

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
SPECIAL MEETING AGENDA**

January 3rd, 2023

Fillmore County Courthouse- Boardroom, 101 Fillmore Street Preston, MN 55965

FILLMORE COUNTY BOARD OF COMMISSIONERS

First District
Mitch Lentz

Second District
Randy Dahl

Third District
Larry Hindt

Fourth District
Duane Bakke

Fifth District
Marc Prestby

The Board provides the public the opportunity to participate in the meeting by phone or virtually. To participate Dial 1-844-621-3956; enter Access Code 2493 142 0563; or www.webex.com, click on “join meeting”; enter the Meeting ID 2493 142 0563; password WphpC4aa3n6.

- 9:00 a.m. Call to order by Commissioner Lentz
Pledge of Allegiance
Election of Board Chair and Vice Chair-Commissioner Lentz

Approve Agenda

Approve Consent Agenda:
1. December 20, 2022, County Board Minutes

Approve Commissioner Warrants
Review Finance Warrants
- 9:05 a.m. Christy Smith, Auditor/ Treasurer
1. Consider the approval of the 2023 Fee Schedule
- 9:10 a.m. Jason McCaslin, Assessor
1. Discussion with possible action regarding the Fillmore County Abatement Policy
- 9:20 a.m. Ron Gregg, Highway Engineer
1. Consider approving a resolution to enter into an agreement with MnDOT for Federal Participation in Construction
2. Discussion with possible action in moving forward with CR No. 118, and Forestville Bridge within the boundaries of Forestville State Park
3. Discussion with possible action regarding the extension of the Fillmore County Local Option Sales Tax program with the request for a Public Hearing
- 9:30 a.m. Citizens Input
- 10:00 a.m. Lindsie Engle, Human Resources Officer
1. Consider the request to transfer Denise Zwart, Eligibility Worker, to Eligibility Worker Lead effective January 6th, 2023 as requested by the hiring committee

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2. Consider the request to transfer Christina Bakken, Social Worker, to Adult Social Worker Lead effective January 6th, 2023 as requested by the hiring committee
3. Consider the request to transfer Stephanie Mensink, Social Worker, to Child Social Worker Lead effective January 6th, 2023 as requested by the hiring committee
4. Consider the request to approve the phone stipend for David Emery
5. Consider the resignation of Jessica Kraus, Child Support Officer, effective January 3rd, 2023 after 18 years of service
6. Consider the request to transfer Kristine Oman, Support Enforcement Aide, to Child Support Officer effective January 6th, 2023 as requested by the personnel committee and Social Services Manager
7. Consider the request to transfer Kari Broadwater, Office Support Specialist, Sr. to support Enforcement Aide, effective January 20th, 2023 as requested by the personnel committee and Social Services Manager
8. Consider the request to advertise for replacement Office Support Specialist, Sr. internally and externally simultaneously
9. Consider the resignation of Katie Isenberg, Accounting Technician, effective January 13th, 2023 after 4 ½ years of service
10. Consider the request to advertise for replacement Accounting Technician internally and externally simultaneously

OTHER ADMINISTRATIVE:

1. Consider annual resolution to dedicate a portion of tax forfeiture receipts to parks in accordance with MS282.08
2. Consider 2023 regular County Board meeting day and time, along with schedule of meetings including Board of Appeal and Equalization and Truth in Taxation
3. Consider resolution to set the 2023 per diem rate (2022 rate was \$45)
4. Consider 2023 mileage reimbursement rate for use of private vehicle for official County business (IRS recommended rate is \$.XXX per mile; 2022 rate was \$.585 Jan-June and \$.625 July-December)
5. Consider hourly rate for temporary entry-level staff in appointed offices at Grade 3/Step 1 (\$14.26) in accordance with the 2023 non-union pay plan
6. Consider salary for County Commissioners for 2023
7. Consider salary for County Attorney Brett Corson for 2023
8. Consider salary for County Sheriff John DeGeorge for 2023
9. Consider salary for Chief Deputy Lance Boyum for 2023
10. Consider adopting Memorial Day resolution for reimbursement of expenses for veteran organization ceremonies
11. Consider authorizing elected officials, department heads and division leaders' overnight stays to attend their respective annual professional association of Minnesota conferences

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12. Consider County payment for flu shots for County employees to be provided as an employee benefit and in the event of flu shot shortages, only those qualifying under MN guidelines would be immunized
13. Consider resolution to use the County website as alternative method for bids
14. Consider the 2023 Delegates for Association of Minnesota Counties and Policy Committee Delegates
15. Consider designation of bank depositories for 2023

Calendar review, Committee Reports and Announcements

Meetings:

Tuesday, January 3	9:00 a.m.	Special Board	ALL
Monday, January 9	6:00 p.m.	DAC	Lentz
Monday, January 9	6:30 p.m.	Semcac	Dahl
Tuesday, January 10	9:00 a.m.	Regular Board	ALL

This is a preliminary draft of the December 20, 2022, 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.

The Board of County Commissioners of Fillmore County, Minnesota met in a Special session this 20th day of December 2022, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Mitch Lentz, Larry Hindt, Duane Bakke, Marc Prestby, and Randy Dahl.

Others present: Bobbie Hillery, Administrator/Clerk; Wanda Berg, Social Services Manager; John DeGeorge, Sheriff; Lance Boyum, Chief Deputy; Wanda Berg, Social Services Manager; Brett Corson, County Attorney; Ron Gregg, Highway Engineer; Darrell Schmitt, Engineering Supervisor; Joshua Lensing, Engineering Technician Sr./Engineer in Training; Lindsie Engle, Human Resources Officer; Dan Dornink, Investigator; Megan Rowe, Jailer; Tim Jeanetta, LELS Representative; Bonita Underbakke, and Karen Reisner, Fillmore County Journal.

Others present via WebEx: Tara Kraling, Accounting Technician; Cristal Adkins, Zoning Administrator; Christy Smith, Auditor/Treasurer; Jason McCaslin, County Assessor; Roxane Alden, Account Technician Lead; Jessica Erickson, Director of Nursing; Tabitha House, Dispatcher and Tom Kaase.

The Pledge of Allegiance was recited.

On a motion by Bakke and seconded by Hindt, the Board unanimously approved the amended agenda with the changes of removing the December 13, 2022 County Board minutes from the Consent Agenda and adding them to be approved separately as an agenda item.

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

1. ~~December 13, 2022, County Board Minutes~~
2. December 13, 2022, Truth In Taxation Minutes
3. Approve Liquor License for Isle of Dreams LLC

On a motion by Bakke and seconded by Prestby, the Board unanimously approved the amended December 13, 2022, County Board Minutes with the following changes:

*On a motion by Bakke, the Board ~~unanimously~~ approved scheduling a Public Hearing in 2023 to update the Transportation in search of Local Option Sales Tax project designations; **Members voting "yay" Lentz, Hindt, Bakke, and Dahl; Member voting "nay" Prestby.***

On a motion by Dahl and seconded by Hindt, the Board ~~unanimously~~ approved the bid of the sale of the existing Arrival and Departure building at the Fillmore County Airport to the highest bidder of Mat Rahlf for \$5.00.;
~~Members voting "yay" Lentz, Hindt, Bakke, and Dahl; Member voting "nay" Prestby.~~

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

The Finance Department warrants were reviewed.

John DeGeorge, Sheriff & Lance Boyum, Chief Deputy were present.

On a motion by Bakke and seconded by Hindt, the Board unanimously approved to purchase of Resilite Training Mats for use of Force/Defensive Tactics Training with the 2022 budgeted Law Enforcement Supplies in the amount of \$4,693.60.

Sheriff DeGeorge provided a summary of accomplishments for 2022 and goals for 2023. Sheriff DeGeorge noted the accomplishments and goals are a result of the teamwork that he and the Chief Deputy do together. He is requesting the Sheriff's salary to be set at \$123,342.00 for 2023; this is 95% of the estimated average salary of the suggested counties that Fillmore County has used for their compensation plan, based on 2022 with a 3% COLA/market rate increase.

DeGeorge requested that the County Board set the 2023 Chief Deputy's salary at \$104,663.00; this is 95% of the estimated average salary of the suggested counties that Fillmore County has used in their compensation plan, based on 2022 with a 3% COLA/market rate increase.

Wanda Berg, Social Services Manager was present.

On a motion by Dahl and seconded by Hindt, the Board unanimously approved the 2023 Minnesota Department of Human Services County Contract.

Brett Corson, County Attorney was present.

Corson provided a brief outline of his areas of responsibility and noted his office accomplishments for 2022. He is requesting the County Attorney's salary to be set at \$132,000.00 for 2023; this is an average of the suggested counties that Fillmore County has used for their compensation plan, based on 2022 with a 4% COLA/market rate increase.

The citizen's Input was opened and closed at 9:44 a.m., as no one was present to speak.

Ron Gregg, Highway Engineer was present.

On a motion by Dahl and seconded by Hindt, the Board unanimously approved the final payment of Rochester Sand & Gravel for \$4,942.28. **Resolution 2022-047:** for Project LOST 117P-1 the surface reconditioning project on CR 117 in the City of Wykoff.

On a motion by Bakke and seconded by Dahl, the Board unanimously approved the final payment to Rochester Sand & Gravel for \$25,320.98. **Resolution 2022-048:** for Project SAP 23-600-006 the reconstruction of Grosbeak Road from State Highway 16 into the Lanesboro Fish Hatchery.

On a motion by Hindt and seconded by Bakke, the Board unanimously approved the final payment of Rochester Sand & Gravel for \$44,827.91 **Resolution 2022-049:** for Project SAP 23-603-005 the surface reconditioning project on CSAH 3 east and west of the City of Ostrander.

On a motion by Hindt and seconded by Bakke, the Board unanimously approved the final payment to Rochester Sand & Gravel for \$30,157.68 **Resolution 2022-050:** for Project SAP 23-639-003 the surface reconditioning project on CSAH 39 which is west of Spring Valley.

On a motion by Prestby and seconded by Bakke, the Board unanimously approved the final payment of \$44,969.36 to Rochester Sand & Gravel **Resolution 2022-051:** for Project SAP 23-630-006 the surface reconditioning project on CSAH 30 between TH 139 to Niagara Cave.

Commissioner Bakke gave a Highway Committee report noting every project closed out for 2022 besides minimal items. Bakke noted that the Highway Committee reviewed the LOST projects for the public hearing and will be bringing the projects before the Board in January to set a public hearing for early February. Bakke noted that another DNR meeting will be scheduled regarding the Historic Forestville State Park Bridge that was recently closed.

Lindsi Engle, Human Resources Officer was present.

On a motion by Hindt and seconded by Bakke, the Board unanimously approved the 2023 non-union pay plan with a 4.5% COLA/market increase.

On a motion by Dahl and seconded by Hindt, the Board unanimously approved the 2023 Local #49ers pay plan.

On a motion by Dahl and seconded by Bakke, the Board unanimously approved hiring part-time Bailiff/Transport Eugene Johnson Non-union Grade 6/Step 1 at \$22.27 per hour effective December 23, 2022, as recommended by the Hiring Committee.

On a motion by Dahl and seconded by Hindt, the Board unanimously approved to appoint Roxane Kraling as County Recorder Grade 13/Step 1 at \$32.77 per hour effective January 3, 2023, as recommended by the Personnel Committee.

On a motion by Hindt and seconded by Bakke, the Board unanimously approved to transfer Christy Smith, Auditor/Treasurer, to Finance Director Grade 15/Step 2 effective January 6, 2023, as recommended by the Hiring Committee.

On a motion by Dahl and seconded by Prestby, the Board unanimously approved advertising for a replacement Auditor/Treasurer internally and externally simultaneously.

Bobbie Hillery, Administrator was present.

On a motion by Bakke and seconded by Prestby, the Board unanimously approved the internal Unclaimed Property Policy.

On a motion by Prestby and seconded by Bakke, the Board unanimously approved the internal Tax Levy Distribution Policy.

On a motion by Dahl and seconded by Bakke, the Board unanimously approved the journal entry to move the approved expenses in the amount of \$189,805.91 from Unallocated Operating Expenses into the ARPA expenses account for 2022.

On a motion by Dahl and seconded by Prestby, the Board unanimously approved a notice to be placed in the Fillmore County Journal that the 2019 Financial Statements are available in the Administration and/or Auditor/Treasurer departments for the public to review.

On a motion by Bakke and seconded by Hindt, the Board unanimously approved the 2023 proposed appropriations as follows:

Root River Trails	\$2,000.00
SE MN EMS	\$5,000.00
Southern MN EMS	\$1,061.40
SE MN Initiative Foundation	\$2,000.00
SEMCAC	\$6,000.00
SELCO	\$258,809.00
Historical Society	\$51,800.00
Memorial Day	\$300.00
Ag Society	\$37,000.00
Soil and Water Conservation Dist.	\$222,000.00

On a motion by Dahl and seconded by Hindt, the Board unanimously approved checking account closeouts, based upon Audit team recommendations.

On a motion by Hindt and seconded by Bakke, the Board unanimously approved **Resolution 2022-052: 2023 Fillmore County Budget.**

On a motion by Dahl and seconded by Prestby, the Board unanimously approved **Resolution 2022-053**: 2023 Fillmore County Final Levy.

On a motion by Bakke and seconded by Prestby, the Board unanimously approved paying all regular and normal bills through 12/31/2022, with review by Board Chair and Vice-Chair, with full Board approval occurring at the January 3rd, 2023 meeting.

On a motion by Hindt and seconded by Prestby, the Board unanimously approved the Annual Meeting date to be January 3, 2023, at 9:00 a.m.

On a motion by Prestby and seconded by Hindt, the Board unanimously approved the purchase of stocking hats for employees for up to \$1,772.25.00 using Wellness funds.

The chair recessed the board meeting at 10:52 a.m. and resumed back in session at 10:58 a.m.

The Fillmore County Board began 2023 LELS Union Negotiations

Tim Jeanetta, LELS Representative; Megan Rowe, Jailer; Tabitha House, Dispatcher and Dan Dornink, Investigator were present.

The Union is proposing a (3) year contract with the following regarding compensation to bring wages to average status.
(2023) 4.5% General Wage Increase
(2024) 3.5% General Wage Increase
(2025) 3.5% General Wage Increase

Pay Grade 12 is open for discussion to move to Grade 13 in 2023.

Proposing the addition of Juneteenth as soon as the State recognizes it as a state holiday.

Proposing a \$5.00 increase in uniform allowance each month for all employees in this group.

Administrator Hillery will have David Drown & Associates review the grade 12 and 13 positions that they rated in recent compensation studies conducted for Fillmore County to verify numbers provided by the Union and meet back on January 10, 2023 for further discussion.

A review of the calendar was done with the following committee reports and announcements were given: Hillery has been working with Senator Miller and Representative Davids regarding a meeting for Legislative priorities- AMC Legislative Conference will be Feb. 22-23, 2023.

On a motion by Bakke and seconded by Dahl, the Chair adjourned the meeting at 11:20 a.m.

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				Board Of Commissioners			
	3804	Bakke/Duane						
47		01-003-000-0000-6335		42.50	December Meeting mileage 12/04/2022 12/04/2022		Employee Automobile Allowance	N
	3804	Bakke/Duane		42.50	1 Transactions			
	5887	Dahl/Randy						
50		01-003-000-0000-6335		336.25	Nov/Dec 2022 meeting mileage 11/01/2022 12/20/2022		Employee Automobile Allowance	N
	5887	Dahl/Randy		336.25	1 Transactions			
	1152	Prestby/Marc						
66		01-003-000-0000-6335		33.13	December meeting mileage 12/13/2022 12/20/2022		Employee Automobile Allowance	N
	1152	Prestby/Marc		33.13	1 Transactions			
3	DEPT Total:			411.88	Board Of Commissioners	3 Vendors	3 Transactions	
11	DEPT				District Court			
	1907	Intercultural Mutual Assistance						
56		01-011-000-0000-6285		25.00	Atty fees 11/15/2022 11/15/2022	23-CR-22-448	Professional Fees	N
	1907	Intercultural Mutual Assistance		25.00	1 Transactions			
11	DEPT Total:			25.00	District Court	1 Vendors	1 Transactions	
34	DEPT				Administration			
	4438	Hillery/Bobbie						
17		01-034-000-0000-6335		150.00	2022 AMC Meeting Mileage 12/04/2022 12/07/2022		Employee Automobile Allowance	N
	4438	Hillery/Bobbie		150.00	1 Transactions			
34	DEPT Total:			150.00	Administration	1 Vendors	1 Transactions	
60	DEPT				Information Systems			
	111	Fillmore Co Treasurer- Credit Card/ACH						
14		01-060-000-0000-6640		93.84	5 display ports for monitors 11/22/2022 11/22/2022		Equipment Purchased	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
2	01-060-000-0000-6640		1,420.14	HP Docks (6)	H352006453	Equipment Purchased	N
				11/22/2022 11/22/2022			
	111 Fillmore Co Treasurer- Credit Card/ACH		1,513.98	2 Transactions			
5874	Jaguar Communications/MetroNet Inc.						
20	01-060-000-0000-6285		481.90	11/2022 locates	2373	Professional Fees	N
				11/01/2022 11/30/2022			
	5874 Jaguar Communications/MetroNet Inc.		481.90	1 Transactions			
2545	Marco,Inc						
58	01-060-000-0000-6640		552.00	Quote 143001	10694467	Equipment Purchased	N
				12/19/2022 12/19/2022			
	2545 Marco,Inc		552.00	1 Transactions			
60	DEPT Total:		2,547.88	Information Systems	3 Vendors	4 Transactions	
91	DEPT			County Attorney			
	2826 MN County Attorney's Association						
23	01-091-000-0000-6242		4,150.00	2023 MCAA Membership Dues	22163	Membership Dues	N
				01/01/2023 12/31/2023			
	2826 MN County Attorney's Association		4,150.00	1 Transactions			
91	DEPT Total:		4,150.00	County Attorney	1 Vendors	1 Transactions	
104	DEPT			Gis			
	272 Newman Signs						
61	01-104-000-0000-6514		180.29	Traffic signs	044423	Address Signs	N
				11/17/2022 11/17/2022			
	272 Newman Signs		180.29	1 Transactions			
104	DEPT Total:		180.29	Gis	1 Vendors	1 Transactions	
106	DEPT			Unallocated Recording Fee			
	4781 Pro-West & Associates, Inc						
22	01-106-000-0000-6637		638.45	GIS Tech Support	006986	Software Expenses	N
				10/30/2022 12/03/2022			
	4781 Pro-West & Associates, Inc		638.45	1 Transactions			

bharmening
12/22/2022 11:28:29AM
1 County Revenue Fund

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
106	DEPT Total:			638.45	Unallocated Recording Fee	1 Vendors	1 Transactions	
111	DEPT				Facilites Mtce			
	111	Fillmore Co Treasurer- Credit Card/ACH						
1		01-111-000-0000-6580		33.56	Purchase Green LED bulbs		Other Repair And Maintenance Supplies	N
					11/07/2022 11/07/2022			
	111	Fillmore Co Treasurer- Credit Card/ACH		33.56		1 Transactions		
	3370	Haakenson Electric, Inc						
21		01-111-000-0000-6317		71.00	Retrofit 3 fixtures to LED	6672	Building Maintenance	N
					12/15/2022 12/15/2022			
	3370	Haakenson Electric, Inc		71.00		1 Transactions		
111	DEPT Total:			104.56	Facilites Mtce	2 Vendors	2 Transactions	
125	DEPT				Veteran Services			
	111	Fillmore Co Treasurer- Credit Card/ACH						
5		01-125-000-0000-6420		245.99	Grant-paper cutter		State Grant Expenses	N
					10/30/2022 10/30/2022			
	111	Fillmore Co Treasurer- Credit Card/ACH		245.99		1 Transactions		
125	DEPT Total:			245.99	Veteran Services	1 Vendors	1 Transactions	
149	DEPT				Other General Government			
	4928	1 Source						
43		01-149-000-0000-6404		375.96	County custodian supplies	278273-0	County Shared Cleaning Supplies	N
					12/13/2022 12/13/2022			
42		01-149-000-0000-6404		3.81	County custodian supplies	278293-0	County Shared Cleaning Supplies	N
					12/13/2022 12/13/2022			
	4928	1 Source		379.77		2 Transactions		
	7183	CCP Industries,Inc						
48		01-149-000-0000-6404		379.17	County custodian supplies	IN03168245	County Shared Cleaning Supplies	N
					12/13/2022 12/13/2022			
74		01-149-000-0000-6404		379.17	County custodian supplies	IN03168744	County Shared Cleaning Supplies	N
					12/14/2022 12/14/2022			
	7183	CCP Industries,Inc		758.34		2 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
111	Fillmore Co Treasurer- Credit Card/ACH						
8	01-149-000-0000-6404		207.88	Co shared custodian supplies 11/10/2022 11/10/2022		County Shared Cleaning Supplies	N
9	01-149-000-0000-6408		62.01	County shared supplies 11/10/2022 11/10/2022		County Shared Office Supplies	N
10	01-149-000-0000-6408		31.25	County shared supplies 11/10/2022 11/10/2022		County Shared Office Supplies	N
11	01-149-000-0000-6408		130.04	County shared supplies 11/15/2022 11/15/2022		County Shared Office Supplies	N
12	01-149-000-0000-6408		294.99	County shared supplies 11/16/2022 11/16/2022		County Shared Office Supplies	N
13	01-149-000-0000-6408		16.03	County shared supplies 11/17/2022 11/17/2022		County Shared Office Supplies	N
6	01-149-000-0000-6408		14.13	County shared supplies 10/31/2022 10/31/2022		County Shared Office Supplies	N
3	01-149-000-0000-6408		13.40	County shared supplies 10/27/2022 10/27/2022		County Shared Office Supplies	N
4	01-149-000-0000-6408		39.99	County shared supplies 10/28/2022 10/28/2022		County Shared Office Supplies	N
15	01-149-000-0000-6372		15.00	Brenda P Halloween contest 11/23/2022 11/23/2022	Harmony Floral	Wellness Grant Expenses	N
7	01-149-000-0000-6372		43.76	Trick or Treating-Wellness 10/31/2022 10/31/2022	Preston Foods	Wellness Grant Expenses	N
111	Fillmore Co Treasurer- Credit Card/ACH		868.48	11 Transactions			
6829	Gallagher Benefit Services, Inc.						
18	01-149-000-0000-6285		1,643.21	12/2022 Consulting Service 12/01/2022 12/31/2022	272893	Professional Fees	N
6829	Gallagher Benefit Services, Inc.		1,643.21	1 Transactions			
4344	OFFICE OF MNIT SERVICES						
19	01-149-000-0000-6203		1,338.65	11/2022 WAN Services 11/01/2022 11/30/2022	DV22110333	Telephone	N
4344	OFFICE OF MNIT SERVICES		1,338.65	1 Transactions			
5960	SE MN Initiative Fund						
70	01-149-000-0000-6802		2,000.00	2022 Appropriation 05/31/2022 05/31/2022		Appropriations	N

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5960	SE MN Initiative Fund		2,000.00		1 Transactions		
149	DEPT Total:		6,988.45	Other General Government	6 Vendors	18 Transactions	
202	DEPT			Sheriff			
44	5142 Ancom Technical Center, Inc.						
	01-202-000-0000-6310		8,615.00	Tower-VHF microwave repairs		Contract Repairs And Maintenance	N
				12/13/2022 12/13/2022			
	5142 Ancom Technical Center, Inc.		8,615.00		1 Transactions		
45	5983 Anderson Auto LLC						
	01-202-000-0000-6310		59.40	2313 Squad Service	010855	Contract Repairs And Maintenance	Y
				12/08/2022 12/08/2022			
	5983 Anderson Auto LLC		59.40		1 Transactions		
52	20306 AT&T Mobility						
	01-202-000-0000-6206		17.46	Prorated cell phone	12032022	Employee Electronic Device Reimbursen	N
				11/25/2022 11/25/2022			
51	01-202-000-0000-6652		59.60	Data lines prorated	12032022	Squad Car Equipment Purchased and Se	N
				11/25/2022 11/25/2022			
	20306 AT&T Mobility		77.06		2 Transactions		
75	20305 Bellock, Dalton						
	01-202-000-0000-6337		13.70	Training meal		Other Travel Expense	N
				12/06/2022 12/06/2022			
	20305 Bellock, Dalton		13.70		1 Transactions		
49	5826 Culligan Water						
	01-202-000-0000-6377		46.25	December water cooler	588093872830	Fees And Service Charges	N
				11/30/2022 11/30/2022			
	5826 Culligan Water		46.25		1 Transactions		
36	111 Fillmore Co Treasurer- Credit Card/ACH						
	01-202-000-0000-6205		5.39	Postage		Postage And Postal Box Rent	N
				10/25/2022 10/25/2022			
31	01-202-000-0000-6205		5.40	Postage		Postage And Postal Box Rent	N
				10/26/2022 10/26/2022			
34	01-202-000-0000-6206		284.36	Cell phone cases		Employee Electronic Device Reimbursen	N
				11/17/2022 11/17/2022			

*** Fillmore County ***



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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
39	01-202-000-0000-6337		6.28	Jail supply for evidence 11/04/2022 11/04/2022		Other Travel Expense	N
41	01-202-000-0000-6337		15.20	Training meal 11/02/2022 11/02/2022		Other Travel Expense	N
40	01-202-000-0000-6357		375.00	Tazer Training 11/03/2022 11/03/2022		Peace Officer Training Expense	N
33	01-202-000-0000-6408		24.80	USB Drives 11/17/2022 11/17/2022		Other Office Supplies	N
37	01-202-000-0000-6455		118.32	AED equipment 11/02/2022 11/02/2022		Law Enforcement Supplies	N
38	01-202-000-0000-6561		48.13	Fuel 11/04/2022 11/04/2022		Gasoline Diesel And Other Fuels	N
111	Fillmore Co Treasurer- Credit Card/ACH		882.88	9 Transactions			
5618	Pit Stop Service, Duane Falck						
68	01-202-000-0000-6310		346.38	2315 squad service 10/27/2022 10/27/2022	8833	Contract Repairs And Maintenance	Y
67	01-202-000-0000-6310		372.95	2315 squad service 10/31/2022 10/31/2022	8842	Contract Repairs And Maintenance	Y
5618	Pit Stop Service, Duane Falck		719.33	2 Transactions			
202	DEPT Total:		10,413.62	Sheriff	7 Vendors	17 Transactions	
251	DEPT			County Jail			
6978	Aramark Uniform & Career Apparal Group						
46	01-251-000-0000-6377		155.07	Jail laundry 12/07/2022 12/07/2022	2560076355	Fees And Service Charges	N
6978	Aramark Uniform & Career Apparal Group		155.07	1 Transactions			
111	Fillmore Co Treasurer- Credit Card/ACH						
32	01-251-000-0000-6337		28.31	Transport meal 11/04/2022 11/04/2022		Other Travel Expense	N
35	01-251-000-0000-6377		68.94	Jail TV 11/23/2022 11/23/2022		Fees And Service Charges	N
111	Fillmore Co Treasurer- Credit Card/ACH		97.25	2 Transactions			
3370	Haakenson Electric, Inc						
53	01-251-000-0000-6377		76.92	Wiring for new lamps 11/09/2022 11/09/2022	6618	Fees And Service Charges	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3370	Haakenson Electric, Inc		76.92		1 Transactions		
4899	HEALTHDIRECT #119						
54	01-251-000-0000-6431		119.38	Inmate meds 11/30/2022 11/30/2022	153543	Drugs And Medicine	N
4899	HEALTHDIRECT #119		119.38	1 Transactions			
83550	Kelly Printing & Signs LLC						
57	01-251-000-0000-6408		71.00	Inmate property envelopes 12/05/2022 12/05/2022	229480	Other Office Supplies	N
83550	Kelly Printing & Signs LLC		71.00	1 Transactions			
7156	Midwest Monitoring & Surveillance						
59	01-251-000-0000-6285		6.50	Nov 2022 Lab Fees 11/30/2022 11/30/2022	1122118	Professional Fees	N
7156	Midwest Monitoring & Surveillance		6.50	1 Transactions			
9361	MN Dept Of Corrections						
60	01-251-000-0000-6301		622.50	September inmate meals 09/01/2022 09/30/2022	719782	lcwc Wage Expense	N
9361	MN Dept Of Corrections		622.50	1 Transactions			
4120	Olmsted County						
62	01-251-000-0000-6384		1,260.00	Nov 22 prisoner boarding 12/07/2022 12/07/2022	SHER-144035	Out Of County Board Of Prisoners	N
4120	Olmsted County		1,260.00	1 Transactions			
251	DEPT Total:		2,408.62	County Jail	8 Vendors	9 Transactions	
441	DEPT			Public Health			
3169	Pohlman/Brenda L						
65	01-441-000-0000-6390		39.38	TZD Nov 22 mileage 11/08/2022 11/22/2022		TZD Save Roads Basic 20.600	N
63	01-441-000-0000-6447		15.63	LPHA Nov 22 mileage 11/08/2022 11/22/2022		LPHA Grant Expenses	N
64	01-441-000-0000-6448		25.62	SHIP Nov 22 mileage 11/08/2022 11/22/2022		Ship Grant Expenses	N
3169	Pohlman/Brenda L		80.63	3 Transactions			

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	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
441	DEPT Total:			80.63	Public Health	1 Vendors	3 Transactions	
443	DEPT				Nursing Service			
	3736	Horsman Fence						
55		01-443-000-0000-6433		25,180.00	Fence install client#6385 11/25/2022 11/25/2022		Waiver Reimbursables	N
	3736	Horsman Fence		25,180.00	1 Transactions			
443	DEPT Total:			25,180.00	Nursing Service	1 Vendors	1 Transactions	
602	DEPT				County Extension Service			
	1671	Regents Of The University Of Minnesota						
69		01-602-000-0000-6277		29,862.25	Oct-Dec MOA billing 12/12/2022 12/12/2022	3000030864	Alternative Funding Contract	N
	1671	Regents Of The University Of Minnesota		29,862.25	1 Transactions			
602	DEPT Total:			29,862.25	County Extension Service	1 Vendors	1 Transactions	
1	Fund Total:			83,387.62	County Revenue Fund		64 Transactions	

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12 INFRA FUND

Vendor		Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr			Service Dates	Paid On Bhf #	On Behalf of Name	
111	DEPT				Facilites Mtce			
	9531	Summit Fire Protection						
71	12-111-000-0000-6625			420.00	Air compressor switch-FCOB	2209108	Building Improvement	N
					10/28/2022 10/28/2022			
	9531	Summit Fire Protection		420.00	1 Transactions			
111	DEPT Total:			420.00	Facilites Mtce	1 Vendors	1 Transactions	
12	Fund Total:			420.00	INFRA FUND		1 Transactions	

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 13 County Road & Bridge

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
320	DEPT				Highway Construction			
	392	City of Lanesboro						
30		13-320-000-0000-6616		123,035.53	597-009 #4 LRIP Lanes Coffee 10/22/2022 11/23/2022	23-597-009	Local Road Imporvement Program Grant N	
	392	City of Lanesboro		123,035.53	1 Transactions			
320	DEPT Total:			123,035.53	Highway Construction	1 Vendors	1 Transactions	
13	Fund Total:			123,035.53	County Road & Bridge		1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
390	DEPT		Resource Recovery Center			
	85440 Centurylink					
24	14-390-000-0000-6203		507-765-4704 Phone Internet	301270054	Telephone	N
			11/26/2022 12/25/2022			
	85440 Centurylink		1 Transactions			
	3370 Haakenson Electric, Inc					
25	14-390-000-0000-6311		heater & wall thermostat - new	6654	Miscellaneous Repairs And Maintenance	N
			11/03/2022 11/03/2022			
	3370 Haakenson Electric, Inc		1 Transactions			
	5988 Preston Auto Parts					
29	14-390-000-0000-6311		Compactor Repair	738080	Miscellaneous Repairs And Maintenance	N
			11/30/2022 11/30/2022			
28	14-390-000-0000-6311		hose clamp	738081	Miscellaneous Repairs And Maintenance	N
			11/30/2022 11/30/2022			
27	14-390-000-0000-6311		fix oil pt from leaking	738333	Miscellaneous Repairs And Maintenance	N
			12/02/2022 12/02/2022			
	5988 Preston Auto Parts		3 Transactions			
	3206 S & A Petroleum					
26	14-390-000-0000-6561		LP for forklift	0215659	Gasoline Diesel And Other Fuels	N
			10/14/2022 10/14/2022			
	3206 S & A Petroleum		1 Transactions			
390	DEPT Total:		1,044.54 Resource Recovery Center	4 Vendors	6 Transactions	
14	Fund Total:		1,044.54 Sanitation Fund		6 Transactions	

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23 County Airport Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
350	DEPT				County Airport			
	2674	Short Elliott Hendrickson Inc-Seh						
72		23-350-000-0000-6628		33,030.00	Airport Terminal Fed #3 12/30/2022 12/30/2022	437594	Fed Improvement Const/Grant	N
73		23-350-000-0000-6630		3,670.00	Airport Terminal County #3 12/30/2022 12/30/2022	437594	County Share Construction/Improvement	N
	2674	Short Elliott Hendrickson Inc-Seh		36,700.00	2 Transactions			
350	DEPT Total:			36,700.00	County Airport	1 Vendors	2 Transactions	
23	Fund Total:			36,700.00	County Airport Fund		2 Transactions	

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91 Economic Development Auth

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	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
705	DEPT				Economic Development			
	2910	Community And Economic Development As						
16		91-705-000-0000-6285		10,736.25	4th QTR 2022 EDA Support 10/01/2022 12/31/2022		Professional Fees	N
	2910	Community And Economic Development As		10,736.25	1 Transactions			
705	DEPT Total:			10,736.25	Economic Development	1 Vendors	1 Transactions	
91	Fund Total:			10,736.25	Economic Development Authority		1 Transactions	
	Final Total:			255,323.94	46 Vendors	75 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	1	83,387.62	County Revenue Fund	
	12	420.00	INFRA FUND	
	13	123,035.53	County Road & Bridge	
	14	1,044.54	Sanitation Fund	
	23	36,700.00	County Airport Fund	
	91	10,736.25	Economic Development Authority	
	All Funds	255,323.94	Total	Approved by,
			
			

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT				General Government			
	20309	Amdahl/ Steven or Lenoa						
		01-001-000-0000-6803		2,880.00	2022 Abatement refund		Miscellaneous Expense	N
					12/28/2022 12/28/2022			
	20309	Amdahl/ Steven or Lenoa		2,880.00	1 Transactions			
1	DEPT Total:			2,880.00	General Government	1 Vendors	1 Transactions	
3	DEPT				Board Of Commissioners			
	6732	Hindt/Lawrence E						
		01-003-000-0000-6335		84.52	December mtg mileage		Employee Automobile Allowance	N
					12/02/2022 12/22/2022			
	6732	Hindt/Lawrence E		84.52	1 Transactions			
3	DEPT Total:			84.52	Board Of Commissioners	1 Vendors	1 Transactions	
60	DEPT				Information Systems			
	2545	Marco,Inc						
		01-060-000-0000-6640		1,020.00	Contract base 11/12-12/11/22	10707786	Equipment Purchased	N
					11/12/2022 12/11/2022			
	2545	Marco,Inc		1,020.00	1 Transactions			
60	DEPT Total:			1,020.00	Information Systems	1 Vendors	1 Transactions	
103	DEPT				Assessor			
	106	Fillmore Co Treasurer						
		01-103-000-0000-6561		102.70	Assessor November 22 Fuel		Gasoline Diesel And Other Fuels	N
					11/03/2022 11/23/2022			
	106	Fillmore Co Treasurer		102.70	1 Transactions			
103	DEPT Total:			102.70	Assessor	1 Vendors	1 Transactions	
105	DEPT				Planning And Zoning			
	2540	Duxbury/Steve						
		01-105-000-0000-6104		90.00	December BOJ mtg per diem		Per Diem	N
					12/12/2022 12/15/2022			
		01-105-000-0000-6335		25.00	December BOJ mtg mileage		Employee Automobile Allowance	N

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2540	Duxbury/Steve		115.00	12/12/2022 12/15/2022 2 Transactions		
4874	JOHNSON/TRINITY					
	01-105-000-0000-6104		90.00	December BOJ per diem 12/12/2022 12/15/2022	Per Diem	N
	01-105-000-0000-6335		52.50	December BOJ mileage 12/12/2022 12/15/2022	Employee Automobile Allowance	N
4874	JOHNSON/TRINITY		142.50	2 Transactions		
6315	Thompson/Thomas A					
	01-105-000-0000-6104		90.00	December BOJ per diem 12/12/2022 12/15/2022	Per Diem	N
	01-105-000-0000-6335		45.00	December BOJ mileage 12/12/2022 12/15/2022	Employee Automobile Allowance	N
6315	Thompson/Thomas A		135.00	2 Transactions		
105	DEPT Total:		392.50	Planning And Zoning	3 Vendors	6 Transactions
111	DEPT			Facilites Mtce		
	1340 Mensink Landscaping					
	01-111-000-0000-6580		1,009.40	98 50# bags of ice melt 10/19/2022 10/19/2022	Other Repair And Maintenance Supplies	Y
	1340 Mensink Landscaping		1,009.40	1 Transactions		
	9206 Winona Heating & Ventilating Co, Inc.					
	01-111-000-0000-6317		256.00	Chiller repairs 12/09/2022 12/09/2022	Building Maintenance	N
	9206 Winona Heating & Ventilating Co, Inc.		256.00	1 Transactions		
111	DEPT Total:		1,265.40	Facilites Mtce	2 Vendors	2 Transactions
125	DEPT			Veteran Services		
	111 Fillmore Co Treasurer- Credit Card/ACH					
	01-125-000-0000-6244		250.00	NACVSO Training Appeals 11/02/2022 11/04/2022	Continuing Education	N
	111 Fillmore Co Treasurer- Credit Card/ACH		250.00	1 Transactions		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
125	DEPT Total:		250.00	Veteran Services	1 Vendors	1 Transactions
149	DEPT		Other General Government			
4928	1 Source					
	01-149-000-0000-6404		3.81	Co Shared custodian supplies	278411-0	County Shared Cleaning Supplies N
				12/16/2022 12/16/2022		
4928	1 Source		3.81	1 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-149-000-0000-6205		2,500.00	Postage meter refill	Pitney Bowes	Postage And Postal Box Rent N
				11/28/2022 11/28/2022		
111	Fillmore Co Treasurer- Credit Card/ACH		2,500.00	1 Transactions		
20308	Thorson Graphics LLC					
	01-149-000-0000-5753		1,553.90	Beanies from Wellness (175)	1178	Private Grants And Contributions N
				12/24/2022 12/24/2022		
20308	Thorson Graphics LLC		1,553.90	1 Transactions		
149	DEPT Total:		4,057.71	Other General Government	3 Vendors	3 Transactions
441	DEPT			Public Health		
106	Fillmore Co Treasurer					
	01-441-000-0000-6054		10.66	ICA2 November 22 Fuel		Immunization Cooperative Agreement (2) N
				11/01/2022 11/30/2022		
	01-441-000-0000-6445		11.54	TANF November 22 Fuel		TANF Expenses N
				11/01/2022 11/30/2022		
106	Fillmore Co Treasurer		22.20	2 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH					
	01-441-000-0000-6447		69.99	Computer privacy screen		LPHA Grant Expenses N
				12/02/2022 12/02/2022		
	01-441-000-0000-6447		231.21	Jessica Erickson conference		LPHA Grant Expenses N
				12/05/2022 12/07/2022		
111	Fillmore Co Treasurer- Credit Card/ACH		301.20	2 Transactions		
5957	Health Promotions Now					
	01-441-000-0000-6437		3,269.14	C&TC items	2016297	CTC Expenses N
				12/22/2022 12/22/2022		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5957	Health Promotions Now		3,269.14		1 Transactions		
83550	Kelly Printing & Signs LLC						
	01-441-000-0000-6437		243.84	CTC Envelopes 10/07/2022 10/07/2022	229003	CTC Expenses	N
	01-441-000-0000-6447		109.00	ROI Printing 12/20/2022 12/20/2022	229579	LPHA Grant Expenses	N
83550	Kelly Printing & Signs LLC		352.84		2 Transactions		
25077	Olmsted Co Community Services						
	01-441-000-0000-6054		549.05	MHFA Training 12/23/2022 12/23/2022		Immunization Cooperative Agreement (2)	N
25077	Olmsted Co Community Services		549.05		1 Transactions		
441	DEPT Total:		4,494.43	Public Health	5 Vendors	8 Transactions	
443	DEPT			Nursing Service			
20109	Cory Baker Construction LLC						
	01-443-000-0000-6433		9,089.95	Home adaptations client#5622 11/14/2022 11/14/2022		Waiver Reimbursables	N
20109	Cory Baker Construction LLC		9,089.95		1 Transactions		
106	Fillmore Co Treasurer						
	01-443-000-0000-6561		75.19	LTC November 22 Fuel 11/01/2022 11/30/2022		Gasoline Diesel And Other Fuels	N
106	Fillmore Co Treasurer		75.19		1 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-443-000-0000-6433		34.99	Washable bed pads client#7944 12/22/2022 12/22/2022		Waiver Reimbursables	N
	01-443-000-0000-6433		29.97	Cool mist humidifier clnt#7944 12/15/2022 12/15/2022		Waiver Reimbursables	N
	01-443-000-0000-6433		29.97	Cool mist humidifier clnt#3395 12/15/2022 12/15/2022		Waiver Reimbursables	N
111	Fillmore Co Treasurer- Credit Card/ACH		94.93		3 Transactions		
443	DEPT Total:		9,260.07	Nursing Service	3 Vendors	5 Transactions	

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
446	DEPT				Mch Program			
	106	Fillmore Co Treasurer						
		01-446-000-0000-6257		2.66	EBFHV November 22 Fuel		EBHV Expense	N
					11/01/2022 11/30/2022			
		01-446-000-0000-6335		2.37	MCH November 22 Fuel		Employee Automobile Allowance	N
					11/01/2022 11/30/2022			
	106	Fillmore Co Treasurer		5.03	2 Transactions			
	1285	Houston County Public Health						
		01-446-000-0000-6088		4,367.00	WIC Nov 22		Houston Grant Passthrough (01-446-5325)	N
					12/28/2022 12/28/2022			
	1285	Houston County Public Health		4,367.00	1 Transactions			
446	DEPT Total:			4,372.03	Mch Program	2 Vendors	3 Transactions	
602	DEPT				County Extension Service			
	20310	Regents of the University of Minnesota						
		01-602-000-0000-5502		1,212.00	2022 Master Gardener Program		Education Revenue	N
					12/27/2022 12/27/2022			
		01-602-000-0000-6207		169.60	2022 Master Gardener Program		Education Expense	N
					12/27/2022 12/27/2022			
	20310	Regents of the University of Minnesota		1,381.60	2 Transactions			
602	DEPT Total:			1,381.60	County Extension Service	1 Vendors	2 Transactions	
1	Fund Total:			29,560.96	County Revenue Fund		34 Transactions	

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12 INFRA FUND

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
111	DEPT				Facilites Mtce			
	9531	Summit Fire Protection						
		12-111-000-0000-6625		980.00	Service call on air compressor	2207624	Building Improvement	N
					09/21/2022 09/21/2022			
	9531	Summit Fire Protection		980.00	1 Transactions			
111	DEPT Total:			980.00	Facilites Mtce	1 Vendors	1 Transactions	
12	Fund Total:			980.00	INFRA FUND		1 Transactions	

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
300	DEPT			Highway Administration			
7129	CenturyLink						
	13-300-000-0000-6203		144.74	12/10 telephone	5078673784	Telephone	N
7129	CenturyLink		144.74	1 Transactions			
110	Fillmore Co Treasurer						
	13-300-000-0000-6205		90.06	12/15 postage	Nov	Postage And Postal Box Rent	N
110	Fillmore Co Treasurer		90.06	1 Transactions			
300	DEPT Total:		234.80	Highway Administration	2 Vendors	2 Transactions	
310	DEPT			Highway Maintenance			
347	State Of Mn						
	13-310-000-0000-6530		84,986.88	12/12 striping	726737	Striping Paint	N
347	State Of Mn		84,986.88	1 Transactions			
310	DEPT Total:		84,986.88	Highway Maintenance	1 Vendors	1 Transactions	
320	DEPT			Highway Construction			
404	City of Spring Valley						
	13-320-000-0000-6249		63,622.78	12/23 608-045 prelim eng/co sh		Consulting SA Eligible Expense	N
404	City of Spring Valley		63,622.78	1 Transactions			
320	DEPT Total:		63,622.78	Highway Construction	1 Vendors	1 Transactions	
330	DEPT			Equipment Maintenance Shops			
3714	Hovey Oil Co Inc						
	13-330-000-0000-6561		2,139.12	12/6 #1 diesel	7086	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		1,785.50	12/6 #2 diesel	7086	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		192.00	12/1 gas	8516	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		2,042.98	12/1 #1 diesel	8516	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561		1,517.68	12/1 #2 diesel	8516	Gasoline Diesel And Other Fuels	N
3714	Hovey Oil Co Inc		7,677.28	5 Transactions			
6094	MN Energy Resources Corporation						
	13-330-000-0000-6255		345.23	12/19 natural gas	0505303491	Gas	N
6094	MN Energy Resources Corporation		345.23	1 Transactions			

bharmening
 12/29/2022 8:52:29AM
 13 County Road & Bridge

*** Fillmore County ***



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Page 9

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
308	Preston Public Utilities						
	13-330-000-0000-6251		814.09	12/20 utilities	4458327	Electricity	N
	13-330-000-0000-6251		45.92	12/20 utilities	4473A342	Electricity	N
	13-330-000-0000-6251		991.09	12/20 utilities	4473B341	Electricity	N
308	Preston Public Utilities		1,851.10	3 Transactions			
330	DEPT Total:		9,873.61	Equipment Maintenance Shops	3 Vendors	9 Transactions	
13	Fund Total:		158,718.07	County Road & Bridge		13 Transactions	

bharmening
12/29/2022 8:52:29AM
23 County Airport Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
350	DEPT		County Airport			
110	Fillmore Co Treasurer					
	23-350-000-0000-6316		960.00	Mowing 7/19 & 7/20 07/19/2022 07/20/2022	Grounds Maintenance	N
	23-350-000-0000-6316		1,735.00	Snow removal-January 01/08/2022 01/23/2022	Grounds Maintenance	N
	23-350-000-0000-6316		2,440.00	Nov & Dec snow removal 12/30/2022 12/30/2022	Grounds Maintenance	N
110	Fillmore Co Treasurer		5,135.00	3 Transactions		
350	DEPT Total:		5,135.00	County Airport	1 Vendors	3 Transactions
23	Fund Total:		5,135.00	County Airport Fund		3 Transactions
	Final Total:		194,394.03	33 Vendors	51 Transactions	

*** Fillmore County ***

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	1	29,560.96	County Revenue Fund	
	12	980.00	INFRA FUND	
	13	158,718.07	County Road & Bridge	
	23	5,135.00	County Airport Fund	
	All Funds	194,394.03	Total	Approved by,
			
			

bharmening
12/21/2022 4:31:31PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
62	DEPT				Elections			
	2357	Verizon Wireless						
		01-062-000-0000-6462		394.86	Election Jetpacks	9921379439	Other Election Supplies	Y
					11/01/2022	12/24/2022		
	2357	Verizon Wireless		394.86	1 Transactions			
62	DEPT Total:			394.86	Elections	1 Vendors	1 Transactions	
111	DEPT				Facilites Mtce			
	308	Preston Public Utilities						
		01-111-000-0000-6251		1,821.26	FCPB Utilities	44701115	Electricity	N
					10/28/2022	11/30/2022		
		01-111-000-0000-6251		3,911.55	Courthouse Utilities	88833822	Electricity	N
					10/31/2022	11/30/2022		
	308	Preston Public Utilities		5,732.81	2 Transactions			
111	DEPT Total:			5,732.81	Facilites Mtce	1 Vendors	2 Transactions	
202	DEPT				Sheriff			
	2357	Verizon Wireless						
		01-202-000-0000-6206		943.03	Cellphones	9921379439	Employee Electronic Device Reimbursen	Y
					11/01/2022	12/24/2022		
	2357	Verizon Wireless		943.03	1 Transactions			
202	DEPT Total:			943.03	Sheriff	1 Vendors	1 Transactions	
251	DEPT				County Jail			
	5536	MiEnergy Cooperative						
		01-251-000-0000-6251		117.52	Radio Tower Electricity	302875009	Electricity	N
					11/01/2022	12/01/2022		
	5536	MiEnergy Cooperative		117.52	1 Transactions			
	308	Preston Public Utilities						
		01-251-000-0000-6251		2,170.26	Jail Utilities	4471340	Electricity	N
					10/28/2022	11/30/2022		
	308	Preston Public Utilities		2,170.26	1 Transactions			

bharmening
12/21/2022 4:31:31PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

	Vendor	Name		<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
251	DEPT Total:				2,287.78	County Jail	2 Vendors	2 Transactions	
441	DEPT					Public Health			
	2357	Verizon Wireless							
		01-441-000-0000-6448			40.01	SHIP Jetpacks	9921379439	Ship Grant Expenses	Y
						11/01/2022 12/24/2022			
	2357	Verizon Wireless			40.01	1 Transactions			
441	DEPT Total:				40.01	Public Health	1 Vendors	1 Transactions	
446	DEPT					Mch Program			
	2357	Verizon Wireless							
		01-446-000-0000-6257			40.01	EBHV Expense	9921379439	EBHV Expense	Y
						11/01/2022 12/24/2022			
	2357	Verizon Wireless			40.01	1 Transactions			
446	DEPT Total:				40.01	Mch Program	1 Vendors	1 Transactions	
1	Fund Total:				9,438.50	County Revenue Fund		8 Transactions	

*** Fillmore County ***



Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
390	DEPT				Resource Recovery Center			
	308	Preston Public Utilities						
		14-390-000-0000-6251		572.24	Transfer Station Utilities 10/28/2022 11/30/2022	4457326	Electricity	N
	308	Preston Public Utilities		572.24	1 Transactions			
390	DEPT Total:			572.24	Resource Recovery Center	1 Vendors	1 Transactions	
14	Fund Total:			572.24	Sanitation Fund		1 Transactions	
	Final Total:			10,010.74	8 Vendors	9 Transactions		

*** Fillmore County ***

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>
	1	9,438.50	County Revenue Fund
	14	572.24	Sanitation Fund
All Funds		10,010.74	Total

Approved by,
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REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 1/3/2023

Amount of time requested (minutes): 5

Department: Auditor-Treasurer

Requested By: Christy Smith

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

1. Consider approval of 2023 Fee Schedule

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

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

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

FEE SCHEDULE

Approved by Board on _____

Effective Date _____

***RED = ADDED/CHANGED (12/22 FINAL)**



FILLMORE COUNTY

PO Box 627

Preston MN 55965

Phone: (507) 765-2663

Fax: (507) 765-2662

www.co.fillmore.mn.us

COMMON FEES (unless noted under individual department)

COPIES - Black and White

LETTER & LEGAL SIZE, single sided, each	\$ 0.25
LETTER & LEGAL SIZE, double sided, each	\$ 0.50
LEDGER SIZE (11"x17"), each	\$ 1.00
PLAT SIZE (22"x34"), each	\$ 5.00

COPIES - Color

LETTER & LEGAL SIZE, each	\$ 0.50
LEDGER SIZE (11"x17"), each	\$ 2.00
PLAT SIZE (22"x34"), each	\$ 10.00

FAX per page	\$ 0.25
LAMINATION per page	\$ 0.50
NOTARY, per document	\$ 1.00

MAILING LABELS, per address	\$ 0.05
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ADMINISTRATIVE SERVICES

TECHNOLOGY SERVICE FEES, per hour	\$ 50.00
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ASSESSOR

AERIAL COLOR MAPS, each	\$ 5.00
CUSTOM MAPS (soil, CPI, etc)	\$ 25.00
CDOWN DATA EXTRACT	\$ 300.00
SHAPE FILE - GIS DATA	\$ 100.00
PARCEL TAX SPLITS CALC PRIOR TO RECORDING	
Within 5 working days notice	\$ 25.00
Without 5 working days notice	\$ 100.00

CUSTOM REPORT, per hour	\$ 45.00
SALES REPORT	\$ 10.00
RESEARCH, per hour	\$ 45.00

AUDITOR-TREASURER (Licenses)

AUCTIONEER LICENSE	\$ 20.00
FIREWORKS PERMIT	\$ 20.00
PRECIOUS METAL LICENSE	\$ 50.00
TOBACCO LICENSE	\$ 125.00
TEMPORARY 1 DAY LIQUOR LICENSE	\$ 25.00
3.2% LIQUOR LICENSE	\$ 40.00
LIQUOR LICENSE - ON SALE	\$ 1,200.00
SUNDAY LIQUOR LICENSE	\$ 50.00

ATTORNEY

ATTORNEY FEES:

ATTORNEY	\$ 120.00
PARALEGAL	\$ 85.00

SOCIAL SERVICES ATTORNEY FEES:

ATTORNEY	\$ 110.00
PARALEGAL	\$ 85.00

VITAL RECORDS

Vital Records fees are determined by the State and may change accordingly

CERTIFIED CERTIFICATES

BIRTH - 1ST COPY	\$ 26.00
BIRTH - ADDITIONAL COPIES, each	\$ 19.00
DEATH - 1ST COPY	\$ 13.00
DEATH - ADDITIONAL COPIES, each	\$ 6.00
MARRIAGE - COPIES, each	\$ 9.00

NON-CERTIFIED CERTIFICATES

DEATH - 1ST COPY	\$ 13.00
DEATH - ADDITIONAL COPIES, each	\$ 6.00
BIRTH VERIFICATION	\$ 9.00

MARRIAGE LICENSE	\$ 115.00
MARRIAGE LICENSE REDUCED FEE	\$ 40.00

AUDITOR-TREASURER

CEMETERY REPORT FEE	\$ 15.00
NOTARY RECORDING FEE	\$ 20.00
COUNTY AUDITOR'S CERTIFICATE	\$ 100.00
BOND CERTIFICATE	\$ 100.00
AUDIT PACKET	\$ 100.00

SPECIAL ASSESSMENT SET-UP	\$ 50.00
TIF DISTRICT SET-UP	\$ 100.00
TIF EARLY DECERTIFICATION FEE	\$ 50.00
REPURCHASE FEE	\$ 25.00
TAX SEARCH/CERTIFY (Auditor/Treasurer Cert. for Abstracts)	\$ 15.00
DELINQUENT TAX LIST	\$ 150.00
DELINQUENT ADMINISTRATION FEE (applied March 1st)	\$ 35.00
MARRIAGE LICENSE/CERTIFICATION AMENDMENT	\$ 40.00
ORDINATION RECORDING FEE	\$ 20.00
ESCROW PER PARCEL/YEAR	\$ 5.00
NON-SUFFICIENT FUNDS (NSF)	\$ 30.00
PASSPORT PHOTO	\$ 15.00

PASSPORT FEES - see www.travel.state.gov

****Postage Expenses shall be paid by requestor****

PUBLIC WORKS - HIGHWAY

MAILBOX SUPPORT

Material (customer pick-up) plus tax	\$ 78.00
Installation	\$ 32.00

HOUSE MOVING PERMIT

Non-Factory Built	\$ 50.00
Bridge Analysis	Actual Cost

OVER DIMENSION (WIDTH & LENGTH) AND WEIGHT LOADS

OVER DIMENSION NOT OVER WEIGHT LOAD PERMITS

OVER WEIGHT (includes houses, factory-built mobile homes, double wide, and office trailers)	\$50.00/trip up to 10 trips
---------------------------------------------------------------------------------------------	-----------------------------

****After 10 trips, no charge, but permit filing required****

All over dimension and overweight loads are required a permit for each trip, regardless of a fee being charged

STREET CLOSING FOR EVENTS

Community Event - with insurance agreement	\$0.00
Private Event - with County Board approval	\$ 250.00

UTILITY PERMIT (public water and/or sewer)

Longitudinal Installation:

Permit and Review Application Fee	\$ 100.00
Construction Permit - in Roadway	\$500.00/mile + Bond

Traverse Installation:

Permit and Review Application Fee	\$ 100.00
Construction Permit - in Roadway:	
Open Cut	\$150.00 + Bond
Trenchless	\$ 100.00

UTILITY PERMIT (electricity, communications & gas)

Longitudinal Installation:

Line along road, per mile	\$ 50.00
Traverse Installation - Road Crossing:	
Underground Open Cut	\$150.00 + Bond
Aerial or Underground Trenchless	\$150.00 + Bond

WORK IN PUBLIC RIGHT-OF-WAY

Soil Boring	\$100.00 + Bond
No Charge for boring for County projects	\$50.00/boring
RIGHT-OF-WAY PERMIT, DITCH OR SLOPE	\$ 200.00
MONITORING WELL/SOIL BORING PERMIT	\$ 100.00

**Plus \$900 refundable fee to assure restoration and closing of well*

**Well not closed in five years shall be assessed a \$200/year monitoring fee*

SHERIFF (Jail)

BOOKING FEE	\$ 10.00
HUBER FEES	\$ 25.00
DANGEROUS DOG FEE	\$ 75.00
PAY TO STAY, per day	\$ 25.00
WEEKENDER STAY	\$ 75.00
URINALYSIS	\$ 10.00
OUT OF COUNTY PRISONER FEE	\$ 75.00

****Postage Expenses shall be paid by requestor****

RECORDER SERVICES

CERTIFICATE (ABSTRACT)	\$ 100.00
UPDATE ABSTRACT OR CONTINUATION, per entry	\$ 7.50
O&E (Includes Deed Copy)	\$ 75.00
O&E 2 OWNER (Includes Deed Copy)	\$ 90.00
<i>*O&E reports are emailed</i>	
FINAL REPORT (Final within 90 days)	\$ 25.00
40 YR SEARCH/STUB (Recorded documents & Zoning) (\$7.50 per entry; \$300 minimum)	\$ 300.00
40 YR O&E EMAIL REPORT (Deeds, easments, open mtg)	\$ 175.00
<i>*Individual Document Copies Extra*</i>	

NAME SEARCH

\$15/Name

Includes:

District Court
Federal Judgment
State Tax Lien
Fed Tax Lien
Bankruptcy

TAX SEARCH

\$15/Parcel

Includes:

Current
Delinquent
Special Assessment

SEARCH RECORDS

\$45/Hour

DOCUMENT COPIES

\$2/doc

POSTAGE

variable charge

PRICES MAY VARY INVOICE SENT WITH ALL ORDERS DUE UPON DELIVERY

SHERIFF (Administration)

SERVICE FEE FOR ALL PAPERS (FIVE (5) ATTEMPTS)	\$ 80.00
SERVICE FEE FOR 2ND PERSON AT SAME RESIDENCE	\$ 40.00
SERVICE FEE FOR "NOT FOUND"	\$ 80.00
POSTING OF DOCUMENT	\$ 80.00
POSTING OF (3) THREE FORECLOSURE NOTICES	\$ 80.00
WRIT OF EXECUTION SERVICE FEE	\$ 80.00
WRIT OF EXECUTION LEVY FEE (TO EMPLOYER/BANK)	\$ 15.00
COMMISSION ON WRIT OF EXECUTION AFTER LEVY	5%
MECHANIC LIEN SALE	\$ 100.00
SHERIFF'S SALE - OTHER (PLUS TIME)	\$ 80.00
SHERIFF'S WRIT OF EXECUTION SALE (PLUS TIME)	\$ 80.00
SHERIFF'S FORECLOSURE SALE	\$ 80.00
LATE POSTPONEMENT/CANCELLATION SHERIFF'S SALE	\$ 80.00
REDEMPTION OF REAL ESTATE FEE	\$ 150.00
REPLEVIN (PLUS TIME)	\$ 80.00
EVICION ON WRIT OF RESTITUTION (PLUS TIME)	\$ 80.00
GUN PERMIT FEE (ACT. MILITARY/VETERAN/IST RESPONDER)	\$ 50.00
GUN PERMIT FEE (CARRY)	\$ 100.00
GUN PERMIT RENEWAL FEE (CARRY)	\$ 75.00
GUN PERMIT FEE (CARRY) LATE RENEWAL (1-30 days after exp.)	\$ 85.00
COPY OF VIDEO TAPE	\$ 20.00
COPY OF DVD/CD	\$ 10.00

ZONING

NEW DWELLING OR DWELLING ADDITION	\$10.00 per 100 sq. ft.
ACCESSORY BUILDING (\$8.00 minimum)	\$7.50 per 100 sq. ft.

FEEDLOT RELATED BUILDING PERMITS:
ENGINEERED MANURE PITS

over 20,000 gallons	\$ 750.00
under 20,000 gallons	\$ 100.00

Maximum permit fee of \$1,500.00 on feedlot building permits including pits, building and flat concrete work for feedlots

WATER TEST KITS (subject to change by state)

Nitrates and Bacteria (real estate test)	\$60.00 each
Bacteria ONLY - Fillmore SWCD	\$50.00 each

(Reduced priced bacteria ONLY kits available for \$20.00 through Fillmore SWCD for households containing a pregnant female or infant under the age of (1) one)

CONDITIONAL USE PERMIT (Adult Use)	\$ 1,500.00
CONDITIONAL USE PERMIT (Country Inn, Sand Pits, Rock Quarries, All Others)	\$450.00 initial cost
*removed Construction Aggregate	
CONDITIONAL USE PERMIT FOR INDUSTRIAL MINING	\$750.00 initial cost
ANNUAL FEES FOR INDUSTRIAL MINING, SAND PITS, & ROCK QUARRIES	\$150.00 annually after CUP is issued

TRANSFER OF CONDITIONAL USE PERMIT	\$ 150.00
VARIANCE	\$ 450.00
RELIEF FROM ZA DECISION	
Appeal to Board of Adjustment	\$ 450.00
Pertaining to the Late Fees ONLY	\$ 100.00
LATE FEE/PENALTY	\$ 500.00
REZONING	\$ 500.00
SSTS (SEWER PERMIT)	
Holding Tank, Gray Water, Standard and Mound Systems	\$ 350.00
ACCESS PERMIT	\$ 200.00
RURAL HOME BASED BUSINESS	\$ 250.00
BED & BREAKFAST ESTABLISHMENT	\$ 250.00
FILL PERMIT	\$ 150.00
NEW ADDRESS FEE (911 Address)	\$ 100.00

COMMUNITY SERVICES

LICENSED CHILD CARE	\$ 50.00
Relicensed Child Care	\$ 50.00
Background Study Fee	\$ 100.00

COMMUNITY CORRECTIONS

FELONY OFFENDERS	\$ 300.00
ADULT GROSS MISD/INTENSIVE DWI OFFENDERS	\$ 250.00
MISDEMEANOR OFFENDERS	\$ 150.00
ADULT DRIVER'S LICENSE DIVERSION OFFENDERS	\$ 125.00
PRE-TRIAL SUPERVISION - all levels/cases	\$ 100.00
TRANSFER OF PROBATION FEE - ADULTS ONLY	\$ 50.00
JUVENILE PROBATION	\$ 50.00
URINALYSIS TESTING - LABORATORY CONFIRMATION TEST	\$ 50.00
URINALYSIS TESTING FOR UP TO FOUR DRUG SCREEN &	\$ 30.00
ALCOHOL (ETG) - Non-Probation Clients	
DAILY BREATH TESTING	\$ 8.00

****Postage Expenses shall be paid by requestor****

RESOURCE RECOVERY CENTER

LANDFILL MATERIAL (PER TON)	\$ 100.00
(Minimum Charge of \$5.00 for loads 80 pounds or less)	
SOLID WASTE MANAGEMENT TAX	17%
OUT OF COUNTY RECYCLABLES (PER TON)	\$ 117.00
UNSECURED LOAD	\$ 20.00
SPECIAL HANDLING	\$ 20.00

WHITE GOODS:

HOUSEHOLD SIZE (NON-FREON: Washers, Dryers, Microwaves, Water Heaters/Softeners, Furnaces)	\$ 10.00
HOUSEHOLD SIZE (FREON: Refrigerators, AC units, De-Humidifiers, Water Coolers)	\$ 15.00
COMMERICAL	\$ 20.00

ELECTRONICS:

TVs, COMPUTER MONITORS (with desktop, printer, keyboard, mouse) LAPTOPS, each	\$ 15.00
ALL OTHER ELECTRONICS (printer, desktop, scanner, fax machine, copier, stereo, VCR, DVD/Blu-Ray Player, Game Console, mouse, keyboard, tablets, etc.)	\$0.25/pound (min. \$2.50)

TIRE PRICES: ALL TIRES MUST BE DRY WITH MUD AND DIRT REMOVED

Tires left on the rim will be charged double the original fee

OFF RIM (Bicycle, Lawn Mower)	\$ 1.00
OFF RIM (Car, Light Truck, Motorcycle, Small Trailer, Wagon, ATV)	\$ 3.00
OFF RIM (Large Truck/Semi and Implement)	\$ 10.00
OFF RIM (Small Agriculture Tire)	\$ 30.00
OFF RIM (Large Front and Rear Tractor)	\$ 45.00
OFF RIM OFF ROAD TIRES (Manure Spreader, Combine, Loader, etc.)	\$ 50.00
VEHICLE TREADS/TRACKS	\$0.25/pound

LIGHT BULBS:

4 FOOT OR LESS	\$ 0.50
OVER 4 FOOT, U-SHAPED, CIRCULAR, LED, HALOGEN, AND SHIELDED	\$ 1.00
HIGH INTENSITY, ULTRA-VIOLET, HIGH PRESSURE SODIUM, METAL HALIDE, MERCURY VAPOR	\$ 2.50
NEON FIXTURES	\$4.00/pound

OIL FILTERS:

ONE QUART OR SMALLER	\$ 0.50
OVER ONE QUART	\$ 1.00

BALLASTS:

NON PCB CONTAINING	\$ 0.50
PCB CONTAINING	\$ 3.50

Batteries: All types accepted at our Preston Facility Free of Charge

Sharps: Household quantities accepted for Free. Must be placed in hard-sided, plastic container such as a detergent bottle

Ink Cartridges: All types accepted for recycling at our Preston Facility Free of Charge

Recycling: Recycling is free and available at our Preston Facility & Remote Sites

Changes Made for 2023 Fee Schedule

Community Corrections

- *Added "Felony Offenders" for \$300
- *Added "Adult Gross Misd/Intensive DWI Offenders" for \$250
- *Added "Misdemeanor Offenders" for \$150
- *Added "Adult Driver License Diversion Offenders" for \$125
- *Added "Pre Trial Supervision - all levels/cases" for \$100
- *Added "Transfer of Probation fee - Adult only" for \$50
- *Added "Juvenile Probation" for \$50
- *Added "Urinalysis testing - Laboratory confirmation test" for \$50
- *Added "Urinalysis testing for up to a four drug screen & alcohol (ETG) - non probation clients" for \$30
- *Added "Daily Breath Testing" for \$8

Attorney's Office

- *Updated "Attorney Fees - Attorney" from \$110 to \$120
- *Updated "Social Services Attorney Fees - Paralegal" from \$50 to \$85

Recorder Services

- *Updated "Certificate (Abstract)" from \$75 to \$100
- *Removed "Continuation Certificate"
- *Updated "Update Abstract or Continuation per entry" from \$5 to \$7.50
- *Updated "O&E (Includes Deed Copy) from \$60 to \$75
- *Updated "O&E 2 Owner" from \$85 to \$90
- *Updated "Title Report" to "Final Report (final within 90 days)"
- *Updated "40yr Search to "40yr Search/Stub (all docs & zoning)" and fee from \$200 & \$5/entry to \$300 & \$7.50/entry
- *Added "40 yr O&E Email Report (Deeds, easements, open mtg)" with fee of \$175
- *Updated "Search Records" from \$35 to \$45
- *Removed "Exhibit/Attachment" with \$1/page fee
- *Removed Exhibit Email" with \$0.25/page fee
- *Added "Document Copy" with \$2/doc fee
- *Removed "Fax" for \$1/page, \$5 minimum
- *Added "Postage" with variable charge fee

Assessor's Office

- *Added "Custom Report" for \$45/hour
- *Updated "Research Per Hour" fee from \$20 to \$45/hour

Vital Records

- *Updated "Reduced Fee" to Marriage License Reduced Fee"
- *Removed "Copies"

Auditor-Treasurer's Office

- *Updated "NSF" to "Non-Sufficient Funds (NSF)"
- *Updated "Photo" to "Passport Photo"
- *Updated "Special Assess Set-Up" to "Special Assessment Set-Up"

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 1/3/2023

Amount of time requested (minutes): 10

Department: Assessor

Requested By: Jason McCaslin

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

Review and update of the Fillmore Abatement County Policy.

The Fillmore County Abatement Policy contains some questionable language that was left when the policy was revisited in June of 2022. I would like to review the language to ensure the policy is administered as envisioned by the Commissioners.

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

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

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



FILLMORE COUNTY

P.O. Box 466 | Preston, MN 55965 | Tel. 507-765-3868 | Fax 507-765-2802

Fillmore County Abatement Policy

Approved 6/28/2022

Delegation of Authority

Pursuant to Minn. Stat. Sec. 375.192 and Minn. Stat. Sec. 279.01, the Fillmore County Board of Commissioners delegates to the Fillmore County Assessor and Fillmore County Auditor/Treasurer jointly the authority, power, and responsibility to approve the abatements described in this policy which have a total value less than \$10,000.00. Delegation of this authority will allow for the efficient, responsive, and timely processing of taxpayer requests.

Policy

The purpose of this policy is to ensure all taxpayers and properties in Fillmore County are treated fairly and equitably, have equal access, and are given fair consideration under statutory procedures.

The Board of Commissioners authorizes the County Assessor and County Auditor/Treasurer to jointly administer the abatement of property tax, reductions of market value, classification changes, and other items under this policy.

Abatements pursuant to this policy are not part of the appeals process for classification or market valuation challenges, but are an administrative process by which corrections can be made to property taxes.

Abatements for consideration by the County Assessor and County Auditor/Treasurer shall be approved or denied jointly and do not require County Board action pursuant to Minnesota Statutes MS 375.192, Subd. 2 and Minn. Stat. Sec. 279.01 Subd. 2. Pursuant to those statutes, approval authority is delegated to the County Assessor and County Auditor/Treasurer, as long as the total amount of the abatement is less than \$10,000.00. The delegation of authority will provide for the efficient, responsive, and timely processing of taxpayer requests. Upon request, the County Auditor/Treasurer shall make available to the Board of Commissioners any abatement requests and the actions administered.

Copies of all abatement applications and decisions shall be retained in the Office of the County Auditor and will be available for inspection upon request in accordance with the Fillmore County record retention policy.

Definitions

Abatement: Action to reduce or abate the market value of a property, taxes, penalties, interest, costs, or to change a property classification, following a written request by the taxpayer of record, the property owner, or their agent/representative.

Classification: Property classification is dictated by Minnesota Statutes 273.13 and identifies how the property is used on January 2nd of the Assessment Year.

Clerical Error: An error made while performing clerical duties such as an error entering data or coding, a mathematical miscalculation, an omission of data, an incorrect classification, or similar mistake.

Disaster Relief Abatement (local option abatement): A reduction of taxes, penalties, or interest, on property that has been:

1. accidentally or unintentionally damaged due to a flood, tornado, or similar disaster which renders the property uninhabitable or not usable, **and**
2. which causes damage to at least fifty (50%) percent of the structure, or which reduces the market value of the property by at least fifty percent (50%) as determined by the county assessor.

Hardship: Hardship is defined as an event or circumstance beyond the control of the taxpayer, which prevents them from filing a timely application. The definition of hardship for this policy will not include financial hardship. Adequate documentation of the hardship is necessary for the application to be considered for approval.

Market Value or Valuation: Minnesota Statutes, section 272.03, subdivision 8 defines Market Value as: the usual selling price at the place where the property to which the term is applied shall be at the time of assessment; being the price which could be obtained at a private sale or an auction sale, if it is determined by the assessor that the price from the auction sale represents an arm's-length transaction. The price obtained at a forced sale shall not be considered.

The Appraisal Institute defines Market Value as:

“The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress.” (The Appraisal of Real Estate, 12th edition, Appraisal Institute [2001], page 22)

Types of Abatements

Market Value Reduction Changes: Abatement for market value reduction changes shall be considered if the following factors are met:

1. The property owner or taxpayer is able to justify the value of the property in question does not reflect the marketability of said property; AND
2. The property owner or taxpayer is able to justify the failure to address the issue during Local or County Board of Appeal and Equalization meetings.

Classification changes: Classification changes shall be considered based on ownership, type of property, principal use of the property, and occupancy of the property.

1. Failure to submit an application by the defined deadline is not considered justification to approve an abatement of property tax unless the property owner can identify a ‘hardship’ that encumbered their ability to file the application in a timely manner.

Homestead

1. The statutorily defined date to own and occupy property for homestead will be strictly enforced. Abatement applications involving the homestead classification where a homestead application has not been fully completed and submitted by the defined deadline will be denied.

Disaster Relief: An owner of a homestead or non-homestead property that has been damaged or destroyed as a result of a disaster may apply for a disaster (local option) abatement to reduce taxes in the year the damage occurred and in the following year until rebuilt. To qualify, the property owner/taxpayer must show that the property:

1. Was accidentally or unintentionally damaged due to a disaster; and
2. Is uninhabitable or not usable, and
3. There is at least fifty percent (50%) damage to the structure or the market value of the property is reduced by at least fifty percent (50%) as determined by the County Assessor.

Documentation of the damage to the property and/or structures must accompany the written abatement application. The application must also satisfy the following criteria:

1. The property must be unoccupied for at least one calendar month.
2. The structure and/or other damaged property must be rebuilt on the same site unless not allowed by local zoning or building authorities.

General Guidelines for all Abatement Requests:

1. The County Assessor and County Auditor/Treasurer shall develop and maintain all necessary forms to implement this policy. The forms shall be available to property owners upon request from the Assessor's Office.
2. An abatement request shall not be considered until a written application and all required documents are submitted to the County Assessor. The abatement application must be signed by the property owner, taxpayer, or their designated representative.
3. As per Minn. Stat., Sec. 375.192, abatement requests shall only be considered as they relate to taxes, interest, and penalties payable in the current year. The prior two tax years shall be considered for abatement only in cases where there is documented hardship or clerical error as defined in this policy.
4. On any abatement that exceeds the \$10,000.00 delegated authority of this policy, the Auditor-Treasurer shall give notice within twenty (20) days to any school board and municipality in which the property is located. The notice must describe the property involved, the actual amount of the abatement being sought, and the reasons for the abatement. The Auditor-Treasurer shall place the abatement request on the County Board agenda after allowing for the 20 day notice. The County Board will then either approve or deny the abatement request.
5. If an abatement application is denied, written notification shall be provided to the applicant.
6. Economic Development Abatements shall not be included in this policy. The provisions for this type of abatement are contained in Minnesota Statutes, MS chapter 469.
7. Exemption from taxation is a separate process from this policy. Any application for exemption must be submitted to the Assessor in accordance with Minnesota law.
8. While any abatement application is pending approval or processing, it is required that any tax installments, penalties, or interest which become due must not be delinquent regardless of the outcome of the abatement process. No fees and payments can be delinquent while an abatement request is being considered.
 - a. Taxes, penalties, interest, and costs may be considered for abatement under this policy. Penalties, interest, and costs shall continue to be in force and shall be due and payable until the date a complete abatement application is delivered to the County Assessor.
 - b. Abatements for the current tax year shall not be considered or processed when prior year taxes remain unpaid unless the abatement is based on hardship as defined in this policy.
9. No abatement shall be approved under this policy without joint concurrence of the County Assessor and County Auditor/Treasurer.
10. Abatements totaling \$50 or less in tax will not be approved.
11. Any approved abatement will be disbursed by Fillmore County within thirty (30) days of approval.
12. No interest shall be granted on the refunded abatement amount.
13. Fillmore County will not approve an abatement application adjusting value as a result of land measurements changing if a survey is not on record with the County Recorder's Office.
14. Fillmore County will not approve an abatement application for failure to report changes to a property.
15. Taxpayers may also apply for a change in property valuation or a classification change with the Minnesota Tax Court. This is a separate process from the tax abatement process outlined in this policy. Any changes ordered by the Tax Court will be fully implemented within 10 days of receipt of the Order for Judgement.

Abatement Procedures

1. All abatement applications will be processed in a timely manner. Each application will be monitored by the County Assessor/ County Auditor/Treasurer to ensure appropriate action is taken and the sequence of events below is followed.
2. The County Assessor, or staff, will investigate the facts pertaining to the property and issue a review of findings.
 - a. If the application is denied, the County Assessor's Office will notify the taxpayer of the decision.
 - b. If the application is approved, the County Assessor will forward the application and review onto the County Auditor/Treasurer for review.
3. The County Auditor/Treasurer, or staff, will investigate the facts pertaining to the property.
 - a. If the County Auditor/Treasurer approves the application, it will then be forwarded to the County Board of Commissioners, and in some cases, the Commissioner of Revenue for final approval unless the abatement application falls under the 'Delegation of Authority' provision.
 - b. If the County Auditor denies the application, they will notify the taxpayer of the decision in a timely manner.
4. The County Assessor's Office will notify the taxpayer of the application's approval.

Deadline

The deadline for submitting written abatement requests shall be November 30th of the year in which the tax is payable. Written abatement applications post marked or delivered to the County Assessor or County Auditor/Treasurer by November 30th will be considered. A written abatement request shall not be considered complete unless all necessary documents are submitted or attached to the application.

Appeals Process

Applicants may appeal the determination of the County Assessor and County Auditor/Treasurer by submitting a written request to the County Board of Commissioners within twenty days of the date of denial notification.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 1/3/2023

Amount of time requested (minutes):

15 minutes

Dept.: Highway/Airport

Prepared By: Ron Gregg

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: None

Regular Agenda:

Documentation

Yes or No

Highway Department

1. Consider entering into an Agreement with MnDOT for Federal Participation in Construction. Consider approving a resolution to enter such an agreement.
2. Discuss options in moving forward with CR No. 118, and Forestville Bridge within the boundaries of Forestville State Park.
3. Discuss the extension of the Fillmore County Local Option Sales Tax program with the request for a Public Hearing.

Airport Department

- 1.

All other support documents are attached.

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



STATE OF MINNESOTA

AGENCY AGREEMENT

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This Agreement is entered into by and between Fillmore County ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This Agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Assistance Listing Number (ALN) is 20.205, 20.224, 20.933 or another Department of Transportation ALN as listed on SAM.gov and
 - 2.2. This project is for construction, not research and development.
 - 2.3. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement; Prior Agreement

- 1.1. **Effective Date.** This Agreement will be effective on the date that MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. This Agreement will remain effective until it is superseded or terminated pursuant to section 14.
- 1.2. **Prior Agreement.** This Agreement supersedes the prior agreement between the parties, MnDOT Contract Number 1030023.

2. Local Government's Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds on its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website.
- 2.2. **Staffing.**
 - 2.2.1. The Local Government will furnish and assign a publicly employed and licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative, where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This

written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.

2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all federal-aid provisions supplied by MnDOT.

2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders and where the Local Government will receive the sealed bids.

2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.

2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.

2.3.6. The Local Government will receive and open bids.

2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises (DBEs), the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.

2.3.8. The Local Government must disclose in writing any potential conflict of interest to the Federal awarding agency or MnDOT in accordance with applicable FHWA policy.

2.4. **Contract Administration.**

2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction when the contract is awarded and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable

federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as identified in Section 18 of this Agreement.

- 2.4.2. The Project(s) will be constructed in accordance with the plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this Agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that are in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector, as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

2.5. **Limitations.**

- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. **Nondiscrimination.** It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate

for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. **Utilities.** The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities", which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s) and for reimbursement of eligible costs pursuant to the terms of this Agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the Project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this Agreement. The Local Government will make all books, records, and documents pertaining to the work hereunder available for a minimum of six years following the closing of the construction contract.

4. Time

4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

5. Payment

- 5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a Project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
 - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
 - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
 - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this Agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for failure to comply with any federal requirements including, but not limited to, 2 CFR Part 200. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further

agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each Project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award at least twenty-four months prior to the **end date** of the period of performance for each Project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
6. **Conditions of Payment.** All services provided by Local Government under this Agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.
7. **Authorized Representatives**
 - 7.1. MnDOT's Authorized Representative is:

Name: Kristine Elwood, or her successor.

Title: State Aid Engineer

Phone: 651-366-4831

Email: Kristine.elwood@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.
 - 7.2. The Local Government's Authorized Representative is:

Name: Ron Gregg or their successor.

Title: Fillmore County Engineer

Phone: 507-765-3854

Email: rgregg@co.fillmore.mn.us

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.
8. **Assignment Amendments, Waiver, and Agreement Complete**
 - 8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
 - 8.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
 - 8.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
 - 8.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the

Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement, or the application thereof, is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 8.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

- 11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

- 12. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will

not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

- 13. Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. Termination by MnDOT.** MnDOT may terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and/or requiring the return of all or part of the funds already disbursed.
- 14.3. Termination for Insufficient Funding.** MnDOT may immediately terminate this Agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. Suspension.** MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
- 15. Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 16. Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

- 17. Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

18. Federal Contract Clauses

- 18.1. Appendix II 2 CFR Part 200.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third-party contractors, as applicable. In addition, the Local Government shall have the same meaning as “Contractor” in the federal requirements listed below.
- 18.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
 - 18.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
 - 18.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
 - 18.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision

- for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 18.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 18.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 18.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

18.1.10. Local Government will comply with 2 CFR § 200.323.

18.1.11. Local Government will comply with 2 CFR § 200.216.

18.1.12. Local Government will comply with 2 CFR § 200.322.

18.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.

18.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.

18.5. **Federal Funding Accountability and Transparency Act (FFATA)**

18.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 18.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 18.5.4. The Local Government will obtain a Unique Entity Identifier number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each Project.
- 18.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

Fillmore County

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

FORESTVILLE BRIDGE OPTIONS

Option No. 1: Restore Bridge No. 6263 and leave in its' current location.

Option No. 2: Replace Bridge No. 6263 with a new bridge structure.

Option No. 3: Remove Bridge No. 6263 from the river crossing and close CR 118 at the river banks.

Option No. 4: Transfer CR No. 118 within the State Park boundaries, along with the ownership of all three bridges, within Forestville State Park.

DESCRIPTION OF EACH OPTION:

Option No. 1: Restore Bridge No. 6263 to vehicular traffic.

The restoration of Bridge No. 6263 was estimated in the year 2013 at \$790,000. With the bridge's current condition and increased construction cost the estimated cost could be approximately three times the cost in 2013. Therefore, the estimated cost is \$2,370,000.

The funding sources available to the County are State Bridge Bonding, State Park Road Account, or Federal Off System Bridge funds. Any of the above mentioned funding sources require the bridge to be opened to vehicular traffic.

The only other funding source would be Fillmore County Local Option Sales Tax.

Option No. 2: Replace Bridge No. 6263 with a new bridge.

- a.) Conduct a hydraulic analysis for a replacement bridge type, bridge width, length, and deck elevation. Estimated cost is \$5,000.
- b.) Hire an engineering consultant to perform a preliminary design of the new bridge. Estimated cost is \$20,000.
- c.) Conduct a study to determine the adverse effects the construction of a new bridge would have on the Historic Forestville Site. Estimated cost is \$5,000.

- d.) Consult with the State Historical Preservation Office whether the adverse effects to the Historic Forestville Site are acceptable to proceed with the new bridge replacement. Additional mediation may be required or possibly denied to proceed.
- e.) With the approval to proceed from State Historic Preservation Office, the replacement cost with possible mediation is approximately \$850,000.
- f.) With the new bridge in place the traffic on CR No. 118 is once again restored. Total estimated cost is \$880,000.
- g.) Funds for Option No. 2 will come from Fillmore County's Local Option Sales Tax.

Option No. 3: Remove Bridge No. 6263 from the river crossing and close CR No. 118 at the river banks.

- a.) Based on the condition of the existing Forestville Bridge I, Ronald Gregg P.E., recommend that the bridge be removed from the current site. Estimated cost is \$40,000.
- b.) I, Ronald Gregg P.E., recommend that the bridge be moved to the NE and placed on the right-of-way of CR No. 118 until a final location is determined.
- c.) CR No. 118 will need to be permanently closed at each side of the river. Estimated cost is \$2,000.
- d.) Fillmore County will continue to maintain CR No. 118 into the Forestville State Park to the River. Estimated Total cost is \$42,000 paid with Fillmore County's Local Option Sales Tax funds.

Option No. 4: Transfer CR No. 118 and ownership of all three bridges within the park boundaries to the DNR in an "AS IS" state.

- a.) The approximate cost would be time spent by the County Engineer, County Attorney, and County Recorder of \$5,000.

RESOLUTION

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

Date January 3, 2023 Resolution No. 2023-

Motion by Commissioner _____ Second by Commissioner _____

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Fillmore County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Fillmore County Board Chair and the Fillmore County Engineer are hereby authorized and directed for and on behalf of Fillmore County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in Minnesota Department of Transportation Agency Agreement No.1052211, a copy of which said agreement was before the Fillmore County Board and which is made a part hereof by reference.

_____, Chairman of the Board

VOTING AYE

Commissioners

Hindt ☐

Bakke ☐

Dahl ☐

Lentz ☐

Prestby ☐

VOTING NAY

Commissioners

Hindt ☐

Bakke ☐

Dahl ☐

Lentz ☐

Prestby ☐

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 3rd day of January, 2023.

Witness my hand and official seal at Preston, Minnesota the 3rd day of January, 2023.

SEAL

Bobbie Hillery, Administrator
Fillmore County Board of Commissioners

RESOLUTION

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

Date January 3rd, 2023 Resolution No. 2023-

Motion by Commissioner _____ Second by Commissioner _____

Transportation Option Sales Tax Project Designations

WHEREAS; on August 26, 2014, the Fillmore County Board of Commissioners imposed a 0.5% Transportation Sales Tax commencing January 1, 2016, as provided under Minnesota Statutes Section 297A.993; and

WHEREAS; Funding for highway systems in Minnesota have remained stagnant and is failing to keep pace with the growing demand on the Fillmore County infrastructure; and

WHEREAS; Section 297A.993 further provides that after a public hearing a county may, by resolution, dedicate the proceeds of the tax for a new enumerated project; and

WHEREAS; A public hearing was held on XX/XX/XXXX

Now, therefore, be it resolved, that the proceeds of the tax are additionally dedicated exclusively to payment of the capital cost of any and all transportation projects within Exhibit A.

VOTING AYE

Commissioners Hindt ☐ Bakke ☐ Prestby ☐ Dahl ☐ Lentz ☐

VOTING NAY

Commissioners Hindt ☐ Bakke ☐ Prestby ☐ Dahl ☐ Lentz ☐

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 3rd day of January, 2023.

Witness my hand and official seal at Preston, Minnesota the 3rd day of January, 2023.

SEAL

Bobbie Hillery, Administrator/Clerk
Fillmore County Board of Commissioners

Exhibit A

FILLMORE COUNTY CAPITAL IMPROVEMENT PLAN

Road #	Length	Year	Type	Termini
2021				
<u>STATE AID REGULAR CONSTRUCTION ACCOUNT</u>				
<u>STATE AID MUNICIPAL CONTRUCTION ACCOUNT</u>				
CSAH 8	0.45 miles	2021	Surface Reconditioning	CSAH 8, TH 250 to TH 16
<u>TOWN BRIDGE ACCOUNT</u>				
Enfield Rd		2021	Bridge No. L4696 Replacement	Arendahl Township
<u>LOCAL OPTION SALES TAX ACCOUNT</u>				
<u>WHEELAGE TAX ACCOUNT</u>				
Misc.		2021	Bridge No. 23509 & 23516 Repairs	CSAH 5 approach work

DISCLAIMER: This 5-Year Capital Improvement Plan is NOT intended to be a commitment or promise by the Fillmore County Board to construct the herein described projects. It is a planning tool only to be used to guide the design efforts of the Road and Bridge Department over the next five years. The County Board reserves the right to make changes, additions or deletions as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County. The first two years of the plan can be considered to be more stable than the remaining three years.

Exhibit A

FILLMORE COUNTY CAPITAL IMPROVEMENT PLAN

Road #	Length	Year	Type	Termini
2022				
<u>STATE AID REGULAR CONSTRUCTION ACCOUNT</u>				
CSAH 2	3.08 miles	2022	Surface Reconditioning	CSAH 1 east to CSAH 38
<u>STATE AID MUNICIPAL CONTRUCTION ACCOUNT</u>				
*NONE				
<u>TOWN BRIDGE ACCOUNT</u>				
<u>LOCAL OPTION SALES TAX ACCOUNT</u>				
CR 107		2022	Bridge No. 93232 Replacement	CR 107, 0.75 miles south of CSAH 25
<u>WHEELAGE TAX ACCOUNT</u>		(Chipseal Projects Done in 2016 and 2017)		
DISCLAIMER: This 5-Year Capital Improvement Plan is NOT intended to be a commitment or promise by the Fillmore County Board to construct the herein described projects. It is a planning tool only to be used to guide the design efforts of the Road and Bridge Department over the next five years. The County Board reserves the right to make changes, additions or deletions as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County. The first two years of the plan can be considered to be more stable than the remaining three years.				

Exhibit A

FILLMORE COUNTY CAPITAL IMPROVEMENT PLAN

Road #	Length	Year	Type	Termini
2023				
<u>STATE AID REGULAR CONSTRUCTION ACCOUNT</u>				
CSAH 8	6.3 miles	2023	Surface Reconditioning	East city limits of Spring Valley east 6.3 miles
CSAH 25	5.5 miles	2023	Surface Reconditioning	CR 107 south to CSAH 10
<u>STATE AID MUNICIPAL CONTRUCTION ACCOUNT</u>				
CSAH 8	0.71 miles	2023	Possible Reconstruction	CSAH 8 from CSAH 1 east to Spring Valley city limits
<u>TOWN BRIDGE ACCOUNT</u>				
421st Ave		2023	Bridge No. L4672 Replacement	Newburg Township
151st Ave		2023	Bridge No. L9184 Replacement	Sumner Township
140th St		2023	Bridge No. L9086 Replacement	Bristol Township
Dendal Dr		2023	Bridge No. L4694 Replacement	Arendahl Township
<u>LOCAL OPTION SALES TAX ACCOUNT</u>				
CR 112	2.0 miles	2023	Surface Reconditioning	CSAH 18 north 2.0 miles
CR 109 & 114	5.0 miles	2023	Rock Gravel Roads	York & Beaver Townships
CR 107		2023	Bridge No. 93232 Replacement	CR 107, 0.75 miles south of CSAH 25
CR 112 & 117	9.9 miles	2023	Rock Gravel Roads	CR 112 and CR 117
CR 115	4.0 miles	2023	Micro Surfacing	Harmony & Canton Townships
<u>WHEELAGE TAX ACCOUNT</u>				
Misc		2023	Bridge Deck Repairs	County wide
CR 124		2023	Remove Bridge No. 5833	Chatfield Township
CSAH 18,21,23	14.0 miles	2023	Micro Surfacing	Canton, Amherst Townships
<u>STATE PARK ROAD ACCOUNT</u>				
CR 118	2.6 miles	2023	Surface Reconditioning	Forestville Township
DISCLAIMER: This 5-Year Capital Improvement Plan is NOT intended to be a commitment or promise by the Fillmore County Board to construct the herein described projects. It is a planning tool only to be used to guide the design efforts of the Road and Bridge Department over the next five years. The County Board reserves the right to make changes, additions or deletions as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County. The first two years of the plan can be considered to be more stable than the remaining three years.				

Exhibit A

FILLMORE COUNTY CAPITAL IMPROVEMENT PLAN

Road #	Length	Year	Type	Termini
2024				
<u>STATE AID REGULAR CONSTRUCTION ACCOUNT</u>				
CSAH 1	1.8 miles	2024	Surface Bit. Or Concrete	CSAH 39 to west city limits of Spring Valley
CSAH 4	2.5 miles	2024	Surface Reconditioning	CSAH 38 east to CSAH 5
CSAH 29		2024	Bridge No. 9942 Replacement	CSAH 29, 4.5 miles NE of TH 44
CSAH 12		2024	Bridge No. 97336 Replacement	CSAH 12, 1.0 miles west of CSAH 14
CSAH 11		2024	Bridge No. 7973 Replacement	CSAH 11, 1.5 miles north of TH 16
<u>STATE AID MUNICIPAL CONTRUCTION ACCOUNT</u>				
*NONE				
<u>TOWN BRIDGE ACCOUNT</u>				
110th St		2024	Bridge No. L4911 Replacement	Beaver Township
176th St		2024	Bridge No. L4794 Replacement	Preston Township
Kodiak Rd		2024	Bridge No. L4831 Replacement	Carimona Township
<u>LOCAL OPTION SALES TAX ACCOUNT</u>				
CR 116	0.3 miles	2024	Surface Reconditioning	City of Granger
CR 117	0.23 miles	2024	Chipseal	City of Wykoff
CR 113	0.75 miles	2024	Surface Reconditioning	City of Prosper
CR 112	2.0 miles	2024	Chipseal	
CR 104	0.5 miles	2024	Chipseal	
CR 101, 102, 104	12.2 miles	2024	Rock Gravel Roads	Sumner, Jordan & Chatfield Townships
CR 108 & 110	6.9 miles	2024	Rock Gravel Roads	Holt & Carimona Townships
CR 107		2024	Bridge No. 9926	CR 107, 0.8 miles north of CSAH 25
<u>WHEELAGE TAX ACCOUNT</u> (Chipseals done in 2018)				
CSAH 2, 38, 14, 8	21.5 miles	2024	Chipseal	
DISCLAIMER: This 5-Year Capital Improvement Plan is NOT intended to be a commitment or promise by the Fillmore County Board to construct the herein described projects. It is a planning tool only to be used to guide the design efforts of the Road and Bridge Department over the next five years. The County Board reserves the right to make changes, additions or deletions as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County. The first two years of the plan can be considered to be more stable than the remaining three years.				

Exhibit A

FILLMORE COUNTY CAPITAL IMPROVEMENT PLAN

Road #	Length	Year	Type	Termini
2025				
STATE AID REGULAR CONSTRUCTION ACCOUNT				
CSAH 17	4.9 miles	2025	Surface Reconditioning	TH 16/52 north to CSAH 8 (Federal)
CSAH 5	2.8 miles	2025	Surface Reconditioning	CSAH 14 north to CR 118
CSAH 5	1.5 miles	2025	Surface Reconditioning	CSAH 14 south to CSAH 20
CSAH 2	4.7 miles	2025	Surface Reconditioning	CSAH 1 west to the Mower Co Line
CSAH 7		2025	Bridge No. 7964 Replacement	CSAH 7, 3.2 miles NE of CSAH 8
STATE AID MUNICIPAL CONSTRUCTION ACCOUNT				
CSAH 34	0.6 miles	2025	Surface Reconditioning	City of Mabel, Cedar St east to TH 44
Village Rd		2025	Bridge No. 3827 Replacement	City of Rushford
TOWN BRIDGE ACCOUNT				
State Line Rd		2025	Bridge No. L4690 Replacement	Canton Township
295th Ave		2025	Bridge No. L4796 Replacement	Preston Township
331st Ave		2025	Bridge No. L4791 Replacement	Preston Township
445th Ave		2025	Bridge No. L4683 Replacement	Newburg Township
120th St		2025	Bridge No. L4846 Replacement	Bristol Township
LOCAL OPTION SALES TAX ACCOUNT				
CR 101/102	6.5 miles	2025	Rock Gravel Road	CR 102-CSAH 5 to CR 101, CR 101-CR 102 to CSAH 2
CR 113 & 116	1.0 miles	2025	Chipseal	CR 113 (Prosper) & CR 116 (Granger)
CR 104		2025	Bridge No. 9949	CR 104 (Pilot Mound)
CR 119	0.5 miles	2025	Surface Reconditioning	City of Chatfield
CR 105, 115 & 106	11.5 miles	2025	Rock Gravel Road	Arendahl & Amherst Townships, City of Rushford Village
CR 101		2025	Bridge No. 88928	CR 101 Bridge Replacement
CR 118		2025	Bridge No. 6263	CR 118 Bridge Replacement
WHEELAGE TAX ACCOUNT (Chipseal Project done in year 2020)				
CSAH 2, 5, 8, 10, 4, 25 & 35	28.0 miles	2025	Chipseal	
CSAH 8, 11, 17 & 21	14.6 miles	2025	Chipseal	
DISCLAIMER: This 5-Year Capital Improvement Plan is NOT intended to be a commitment or promise by the Fillmore County Board to construct the herein described projects. It is a planning tool only to be used to guide the design efforts of the Road and Bridge Department over the next five years. The County Board reserves the right to make changes, additions or deletions as needed thereby retaining the maximum flexibility possible				

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 1/3/2023	Amount of time requested (minutes):	10
Dept.: Human Resources	Prepared By: Lindsie Engle	

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:

<u>Regular Agenda:</u>	<u>Documentation</u>
1. Consider the request to transfer Denise Zwart, Eligibility Worker, to Eligibility Worker Lead effective January 6 th , 2023 as requested by the hiring committee a. Grade 10/ Step 6 at \$30.72 per hour	NO
2. Consider the request to transfer Christina Bakken, Social Worker, to Adult Social Worker Lead effective January 6 th , 2023 as requested by the hiring committee a. Grade 14/ Step 1 at \$36.37 per hour	NO
3. Consider the request to transfer Stephanie Mensink, Social Worker, to Child Social Worker Lead effective January 6 th , 2023 as requested by the hiring committee a. Grade 14/ Step 1 at \$36.37 per hour	NO
4. Consider the request to approve the phone stipend for David Emery	YES
5. Consider the resignation of Jessica Kraus, Child Support Officer, effective January 3 rd , 2023 after 18 years of service	YES
6. Consider the request to transfer Kristine Oman, Support Enforcement Aide, to Child Support Officer effective January 6 th , 2023 as requested by the personnel committee and Social Services Manager a. Grade 9/ Step 1 at \$25.29 per hour	YES
7. Consider the request to transfer Kari Broadwater, Office Support Specialist, Sr., to Support Enforcement Aide, effective January 20 th , 2023 as requested by the personnel committee and Social Services Manager a. Grade 7/ Step 1 at \$23.20 per hour	YES
8. Consider the request to advertise for replacement Office Support Specialist, Sr. internally and externally simultaneously	YES
9. Consider the resignation of Katie Isenberg, Accounting Technician, effective January 13 th , 2023 after 4 ½ years of service	NO
10. Consider the request to advertise for replacement Accounting Technician internally and externally simultaneously	YES

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will not** be placed on the Board agenda. All requests should be sent to: bhillery@co.fillmore.mn.us or tkraling@co.fillmore.mn.us

Fillmore County Electronic Device Policy

Authorization of Taxable Stipend for Electronic Device

The employee will receive an electronic device service plan stipend in an amount determined by the Department Head depending on the scope of employee responsibilities. The stipend is intended to cover a portion of the employee's electronic device expenses related to work duties, not the full cost of the device or service.

Employee: David Emery

Department: Highway

Emp. #: 1685

Effective Date: 12-2-22

Review Date: 12-2-22

Department Head: Ron Gregg

Reason Authorized:

I acknowledge that I have read and understand the Fillmore County Electronic Communication Policy, and the information contained in this Acknowledgement, and that I agree to comply with all provisions and regulations related to this and other County policies. I further acknowledge that failure to comply with the County Electronic Communications Policy and related policies or with the terms of this Acknowledgement may result in disciplinary action under the personnel policy or a collective bargaining agreement.

Employee Signature: X [Signature] Date: 12-2-22

Approved Stipend Amounts:

Electronic Device Stipends	Stipend Amount
SERVICE LEVELS	STIPENDS/MO.
<input checked="" type="checkbox"/> Tier One	\$15.00
<input type="checkbox"/> Tier Two	\$40.00
<input type="checkbox"/> De-active allowance payment - Deactivation date:	

***Monthly Taxable Stipend Authorized \$

BNA Koh
Authorized By

Date 12-2-22

FILLMORE COUNTY RESIGNATION NOTICE

Submit to: Your immediate supervisor (send copy to your departmental payroll contact)

Name (please print): Jessica Kraus

Employee Number:

Department: Social Services

Home address (if different from how it appears on paycheck):

Telephone (daytime): 507-450-2155

Your termination date must be your **Last Working Day**. If your Department has any questions about the termination date you provide, you will be contacted.

Last Working Day (termination date): 01/03/2023

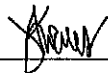
Must be a work day you are normally scheduled to work.

Reason for termination of employment. Completion of this section will assist Fillmore County to record your termination of employment properly. Failure to complete this section will not impact benefits for which you are eligible. Below, indicate the reason for your termination (check ONE only).

- ☒ Voluntary resignation.
- ☐ Voluntary resignation due to total and permanent disability.
- ☐ Involuntary separation of employment.
- ☐ Retirement.
- ☐ Retirement due to total and permanent disability.
- ☐ Other (please explain):

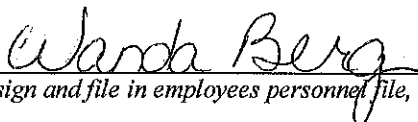
By signing this Resignation Notice, I understand that Fillmore County will process my separation of employment as indicated above and that, if I have any questions regarding how my Termination Date shown above will impact the benefits for which I am eligible, I must contact the County to obtain information.

Signature:



Date: 12/20/2022

Supervisor's Signature:



Date: 12/21/22

Supervisor: Upon receipt, sign and file in employees personnel file, submit copy to the Coordinators Office

Hire Analysis Form
(All sections must be completed.)

Date: 12/29/2022 Department: Social Services

Requested By: Wanda Berg Title of Position being requested: Child support officer

Requested date to post: None-internal promotion

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

Number of hours requested: 40 Replacement position: ☒ Yes ☐ No Date position vacated: 1/3/2023

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

NA

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

This is a state funded position (66%) which is needed due to the number of Child Support cases within Fillmore County

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

This is a full time position due to caseload size

Where does the specific funding for this position originate?

66% reimbursement from the state and 33% Social Services funding

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

This position determines the amount of child support to be paid, follows the case, initiates court orders, follows the case through the life to ensure payments are made. Assisting families to receive these monies help to reduce reliance on social services programs and funding.

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

Yes

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

There is currently a CSO who has submitted her resignation, so this is filling that position. Our current CSO case aide will move to this position.

Reviewed by Personnel Committee: _____

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason: _____

Date on Board Agenda: _____

☐ Approved by Board

☐ Not Approved by Board

Reason: _____

Hire Analysis Form
(All sections must be completed.)

Date: 12/29/2022 Department: Social Services

Requested By: Wanda Berg Title of Position being requested: Support Enforcement Aide

Requested date to post: None-internal promotion

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

Number of hours requested: 40 Replacement position: ☒ Yes ☐ No Date position vacated: 1/3/2023

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

NA

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

This is a state funded position (66%) which is needed due to the number of Child Support cases within Fillmore County.

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

This is a full time position due to caseload size.

Where does the specific funding for this position originate?

66% reimbursement from the state and 33% Social Services funding.

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

This position assists with determination of the amount of child support to be paid, follows the case, initiates court orders, follows the case through the life to ensure payments are made. Assisting families to receive these monies help to reduce reliance on social services programs and funding.

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

Yes

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

There is currently a CSO who has submitted her resignation and our current CSO case aide will move to that position. Our current front desk case aide will move to the CSO case aide position.

Reviewed by Personnel Committee: _____

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason: _____

Date on Board Agenda: _____

☐ Approved by Board

☐ Not Approved by Board

Reason: _____

Hire Analysis Form
(All sections must be completed.)

Date: 12/29/2022 Department: Social Services

Requested By: Wanda Berg Title of Position being requested: Office Support Specialist, Senior

Requested date to post: None-internal promotion

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

Number of hours requested: 40 Replacement position: ☒ Yes ☐ No Date position vacated: 1/3/2023

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

NA

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

This position manages all the phone calls, walk-ins, mail and emails for Social Services. They also direct phone calls to the appropriate area/person, assists clients with forms, scanning of documents and getting the into electronic records system to ensure proper time management and deadlines for cases.

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

This is a full time position due to coverage being needed during the open hours of Social Services.

Where does the specific funding for this position originate?

Social Services funds

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

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

Yes

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

The current case-aid will be moving to a CSO case aide position.

Reviewed by Personnel Committee: _____

☐ Recommended for Board Approval ☐ No Recommendation Made

☐ Not Recommended for Board Approval Reason: _____

Date on Board Agenda: _____

☐ Approved by Board ☐ Not Approved by Board Reason: _____

Hire Analysis Form
(All sections must be completed.)

Date: Department:

Requested By: Title of Position being requested:

Requested date to post:

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

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

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

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

The position takes on many responsibilities that are time sensitive and required by state statute. These responsibilities would not be able to be absorbed by others in the office.

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

The position has always been full time. There are requests that come from the court that are time sensitive and that happen any time Monday through Friday.

Where does the specific funding for this position originate?

Sheriff's budget.

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

The position helps maintain a financially responsible budget for the Sheriff's Office.

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

Yes.

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

Cannot be shared due to the fact of time sensitive court requests.

Reviewed by Personnel Committee:

☐ Recommended for Board Approval ☐ No Recommendation Made

☐ Not Recommended for Board Approval Reason:

Date on Board Agenda:

☐ Approved by Board ☐ Not Approved by Board Reason:

**January 3, 2023 Board Meeting
ADMINISTRATIVE – Bobbie Hillery**

OTHER

#1 Tax Forfeiture Receipts to Parks Resolution:

WHEREAS, Minnesota Statute 282.08 provides that the County Board may annually set aside no more than twenty percent (20%) of the receipts from tax forfeiture sales to be used for the acquisition and maintenance of County parks or recreational areas; and

WHEREAS, the County Board of Fillmore County desires to set aside twenty percent (20%) of the balance from tax forfeiture sales to be used for acquisition and maintenance of County parks or recreational areas.

NOW THEREFORE, it is hereby resolved by the Fillmore County Board:

That twenty percent (20%) of the balance of tax forfeited land sales to be distributed shall be set aside for the acquisition and maintenance of County parks or recreational areas as provided for by Minnesota Statute 282.08 (4)(ii). Said fund shall be expended under the supervision of the County Board.

#2 2023 Board Meetings Resolution:

BE IT RESOLVED THAT the regular 2023 County Board meetings will be held at 9:00 a.m. on the second Tuesday of each month with the understanding that special meetings will also be held the first and fourth Tuesdays at the same time, and other meetings may be called as necessary. Noting that months where a board meeting falls on a holiday that the scheduled is changed. Projected meetings as follows for 2023 (R) indicates regular and (S) indicates special meeting:

January 3 rd	9:00 a.m.	R	
January 10 th	9:00 a.m.	S	
January 24 th	9:00 a.m.	S	
February 7 th	9:00 a.m.	S	
February 14 th	9:00 a.m.	R	
February 28 th	9:00 a.m.	S	
March 7 th	9:00 a.m.	S	
March 14 th	9:00 a.m.	R	
March 28 th	9:00 a.m.	S	
April 4 th	9:00 a.m.	S	
April 11 th	9:00 a.m.	R	
April 25 th	9:00 a.m.	S	
May 2 nd	9:00 a.m.	S	
May 9 th	9:00 a.m.	R	
May 23 rd	9:00 a.m.	S	
June 6 th	9:00 a.m.	S	
June 13 th	3:00 p.m.	R	Board of Appeal & Equal. Hearing at 6:30 p.m.
June 20 th	9:00 a.m.	S	ONLY NECESSARY IF CONTINUATION HEARING NEEDED
June 27 th	9:00 a.m.	S	
July 11 th	9:00 a.m.	R	
July 25 th	9:00 a.m.	S	
August 1 st	9:00 a.m.	S	
August 8 th	9:00 a.m.	R	
August 22 nd	9:00 a.m.	S	
September 5 th	9:00 a.m.	S	

September 12 th	9:00 a.m.	R	
September 26 th	9:00 a.m.	S	
October 3 rd	9:00 a.m.	S	
October 10 th	9:00 a.m.	R	
October 24 th	9:00 a.m.	S	
November 7 th	9:00 a.m.	S	
November 14 th	9:00 a.m.	R	
November 28 th	9:00 a.m.	S	
December 12 th	3:00 p.m.	R	Truth in Taxation Hearing at 6:30p.m.
December 19 th	9:00 a.m.	S	

#3 Adopt resolution to set 2023 per diem rate

BE IT RESOLVED THAT the 2023 Fillmore County per diem rate be set at \$45.00/day as prescribed by law.

#4 Adopt resolution for the 2023 Mileage reimbursement rate

BE IT RESOLVED THAT the 2023 Fillmore County mileage reimbursement rate be set at the IRS rate of 65.5 cents per mile (2022 was .585/.625 – July 1st), and will adjust based on the IRS recommendations through the year.

#5 Consider a motion to set the hourly rate for Temporary entry-level staff in appointed offices at Grade 3/Step 1 at \$14.26 in accordance with the previously approved 2023 non-union pay plan

#6-8 Consider motions for the Current Elected Officials Salaries

The **County Commissioners** have a current 2022 annual salary of \$25,937.60. The proposed 2023 annual salary for Commissioners is in the budget at \$27,104.79, this is a 4.5% increase.

An elected official conference was conducted with Brett Corson, **County Attorney**, pursuant to MN Statutes. Attorney Corson requested \$132,000.00 for his 2023 salary. Attorney Corson's 2022 salary was \$126,500.19, which is a % increase for the request. The budget has 132,185.95 in the budget for his salary.

An elected official conference was conducted with John DeGeorge, **Sheriff**, pursuant to MN Statutes. Sheriff DeGeorge requested \$123,342.00 for his 2023 salary. Sheriff DeGeorge's 2022 salary is \$115,330.18, which is a 6.95% increase for the request. The amount in the budget for the Sheriff's salary is \$122,768.40.

#9 Consider a motion for the Chief Deputy Salary

Sheriff John DeGeorge requested that the County Board set the 2023 Chief Deputy salary for Lance Boyum at \$104,663.00 his 2022 salary was \$98,418.11, this is a 6.61% increase. The amount in the budget for the Chief Deputy salary is \$105,000.00

#10 Adopt Memorial Day resolution for reimbursement of expenses for veteran organization ceremonies.

BE IT RESOLVED that each American Legion Post of Fillmore County, making application for said appropriation for defraying expenses of Memorial Day exercises for 2023, shall be granted \$75.00. Before such grants are made, the Post must furnish evidence that public exercises were held. In cities where there is also a Veterans of Foreign Wars Post and cooperative exercises are held, the Post sponsoring the exercises shall receive the entire grant of \$75.00.

#11 Consider a motion to authorize elected officials, department heads and division leaders overnight stays to attend their respective annual conferences and Association of Minnesota conferences. (LIST)

Extension Annual Meeting
AIRTAP
American Jail Association
Association of Minnesota Counties
Conference for Veteran Services Assistants
Department of Emergency Management annual meeting
Department of Veterans Affairs annual meeting
Family Health Home Visiting Conference
MN Association of County Administrators
MN Association of County Auditors/Treasurers/Finance Officers
MN Association of County Feedlot Officers
MN Association of County Officers
MN Association of County Planning and Zoning
MN Association of County Surveyors
MN Association of County Veterans Service Officers
MN Association of Emergency Managers
MN Association of Financial Assistance Supervisors
MN Association of Financial Workers/Case Aides
MN Association of Social Service Administrators
MN Association of Social Services Supervisors
MN County Attorneys Association
MN County Engineers Association
MN Counties Human Resources Management Association
MN Department of Health Immunization Conference
MN Family Support and Recovery Council
MN GIS-LIS Consortium
MN HSEM Governors Conference
MN Jail Administrators Conference
MN Local Public Health Association
MN Society of Professional Surveyors
MN State Sheriffs Association
MN Surveyors and Engineers Society
MN Pollution Control Agency Feedlot Annual meeting
MN Public Health Emergency Preparedness
Safety & Health Conference
Recycling Association of Minnesota
Solid Waste Administrators Association
Statewide Health Improvement Partnership
Toward Zero Death conference
MN Association of County Recorders
MN Association of Assessing Officers
MN Counties Computer Cooperative
Community Health Services Annual Meeting
Association of Minnesota Social Service Accountants
Minnesota Association of Community Corrections Act Agencies
Minnesota Association of County Probation Offices
Minnesota Corrections Association
County Auditor Election Administration Training Conference with Secretary of State
Minnesota Supervisor's Conference
Odyssey Conference

#12 Consider County payment for flu shots for County employees to be provided as an employee benefit and in the event of flu shot shortages, only those qualifying under MN guidelines would be immunized. No motion needed for information only

2022 50 employees received vaccination (45 billed to insurance/0 billed to county)
2021 82 employees received vaccination (82 billed to insurance/0 billed to county)
2020 79 employees received vaccination (79 billed to insurance/0 billed to county)
2019 87 employees received vaccination (86 billed to insurance/1 billed to county)
2018 79 employees received vaccination (77 billed to insurance/2 billed to county)
2017 107 employees received vaccination (93 billed to insurance/14 billed to county)
2016 114 employees received vaccination (102 billed to insurance/12 billed to county)
2015 107 employees received vaccination (94 billed to insurance/13 billed to county)

#13 Resolution to approve website as alternative method for bids:

WHEREAS, Minn. Statute § 311A.03 Subd. 3(b) allows a county to use its web-site or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

NOW THEREFORE, the Fillmore County Board of Commissioners hereby resolves:

BE IT RESOLVED, that from this day forward, the County of Fillmore may use the Fillmore County website, www.co.fillmore.mn.us, as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

#14 Consider 2023 Delegates for AMC and Policy Committee Delegates

Policy Committee	2022 Policy Committee Member
Environment & Natural Resources Policy Committee	Commissioner Duane Bakke
General Government Policy Committee	Commissioner Larry Hindt
Health & Human Services Policy Committee	Commissioner Randy Dahl
Public Safety Policy Committee	Commissioner Mitch Lentz
Transportation & Infrastructure Policy Committee	Highway Engineer Ron Gregg

2023 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2022 in the spaces below.
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

1	Commissioner Mitch Lentz
2	Commissioner Larry Hindt
3	Commissioner Duane Bakke
4	Commissioner Marc Prestby
5	Commissioner Randy Dahl
6	Administrator Bobbie Hillery
7	Highway Engineer Ron Gregg
8	Public Health Director Jessica Erickson

#15 Official Depositories: F&M Bank and the Magic Fund are the two accounts where we hold funds to earn the highest interest regularly, please approve both as normal depositories, F&M Bank is our regular day to day banking depository; please note as other funds need to be invested the Finance Director per policy will bring forth recommendation to the Board for investing to other entities based upon rates acquired

2022 Elected-Appointed Salaries						
County	Commissioner	Sheriff	A/T	Recorder	Attorney	Chief Deputy Sheriff
Dodge *	\$24,031.00	\$109,771.00	\$86,850.50	\$67,766.00	\$112,044.00	\$98,342.00
Fillmore	\$25,937.60	\$115,330.18	\$78,145.60	\$78,126.05	\$126,500.19	\$98,418.11
Freeborn	\$23,795.00	\$123,725.68	\$106,464.80	\$77,377.25	\$126,600.00	\$105,672.32
Goodhue	\$23,234.00	\$159,806.00	\$137,176.00	\$159,806.00	\$156,707.00	\$113,734.00
Houston		\$109,750.00			\$140,004.00	
Mower *	\$24,199.97	\$136,155.34	\$99,261.74	\$67,581.90	\$149,035.07	\$117,208.21
Rice *	\$40,380.08	\$143,312.00	\$134,512.00	\$111,425.60	\$161,200.00	\$122,651.60
Steele *	\$23,300.00	\$150,404.80	\$130,634.10	\$102,502.40	\$150,404.80	
Wabasha	\$22,314.66	\$114,062.00	\$92,000.00	\$73,593.00	\$119,800.00	\$101,001.88
Waseca	\$25,848.00	\$121,000.00	\$129,916.80		\$121,000.00	\$104,998.40
Winona	\$24,236.78	\$153,652.10	\$135,825.04	\$109,609.14	\$157,333.07	\$125,638.33
Average	\$25,727.71	\$130,633.55	\$113,078.66	\$94,198.59	\$138,238.92	\$109,740.54

* Dodge has a different rate for the Board Chair- \$24,541. The County Atty is half-time so that amount was doubled.(\$56,022)	
* Mower changed its Recorder position to a Records Specialist who is under the Land Records/Taxpayer Services Director (Assessor, Recorder, A/T, Taxpayer Services Departments)	
* Dodge has a Finance Director and Acct. Services Director and no A/T. The salary shown is the average of the two	
* Rice County Board Chair- \$40,985.62 **County Recorder/Surveyor ***Interim Chief Deputy Sheriff	
* Rice County has a CFO and Property & Tax Elections Director instead of A/T. The salary shown is the average of the two.	
* Steele County has separate Auditor & Treasurer. The salary shown is the average of the two	

Appointed	Elected
-----------	---------

ATTORNEY WAGES

County	2022	with 3%
Aitkin County:	\$ 136,357.00	\$ 140,447.71
Becker County:	\$ 121,900.00	\$ 125,557.00
Blue Earth County:	\$ 164,500.00	\$ 169,435.00
Dodge County:	\$ 114,164.00	\$ 117,588.92
Faribault:	\$ 104,145.00	\$ 107,269.35
Goodhue County:	\$ 148,855.00	\$ 153,320.65
Houston County:	\$ 140,004.00	\$ 144,204.12
Kandiyohi County:	\$ 144,394.00	\$ 148,725.82
Lyon County:		
Martin County:	\$ 122,720.00	\$ 126,401.60
Nobles County:		
Redwood County:	\$ 113,131.00	\$ 116,524.93
Todd County:	\$ 125,240.00	\$ 128,997.20
Winona County:	\$ 157,331.00	\$ 162,050.93
Wabasha County	\$ 114,000.00	\$ 117,420.00
Average	\$ 131,287.77	\$ 135,226.40
95% of the Average	\$ 124,723.38	\$ 128,465.08

Attorney is requesting a salary of **\$ 132,000.00**

Budget for Attorney's salary is \$ 132,185.95

County Attorney salary for 2022 is \$ 126,500.19

SHERIFF WAGES

County	2022	WITH 3%
Aitkin County:	\$ 110,761.00	\$ 114,083.83
Becker County:	\$ 117,523.00	\$ 121,048.69
Blue Earth County:	\$ 163,675.00	\$ 168,585.25
Dodge County:	\$ 109,770.00	\$ 113,063.10
Faribault:	\$ 141,493.00	\$ 145,737.79
Goodhue County:	\$ 159,806.00	\$ 164,600.18
Houston County:	\$ 109,750.00	\$ 113,042.50
Kandiyohi County:	\$ 115,605.00	\$ 119,073.15
Lyon County:	\$ 116,970.00	\$ 120,479.10
Martin County:	\$ 131,060.00	\$ 134,991.80
Nobles County:	\$ 100,000.00	\$ 103,000.00
Redwood County:	\$ 133,515.00	\$ 137,520.45
Todd County:	\$ 111,885.00	\$ 115,241.55
Winona County:	\$ 153,652.00	\$ 158,261.56
Wabasha County	\$ 109,954.00	\$ 113,252.62

Average	\$ 125,694.60	\$ 129,465.44
95% of the Average	\$ 119,409.87	\$ 122,992.17

Sheriff is requesting a salary of **\$ 123,342.00**
Budget for Sheriff's salary is \$ 122,768.40

Sheriff DeGeorge's 2022 Salary was \$ 115,330.18

CHIEF DEPUTY WAGES

County	2022	WITH 3%
Aitkin County:		
Becker County:		
Blue Earth County:	\$ 139,963.00	\$ 144,161.89
Dodge County:	\$ 98,342.00	\$ 101,292.26
Faribault:		
Goodhue County:	\$ 113,734.00	\$ 117,146.02
Houston County:		
Kandiyohi County:	\$ 101,931.00	\$ 104,988.93
Lyon County:		
Martin County:	\$ 110,053.00	\$ 113,354.59
Nobles County:	\$ 101,046.00	\$ 104,077.38
Redwood County:		
Todd County:	\$ 91,354.00	\$ 94,094.62
Winona County:	\$ 125,638.33	
Wabasha County	\$ 98,342.00	\$ 101,292.26

Average	\$ 108,933.70	\$ 112,201.71
95% of the Average	\$ 103,487.02	\$ 106,591.63

Chief Deputy requested Salary by Sheriff **\$ 104,663.00**

Budget for Chief Deputy's salary is \$ 105,000.00

Chief Deputy Boyum's 2022 Salary was \$ 98,418.11

COMMISSIONERS' WAGES

County	2022	with 3%
Aitkin County:	\$ 78,976.00	\$ 81,345.28
Becker County:	\$ 53,968.00	\$ 55,587.04
Blue Earth County:		\$ -
Dodge County:	\$ 24,031.00	\$ 24,751.93
Faribault:	\$ 22,205.00	\$ 22,871.15
Goodhue County:	\$ 22,713.00	\$ 23,394.39
Houston County:		\$ -
Kandiyohi County:	\$ 39,943.00	\$ 41,141.29
Lyon County:	\$ 18,150.00	\$ 18,694.50
Martin County:	\$ 25,412.00	\$ 26,174.36
Nobles County:	\$ 20,816.00	\$ 21,440.48
Redwood County:		\$ -
Todd County:	\$ 31,304.00	\$ 32,243.12
Winona County:	\$ 24,843.00	\$ 25,588.29
Wabasha County	\$ 30,162.00	\$ 31,066.86
Average	\$ 32,710.25	\$ 33,691.56
95% of the Average	\$ 31,074.74	\$ 32,006.98

Budget for Commissioners' Salary is \$ 27,109.88

Commissioners' Salary for 2022 is \$ 25,937.60