

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
August 4, 2020**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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

**To participate by phone: Dial 1-408-418-9388 and then enter the Access Code: 146 214 8983**

9:00 a.m.     Pledge of Allegiance

Approve agenda

Approve Consent Agenda:

1. July 28, 2020 County Board minutes

Approve Commissioners' Warrants

Review Finance Warrants

9:05 a.m.     Jason Marquardt, Veteran Services

1. Consider request to accept the 2021 VSO/MNDVA grant
2. Presentation of 2021 Veteran Department Budget

9:10 a.m.     Cristal Adkins, Zoning

1. Consider approval of a Conditional Use Permit request for Timberwolf Wind, LLC for a meteorological tower on property located in Section 15, Bristol Township
2. Consider approval of a Conditional Use Permit request for Skyline Materials, LTD for a rock quarry on property located in Section 30, Fountain Township

9:20 a.m.     Drew Hatzenbihler, Sanitation

1. Consider 2020 haulers license for Hawkeye Sanitation
2. Consider termination agreement with Winneshiek County Landfill

9:30 a.m.     Citizens Input

9:35 a.m.     John DeGeorge, Sheriff

1. Consider 2020-2021 State Boat & Water Safety Grant Agreement

9:40 a.m.     Ron Gregg, Highway and Pam Schroeder, Airport

1. Consider a final payment resolution for the bridge replacement project in Harmony Township SAP 023-599-207
2. Discussion with possible action on Master Agreement between SEH Engineering and Fillmore County
3. Presentation of 2021 Highway & Airport Department budgets

# FILLMORE COUNTY BOARD OF COMMISSIONERS

August 4, 2020 Meeting Agenda

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- 10:00 a.m. Kristina Kohn, Human Resources
1. First reading of draft changes to Employee Personnel Records policy
  2. First reading of draft changes to Announcements, Recruitment and Selection policy
  3. Employee Resignations/Retirements
  4. Request to advertise for replacement Highway Maintenance Specialist as requested by the County Engineer and recommended by the Personnel Committee.

- 10:10 a.m. Bobbie Hillery, Administrator
1. Discussion with possible action regarding COVID-19 update
    - Clifton Larsen Allen engagement letter
    - CARES Act discussion with possible action

Calendar review, Committee Reports and Announcements

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

|                      |            |                                           |                |
|----------------------|------------|-------------------------------------------|----------------|
| Tuesday, August 4    | 9:00 am    | County Board, special meeting, Boardroom  | All            |
| Monday, August 10    | 10:00 am   | Bluff Country HRA                         | Lentz          |
|                      | 6:00 pm    | Developmental Achievement Center, Preston | Lentz          |
|                      | 6:30 pm    | Semcac, St Charles                        | Dahl           |
| Tuesday, August 11   | 8:00 am    | Facilities                                | Dahl, Hindt    |
|                      | 9:00 am    | County Board, regular meeting, Boardroom  | All            |
| Thursday, August 13  | 10:30 am   | Workforce Development, Preston            | Lentz          |
|                      | 12:00 noon | Corrections Task Force                    | Bakke          |
| Tuesday, August 18   | 8:00 am    | Law Enforcement Committee                 | Prestby, Lentz |
|                      | 9:00 am    | Technology Committee                      | Prestby, Lentz |
| Wednesday, August 19 | 9:00 am    | Basin Alliance, Rochester                 | Bakke          |
| Thursday, August 20  | 10:00 am   | Historical Society, Fountain              | Bakke          |
|                      | 4:30 pm    | Economic Development Authority            | Lentz, Hindt   |
|                      | 4:30 pm    | SWCD, Preston                             | Bakke          |
|                      | 7:00 pm    | Planning & Zoning Commission, Boardroom   | Bakke          |
| Monday, August 24    | 6:00 pm    | Zumbro Valley Health Center, Rochester    | Lentz          |
| Tuesday, August 25   | 7:30 am    | Highway Committee, Preston                | Prestby, Bakke |
|                      | 9:00 am    | County Board, special meeting, Boardroom  | All            |

## COMMITTEE OPENINGS:

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

This is a preliminary draft of the July 28, 2020, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 28<sup>th</sup> day of July, 2020, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby

The following members were present by Webex: Commissioners Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke. Also present were: Bobbie Hillery, Administrator/Clerk; Kristi Ruesink, Office Support Specialist, Sr.; Lori Affeldt, Finance Director; Sara Sturgis, Historical Society; Jeff Brand, Surveyor; Jason McCaslin, Assessor; Drew Hatzenbihler, Solid Waste; David Kiehne, Recorder; Terry Schultz, Maintenance; Ron Gregg, Highway; Heidi Jones, Auditor/Treasurer; Kristina Kohn, Human Resources; John DeGeorge, Sheriff; Jessica Erickson, Director of Nursing; Chris Hahn, Economic Development Authority; Karen Reisner, Fillmore County Journal; Gretchen Mensink, Chatfield Newspaper; Jerrold Wolf, Bonita Underbakke.

The Pledge of Allegiance was recited.

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

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

1. July 14, 2020 County Board minutes

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

The Finance Department Warrants were reviewed.

Sara Sturgis, Historical Society was present.

Sara thanked the Board for their continued support and gave an update of the Historical Society operations throughout the year and during this COVID-19 pandemic. Sara requested appropriations for 2021 at the same level as the prior year in the amount of \$46,800.

The Historical Society newsletter will be sent electronically to all County Commissioners.

Jeff Brand, Surveyor presented the proposed 2021 budget for the Surveyor Department.

Jason McCaslin, Assessor, presented the proposed 2021 Assessor Department budget. Bakke noted that he appreciated the detail provided and hoped that other departments followed that guideline.

The citizens input portion of the meeting was opened at 9:31 a.m.

Jerrold Wolf came before the Board to express his concerns for on-going Executive Orders due to COVID-19. He noted concerns regarding the State wide mask mandate, requesting that the County Board consider a legal document that would declare the Executive Order unconstitutional.

The citizens input portion of the meeting was closed at 9:41 a.m.

Drew Hatzenbihler, Solid Waste Administrator, presented the proposed 2021 Sanitation Department budget.

Terry Schultz, Maintenance Supervisor was present.

Schultz presented the proposed 2021 Maintenance Department budget and Infrastructure Fund budget.

On motion by Dahl and seconded by Bakke, the Board unanimously approved the new lease agreement for the mail machine with the low quote from Pitney Bowes as recommended by the Maintenance Supervisor.

David Kiehne, Recorder, presented the proposed 2021 Recorder Department budgets.

Ron Gregg, Highway Engineer was present.

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

**RESOLUTION 2020-033:** final payment for bridge project on the CSAH 4, Project No. SAP 023-604-005.

The Highway Committee report was given, with updates regarding projects. It was noted for Hillery to research what funds were allocated by the Board for the County Office Building parking lot and street parking reconstruction, Bakke noted that he thought the Infrastructure Funds were to be used.

Heidi Jones, Auditor/Treasurer was present.

Jones presented the proposed 2021 Auditor/Treasurer Department budgets.

Jones noted that there are CARES Act dollars available specifically for elections. Each precinct has dollars allocated. She would like to work with each precinct regarding those dollars. She provided a list, but noted two of the precincts have already determined they will go to mail-in ballots for the general election. It was noted that a change could be made to her original request to remove those two precincts from receiving those dollars. Bakke noted that if they would not have the cost associated with have a physical voting location that they could be excluded just like the others that are not on the list that already have mail-in ballots.

A motion was made by Lentz and seconded by Dahl, to adopt the following resolution as originally presented: **RESOLUTION 2020-034:** 2020 CARES Act Grant County – Municipality Agreement. The Chair called for a vote: Commissioners voting “aye”: Dahl, Lentz, Hindt, Prestby. Commissioners’ voting “nay”: Bakke. The motion prevailed.

The Chair recessed the meeting at 10:45 a.m. and resumed back in session at 10:49 a.m.

Jones gave an update of the election process noting that a major change this year is that they must consider and allow postmarked absentee ballots up to the day before the canvassing, noting that full election results would then not be available on election night. She also noted that the Board of Canvassing has been scheduled for Thursday, August 13<sup>th</sup> at 2:00 p.m. Commissioner Bakke will serve as a canvassing judge.

Jones informed the Board of an error with the Tax Increment Financing adjustments. Supplemental disbursements will be made accordingly.

Kristina Kohn, Human Resources was present.

On motion by Dahl and seconded by Bakke, the Board unanimously approved to hire Erin Amdahl, Case Aide in the Public Health department at Grade 7/Step 1, \$21.13/hour, effective 9/1/2020 as requested by the Director

of Nursing and recommended by the Hiring Committee.

Bobbie Hillery, Administrator was present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved a letter, to U.S. Senate and House, supporting swine farmers impacted by COVID-19. It was noted that all sectors have been impacted but this is the request that was presented.

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

**RESOLUTION 2020-035:** 5<sup>th</sup> Extension of the State of Emergency Declaration, through September 1<sup>st</sup>, due to COVID-19.

Discussion ensued regarding COVID-19, Hillery noted items that have been determined to qualify for reimbursement through the CARES Act Grant funding. She also reviewed options for helping local private business, non-profit organizations and schools.

It is the consensus of the Board to have Administrator Hillery contact city and township officials as well as school superintendents to inform them of possible options for reimbursements through CARES funding.

Jessica Erickson, Director of Nursing, noted they are preparing for a possible supply shortage should a vaccine become available.

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

Prestby – nothing

Dahl – nothing

Lentz – interviews, Wellness, SEMN Broadband, EM Communications

Hindt – nothing

Bakke – Wellness, Planning Commission

On motion by Dahl and seconded by Lentz, the meeting was closed at 11:44 a.m. pursuant to MN Statute 13D.03, for 2021 Local #49 labor contract strategy session. All members were present. Also present were Bobbie Hillery, Administrator/Clerk; Kristina Kohn, Human Resources Officer.

On motion Lentz and seconded by Hindt, the Chair re-opened the meeting at 11:55 a.m. All members, the Administrator, and Human Resources Officer were present.

Hillery noted that the closed meeting was held to determine how the negotiations would move forward. The Board decided to continue with the process that has been most recently in place where the entire Board will negotiate in a public setting.

On motion by Bakke and seconded by Lentz, the Board chair adjourned the meeting at 11:56 a.m.

smensink  
7/30/20 9:51AM  
1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|    | Vendor      | Name                                   | Rpt  |          | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|----|-------------|----------------------------------------|------|----------|--------------------------------|---------------|-------------------------------|------|
|    | No.         | Account/Formula                        | Accr | Amount   | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
| 1  | DEPT        |                                        |      |          | General Government             |               |                               |      |
|    | 84638       | MN Counties Intergovernmental Trust-M  |      |          |                                |               |                               |      |
|    |             | 01-001-000-0000-6354                   |      | 62.00    | Add 2020 John Deere 325G       | 4228          | Property Casualty Insurance   | N    |
|    |             |                                        |      |          | 07/21/2020 07/21/2020          |               |                               |      |
|    | 84638       | MN Counties Intergovernmental Trust-M  |      | 62.00    | 1 Transactions                 |               |                               |      |
| 1  | DEPT Total: |                                        |      | 62.00    | General Government             | 1 Vendors     | 1 Transactions                |      |
| 3  | DEPT        |                                        |      |          | Board Of Commissioners         |               |                               |      |
|    | 3804        | Bakke/Duane                            |      |          |                                |               |                               |      |
|    |             | 01-003-000-0000-6335                   |      | 155.25   | July 2020 Mileage              |               | Employee Automobile Allowance | N    |
|    |             |                                        |      |          | 07/02/2020 07/28/2020          |               |                               |      |
|    | 3804        | Bakke/Duane                            |      | 155.25   | 1 Transactions                 |               |                               |      |
|    | 1152        | Prestby/Marc                           |      |          |                                |               |                               |      |
|    |             | 01-003-000-0000-6335                   |      | 51.75    | July 2020 Mileage              |               | Employee Automobile Allowance | N    |
|    |             |                                        |      |          | 06/30/2020 07/28/2020          |               |                               |      |
|    | 1152        | Prestby/Marc                           |      | 51.75    | 1 Transactions                 |               |                               |      |
| 3  | DEPT Total: |                                        |      | 207.00   | Board Of Commissioners         | 2 Vendors     | 2 Transactions                |      |
| 60 | DEPT        |                                        |      |          | Information Systems            |               |                               |      |
|    | 111         | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                |               |                               |      |
|    |             | 01-060-000-0000-5501                   |      | 85.00    | Siteground Website Host 6/2020 | R5121570      | Fees And Charges              | N    |
|    |             |                                        |      |          | 06/01/2020 06/01/2020          |               |                               |      |
|    | 111         | Fillmore Co Treasurer- Credit Card/ACH |      | 85.00    | 1 Transactions                 |               |                               |      |
|    | 6757        | Revize LLC                             |      |          |                                |               |                               |      |
|    |             | 01-060-000-0000-6640                   |      | 4,875.00 | 25% of 1st Year Co Website     | 10276         | Equipment Purchased           | N    |
|    |             |                                        |      |          | 07/29/2020 07/29/2020          |               |                               |      |
|    | 6757        | Revize LLC                             |      | 4,875.00 | 1 Transactions                 |               |                               |      |
| 60 | DEPT Total: |                                        |      | 4,960.00 | Information Systems            | 2 Vendors     | 2 Transactions                |      |
| 91 | DEPT        |                                        |      |          | County Attorney                |               |                               |      |
|    | 81188       | Civil Process Specialists              |      |          |                                |               |                               |      |
|    |             | 01-091-000-0000-6377                   |      | 85.00    | Personal Service-Bobo Witness  | CP-20-207     | Fees And Service Charges      | Y    |
|    |             |                                        |      |          | 07/22/2020 07/22/2020          |               |                               |      |

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|--------|----------------------------------------|------|--------|--------------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                        | Accr |        | Service Dates                  | Paid On Bhf # | On Behalf of Name                  |      |
| 81188  | Civil Process Specialists              |      | 85.00  | 1 Transactions                 |               |                                    |      |
| 8576   | Corson/Brett                           |      |        |                                |               |                                    |      |
|        | 01-091-000-0000-6335                   |      | 26.45  | 2 Public Health Meetings       |               | Employee Automobile Allowance      | Y    |
|        |                                        |      |        | 07/20/2020 07/27/2020          |               |                                    |      |
| 8576   | Corson/Brett                           |      | 26.45  | 1 Transactions                 |               |                                    |      |
| 4004   | Grebin,CCR,RPR/Deborah A               |      |        |                                |               |                                    |      |
|        | 01-091-000-0000-6282                   |      | 40.00  | Transcript of CHIPS Case       | 23-JV-20-333  | Transcripts                        | Y    |
|        |                                        |      |        | 07/22/2020 07/22/2020          |               |                                    |      |
| 4004   | Grebin,CCR,RPR/Deborah A               |      | 40.00  | 1 Transactions                 |               |                                    |      |
| 91     | DEPT Total:                            |      | 151.45 | County Attorney                | 3 Vendors     | 3 Transactions                     |      |
| 103    | DEPT                                   |      |        | Assessor                       |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                |               |                                    |      |
|        | 01-103-000-0000-6242                   |      | 88.75  | License Renewal - RA           | 1891725       | Membership Dues                    | N    |
|        |                                        |      |        | 06/18/2020 06/18/2020          |               |                                    |      |
|        | 01-103-000-0000-6244                   |      | 125.99 | Continuing Ed Course - BH      | 6541904055    | Continuing Education               | N    |
|        |                                        |      |        | 06/16/2020 06/16/2020          |               |                                    |      |
|        | 01-103-000-0000-6242                   |      | 88.75  | License Renewal - BH           | 7625495       | Membership Dues                    | N    |
|        |                                        |      |        | 06/18/2020 06/18/2020          |               |                                    |      |
|        | 01-103-000-0000-6242                   |      | 153.75 | License Renewal - JM           | 8246785       | Membership Dues                    | N    |
|        |                                        |      |        | 06/18/2020 06/18/2020          |               |                                    |      |
|        | 01-103-000-0000-6401                   |      | 40.53  | Surface Charger - SK           | LMBJ985       | Office Specific Supplies           | N    |
|        |                                        |      |        | 06/17/2020 06/17/2020          |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 497.77 | 5 Transactions                 |               |                                    |      |
| 103    | DEPT Total:                            |      | 497.77 | Assessor                       | 1 Vendors     | 5 Transactions                     |      |
| 111    | DEPT                                   |      |        | Facilities Mtce                |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6580                   |      | 96.80  | Lawnmower Parts                | GPS-886665    | Other Repair And Maintenance Suppl | N    |
|        |                                        |      |        | 06/03/2020 06/03/2020          |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 96.80  | 1 Transactions                 |               |                                    |      |
| 9403   | Menards Rochester South                |      |        |                                |               |                                    |      |
|        | 01-111-000-0000-6317                   |      | 166.29 | Airhandler Filters -Courthouse | 21050         | Building Maintenance               | N    |

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| Vendor | Name                                                           | Rpt  | Amount    | Warrant Description                                    | Invoice #      | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------------------------------|------|-----------|--------------------------------------------------------|----------------|----------------------------------|------|
| No.    | Account/Formula                                                | Accr |           | Service Dates                                          | Paid On Bhf #  | On Behalf of Name                |      |
| 9403   | Menards Rochester South                                        |      | 166.29    | 07/22/2020 07/22/2020                                  | 1 Transactions |                                  |      |
| 111    | DEPT Total:                                                    |      | 263.09    | Facilites Mtce                                         | 2 Vendors      | 2 Transactions                   |      |
| 149    | DEPT                                                           |      |           | Other General Government                               |                |                                  |      |
| 5005   | Cintas Corporation- First Aid & Safety<br>01-149-000-0000-6377 |      | 17.67     | 1st Aid Kit Monthly Service<br>07/07/2020 07/07/2020   | 5019370799     | Fees And Service Charges         | N    |
| 5005   | Cintas Corporation- First Aid & Safety                         |      | 17.67     | 1 Transactions                                         |                |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH<br>01-149-000-0000-6405 |      | 322.10    | COVID-19 Supplies<br>06/02/2020 06/02/2020             | 3560211        | COVID-19 Supplies                | N    |
|        | 01-149-000-0000-6405                                           |      | 129.00    | COVID-19 Supplies<br>06/02/2020 06/02/2020             | 5405813        | COVID-19 Supplies                | N    |
|        | 01-149-000-0000-6405                                           |      | 22.00     | COVID-19 Supplies<br>06/02/2020 06/02/2020             | 7059426        | COVID-19 Supplies                | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH                         |      | 473.10    | 3 Transactions                                         |                |                                  |      |
| 6157   | Further<br>01-149-000-0000-6289                                |      | 436.60    | July 2020 Participant Fee<br>07/01/2020 07/31/2020     | 15496602       | Select Account Adm.              | N    |
| 6157   | Further                                                        |      | 436.60    | 1 Transactions                                         |                |                                  |      |
| 6829   | Gallagher Benefit Services, Inc.<br>01-149-000-0000-6285       |      | 1,643.21  | July 2020 Benefits Consulting<br>07/01/2020 07/31/2020 | 206854         | Professional Fees                | N    |
| 6829   | Gallagher Benefit Services, Inc.                               |      | 1,643.21  | 1 Transactions                                         |                |                                  |      |
| 149    | DEPT Total:                                                    |      | 2,570.58  | Other General Government                               | 4 Vendors      | 6 Transactions                   |      |
| 201    | DEPT                                                           |      |           | Enhanced 911 System                                    |                |                                  |      |
| 4441   | Independent Emergency Services, LLC<br>01-201-000-0000-6310    |      | 10,758.25 | Yearly Main't 6/30/20-6/29/21<br>06/30/2020 06/29/2021 | 081502         | Contract Repairs And Maintenance | Y    |
| 4441   | Independent Emergency Services, LLC                            |      | 10,758.25 | 1 Transactions                                         |                |                                  |      |



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| Vendor | Name                          | Rpt      | Warrant Description             | Invoice #      | Account/Formula Descripti          | 1099 |
|--------|-------------------------------|----------|---------------------------------|----------------|------------------------------------|------|
| No.    | Account/Formula               | Accr     | Service Dates                   | Paid On Bhf #  | On Behalf of Name                  |      |
| 201    | DEPT Total:                   |          | Enhanced 911 System             | 1 Vendors      | 1 Transactions                     |      |
| 202    | DEPT                          |          | Sheriff                         |                |                                    |      |
| 4998   | SOUTHLAND AUTO LLC            |          |                                 |                |                                    |      |
|        | 01-202-000-0000-6310          | 38.54    | 2317 Squad Maintenance          | 3442           | Contract Repairs And Maintenance   | N    |
|        |                               |          | 06/24/2020 06/24/2020           |                |                                    |      |
|        | 01-202-000-0000-6310          | 216.85   | 2317 Squad Maintenance          | 3443           | Contract Repairs And Maintenance   | N    |
|        |                               |          | 07/13/2020 07/13/2020           |                |                                    |      |
| 4998   | SOUTHLAND AUTO LLC            | 255.39   |                                 | 2 Transactions |                                    |      |
| 355    | Streicher's, Inc.             |          |                                 |                |                                    |      |
|        | 01-202-000-0000-6455          | 7,020.00 | Uniform Vests (Grant \$ coming) | 1441725        | Law Enforcement Supplies           | N    |
|        |                               |          | 07/20/2020 07/20/2020           |                |                                    |      |
| 355    | Streicher's, Inc.             | 7,020.00 |                                 | 1 Transactions |                                    |      |
| 202    | DEPT Total:                   | 7,275.39 | Sheriff                         | 2 Vendors      | 3 Transactions                     |      |
| 205    | DEPT                          |          | Sheriff Contingent Funds        |                |                                    |      |
| 6350   | Stewartville Auto Center, Inc |          |                                 |                |                                    |      |
|        | 01-205-000-0000-6382          | 80.25    | Vehicle Forfeiture ICR20004443  | 20-0710-15028  | Vehicle Forfeiture Exp Ms169A.63   | N    |
|        |                               |          | 07/11/2020 07/11/2020           |                |                                    |      |
| 6350   | Stewartville Auto Center, Inc | 80.25    |                                 | 1 Transactions |                                    |      |
| 205    | DEPT Total:                   | 80.25    | Sheriff Contingent Funds        | 1 Vendors      | 1 Transactions                     |      |
| 251    | DEPT                          |          | County Jail                     |                |                                    |      |
| 9      | AmeriPride Services, Inc      |          |                                 |                |                                    |      |
|        | 01-251-000-0000-6377          | 169.59   | Jail Laundry                    | 2801184031     | Fees And Service Charges           | N    |
|        |                               |          | 07/22/2020 07/22/2020           |                |                                    |      |
| 9      | AmeriPride Services, Inc      | 169.59   |                                 | 1 Transactions |                                    |      |
| 9403   | Menards Rochester South       |          |                                 |                |                                    |      |
|        | 01-251-000-0000-6580          | 114.69   | Jail Supplies                   | 21049          | Other Repair And Maintenance Suppl | N    |
|        |                               |          | 07/22/2020 07/22/2020           |                |                                    |      |
| 9403   | Menards Rochester South       | 114.69   |                                 | 1 Transactions |                                    |      |
| 4866   | MEnD CORRECTIONAL CARE, PLLC  |          |                                 |                |                                    |      |
|        | 01-251-000-0000-6429          | 50.00    | Jail UA Test Cards              | 4962           | Nurse/Medical Service Agreement    | N    |

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| Vendor | Name                          | Rpt  | Warrant Description | Invoice #                                                              | Account/Formula Descripti | 1099                                |
|--------|-------------------------------|------|---------------------|------------------------------------------------------------------------|---------------------------|-------------------------------------|
| No.    | Account/Formula               | Accr | Amount              | Service Dates                                                          | Paid On Bhf #             | On Behalf of Name                   |
| 4866   | MEN D CORRECTIONAL CARE, PLLC |      | 50.00               | 07/12/2020 07/12/2020<br>1 Transactions                                |                           |                                     |
| 81511  | Preston Foods                 |      |                     |                                                                        |                           |                                     |
|        | 01-251-000-0000-6377          |      | 32.32               | Jail Supplies 06/26/2020 06/26/2020<br>1 Transactions                  | 002000121022              | Fees And Service Charges N          |
| 81511  | Preston Foods                 |      | 32.32               |                                                                        |                           |                                     |
| 251    | DEPT Total:                   |      | 366.60              | County Jail                                                            | 4 Vendors                 | 4 Transactions                      |
| 441    | DEPT                          |      |                     | Public Health                                                          |                           |                                     |
| 6665   | Gilbert/Sydney                |      |                     |                                                                        |                           |                                     |
|        | 01-441-000-0000-6088          |      | 8.63                | Mask Delivery to Chatfield OMC 06/08/2020 06/08/2020<br>1 Transactions |                           | COVID-19 Grant Expense (with Hous N |
| 6665   | Gilbert/Sydney                |      | 8.63                |                                                                        |                           |                                     |
| 7320   | Sanofi Pasteur Inc            |      |                     |                                                                        |                           |                                     |
|        | 01-441-000-0000-6449          |      | 38.42               | Alcohol Prep Pads 07/16/2020 07/16/2020<br>1 Transactions              | 914643713                 | Preparedness Grant Y                |
| 7320   | Sanofi Pasteur Inc            |      | 38.42               |                                                                        |                           |                                     |
| 441    | DEPT Total:                   |      | 47.05               | Public Health                                                          | 2 Vendors                 | 2 Transactions                      |
| 443    | DEPT                          |      |                     | Nursing Service                                                        |                           |                                     |
| 5428   | Hall/Alexis                   |      |                     |                                                                        |                           |                                     |
|        | 01-443-000-0000-6335          |      | 150.36              | Nursing Mileage May-July 2020 05/05/2020 07/21/2020<br>1 Transactions  |                           | Employee Automobile Allowance N     |
| 5428   | Hall/Alexis                   |      | 150.36              |                                                                        |                           |                                     |
| 3288   | MCCC, MI 33                   |      |                     |                                                                        |                           |                                     |
|        | 01-443-000-0000-6419          |      | 5,516.50            | 3rd Qtr PH Doc Support 07/01/2020 09/30/2020<br>1 Transactions         | 2007054                   | PH Doc Software Support N           |
| 3288   | MCCC, MI 33                   |      | 5,516.50            |                                                                        |                           |                                     |
| 86085  | Semcac Transportation         |      |                     |                                                                        |                           |                                     |
|        | 01-443-000-0000-6433          |      | 53.64               | Transportation - Client #33985 06/16/2020 06/16/2020                   | 3663                      | Waiver Reimbursables N              |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

| Vendor | Name                              | Rpt  | Warrant Description | Invoice #             | Account/Formula Descripti | 1099                                 |
|--------|-----------------------------------|------|---------------------|-----------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula                   | Accr | Amount              | Service Dates         | Paid On Bhf #             | On Behalf of Name                    |
| 86085  | Semcac Transportation             |      | 53.64               | 1 Transactions        |                           |                                      |
| 443    | DEPT Total:                       |      | 5,720.50            | Nursing Service       | 3 Vendors                 | 3 Transactions                       |
| 446    | DEPT                              |      |                     | Mch Program           |                           |                                      |
| 1285   | Houston County Public Health      |      |                     |                       |                           |                                      |
|        | 01-446-000-0000-6088              |      | 596.50              | SHIP May 2020         |                           | Houston Grant Passthrough (01-446- N |
|        |                                   |      |                     | 07/24/2020 07/24/2020 |                           |                                      |
|        | 01-446-000-0000-6088              |      | 2,433.98            | MCH May 2020          |                           | Houston Grant Passthrough (01-446- N |
|        |                                   |      |                     | 07/24/2020 07/24/2020 |                           |                                      |
|        | 1285 Houston County Public Health |      | 3,030.48            | 2 Transactions        |                           |                                      |
| 446    | DEPT Total:                       |      | 3,030.48            | Mch Program           | 1 Vendors                 | 2 Transactions                       |
| 1      | Fund Total:                       |      | 35,990.41           | County Revenue Fund   |                           | 37 Transactions                      |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

| Vendor | Name                                   | Rpt  |           | Warrant Description         | Invoice #      | Account/Formula Descripti      | 1099 |
|--------|----------------------------------------|------|-----------|-----------------------------|----------------|--------------------------------|------|
| No.    | Account/Formula                        | Accr | Amount    | Service Dates               | Paid On Bhf #  | On Behalf of Name              |      |
| 310    | DEPT                                   |      |           | Highway Maintenance         |                |                                |      |
| 1983   | Croell, Inc                            |      |           |                             |                |                                |      |
|        | 13-310-000-0000-6520                   |      | 454.50    | culvert repair              | 101412         | Culverts                       | N    |
| 1983   | Croell, Inc                            |      | 454.50    |                             | 1 Transactions |                                |      |
| 272    | Newman Signs                           |      |           |                             |                |                                |      |
|        | 13-310-000-0000-6515                   |      | 1,864.50  | signs                       | TRFINVO22787   | Traffic Signs                  | N    |
| 272    | Newman Signs                           |      | 1,864.50  |                             | 1 Transactions |                                |      |
| 1067   | Preston Dairy & Farm Assn              |      |           |                             |                |                                |      |
|        | 13-310-000-0000-6529                   |      | 114.00    | seed                        | 211635         | Seeding                        | N    |
| 1067   | Preston Dairy & Farm Assn              |      | 114.00    |                             | 1 Transactions |                                |      |
| 310    | DEPT Total:                            |      | 2,433.00  | Highway Maintenance         | 3 Vendors      | 3 Transactions                 |      |
| 320    | DEPT                                   |      |           | Highway Construction        |                |                                |      |
| 5011   | Alcon Construction Corp                |      |           |                             |                |                                |      |
|        | 13-320-000-0000-6343                   |      | 13,927.18 | R/C 604-005 FNL             |                | Regular Construction Contracts | N    |
|        |                                        |      |           | 08/07/2020                  | 08/07/2020     |                                |      |
| 5011   | Alcon Construction Corp                |      | 13,927.18 |                             | 1 Transactions |                                |      |
| 320    | DEPT Total:                            |      | 13,927.18 | Highway Construction        | 1 Vendors      | 1 Transactions                 |      |
| 330    | DEPT                                   |      |           | Equipment Maintenance Shops |                |                                |      |
| 3691   | Bauer Built Inc                        |      |           |                             |                |                                |      |
|        | 13-330-000-0000-6516                   |      | 2,987.00  | tires/parts                 | 40904          | Tires & Repairs                | N    |
|        | 13-330-000-0000-6516                   |      | 100.00    | labor                       | 40904          | Tires & Repairs                | N    |
| 3691   | Bauer Built Inc                        |      | 3,087.00  |                             | 2 Transactions |                                |      |
| 5005   | Cintas Corporation- First Aid & Safety |      |           |                             |                |                                |      |
|        | 13-330-000-0000-6576                   |      | 50.36     | supplies                    | 5019370777     | Shop Supplies & Tools          | N    |
| 5005   | Cintas Corporation- First Aid & Safety |      | 50.36     |                             | 1 Transactions |                                |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |           |                             |                |                                |      |
|        | 13-330-000-0000-6575                   |      | 89.99     | parts                       |                | Machinery Parts                | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 89.99     |                             | 1 Transactions |                                |      |
| 6542   | Kaman Industrial Technologies          |      |           |                             |                |                                |      |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 9

| Vendor | Name                          | Rpt  |           | Warrant Description         | Invoice #       | Account/Formula Descripti | 1099 |
|--------|-------------------------------|------|-----------|-----------------------------|-----------------|---------------------------|------|
| No.    | Account/Formula               | Accr | Amount    | Service Dates               | Paid On Bhf #   | On Behalf of Name         |      |
|        | 13-330-000-0000-6576          |      | 161.50    | supplies                    | Z89553          | Shop Supplies & Tools     | N    |
| 6542   | Kaman Industrial Technologies |      | 161.50    | 1 Transactions              |                 |                           |      |
| 303    | Preston Equipment Company     |      |           |                             |                 |                           |      |
|        | 13-330-000-0000-6575          |      | 167.52    | parts                       | 01-95900        | Machinery Parts           | N    |
| 303    | Preston Equipment Company     |      | 167.52    | 1 Transactions              |                 |                           |      |
| 5753   | RDO Equipment Co              |      |           |                             |                 |                           |      |
|        | 13-330-000-0000-6575          |      | 174.44    | parts                       | W1329802        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575          |      | 880.00    | labor                       | W1329802        | Machinery Parts           | N    |
| 5753   | RDO Equipment Co              |      | 1,054.44  | 2 Transactions              |                 |                           |      |
| 4003   | Towmaster                     |      |           |                             |                 |                           |      |
|        | 13-330-000-0000-6575          |      | 61.36     | parts                       | 429764          | Machinery Parts           | N    |
| 4003   | Towmaster                     |      | 61.36     | 1 Transactions              |                 |                           |      |
| 6286   | World Fuel Services Inc       |      |           |                             |                 |                           |      |
|        | 13-330-000-0000-6576          |      | 149.39    | supplies                    | 117502          | Shop Supplies & Tools     | N    |
| 6286   | World Fuel Services Inc       |      | 149.39    | 1 Transactions              |                 |                           |      |
| 330    | DEPT Total:                   |      | 4,821.56  | Equipment Maintenance Shops | 8 Vendors       | 10 Transactions           |      |
| 13     | Fund Total:                   |      | 21,181.74 | County Road & Bridge        |                 | 14 Transactions           |      |
|        | Final Total:                  |      | 57,172.15 | 41 Vendors                  | 51 Transactions |                           |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 35,990.41     | County Revenue Fund  |                    |
|               | 13          | 21,181.74     | County Road & Bridge |                    |
|               | All Funds   | 57,172.15     | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

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 1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor        | Name                              | Rpt  |          |                              |               |                           |      |  |  |
|---------------|-----------------------------------|------|----------|------------------------------|---------------|---------------------------|------|--|--|
| No.           | Account/Formula                   | Accr | Amount   | Warrant Description          | Invoice #     | Account/Formula Descripti | 1099 |  |  |
|               |                                   |      |          | Service Dates                | Paid On Bhf # | On Behalf of Name         |      |  |  |
| 3219          | Centurylink                       |      |          |                              |               |                           |      |  |  |
|               | 01-149-000-0000-6203              |      | 1,414.57 | July 2020 Phone #89549526    | 130639586     | Telephone                 | N    |  |  |
|               |                                   |      |          | 06/07/2020 07/08/2020        |               |                           |      |  |  |
| 3219          | Centurylink                       |      | 1,414.57 | 1 Transactions               |               |                           |      |  |  |
| 5660          | De Lage Landen Financial Services |      |          |                              |               |                           |      |  |  |
|               | 01-149-000-0000-6288              |      | 1,534.15 | Copier Lease 6/12/20-7/11/20 | 68209746      | Copy Machine - Lease      | N    |  |  |
|               |                                   |      |          | 06/12/2020 07/11/2020        |               |                           |      |  |  |
| 5660          | De Lage Landen Financial Services |      | 1,534.15 | 1 Transactions               |               |                           |      |  |  |
| 1 Fund Total: |                                   |      | 2,948.72 | County Revenue Fund          | 2 Vendors     | 2 Transactions            |      |  |  |

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13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor No.     | Name Account/Formula                                    | Rpt Accr | Amount     | Warrant Description Service Dates                     | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|----------------|---------------------------------------------------------|----------|------------|-------------------------------------------------------|-------------------------|---------------------------------------------|------|
| 1983           | Croell, Inc<br>13-320-000-0000-6343                     |          | 144,896.22 | R/C 601-033 #3<br>07/31/2020 07/31/2020               |                         | Regular Construction Contracts              | N    |
| 1983           | Croell, Inc                                             |          | 144,896.22 | 1 Transactions                                        |                         |                                             |      |
| 1829           | Frontier Communications<br>13-300-000-0000-6203         |          | 75.06      | telephone                                             | 5079373211              | Telephone                                   | N    |
| 1829           | Frontier Communications                                 |          | 75.06      | 1 Transactions                                        |                         |                                             |      |
| 6094           | MN Energy Resources Corporation<br>13-330-000-0000-6255 |          | 45.00      | natural gas                                           | 0502458275              | Gas                                         | N    |
|                | 13-330-000-0000-6255                                    |          | 46.70      | natural gas                                           | 0507313281              | Gas                                         | N    |
|                | 13-330-000-0000-6255                                    |          | 12.91      | natural gas                                           | 0507351562              | Gas                                         | N    |
| 6094           | MN Energy Resources Corporation                         |          | 104.61     | 3 Transactions                                        |                         |                                             |      |
| 324            | Rochester Sand & Gravel Inc<br>13-320-000-0000-6629     |          | 159,054.74 | Office Bldg/Sheriff Prkg Lot<br>07/31/2020 07/31/2020 |                         | Infrastructure Improvement                  | N    |
| 324            | Rochester Sand & Gravel Inc                             |          | 159,054.74 | 1 Transactions                                        |                         |                                             |      |
| 13 Fund Total: |                                                         |          | 304,130.63 | County Road & Bridge                                  | 4 Vendors               | 6 Transactions                              |      |
| Final Total:   |                                                         |          | 307,079.35 | 6 Vendors                                             | 8 Transactions          |                                             |      |



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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 4

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 2,948.72      | County Revenue Fund  |                    |
|               | 13          | 304,130.63    | County Road & Bridge |                    |
|               | All Funds   | 307,079.35    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: Click or tap to enter a date.

Amount of time requested (minutes):

10 minutes

Dept.: Veterans

Prepared By:

Jason Marquardt

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.

## Regular Agenda:

Documentation

(Yes/No):

1. Request approval for the Veterans Service Office to enter into the CVSO/ MDVA grant. As in the past, the County has received this \$10,000.00 state grant to improve office operations and the lives of Veterans in Fillmore County.

Items to be purchased this year with the grant include but are not limited to:

New Veterans information software: the current VIMS program is outdated and the company is not keeping up with updates. We are looking at a new program that Olmsted and Houston Counties are going too. This program will enable the office to send files from our County to others without printing and allows for direct upload to VA.

Purchase 1 new laptop computer that replaced one desktop, this will allow the OSS to work remote if the need arises and allows the County to move the current 2 year old desktop to other needed areas within the County.

Office supplies: As in the past, we will be using the grant to purchase needed non-budgeted supplies for the Veterans Office. Some ideas are printer toner, paper-folding machine.

Publicity items such as golf towels (for annual golf event), pens, cups, and other ideas.

Marketing items as in past years.

Veterans Office temp employee (for summer as in past years)

OSS staff training for annual conference.

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

This is a list of the most likely items and ones the office has done in the past. The amount of items depend on price and will be looked at and briefed to the Community Service Committee before actions are taken and possibly brought to the full board on an as needed basis, per the Administrator and Community Service Committees recommendation.

Thank you for your time,

Jason Marquardt

CVSO Fillmore County

Attached:

Board Resolution

Grant contract (templet)

Attachment A (items approved for grant)

To Board Chair, please sign on page 9. Thank you

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

**RESOLUTION**

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

Date August 4, 2020 Resolution No. 2020-

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

**BE IT RESOLVED** by the Fillmore County Board of Commissioners that Fillmore County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enactment Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the County veterans service office, as specified in Minnesota Laws 2019, Chapter 10 Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

**BE IT FURTHER RESOLVED** by the Fillmore County Board of Commissioners that Marc Prestby, the Fillmore County Board Chair, and Jason Marquardt, Veteran Services Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

**WHEREUPON** the above resolution was adopted at a special meeting in Preston, Minnesota this 4<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Marc Prestby, Board Chair

**VOTING AYE**

Commissioners

Prestby ☐

Dahl ☐

Bakke ☐

Hindt ☐

Lentz ☐

**VOTING NAY**

Commissioners

Prestby ☐

Dahl ☐

Bakke ☐

Hindt ☐

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 4<sup>th</sup> day of August, 2020.

Witness my hand and official seal at Preston, Minnesota the 4<sup>th</sup> day of August, 2020.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

| 2021        | VETERANS      |                     |                 |                    |                    |                    |                    |                      |            |
|-------------|---------------|---------------------|-----------------|--------------------|--------------------|--------------------|--------------------|----------------------|------------|
| Veterans    | Hourly/Salary | Gross Salaries      | Life Insurance  | PERA               | Social Security    | Medicare           | Health Insurance   | Total Cost           | FTE        |
| H Barth     | \$ 24.13      | \$ 15,057.12        | \$ 5.76         | \$ 1,129.28        | \$ 933.54          | \$ 218.33          | \$ 7,193.40        | \$ 24,537.43         | 0.6        |
| 6/26/2021   | \$ 24.82      | \$ 15,487.68        |                 | \$ 1,161.58        | \$ 960.24          | \$ 224.57          |                    | \$ 17,834.06         |            |
|             |               | <b>\$ 30,544.80</b> | <b>\$ 5.76</b>  | <b>\$ 2,290.86</b> | <b>\$ 1,893.78</b> | <b>\$ 442.90</b>   | <b>\$ 7,193.40</b> | <b>\$ 42,371.50</b>  | <b>0.6</b> |
| J Marquardt | \$ 26.73      | \$ 2,138.40         | \$ 9.60         | \$ 160.38          | \$ 132.58          | \$ 31.01           | \$ -               | \$ 2,471.97          | 1          |
| 1/12/2021   | \$ 27.60      | \$ 55,200.00        |                 | \$ 4,140.00        | \$ 3,422.40        | \$ 800.40          |                    | \$ 63,562.80         |            |
|             |               | <b>\$ 57,338.40</b> | <b>\$ 9.60</b>  | <b>\$ 4,300.38</b> | <b>\$ 3,554.98</b> | <b>\$ 831.41</b>   | <b>\$ -</b>        | <b>\$ 66,034.77</b>  | <b>1</b>   |
|             |               | <b>\$ 87,883.20</b> | <b>\$ 15.36</b> | <b>\$ 6,591.24</b> | <b>\$ 5,448.76</b> | <b>\$ 1,274.31</b> | <b>\$ 7,193.40</b> | <b>\$ 108,406.26</b> | <b>1.6</b> |

**VETERANS**

| Account Number       | ACCOUNT DESCRIPTION                      | 2019 Budget | 2019 Actual | 2020 Budget | 2020 Actual (1-6) | 2021 Budget |
|----------------------|------------------------------------------|-------------|-------------|-------------|-------------------|-------------|
| 01-125-000-0000-5379 | Mn - Other State Grants                  | (10,000.00) | (10,000.00) | (10,000.00) | 0.00              | (10,000.00) |
| 01-125-000-0000-5500 | Travel Pay                               | (7,000.00)  | (3,503.00)  | (7,000.00)  | (890.00)          | (5,000.00)  |
| 01-125-000-0000-5760 | Van Donations Private Restricted         | 0.00        | (100.00)    | 0.00        | 0.00              | 0.00        |
| 01-125-000-0000-6105 | Gross Salaries                           | 79,205.00   | 83,934.00   | 85,319.00   | 25,815.00         | 87,883.00   |
| 01-125-000-0000-6110 | Overtime Salaries                        | 0.00        | 93.00       | 0.00        | 0.00              | 0.00        |
| 01-125-000-0000-6152 | Life Insurance                           | 16.00       | 16.00       | 15.00       | 7.00              | 15.00       |
| 01-125-000-0000-6162 | P.E.R.A. - Employer                      | 5,941.00    | 5,701.00    | 6,399.00    | 1,844.00          | 6,591.00    |
| 01-125-000-0000-6171 | Social Security-Employer                 | 4,911.00    | 5,119.00    | 5,290.00    | 1,590.00          | 5,449.00    |
| 01-125-000-0000-6172 | Medicare-Employer                        | 1,149.00    | 1,197.00    | 1,237.00    | 372.00            | 1,274.00    |
| 01-125-000-0000-6174 | Co.Health Contribution                   | 8,496.00    | 6,038.00    | 6,296.00    | 2,606.00          | 7,194.00    |
| 01-125-000-0000-6203 | Telephone                                | 180.00      | 287.00      | 180.00      | 0.00              | 0.00        |
| 01-125-000-0000-6206 | Employee Electronic Device Reimbursement | 180.00      | 180.00      | 180.00      | 0.00              | 180.00      |
| 01-125-000-0000-6241 | Advertising                              | 300.00      | 0.00        | 300.00      | 0.00              | 300.00      |
| 01-125-000-0000-6242 | Membership Dues                          | 130.00      | 150.00      | 150.00      | 260.00            | 260.00      |
| 01-125-000-0000-6244 | Continuing Education                     | 300.00      | 0.00        | 300.00      | 0.00              | 300.00      |
| 01-125-000-0000-6245 | Registration Fees                        | 50.00       | 50.00       | 50.00       | 0.00              | 50.00       |
| 01-125-000-0000-6312 | Vehicle Accident Repairs                 | 0.00        | (21.00)     | 0.00        | 0.00              | 0.00        |
| 01-125-000-0000-6335 | Employee Automobile Allowance            | 1,000.00    | 305.00      | 1,000.00    | 0.00              | 1,000.00    |
| 01-125-000-0000-6337 | Other Travel Expense                     | 900.00      | 197.00      | 900.00      | 0.00              | 900.00      |
| 01-125-000-0000-6377 | Fees And Service Charges                 | 10,200.00   | 8,750.00    | 10,200.00   | 2,039.00          | 10,200.00   |
| 01-125-000-0000-6402 | Stationary And Forms                     | 200.00      | 0.00        | 200.00      | 0.00              | 200.00      |
| 01-125-000-0000-6420 | State Grant Expenses                     | 10,000.00   | 8,286.00    | 10,000.00   | 10,000.00         | 10,000.00   |
| 01-125-000-0000-6561 | Gasoline Diesel And Other Fuels          | 4,500.00    | 2,114.00    | 3,000.00    | 386.00            | 3,000.00    |
| 01-125-000-0000-6580 | Other Repair And Maintenance Supplies    | 500.00      | 599.00      | 600.00      | 44.00             | 600.00      |
| 01-125-000-0000-6640 | Equipment Purchased                      | 300.00      | 0.00        | 0.00        | 0.00              | 0.00        |
|                      |                                          | 111,458.00  | 109,392.00  | 114,616.00  | 44,073.00         | 120,396.00  |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 8/4/2020

Amount of time requested (minutes): 10

Dept.: Zoning

Prepared By: Kristi Ruesink

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Consider approval of a Conditional Use Permit request for Timberwolf Wind, LLC for a meteorological tower on property located in Section 15, Bristol Township.

YES

Consider approval of a Conditional Use Permit request for Skyline Materials, LTD for a rock quarry on property located in Section 30, Fountain Township.

YES

*NOTE: The Fillmore County Planning Commission met on July 23, 2020 and unanimously recommended approval of these requests to the County Commissioners.*

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

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS**

**Preston, Minnesota 55965**

Date August 4, 2020 Resolution No. 2020-XXX

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

**WHEREAS;** Timberwolf Wind, LLC, represented by Thomas Vonbische, of 700 Universe Blvd., Juno Beach, FL 33408, has petitioned for a Conditional Use Permit for a Meteorological Tower on property owned by Nagels Rolling Acres, LLC, located in the SW ¼ of the NE ¼ of Section 15, Bristol Township; and

**WHEREAS;** the Fillmore County Planning Commission has taken testimony on this petition at a Public Hearing held on July 23, 2020; and

**WHEREAS;** the Fillmore County Planning Commission has voted unanimously to recommend that this petition be approved.

**NOW THEREFORE BE IT RESOLVED;** that the Fillmore County Board of Commissioners hereby issue to Timberwolf Wind, LLC, represented by Thomas Vonbische, of 700 Universe Blvd., Juno Beach, FL 33408, a Conditional Use Permit for a Meteorological Tower on property owned by Nagels Rolling Acres, LLC, located in the SW ¼ of the NE ¼ of Section 15, Bristol Township.

**VOTING AYE**

Commissioners

Prestby ☐

Dahl ☐

Bakke ☐

Hindt ☐

Lentz ☐

**VOTING NAY**

Commissioners

Prestby ☐

Dahl ☐

Bakke ☐

Hindt ☐

Lentz ☐

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STATE OF MINNESOTA

COUNTY OF FILLMORE

I, Bobbie Hillery, 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 4<sup>th</sup> day of August, 2020.

Witness my hand and official seal at Preston, Minnesota the 4<sup>th</sup> day of August, 2020.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners



# FILLMORE COUNTY PLANNING COMMISSION

## Criteria for Granting Conditional Use Permits

In the matter of Timberwolf Wind, LLC, Meteorological Tower Conditional Use Permit

Date: July 23, 2020

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities that serve or are proposed to serve the area.

**The Fillmore County Planning Commission finds that:**

This Meteorological Tower will not put a burden on streets or other public facilities.

2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing properties will not be depreciated in value and there will be no deterrence to the development of vacant land.

**The Fillmore County Planning Commission finds that:**

The use is compatible with other uses in the area.

3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent properties.

**The Fillmore County Planning Commission finds that:**

This Meteorological Tower will not adversely affect adjacent properties.

4. The use in the opinion of the County Board is reasonably related to the overall needs of the County and to the existing land use.

**The Fillmore County Planning Commission finds that:**

This Meteorological Tower does meet a need in the County for renewable energy.

5. The use is consistent with the purpose of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

**The Fillmore County Planning Commission finds that:**

The use of the Meteorological Tower is consistent with the Zoning Ordinance.

6. The proposed use will not cause traffic hazard or congestion.

**The Fillmore County Planning Commission finds that:**

This Meteorological Tower will not cause a traffic hazard or congestion.

7. Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, vibration or other nuisance.

**The Fillmore County Planning Commission finds that:**

The Meteorological Tower will not adversely affect nearby neighbors and there are no nearby businesses.

8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

**The Fillmore County Planning Commission finds that:**

The owner has complied with these conditions.

9. If the Conditional Use is for a use within the shore land area of public water, an evaluation of the water body and the topographic, vegetative, and soils conditions on the site must be made to ensure:

- a. the prevention of soil erosion and other possible pollution of public waters, both during and after construction; and
- b. the visibility of structures and other facilities as viewed from public waters is limited; and
- c. the site is adequate for water supply and onsite sewage treatment.

**The Fillmore County Planning Commission finds that:**

This Meteorological Tower is not in a Shore land area.

10. No Conditional Use Permit shall be granted if such permit may have the potential for significant effect to:

- a. the environment; or
- b. the protection of the public health, safety, comfort, convenience, and general welfare of the public; or
- c. the County's promotion of the orderly development and/or maintenance of agricultural, residential, and public areas; or
- d. the compatibility of different land uses and the most appropriate use of land throughout the county; or
- e. the value of property.

**The Fillmore County Planning Commission finds that:**

This Meteorological Tower will not have an adverse effect on the environment. It will protect the public, provide for orderly development, be compatible with different land uses in the area and will not affect the value of property in the area.

**11. Other Matters Considered:**

**The Fillmore County Planning Commission finds that**

No other issues were considered.

The following conditions and restrictions may be considered for a Conditional Use Permit.

- 1) Increasing the required lot size or yard dimensions.
- 2) Limiting the height, size or location of buildings.
- 3) Controlling the location and number of vehicle access point.
- 4) Increasing the street width.
- 5) Increasing the number of required off-street parking spaces.
- 6) Limiting the number, size, location or lighting of signs.
- 7) Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- 8) Designating sites for open space.
- 9) Increasing setbacks from the ordinary high water mark.
- 10) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.

**The Fillmore County Planning Commission finds that:**

Based on the findings above, the Fillmore County Planning Commission hereby votes to recommend approval of the Conditional Use Permit as submitted by Timberwolf Wind, LLC.

## RESOLUTION

### FILLMORE COUNTY BOARD OF COMMISSIONERS

Preston, Minnesota 55965

Date August 4, 2020 Resolution No. 2020-XXX

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

**WHEREAS;** Skyline Materials, Ltd. represented by Greg Bruening, of 900 Montgomery Street, Decorah IA 52101, has petitioned for a Conditional Use Permit for a Rock Quarry on property owned by David, Harlan & Darlene Eickhoff located in the SE ¼ of the SW ¼, and the SW ¼ of the SE ¼ of Section 30, Fountain Township; and

**WHEREAS;** the Fillmore County Planning Commission has taken testimony on this petition at a Public Hearing held on July 23, 2020; and

**WHEREAS;** the Fillmore County Planning Commission has voted unanimously to recommend that this petition be approved.

**NOW THEREFORE BE IT RESOLVED;** that the Fillmore County Board of Commissioners hereby issue to Skyline Materials, Ltd. represented by Greg Bruening, of 900 Montgomery Street, Decorah IA 52101, a Conditional Use Permit for a Rock Quarry on property owned by David, Harlan & Darlene Eickhoff located in the SE ¼ of the SW ¼, and the SW ¼ of the SE ¼ of Section 30, Fountain Township with the following conditions:

1. No mining shall commence east of cross-section B (defined within the proposed mining area by points B1 - B3) as shown on the Bruening Mining Plan (signed on July 26, 2017) until the geology and hydrogeology in this area have been further evaluated to confirm the presence or absence of groundwater above the quarry's finished floor elevation of 1,131 ft amsl. If the evaluation confirms groundwater is present above 1,131 ft the quarry's finished floor elevation shall be modified (mine above the water table) to prevent mining under a dewatering scenario. This will help ensure coldwater resources, such as Watson Creek a designated trout stream and various springs located north and east of the quarry are adequately protected.
2. Contact the DNR Area Hydrologist should any new groundwater conduits with intermittent or perennial flowing water become exposed during mining. A DNR public water work permit and/or DNR Groundwater Appropriation Permit may be required. Current DNR Area Hydrologist is Nicole Lehman (email: [nicole.lehman@state.mn.us](mailto:nicole.lehman@state.mn.us), 507-206-2854).
3. Assist Fountain Township with the maintenance on Lantern Road as requested.
4. No on road parking (Lantern Road and State Hwy 16).
5. No Jake breaks allowed.
6. No asphalt plants allowed in permitted quarry site.
7. Must complete a home inspection on parcels 23.0210.000 and 23.0210.010.
8. Must comply with findings of Natural Heritage Review.
9. Must maintain the existing grass waterway on the quarry property.
10. Trucks entering and existing the quarry must adhere to a 30MPH speed limit.

**VOTING AYE**

Commissioners

Prestby ☐

Dahl ☐

Bakke ☐

Hindt ☐

Lentz ☐

**VOTING NAY**

Commissioners

Prestby ☐

Dahl ☐

Bakke ☐

Hindt ☐

Lentz ☐

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STATE OF MINNESOTA

COUNTY OF FILLMORE

I, Bobbie Hillery, 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 4<sup>th</sup> day of August, 2020.

Witness my hand and official seal at Preston, Minnesota the 4<sup>th</sup> day of August, 2020.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

# FILLMORE COUNTY PLANNING COMMISSION

## Criteria for Granting Conditional Use Permits

In the matter of Skyline Materials, LTD, Rock Quarry Conditional Use Permit

Date: July 23, 2020

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities that serve or are proposed to serve the area.

**The Fillmore County Planning Commission finds that:**

This Rock Quarry will not put a burden on streets or other public facilities. Road Maintenance and dust control will be satisfactory to the local road authority, Fountain Township.

2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing properties will not be depreciated in value and there will be no deterrence to the development of vacant land.

**The Fillmore County Planning Commission finds that:**

The use is compatible with other uses in the area and is permissible by Conditional Use in the Ag District.

3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent properties.

**The Fillmore County Planning Commission finds that:**

This Rock Quarry will not adversely affect adjacent properties.

4. The use in the opinion of the County Board is reasonably related to the overall needs of the County and to the existing land use.

**The Fillmore County Planning Commission finds that:**

This Rock Quarry does meet a need in the County for crushed rock.

5. The use is consistent with the purpose of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

**The Fillmore County Planning Commission finds that:**

The use of the Rock Quarry is consistent with the Zoning Ordinance.

6. The proposed use will not cause traffic hazard or congestion.

**The Fillmore County Planning Commission finds that:**

This Rock Quarry will not cause a traffic hazard or congestion.

7. Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, vibration or other nuisance.

**The Fillmore County Planning Commission finds that:**

The Rock Quarry will not adversely affect nearby neighbors and there are no nearby businesses.

8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

**The Fillmore County Planning Commission finds that:**

The owner has complied with these conditions.

9. If the Conditional Use is for a use within the shore land area of public water, an evaluation of the water body and the topographic, vegetative, and soils conditions on the site must be made to ensure:

a. the prevention of soil erosion and other possible pollution of public waters, both during and after construction; and

b. the visibility of structures and other facilities as viewed from public waters is limited; and

c. the site is adequate for water supply and onsite sewage treatment.

**The Fillmore County Planning Commission finds that:**

This Rock Quarry is not in a Shore land area.

10. No Conditional Use Permit shall be granted if such permit may have the potential for significant effect to:

a. the environment; or

- b. the protection of the public health, safety, comfort, convenience, and general welfare of the public; or
- c. the County's promotion of the orderly development and/or maintenance of agricultural, residential, and public areas; or
- d. the compatibility of different land uses and the most appropriate use of land throughout the county; or
- e. the value of property.

**The Fillmore County Planning Commission finds that:**

This Rock Quarry will not have an adverse effect on the environment. It will protect the public, provide for orderly development, be compatible with different land uses in the area and will not affect the value of property in the area.

**11. Other Matters Considered:**

**The Fillmore County Planning Commission finds that**

No other issues were considered.

The following conditions and restrictions may be considered for a Conditional Use Permit.

- 1) Increasing the required lot size or yard dimensions.
- 2) Limiting the height, size or location of buildings.
- 3) Controlling the location and number of vehicle access point.
- 4) Increasing the street width.
- 5) Increasing the number of required off-street parking spaces.
- 6) Limiting the number, size, location or lighting of signs.
- 7) Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- 8) Designating sites for open space.
- 9) Increasing setbacks from the ordinary high water mark.
- 10) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.

**The Fillmore County Planning Commission finds that:**

Based on the findings above, the Fillmore County Planning Commission hereby votes to recommend approval of the Conditional Use Permit as submitted by Skyline Materials, LTD with the following conditions:

- 1. No mining shall commence east of cross-section B (defined within the proposed mining area by points B1 - B3) as shown on the Bruening Mining Plan (signed on July 26, 2017) until the geology and hydrogeology in this area have been further evaluated to confirm the presence or absence of groundwater above the quarry's finished floor elevation of 1,131 ft amsl. If the evaluation confirms groundwater is present above 1,131 ft the quarry's finished floor elevation shall be modified (mine above the water table) to prevent mining under a dewatering scenario. This will help ensure coldwater resources, such as Watson Creek a designated trout stream and various springs located north and east of the quarry are adequately protected.
- 2. Contact the DNR Area Hydrologist should any new groundwater conduits with intermittent or perennial flowing water become exposed during mining. A DNR public water work permit and/or DNR Groundwater Appropriation Permit may be required. Current DNR Area Hydrologist is Nicole Lehman (email: [nicole.lehman@state.mn.us](mailto:nicole.lehman@state.mn.us), 507-206-2854).
- 3. Assist Fountain Township with the maintenance on Lantern Road as requested.
- 4. No on road parking (Lantern Road and State Hwy 16).
- 5. No Jake breaks allowed.
- 6. No asphalt plants allowed in permitted quarry site.
- 7. Must complete a home inspection on parcels 23.0210.000 and 23.0210.010.
- 8. Must comply with findings of Natural Heritage Review.
- 9. Must maintain the existing grass waterway on the quarry property.
- 10. Trucks entering and existing the quarry must adhere to a 30MPH speed limit.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 8/4/2020

Amount of time requested (minutes):

5

Dept.: Sanitation

Prepared By: Drew Hatzenbihler

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

## Consent Agenda:

Documentation  
(Yes/No):

1.

## Regular Agenda:

Documentation  
(Yes/No):

1. Consider 2020 haulers license for Hawkeye Sanitation. (No)
2. Consider termination agreement with Winneshiek County Landfill (Yes)

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

# **TERMINATION AGREEMENT FOR FILLMORE/WINNESHIEK SOLID WASTE DISPOSAL AGREEMENT**

This Termination Agreement for Fillmore/Winneshiek Solid Waste Disposal Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the Winneshiek County Area Solid Waste Agency, Decorah, Iowa (hereinafter “Winneshiek”) and Fillmore County, Minnesota, a Minnesota governmental entity (hereinafter “Fillmore”).

**WHEREAS**, Winneshiek and Fillmore originally entered into a Solid Waste Disposal Agreement dated December 11, 1991. Said Solid Waste Disposal Agreement has been amended several times and is still in effect. The Agreement obligates Fillmore to dispose of trash, garbage, and other solid waste at the Winneshiek County Landfill and also obligates Winneshiek to accept said trash, garbage, and solid waste from Fillmore.

**WHEREAS**, Winneshiek and Fillmore wish to terminate the Solid Waste Disposal Agreement and all waste delivery obligations, privileges and responsibilities effective July 1, 2020, so that Fillmore is no longer obligated to deliver said solid waste to Winneshiek and Winneshiek is no longer obligated to accept said solid waste from Fillmore.

**WHEREAS**, the parties acknowledge good and valuable consideration for this Termination Agreement. Both parties have had the opportunity to consult with legal counsel of their choice and have freely and voluntarily entered into this agreement.

**NOW, THEREFORE, IT IS AGREED** as follows:

1. The Solid Waste Disposal Agreement between Winneshiek and Fillmore dated December 11, 1991 as well as any amendments or modifications thereto are hereby terminated effective July 1, 2020.
2. Fillmore shall not have any continuing obligation to deliver solid waste to Winneshiek County Landfill. Similarly, Winneshiek County Landfill shall have no continuing obligation to accept solid waste from Fillmore.
3. Fillmore shall have an obligation to contribute towards any deficiency in the closure/post-closure costs of the Winneshiek County Landfill in accordance with paragraph 11 of the original agreement dated December 11, 1991. Specifically, Fillmore shall contribute to the Winneshiek County Landfill post-closure costs in proportion to the weight of garbage, trash, and solid waste delivered to the landfill during the term of Fillmore’s participation and prior to this termination. Similarly, if there is a surplus in the Winneshiek County Landfill closure/post-closure fund, Fillmore shall be entitled to a refund in accordance with paragraph 11 of the original agreement dated December 11, 1991. Specifically, any post-closure refund shall be



returned to Fillmore in the same proportion to the weight of trash, garbage, and solid waste delivered during Fillmore's participation in the Solid Waste Disposal Agreement and prior to termination.

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

\_\_\_\_\_  
Marc Prestby, Board Chair  
Fillmore County

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

\_\_\_\_\_  
Brett A. Corson  
Fillmore County Attorney  
Atty. Reg. No. 0205990

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

\_\_\_\_\_  
Board Chair  
Winneshiek County Area Solid Waste Agency

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

\_\_\_\_\_  
Secretary  
Winneshiek County Area Solid Waste Agency

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

\_\_\_\_\_  
Barrett Gipp  
Anderson, Wilmarth, Van Der Maaten, Belay,  
Fretheim, Gipp, Lynch & Zahasky  
212 Winnebago Street  
Decorah, Iowa 52101  
Atty. Reg. No. AT0009991

This instrument was drafted by:  
Brett A. Corson  
Fillmore County Attorney  
101 W. Fillmore St.  
Preston, MN 55965  
Phone: 507-765-2530

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 08/04/2020

Amount of time requested (minutes):

10

Dept.: Sheriff's Office

Prepared By: John DeGeorge

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

2020-2021 State Boat and Water Safety Grant Agreement

Yes, attached

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



**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract#**

176975

**PO#**

3-170836

**State Accounting Information:**

|                         |                             |                                |                      |                                 |
|-------------------------|-----------------------------|--------------------------------|----------------------|---------------------------------|
| Dept. ID<br>R29         | PC Bus. Unit<br>R2901       | Fiscal Year<br>2020            | Source Type<br>State | Vendor Number<br>0000196178-001 |
| Total Amount<br>\$1,756 | Project ID<br>R29G70CGFFY18 | Billing Location<br>R297000221 | DUNS<br>051268928    |                                 |

**Accounting Distribution:**

|              |                           |                             |                      |                   |                     |
|--------------|---------------------------|-----------------------------|----------------------|-------------------|---------------------|
| Fund<br>2100 | Fin. Dept. ID<br>R2937714 | Appropriation ID<br>R297400 | Category<br>84101501 | Account<br>441302 | Activity<br>A4CG002 |
|--------------|---------------------------|-----------------------------|----------------------|-------------------|---------------------|

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Grant Begin Date<br>January 1, 2020 | Grant End Date<br>June 30, 2021 |
|-------------------------------------|---------------------------------|

**Grantee Name and Address:**

Fillmore County Sheriff's Office  
901 Houston St. NW  
Preston, MN 55965

**Payment Address:**

(where DNR sends the check)  
Fillmore Co.  
Box 627  
Preston, MN 55965

**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Fillmore County Sheriff's Office, 901 Houston St. NW, Preston, MN 55965, (051268928) ("Grantee"). The payment address for this grant agreement is Fillmore Co., Box 627, Preston, MN 55965.

**Recitals**

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** January 1, 2020. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2020 grant expenditures incurred back to effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2021. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.
- 1.4 **Incur Expenses.** Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after January 1, 2020 are eligible for reimbursement.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

**Reporting Requirements:** The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

**3 Time**

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to One thousand seven hundred fifty-six dollars (\$1,756).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed One thousand seven hundred fifty-six dollars (\$1,756).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.

#### 4.3 Contracting and Bidding Requirements

- (a) Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

#### 5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

#### 6 Authorized Representative

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff John DeGeorge, Fillmore County Sheriff's Office, 901 Houston St. NW, Preston, MN 55965. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

#### 7 Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant 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 grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

#### 8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

#### 9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

#### 10 Government Data Practices and Intellectual Property

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

#### 11 Workers' Compensation

The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State 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 the State's obligation or responsibility.

**12 Publicity and Endorsement**

- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

**13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14 Termination**

- 14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
- (a) It does not obtain funding from the Minnesota Legislature
  - (b) Or, 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 Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

**15 Data Disclosure**

Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, 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 Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**16 American Disabilities Act**

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

**17 Invasive Species Prevention**

**WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS**

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at

[http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf). Duties are listed in Op Order 113 under Sections II and III (pp. 5-8).

The grantee shall be responsible for becoming familiar with the location of any known infestations of aquatic pests. The DNR Infested Waters list is found at <https://www.dnr.state.mn.us/invasives/ais/infested.html>. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for (ex. zebra mussels) invasive species prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated. The grantee shall use the following inspection and removal procedures for decontamination prior to entering and when leaving the water body:

- (a) Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.

- (b) Inspect boat hulls, propellers, trailers and other surfaces, scrape off any attached mussels, remove any aquatic plant material (fragments, stems, leaves, or roots) and dispose of removed mussels and plants in a garbage can prior to transporting any equipment on public roads.
- (c) Flush boats (inside and outside) and all other equipment with hot water of 105 - 110 degrees F for a period of 30 minutes or 140 degrees F for a period of 5 minutes; or, instead of flushing equipment, leave the equipment in a location so that it dries completely for a minimum of at least 5 consecutive full days. A car wash can be used for cleaning.
- (d) If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- (e) Before reuse, aquatic equipment used in invertebrate infested waters shall be dried, rinsed with hot water or power washed to remove invertebrates. Aquatic equipment used in pathogen infested water(s) shall be disinfected, according to Appendix A, immediately after exiting water.

### 1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

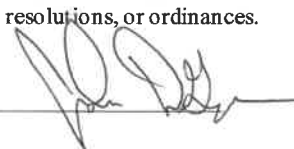
Signed: Nina Quinn Digitally signed by Nina Quinn  
Date: 2020.05.19 09:00:01 -05'00'

SWIFT Contract # 176975

Purchase Order # 3-170836

### 2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: John DeBerge 

Title: County Sheriff

Date: 07/30/20

By: \_\_\_\_\_

Title: Chairperson of County Board

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

By: \_\_\_\_\_

Title: County Auditor or Administrator

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

### 3. STATE AGENCY: NATURAL RESOURCES

By: \_\_\_\_\_  
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 8/4/2020

Amount of time requested (minutes): 25 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg and Pam Schroeder

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

## **Highway Department**

1. Consider a final payment resolution for the bridge replacement project in Harmony Township SAP 023-599-207.
2. Present the 2021 Proposed Highway Department Budget.

## **Airport Department**

1. Review and take possible action on the Master Agreement between SEH Engineering and Fillmore County.
2. Present the 2021 Proposed Airport Budget.

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

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



**RESOLUTION**

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

Date August 4, 2020 Resolution No. 2020-  
Motion by  
Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS, Minnowa Construction, Inc.**, has in all things completed **SAP 23-599-207**, in Harmony Township; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

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

Dated at Preston, Minnesota, this 4th day of August, 2020

Contract Price:       \$       247,780.85

Value of Work:       \$       250,259.48

**Final Payment:       \$       12,827.05**

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

**VOTING AYE**

Commissioners       Prestby ☐       Dahl ☐       Bakke ☐       Hindt ☐       Lentz ☐

**VOTING NAY**

Commissioners       Prestby ☐       Dahl ☐       Bakke ☐       Hindt ☐       Lentz ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 4<sup>th</sup> day of August, 2020.

Witness my hand and official seal at Preston, Minnesota the 4<sup>th</sup> day of August, 2020.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners



2021

## HIGHWAY - ENGINEERING

## Highway - Engineering Department 320

| Eng-320    | Hourly/Salary | Gross Salaries | Life Insurance | PERA         | Social Security | Medicare    | Health Insurance | Total Cost    | FTE |
|------------|---------------|----------------|----------------|--------------|-----------------|-------------|------------------|---------------|-----|
| D Schmitt  | \$ 37.56      | \$ 13,033.32   | \$ 9.60        | \$ 977.50    | \$ 808.07       | \$ 188.98   | \$ 11,989.03     | \$ 27,006.50  | 1   |
| 3/1/2021   | \$ 38.57      | \$ 66,841.81   |                | \$ 5,013.14  | \$ 4,144.19     | \$ 969.21   |                  | \$ 76,968.34  |     |
| J Carolan  | \$ 33.63      | \$ 69,950.40   | \$ 9.60        | \$ 5,246.28  | \$ 4,336.92     | \$ 1,014.28 | \$ 11,989.03     | \$ 92,546.52  | 1   |
| T Scheevel | \$ 33.63      | \$ 69,950.40   | \$ 9.60        | \$ 5,246.28  | \$ 4,336.92     | \$ 1,014.28 | \$ 12,271.93     | \$ 92,829.42  | 1   |
| J Thorson  | \$ 33.63      | \$ 69,950.40   | \$ 9.60        | \$ 5,246.28  | \$ 4,336.92     | \$ 1,014.28 | \$ 11,989.03     | \$ 92,546.52  | 1   |
| C Aasum    | \$ 33.63      | \$ 69,950.40   | \$ 9.60        | \$ 5,246.28  | \$ 4,336.92     | \$ 1,014.28 | \$ 11,989.03     | \$ 92,546.52  | 1   |
| INTERN     | \$ 13.25      | \$ 7,950.00    |                | \$ 596.25    | \$ 492.90       | \$ 115.28   |                  | \$ 9,154.43   |     |
| INTERN     | \$ 13.25      | \$ 7,950.00    |                | \$ 596.25    | \$ 492.90       | \$ 115.28   |                  | \$ 9,154.43   |     |
| INTERN     | \$ 13.25      | \$ 7,950.00    |                | \$ 596.25    | \$ 492.90       | \$ 115.28   |                  | \$ 9,154.43   |     |
|            |               | \$ 383,526.73  | \$ 48.00       | \$ 28,764.50 | \$ 23,778.66    | \$ 5,561.14 | \$ 60,228.05     | \$ 501,907.08 | 5   |

## Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of June 15, 2020 between Fillmore County, Preston Minnesota. ("Client") and Short Elliott Hendrickson Inc., a Minnesota corporation, located at 3535 Vadnais Center Drive, St. Paul, Minnesota ("Consultant").

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16) and modifications included below shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 or A-3 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

The attached General Conditions are modified as follows:

Section III(A)(1) reads as follows: "Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full."

Section IV(B)(1) reads as follows: "Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances."

**Short Elliott Hendrickson Inc.**

**Fillmore County**

By:  \_\_\_\_\_

By: \_\_\_\_\_

Title: Regional Practice Center Lead

Title: \_\_\_\_\_

**Highway Department 310****2021****HWY Maintenance****49ers Based on Union Contract (longevity included)**

| <b>Budget 2016</b> | <b>Hourly/Salary</b> | <b>Gross Salaries</b> | <b>Life Insurance</b> | <b>PERA</b>         | <b>Social Security</b> | <b>Medicare</b>     | <b>Health Insurance</b> | <b>Total Cost</b>      | <b>FTE</b> |
|--------------------|----------------------|-----------------------|-----------------------|---------------------|------------------------|---------------------|-------------------------|------------------------|------------|
| B Soland           | \$ 27.02             | \$ 30,424.52          | \$ 9.60               | \$ 2,281.84         | \$ 1,886.32            | \$ 441.16           | \$ 11,989.03            | \$ 47,032.46           | 1          |
| 7/18/2021          | \$ 27.76             | \$ 26,483.04          |                       | \$ 1,986.23         | \$ 1,641.95            | \$ 384.00           |                         | \$ 30,495.22           |            |
| D Brand            | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 26,216.27            | \$ 96,331.03           | 1          |
| J Crawford         | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| T Soiney           | \$ 23.27             | \$ 1,163.50           | \$ 9.60               | \$ 87.26            | \$ 72.14               | \$ 16.87            | \$ 11,989.03            | \$ 13,338.40           | 1          |
| 1/9/2021           | \$ 24.02             | \$ 48,760.60          |                       | \$ 3,657.05         | \$ 3,023.16            | \$ 707.03           |                         | \$ 56,147.83           |            |
| A Hanson           | \$ 24.02             | \$ 7,278.06           | \$ 9.60               | \$ 545.85           | \$ 451.24              | \$ 105.53           | \$ 17,152.43            | \$ 25,542.72           | 1          |
| 2/23/2021          | \$ 24.78             | \$ 44,034.06          |                       | \$ 3,302.55         | \$ 2,730.11            | \$ 638.49           |                         | \$ 50,705.22           |            |
| K Highum           | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ -                    | \$ 70,114.76           | 1          |
| T Kokinos          | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| G Morken           | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| J OConnel          | \$ 28.52             | \$ 44,491.20          | \$ 9.60               | \$ 3,336.84         | \$ 2,758.45            | \$ 645.12           | \$ 11,989.03            | \$ 63,230.25           | 1          |
| 9/30/2021          | \$ 29.27             | \$ 15,220.40          |                       | \$ 1,141.53         | \$ 943.66              | \$ 220.70           |                         | \$ 17,526.29           |            |
| A Polzine          | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| T Sukalski         | \$ 29.57             | \$ 61,505.60          | \$ 9.60               | \$ 4,612.92         | \$ 3,813.35            | \$ 891.83           | \$ 26,216.27            | \$ 97,049.57           | 1          |
| M Vogen            | \$ 28.52             | \$ 39,129.44          | \$ 9.60               | \$ 2,934.71         | \$ 2,426.03            | \$ 567.38           | \$ 11,989.03            | \$ 57,056.18           | 1          |
| 9/12/2021          | \$ 29.27             | \$ 20,723.16          |                       | \$ 1,554.24         | \$ 1,284.84            | \$ 300.49           |                         | \$ 23,862.72           |            |
| H Wenthold         | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| N Woellert         | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| J Dyreson          | \$ 29.27             | \$ 60,881.60          | \$ 9.60               | \$ 4,566.12         | \$ 3,774.66            | \$ 882.78           | \$ 11,989.03            | \$ 82,103.79           | 1          |
| M Chiglo           | \$ 32.06             | \$ 66,684.80          | \$ 9.60               | \$ 5,001.36         | \$ 4,134.46            | \$ 966.93           | \$ 12,271.93            | \$ 89,069.08           | 1          |
|                    |                      | <b>\$ 953,832.78</b>  | <b>\$ 153.60</b>      | <b>\$ 71,537.46</b> | <b>\$ 59,137.63</b>    | <b>\$ 13,830.58</b> | <b>\$ 213,736.23</b>    | <b>\$ 1,312,228.28</b> | <b>16</b>  |

**Non-Union Supervisor**

|        |          |                     |                |                    |                    |                    |                     |                     |          |
|--------|----------|---------------------|----------------|--------------------|--------------------|--------------------|---------------------|---------------------|----------|
| B Kohn | \$ 35.65 | \$ 74,152.00        | \$ 9.60        | \$ 5,561.40        | \$ 4,597.42        | \$ 1,075.20        | \$ 11,989.03        | \$ 97,384.66        | 1        |
|        |          | <b>\$ 74,152.00</b> | <b>\$ 9.60</b> | <b>\$ 5,561.40</b> | <b>\$ 4,597.42</b> | <b>\$ 1,075.20</b> | <b>\$ 11,989.03</b> | <b>\$ 97,384.66</b> | <b>1</b> |

|                             |  |                        |                  |                     |                     |                     |                      |                        |           |
|-----------------------------|--|------------------------|------------------|---------------------|---------------------|---------------------|----------------------|------------------------|-----------|
| <b>Total Department 310</b> |  | <b>\$ 1,027,984.78</b> | <b>\$ 163.20</b> | <b>\$ 77,098.86</b> | <b>\$ 63,735.06</b> | <b>\$ 14,905.78</b> | <b>\$ 225,725.26</b> | <b>\$ 1,409,612.93</b> | <b>17</b> |
|-----------------------------|--|------------------------|------------------|---------------------|---------------------|---------------------|----------------------|------------------------|-----------|

Highway Administration - Department 300

HIGHWAY - ADMINISTRATION

2021

| <b>300 - Admin</b> | <b>Hourly/Salary</b> | <b>Gross Salaries</b> | <b>Life Insurance</b> | <b>PERA</b>         | <b>Social Security</b> | <b>Medicare</b>    | <b>Health Insurance</b> | <b>Total Cost</b>    | <b>FTE</b> |
|--------------------|----------------------|-----------------------|-----------------------|---------------------|------------------------|--------------------|-------------------------|----------------------|------------|
| R Gregg            | \$ 57.19             | \$ 118,955.20         | \$ 9.60               | \$ 8,921.64         | \$ 7,375.22            | \$ 1,724.85        | \$ 26,216.27            | \$ 163,202.78        | 1          |
| P Schroeder        | \$ 33.63             | \$ 69,950.40          | \$ 9.60               | \$ 5,246.28         | \$ 4,336.92            | \$ 1,014.28        | \$ 27,016.67            | \$ 107,574.16        | 1          |
| T Ruen             | \$ 27.29             | \$ 28,381.60          | \$ 9.60               | \$ 2,128.62         | \$ 1,759.66            | \$ 411.53          | \$ 26,216.27            | \$ 58,907.28         | 1          |
| 7/3/2021           | \$ 28.01             | \$ 29,130.40          |                       | \$ 2,184.78         | \$ 1,806.08            | \$ 422.39          |                         | \$ 33,543.66         |            |
|                    |                      | <b>\$ 246,417.60</b>  | <b>\$ 28.80</b>       | <b>\$ 18,481.32</b> | <b>\$ 15,277.89</b>    | <b>\$ 3,573.06</b> | <b>\$ 79,449.21</b>     | <b>\$ 363,227.88</b> | <b>3</b>   |

Highway Department 330

HIGHWAY - SHOP

Budget 2021

| UNION      |               | Based on 49ers Contract |                |             |                 |             |                  |               |     |
|------------|---------------|-------------------------|----------------|-------------|-----------------|-------------|------------------|---------------|-----|
| 330-Shop   | Hourly/Salary | Gross Salaries          | Life Insurance | PERA        | Social Security | Medicare    | Health Insurance | Total Cost    | FTE |
| J Haman    | \$ 30.33      | \$ 43,371.90            | \$ 9.60        | \$ 3,252.89 | \$ 2,689.06     | \$ 628.89   | \$ 11,989.03     | \$ 61,941.37  | 1   |
| 9/7/2021   | \$ 31.20      | \$ 20,280.00            |                | \$ 1,521.00 | \$ 1,257.36     | \$ 294.06   |                  | \$ 23,352.42  |     |
| J Quam     | \$ 28.60      | \$ 47,075.60            | \$ 9.60        | \$ 3,530.67 | \$ 2,918.69     | \$ 682.60   | \$ 11,989.03     | \$ 66,206.18  | 1   |
| 10/12/2021 | \$ 29.47      | \$ 12,789.98            |                | \$ 959.25   | \$ 792.98       | \$ 185.45   | \$ -             | \$ 14,727.66  |     |
|            |               | \$ 123,517.48           | \$ 19.20       | \$ 9,263.81 | \$ 7,658.08     | \$ 1,791.00 | \$ 23,978.06     | \$ 166,227.64 | 2   |

**Highway Budget**  
**300 - HWY Admin**

| Account Number       | Account Description           | 2019 Budget    | 2019 Actual    | 2020 Budget    | 2020 Actual (1-6) | 2021 Budget |
|----------------------|-------------------------------|----------------|----------------|----------------|-------------------|-------------|
| 13-300-000-0000-5001 | Current Taxes                 | (1,925,618.00) | (1,801,216.00) | (2,031,782.00) | 0.00              | 0.00        |
| 13-300-000-0000-5004 | Delinquent Taxes              | 0.00           | (29,541.00)    | 0.00           | 0.00              | 0.00        |
| 13-300-000-0000-5007 | Mobile Home Tax - Current     | 0.00           | (979.00)       | 0.00           | 0.00              | 0.00        |
| 13-300-000-0000-5008 | Mobile Home Tax - Prior & L   | 0.00           | (83.00)        | 0.00           | 0.00              | 0.00        |
| 13-300-000-0000-5502 | Refunds And Reimbursemer      | (5,000.00)     | (12,480.00)    | (8,000.00)     | (970.00)          | (8,000.00)  |
| 13-300-000-0000-5580 | Township - Services And Sup   | (7,000.00)     | (4,428.00)     | (5,000.00)     | (4,323.00)        | (5,000.00)  |
| 13-300-000-0000-5581 | Municipalities - Services And | (4,000.00)     | (3,865.00)     | (4,000.00)     | 0.00              | (4,000.00)  |
| 13-300-000-0000-5582 | Private Sector - Services And | (2,000.00)     | (361.00)       | (3,000.00)     | 0.00              | (2,000.00)  |
| 13-300-000-0000-5583 | Other Governmental Fees       | (2,000.00)     | (1,002.00)     | (2,000.00)     | 0.00              | (2,000.00)  |
| 13-300-000-0000-5591 | Intra County Fees For Highw   | (30,000.00)    | (43,463.00)    | (35,000.00)    | (14,870.00)       | (35,000.00) |
| 13-300-000-0000-5711 | Interest Income               | (8,000.00)     | (11,894.00)    | (8,000.00)     | (4,530.00)        | (8,000.00)  |
| 13-300-000-0000-5931 | Sale Of Equipment             | (1,500.00)     | 0.00           | (1,500.00)     | (3,948.00)        | (1,500.00)  |
| 13-300-000-0000-5932 | Sale Of Materials             | (8,700.00)     | (10,259.00)    | (5,500.00)     | (3,948.00)        | (6,000.00)  |
| 13-300-000-0000-6105 | Gross Salaries                | 229,729.00     | 246,658.00     | 240,127.00     | 119,412.00        | 246,418.00  |
| 13-300-000-0000-6152 | Life Insurance                | 29.00          | 32.00          | 29.00          | 14.00             | 29.00       |
| 13-300-000-0000-6162 | P.E.R.A. - Employer           | 17,230.00      | 17,437.00      | 18,010.00      | 8,956.00          | 18,481.00   |
| 13-300-000-0000-6171 | Social Security-Employer      | 14,243.00      | 13,222.00      | 14,888.00      | 6,427.00          | 15,278.00   |
| 13-300-000-0000-6172 | Medicare-Employer             | 3,331.00       | 3,092.00       | 3,482.00       | 1,503.00          | 3,573.00    |
| 13-300-000-0000-6174 | Co.Health Contribution        | 65,169.00      | 65,169.00      | 68,427.00      | 34,543.00         | 79,450.00   |
| 13-300-000-0000-6203 | Telephone                     | 10,000.00      | 11,306.00      | 12,000.00      | 4,769.00          | 11,000.00   |
| 13-300-000-0000-6205 | Postage And Postal Box Ren    | 600.00         | 545.00         | 500.00         | 172.00            | 500.00      |
| 13-300-000-0000-6206 | Employee Electronic Device    | 540.00         | 480.00         | 480.00         | 240.00            | 480.00      |
| 13-300-000-0000-6241 | Advertising                   | 500.00         | 7.00           | 500.00         | 217.00            | 500.00      |
| 13-300-000-0000-6242 | Membership Dues               | 4,000.00       | 3,883.00       | 4,000.00       | 4,072.00          | 4,100.00    |
| 13-300-000-0000-6245 | Registration Fees             | 1,500.00       | 985.00         | 1,500.00       | 210.00            | 1,000.00    |
| 13-300-000-0000-6270 | Data Processing               | 14,000.00      | 13,282.00      | 14,000.00      | 8,141.00          | 15,000.00   |
| 13-300-000-0000-6306 | Radio Tower Repair & Servic   | 1,000.00       | 523.00         | 1,000.00       | 218.00            | 1,000.00    |
| 13-300-000-0000-6335 | Employee Automobile Allow     | 500.00         | 121.00         | 500.00         | 0.00              | 100.00      |
| 13-300-000-0000-6337 | Other Travel Expense          | 1,500.00       | 2,671.00       | 1,500.00       | 10.00             | 1,500.00    |
| 13-300-000-0000-6377 | Fees And Service Charges      | 4,000.00       | 1,508.00       | 4,000.00       | 757.00            | 2,000.00    |
| 13-300-000-0000-6408 | Other Office Supplies         | 1,000.00       | 220.00         | 1,000.00       | 42.00             | 200.00      |



|                      |                     |                |                |                |            |            |
|----------------------|---------------------|----------------|----------------|----------------|------------|------------|
| 13-300-000-0000-6411 | Custodial Supplies  | 600.00         | 377.00         | 0.00           | 0.00       | 0.00       |
| 13-300-000-0000-6639 | Asset Inventory     | 1,500.00       | 1,407.00       | 1,500.00       | 0.00       | 1,000.00   |
| 13-300-000-0000-6640 | Equipment Purchased | 500.00         | 0.00           | 0.00           | 0.00       | 0.00       |
|                      |                     | (1,622,347.00) | (1,536,646.00) | (1,716,339.00) | 157,114.00 | 330,109.00 |

### 310 - HWY Maint

| Account Number       | Account Description         | 2019 Budget    | 2019 Actual    | 2020 Budget    | 2020 Actual (1-6) | 2021 Budget    |
|----------------------|-----------------------------|----------------|----------------|----------------|-------------------|----------------|
| 13-310-000-0000-5216 | Regular Maintenance         | (2,310,000.00) | (2,273,402.00) | (2,300,000.00) | (1,544,679.00)    | (2,627,500.00) |
| 13-310-000-0000-5217 | Municipal Maintenance       | (350,000.00)   | (311,523.00)   | (370,000.00)   | (355,807.00)      | (374,500.00)   |
| 13-310-000-0000-5383 | Matching State Disaster Fun | 0.00           | 0.00           | (35,000.00)    | 0.00              | 0.00           |
| 13-310-000-0000-5476 | Fed - Disaster Aid          | 0.00           | (119,292.00)   | 0.00           | 0.00              | 0.00           |
| 13-310-000-0000-6105 | Gross Salaries              | 937,014.00     | 987,003.00     | 999,561.00     | 511,816.00        | 1,027,985.00   |
| 13-310-000-0000-6110 | Overtime Salaries           | 40,000.00      | 89,641.00      | 40,000.00      | 28,003.00         | 40,000.00      |
| 13-310-000-0000-6152 | Life Insurance              | 163.00         | 183.00         | 164.00         | 82.00             | 164.00         |
| 13-310-000-0000-6162 | P.E.R.A. - Employer         | 70,276.00      | 78,131.00      | 74,967.00      | 39,411.00         | 77,099.00      |
| 13-310-000-0000-6171 | Social Security-Employer    | 58,095.00      | 64,202.00      | 61,973.00      | 31,841.00         | 63,735.00      |
| 13-310-000-0000-6172 | Medicare-Employer           | 13,587.00      | 15,015.00      | 14,494.00      | 7,447.00          | 14,906.00      |
| 13-310-000-0000-6174 | Co.Health Contribution      | 192,558.00     | 186,710.00     | 196,737.00     | 97,960.00         | 225,726.00     |
| 13-310-000-0000-6206 | Employee Electronic Device  | 3,780.00       | 3,345.00       | 3,360.00       | 1,680.00          | 3,360.00       |
| 13-310-000-0000-6245 | Registration Fees           | 1,000.00       | 803.00         | 1,000.00       | 0.00              | 1,000.00       |
| 13-310-000-0000-6251 | Electricity                 | 500.00         | 504.00         | 500.00         | 210.00            | 500.00         |
| 13-310-000-0000-6293 | Uniform Expense             | 5,200.00       | 5,001.00       | 5,360.00       | 2,552.00          | 5,520.00       |
| 13-310-000-0000-6337 | Other Travel Expense        | 1,000.00       | 452.00         | 1,000.00       | 0.00              | 1,000.00       |
| 13-310-000-0000-6342 | Machinery And Equipment R   | 10,000.00      | 22,830.00      | 6,000.00       | 0.00              | 32,500.00      |
| 13-310-000-0000-6367 | County Park Maintenance     | 250.00         | 0.00           | 250.00         | 0.00              | 100.00         |
| 13-310-000-0000-6466 | Safety Materials            | 5,000.00       | 6,870.00       | 6,000.00       | 2,631.00          | 6,000.00       |
| 13-310-000-0000-6501 | Engineering And Surveying S | 0.00           | 893.00         | 0.00           | 0.00              | 0.00           |
| 13-310-000-0000-6505 | Aggregate                   | 400,000.00     | 557,715.00     | 450,000.00     | 34,578.00         | 450,000.00     |
| 13-310-000-0000-6506 | Sand                        | 18,000.00      | 31,074.00      | 20,000.00      | 2,478.00          | 25,000.00      |
| 13-310-000-0000-6515 | Traffic Signs               | 35,000.00      | 24,871.00      | 35,000.00      | 11,925.00         | 40,000.00      |
| 13-310-000-0000-6520 | Culverts                    | 2,000.00       | 0.00           | 10,000.00      | 9,040.00          | 10,000.00      |
| 13-310-000-0000-6524 | Dust Control                | 8,000.00       | 0.00           | 5,000.00       | 0.00              | 2,000.00       |
| 13-310-000-0000-6525 | Road Salt And Dust Control  | 120,000.00     | 186,395.00     | 135,000.00     | 0.00              | 160,000.00     |
| 13-310-000-0000-6526 | Weed Control                | 40,000.00      | 43,949.00      | 40,000.00      | 32,391.00         | 40,000.00      |

|                        |                                  |             |            |             |              |            |
|------------------------|----------------------------------|-------------|------------|-------------|--------------|------------|
| 13-310-000-0000-6528   | Bituminous Materials             | 60,000.00   | 62,484.00  | 60,000.00   | 39,236.00    | 60,000.00  |
| 13-310-000-0000-6529   | Seeding                          | 1,000.00    | 701.00     | 1,000.00    | 358.00       | 1,000.00   |
| 13-310-000-0000-6530   | Striping Paint                   | 85,000.00   | 86,818.00  | 92,000.00   | 0.00         | 85,000.00  |
| 13-310-000-0000-6580   | Other Repair And Maintena        | 5,000.00    | 17,306.00  | 8,000.00    | 12,647.00    | 20,000.00  |
| 13-310-000-0000-6629   | Infrastructure Improvement       | 25,000.00   | 101,079.00 | 25,000.00   | 0.00         | 25,000.00  |
| <b>NEW 13-310-6639</b> | <b>Asset Invntory &lt;\$5000</b> |             |            |             |              | 4,900.00   |
| 13-310-000-0000-6640   | Equipment Purchased              | 488,000.00  | 455,819.00 | 400,000.00  | 185,835.00   | 577,000.00 |
|                        |                                  | (34,577.00) | 325,577.00 | (12,634.00) | (848,365.00) | (2,505.00) |

### 320 - HWY Engineering

| Account Number       | Account Description         | 2019 Budget    | 2019 Actual  | 2020 Budget    | 2020 Actual (1-6) | 2021 Budget    |
|----------------------|-----------------------------|----------------|--------------|----------------|-------------------|----------------|
| 13-320-000-0000-5213 | State Park                  | (275,000.00)   | 0.00         | (463,622.00)   | 0.00              | (463,600.00)   |
| 13-320-000-0000-5214 | Regular Construction        | (1,612,000.00) | (896,715.00) | (3,656,000.00) | (2,552,157.00)    | (4,910,300.00) |
| 13-320-000-0000-5215 | Municipal Construction      | (690,000.00)   | (203,513.00) | 0.00           | (721,015.00)      | (975,600.00)   |
| 13-320-000-0000-5218 | Township Bridge             | (875,000.00)   | (323,127.00) | (1,350,000.00) | (225,892.00)      | (1,860,000.00) |
| 13-320-000-0000-5219 | Bridge Bonding              | 0.00           | (75,650.00)  | 0.00           | 0.00              | 0.00           |
| 13-320-000-0000-5391 | Local Road Improvement Pr   | 0.00           | (100,194.00) | 0.00           | 0.00              | 0.00           |
| 13-320-000-0000-5475 | CFDA 20.205 Fed Constructi  | (2,448,000.00) | (354,983.00) | (2,448,000.00) | (2,080,000.00)    | (1,950,000.00) |
| 13-320-000-0000-5502 | Refunds And Reimbursemer    | 0.00           | (15,900.00)  | 0.00           | 0.00              | 0.00           |
| 13-320-000-0000-5754 | Local Cost Participation    | (40,000.00)    | (47,555.00)  | (40,000.00)    | 0.00              | (80,000.00)    |
| 13-320-000-0000-6105 | Gross Salaries              | 357,542.00     | 377,415.00   | 373,176.00     | 188,978.00        | 383,527.00     |
| 13-320-000-0000-6110 | Overtime Salaries           | 20,000.00      | 22,015.00    | 25,000.00      | 22,253.00         | 25,000.00      |
| 13-320-000-0000-6152 | Life Insurance              | 48.00          | 54.00        | 48.00          | 24.00             | 48.00          |
| 13-320-000-0000-6162 | P.E.R.A. - Employer         | 26,816.00      | 26,885.00    | 27,988.00      | 14,604.00         | 28,765.00      |
| 13-320-000-0000-6171 | Social Security-Employer    | 22,168.00      | 24,004.00    | 23,137.00      | 12,694.00         | 23,779.00      |
| 13-320-000-0000-6172 | Medicare-Employer           | 5,184.00       | 5,614.00     | 5,411.00       | 2,969.00          | 5,561.00       |
| 13-320-000-0000-6174 | Co.Health Contribution      | 49,970.00      | 50,141.00    | 52,648.00      | 26,186.00         | 60,228.00      |
| 13-320-000-0000-6206 | Employee Electronic Device  | 540.00         | 480.00       | 480.00         | 240.00            | 480.00         |
| 13-320-000-0000-6241 | Advertising                 | 200.00         | 113.00       | 200.00         | 157.00            | 400.00         |
| 13-320-000-0000-6245 | Registration Fees           | 3,000.00       | 2,290.00     | 3,500.00       | 1,090.00          | 2,500.00       |
| 13-320-000-0000-6265 | Consulting                  | 118,500.00     | 128,084.00   | 72,500.00      | 92,159.00         | 135,000.00     |
| 13-320-000-0000-6337 | Other Travel Expense        | 2,500.00       | 3,078.00     | 2,500.00       | 901.00            | 1,000.00       |
| 13-320-000-0000-6341 | Township Bridge Constructi  | 875,000.00     | 421,756.00   | 1,350,000.00   | 214,848.00        | 1,860,000.00   |
| 13-320-000-0000-6343 | Regular Construction Contra | 1,612,000.00   | 1,187,074.00 | 3,656,000.00   | 1,264,912.00      | 4,910,300.00   |

|                      |                              |              |              |              |                |              |
|----------------------|------------------------------|--------------|--------------|--------------|----------------|--------------|
| 13-320-000-0000-6344 | Sap Municipal Construction   | 690,000.00   | 955,314.00   | 0.00         | 137,318.00     | 975,600.00   |
| 13-320-000-0000-6348 | Fed Construction             | 2,448,000.00 | 353,246.00   | 2,448,000.00 | 1,976,000.00   | 1,950,000.00 |
| 13-320-000-0000-6351 | Local Cost Participation     | 20,000.00    | 24,040.00    | 40,000.00    | 131,119.00     | 80,000.00    |
| 13-320-000-0000-6358 | State Park Road Construction | 275,000.00   | 0.00         | 463,622.00   | 0.00           | 463,600.00   |
| 13-320-000-0000-6361 | State Bridge Bonding (Fund2  | 0.00         | 75,279.00    | 0.00         | 0.00           | 0.00         |
| 13-320-000-0000-6363 | Right Of Way Costs           | 20,000.00    | 4,535.00     | 2,000.00     | 188.00         | 48,000.00    |
| 13-320-000-0000-6377 | Fees And Service Charges     | 30,000.00    | 25,177.00    | 25,000.00    | 1,422.00       | 35,000.00    |
| 13-320-000-0000-6466 | Safety Materails             | 1,500.00     | 638.00       | 1,500.00     | 548.00         | 2,000.00     |
| 13-320-000-0000-6501 | Engineering And Surveying S  | 5,000.00     | 3,428.00     | 5,000.00     | 4,109.00       | 5,500.00     |
| 13-320-000-0000-6616 | Local Road Imporvement Pr    | 0.00         | 76,823.00    | 0.00         | 0.00           | 0.00         |
| 13-320-000-0000-6639 | Asset Inventory              | 4,000.00     | 0.00         | 1,700.00     | 0.00           | 1,700.00     |
| 13-320-000-0000-6640 | Equipment Purchased          | 45,000.00    | 34,393.00    | 60,000.00    | 0.00           | 13,000.00    |
|                      |                              | 691,968.00   | 1,784,239.00 | 681,788.00   | (1,486,345.00) | 771,488.00   |

### 330 - HWY Shop

| Account Number       | Account Description         | 2019 Budget | 2019 Actual | 2020 Budget | 2020 Actual (1-6) | 2021 Budget |
|----------------------|-----------------------------|-------------|-------------|-------------|-------------------|-------------|
| 13-330-000-0000-6105 | Gross Salaries              | 108,414.00  | 117,607.00  | 117,570.00  | 60,591.00         | 123,518.00  |
| 13-330-000-0000-6110 | Overtime Salaries           | 3,500.00    | 11,720.00   | 3,500.00    | 1,438.00          | 3,500.00    |
| 13-330-000-0000-6152 | Life Insurance              | 19.00       | 22.00       | 19.00       | 10.00             | 19.00       |
| 13-330-000-0000-6162 | P.E.R.A. - Employer         | 8,131.00    | 9,155.00    | 8,818.00    | 4,469.00          | 9,264.00    |
| 13-330-000-0000-6171 | Social Security-Employer    | 6,722.00    | 7,824.00    | 7,289.00    | 3,693.00          | 7,658.00    |
| 13-330-000-0000-6172 | Medicare-Employer           | 1,572.00    | 1,830.00    | 1,705.00    | 864.00            | 1,791.00    |
| 13-330-000-0000-6174 | Co.Health Contribution      | 19,988.00   | 19,987.00   | 20,986.00   | 10,425.00         | 23,978.00   |
| 13-330-000-0000-6206 | Employee Electronic Device  | 360.00      | 360.00      | 360.00      | 180.00            | 360.00      |
| 13-330-000-0000-6251 | Electricity                 | 35,000.00   | 33,053.00   | 35,000.00   | 15,556.00         | 35,000.00   |
| 13-330-000-0000-6255 | Gas                         | 30,000.00   | 25,883.00   | 34,000.00   | 16,206.00         | 34,000.00   |
| 13-330-000-0000-6316 | Grounds Maintenance         | 1,000.00    | 0.00        | 3,000.00    | 0.00              | 1,000.00    |
| 13-330-000-0000-6317 | Building Maintenance        | 40,000.00   | 28,105.00   | 40,000.00   | 5,358.00          | 10,000.00   |
| 13-330-000-0000-6337 | Other Travel Expense        | 0.00        | 9.00        | 0.00        | 8.00              | 0.00        |
| 13-330-000-0000-6377 | Fees And Service Charges    | 250.00      | 0.00        | 250.00      | 0.00              | 0.00        |
| 13-330-000-0000-6516 | Tires & Repairs             | 40,000.00   | 36,706.00   | 44,000.00   | 7,645.00          | 40,000.00   |
| 13-330-000-0000-6526 | Weed Control                | 0.00        | (134.00)    | 0.00        | 0.00              | 0.00        |
| 13-330-000-0000-6561 | Gasoline Diesel And Other F | 200,000.00  | 270,282.00  | 255,000.00  | 82,396.00         | 230,000.00  |
| 13-330-000-0000-6565 | Motor Oil And Lubricants    | 20,000.00   | 18,722.00   | 20,000.00   | 7,064.00          | 20,000.00   |

|                      |                            |            |            |              |            |            |
|----------------------|----------------------------|------------|------------|--------------|------------|------------|
| 13-330-000-0000-6575 | Machinery Parts            | 200,000.00 | 277,325.00 | 200,000.00   | 79,564.00  | 200,000.00 |
| 13-330-000-0000-6576 | Shop Supplies & Tools      | 40,000.00  | 47,788.00  | 45,000.00    | 15,402.00  | 45,000.00  |
| 13-330-000-0000-6621 | New Building Counstruction | 170,000.00 | 0.00       | 170,000.00   | 0.00       | 60,000.00  |
| 13-330-000-0000-6625 | Building Improvement       | 40,000.00  | 12,641.00  | 40,000.00    | 0.00       | 20,000.00  |
| 13-330-000-0000-6640 | Equipment Purchased        | 0.00       | 38,370.00  | 0.00         | 0.00       | 0.00       |
| 13-330-000-0000-6836 | License Fee & Tax          | 0.00       | 0.00       | 688.00       | 0.00       | 0.00       |
|                      |                            | 964,956.00 | 957,255.00 | 1,047,185.00 | 310,869.00 | 865,088.00 |

#### HWY - Local Sales Tax

| Account Number       | Account Description         | 2019 Budget  | 2019 Actual  | 2020 Budget  | 2020 Actual (1-6) | 2021 Budget  |
|----------------------|-----------------------------|--------------|--------------|--------------|-------------------|--------------|
| 13-340-000-0000-5017 | Local Option Sales Tax      | (612,500.00) | (864,298.00) | (847,775.00) | (355,293.00)      | (255,000.00) |
| 13-340-000-0000-6265 | Consulting                  | 0.00         | 23,256.00    | 0.00         | 153.00            | 5,000.00     |
| 13-340-000-0000-6377 | Fees And Service Charges    | 0.00         | 2,629.00     | 0.00         | 86.00             | 0.00         |
| 13-340-000-0000-6520 | Culverts                    | 0.00         | 16,914.00    | 0.00         | 0.00              | 0.00         |
| 13-340-000-0000-6614 | Local Sales Tax Road Improv | 612,500.00   | 1,215,090.00 | 847,775.00   | 280,206.00        | 250,000.00   |
|                      |                             | 0.00         | 393,591.00   | 0.00         | (74,848.00)       | 0.00         |

#### HWY - Wheelage

| Account Number       | Account Description   | 2019 Budget | 2019 Actual  | 2020 Budget  | 2020 Actual (1-6) | 2021 Budget |
|----------------------|-----------------------|-------------|--------------|--------------|-------------------|-------------|
| 13-360-000-0000-5018 | Wheelage Tax          | 0.00        | (462,172.00) | (471,680.00) | (199,268.00)      | (80,000.00) |
| 13-360-000-0000-6613 | Wheelage Tax Expenses | 0.00        | 18,142.00    | 471,680.00   | 0.00              | 80,000.00   |
|                      |                       | 0.00        | (444,030.00) | 0.00         | (199,268.00)      | 0.00        |

|                      |      |              |      |                |              |
|----------------------|------|--------------|------|----------------|--------------|
| <b>TOTAL HIGHWAY</b> | 0.00 | 1,479,986.00 | 0.00 | (2,140,843.00) | 1,964,180.00 |
|----------------------|------|--------------|------|----------------|--------------|

**Airport 2021 Budget**

| Account Number       | Account Description                   | 2019 Budget | 2019 Actual | 2020 Budget    | 2020 Actual (1-6) | 2021 Budget    |                                                  |
|----------------------|---------------------------------------|-------------|-------------|----------------|-------------------|----------------|--------------------------------------------------|
| 23-350-000-0000-5001 | Current Taxes                         | (39,050.00) | (36,656.00) | (39,050.00)    | 0.00              | 0.00           | 144,450.00                                       |
| 23-350-000-0000-5004 | Delinquent Taxes                      | 0.00        | (687.00)    | 0.00           | 0.00              | 0.00           |                                                  |
| 23-350-000-0000-5007 | Mobile Home Tax - Current             | 0.00        | (7.00)      | 0.00           | 0.00              | 0.00           |                                                  |
| 23-350-000-0000-5008 | Mobile Home Tax - Prior & Delinquent  | 0.00        | (2.00)      | 0.00           | 0.00              | 0.00           |                                                  |
| 23-350-000-0000-5375 | Mn-Maintenance & Operation Grants     | (19,000.00) | (20,133.00) | (22,000.00)    | 0.00              | (22,000.00)    |                                                  |
| 23-350-000-0000-5377 | Mn - Airport Grant                    | (4,500.00)  | (3,485.00)  | (135,081.00)   | 0.00              | (212,050.00)   |                                                  |
| 23-350-000-0000-5499 | CFDA 20.106 FED Construction          | (81,000.00) | (62,729.00) | (1,171,472.00) | 0.00              | (1,274,400.00) |                                                  |
| 23-350-000-0000-5502 | Refunds And Reimbursements            | 0.00        | 0.00        | (100.00)       | 0.00              | (100.00)       |                                                  |
| 23-350-000-0000-5811 | Rental Fees                           | (5,000.00)  | (5,664.00)  | (5,800.00)     | (583.00)          | (5,800.00)     |                                                  |
| 23-350-000-0000-6104 | Per Diem                              | 100.00      | 0.00        | 0.00           | 0.00              | 0.00           |                                                  |
| 23-350-000-0000-6203 | Telephone                             | 2,000.00    | 1,742.00    | 1,800.00       | 1,080.00          | 2,000.00       | **M&O                                            |
| 23-350-000-0000-6242 | Membership Dues                       | 150.00      | 150.00      | 150.00         | 150.00            | 150.00         |                                                  |
| 23-350-000-0000-6245 | Registration Fees                     | 750.00      | 225.00      | 1,500.00       | 0.00              | 1,500.00       | **no conference due to covid                     |
| 23-350-000-0000-6251 | Electricity                           | 7,000.00    | 5,846.00    | 7,000.00       | 2,508.00          | 6,500.00       | was planning to bring more from FC to conference |
| 23-350-000-0000-6305 | Machinery And Equipment Repairs       | 1,500.00    | 1,934.00    | 1,500.00       | 976.00            | 3,000.00       | **M&O ***Need new tires/repairs on mower&tractor |
| 23-350-000-0000-6316 | Grounds Maintenance                   | 15,000.00   | 16,365.00   | 15,000.00      | 2,380.00          | 16,000.00      | **M&O                                            |
| 23-350-000-0000-6317 | Building Maintenance                  | 750.00      | 19.00       | 750.00         | 79.00             | 500.00         | **M&O                                            |
| 23-350-000-0000-6321 | Other Repair And Maintenance          | 250.00      | 0.00        | 250.00         | 37.00             | 250.00         | **M&O                                            |
| 23-350-000-0000-6335 | Employee Automobile Allowance         | 400.00      | 25.00       | 400.00         | 0.00              | 100.00         |                                                  |
| 23-350-000-0000-6337 | Other Travel Expense-Meals            | 600.00      | 419.00      | 1,200.00       | 0.00              | 500.00         | **M&O                                            |
| 23-350-000-0000-6354 | Property Liability Insurance          | 3,000.00    | 1,757.00    | 1,735.00       | 1,350.00          | 3,000.00       | **M&O                                            |
| 23-350-000-0000-6377 | Fees And Service Charges              | 1,500.00    | 464.00      | 1,200.00       | 402.00            | 1,200.00       |                                                  |
| 23-350-000-0000-6378 | Airside Expenses                      | 750.00      | 184.00      | 750.00         | 264.00            | 4,000.00       | ***LED Light change out                          |
| 23-350-000-0000-6411 | Custodial Supplies                    | 300.00      | 0.00        | 300.00         | 0.00              | 1,600.00       | ***reconsider.....reimbursed thru M&O            |
| 23-350-000-0000-6626 | Mn Improvement Const/Grant            | 5,500.00    | 7,854.00    | 135,081.00     | 796.00            | 212,050.00     |                                                  |
| 23-350-000-0000-6628 | Fed Improvement Const/Grant           | 99,000.00   | 38,246.00   | 1,171,472.00   | 14,324.00         | 1,274,400.00   |                                                  |
| 23-350-000-0000-6630 | County Share Construction/Improvement | 10,000.00   | 2,426.00    | 36,615.00      | 796.00            | 132,050.00     |                                                  |
| 23-351-000-0000-5519 | Aviation Fuel Revenue                 | (41,000.00) | (33,979.00) | (41,500.00)    | (9,947.00)        | (36,850.00)    |                                                  |
| 23-351-000-0000-6254 | Airplane Fuel                         | 38,700.00   | 29,710.00   | 36,000.00      | 10,113.00         | 35,000.00      |                                                  |
| 23-351-000-0000-6321 | Other Repair And Maintenance          | 1,000.00    | 255.00      | 1,000.00       | 0.00              | 1,000.00       |                                                  |
| 23-351-000-0000-6377 | Fees And Service Charges              | 1,200.00    | 570.00      | 1,200.00       | 0.00              | 750.00         |                                                  |
| 23-351-000-0000-6416 | Misc Supplies                         | 100.00      | 0.00        | 100.00         | 0.00              | 100.00         |                                                  |
|                      |                                       | 0.00        | (55,151.00) | 0.00           | 24,725.00         | 144,450.00     |                                                  |

|                                            | Costs Involved | Fed                 | State             | Cnty              |
|--------------------------------------------|----------------|---------------------|-------------------|-------------------|
| T Hangars                                  | 1,200,000.00   | 1,080,000.00        | 60,000.00         | 60,000.00         |
| Consulting                                 | 216,000.00     | 194,400.00          | 10,800.00         | 10,800.00         |
| Site Design                                | 25,000.00      | 22,500.00           | 1,250.00          | 1,250.00          |
|                                            |                | 1,274,400.00        | 72,050.00         | 72,050.00         |
| AWOS                                       | 100,000.00     |                     | 70,000.00         | 30,000.00         |
| Possible Snow Removal Equipment            | 100,000.00     |                     | 70,000.00         | 30,000.00         |
| <b>Grand Totals</b>                        |                | <b>1,274,400.00</b> | <b>212,050.00</b> | <b>132,050.00</b> |
| <b>Grand Total Hangar Project/AWOS/SRE</b> |                | <b>1,618,500.00</b> |                   |                   |
|                                            |                | 78.74%              | 13.10%            | 8.16%             |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 8/4/2020

Amount of time requested (minutes):

10

Dept.: Administration

Prepared By: Kristina Kohn

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

## Consent Agenda:

## Regular Agenda:

## Documentation

- |                                                                                                                                                        |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. First reading of draft changes to Employee Personnel Records policy                                                                                 | Yes |
| 2. First reading of draft changes to Announcements, Recruitment and Selection policy                                                                   | Yes |
| 3. Employee Resignations/Retirements                                                                                                                   | No  |
| 4. Request to advertise for replacement Highway Maintenance Specialist as requested by the County Engineer and recommended by the Personnel Committee. | Yes |

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

A. Policy Statement

It is the policy of Fillmore County to maintain a personnel file for each employee, consistent with the provisions of M.S. 15.162 through 15.167 (Privacy Act) and M.S. 177.30 (Fair Labor Standards Act).

B. Individual Personnel Records

1. The Human Resources Officer will be responsible for the maintenance and security of employee personnel files as a record of classification, qualifications, disciplinary actions, medical data, insurance, rewards and commendations, performance ratings and other pertinent personnel information. All files and records relating to and affecting payroll will be housed and maintained by the ~~Auditor/Treasurer's~~Finance Department~~office~~.
2. The Department Head shall be responsible for submitting employment data to the Human Resources Officer. Department Heads, or their designee may maintain in their office, copies of employee personnel information which include a record of disciplinary actions, current time records, a record of paid time off accrual and usage and other information necessary to perform their managerial function. Department Heads shall be responsible for the security of these files.
3. The employee shall be responsible for keeping personal data current. Changes shall be reported to the Human Resources Officer.
4. Questions pertaining to personnel data on employees and the data's relationship to the Minnesota Data Practices Act (M. S. 13.43) should be directed to the ~~Coordinator~~Administrator or the Human Resources Officer
5. Employees have the right to challenge any information in their file with which they disagree by reviewing such information with their department head, supervisor and/or Human Resources Officer and placing an explanatory letter with the disputed information in the file; or by filing a grievance in accordance with policy.

C. Accessibility of Personnel Records

1. Any employee or his/her designated representative, when provided written authorization by the employee, may review the official personnel file located in the Coordinator's office during office hours. Access to these files shall be given by the Human Resources Officer or the ~~Coordinator~~Administrator. Such records are subject to review by the appropriate Department Head, Supervisor, Coordinator or the Human Resources Officer.

Information from personnel files may not be removed from the premises unless authorized by the Human Resources Officer or ~~Coordinator~~Administrator.

## RECRUITMENT, HIRING AND STATUS (2.00)

### Section 2.01 JOB ANNOUNCEMENTS, RECRUITMENT AND SELECTION

Date Approved by the County Board: June 25, 2019

Supersedes Policy Dated: June 25, 2019

#### A. Determination of Open Position

Department Heads shall notify Human Resources when a vacancy exists. The personnel committee (made up of two County Board members, the County ~~Coordinator~~Administrator, Human Resources Officer) and the applicable Department Head shall meet, following the submission by the Department Head of a Hire Analysis form, to review all position openings to determine if the position will be rehired, how many hours the position will be hired at, any changes that are needed to the applicable position description and how the position will be recruited.

#### B. County Application

1. Applicants for any County position will complete the County job application and related forms as found on the County's web site and/or as provided by Human Resources. Candidates may include additional documentation/information for consideration but not as a replacement for the County required documentation.
2. The announcement shall include job title, skills, experience, education required, and closing date for the receipt of applications.

#### C. Recruitment

Open positions in Fillmore County shall be announced and recruited using any of the following recruitment methods or a combination of methods:

1. Internal Recruitment – Position vacancies shall be posted on the Intranet for a period of not less than 14 calendar days or other period of time as stated in a Collective Bargaining Agreement. Employees who are in a probationary period are not eligible to apply during an internal only posting.
2. External Recruitment – Announcements for positions shall be placed ~~in newspapers and other job recruitment resources~~ for a period of time necessary to attract qualified candidates, but not less than 14 calendar days. Employees who are in a probationary period are eligible to apply for any positing which is open to the general public.

Positions may also be filled by Promotions, Transfers and Demotions.

1. Promotions - Vacancies in positions are encouraged to be filled by promotion of qualified County employees. Request for promotions must be reviewed by the Personnel Committee and approved by the County Board. An employee requesting for promotion must meet the qualifications of the position, and that further training and development of the employee would both benefit the employee and be in the best interest of the County.
2. Transfers - An employee may be transferred to a similar position in a different department in which there is a vacancy. An employee desiring to be transferred should make a written request to Human Resources/~~Coordinator~~Administrator. The request must be reviewed by the Personnel Committee and approved by the County Board. Transfer of an employee may be



permitted when it is determined that the employee meets the qualifications of the position, that the transfer is in the best interest of the County, and that further training and development of the employee in the new position would be beneficial to the County.

3. Demotions - An employee may be demoted to a position of lower grade at the discretion of their department head, subject to the approval of the County Board. Reasons for the demotion shall be detailed in a written statement. Employees may request a demotion, subject to Board approval.

All promotions, transfers and demotions are subject to review by the Personnel committee and approval by the County Board.

#### D. Selection Process

The selection of applicants shall include, but not be limited to, the following:

1. Education, Training, and Experience – The Hiring Committee (consisting of the Department Head, Human Resources/County ~~Coordinator~~Administrator, and one member of the County Board) ~~and an additional supervisor/department head as desired~~ shall review all applications, resumes and other documentation submitted and apply points to each applicant based on qualifications for the job. Points shall be based on education, training, and experience prior to advertising the position. ~~and to~~ Eligible applicants will receive Veterans Preference points at this stage of recruitment in accordance with state and federal law. Those applicants who do not meet the minimum qualifications shall not be considered.
2. Eligibility List – Human Resources shall be responsible for the creation of an eligibility list of qualified persons. The eligibility list shall be valid from date of establishment for not more than 1 year.
3. Testing – Applicants meeting minimum qualifications may be asked to participate in further testing. This testing may vary depending upon the position but may include one or more of the following tests: ability; achievement; performance; physical agility; and/or dexterity. Human Resources shall make test scores available, upon request, to the individual who completes a test. Completed exams and/or answer keys to the exam shall not be provided to any applicant.
4. Interview - Upon completion of the rating, and any ~~applicable~~other testing, Human Resources should offer at least the top 3 candidates an interview, if available. The interview shall be conducted by the Hiring Committee and shall be based on the use of structured questions relating to the responsibilities and duties to be performed in the position.

Offers of employment are contingent upon successful completion of a background check; including applicable items such as employment, education, credit, and criminal checks; reference checks and approval of the County Board, which is the final hiring authority. Appointments may also be contingent upon the successful completion of a leadership assessment, psychological and/or pre-employment physical examination and other background investigation appropriate for the position and consistent with State and Federal laws.

#### E. Physical Exam

1. Job applicants may be required to complete a physical examination, but only after a conditional offer of employment is made. The conditional offer of employment is based upon whether the potential employee can complete the essential duties and functions of the position being filled with or without reasonable accommodation.

2. When requiring a physical examination, everyone applying for the position must be made aware that such an examination will be required for the position finalist and that the offer of employment will be conditional and based in part upon the results of that examination.
3. All medical and ~~psychological~~physical examination information on an individual shall be confidential data and is to be kept in a secure file with Human Resources, separate file, independent of the individual's personnel file.
4. Job applicants requiring a Commercial Driver's License (CDL) shall be required to take and pass a pre-employment drug test.

#### F. Rejection of Applications

Causes for rejecting applications for positions may include, but are not limited to any of the following reasons:

1. Lack of specified minimum qualifications.
2. Intentionally making a false statement.
3. Where reference and/or investigation prove unsatisfactory.
4. Where applicant has directly or indirectly rendered or promised to give any money or valuables to any person in connection with the appointment.
5. Incomplete application form or untimely submission of application.
6. Applicant's score does not place them in the top group of candidates to be interviewed.
7. Applicant has a conflict of interest with regard to the position which is not able to be rectified.
8. Failure to receive final approval from the Fillmore County Board of Commissioners.

All applicants must be notified as soon as practicable after they have been eliminated from consideration for the position.

#### G. Appointment and Notification

The candidate selected for the position and approved for hire by the County Board, shall be notified in writing of the following information before the first day of work: 1) position offered; 2) anticipated starting date and time; 3) position classification (i.e. exempt/non-exempt, salaried/hourly, part-time/full-time, department head, etc.); 4) compensation; 5) their immediate supervisor's name; 6) any deviation from the personnel policies or collective bargaining agreement; and 7) other relevant information applicable to their position.

#### H. Selection of Department Heads

The full County Board shall be considered the Hiring committee in the selection and appointment of all non-elected Department Head positions.

#### I. Student Interns

Students may apply for both unpaid and paid internships within the Fillmore County Departments

1. Students may apply directly with the department in their field of study.
2. Students must provide basic information about themselves.
3. Students will complete an interview with the department head and/or supervisor and Human Resources.
4. Student interns will be selected based on the needs of the department as well as the availability of the department head/ supervisor.
5. Paid student internships must be approved by the County Board.

#### Student Orientation

1. The student will be provided with ~~the Student Intern Safety Responsibilities form and~~ will sign the policy acknowledgement form.
2. The student will be directed to the Fillmore County Employee Handbook, specifically the Code of Ethics, Policy on Offensive Conduct, and Dress Code policy. ~~Policy on personal appearance~~. Students will be expected to follow policies as if they were a Fillmore County Employee.
3. The student will receive and sign any Department specific policies.
4. The student intern will be expected to adhere to HIPAA Data Practices Policies and will sign the ~~Student Intern~~ Confidentiality Statement.
5. The student will be given general orientation to the department and tour of the department

#### Student Expectations

1. The student will create goals with their department head/supervisor
2. The student will have an agreement with the internship site concerning a specific work schedule (for example, number of hours per week)
3. Human Resources will provide a clear list of expectations and job duties
4. The internship site will spend a considerable amount of time in training and supervising the student's activities, therefore, the student will be expected to conduct themselves professionally at all times.
5. If the student is unable to attend scheduled hours, they will be expected to notify the agency as soon as possible (i.e. illness)

#### Student evaluation

1. The department head/supervisor will provide an evaluation of the student intern at the completion. The department head/supervisor will use the evaluation tool required by the school/university.
2. If the student fails to meet the reasonable expectations of the department and/or the internship site, the internship will be terminated immediately.

#### J. Veteran's Preference

Fillmore County complies with the provisions of the Veteran's Preference Act as outlined in Minnesota Statutes Chapter 197.

#### K. Reasonable Accommodations

Qualified individuals with disabilities have the right to ask for changes in procedures or other assistance, i.e., reasonable accommodation, in order to apply for jobs or perform their jobs. For purposes of this policy, individuals with disabilities are those who have a physical or mental condition, which interferes with or substantially limits, i.e., impairs, their major life activities as defined by the Americans with Disabilities Act. ~~These activities may include: moving, talking, hearing, seeing, eating, breathing, sleeping, having healthy bodily functions, concentrating, interacting with others, and many other activities. A qualified individual with a disability is one who can perform the critical, i.e., essential, functions of a particular job with or without a reasonable accommodation.~~

1. Fillmore County will provide reasonable accommodations to qualified individuals with

disabilities who are job applicants or employees, and prohibits retaliation against any applicant or employee for requesting a reasonable accommodation.

This policy applies to all qualified job applicants and all Fillmore County employees.

2. All job vacancy announcements will state that Fillmore County will provide reasonable accommodations to qualified applicants with disabilities.
3. Requests for reasonable accommodations may be presented to an immediate supervisor or the Human Resources Officer.~~Director~~.

#### L. Requesting a Reasonable Accommodation when an Applicant

You may request a reasonable accommodation to assist you in applying ~~for a job~~ or interviewing for a job.

1. When you request a reasonable accommodation, you may be asked to provide additional information that will help Fillmore County and DHS to decide if your accommodation can be granted.
2. You can make the request for reasonable accommodation to a supervisor or other management personnel, or Human Resources. The request can be made in person, over the phone, or in writing.

Fillmore County Highway Department utilizes eight (8) different pieces of heavy equipment in the performance of its duties. These are:

- Motor Grader
- Loader Backhoe
- Articulating Loader
- Crawler/ Dozer
- Boom/Bucket Truck
- Semi-Truck & Trailer
- Tandem Plow Truck
- Track Hoe/Excavator

#### **MAINTENANCE SPECIALIST**

- 1) Shall be required to safely operate at least three (3) pieces of equipment relative to highway, road and bridge, maintenance and construction activities as determined by the County Engineer or his/her designee;
- 2) Shall be required to safely operate at least four (4) pieces of equipment relative to highway, road and bridge, maintenance and construction activities as determined by the County Engineer or their designee no later than following twelve (12) months of service in order to receive their next step in pay.
- 3) Shall be required to safely operate at least five (5) pieces of equipment relative to highway, road and bridge, maintenance and construction activities as determined by the County Engineer or their designee no later than following thirty-six (36) months of service in order to receive their next step in pay.
- 4) Shall be required to perform all labor-related tasks relative to highway, road and bridge, maintenance and construction activities;
- 5) Assist with mechanical repairs on all types of equipment in use with the Fillmore County Highway Department;
- 6) Must have and maintain a valid Class "A" Minnesota driver's license;
- 7) Shall also be required to perform all other duties as assigned by the County Highway Engineer or his/her designee.

Employees are required to participate in all required trainings to gain experience and skill utilizing equipment.

#### **WORKING FOREMAN:**

- 1) Shall be required to safely operate eight (8) pieces of equipment relative to highway, road and bridge, maintenance and construction as determined by the County Engineer or their designee.
- 2) Shall include all the duties of Specialist III described above;
- 3) Under the general supervision of superior, performs work, which calls for a degree of special skills, in supervising and working with a small crew of men, in the construction, maintenance and repair of County roads;
- 4) Also requires the performance of all other duties as assigned by the County Highway Engineer or his/her designee.

Employee classified as Working Foreman as of 1/1/15 will maintain their position as they work with the County on training to attain this level of experience. Employees are required to participate in all required trainings to gain experience and skill utilizing said equipment.

#### **TRAFFIC TECHNICIAN (Sign Person)**

- 1) Reports to the Maintenance Superintendent.
- 2) Directs individuals assigned to assist with sign installation and maintenance.

**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 job duties can not be absorbed anywhere within the department.

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

This replacement position needs to be full time.

Where does the specific funding for this position originate?

Through the Highway Budget.

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

This is a permanent position that needs to be filled.

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

This position has a job description

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 and 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: