

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

March 7th, 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 2496 385 8432; or www.webex.com, click on "join meeting"; enter the Meeting ID 2496 385 8432; password eVCN4kUvT66.

9:00 a.m. Pledge of Allegiance

Approve Agenda

Approve Consent Agenda:

1. February 28, 2023, County Board Minutes
2. Sarah Swanson, Social Worker completed probation effective 3/1/2023

Approve Commissioner Warrants
Review Finance Warrants

9:05 a.m. Ron Gregg, Highway Engineer

1. Consider request to approve bid results for the Surfacing Reconditioning of CSAH 8 from the City limits of Spring Valley to East 6.4 miles with an award to the lowest possible bidder, SAP 23-608-046
2. Consider request to approve the 2023 fuel bids to the lowest responsible bidder
3. Consider request to approve the resolution for a Legislative- Citizen Commission on Minnesota Resources (LCCMR) Grant for the temporary fix on the Forestville Bridge #6263

9:30 a.m. Citizens Input

9:35 a.m. Lindsie Engle, Human Resources Officer

1. Consider request to hire replacement Highway Maintenance Specialist effective March 8th, 2023 as requested by the Highway Engineer and Hiring Committee
2. Consider request to add an additional RN/PHN shared position for Public Health and Social Services as requested by the Director of Nursing, Social Services Director and the Personnel Committee
3. Consider request to hire from the current list from the recent RN/PHN hire
4. Consider request to add and advertise for three Social Worker Children Mental Health Positions in the Social Services Department as requested by the Social Services Director and the Personnel Committee

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

March 7th, 2023

Page 2

5. Consider request to add the position of PSAP Manager, with budgeted dollars from the Operating Expense account and based upon the job description, into the Fillmore County Sheriff's Department as requested by the Sheriff and the Personnel Committee

Calendar review, Committee Reports, and Announcements

Meetings:

Tuesday, March 7	7:30 a.m.	Solid Waste	Prestby, Hindt
Tuesday, March 7	9:00 a.m.	Special Board Meeting	ALL
Tuesday, March 7	12:00 p.m.	Department Head Meeting	Bakke, Hindt
Friday, March 10	10:00 a.m.	Cannabinoid/THC Committee	Bakke, Prestby
Monday, March 13	6:00 p.m.	DAC	Lentz
Monday, March 13	6:30 p.m.	Semcac	Dahl
Tuesday, March 14	9:00 a.m.	Regular Board Meeting	ALL

This is a preliminary draft of the February 28, 2023, 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 28th day of February 2023, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

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

Others present: Bobbie Hillery, Administrator; Christy Smith, Finance Director; Jill Huffman & Nicole Schulte, Harmony Telephone Company; Cristal Adkins, Zoning Administrator; Tom Jensen, Community Corrections Director; Ron Gregg, Highway Engineer; Jason Marquardt, Veteran Services Officer; Jessica Erickson, Director of Nursing; Brenda Pohlman, Public Health Educator; Wanda Berg, Social Services Director; Stephanie Mensink, Lead Children Social Worker; Brett Corson, County Attorney; Sheriff John DeGeorge; Lindsie Engle, Human Resources Officer; Karen Reisner; George Spangler; Margo Aakre; Kaye Eiken; Allan Skalet; Lee Loerch, Ione Loerch; Michael Himlie; Steven Duxbury; Eugene Bergstrom; Al and Renee Bergstrom; Sandra Webb; Deb Dahl; Jon Dahl; Gary Broadwater; John Torgrimson; Sean Carroll; Vance Haugen; Julie Braten; Aere Riddys; Glen Goodsell; Tim H; Melia Haugen; Pat Torgrimson; Gerald Wolf; Chris Miller; Matthew Sheets; Julie Little Heide Ege; Vern Bunke; Doreen Semmen; Lisa Miller; Miles Petree; Aaron and Naomi Swartzentruber; Bill Wingert; Randell Grabau; Jason Resseman; Michael Seiler; Joe Mulhern; Amy Bishop; Jordan Kbnok; Gene Enfer; Caroley Enfer; Elizabeth Wolf; Julius Wolf; Stuart Weist; Gary Steuart; Jerry Collins; David Foster; Jen Lafreniere; Austyn Baukol; Merlin Meyer; Boyd Medcalf; Luis Hummel; Cindy Healmight; Joe Groecke; Andrea Waltar and Bonita Underbakke.

Others present via WebEx: Tara Kraling, Account Technician; Chris Hahn, EDA; City of Lanesboro, Michele Peterson; Kim Waller, Community Corrections Case Manager; Riley Buley, SWCD; Kristi Ruesink, Account Technician; Lisa Brainerd; Jeff Brinkman; M Schroeder and Tom Kaase.

The Pledge of Allegiance was recited.

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

Commissioner Hindt spoke, noting that there was a request from some members of the public to speak prior to the Feedlot Ordinance agenda item. He noted that the Board will not be entertaining any questions or comments since the Public Hearing was the public's opportunity to provide input.

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

1. Approve February 14, 2023, County Board minutes

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

The Finance Department warrants were reviewed.

Jill Huffman and Nicole Schulte, Harmony Telephone Company were present.

On a motion by Dahl and seconded by Prestby, the Board unanimously approved **Resolution 2023-005**: for a three year no-interest loan of \$75,000 for the Minnesota Border-to-Border Grant for North Fountain/South Chatfield serving 300 locations with a letter of support from Commissioners.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved **Resolution 2023-006:** for a three year no-interest loan of \$75,000 for the Minnesota Border-to-Border Grant for Harmony Preston Gap and a letter of support from Commissioners.

Cristal Adkins, Zoning Administrator & Dallas Dornink, Feedlot Officer were present.

Adkins summarized the Planning Commission's public hearing process for the proposed amendment to the Fillmore County Feedlot Ordinance, Section 9. She noted that the Planning Commission voted 5-1 to recommend approval of the Ordinance Amendment, with one Planning Commission member recusing himself from the vote.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved **Resolution 2023-007:** for the adoption of an amendment to the Fillmore County Feedlot Ordinance, Section 9, New Animal Feedlots and Expansion of Existing Animal Feedlot Facilities from 2,000 to 4,000 units.

Bobbie Hillery, Administrator was present.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved **Resolution 2023-008:** for Authorization for Account Signers and Treasury Management Signers for bank accounts.

On a motion by Bakke and seconded by Prestby, the Board unanimously approved Addendum A for **Resolution 2023-009:** for Account Signers and Treasury Management Signers for bank accounts.

The citizen's input portion of the meeting was opened at 9:30 a.m. and closed, as no one was present to speak.

Ron Gregg, Highway Engineer was present.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved Doyle Conner Co. bid for Concrete Surfacing on CSAH 8 in the City of Lanesboro, SAP 23-608-044 in the amount of \$331,221.04.

On a motion by Prestby and seconded by Dahl, the Board unanimously approved out-of-state travel for an employee to attend the MOCA (Minnesota Council of Airports) overnight stay from March 7 to March 9, 2023.

Commissioner Bakke gave a Highway Committee Report: 10 construction projects were awarded. Two bids will be opened on March 16 and March 20. DNR meeting this afternoon to discuss the Forestville Bridge. Highway Engineer Gregg applied and was awarded another grant.

Jason Marquardt, Veteran Services Officer was present.

On a motion by Lentz and seconded by Bakke, the Board unanimously approved Marquardt to apply for the New MDVA CVSO competitive grant that would be used to replace the current Ford Transit vehicle with a 2023 Chevrolet Equinox.

Marquardt gave recognition to WWII Veteran and POW Odell Jerome Johnson whom recently passed away at the age of 101 years old. He noted that Governor Walz made a State of Minnesota Proclamation for Feb 25, 2023, Odell Jerome Johnson day, in honor of his service.

Lindsie Engle, Human Resources was present.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved hiring Katie Hamman as RN/PHN, at Grade 12/Step 3; effective April 4, 2023, as requested by the Director of Nursing and the Hiring Committee.

On a motion by Lentz and seconded by Bakke, the Board unanimously approved promoting Carrie Boyum from PHN to Lead PHN, at Grade 14/Step 4; effective March 3, 2023, as requested by the Director of Nursing and the Hiring Committee.

On a motion by Dahl and seconded by Lentz, the Board unanimously approved hiring Stephanie Anderson as Office Support Specialist Senior, at Grade 6/Step 1; effective March 1, 2023, as requested by the Social Services Director and the Hiring Committee.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved hiring Marilyn Snell as Finance Accounting Technician, Grade 7/Step 1; effective March 20, 2023, as requested by the Finance Director and the Hiring Committee.

Bobbie Hillery, Administrator was present.

On a motion by Lentz and seconded by Prestby, the Board unanimously approved to appoint Liz Newberg as District 1 EDA representative.

Chair recessed the meeting at 9:48 a.m. and resumed back in session at 10:00 a.m.

Chair Hindt Called the Public Hearing to Order:

Administrator Hillery noted that there has been a committee of some of the Departments that have been working with this topic of Cannabinoid/THC since the law change took place. At this time, the team will present the information and research they have found and why the group has brought forth the topic as a possible moratorium and through the Joint Board of Health this public hearing is being held.

Jessica Erickson, Director of Nursing; Wanda Berg, Social Services Director, Stephanie Mensink, Children's Social Worker; Brenda Pohlman, Public Health Educator; Brett Corson, County Attorney; John DeGeorge, Sheriff; and Tom Jensen, Community Corrections Director, offered information in regards to the PowerPoint Presentation of Hemp-Derived Products.

Mensink stated that Fillmore County follow MN Guidelines while screening homes. The impact of use and misuse on child safety is the number one prioritization. Mensink noted that in the instance of prenatal use Fillmore County will offer child welfare. If baby tests positive for THC they would schedule a meeting to make sure the negative impact on the child does not continue.

Pohlman explained that Hemp used manufactured is administered by the department of agriculture. Pohlman discussed Minnesota state statute 151.72 product conditions, labeling conditions, marketing conditions, and testing conditions.

Examples were provided of items that are being sold within the Joint Board of Health area (Fillmore and Houston Counties) that are not properly labelled, that are over the legal milligrams and are advertised towards children.

Attorney Corson informed the Board of the Legal Violations of Hemp-Derived THC. Corson would like to know who is selling and for law enforcement to be able to verify that, the products they are selling are based upon statute. Currently, there is no mechanism to do so. Without an ordinance in place there is difficulty to do this.

Sheriff DeGeorge spoke on behalf of law enforcement concerns, regulation, and compliance. There is no way of testing or determining if a person is under the influence.

Community Corrections Director Jensen commented that there should be local rules regarding THC-based edibles and consumable products.

Administrator Hillery read the four letters aloud that she received prior to the Public Hearing from Marc Brogan, Anna Rae Nelson, Luis Hummel, and Lucas Doering.

The following spoke against the sale of edible cannabinoid products and/or hemp- derived THC food and beverages. Gerald Wolf, Aaron Swartzentruber, and Pastor Stuart Weist.

The following supported adopting an interim ordinance placing a moratorium on the sale of edible cannabinoid products and/or hemp- derived THC food and beverages. Jerry Collins, Lisa Miller, and Austin Baukol. Andrea Welsch was indifferent.

Chair Hindt closed the Public Hearing.

Hillery spoke on behalf of Fillmore County regarding THC regulations, noting that if a moratorium is not placed to at least consider pushing forward with an ordinance. Hillery gave the option of creating a Committee to provide an ordinance until the State of MN law passes. Commissioner Dahl's opinion is that the County is the entity that is charged with carrying out State enforcement and rules. They did not legalize THC they decriminalized it.

On a motion by Dahl and seconded by Prestby, the Board unanimously approved working with Administrator Hillery to form a committee to discuss an Ordinance for the sale of edible cannabinoid products and/or hemp-derived THC food and beverages.

Proposed committee Members for a THC Ordinance include the following: Commissioner Bakke, Commissioner Prestby, Luis Hummel, Lisa Miller, Jason Resseman, Public Health Director Jessica Erickson, Public Health Educator Brenda Pohlman, Community Corrections Director Tom Jensen, Social Services Director Wanda Berg, Sheriff John DeGeorge, Administrator Bobbie Hillery and Attorney Brett Corson.

Calendar review, Committee Reports, and Announcements:

Bakke: SWCD: Jason Wetzel representing District 2; AMC virtual; Historical Society

On a motion by Prestby and seconded by Dahl, the Chair adjourned the meeting at 11:31 a.m.

csmith
3/3/2023 2:54:15PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'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	
3	DEPT				Board Of Commissioners			
	3804	Bakke/Duane						
		01-003-000-0000-6335		89.08	Feb 2023 Mileage 02/01/2023 02/28/2023		Employee Automobile Allowance	N
	3804	Bakke/Duane		89.08	1 Transactions			
	5887	Dahl/Randy						
		01-003-000-0000-6335		247.59	Jan-Feb 2023 Mileage 01/01/2023 02/28/2023		Employee Automobile Allowance	N
	5887	Dahl/Randy		247.59	1 Transactions			
	82132	Fillmore Co Journal						
		01-003-000-0000-6233		112.50	Summary of Min. 1/24/2023 01/24/2023 01/24/2023	149120	Publications	N
		01-003-000-0000-6233		77.50	Summary of Min. 2/7/2023 02/07/2023 02/07/2023	149121	Publications	N
	82132	Fillmore Co Journal		190.00	2 Transactions			
	6732	Hindt/Lawrence E						
		01-003-000-0000-6335		66.42	Feb 2023 Mileage 02/01/2023 02/28/2023		Employee Automobile Allowance	N
	6732	Hindt/Lawrence E		66.42	1 Transactions			
	1152	Prestby/Marc						
		01-003-000-0000-6335		43.23	Feb 2023 Mileage 02/01/2023 02/28/2023		Employee Automobile Allowance	N
	1152	Prestby/Marc		43.23	1 Transactions			
3	DEPT Total:			636.32	Board Of Commissioners	5 Vendors	6 Transactions	
11	DEPT				District Court			
	20341	La Fleur Law Office, PLLC						
		01-011-000-0000-6261		330.00	Court Appointed Attorney Bills 08/31/2022 12/06/2022	23-P8-01-430	Court Appointed Attorneys	N
	20341	La Fleur Law Office, PLLC		330.00	1 Transactions			
11	DEPT Total:			330.00	District Court	1 Vendors	1 Transactions	

csmith
3/3/2023 2:54:15PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	DEPT				Auditor/Treasurer			
	3288	MCCC, MI 33						
		01-041-000-0000-6245		70.00	A/T Training SK & SM	2302088	Registration Fees	N
					01/25/2023 01/25/2023			
	3288	MCCC, MI 33		70.00	1 Transactions			
41	DEPT Total:			70.00	Auditor/Treasurer	1 Vendors	1 Transactions	
45	DEPT				Accounting Services			
	6648	Clifton Larson Allen LLP						
		01-045-000-0000-6285		1,782.64	Progress Billing #2 22 Audit	3569317	Professional Fees	Y
					02/22/2023 02/22/2023			
	6648	Clifton Larson Allen LLP		1,782.64	1 Transactions			
45	DEPT Total:			1,782.64	Accounting Services	1 Vendors	1 Transactions	
60	DEPT				Information Systems			
	2545	Marco,Inc						
		01-060-000-0000-6640		1,020.00	Contract Base Rate	INV10804395	Equipment Purchased	N
					12/12/2022 01/11/2023			
		01-060-000-0000-6285		18,000.00	Contract Base Rate	INV10920584	Professional Fees	N
					02/17/2023 02/16/2025			
		01-060-000-0000-6640		18,756.00	Quote 151892 - CISCO	INV10920948	Equipment Purchased	N
					02/22/2023 02/22/2023			
		01-060-000-0000-6640		878.22	Quote 150374	INV10935705	Equipment Purchased	N
					02/27/2023 02/27/2023			
	2545	Marco,Inc		38,654.22	4 Transactions			
60	DEPT Total:			38,654.22	Information Systems	1 Vendors	4 Transactions	
101	DEPT				Recorder			
	6435	Kraling / Roxane						
		01-101-000-0000-6337		20.85	MACO Conf. Meal		Other Travel Expense	N
					02/14/2023 02/14/2023			
	6435	Kraling / Roxane		20.85	1 Transactions			
101	DEPT Total:			20.85	Recorder	1 Vendors	1 Transactions	

csmith
3/3/2023 2:54:15PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
102	DEPT			Surveyor			
8517	Frontier Precision, Inc						
	01-102-000-0000-6640		42,668.02	Survey Equipment	269576	Equipment Purchased	N
				02/22/2023	02/22/2023		
8517	Frontier Precision, Inc		42,668.02	1 Transactions			
102	DEPT Total:		42,668.02	Surveyor	1 Vendors	1 Transactions	
111	DEPT			Facilites Mtce			
20084	Van Meter Inc						
	01-111-000-0000-6317		676.44	tube/ballast for can lights	S012593195.001	Building Maintenance	N
				02/22/2023	02/22/2023		
20084	Van Meter Inc		676.44	1 Transactions			
111	DEPT Total:		676.44	Facilites Mtce	1 Vendors	1 Transactions	
149	DEPT			Other General Government			
3665	Ratwik,Roszak & Maloney, PA						
	01-149-000-0000-6285		2,485.50	Term. of Corrections Officer		Professional Fees	Y
				01/10/2023	01/17/2023		
3665	Ratwik,Roszak & Maloney, PA		2,485.50	1 Transactions			
5124	Root River Trail Towns						
	01-149-000-0000-6802		2,000.00	2023 Root River Appropriation	23-02-001	Appropriations	N
				02/23/2023	02/23/2023		
5124	Root River Trail Towns		2,000.00	1 Transactions			
149	DEPT Total:		4,485.50	Other General Government	2 Vendors	2 Transactions	
202	DEPT			Sheriff			
82132	Fillmore Co Journal						
	01-202-000-0000-6241		550.74	Notice of Sheriffs Sale	149132	Advertising	N
				02/20/2023	02/20/2023		
82132	Fillmore Co Journal		550.74	1 Transactions			
202	DEPT Total:		550.74	Sheriff	1 Vendors	1 Transactions	
251	DEPT			County Jail			

csmith
3/3/2023 2:54:15PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
81511	Preston Foods						
	01-251-000-0000-6377		135.78	Feb 2023 Jail Supplies		Fees And Service Charges	N
				02/28/2023 02/28/2023			
81511	Preston Foods		135.78	1 Transactions			
251	DEPT Total:		135.78	County Jail	1 Vendors	1 Transactions	
441	DEPT			Public Health			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-441-000-0000-6437		64.64	Phone Chargers & Phone Case		CTC Expenses	N
				01/20/2023 01/20/2023			
	01-441-000-0000-6437		8.35	CTC Cell	287323631964	CTC Expenses	N
				01/25/2023 02/14/2023			
	01-441-000-0000-6447		75.15	LPH Cell	287323631964	LPHA Grant Expenses	N
				01/25/2023 02/14/2023			
	01-441-000-0000-6448		8.35	SHIP Cell	287323631964	Ship Grant Expenses	N
				01/25/2023 02/14/2023			
	01-441-000-0000-6054		948.00	JotForm ICA-2	364DDC5A-000300	Immunization Cooperative Agreement (2)	N
				01/29/2023 01/29/2024			
111	Fillmore Co Treasurer- Credit Card/ACH		1,104.49	5 Transactions			
3169	Pohlman/Brenda L						
	01-441-000-0000-6054		6.55	ICA2 Mileage		Immunization Cooperative Agreement (2)	N
				02/01/2023 02/25/2023			
	01-441-000-0000-6390		18.34	TZD Mileage		TZD Save Roads Basic 20.600	N
				02/01/2023 02/25/2023			
	01-441-000-0000-6448		41.92	SHIP Mileage		Ship Grant Expenses	N
				02/01/2023 02/25/2023			
3169	Pohlman/Brenda L		66.81	3 Transactions			
441	DEPT Total:		1,171.30	Public Health	2 Vendors	8 Transactions	
443	DEPT			Nursing Service			
6674	Draper/Erica						
	01-443-000-0000-6335		140.83	Feb 23 Nursing Mileage		Employee Automobile Allowance	N
				02/01/2023 02/24/2023			
6674	Draper/Erica		140.83	1 Transactions			

csmith

3/3/2023

2:54:15PM

1 County Revenue Fund

*** Fillmore County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-443-000-0000-6433		42.50	Client #7933 Bus Pass 02/15/2023 02/15/2023		Waiver Reimbursables	N
	01-443-000-0000-6433		29.99	Client #838 CBT Tool Box Book 01/30/2023 01/30/2023		Waiver Reimbursables	N
	01-443-000-0000-6433		36.97	Client #6638 Washable Bed Pads 02/10/2023 02/10/2023		Waiver Reimbursables	N
	01-443-000-0000-6433		637.98	Client #7718 Port Ramp & Tool 02/14/2023 02/14/2023		Waiver Reimbursables	N
	01-443-000-0000-6242		1,200.00	2023 MNE Connect Port Chgs/ERA 01/01/2023 12/31/2023	20003	Membership Dues	N
	01-443-000-0000-6242		1,200.00	2023 DDE Claims Subm. Fee 01/01/2023 12/31/2023	20094	Membership Dues	N
111	Fillmore Co Treasurer- Credit Card/ACH		3,147.44	6 Transactions			
4177	GATZKE/MICHELE						
	01-443-000-0000-6335		104.80	Feb 2023 Nursing Mileage 02/02/2023 02/24/2023		Employee Automobile Allowance	N
4177	GATZKE/MICHELE		104.80	1 Transactions			
6446	Home Safety Innovations LLC						
	01-443-000-0000-6433		7,985.00	Client #6638 Bathroom Remodel 02/22/2023 02/22/2023		Waiver Reimbursables	N
6446	Home Safety Innovations LLC		7,985.00	1 Transactions			
7139	Johnson/Dakota						
	01-443-000-0000-6335		171.61	Feb 2023 Nursing Mileage 02/08/2023 02/21/2023		Employee Automobile Allowance	N
7139	Johnson/Dakota		171.61	1 Transactions			
4752	Logsdon/Linda						
	01-443-000-0000-6335		400.86	Feb 2023 Nursing Mileage 02/01/2023 02/27/2023		Employee Automobile Allowance	N
4752	Logsdon/Linda		400.86	1 Transactions			
20119	PARK LANE ESTATES						
	01-443-000-0000-6433		500.00	Client #8665 Deposit for Apt. 02/28/2023 02/28/2023	17002	Waiver Reimbursables	N

*** 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	
20119	PARK LANE ESTATES			500.00	1 Transactions			
3448	Reliable Pest Management							
	01-443-000-0000-6433			4,060.56	Client #8417 Cleaning/Moving 02/19/2023 02/19/2023	13667	Waiver Reimbursables	Y
	01-443-000-0000-6433			4,325.83	Client #8716 Cleaning/Moving 02/19/2023 02/19/2023	13668	Waiver Reimbursables	Y
3448	Reliable Pest Management			8,386.39	2 Transactions			
86085	Semcac Transportation							
	01-443-000-0000-6433	AP	4	124.72	Client #7978 Nov 22 Transp. 11/01/2022 11/01/2022	3792	Waiver Reimbursables	N
	01-443-000-0000-6433	AP	4	157.84	Client #7537 Nov 22 Transp. 11/08/2022 11/08/2022	3797	Waiver Reimbursables	N
	01-443-000-0000-6433	AP	4	243.72	Client #7978 Dec 22 Transp 12/01/2022 12/30/2022	3798	Waiver Reimbursables	N
	01-443-000-0000-6433			90.07	Client #8417 Jan 23 Transp. 01/18/2023 01/20/2023	3802	Waiver Reimbursables	N
	01-443-000-0000-6433			89.41	Client #8716 Jan 23 Transp. 01/18/2023 01/20/2023	3803	Waiver Reimbursables	N
	01-443-000-0000-6433			311.09	Client #7537 Jan. 23 Transp. 01/04/2023 01/25/2023	3804	Waiver Reimbursables	N
	01-443-000-0000-6433			116.75	Client #7978 Jan 23 Transp. 01/18/2023 01/18/2023	3806	Waiver Reimbursables	N
86085	Semcac Transportation			1,133.60	7 Transactions			
20232	Small Town Home Care LLC							
	01-443-000-0000-6433	AP	4	161.28	Client #2448 Chores Dec 22 12/06/2022 12/27/2022	1151	Waiver Reimbursables	N
	01-443-000-0000-6433	AP	4	96.00	Client #7978 Cleaning Dec 22 12/01/2022 12/29/2022	1166	Waiver Reimbursables	N
	01-443-000-0000-6433			96.00	Client #7978 Cleaning Jan 23 02/12/2023 02/12/2023	1187	Waiver Reimbursables	N
	01-443-000-0000-6433			128.00	Client #3455 Jan 23 Chores 01/06/2023 01/27/2023	1192	Waiver Reimbursables	N
	01-443-000-0000-6433			320.00	Client #5829 Jan 23 Chores 01/03/2023 01/31/2023	1199	Waiver Reimbursables	N
	01-443-000-0000-6433			201.60	Client #2448 Jan 2023 Chores 01/03/2023 01/31/2023	1200	Waiver Reimbursables	N

csmith
3/3/2023 2:54:15PM
1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
20232	Small Town Home Care LLC		1,002.88	6 Transactions			
5984	Two Men and a Truck						
	01-443-000-0000-6433		1,081.46	Client #8665 Moving Expenses		Waiver Reimbursables	N
				02/17/2023 02/17/2023			
5984	Two Men and a Truck		1,081.46	1 Transactions			
443	DEPT Total:		24,054.87	Nursing Service	11 Vendors	28 Transactions	
446	DEPT			Mch Program			
111	Fillmore Co Treasurer- Credit Card/ACH						
	01-446-000-0000-6257		8.35	EBHV Cell	287323631964	EBHV Expense	N
				01/25/2023 02/14/2023			
	01-446-000-0000-6335		8.35	MCH Cell	287323631964	Employee Automobile Allowance	N
				01/25/2023 02/14/2023			
111	Fillmore Co Treasurer- Credit Card/ACH		16.70	2 Transactions			
446	DEPT Total:		16.70	Mch Program	1 Vendors	2 Transactions	
1	Fund Total:		115,253.38	County Revenue Fund		58 Transactions	

*** Fillmore County ***



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	
320	DEPT		Highway Construction			
8517	Frontier Precision, Inc					
	13-320-000-0000-6377	810.00	2/22 equipment repair	269582	Fees And Service Charges	N
8517	Frontier Precision, Inc	810.00	1 Transactions			
320	DEPT Total:	810.00	Highway Construction	1 Vendors	1 Transactions	
330	DEPT		Equipment Maintenance Shops			
3691	Bauer Built Inc					
	13-330-000-0000-6516	108.00	2/6 labor	51210	Tires & Repairs	N
	13-330-000-0000-6516	1,652.80	2/6 tires/parts	51210	Tires & Repairs	N
	13-330-000-0000-6516	726.46	2/14 tires/parts	51278	Tires & Repairs	N
	13-330-000-0000-6516	96.00	2/14 labor	51278	Tires & Repairs	N
3691	Bauer Built Inc	2,583.26	4 Transactions			
8165	Dave Syverson Freightliner					
	13-330-000-0000-6575	88.81	1/18 parts	408570	Machinery Parts	N
	13-330-000-0000-6575	358.97	1/20 parts	408822	Machinery Parts	N
	13-330-000-0000-6575	121.31	1/23 parts	408975	Machinery Parts	N
8165	Dave Syverson Freightliner	569.09	3 Transactions			
3714	Hovey Oil Co Inc					
	13-330-000-0000-6561	1,178.80	2/21 #2 diesel	7531	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	826.00	2/21 #1 diesel	7531	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	165.20	2/21 #1 diesel	7535	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	831.60	2/21 gas	7535	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	2,269.19	2/21 #2 diesel	7535	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	1,053.15	2/23 #1 diesel	7546	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	1,040.29	2/23 #2 diesel	7546	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	1,891.97	2/23 #2 diesel	7547	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	1,065.54	2/23 #1 diesel	7547	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	207.90	2/23 gas	7547	Gasoline Diesel And Other Fuels	N
	13-330-000-0000-6561	4,158.00	2/28 gas	7574	Gasoline Diesel And Other Fuels	N
3714	Hovey Oil Co Inc	14,687.64	11 Transactions			
5753	RDO Equipment Co					
	13-330-000-0000-6575	874.12	2/14 parts	P2716202	Machinery Parts	N
	13-330-000-0000-6575	79.85	2/15 parts	P2721802	Machinery Parts	N

csmith

3/3/2023

2:54:15PM

*** Fillmore County ***



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 10

13 County Road & Bridge

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5753	RDO Equipment Co		953.97		2 Transactions		
5567	Run Right Power Equipment LLC						
	13-330-000-0000-6565		28.73	2/7 oil	31069	Motor Oil And Lubricants	N
	13-330-000-0000-6575		37.26	2/9 parts	31093	Machinery Parts	N
	13-330-000-0000-6576		28.24	2/15 supplies	31158	Shop Supplies & Tools	N
5567	Run Right Power Equipment LLC		94.23		3 Transactions		
7757	Universal Truck Equipment Inc						
	13-330-000-0000-6575		983.73	2/27 parts	60193	Machinery Parts	N
	13-330-000-0000-6576		138.00	2/27 supplies	60193	Shop Supplies & Tools	N
7757	Universal Truck Equipment Inc		1,121.73		2 Transactions		
330	DEPT Total:		20,009.92	Equipment Maintenance Shops	6 Vendors	25 Transactions	
13	Fund Total:		20,819.92	County Road & Bridge		26 Transactions	

*** 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	
390	DEPT				Resource Recovery Center			
6978	Aramark Uniform & Career Apparal Group							
	14-390-000-0000-6377	AP	4	22.26	Oct 22 Uniforms 10/06/2022 10/06/2022	6320091464	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	25.09	Oct 22 Uniforms 10/13/2022 10/13/2022	6320095673	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	25.09	Oct 22 Uniforms 10/20/2022 10/20/2022	6320099829	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	25.09	Oct 22 Uniforms 10/27/2022 10/27/2022	6320103950	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	26.59	Nov 22 Uniforms 11/03/2022 11/03/2022	6320108201	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	26.59	Nov 22 Uniforms 11/10/2022 11/10/2022	6320112360	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	26.59	Nov 22 Uniforms 11/17/2022 11/17/2022	6320116490	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	26.59	Nov 22 Uniforms 11/24/2022 11/24/2022	6320120775	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	26.59	Dec 22 Uniforms 12/01/2022 12/01/2022	6320125049	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	26.59	Dec 22 Uniforms 12/08/2022 12/08/2022	6320129208	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	22.09	Dec 22 Uniforms 12/15/2022 12/15/2022	6320133377	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	22.09	Dec 22 Uniforms 12/22/2022 12/22/2022	6320137524	Fees And Service Charges	N
	14-390-000-0000-6377	AP	4	22.09	Dec 22 Uniforms 12/29/2022 12/29/2022	6320141748	Fees And Service Charges	N
	14-390-000-0000-6377			16.00	Jan 23 Uniforms 01/05/2023 01/05/2023	6320145311	Fees And Service Charges	N
	14-390-000-0000-6377			16.00	Jan 23 Uniforms 01/12/2023 01/12/2023	6320150143	Fees And Service Charges	N
	14-390-000-0000-6377			16.00	Jan 23 Uniforms 01/19/2023 01/19/2023	6320154286	Fees And Service Charges	N
	14-390-000-0000-6377			16.00	Jan 23 Uniforms 01/26/2023 01/26/2023	6320158511	Fees And Service Charges	N
	14-390-000-0000-6377			16.00	Feb 23 Uniforms 02/02/2023 02/02/2023	6320162617	Fees And Service Charges	N
	14-390-000-0000-6377			16.00	Feb 23 Uniforms	6320166862	Fees And Service Charges	N

csmith
3/3/2023 2:54:15PM
14 Sanitation Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6978	Aramark Uniform & Career Apparat Group		419.34	02/09/2023 02/09/2023	19	Transactions	
2050	Liberty Tire Recycling LLC						
	14-390-000-0000-6862		3,237.24	Tire Disposal pick up	2440239	Management Of Problem Wastes	N
				01/31/2023 01/31/2023			
2050	Liberty Tire Recycling LLC		3,237.24	1	Transactions		
390	DEPT Total:		3,656.58	Resource Recovery Center	2	Vendors	20 Transactions
391	DEPT			Score Grant Program			
	8757 OSI Environmental, Inc						
	14-391-000-0000-6861		135.00	Oil Filter/Antifreeze pick up	20102248	Recycling Operation Expense	N
				02/22/2023 02/22/2023			
	8757 OSI Environmental, Inc		135.00	1	Transactions		
391	DEPT Total:		135.00	Score Grant Program	1	Vendors	1 Transactions
14	Fund Total:		3,791.58	Sanitation Fund			21 Transactions

csmith
3/3/2023 2:54:15PM
80 Taxes And Penalties Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
888	DEPT				School Districts			
	24161	Mabel-Canton SD 238						
		80-888-000-0000-6804		223.06	TIF #036 Add'l Settlement		For Other Agencies	N
					02/26/2023 02/26/2023			
	24161	Mabel-Canton SD 238		223.06	1 Transactions			
888	DEPT Total:			223.06	School Districts	1 Vendors	1 Transactions	
889	DEPT				Townships And Cities			
	393	City of Mabel						
		80-889-000-0000-6804		5,387.51	TIF #036 Add'l Settlement		For Other Agencies	N
					02/26/2023 02/26/2023			
	393	City of Mabel		5,387.51	1 Transactions			
889	DEPT Total:			5,387.51	Townships And Cities	1 Vendors	1 Transactions	
80	Fund Total:			5,610.57	Taxes And Penalties Fund		2 Transactions	
	Final Total:			145,475.45	42 Vendors	107 Transactions		

*** Fillmore County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	115,253.38	County Revenue Fund
13	20,819.92	County Road & Bridge
14	3,791.58	Sanitation Fund
80	5,610.57	Taxes And Penalties Fund
All Funds	145,475.45	Total

Approved by,

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

csmith
 3/1/2023 4:32:56PM
 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	
251	DEPT				County Jail			
	3219	Centurylink						
		01-251-000-0000-6203		1.15	Feb 2023 Long Distance	629121209	Telephone	N
					02/01/2023 02/28/2023			
	3219	Centurylink		1.15	1 Transactions			
251	DEPT Total:			1.15	County Jail	1 Vendors	1 Transactions	
1	Fund Total:			1.15	County Revenue Fund		1 Transactions	

csmith

3/1/2023

4:32:56PM

*** Fillmore County ***



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 3

	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		145.12	2/10 telephone	5078673784	Telephone	N
	7129	CenturyLink		145.12	1 Transactions			
300	DEPT Total:			145.12	Highway Administration	1 Vendors	1 Transactions	
330	DEPT				Equipment Maintenance Shops			
	2208	City of Canton - Hwy dept						
		13-330-000-0000-6251		96.41	2/22 utilities	510-00-9	Electricity	N
	2208	City of Canton - Hwy dept		96.41	1 Transactions			
	7542	Fillmore Co Treasurer						
		13-330-000-0000-6561		1,928.88	2/28 January fuel tax		Gasoline Diesel And Other Fuels	N
	7542	Fillmore Co Treasurer		1,928.88	1 Transactions			
	6094	MN Energy Resources Corporation						
		13-330-000-0000-6255		415.71	2/16 natural gas	0505303491	Gas	N
		13-330-000-0000-6255		1,082.57	2/22 natural gas	0506251865	Gas	N
		13-330-000-0000-6255		660.76	2/21 natural gas	0507313281	Gas	N
		13-330-000-0000-6255		1,161.32	2/21 natural gas	0507351562	Gas	N
	6094	MN Energy Resources Corporation		3,320.36	4 Transactions			
330	DEPT Total:			5,345.65	Equipment Maintenance Shops	3 Vendors	6 Transactions	
13	Fund Total:			5,490.77	County Road & Bridge		7 Transactions	

csmith
 3/1/2023 4:32:56PM
14 Sanitation Fund

*** Fillmore County ***



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

Page 4

	<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>
390	DEPT			Resource Recovery Center			
	85440	Centurylink					
		14-390-000-0000-6203		150.16	Internet Jan - Feb 2023	301270054	Telephone N
					01/26/2023 02/25/2023		
	85440	Centurylink		150.16	1 Transactions		
390	DEPT Total:			150.16	Resource Recovery Center	1 Vendors	1 Transactions
14	Fund Total:			150.16	Sanitation Fund		1 Transactions
	Final Total:			5,642.08	6 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	1.15	County Revenue Fund
13	5,490.77	County Road & Bridge
14	150.16	Sanitation Fund
All Funds	5,642.08	Total

Approved by,

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

csmith

2/27/2023

1:43:39PM

76 Trust And Agency 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
0	DEPT		...			
373	Amherst Township					
	76-000-000-0000-2100		25,591.94	2023 Town & Road Allotment		Due To Other Governmental Agencies N
373	Amherst Township		25,591.94	1 Transactions		
374	Arendahl Township					
	76-000-000-0000-2100		21,807.22	2024 Town & Road Allotment		Due To Other Governmental Agencies N
374	Arendahl Township		21,807.22	1 Transactions		
375	Beaver Township					
	76-000-000-0000-2100		23,478.77	2025 Town & Road Allotment		Due To Other Governmental Agencies N
375	Beaver Township		23,478.77	1 Transactions		
376	Bloomfield Township					
	76-000-000-0000-2100		24,156.29	2026 Town & Road Allotment		Due To Other Governmental Agencies N
376	Bloomfield Township		24,156.29	1 Transactions		
377	Bristol Township					
	76-000-000-0000-2100		26,642.48	2027 Town & Road Allotment		Due To Other Governmental Agencies N
377	Bristol Township		26,642.48	1 Transactions		
379	Canton Township					
	76-000-000-0000-2100		35,327.08	2028 Town & Road Allotment		Due To Other Governmental Agencies N
379	Canton Township		35,327.08	1 Transactions		
380	Carimona Township					
	76-000-000-0000-2100		19,778.72	2029 Town & Road Allotment		Due To Other Governmental Agencies N
380	Carimona Township		19,778.72	1 Transactions		
381	Carrolton Township					
	76-000-000-0000-2100		23,844.55	2030 Town & Road Allotment		Due To Other Governmental Agencies N
381	Carrolton Township		23,844.55	1 Transactions		
383	Chatfield Township					
	76-000-000-0000-2100		26,735.19	2031 Town & Road Allotment		Due To Other Governmental Agencies N
383	Chatfield Township		26,735.19	1 Transactions		
384	Fillmore Township					
	76-000-000-0000-2100		29,694.54	2032 Town & Road Allotment		Due To Other Governmental Agencies N

csmith

2/27/2023

1:43:39PM

76 Trust And Agency Fund

*** Fillmore County ***

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
384	Fillmore Township		29,694.54	1 Transactions		
385	Forestville Township					
	76-000-000-0000-2100		24,949.90	2033 Town & Road Allotment		Due To Other Governmental Agencies N
385	Forestville Township		24,949.90	1 Transactions		
387	Fountain Township					
	76-000-000-0000-2100		20,118.89	2034 Town & Road Allotment		Due To Other Governmental Agencies N
387	Fountain Township		20,118.89	1 Transactions		
389	Harmony Township					
	76-000-000-0000-2100		24,921.71	2035 Town & Road Allotment		Due To Other Governmental Agencies N
389	Harmony Township		24,921.71	1 Transactions		
390	Holt Township					
	76-000-000-0000-2100		20,335.40	2036 Town & Road Allotment		Due To Other Governmental Agencies N
390	Holt Township		20,335.40	1 Transactions		
391	Jordan Township					
	76-000-000-0000-2100		22,139.68	2037 Town & Road Allotment		Due To Other Governmental Agencies N
391	Jordan Township		22,139.68	1 Transactions		
394	Newburg Township					
	76-000-000-0000-2100		29,631.49	2038 Town & Road Allotment		Due To Other Governmental Agencies N
394	Newburg Township		29,631.49	1 Transactions		
395	Norway Township					
	76-000-000-0000-2100		27,906.15	2039 Town & Road Allotment		Due To Other Governmental Agencies N
395	Norway Township		27,906.15	1 Transactions		
398	Pilot Mound Township					
	76-000-000-0000-2100		21,785.73	2040 Town & Road Allotment		Due To Other Governmental Agencies N
398	Pilot Mound Township		21,785.73	1 Transactions		
399	Preble Township					
	76-000-000-0000-2100		16,226.67	2041 Town & Road Allotment		Due To Other Governmental Agencies N
399	Preble Township		16,226.67	1 Transactions		
401	Preston Township					

csmith
2/27/2023 1:43:39PM
76 Trust And Agency Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	76-000-000-0000-2100		21,132.93	2042 Town & Road Allotment		Due To Other Governmental Agencies	N
401	Preston Township		21,132.93	1 Transactions			
405	Spring Valley Township						
	76-000-000-0000-2100		27,138.12	2043 Town & Road Allotment		Due To Other Governmental Agencies	N
405	Spring Valley Township		27,138.12	1 Transactions			
406	Sumner Township						
	76-000-000-0000-2100		30,555.85	2044 Town & Road Allotment		Due To Other Governmental Agencies	N
406	Sumner Township		30,555.85	1 Transactions			
409	York Township						
	76-000-000-0000-2100		25,899.70	2045 Town & Road Allotment		Due To Other Governmental Agencies	N
409	York Township		25,899.70	1 Transactions			
0	DEPT Total:		569,799.00	...	23 Vendors	23 Transactions	
76	Fund Total:		569,799.00	Trust And Agency Fund		23 Transactions	
	Final Total:		569,799.00	23 Vendors	23 Transactions		

*** Fillmore County ***

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
76	569,799.00	Trust And Agency Fund
All Funds	569,799.00	Total

Approved by,
.
.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/7/2023

Amount of time requested (minutes):

10 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. Review bid results for the Surfacing Reconditioning of CSAH 8 from the City limits of Spring Valley to East 6.4 miles with award to the lowest responsible bidder, SAP 23-608-046.
2. Review the 2023 fuel bids with possible award.
3. Consider applying for a Legislative-Citizen Commission on Minnesota Resources (LCCMR) Grant for the temporary fix the Forestville Bridge #6263.

Airport Department

Bid results will be available on Monday March 6th.

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

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS Preston, Minnesota 55965

Date March 7, 2023 Resolution No. 2023-
Motion by _____
Commissioner _____ Second by Commissioner _____

Fillmore County Legislative- Citizen Commission on Minnesota Resources (LCCMR) application March 2023

Whereas Forestville State Park, operated by the Mn Department of Natural Resources (MN DNR), and the Forestville Historic Site, operated by the Minnesota Historical Society (MNHS) are important places for the enjoyment of local residents and all Minnesotans, and are significant tourism features in Fillmore County, and

Whereas, Fillmore County Road 118 includes the Historic Forestville Bridge, and is Bridge Number 6263 on MnDOT's bridge inventory, and

Whereas, The Forestville Bridge connects the Park and the Historic Site and is a contributing feature of the Forestville Historic District listed in the National Register of Historic Places and therefore is historically significant, and

Whereas, the Forestville Bridge is in serious need of repairs, and the Minnesota DNR and MNHS have agreed to assist with, and support efforts to secure funds for the preservation of the bridge, including an application for state funds from the Legislative-Citizen Commission on Minnesota Resources (LCCMR), and

Whereas, the Legislative-Citizen Commission on Minnesota Resources (LCCMR) reviews grant applications and makes funding recommendations to the Minnesota Legislature, and

Whereas, the LCCMR is accepting proposals for projects that protect, conserve, preserve and enhance Minnesota's air, water, land, fish, wildlife and other natural resources for the benefit of current citizens and future generations, and

Whereas, selected projects are to be granted funds from Minnesota's Environment and Natural Resources Trust Fund upon approval by the Minnesota Legislature, and

Whereas, the LCCMR request for proposals requires support by the governmental body submitting the application,

Now Therefore Be it Resolved, that the Fillmore County Board of Commissioners supports the application to the Legislative-Citizen Commission on Minnesota Resources for grant funding for preservation of the Historic Forestville Bridge, and further directs county staff to work with MN DNR and MNHS and others necessary to prepare an application to the LCCMR.

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 7 day of March 2023.

Witness my hand and official seal at Preston, Minnesota the 7th day of March, 2023.

SEAL

Bobbie Hillery, Administrator/Clerk
Fillmore County Board of Commissioners

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/7/2023

Amount of time requested (minutes):

5

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:

Regular Agenda:

Documentation

- | | |
|---|-----|
| 1. Consider request to hire replacement Highway Maintenance Specialist effective March 8 th , 2023 as requested by the Highway Engineer and Hiring Committee
a. Travis Batzel
b. Grade 8/ Step 2 at \$24.39 hourly | NO |
| 2. Consider request to add an additional RN/ PHN shared position for Public Health and Social Services as requested by the Director of Nursing, Social Services Director, and Personnel Committee | YES |
| 3. Consider request to hire from the current list from the recent RN/ PHN hire | NO |
| 3. Consider the request to add and advertise for three Social Worker Children Mental Health positions in the Social Services Department as requested by the Social Services Director and the Personnel Committee | YES |
| 4. Consider request to add the position for Public Safety Answering Point (PSAP) Manager, with budgeted dollars from the Operating Expense account and based upon the job description, in to the Fillmore County Sheriff's Department as requested by the Sheriff and the Personnel Committee | YES |

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

The reason for an additional staff in the waiver team is:

-Increase clients - Increase job responsibility within the waiver team. Example, infectious disease. -MN
Choice roll out for clients over 65. This will and an 1 to 1 1/2 of work on reassessments -Change of
structure in Social Services

Hire Analysis Form
(All sections must be completed.)

Print Form

Submit by Email

Date: 02/21/2023

Department: Fillmore County Public Health/Social Services

Requested By: Jessica Erickson/Wanda Berg

Title of Position being requested: RN/PHN

Requested date to post: Mar 7, 2023

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

Number of hours requested: 40

Replacement position: ☐ Yes ☒ No

Date position vacated: _____

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

The reason for an additional staff in the waiver team is:
-Increase clients - Increase job responsibility within the waiver team. Example, infectious disease. - MN Choice roll out for clients over 65. This will and an 1 to 1 1/2 of work on reassessments -Change

How are the taxpayers served better by filling the position?

This position will help serve the community by being able to increase the serves of clients on the waiver. To help keep people in their homes and connect them to resources.

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

yes, based on the need of the position, it was determined that a full-time employee would be needed.

Where does the specific funding for this position originate?

Public Health 1/2 position would be funded through a grant this year. it will not increase Public Health Budget. Social Services will use AMHA grant funds. It will not increase Social Services Budget

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

Able to increase client visits and services that are billable.

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.

yes, this positions are full with clients.

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

See attachment

CHM-TCM

1. Fillmore County is one of 5 counties in MN who contract out their children's mental health case management.
2. The counties surrounding us: Houston, Olmsted, and Mower Counties have their CMH-TCM in house. For each "hit" (visit) the county receives: Houston-\$1,159.00, Olmsted-\$1506.00 and Mower-\$1436.00. Fillmore County should fall within that range as well.
3. Our CHM-TCM is currently with Hiawatha Valley Mental Health in Winona. Currently, they are managing a caseload of approximately 52 (we do not have an exact number today). 11 of those cases are "county pay". (Last year "we actually billed at our cchbc ma rate of 2002 which was \$182.50/client/month for those not on MA. Fillmore County for 2023 (attached proposed rates) and I would actually like to meet to look more at the proposed MHTCM rate. This again is just for those who are not on MA. This number in 2022 was 11 kids were not on MA and we invoiced the county \$8,030 (44 eligible visits in 2022). I would propose we look at going back to the rate of \$675 per eligible non MA visit. In 2022, the cost would have been \$29,700 (vs. \$8,030)."
4. By bringing this into the county we would bill the state (using the Houston County Rate):

41 clients X 12 visits (must be seen monthly) X 1159= \$570,228

Additionally, if the 11 "non-MA" clients parents make less than \$200,000 per year they can receive MA as secondary insurance. We could then bill for the additional 11"

11 X 12 (visits) X 1159= \$152,988 (We would be saving \$29,700 additionally by not paying HVMH)

5. We would need to hire 3 additional social workers as CHM case managers can have a max of 15 cases. The cost of each new employee starting at step 1 would be: 96,297.95
96,297.95 X 3= \$288, 839. 85
6. We would need to contract for "clinical supervision". Please see attached resume. Staff must meet with clinical supervisor minimum 1 time per week as a group. I am also adding time for case consultation but we should not come close to this amount.

150.00 X 100 hrs=\$15,000

Total potential income = \$723, 216.00

Minus the cost of employees -\$288,839.85

Clinical Supervision/consultation -\$15,000.00

Income brought into the county \$ 419,376.15

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?

Currently the children's mental health targeted case management is contracted out to Hiawatha Valley Mental Health. There are only 5 counties in MN who do this, with Fillmore County being one of them. Bringing this back in house will allow for better service as well as increased revenue for the county.

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

Children's mental health-Targeted case management has a specific set of training and case load sizes (15 per worker) which can not be accommodated with current staffing patterns.

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

Due to case load sizes and the number of current cases we would be managing, it would require full time staff so the required number of contacts is met.

Where does the specific funding for this position originate?

From the increased revenue brought in by doing this in house as well as the savings for those cases we are currently using county dollars for who do not have medical assistance.

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

Real savings will be had by no longer using county dollars for the non-MA clients as well as additional revenues brought in.

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

Yes

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

No current mental health case management for children is being done in the county

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:

To Whom It May Concern,

I am writing a letter of interest regarding a consultation contract with Fillmore County, MN I am currently employed at Lifeworks, Inc. in Des Moines Iowa as a clinical mental health therapist. I have been a clinical social worker for 27 years with experience in the areas of individuals', families, and group therapy with a variety of DSM diagnoses and practice sites such as community mental health centers, correctional and forensic facilities, private practice owner, and practiced within other mental health agencies. I have 14 years of involvement in the executive administration and supervision of professionals in the mental health field. I am licensed in Iowa as a LISW and LICSW in Minnesota. I received my MSW (masters in social work) from the University of Minnesota-Duluth in 1995, with an emphasis in Native American Studies and obtained my undergraduate degree in Human Services at then Grandview College.

My professional history includes utilizing evidence-based clinical therapy with clients and programs that have a wide range of personal histories, cultural diversity and economic impact, substance abuse issues, cognitive limitations, trauma, mental health issues and levels of psychopathy. I would consider my areas of expertise to be in trauma informed care and specifically working with sexual abuse survivors, their families and those who have committed harm to others.

I currently provide case direction for Iowa County Attorney districts, private practice attorneys, juvenile court, and criminal courts. I testify frequently as an expert in juvenile court. I collaborate with DHHS and maintain professional working relationships with referral sources, clients, agencies, and community resources. I also have a long history of working on multidisciplinary teams in Des Moines area and surrounding communities, specifically C-SARC which is associated with the STAR Center (which conducts forensic interviews and forensic medical examinations when there is an allegation of abuse or neglect

Throughout my lifetime I have grown to have a strong commitment to diversity, cultural awareness, quality and inclusion and practical skills in these area including an internship with Indian Health Services, Planned Parenthood Education and Training Institute, and Damiano Social Services which provided crisis intervention to low income and homeless individuals and families and participated on their collective management team. Prior to my completion of my MSW I also worked in

community building through grassroots political groups and in the past have collaborated with legislators and legislative bodies regarding laws that would assist with community safety.

I have practical skills in the administration of mental health agencies and supervision's of MSW graduate students for the University of Iowa, direct care staff, provisionally licensed therapists, and clinical therapists. I participated in setting and implementing objectives and goals for programs, for students and employees. I have experience around recruitment, onboarding new employees, retention practices supervision, evaluation and quality improvement and the development/implementation of personal policies involving employees.

Although I do not have specific experience in a traditional teaching environment, I have applicable skills with being a field supervisor for many years at the University of Iowa, providing CEU presentations for other professionals, teaching psychoeducational programming as well as learning and sharing information with individuals through therapy and supervision of other professionals.

My desire for the future is to apply my experience and skill set to drive value in assisting agencies, organizations, and individuals in achieving their goals and objectives as well as increase my professional knowledge and in the growth of other providers in the mental health and related fields. I would look forward to speaking to you about positions that you believe I may be an asset too.

Thank you for your time and consideration,

Amy Lapham

Amy Lapham, LISW

2/9/2023

HIAWATHA VALLEY MENTAL HEALTH CENTER
Fillmore County Service Rates - 2023

Service	Brass #	CPT #	Unit	MD	PhD	MS, BS
Assessment	4080	90791	Session	\$ 466	\$ 398	\$ 363
Medical Evaluation & Management (New Client)	4540		Session			
Level 1		99201		\$ 84		
Level 2		99202		\$ 168		
Level 3		99203		\$ 262		
Level 4		99204		\$ 335		
Level 5		99205		\$ 419		
Medical Evaluation & Management (Estab. Client)	4540		Session			
Level 1		99211		\$ 35		
Level 2		99212		\$ 68		
Level 3		99213		\$ 103		
Level 4		99214		\$ 273		
Level 5		99215		\$ 411		
Emergency Service	4510		Hour			\$ 192
Individual Therapy	4520	908xx	Hour	\$ 337	\$ 227	\$ 206
Family Therapy	4520	90847	Hour	\$ 337	\$ 227	\$ 206
Mental Health Group	4520	90853	Session			\$ 91
Psychological Testing	4080	96101	Hour		\$ 439	\$ 374
Substance Abuse						
Assessment	3050	90791	Session			\$ 176
Individual Therapy	3360	908xx	Hour			\$ 85
Substance Abuse Group	3520	90853	Hour			\$ 41
DWI Classes			Class			\$ 79
ARMHS						
Rehab Basic Skills	4345	H2017	15 Min			\$ 48
Rehab Group	4345	H2017	Hour			\$ 192
Travel	4345	H0046	1 Mile			\$ 1
Adult Community Support						
Adult CSP	4345		15 Min			\$ 18
Independent Living Skills (ILS)	4345		15 Min			\$ 9
Travel	4345		1 Mile			\$ 1
Peer Specialist Services						
Self-Help / Peer Services Level 1	4345 H0038		15 Min			\$ 13
Self-Help / Peer Services Level 2	4345 H0038		15 Min			\$ 15
Self-Help / Peer Services Group	4345 H0038		15 Min			\$ 6
Residential						
Staff Support - Overnight - Bluffview	4345		Month			\$ 320
Staff Support - Overnight - Bluffview	4345		Day			\$ 11
Staff Support - Overnight - Other Residential	4345		Month			\$ 172
Staff Support - Overnight - Other Residential	4345		Day			\$ 5
Child Case Management						
Child Case Management	4900 T2023		Month			\$ 192
Child Case Management - Non MA	4920		Month			\$ 192
Adult Case Management						
Adult Case Management	4910 T2023		Month			\$ 192
Adult Case Management - Non MA	4930		Month			\$ 192
Other						
Clinical Supervision			Hour			\$ 158
Community Education	4020		Hour			\$ 192
Telemedicine Connectivity			Quarter			\$ 121
Anger Management Classes			Session			\$ 50
Attention Deficit/Hyperactivity Assessment			Hour			\$ 362
Crisis Assistance and Referral Services			Hour			\$ 145
Employee Assistance Services			Session			\$ 86
Men's Domestic Abuse Treatment Program			Session			\$ 50
Psychiatry Support Services			Annual			\$ 8,100

**FILLMORE COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: PSAP Manager
Department: Sheriff's Office
Reports to: Sheriff
Date:

PURPOSE OF POSITION:

Under general direction of the Sheriff, the PSAP Manager is responsible for planning, directing, and supervising the County Sheriff's Public Safety Answering Point (PSAP) operations, which also serves ambulance and fire services in Fillmore County. An employee in this classification must exercise independent judgment, initiative, and discretion in performing the duties of the position. The PSAP Manager makes decisions that are consistent with the mission, goals and objectives of the PSAP, the Sheriff's Office and the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for planning, organizing, leading, and motivating staff to achieve PSAP goals.

Directs and evaluates the work of staff.

Develops and maintains standards of performance.

Manages the development and administration of training, to insure all personnel receive proper and adequate training to accomplish assigned tasks in a professional and effective manner.

Supervise dispatcher performance through employee evaluations, recognitions, coaching, and corrective or disciplinary measures for unsatisfactory performance.

Establishes and monitors employee schedules, work flow and working conditions to ensure efficiency as well as compliance.

Serves as the TAC (Terminal Agency Coordinator) and LASO (Local Agency Security Officer) as required by the Minnesota BCA.

Assists in preparing and administering the PSAP budget.

Assists with the development, implementation, and administration of PSAP policies and procedures.

Responsible for programming, updating, and ensuring maintenance of radio systems.

Inspects equipment and recommends repairs.

Represent the Sheriff and Fillmore County and their interests, at assigned meetings and committees. Including but not limited to ECN (Emergency Communications Network), RAC (Radio Advisory Committee).

Conducts PSAP tours.

Prepares voice recordings for court, testifies in court when required.

Performs, as needed, all duties and responsibilities of the 9-1-1 Dispatchers.

Operates the Fillmore County 9-1-1 telephone system, National Crime Information Computer (NCIC), Criminal Justice Information System (CJIS), and Computer Aided Dispatch (CAD) system and the Communication Center radio systems.

Oversees the local warning siren activation system procedures and use.

Performs other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

High School Diploma, or equivalent and 3 years' experience, or equivalent combination, as a 911 Operator/Dispatcher and community or professional leadership experience.

MINIMUM ABILITIES REQUIRED:

Working knowledge of:

- Relevant Federal Communications Commission (FCC) rules and regulations.
- Related Federal, State, County and Local regulations and resources.
- Radio, telephone, and computer technologies used in PSAP's.
- CJIS and NCIC Services and operating procedures.

Conflict resolution methodology as applied to interaction with staff and the public.

Interpersonal communication techniques as they apply to interaction with supervisor, staff, general public, and other governmental entities.

Ability to learn the geographical layout, roadway systems, political and community service jurisdictions of Fillmore County.

Ability to utilize the principals, practices and procedures of leadership and supervision.

Ability to convey a calm and decisive demeanor in dealing with PSAP staff, other County personnel and the public in response to requests and complaints.

Ability to express oneself clearly and concisely, both orally and in writing.

Physical Requirements:

Must be physically able to operate a variety of machines and equipment, including a PC, calculator, copier, radio telecommunications system and multi-line telephone system.

Must be able to exert up to 50 pounds of force occasionally and a negligible amount of force routinely to lift, carry, push, pull or otherwise move objects, including the human body.

Physical demand requirements are at the levels necessary for mostly sedentary or office environment work.

Licensing Requirements:

Valid driver's license.

Language Ability and Interpersonal Communication:

Ability to read professional, technical and administrative, directions, instructions, methods and procedures.

Ability to prepare properly formatted reports with proper spelling, punctuation and grammar.

Ability to communicate with others to convey or exchange professional information of a complex and technical nature.

Ability to interact with others beyond giving and receiving instructions, demonstrating tact, diplomacy, and good listening skills.

Environmental Adaptability:

Work is normally performed in an office environment, with some field work necessary. Dispatchers are located in the Fillmore County Law Enforcement Center.

Headaches, eyestrain, carpal tunnel and related occupational hazards associated with computer work offer the most common potential for injury.

Fillmore County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

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?

Several factors have created the need for a new position:
-Increased requirements from state and federal agencies
-A need for someone to be in charge of dispatch, phone systems, radio systems and other programs and to be able to work on these without interruptions, and to leave the office as needed.

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

We do not currently have sufficient personnel to perform the additional duties of PSAP Manager. We have 4 full-time dispatchers which is required simply to fill a 24/7 schedule of one dispatcher on duty in the 911 center.

We had this position several years ago, called a Chief Dispatcher. We did not fill that position when a former employee retired and attempted to absorb the duties in an existing position. This was

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

Yes, successful performance of the duties required of the PSAP Manager would necessitate a full-time position.

Where does the specific funding for this position originate?

Fillmore County Budget

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

Many funding and grant opportunities come and go for communication and technology projects relating to the Sheriff's Office Dispatch and ARMER Radio Technologies. We do not currently have someone to attend all of these meetings and have a full understanding of the programs and grants available. This would be a primary responsibility of the PSAP Manager, and would allow us to better understand and seek out funding opportunities for replacement and required upgrades.

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

Yes

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

No

Reviewed by Personnel Committee:

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason:

Date on Board Agenda:

☐ Approved by Board

☐ Not Approved by Board

Reason: