/10/2020         |                           |                                   |
|                | 13-360-000-0000-6613           |      | 645,613.82          | 2020 WT Seal Coat Cnty Wide   |                           | Wheelage Tax Expenses             |
|                |                                |      |                     | 07/10/2020 07/10/2020         |                           |                                   |
| 5736           | Scott Construction, Inc.       |      | 1,012,927.84        | 2 Transactions                |                           | N                                 |
| 343            | Spring Valley Public Utilities |      |                     |                               |                           |                                   |
|                | 13-330-000-0000-6251           |      | 173.46              | utilities                     | 1124                      | Electricity                       |
| 343            | Spring Valley Public Utilities |      | 173.46              | 1 Transactions                |                           | N                                 |
| 1487           | Waste Management - WI-MN       |      |                     |                               |                           |                                   |
|                | 13-330-000-0000-6251           |      | 74.39               | utilities                     | 37596353000               | Electricity                       |
| 1487           | Waste Management - WI-MN       |      | 74.39               | 1 Transactions                |                           | N                                 |
| 13 Fund Total: |                                |      | 1,013,653.84        | County Road & Bridge          | 6 Vendors                 | 8 Transactions                    |

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7/8/20 3:30PM  
14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| Vendor         | Name                       | Rpt  |          | Warrant Description          | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|----------------------------|------|----------|------------------------------|---------------|---------------------------|------|
| No.            | Account/Formula            | Accr | Amount   | Service Dates                | Paid On Bhf # | On Behalf of Name         |      |
| 85440          | Centurylink                |      |          |                              |               |                           |      |
|                | 14-390-000-0000-6203       |      | 140.44   | RRC June 2020 Phone/Internet | 301270054     | Telephone                 | N    |
|                |                            |      |          | 06/26/2020 07/25/2020        |               |                           |      |
| 85440          | Centurylink                |      | 140.44   | 1 Transactions               |               |                           |      |
| 5882           | Winneshiek County Landfill |      |          |                              |               |                           |      |
|                | 14-390-000-0000-6374       |      | 2,482.20 | Tipping Fees                 | 24146         | Landfill Tipping Fees     | N    |
|                |                            |      |          | 06/19/2020 06/23/2020        |               |                           |      |
|                | 14-390-000-0000-6374       |      | 2,383.50 | Tipping Fees                 | 24161         | Landfill Tipping Fees     | N    |
|                |                            |      |          | 06/26/2020 06/30/2020        |               |                           |      |
| 5882           | Winneshiek County Landfill |      | 4,865.70 | 2 Transactions               |               |                           |      |
| 14 Fund Total: |                            |      | 5,006.14 | Sanitation Fund              | 2 Vendors     | 3 Transactions            |      |

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7/8/20 3:30PM

23 County Airport Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

| <u>Vendor</u>  | <u>Name</u>            | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>          | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------|------------------------|-------------|----------------------------|---------------------------|----------------------------------|--------------------------|
| <u>No.</u>     | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>      | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 85440          | Centurylink            |             |                            |                           |                                  |                          |
|                | 23-350-000-0000-6203   |             | 131.61                     | Telephone 6/26/20-7/25/20 | 301269537                        | Telephone N              |
|                |                        |             |                            | 06/26/2020 07/25/2020     |                                  |                          |
|                | 23-350-000-0000-6203   |             | 55.04                      | Telephone 6/26/20-7/25/20 | 301269908                        | Telephone N              |
|                |                        |             |                            | 06/26/2020 07/25/2020     |                                  |                          |
| 85440          | Centurylink            |             | 186.65                     | 2 Transactions            |                                  |                          |
| 23 Fund Total: |                        |             | 186.65                     | County Airport Fund       | 1 Vendors                        | 2 Transactions           |
| Final Total:   |                        |             | 1,087,035.99               | 17 Vendors                | 24 Transactions                  |                          |

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7/8/20

3:30PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 7

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |
|-------------|---------------|----------------------|
| 1           | 68,189.36     | County Revenue Fund  |
| 13          | 1,013,653.84  | County Road & Bridge |
| 14          | 5,006.14      | Sanitation Fund      |
| 23          | 186.65        | County Airport Fund  |
| All Funds   | 1,087,035.99  | Total                |

Approved by, .....  
.....  
.....



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/14/2020

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 an access permit for new drive for Emanuel Raber Jr, section 30 of Bristol Township

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)

# ACCESS PERMIT APPLICATION

## FILLMORE COUNTY

(This application must be fully completed before it can be processed. Failure to complete the form in its entirety will only result in further delays)

(1) Name of all Landowners: Emanuel Raber Jr Phone #: \_\_\_\_\_

Edna D. Raber Phone #: \_\_\_\_\_

email address: \_\_\_\_\_

Mailing Address: 11096 225<sup>th</sup> Ave Harmony MA 55839  
Address City State Zip

(2) Parcel #: 210251000 Permit # \_\_\_\_\_

(3) Legal Description (from deed, abstract, or Recorder's Office): \_\_\_\_\_  
To be filled out by the Zoning Office

Section: 30 (4) Township: 101 (5) Range: 011

Permission is being applied for to construct an access to County Road 30 at the following location

(qtr/qtr) \_\_\_\_\_ Section 30 Township Name Bristol

Reason for Access School house

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Emanuel Raber Jr Date: 6-22-20

Edna D. Raber Date: 6-22-20

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

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

Specifications/Conditions: CONSTRUCT THE ACCESS 300 FT WEST OF 225<sup>TH</sup> AVE., WITH A 20 FT WIDE TOP AND 4:1 SLOPES. ACCESS WILL REQUIRE A 15 INCH CULVERT 50 FT IN LENGTH.

[Signature]  
County Engineer

7/7/2020  
Date

Cristal Adkins  
Zoning Administrator

7/8/2020  
Date

Based on the above recommendation and all other known facts, the Fillmore County Board of Commissioners do hereby (approve, disapprove) this request for an access to a county road.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Date



#### Overview



#### Legend

- Road Centerlines
- ▭ Parcels
- ▭ Municipalities
- ▭ Townships
- FEMA Flood Zone**
  - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
  - A
  - AE
  - AE, FLOODWAY
  - X PROTECTED BY LEVEE
- ▨ Bordering Countie

**Parcel ID** 210251000  
**Sec/Twp/Rng** 30-101-011  
**Property Address**

**Alternate ID** n/a  
**Class** 101 - AGRICULTURAL  
**Acreage** 70

**Owner Address** EMANUEL E RABER, JR &  
 EDNA D RABER  
 11096 225TH AVE  
 HARMONY, MN 55939

**District**

BRISTOL/SD #2198

**Brief Tax Description**

Sect-30 Twp-101 Range-011 70.00 AC SE1/4 SW1/4 & E 944' OF S 944' OF NE1/4 SW1/4 & SW1/4 SW1/4 SE1/4  
 (Note: Not to be used on legal documents)

Date created: 6/16/2020

Last Data Uploaded: 6/16/2020 9:33:42 AM

Developed by  **Schneider**  
 GEOSPATIAL

**Finance**

| Account Number       | ACCOUNT DESCRIPTION             | 2019 Budget | 2019 Actual | 2020 Budget | 2020 Actual (1-6) | 2021 Budget |
|----------------------|---------------------------------|-------------|-------------|-------------|-------------------|-------------|
| 01-050-000-0000-5501 | Fees And Charges                | 0.00        | (15.00)     | 0.00        | 0.00              | 0.00        |
| 01-050-000-0000-6105 | Gross Salaries                  | 0.00        | 45,842.00   | 122,416.00  | 60,151.00         | 128,920.00  |
| 01-050-000-0000-6152 | Life Insurance                  | 0.00        | 6.00        | 19.00       | 8.00              | 19.00       |
| 01-050-000-0000-6162 | P.E.R.A. - Employer             | 0.00        | 3,183.00    | 9,181.00    | 4,511.00          | 9,669.00    |
| 01-050-000-0000-6171 | Social Security-Employer        | 0.00        | 2,607.00    | 7,590.00    | 3,394.00          | 7,993.00    |
| 01-050-000-0000-6172 | Medicare-Employer               | 0.00        | 610.00      | 1,775.00    | 794.00            | 1,869.00    |
| 01-050-000-0000-6174 | Co. Health Contribution         | 0.00        | 11,312.00   | 33,642.00   | 16,959.00         | 39,006.00   |
| 01-050-000-0000-6233 | Publications                    | 0.00        | 0.00        | 0.00        | 450.00            | 0.00        |
| 01-050-000-0000-6245 | Registration Fees               | 0.00        | 0.00        | 750.00      | 0.00              | 0.00        |
| 01-050-000-0000-6335 | Employee Automobile Allowance   | 0.00        | 0.00        | 200.00      | 0.00              | 0.00        |
| 01-050-000-0000-6337 | Other Travel Expense            | 0.00        | 0.00        | 400.00      | 0.00              | 0.00        |
| 01-050-000-0000-6561 | Gasoline Diesel And Other Fuels | 0.00        | 31.00       | 0.00        | 0.00              | 0.00        |
|                      |                                 | 0.00        | 63,576.00   | 175,973.00  | 86,267.00         | 187,476.00  |

| 2021      | Finance       |                      |                 |                    |                    |                    |                     |                      |          |
|-----------|---------------|----------------------|-----------------|--------------------|--------------------|--------------------|---------------------|----------------------|----------|
| Finance   | Hourly/Salary | Gross Salaries       | Life Insurance  | PERA               | Social Security    | Medicare           | Health Insurance    | Total Cost           | FTE      |
| L Affeldt | \$ 38.12      | \$ 46,239.56         | \$ 9.60         | \$ 3,467.97        | \$ 2,866.85        | \$ 670.47          | \$ 27,017.00        | \$ 80,271.45         | 1        |
| 8/1/2021  | \$ 39.34      | \$ 34,107.78         | \$ -            | \$ 2,558.08        | \$ 2,114.68        | \$ 494.56          | \$ -                | \$ 39,275.11         |          |
|           |               | <b>\$ 80,347.34</b>  | <b>\$ 9.60</b>  | <b>\$ 6,026.05</b> | <b>\$ 4,981.54</b> | <b>\$ 1,165.04</b> | <b>\$ 27,017.00</b> | <b>\$ 119,546.56</b> | <b>1</b> |
| S Mensink | \$ 22.98      | \$ 23,094.90         | \$ 9.60         | \$ 1,732.12        | \$ 1,431.88        | \$ 334.88          | \$ 11,989.00        | \$ 38,592.38         | 1        |
| 6/24/2021 | \$ 23.70      | \$ 25,477.50         | \$ -            | \$ 1,910.81        | \$ 1,579.61        | \$ 369.42          | \$ -                | \$ 29,337.34         |          |
|           |               | <b>\$ 48,572.40</b>  | <b>\$ 9.60</b>  | <b>\$ 3,642.93</b> | <b>\$ 3,011.49</b> | <b>\$ 704.30</b>   | <b>\$ 11,989.00</b> | <b>\$ 67,929.72</b>  | <b>1</b> |
|           |               | <b>\$ 128,919.74</b> | <b>\$ 19.20</b> | <b>\$ 9,668.98</b> | <b>\$ 7,993.02</b> | <b>\$ 1,869.34</b> | <b>\$ 39,006.00</b> | <b>\$ 187,476.28</b> | <b>2</b> |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/14/2020

Amount of time requested (minutes):

10

Dept.: Administrator

Prepared By: Kristina Kohn

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

## Consent Agenda:

## Regular Agenda:

## Documentation

1. Discussion with possible action regarding reclassification recommendations from David Drown  
a. Reclassification for Registered Dietician  
b. Classification for Lead Public Health Nurse  
Yes
2. Discussion with possible action regarding implantation of EASE online benefit software as recommended by the Benefits Committee  
a. No cost to the County  
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); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)



**DDA**

Human Resources, Inc.  
*a David Drown Associates Company*

**TO: KRISTINIA KOHN, HUMAN RESOURCES OFFICER**

**FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**

**DATE: JULY 9, 2020**

**SUBJECT: CLASSIFICATION OF LEAD PUBLIC HEALTH NURSE AND RECLASSIFICATION OF REGISTERED DIETICIAN**

---

Under the County's current system, review of the current job positions, and review of the PAQ, I would classify the Registered Dietician as a Grade 12.

Under the County's current system, review of the PAQ, I would classify the Lead Public Health Nurse as a Grade 14.

Tessia Melvin, DDA Management Consultant

[tessia@daviddrown.com](mailto:tessia@daviddrown.com)



ease

# Goodbye Paper, Hello Ease

Solve all of your enrollment and onboarding headaches with one streamlined solution.

Tired of chasing down enrollment forms and decoding illegible signatures? Wish that new employees had answers to their coverage questions?

Ease partners with your broker to bring you a streamlined enrollment experience for you and your employees. With Ease, over 60,000 businesses and more than 1.5 million employees are enjoying more secure access to coverage information and changes, and shorter enrollment times.

“

It is convenient, accessible, and easy to learn. It makes my job easier and helps me manage difficult tasks during busy times like open enrollment.

**Nola Browns,**  
*Discover Hope,  
Ease user since 2017*





# Save Time With Simplified Benefits Administration



## Broker Supported

Your health insurance broker can set up, manage, and teach you how to use Ease. Have a question? Your broker is there for you.



## Digital Enrollment

Ease maps employee information to carrier enrollment forms so no field is left incomplete. Employees can also e-sign their forms, eliminating paperwork completely.



## Plan Comparison

Employees can compare unique plan details like copays and deductibles in a single view, and actual costs per pay period helping them make better decisions.



## Enrollment Progress Dashboard

Email employees about open enrollment and view a snapshot of enrollment progress for each employee directly in Ease.

## Your Employees Will Thank You

Signing countless forms, researching plan options, and trying to remember your plan details throughout the year are just some of the pains your employees experience with paper enrollment.



### Conduct Faster Enrollments

Employees only enter their information once, are required to complete all fields, and can digitally sign their forms.



### Make Better Decisions

Ease helps your employees make smarter decisions by putting copays, coverage, SBCs, and actual costs at their fingertips.



### Unlock 24/7 Access

Employees can access Ease via web, mobile, or iOS and Android mobile app to view important benefit details year-round.

---

**Don't spend time on administrative tasks when you could be doing more of what you love, like engaging with your employees.**

Ask your broker for a demo.

Start managing benefits with Ease.

Get more time back in your day!



# Online Enrollment With Ease

## Save Time and Deliver a Better Employee Experience

Tired of chasing down paper forms and decoding illegible handwriting year after year? Think that there should be a better way? So do we. With Ease, over 65,000 business owners enjoy a streamlined enrollment process, and deliver a better experience to over 2 million employees. Take a look at how online enrollment helps businesses like yours.

|                                                              | Now                                                                                                                                                                                                                                                                                                                                                                                                          | With Ease                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1:</b><br><b>Give Employees a Flawless First Day</b> | <p><b>HR:</b> Are you wasting hours collating, auditing, scanning, and filing paper forms for new hires every year?</p> <p><b>Employee:</b> Do your new hires find it tedious to complete and sign onboarding forms by hand?</p>                                                                                                                                                                             | <p><b>HR:</b> Enter new employee information — only once — and send the login details to your new hire. That's it!</p> <p><b>Employee:</b> In just a few minutes, new hires complete W-2, W-4, I-9, and direct deposit forms online.</p>                                                                                                                                                                                                                        |
| <b>Step 2:</b><br><b>Simplify Enrollment for Everyone</b>    | <p><b>HR:</b> Do you manually determine eligibility, or maintain paper summaries for every single plan? Do you have to distribute brochures, and help employees understand and compare plan details?</p> <p><b>Employee:</b> Do your employees get overwhelmed with sifting through endless paperwork? Do they struggle with comparing plan details, and trying to estimate how much benefits will cost?</p> | <p><b>HR:</b> Your broker configures the system for you based on your plan selections and eligibility rules. Simply send employees a unique login for their company benefits account and they can log in to make selections. How easy is that?</p> <p><b>Employee:</b> Employees just log in to their company's benefits account from their desktop or mobile, and then browse only the benefit plans they're eligible for, as well as cost per pay period!</p> |

Now

With Ease

**Step 3:**  
**Benefit Elections**  
**Have Never**  
**Been Easier**

**HR:** During enrollment, do you find yourself spending hours chasing down and auditing paper forms or attempting to decode illegible handwriting? Are you once again feeling frustrated and overwhelmed with the whole enrollment process?

**Employee:** While sifting through stacks of paperwork, do employees dread enrollment as much as you do? Do they feel unsure if they've made good decisions, or what their total payroll deductions will be?

**HR:** In just a few clicks, you can electronically submit benefit elections to your health insurance broker. Feel happy and relieved that enrollment was so easy this year!

**Employee:** Employees can make better benefits decisions by easily comparing options, plan deductibles, SBCs, and actual costs per pay period—in less time than it takes to drink a cup of coffee! With this stress-free experience, they feel great about company benefits.

**Step 4:**  
**Give Employees**  
**Easy Access**  
**Year-Round**

**Employee:** Do employees sometimes lose ID cards or have billing problems when they forget to bring ID cards to medical appointments?

**Employee:** Employees can easily access benefits information year-round via desktop or mobile, and upload them and their dependent's ID cards to the Ease mobile app for on-the-go access.



Now

With Ease

Step 5:

### Robust Reporting and Metrics Always at Your Fingertips

**HR:** What happens when you need to create reports for your executive or finance teams? Are you manually downloading multiple files and creating complex spreadsheets and graphs?

**HR:** Ease lets you automatically generate and view standard reports, and empowers you to create custom reports for plans, enrollment summaries, beneficiaries, and more!



A lifesaver, incredibly time-saving! Open Enrollment is a breeze, it is unthinkable to not have this for all the medical/dental/vision details for our staff to reference.

**Nancy P,**  
*Chief Administrative  
Officer*



**Christopher B,**  
*Director of Human  
Resources*

Easy to use! Ease is simple to update, maintain and helps us provide easily understandable plan cost comparisons to our employees. It also makes it easy to facilitate required provision of plan documents and disclosures.

## How to Get Started



Ask your broker for a demo or register for our Employer Webinar: [Streamline Enrollment with Ease](#).



Sign up, and start managing benefits with Ease.



Start enjoying streamlined enrollment and a better employee experience!