

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
May 11, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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

**To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and enter Access Code 187 336 2080; to participate virtually go to [www.webex.com](http://www.webex.com), click on “join meeting” in top right corner of your screen; then enter the Meeting ID 187 296 8973, may need password ViCtDhPh273.**

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

                    Approve Consent Agenda:

1. May 4, 2021 County Board minutes
2. Preston Golf Club Gambling Application
3. Eagle Cliff Campground Fireworks Application
4. Preston Servicemen’s Club Memorial Day Service in West Parking Lot

                    Approve Commissioners’ Warrants  
                    Review Finance Warrants

9:05 a.m.      Laura Christenson, SWCD  
                    1. Presentation for One Watershed, One Plan

9:20 a.m.      Andrew Hatzenbihler, Solid Waste Administrator  
                    1. Consider Dynamic Lifecycle Innovations agreement

9:30 a.m.      Citizens Input

9:35 a.m.      Ron Gregg, Highway Department  
                    1. Request approval to proceed with Fuel Tank Repair needs at the Highway Department Office location  
                    2. Consider second reading with possible action of proposed Fillmore County Livestock Pass Policy with possible action

9:45 a.m.      Kristina Kohn, Human Resources  
                    1. Consider second reading with possible action of draft changes to Conferences & Seminars policy  
                    2. Consider second reading with possible action of draft changes to General Provisions policy  
                    3. Consider second reading with possible action of draft changes to Discipline policy  
                    4. Consider request to hire summer help for Sanitation/Building Maintenance department effective 5/12/21

FILLMORE COUNTY BOARD OF COMMISSIONERS

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5. Consider resignation of Blake Lea, Feedlot Officer/Zoning Technician/GIS, effective 5/21/21
6. Discussion regarding Feedlot Officer/Zoning Technician/GIS position options
7. Discussion with possible action to close the advertising for the Auditor/Treasurer position.
8. Consider hiring an additional Accounting Technician from current hire process.

Calendar review, Committee Reports and Announcements

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

|                   |            |                                                   |                |
|-------------------|------------|---------------------------------------------------|----------------|
| Thursday, May 13  | 12:00 p.m. | FC Corrections Task Force                         | Bakke          |
| Tuesday, May 18   | 8:00 a.m.  | Law Enforcement                                   | Lentz, Prestby |
|                   | 9:00 a.m.  | Technology                                        | Lentz, Prestby |
| Thursday, May 20  | 10:00 a.m. | Historical Society, Fountain                      | Bakke          |
|                   | 4:30 p.m.  | Soil & Water Conservation District, SWCD Building | Bakke          |
| Monday, May 24    | 6:00 p.m.  | Zumbro Valley Health Center, Rochester            | Lentz          |
| Tuesday, May 25   | 7:30 a.m.  | Highway Department                                | Prestby, Bakke |
|                   | 9:00 a.m.  | Board of Commissioner's Meeting                   | ALL            |
| Wednesday, May 26 | 8:30 a.m.  | Wellness/ Activities                              | Bakke, Lentz   |

**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 – District 2                        |                         |
| Extension – District 5                        |                         |

This is a preliminary draft of the May 4, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 4<sup>th</sup> day of May, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke; Bobbie Hillery, Administrator/Clerk; Chris Hahn, EDA; Cristal Adkins, Zoning Administrator; Ron Gregg, Highway Engineer; Pam Schroeder, Highway/Airport Office Manager; John DeGeorge, Sheriff; Terry Schultz, Building Maintenance Supervisor; Kristina Kohn, Human Resources Officer; and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Sarah Mattes, SEH; Jason Marquardt, Veterans Services Officer; Lori Affeldt, Finance; Kristi Ruesink, Accounting Technician; Lindsie Engle, Accounting Technician and Bonita Underbakke,

The Pledge of Allegiance was recited.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the Agenda.

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

1. April 27, 2021 County Board minutes

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

The Finance Department warrants were reviewed.

Terry Schultz, Facilities Maintenance Supervisor was present.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the quote to replace the roof and gutters at the County Office Building from Triple EEE Contracting LLC with the low bid of \$118,225, to be paid from the County Infrastructure budget.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the bid from Johnson Controls for upgrades of the fire alarm control panels in the Courthouse, Office Building, and Highway building for a total of \$14,711, to be paid from the County Infrastructure budget.

Chris Hahn, Economic Development Authority was present to continue discussion regarding a Fillmore County EDA website.

The Board asked Administrator Hillery and Hahn to discuss the options for the existing website and the proposed website.

The Citizen's Input portion of the meeting opened and closed at 9:54 a.m.

Ron Gregg, Highway was present.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the request to advertise the

Bridge No. 7979 replacement project SAP 023-615-015.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the final bid results for the T-hanger construction project at the Fillmore County Airport, with adjustments to the project that will bring the project from \$1,802,002.15 down to \$1,643,807.82 as presented by the Highway Engineer.

The Chair recessed the meeting at 10:17 a.m. and resumed back in session at 10:24 a.m.

Kristina Kohn, Human Resources was present.

Human Resources Officer Kohn presented the second first reading of the draft updates to the Conferences & Seminars policy. She will bring the policy back for a second reading.

Human Resources Officer Kohn presented the first reading of the draft updates to the Discipline policy. She will bring the policy back for a second reading.

Human Resources Officer Kohn presented the second first reading of the draft updates to the General Provisions policy. She will bring the policy back for a second reading.

Administrator Hillery presented a proposed plan regarding the structure and staffing for the Finance and Auditor/Treasurer department, it was consensus of the Board to bring this item back for further discussion.

On a motion from Prestby and seconded by Hindt, the Board unanimously approved the request to advertise for replacement County Surveyor, as recommended by the Personnel Committee.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the request to recruit summer mowing personnel in the Highway Department as requested by the County Engineer and recommended by the Personnel Committee.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the request to hire Stephanie Mensink as Social Worker, at Grade 12/Step 1 at \$27.43/hour, effective 5/28/21.

Bobbie Hillery, Administrator/Clerk was present.

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

**RESOLUTION 2021-023:** continuation of Emergency Declaration.

A review of the calendar was done with the following committee reports and announcements given: Bakke- Historical Society, SWCD, and Planning Commission. Prestby/ Lentz- Law Enforcement and Technology. Lentz/ Hindt- EDA. Lentz- Zumbro Valley Health. Prestby/ Bakke- Highway Department. Hillery noted that the AMC District 9 meeting will be held at the Lanesboro Community Center on June 9<sup>th</sup>.

On a motion from Prestby and seconded by Lentz, the Chair adjourned the meeting at 11:13 a.m.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Preston Golf Club

Previous Gambling Permit Number: X-93942-20-004

Minnesota Tax ID Number, if any: \_\_\_\_\_

Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: P.O. 102

City: Preston State: MN Zip: 55965 County: Fillmore

Name of Chief Executive Officer (CEO): President → Dale Loeffler

CEO Daytime Phone: 507-273-0340 CEO Email: prestongolcourse@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Preston Golf Club

Physical Address (do not use P.O. box): 27486 Hwy 16 West

Check one:

☒ City: Preston Zip: 55965 County: Fillmore

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): Oct. 2 2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



# LG220 Application for Exempt Permit

11/17  
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## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: 5-5-21  
(Signature must be CEO's signature; designee may not sign)

Print Name: Dale Loeffler

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

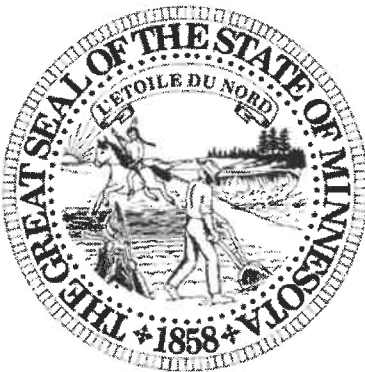
An equal opportunity employer

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

|                              |                   |
|------------------------------|-------------------|
| Name:                        | Preston Golf Club |
| Date Filed:                  | 04/24/1958        |
| File Number:                 | C-574             |
| Minnesota Statutes, Chapter: | 317A              |
| Home Jurisdiction:           | Minnesota         |

This certificate has been issued on: 05/03/2021



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon  
Secretary of State  
State of Minnesota

## APPLICATION FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

### Applicant instructions:

1. This application must be completed and returned at least 15 days prior to date of display.
2. Fee upon application is \$20.00 and must be payable to **FILLMORE COUNTY TREASURER**

Name of applicant (Sponsoring Organization): Eagle Cliff Campground  
Address of applicant: 35455 state Hwy 16 Canesboro Mn. 55949

Name of authorized agent of applicant: Jerry Tippery  
Address of agent: 729 South Grant St Houston Mn. 55943

Telephone number of agent: 507-429-6126

Date of display: July 3 Time of display: dusk

Location of display: Eagle Cliff Campground

Manner and place of storage of fireworks/pyrotechnic special effects prior to display: Certified Bunker  
108-3" shells & 17 cakes

Type & number of fireworks/pyrotechnic special effects to be discharged: 1.3 explosives  
108-3" shells & 17 cakes

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: Jerry Tippery Certificate No.: 00681

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): [Signature] Date of application: 4-30-21

### \* Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$ 4,000,000.
2. A diagram of the grounds, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained. For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.
3. Names and ages of all assistants what will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: \_\_\_\_\_

Signature of fire chief/county sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of issuing authority: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of County Attorney: \_\_\_\_\_ Date: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                                                                 |                                            |                                                    |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------|---------------|
| <b>PRODUCER</b><br>Allied Specialty Insurance, Inc.<br>10451 Gulf Blvd<br>Treasure Island, FL 33706-4814                                                                        | <b>CONTACT NAME:</b> Brenda Thomas         | <b>FAX (A/C, No):</b> 727-367-5695                 |               |
|                                                                                                                                                                                 | <b>PHONE (A/C, No, Ext):</b> 727-547-3070  | <b>E-MAIL ADDRESS:</b> bthomas@alliedspecialty.com |               |
| <b>INSURED</b><br>ALUMINUM KING MFG, LTD DBA: FLASHING THUNDER<br>FIREWORKS SPECTACULAR AND FLASHING THUNDER<br>FIREWORKS, INC.<br>700 E. VAN BUREN STREET<br>MITCHELL IA 50461 | <b>INSURER(S) AFFORDING COVERAGE</b>       |                                                    | <b>NAIC #</b> |
|                                                                                                                                                                                 | <b>INSURER A:</b> T.H.E. Insurance Company |                                                    | 12866         |
|                                                                                                                                                                                 | <b>INSURER B:</b> Liberty Mutual Insurance |                                                    |               |
|                                                                                                                                                                                 | <b>INSURER C:</b>                          |                                                    |               |
|                                                                                                                                                                                 | <b>INSURER D:</b>                          |                                                    |               |
|                                                                                                                                                                                 | <b>INSURER E:</b>                          |                                                    |               |
| <b>INSURER F:</b>                                                                                                                                                               |                                            |                                                    |               |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL SUBR INSD WVD                  | POLICY NUMBER                                                         | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                        |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | <input checked="" type="checkbox"/> | CPP0105095-06                                                         | 10/15/2020              | 10/15/2021              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ N/A<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 10,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                   |                                     | CPP0105095-06                                                         | 10/15/2020              | 10/15/2021              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                               |
| A        | <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                                                   |                                     | ELP0012014-06 GL                                                      | 10/15/2020              | 10/15/2021              | EACH OCCURRENCE \$ 4,000,000<br>AGGREGATE \$ 4,000,000<br>\$                                                                                                                                                                                  |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                   | Y/N<br><input type="checkbox"/> N/A | WC5-39S-712358-020<br>Coverage is afforded in the State(s) of: IA, IL | 12/03/2020              | 12/03/2021              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                     |
| A        | Excess VL                                                                                                                                                                                                                                                                                                       |                                     | ELP0012015-06 VL                                                      | 10/15/2020              | 10/15/2021              | Occurrence Limit \$ 4,000,000<br>Aggregate Limit \$ 4,000,000                                                                                                                                                                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Display Date: 7/3/2021

Rain Date: 7/4/2021

Location: Eagle Cliff Campground

RE: General Liability, the following are named as additional insured in respects to the operation of the negligence of the named insured:

Eagle Cliff Campground  
City of Lanesboro

## CERTIFICATE HOLDER

Eagle Cliff Campground  
35455 MN-16  
Lanesboro, MN 55949

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE


*Carol A. Serra*

**m MINNESOTA** DRIVER'S LICENSE  
USA

1 TIPPERY  
2 JERRY MIKE  
3 729 S GRANT ST  
HOUSTON, MN 55943

40 DL# [REDACTED]  
3 DOB [REDACTED]  
9 CLASS D 9a END NONE  
12 RESTR NONE

15 SEX M 17 WGT 165 lb  
16 HGT 5'-05" 18 EYES BRO



**FIREWORK OPERATOR  
CERTIFICATE**

Certificate Type: **O**  
Certificate No: **00681**

**Jerry M Tippery**  
**729 S. Grant St.**  
**Houston, MN 55943**

**Effective Date**  
**8/17/2018**

**Expiration Date**  
**8/16/2022**

**Federal Explosives License/Permit (FEL) Information Card**

License/Permit Name: **TIPPERY, JERRY MIKE**

Business Name:

License/Permit Number: **3-MN-055-54-3K-00472**

License/Permit Type: **54-USER OF EXPLOSIVES**

Expiration: **October 1, 2023**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



CLASS: D-Single Veh or combination up to 26,000 lbs. GVWR/GCWR  
END: None  
RESTR: None



Issued By:

**Minnesota Department of Public Safety**

445 Minnesota St, Suite 145  
St. Paul, MN 55101

This certificate is not transferable

Bruce West  
Minnesota State Fire Marshal

*This card is the property of the MN State Fire Marshal and  
shall be returned or surrendered upon request.*

Federal Explosives Licensing Center (FELC) Toll-free number: (877) 283-3352  
244 Needy Road Fax number: (304) 616-4401  
Martinsburg, WV 25405-9431 E-mail: FELC@atf.gov

**ATF Hotline Numbers**

Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)  
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)  
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)  
Firearms Theft Hotline: 1-888-930-9275  
Report Stolen, Hijacked or Seized Cigarettes: 1-800-659-6242  
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8477)

# INVOICE



700 E Van Buren Street  
Mitchell, IA 50461 USA  
Phone: 641-732-5558  
Fax: 641-732-1385  
www.flashingthunder.com

INVOICE NUMBER: 12157-1  
INVOICE DATE: 4/30/2021  
DUE DATE: 4/30/2021

| Ship from                                                                  | Bill to                                                  | Ship to                                                  |
|----------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| Flashing Thunder Fireworks<br>700 E Van Buren Street<br>Mitchell, IA 50461 | Jerry Tippery<br>729 S Grant St<br>Houston, MN 55943 USA | Jerry Tippery<br>729 S Grant St<br>Houston, MN 55943 USA |

| Product ID | Description                                                          | Packing | Quantity | Price  | Subtotal |
|------------|----------------------------------------------------------------------|---------|----------|--------|----------|
| FT3B1T-18  | Assorted Flashing Thunder w/ Tails                                   | cs 36/1 | 1        | 135.00 | 135.00   |
| FT3I1T-18  | Assorted Flashing Thunder European Style w/Tails                     | cs 36/1 | 1        | 139.00 | 139.00   |
| FTJ3005    | Purple Chrys w/Green Strobe Pistil                                   |         | 1        | 4.18   | 4.18     |
| FTJ3007    | Blue Peony                                                           |         | 1        | 4.05   | 4.05     |
| FTJ3011    | White Strobe                                                         |         | 1        | 4.05   | 4.05     |
| FTJ3012    | Green Crossette                                                      |         | 1        | 4.18   | 4.18     |
| FTJ3013    | Color Peony w/ Silver Palm Pistil                                    |         | 1        | 4.05   | 4.05     |
| FTJ3014    | Crackling Crossette                                                  |         | 1        | 4.18   | 4.18     |
| FTJ3015    | Dragon Egg Peony                                                     |         | 1        | 4.05   | 4.05     |
| FTJ3016    | Sea Blue Peony w/ Silver Palm Pistil                                 |         | 1        | 4.05   | 4.05     |
| FTJ3017    | Gold Willow w/Tit-Crackling                                          |         | 1        | 4.18   | 4.18     |
| FTJ3018    | Yellow Peony w/Silver Palm Pistil                                    |         | 1        | 4.05   | 4.05     |
| FTJ3019    | Red Wave to Sakura                                                   |         | 1        | 4.18   | 4.18     |
| FTJ3022    | Red Heart                                                            |         | 1        | 4.18   | 4.18     |
| FTJ3025    | yellow Crossette                                                     |         | 1        | 4.18   | 4.18     |
| FTJ3026    | Gold Ti-Willow                                                       |         | 1        | 4.18   | 4.18     |
| FTJ3027    | Purple Peony w/ Green Strobe                                         |         | 1        | 4.05   | 4.05     |
| FTJ3028    | Red Peony w/ Silver Palm Pistil                                      |         | 1        | 4.05   | 4.05     |
| FTJ3029    | Lemon Peony w/Dragon Egg Pistil                                      |         | 2        | 4.05   | 8.10     |
| FTJ3030    | Gold Willow w/ Strobe                                                |         | 2        | 4.18   | 8.36     |
| FTJ3031    | Blue Peony w/ Silver Palm Pistil                                     |         | 2        | 4.05   | 8.10     |
| FTJ3032    | Gold Willow                                                          |         | 1        | 4.18   | 4.18     |
| FTJ3033    | Green Peony w/ Silver Palm Pistil                                    |         | 2        | 4.05   | 8.10     |
| FTJ3034    | Red Crossette                                                        |         | 1        | 4.18   | 4.18     |
| FTB3016    | Purple Peony w/ Gold Glitter Coco Pistil                             |         | 1        | 4.18   | 4.18     |
| FTB3017    | Glittering Crossette- Brocade to Sakura                              |         | 2        | 4.18   | 8.36     |
| FTB3018    | Flower Crown                                                         |         | 1        | 4.18   | 4.18     |
| FTB3019    | Brocade Crown to Multi Color/ Brocade Crown to Sakura Half&Half Case |         | 2        | 4.18   | 8.36     |
| FTB3020    | Multi Color Cycas/ Silver Crown Half & Half Case                     |         | 2        | 4.18   | 8.36     |
| FTB3015    | Crackling Crossette                                                  |         | 2        | 4.18   | 8.36     |
| FT25FC1    | 2.5" Snowball w/ Silver Chain of 10                                  | cs 12/1 | 1        | 372.00 | 372.00   |



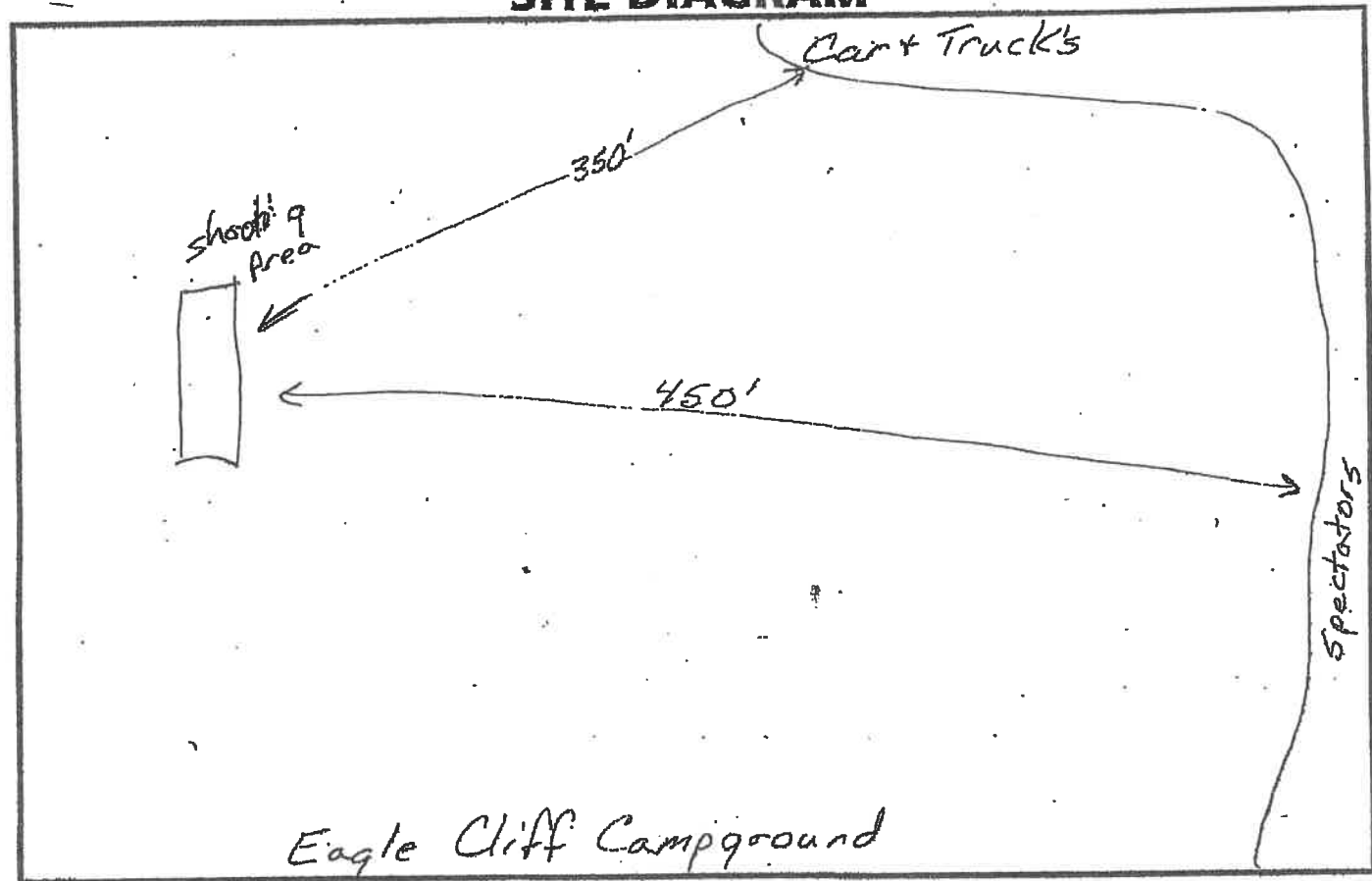
# INVOICE

INVOICE NUMBER: 12157-1


| Product ID | Description                                                           | Packing | Quantity | Price  | Subtotal |
|------------|-----------------------------------------------------------------------|---------|----------|--------|----------|
| FT3SC1     | 3" Snowball w/ Red Silver Blue Tails Chain of 10                      | cs 6/1  | 1        | 254.00 | 254.00   |
| FT10F1     | Crackling 100's Fan                                                   | cs 1/1  | 1        | 104.00 | 104.00   |
| FT10M1     | Willow w/ White & Red Strobe, Gold Palms & Blue Tit.<br>Chrys 100's Z | cs 1/1  | 1        | 104.00 | 104.00   |
| FT625      | Thunder Dragon 62's IF Cake                                           | cs 2/1  | 1        | 130.00 | 130.00   |
| FTW902     | Cherry, Lemon, Sea Blue 90's W                                        | cs 1/1  | 1        | 95.00  | 95.00    |
| FT495      | Assorted Color Dahlia w/ Crackling Mine 49's Fan                      | cs 2/1  | 1        | 105.00 | 105.00   |
| FTI492     | Silver Blooming Chrys w/ Red Tails 49's                               | cs 2/1  | 1        | 86.00  | 86.00    |
| FT256-18   | Tommy Gun 256s salute w/ red and blue tail                            | cs 1/1  | 1        | 107.00 | 107.00   |
| FT15M1     | Mixed Shape 150's VWF                                                 | cs 1/1  | 1        | 150.00 | 150.00   |
| FDC2081-18 | Silver Silk & Red Crossettes 200's Fan                                | cs 1/1  | 1        | 107.00 | 107.00   |
| FDC100-02  | Red Lotus 100's                                                       | cs 1/1  | 1        | 88.00  | 88.00    |
| FDC100-03  | Pure Venum 100's                                                      | cs 1/1  | 1        | 86.00  | 86.00    |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Sub-total:</b>                | <b>2,210.66</b> |
| <b>Insurance Processing Fee:</b> | <b>289.34</b>   |
| <b>Total:</b>                    | <b>2,500.00</b> |

# SITE DIAGRAM





|                                                                                      |                   |
|--------------------------------------------------------------------------------------|-------------------|
|  |                   |
| <b>Fillmore County Auditor/Treasurer Receipt</b>                                     |                   |
| <b>Date:</b>                                                                         | 1-30-2021         |
| <b>Amount:</b>                                                                       | \$ 20.00          |
| <b>Description of purchase:</b>                                                      | Fire works Permit |
| <b>Received By:</b>                                                                  | Sharon Miller     |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

|     | <u>Vendor Name</u>                      | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>              | <u>Account/Formula Descripti</u> | <u>1099</u>                     |
|-----|-----------------------------------------|-------------|----------------------------|-------------------------------|----------------------------------|---------------------------------|
|     | <u>No. Account/Formula</u>              | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>          | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>        |
| 3   | DEPT                                    |             | Board Of Commissioners     |                               |                                  |                                 |
|     | 3804 Bakke/Duane                        |             |                            |                               |                                  |                                 |
|     | 01-003-000-0000-6335                    |             | 53.76                      | April 2021 Mileage            |                                  | Employee Automobile Allowance N |
|     |                                         |             |                            | 04/05/2021 04/29/2021         |                                  |                                 |
|     | 3804 Bakke/Duane                        |             | 53.76                      | 1 Transactions                |                                  |                                 |
|     | 2081 Lentz/Mitch                        |             |                            |                               |                                  |                                 |
|     | 01-003-000-0000-6335                    |             | 192.64                     | April 2021 Mileage            |                                  | Employee Automobile Allowance N |
|     |                                         |             |                            | 04/01/2021 04/29/2021         |                                  |                                 |
|     | 2081 Lentz/Mitch                        |             | 192.64                     | 1 Transactions                |                                  |                                 |
| 3   | DEPT Total:                             |             | 246.40                     | Board Of Commissioners        | 2 Vendors                        | 2 Transactions                  |
| 11  | DEPT                                    |             | District Court             |                               |                                  |                                 |
|     | 7252 Chinmoy Gulrajani, MBBS, MD, DFAPA |             |                            |                               |                                  |                                 |
|     | 01-011-000-0000-6285                    |             | 3,750.00                   | Expert Serivces per Minn Stat | 23- CR- 20- 570                  | Professional Fees N             |
|     |                                         |             |                            | 04/23/2021 04/23/2021         |                                  |                                 |
|     | 7252 Chinmoy Gulrajani, MBBS, MD, DFAPA |             | 3,750.00                   | 1 Transactions                |                                  |                                 |
| 11  | DEPT Total:                             |             | 3,750.00                   | District Court                | 1 Vendors                        | 1 Transactions                  |
| 62  | DEPT                                    |             | Elections                  |                               |                                  |                                 |
|     | 6464 Knowink, LLC                       |             |                            |                               |                                  |                                 |
|     | 01-062-000-0000-6640                    |             | 30.00                      | Data Plan - Election          | 7613                             | Equipment Purchased N           |
|     |                                         |             |                            | 04/27/2021 04/27/2021         |                                  |                                 |
|     | 6464 Knowink, LLC                       |             | 30.00                      | 1 Transactions                |                                  |                                 |
| 62  | DEPT Total:                             |             | 30.00                      | Elections                     | 1 Vendors                        | 1 Transactions                  |
| 104 | DEPT                                    |             | Gis                        |                               |                                  |                                 |
|     | 272 Newman Signs                        |             |                            |                               |                                  |                                 |
|     | 01-104-000-0000-6514                    |             | 155.90                     | Address Signs                 | TRFINV030352                     | Address Signs N                 |
|     |                                         |             |                            | 04/30/2021 04/30/2021         |                                  |                                 |
|     | 272 Newman Signs                        |             | 155.90                     | 1 Transactions                |                                  |                                 |
| 104 | DEPT Total:                             |             | 155.90                     | Gis                           | 1 Vendors                        | 1 Transactions                  |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor | Name                     | Rpt      | Warrant Description            | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|--------------------------|----------|--------------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula          | Accr     | Service Dates                  | Paid On Bhf # | On Behalf of Name                  |      |
| 111    | DEPT                     |          | Facilities Mtce                |               |                                    |      |
| 4529   | Grainger                 |          |                                |               |                                    |      |
|        | 01-111-000-0000-6580     |          | Air Handler Filters - FCOB     | 9878242842    | Other Repair And Maintenance Suppl | N    |
|        |                          | 221.24   | 04/22/2021 04/22/2021          |               |                                    |      |
| 4529   | Grainger                 |          | 1 Transactions                 |               |                                    |      |
|        |                          | 221.24   |                                |               |                                    |      |
| 1340   | Mensink Landscaping      |          |                                |               |                                    |      |
|        | 01-111-000-0000-6316     |          | Fertilize/Weed Control - Crths | 11233         | Grounds Maintenance                | Y    |
|        |                          | 113.50   | 05/02/2021 05/02/2021          |               |                                    |      |
|        | 01-111-000-0000-6316     |          | Fertilize/Weed Control - FCOB  | 11234         | Grounds Maintenance                | Y    |
|        |                          | 93.10    | 05/02/2021 05/02/2021          |               |                                    |      |
| 1340   | Mensink Landscaping      |          | 2 Transactions                 |               |                                    |      |
|        |                          | 206.60   |                                |               |                                    |      |
| 3448   | Reliable Pest Management |          |                                |               |                                    |      |
|        | 01-111-000-0000-6377     |          | Rodent Control - FCOB          | 10368         | Fees And Service Charges           | Y    |
|        |                          | 45.00    | 02/09/2021 02/09/2021          |               |                                    |      |
|        | 01-111-000-0000-6377     |          | Rodent Control - FCOB          | 10504         | Fees And Service Charges           | Y    |
|        |                          | 45.00    | 03/11/2021 03/11/2021          |               |                                    |      |
|        | 01-111-000-0000-6377     |          | Rodent Control - FCOB          | 10649         | Fees And Service Charges           | Y    |
|        |                          | 45.00    | 04/06/2021 04/06/2021          |               |                                    |      |
| 3448   | Reliable Pest Management |          | 3 Transactions                 |               |                                    |      |
|        |                          | 135.00   |                                |               |                                    |      |
| 5050   | Tufte/Blaine             |          |                                |               |                                    |      |
|        | 01-111-000-0000-6335     |          | Employee Automobile Allowance  |               | Employee Automobile Allowance      | N    |
|        |                          | 13.44    | 04/01/2021 04/30/2021          |               |                                    |      |
| 5050   | Tufte/Blaine             |          | 1 Transactions                 |               |                                    |      |
|        |                          | 13.44    |                                |               |                                    |      |
| 111    | DEPT Total:              |          | Facilities Mtce                | 4 Vendors     | 7 Transactions                     |      |
|        |                          | 576.28   |                                |               |                                    |      |
| 149    | DEPT                     |          | Other General Government       |               |                                    |      |
| 4928   | 1 Source                 |          |                                |               |                                    |      |
|        | 01-149-000-0000-6408     |          | 10 Office Chairs               | 265001-0      | County Shared Office Supplies      | Y    |
|        |                          | 1,499.50 | 04/22/2021 04/22/2021          |               |                                    |      |
| 4928   | 1 Source                 |          | 1 Transactions                 |               |                                    |      |
|        |                          | 1,499.50 |                                |               |                                    |      |
| 149    | DEPT Total:              |          | Other General Government       | 1 Vendors     | 1 Transactions                     |      |
|        |                          | 1,499.50 |                                |               |                                    |      |
| 202    | DEPT                     |          | Sheriff                        |               |                                    |      |

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1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  |          | Warrant Description           | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|----------|-------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr | Amount   | Service Dates                 | Paid On Bhf # | On Behalf of Name                |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6455               |      | 37.30    | Law Enforcement Supplies      | 48945334      | Law Enforcement Supplies         | N    |
|        |                                        |      |          | 03/24/2021 03/24/2021         |               |                                  |      |
|        | 01- 202- 000- 0000- 6357               |      | 174.40   | Law Enforcement Training      | 9399          | Peace Officer Training Expense   | N    |
|        |                                        |      |          | 04/16/2021 04/16/2021         |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 211.70   | 2 Transactions                |               |                                  |      |
| 5988   | Preston Auto Parts                     |      |          |                               |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 60.17    | Jail & Sheriff Squad Supplies | 670848        | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 04/05/2021 04/29/2021         |               |                                  |      |
| 5988   | Preston Auto Parts                     |      | 60.17    | 1 Transactions                |               |                                  |      |
| 202    | DEPT Total:                            |      | 271.87   | Sheriff                       | 2 Vendors     | 3 Transactions                   |      |
| 251    | DEPT                                   |      |          | County Jail                   |               |                                  |      |
| 4026   | Bob Barker Company, Inc                |      |          |                               |               |                                  |      |
|        | 01- 251- 000- 0000- 6377               |      | 74.83    | Jail Supplies                 | INV1600169    | Fees And Service Charges         | N    |
|        |                                        |      |          | 04/01/2021 04/01/2021         |               |                                  |      |
| 4026   | Bob Barker Company, Inc                |      | 74.83    | 1 Transactions                |               |                                  |      |
| 4866   | MENd CORRECTIONAL CARE, PLLC           |      |          |                               |               |                                  |      |
|        | 01- 251- 000- 0000- 6429               |      | 2,300.16 | May 2021 Jail Medical         | 5670          | Nurse/Medical Service Agreement  | N    |
|        |                                        |      |          | 05/01/2021 05/31/2021         |               |                                  |      |
| 4866   | MENd CORRECTIONAL CARE, PLLC           |      | 2,300.16 | 1 Transactions                |               |                                  |      |
| 7156   | Midwest Monitoring & Surveillance      |      |          |                               |               |                                  |      |
|        | 01- 251- 000- 0000- 6285               |      | 44.25    | April 2021 Lab Fees           | DT0421135     | Professional Fees                | N    |
|        |                                        |      |          | 04/06/2021 04/23/2021         |               |                                  |      |
| 7156   | Midwest Monitoring & Surveillance      |      | 44.25    | 1 Transactions                |               |                                  |      |
| 5988   | Preston Auto Parts                     |      |          |                               |               |                                  |      |
|        | 01- 251- 000- 0000- 6310               |      | 67.10    | Jail & Sheriff Squad Supplies | 670848        | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 04/05/2021 04/29/2021         |               |                                  |      |
| 5988   | Preston Auto Parts                     |      | 67.10    | 1 Transactions                |               |                                  |      |
| 251    | DEPT Total:                            |      | 2,486.34 | County Jail                   | 4 Vendors     | 4 Transactions                   |      |
| 446    | DEPT                                   |      |          | Mch Program                   |               |                                  |      |

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5/6/21 10:20AM  
1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

| Vendor     | <u>Name</u>                  | <u>Rpt</u>  |               | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>      | <u>1099</u> |
|------------|------------------------------|-------------|---------------|----------------------------|----------------------|---------------------------------------|-------------|
| <u>No.</u> | <u>Account/Formula</u>       | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>              |             |
| 1285       | Houston County Public Health |             |               |                            |                      |                                       |             |
|            | 01- 446- 000- 0000- 6088     |             | 2,483.86      | CTC Mar 2021               |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                              |             |               | 04/28/2021 04/28/2021      |                      |                                       |             |
|            | 01- 446- 000- 0000- 6088     |             | 13,715.00     | COVID Vaccine Fed Mar 2021 |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                              |             |               | 04/30/2021 04/30/2021      |                      |                                       |             |
|            | 01- 446- 000- 0000- 6088     |             | 18,743.61     | LPH and SHIP Mar 2021      |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                              |             |               | 04/30/2021 04/30/2021      |                      |                                       |             |
| 1285       | Houston County Public Health |             | 34,942.47     | 3 Transactions             |                      |                                       |             |
| 446        | DEPT Total:                  |             | 34,942.47     | Mch Program                | 1 Vendors            | 3 Transactions                        |             |
| 1          | Fund Total:                  |             | 43,958.76     | County Revenue Fund        |                      | 23 Transactions                       |             |

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13. County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description       | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|----------------------------------------|------|----------|---------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates             | Paid On Bhf # | On Behalf of Name                  |      |
| 300    | DEPT                                   |      |          | Highway Administration    |               |                                    |      |
| 3861   | Gregg/ Ronald                          |      |          |                           |               |                                    |      |
|        | 13- 300- 000- 0000- 6367               |      | 26.85    | 5/5 park repair materials |               | County Park Maintenance            | N    |
| 3861   | Gregg/ Ronald                          |      | 26.85    | 1 Transactions            |               |                                    |      |
| 300    | DEPT Total:                            |      | 26.85    | Highway Administration    | 1 Vendors     | 1 Transactions                     |      |
| 310    | DEPT                                   |      |          | Highway Maintenance       |               |                                    |      |
| 4414   | Advanced Drainage Systems, Inc.        |      |          |                           |               |                                    |      |
|        | 13- 310- 000- 0000- 6520               |      | 3,889.85 | 4/19 culverts             | 19748405      | Culverts                           | N    |
| 4414   | Advanced Drainage Systems, Inc.        |      | 3,889.85 | 1 Transactions            |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                           |               |                                    |      |
|        | 13- 310- 000- 0000- 6580               |      | 100.00   | 5/3 DNR permit            |               | Other Repair And Maintenance Suppl | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 100.00   | 1 Transactions            |               |                                    |      |
| 3632   | Milestone Materials Inc                |      |          |                           |               |                                    |      |
|        | 13- 310- 000- 0000- 6505               |      | 81.18    | 4/21 rock                 | 3500200754    | Aggregate                          | N    |
|        | 13- 310- 000- 0000- 6505               |      | 572.23   | 4/21 rock                 | 3500200755    | Aggregate                          | N    |
|        | 13- 310- 000- 0000- 6505               |      | 244.72   | 4/21 rock                 | 3500200756    | Aggregate                          | N    |
| 3632   | Milestone Materials Inc                |      | 898.13   | 3 Transactions            |               |                                    |      |
| 272    | Newman Signs                           |      |          |                           |               |                                    |      |
|        | 13- 310- 000- 0000- 6515               |      | 765.50   | 4/29 posts                | TRFINV030336  | Traffic Signs                      | N    |
|        | 13- 310- 000- 0000- 6515               |      | 1,570.23 | 4/29 signs                | TRFINV030336  | Traffic Signs                      | N    |
| 272    | Newman Signs                           |      | 2,335.73 | 2 Transactions            |               |                                    |      |
| 310    | DEPT Total:                            |      | 7,223.71 | Highway Maintenance       | 4 Vendors     | 7 Transactions                     |      |
| 320    | DEPT                                   |      |          | Highway Construction      |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                           |               |                                    |      |
|        | 13- 320- 000- 0000- 6377               |      | 300.00   | 5/3 DNR permit            |               | Fees And Service Charges           | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 300.00   | 1 Transactions            |               |                                    |      |
| 1084   | Forestry Suppliers Inc                 |      |          |                           |               |                                    |      |
|        | 13- 320- 000- 0000- 6501               |      | 91.70    | 4/21 supplies             | 842062        | Engineering And Surveying Supplies | N    |
|        | 13- 320- 000- 0000- 6501               |      | 51.00    | 4/26 supplies             | 866499        | Engineering And Surveying Supplies | N    |



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13 County Road & Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



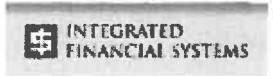
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| Vendor | Name                        | Rpt  | Amount   | Warrant Description          | Invoice #      | Account/Formula Descripti          | 1099 |
|--------|-----------------------------|------|----------|------------------------------|----------------|------------------------------------|------|
| No.    | Account/Formula             | Accr |          | Service Dates                | Paid On Bhf #  | On Behalf of Name                  |      |
| 1084   | Forestry Suppliers Inc      |      | 142.70   |                              | 2 Transactions |                                    |      |
| 8517   | Frontier Precision, Inc     |      |          |                              |                |                                    |      |
|        | 13- 320- 000- 0000- 6501    |      | 1,704.00 | 4/27 data collector software | 231431         | Engineering And Surveying Supplies | N    |
| 8517   | Frontier Precision, Inc     |      | 1,704.00 |                              | 1 Transactions |                                    |      |
| 320    | DEPT Total:                 |      | 2,146.70 | Highway Construction         | 3 Vendors      | 4 Transactions                     |      |
| 330    | DEPT                        |      |          | Equipment Maintenance Shops  |                |                                    |      |
| 5826   | Culligan Water              |      |          |                              |                |                                    |      |
|        | 13- 330- 000- 0000- 6317    |      | 32.95    | 4/30 drinking water          | 588X01101006   | Building Maintenance               | N    |
| 5826   | Culligan Water              |      | 32.95    |                              | 1 Transactions |                                    |      |
| 8165   | Dave Syverson Freightliner  |      |          |                              |                |                                    |      |
|        | 13- 330- 000- 0000- 6575    |      | 12.66    | 4/2 parts                    | 359584         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 1,407.02 | 4/14 parts                   | 360006         | Machinery Parts                    | N    |
| 8165   | Dave Syverson Freightliner  |      | 1,419.68 |                              | 2 Transactions |                                    |      |
| 4122   | M & M Lawn & Leisure        |      |          |                              |                |                                    |      |
|        | 13- 330- 000- 0000- 6575    |      | 460.00   | 4/21 parts                   |                | Machinery Parts                    | N    |
| 4122   | M & M Lawn & Leisure        |      | 460.00   |                              | 1 Transactions |                                    |      |
| 7100   | North Central International |      |          |                              |                |                                    |      |
|        | 13- 330- 000- 0000- 6575    |      | 441.04   | 4/1 parts                    | X22400165901   | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 237.30   | 4/20 parts                   | X22400182001   | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 249.27   | 4/21 parts                   | X22400185301   | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 96.18    | 4/22 parts                   | X22400186201   | Machinery Parts                    | N    |
| 7100   | North Central International |      | 1,023.79 |                              | 4 Transactions |                                    |      |
| 5988   | Preston Auto Parts          |      |          |                              |                |                                    |      |
|        | 13- 330- 000- 0000- 6576    |      | 21.99    | 4/1 supplies                 | 667319         | Shop Supplies & Tools              | N    |
|        | 13- 330- 000- 0000- 6575    |      | 17.29    | 4/2 parts                    | 667387         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 151.14   | 4/2 parts                    | 667678         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 12.49    | 4/2 parts                    | 667753         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 117.94   | 4/6 parts                    | 667939         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6576    |      | 41.99    | 4/7 supplies                 | 668009         | Shop Supplies & Tools              | N    |
|        | 13- 330- 000- 0000- 6575    |      | 10.99    | 4/7 parts                    | 668020         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575    |      | 167.55   | 4/7 parts                    | 668060         | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6576    |      | 12.90    | 4/7 supplies                 | 668078         | Shop Supplies & Tools              | N    |

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13 County Road & Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

| Vendor | Name                            | Rpt  | Amount    | Warrant Description         | Invoice #     | Account/Formula Descripti | 1099            |
|--------|---------------------------------|------|-----------|-----------------------------|---------------|---------------------------|-----------------|
| No.    | Account/Formula                 | Accr |           | Service Dates               | Paid On Bhf # | On Behalf of Name         |                 |
|        | 13- 330- 000- 0000- 6575        |      | 10.18     | 4/7 parts                   | 668101        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 18.98     | 4/12 parts                  | 668633        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 8.18      | 4/12 parts                  | 668669        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6576        |      | 91.70     | 4/12 supplies               | 668670        | Shop Supplies & Tools     | N               |
|        | 13- 330- 000- 0000- 6575        |      | 136.31    | 4/13 filters                | 668744        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6576        |      | 26.48     | 4/19 supplies               | 669493        | Shop Supplies & Tools     | N               |
|        | 13- 330- 000- 0000- 6576        |      | 33.98     | 4/21 supplies               | 669842        | Shop Supplies & Tools     | N               |
|        | 13- 330- 000- 0000- 6575        |      | 38.43     | 4/21 parts                  | 669854        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 107.39    | 4/22 parts                  | 669901        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6576        |      | 23.07     | 4/22 supplies               | 670004        | Shop Supplies & Tools     | N               |
|        | 13- 330- 000- 0000- 6575        |      | 32.99     | 4/27 parts                  | 670483        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 16.34     | 4/27 parts                  | 670580        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 11.99     | 4/29 parts                  | 670873        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 37.49     | 4/29 parts                  | 670887        | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6576        |      | 14.99     | 4/30 supplies               | 670959        | Shop Supplies & Tools     | N               |
| 5988   | Preston Auto Parts              |      | 1,162.78  |                             |               |                           |                 |
|        |                                 |      |           | 24 Transactions             |               |                           |                 |
| 1944   | Rochester Ford                  |      |           |                             |               |                           |                 |
|        | 13- 330- 000- 0000- 6575        |      | 19.21     | 4/27 parts                  | 30155         | Machinery Parts           | N               |
| 1944   | Rochester Ford                  |      | 19.21     |                             |               |                           |                 |
|        |                                 |      |           | 1 Transactions              |               |                           |                 |
| 3989   | Ronco Engineering Sales Co, Inc |      |           |                             |               |                           |                 |
|        | 13- 330- 000- 0000- 6575        |      | 473.35    | 4/1 parts                   | 3241781       | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 216.47    | 4/14 parts                  | 3243263       | Machinery Parts           | N               |
|        | 13- 330- 000- 0000- 6575        |      | 273.71    | 4/22 parts                  | 3244320       | Machinery Parts           | N               |
| 3989   | Ronco Engineering Sales Co, Inc |      | 963.53    |                             |               |                           |                 |
|        |                                 |      |           | 3 Transactions              |               |                           |                 |
| 361    | Thompson Motors Of Wykoff Inc   |      |           |                             |               |                           |                 |
|        | 13- 330- 000- 0000- 6575        |      | 41.00     | 3/30 parts                  | 27- 274647    | Machinery Parts           | N               |
| 361    | Thompson Motors Of Wykoff Inc   |      | 41.00     |                             |               |                           |                 |
|        |                                 |      |           | 1 Transactions              |               |                           |                 |
| 330    | DEPT Total:                     |      | 5,122.94  | Equipment Maintenance Shops | 8 Vendors     |                           | 37 Transactions |
| 13     | Fund Total:                     |      | 14,520.20 | County Road & Bridge        |               |                           | 49 Transactions |

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23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                 | Rpt  |           | Warrant Description   | Invoice #       | Account/Formula Descripti       | 1099 |
|--------|--------------------------------------|------|-----------|-----------------------|-----------------|---------------------------------|------|
| No.    | Account/Formula                      | Accr | Amount    | Service Dates         | Paid On Bhf #   | On Behalf of Name               |      |
| 350    | DEPT                                 |      |           | County Airport        |                 |                                 |      |
| 5315   | Minnesota Council of Airports (MCOA) |      |           |                       |                 |                                 |      |
|        | 23- 350- 000- 0000- 6242             |      | 150.00    | 2021 MCOA Membership  | 268             | Membership Dues                 | N    |
|        |                                      |      |           | 01/01/2021 12/31/2021 |                 |                                 |      |
|        |                                      |      |           | 1 Transactions        |                 |                                 |      |
| 5315   | Minnesota Council of Airports (MCOA) |      | 150.00    |                       |                 |                                 |      |
| 5988   | Preston Auto Parts                   |      |           |                       |                 |                                 |      |
|        | 23- 350- 000- 0000- 6305             |      | 2.29      | Airport Mower Parts   | 668575          | Machinery And Equipment Repairs | N    |
|        |                                      |      |           | 04/12/2021 04/12/2021 |                 |                                 |      |
|        | 23- 350- 000- 0000- 6305             |      | 6.87      | Airport Mower Parts   | 668576          | Machinery And Equipment Repairs | N    |
|        |                                      |      |           | 04/12/2021 04/12/2021 |                 |                                 |      |
|        | 23- 350- 000- 0000- 6305             |      | 2.60      | Airport Mower Parts   | 668599          | Machinery And Equipment Repairs | N    |
|        |                                      |      |           | 04/12/2021 04/12/2021 |                 |                                 |      |
|        |                                      |      |           | 3 Transactions        |                 |                                 |      |
| 5988   | Preston Auto Parts                   |      | 11.76     |                       |                 |                                 |      |
| 350    | DEPT Total:                          |      | 161.76    | County Airport        | 2 Vendors       | 4 Transactions                  |      |
| 23     | Fund Total:                          |      | 161.76    | County Airport Fund   |                 | 4 Transactions                  |      |
|        | Final Total:                         |      | 58,640.72 | 35 Vendors            | 76 Transactions |                                 |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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## Recap by Fund

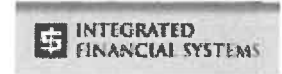
| <u>Fund</u>      | <u>AMOUNT</u>    | <u>Name</u>          |
|------------------|------------------|----------------------|
| 1                | 43,958.76        | County Revenue Fund  |
| 13               | 14,520.20        | County Road & Bridge |
| 23               | 161.76           | County Airport Fund  |
| <b>All Funds</b> | <b>58,640.72</b> | <b>Total</b>         |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor No. | Name Account/Formula                                            | Rpt Accr | Amount   | Warrant Description Service Dates                                   | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|-----------------------------------------------------------------|----------|----------|---------------------------------------------------------------------|-------------------------|---------------------------------------------|------|
| 4855       | B&B Olympic Bowl<br>01- 251- 000- 0000- 6379                    |          | 1,788.00 | April Board of Prisoners<br>04/01/2021 04/30/2021<br>1 Transactions |                         | Board Of Prisoners                          | N    |
| 4855       | B&B Olympic Bowl                                                |          | 1,788.00 |                                                                     |                         |                                             |      |
| 3219       | Centurylink<br>01- 251- 000- 0000- 6203                         |          | 1.37     | Sheriff Long Distance 82944125<br>03/24/2021 04/24/2021             | 221465378               | Telephone                                   | N    |
|            | 01- 149- 000- 0000- 6203                                        |          | 0.92     | Final Bill Account #83398668<br>04/24/2021 04/24/2021               | 221470287               | Telephone                                   | N    |
|            | 01- 149- 000- 0000- 6203                                        |          | 82.92    | Final Bill Account #83259885<br>04/24/2021 04/24/2021               | 221473579               | Telephone                                   | N    |
| 3219       | Centurylink                                                     |          | 85.21    | 3 Transactions                                                      |                         |                                             |      |
| 85440      | Centurylink<br>01- 203- 000- 0000- 6203                         |          | 50.27    | Spring Valley Sheriff Phone<br>04/26/2021 05/25/2021                | 301264120               | Telephone                                   | N    |
|            | 01- 149- 000- 0000- 6203                                        |          | 1,855.76 | Courthouse Phones 4/26 - 5/25<br>04/26/2021 05/25/2021              | 301269347               | Telephone                                   | N    |
|            | 01- 102- 000- 0000- 6203                                        |          | 59.71    | 909 Houston St NW Phone<br>04/26/2021 05/25/2021                    | 301269931               | Telephone                                   | N    |
|            | 01- 251- 000- 0000- 6203                                        |          | 70.50    | Sheriff Phones<br>04/26/2021 05/25/2021                             | 406899378               | Telephone                                   | N    |
| 85440      | Centurylink                                                     |          | 2,036.24 | 4 Transactions                                                      |                         |                                             |      |
| 5660       | De Lage Landen Financial Services<br>01- 149- 000- 0000- 6288   |          | 1,534.15 | Copier Lease 05/12 - 06/11<br>05/12/2021 06/11/2021                 | 72346801                | Copy Machine - Lease                        | N    |
| 5660       | De Lage Landen Financial Services                               |          | 1,534.15 | 1 Transactions                                                      |                         |                                             |      |
| 4441       | Independent Emergency Services, LLC<br>01- 201- 000- 0000- 6310 |          | 100.00   | May 2021 911 Services<br>04/01/2021 05/31/2021                      | 200.0223                | Contract Repairs And Maintenance            | Y    |
| 4441       | Independent Emergency Services, LLC                             |          | 100.00   | 1 Transactions                                                      |                         |                                             |      |
| 1479       | Loffler Companies, Inc<br>01- 149- 000- 0000- 6235              |          | 760.42   | Copier Use 04/01 - 04/30<br>04/01/2021 04/30/2021                   | 3714218                 | Copy Machine - Copies BW and Col            | N    |
| 1479       | Loffler Companies, Inc                                          |          | 760.42   | 1 Transactions                                                      |                         |                                             |      |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor        | Name                            | Rpt  | Amount   | Warrant Description            | Invoice #     | Account/Formula Descripti         | 1099 |
|---------------|---------------------------------|------|----------|--------------------------------|---------------|-----------------------------------|------|
| No.           | Account/Formula                 | Accr |          | Service Dates                  | Paid On Bhf # | On Behalf of Name                 |      |
| 6094          | MN Energy Resources Corporation |      | 1,050.08 | Courthouse & FCOB Natural Gas  | 3688594609    | Gas                               | N    |
|               | 01-111-000-0000-6255            |      |          | 03/22/2021 04/22/2021          |               |                                   |      |
| 6094          | MN Energy Resources Corporation |      | 1,050.08 | 1 Transactions                 |               |                                   |      |
| 5294          | RELX Inc.DBA LexisNexis         |      | 198.00   | April LexisNexis Subscription  | 3093218714    | Reference Materials               | N    |
|               | 01-091-000-0000-6451            |      |          | 04/01/2021 04/30/2021          |               |                                   |      |
| 5294          | RELX Inc.DBA LexisNexis         |      | 198.00   | 1 Transactions                 |               |                                   |      |
| 2357          | Verizon Wireless                |      | 360.09   | Election Jetpacks 03/25- 04/24 | 9878386779    | Other Election Supplies           | Y    |
|               | 01-062-000-0000-6462            |      |          | 03/25/2021 04/24/2021          |               |                                   |      |
|               | 01-202-000-0000-6206            |      | 828.70   | Sheriff Cell Phones & Jetpack  | 9878386779    | Employee Electronic Device Reimbu | Y    |
|               |                                 |      |          | 03/25/2021 04/24/2021          |               |                                   |      |
| 2357          | Verizon Wireless                |      | 1,188.79 | 2 Transactions                 |               |                                   |      |
| 1 Fund Total: |                                 |      | 8,740.89 | County Revenue Fund            | 9 Vendors     | 15 Transactions                   |      |



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13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor         | Name                           | Rpt  | Warrant Description | Invoice #            | Account/Formula Descripti | 1099                             |
|----------------|--------------------------------|------|---------------------|----------------------|---------------------------|----------------------------------|
| No.            | Account/Formula                | Accr | Amount              | Service Dates        | Paid On Bhf #             | On Behalf of Name                |
| 4369           | AcenTek                        |      |                     |                      |                           |                                  |
|                | 13- 300- 000- 0000- 6203       |      | 99.66               | 5/1 telephone        | 11873184                  | Telephone N                      |
|                | 13- 300- 000- 0000- 6203       |      | 116.48              | 5/1 telephone        | 11876862                  | Telephone N                      |
| 4369           | AcenTek                        |      | 216.14              | 2 Transactions       |                           |                                  |
| 3219           | Centurylink                    |      |                     |                      |                           |                                  |
|                | 13- 300- 000- 0000- 6203       |      | 2.70                | 4/24 telephone       | 221473023                 | Telephone N                      |
| 3219           | Centurylink                    |      | 2.70                | 1 Transactions       |                           |                                  |
| 85440          | Centurylink                    |      |                     |                      |                           |                                  |
|                | 13- 300- 000- 0000- 6203       |      | 117.25              | 4/26 telephone       | 301264100                 | Telephone N                      |
|                | 13- 300- 000- 0000- 6203       |      | 234.27              | 4/26 telephone       | 301269901                 | Telephone N                      |
| 85440          | Centurylink                    |      | 351.52              | 2 Transactions       |                           |                                  |
| 2208           | City of Canton - Hwy dept      |      |                     |                      |                           |                                  |
|                | 13- 330- 000- 0000- 6251       |      | 75.92               | 4/27 utilities       | 510- 00- 9                | Electricity N                    |
| 2208           | City of Canton - Hwy dept      |      | 75.92               | 1 Transactions       |                           |                                  |
| 288            | City Of Peterson               |      |                     |                      |                           |                                  |
|                | 13- 330- 000- 0000- 6251       |      | 281.26              | 4/20 utilities       | 108A                      | Electricity N                    |
| 288            | City Of Peterson               |      | 281.26              | 1 Transactions       |                           |                                  |
| 3388           | Minnowa Construction Inc       |      |                     |                      |                           |                                  |
|                | 13- 320- 000- 0000- 6343       |      | 194,749.99          | 623- 028 R/C #1      |                           | Regular Construction Contracts N |
|                |                                |      |                     | 05/07/2021           | 05/07/2021                |                                  |
|                | 13- 320- 000- 0000- 6343       |      | 87,704.14           | 606- 003 R/C #1      |                           | Regular Construction Contracts N |
|                |                                |      |                     | 05/07/2021           | 05/07/2021                |                                  |
| 3388           | Minnowa Construction Inc       |      | 282,454.13          | 2 Transactions       |                           |                                  |
| 343            | Spring Valley Public Utilities |      |                     |                      |                           |                                  |
|                | 13- 330- 000- 0000- 6251       |      | 266.04              | 4/26 utilities       | 1124                      | Electricity N                    |
| 343            | Spring Valley Public Utilities |      | 266.04              | 1 Transactions       |                           |                                  |
| 13 Fund Total: |                                |      | 283,647.71          | County Road & Bridge | 7 Vendors                 | 10 Transactions                  |

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 23 County Airport Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor Name                | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>            | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------|-------------|----------------------------|-----------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>        | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 85440 Centurylink          |             |                            |                             |                                  |                          |
| 23-350-000-0000-6203       |             | 133.96                     | Telephone 4/26/21 - 5/25/21 | 301269537                        | Telephone N              |
|                            |             |                            | 04/26/2021 05/25/2021       |                                  |                          |
| 23-350-000-0000-6203       |             | 59.73                      | Telephone 4/26/21 - 5/25/21 | 301269908                        | Telephone N              |
|                            |             |                            | 04/26/2021 05/25/2021       |                                  |                          |
| 85440 Centurylink          |             | 193.69                     | 2 Transactions              |                                  |                          |
| 23 Fund Total:             |             | 193.69                     | County Airport Fund         | 1 Vendors                        | 2 Transactions           |

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 87 State Revenue And School

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>              | <u>Account/Formula Descripti</u> | <u>1099</u>               |
|----------------------------|-------------|----------------------------|-------------------------------|----------------------------------|---------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>          | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>  |
| 110 Fillmore Co Treasurer  |             |                            |                               |                                  |                           |
| 87-000-000-0000-2470       |             | 64,991.00                  | March 2021 Mortgage Tax       |                                  | Mortgage Reg Tax- State N |
|                            |             |                            | 03/01/2021 03/31/2021         |                                  |                           |
| 87-000-000-0000-2471       |             | 35,364.54                  | March 2021 Deed Tax           |                                  | State Deed Tax- State N   |
|                            |             |                            | 03/01/2021 03/31/2021         |                                  |                           |
| 110 Fillmore Co Treasurer  |             | 100,355.54                 | 2 Transactions                |                                  |                           |
| 87 Fund Total:             |             | 100,355.54                 | State Revenue And School Fund | 1 Vendors                        | 2 Transactions            |
| Final Total:               |             | 392,937.83                 | 18 Vendors                    | 29 Transactions                  |                           |

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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## Recap by Fund

| <u>Fund</u>      | <u>AMOUNT</u>     | <u>Name</u>                   |
|------------------|-------------------|-------------------------------|
| 1                | 8,740.89          | County Revenue Fund           |
| 13               | 283,647.71        | County Road & Bridge          |
| 23               | 193.69            | County Airport Fund           |
| 87               | 100,355.54        | State Revenue And School Fund |
| <b>All Funds</b> | <b>392,937.83</b> | <b>Total</b>                  |

Approved by,

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# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/11/2021      Amount of time requested (minutes):

Dept.:       Prepared By:

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

Consent Agenda:

Documentation  
(Yes/No):

1.

Regular Agenda:

Documentation  
(Yes/No):

1. Consider agreement with Dynamic Lifecycle Innovations for E-waste Recycling (YES)
  - a. Currently using Dynamic for E-waste/Television recycling without an agreement
  - b. Agreement saves small amount on LCD TVs

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)



## Minnesota State Program Service Agreement

| Parties:                |                                      |
|-------------------------|--------------------------------------|
| Recycler:               | Dynamic Lifecycle Innovations        |
| Customer:               | Fillmore County                      |
| Pricing:                |                                      |
| Minnesota State Program | See attached pricing table section F |

This Agreement, on the 6<sup>th</sup> day of April, 2021 is entered into by and between **Fillmore County**, 727 Highway 52 East, Preston, MN 55965 (hereafter referred to as “CUSTOMER”) and **Dynamic Lifecycle Innovations**, N5549 County Road Z, Onalaska, WI 54650 (hereafter referred to as “DYNAMIC”).

CUSTOMER hereby engages DYNAMIC to recycle CUSTOMER’s electronics for end-of-life recycling and asset reuse/recovery, and DYNAMIC agrees to be so engaged, to collect and handle CUSTOMER’s electronic waste for processing and final disposition.

Now, therefore, it is agreed as follows:

### A. Definitions

For the purpose of this Agreement, all applicable definitions can be referenced in the Minnesota Electronics Recycling Act (115A.1310).

### B. Exhibit Term

The term of this Agreement is Twelve (12) Months, commencing on April 5, 2021 and ending on April 4, 2022. Any renegotiations or renewals shall be agreed upon by both parties within Sixty (60) days of the Agreement termination period.

### C. Obligations of CUSTOMER: Fillmore County

CUSTOMER will provide DYNAMIC eligible electronics (as specified below) and guarantees DYNAMIC that all pounds are collected from Minnesota Consumers, unless otherwise specified. Minnesota eligible electronics include the following; “covered electronic devices” (CEDs), which includes any Minnesota household or consumer-sourced video display devices, consumer computers (including tablets and laptops) and peripherals, consumer facsimile machines, DVD players and video cassette recorders. In the event that CUSTOMER sends Non-Program or Business electronics, CUSTOMER agrees to be charged at DYNAMIC’s Standard pricing.

**CUSTOMER must notify DYNAMIC and clearly designate, at time of scheduling drop off/pick up, what is program eligible/non-program eligible. DYNAMIC is to retain all program eligible**



## recycling credits.

CUSTOMER shall separate all electronic waste to be recycled, by material type as specified in the pricing section, sorted on to skid pallets/Gaylord containers, or additional sort fees may apply. To ensure safe transport, all material must be secure and stable before picked up by DYNAMIC. DYNAMIC will provide packaging guidelines to CUSTOMER upon request. In no event will CUSTOMER place hazardous waste or non-conforming material in or on such packaging materials. **(Hazardous waste is defined as any radioactive or pathogenic item, asbestos, or any item containing hazardous chemicals which pose a health risk to DYNAMIC's employees, other than those which are normally and routinely contained within the electronic devices to be recycled.)**

CUSTOMER guarantees that all electronics are collected in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to the Minnesota Electronics Recycling Act (115A.1310).

CUSTOMER agrees to adhere to all of the terms and conditions of this Agreement and to pay invoices for services applicable for the recycling of electronic waste provided to DYNAMIC.

### D. Obligations of DYNAMIC: Dynamic Lifecycle Innovations

DYNAMIC shall respond via email or phone to request(s) for pick-ups and/or load deliveries from CUSTOMER within two (2) business days and provide confirmation of said pick-up requests, if applicable, within three (3) business days.

DYNAMIC shall inspect the shipment and delivery receipt upon acceptance of an electronic load to ensure that the receipt accurately reflects the shipment documentation created by CUSTOMER. DYNAMIC shall inspect any "Skid Pallets/Gaylord Containers", when applicable, to confirm that the correct recycling materials have been received, sorted, and not tampered with prior to its delivery to DYNAMIC's processing facility. Please note that all loads will be settled based off DYNAMIC's weights when the material is received.

DYNAMIC agrees to process and recycle electronic material, all in accordance with applicable federal, state and local regulations. DYNAMIC also agrees to provide a Certificate of Recycling which will indicate the processing of each load by weight & electronic subcategory. The certificate will indicate date electronic devices were delivered to DYNAMIC, the material category with weight in pounds, and any special notes on DYNAMIC's letterhead. Each Certificate of Recycling shall include a statement equal or comparable to: *Dynamic Lifecycle Innovations certifies that the following shipment of materials was managed and recycled in accordance with all applicable Federal, State, Local Regulations and pursuant with the official written agreement between CUSTOMER and DYNAMIC.*

## E. Insurance, Licenses and Permits

DYNAMIC is responsible for, and will abide by, all federal, state, and local laws and will maintain all necessary licenses and permits. DYNAMIC will maintain, at a minimum, all insurance and proof of financial responsibility at levels applicable to industry standards, including (without limitation) pursuant to section 287.17(8)(c) and (d), Wis. Stat.

DYNAMIC will keep in affect a pollution liability policy of \$5,000,000.00 per occurrence.

During the term of this Agreement, DYNAMIC will keep a surety bond with the State of Wisconsin Department of Natural Resources named as the beneficiary, guaranteeing the funds for their executed closure plan. The surety bond and closure plan are on file and can be provided per CUSTOMER's request.

DYNAMIC shall, after execution of the Agreement, provide proof of Responsible Recycling © (R2) or E-Stewards and International Organization for Standardization (ISO) 14001 certifications upon request of CUSTOMER. DYNAMIC shall continue to achieve all R2 or E-Stewards and ISO 14001 standards and provide, within thirty (30) days of the request of CUSTOMER, documentation or right to audit DYNAMIC records, to assure continued conformance with any provisions of R2 or E-Stewards or ISO 14001 certifications. Per request, within thirty (30) days, DYNAMIC shall provide results of annual R2 or E-Stewards audit to CUSTOMER.

## F. Pricing

The terms of this Agreement are valid if executed within Sixty (60) days of the Agreement being drafted. Material must be sorted to the below categories or sort fee may apply. Upon mutual agreement, Dynamic reserves the right to propose rate increases based on commodity market fluctuations.

| <b>End of Life Recycling Services – MN Program</b>                                      | <b>Rates</b>        |
|-----------------------------------------------------------------------------------------|---------------------|
| CRT Televisions & Monitors                                                              | Charge \$0.17/lb.   |
| LCD Televisions & Monitors                                                              | Charge \$0.155/lb.  |
| Projection & Wood Console Televisions                                                   | Charge \$0.18/lb.   |
| Desktops/Laptops/Servers (Mixed)                                                        | Credit \$0.19/lb.   |
| Laptops (Separated)                                                                     | Credit \$0.45/lb.   |
| Covered Electronic Devices or CEDs ( <b>No Battery-Containing Devices</b> )             | Charge \$0.08/lb.   |
| <b>End of Life Recycling Services – Non-Program</b>                                     | <b>Rates</b>        |
| Miscellaneous Electronic Devices ( <b>No Battery-Containing Devices</b> )               | Charge \$0.16/lb.   |
| Microwaves                                                                              | Charge \$0.08/lb.   |
| Refrigerant-Containing Appliances ( <b>Ammonia-Containing Appliances Not Accepted</b> ) | Charge \$13.00/unit |

|                               |                     |
|-------------------------------|---------------------|
| Battery-Containing Devices    | Call for Pricing    |
| <b>Logistics Services</b>     | <b>Rates</b>        |
| 53' Semi Availability         | Charged to CUSTOMER |
| <b>Miscellaneous Services</b> | <b>Rates</b>        |
| *Sort Fee                     | Charge \$0.05/lb.   |

\*Sort Fee only applies to TVs and Monitors not sorted to categories outlined above.

Pricing is for whole-units. Electronics missing commodities are subject to price downgrades. Any and all material deemed as non-conforming will be charged at Dynamic's sole discretion and/or sent back to CUSTOMER.

## G. Payment Terms and Invoicing

All Statements and Certificates of Recycling from DYNAMIC will be emailed out upon completion of contracted recycling service, within thirty (30) business days of delivery. Payments shall be due thirty (30) days from the date of said invoice. Any invoices not paid within such thirty (30) days shall bear interest at one and one-half percent (1 ½%) per month.

## H. Termination

Upon mutual agreement, parties may terminate this Agreement upon ninety (90) calendar days' written notice, or if prior to such action, the other party materially breaches any of its representations, warranties or obligations under this Agreement. Except as may be otherwise provided in this Agreement, such breach by either party will result in the other party being responsible to reimburse the non-defaulting party for all costs incurred directly as a result of the breach of this Agreement, and shall be subject to such damages as may be allowed to the fullest extent of the law in regards to the costs of enforcing this Agreement.

## I. Assignment

No assignment by either party of any rights or the delegation of any duties under this Agreement shall be binding upon the other party unless the other party's written consent has been obtained.

## J. Notices

All notices which are required to be given or which may be given pursuant to the terms of this Agreement, shall be in writing and shall be sufficient in all respects if delivered, or mailed by registered or certified mail, postage pre-paid or sent by commercial expedited delivery services as follows:

If to DYNAMIC:  
Attn: Eric Voves  
Director of Sales  
Dynamic Lifecycle Innovations  
N5550 Dynamic Way, Onalaska, WI 54650

If to CUSTOMER:  
Attn: Drew Hatzenbihler  
Solid Waste Director  
Fillmore County  
727 Highway 52 East, Preston, MN 55965

#### **K. Waiver**

Except as expressly provided in this Agreement, waiver by either party, or failure by either to claim a breach of any provision of this Agreement, shall not be a waiver of any breach or subsequent breach of the same or a similar provision.

#### **L. Binding Effect**

This Agreement shall be binding upon and adhere to the benefit of the parties hereto and their respective heirs, executors, legal representatives, successors and permitted assigns.

#### **M. Severability**

If any provision of this Agreement shall be held to be illegal, invalid, or unenforceable, that provision shall be enforced to the greatest extent permissible so as to affect the intent of the parties hereto, and the legality, validity, and enforceability of the remaining provisions shall in no manner be affected or impaired thereby. If necessary to affect the intent of parties, the parties will negotiate in good faith to amend this Agreement to replace the illegal, invalid or unenforceable provision with a legal, valid and enforceable provision which, as closely as possible, will reflect such intent.

#### **N. Force Majeure**

Notwithstanding any other provision contained in this Agreement, if either party is delayed or prevented from performing its obligations under this Agreement by any cause beyond its reasonable control including, but not limited to, acts of God, war or other public disorder, governmental laws or orders, strikes or labor disturbances, the unavailability of labor or fuel, or other failure or delays of transportation which by exercise of due diligence, either party could not be expected to avoid. In such instances that party's performance shall be suspended or excused without damages, cost or penalties while such cause exists. The party whose performance is affected by any of these occurrences shall use its best efforts to overcome the

Dynamic/Fillmore County Service Agreement 4.6.21 Minnesota

event and shall have a reasonable time after cessation of the event to commence its performance.

#### **O. Governing Law**

This agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflicts of laws rules.

#### **P. Representation of Authority**

Each of the undersigned hereby represents and warrants that: (a) such party has all requisite power and authority to execute this Agreement; (b) the execution and delivery of this Agreement by the undersigned, and the performance of its terms thereby have been duly and validly authorized and approved by all requisite action required by law; and (c) this Agreement constitutes a valid and binding agreement of the undersigned, enforceable against each of them in accordance with the terms of the Agreement.

***By signing the document below, both parties agree to the terms set forth above.***

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

Signed: \_\_\_\_\_

Eric Voves  
Director of Sales  
Dynamic Lifecycle Innovations

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

Signed: \_\_\_\_\_

Drew Hatzenbihler  
Solid Waste Director  
Fillmore County

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY:** This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/11/2021

Amount of time requested (minutes): 15 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg

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

## **Highway Department**

1. Request approve to proceed with Fuel Tank Repair needs at the Highway Department Office location.
2. Second reading of the proposed Fillmore County Livestock Pass Policy with possible action.

## **Airport Department**

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

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



ROCHESTER PETROLEUM EQUIPMENT INC  
1205 SECOND AVE NW  
STEWARTVILLE, MN 55976-0000  
(507)533-9156

Cust No: 3835

Cust PO:

ESTIMATE NO. 14805 3/24/2021 1:26PM

SOLD TO:

FILLMORE COUNTY HWY DEPT  
909 HOUSTON ST.

SHIP TO:

REPLACE SPILL CONTAINMENTS AND  
TANK MONITOR MANWAYS AND CAPS  
TM FUNCTIONALITY TESTING

PRESTON MN 55965-0000

Phone: (507)765-3854

Fax: (000)000-0000

ELECTRICIAN BY FILLMORE CTY.

| Product No.  | Description                               | Quantity | Unit Price | Amount     |
|--------------|-------------------------------------------|----------|------------|------------|
| 101BG2100    | OPW SPILL CONT 5-GAL BELOW GRADE          | 2.00     | 853.81     | 1,707.63 E |
| 00609        | NIP BLK 4 X 6 IN                          | 2.00     | 32.66      | 65.31 E    |
| 3050200      | MORR ADAPTOR 4" FILL TOP BRASS            | 4.00     | 44.13      | 176.50 E   |
| 305C0100     | MORR CAP 4" FILL TOP SEAL                 | 2.00     | 37.53      | 75.05 E    |
| 305XP0200    | MORR CAP 4" TM W/3/8" CONNECT             | 2.00     | 48.01      | 96.03 E    |
| 78141818BLK  | EBW MW 18" W 18" SKIRT                    | 2.00     | 250.75     | 501.50 E   |
| CUL18        | CULVERT BLK 18" DIA (PRICE PER FT)        | 16.00    | 13.71      | 219.43 E   |
| 00009        | PIPE BLK 4 IN PE                          | 16.00    | 11.81      | 189.03 E   |
| INSTALLATION |                                           |          |            |            |
| CSAW         | CONCRETE SAWING 4" DEEP BY THE FOOT       | 80.00    | 4.00       | 320.00 E   |
| 4060M        | BACKHOE                                   | 1.00     | 700.00     | 700.00 E   |
| BCCMN        | BOBCAT C HYDRA HAMMER MN                  | 4.00     | 50.00      | 200.00 E   |
| 4060M        | CONCRETE DISPOSAL                         | 1.00     | 100.00     | 100.00 E   |
| 4060M        | BACKFILL - PEAROCK                        | 5.00     | 35.00      | 175.00 E   |
| 4060M        | CONCRETE REPLACEMENT<br>14' X 6' X 2 X 8" | 168.00   | 15.39      | 2,585.34 E |
| BIDLMN       | BID LABOR MINNESOTA                       | 60.00    | 78.00      | 4,680.00 E |
| 4045M        | MILEAGE - MINN                            | 558.00   | 1.00       | 558.00 E   |

Subtotal 12,348.82

MN 6.875 % Sales Tax 0.00

Prepared by: RVM

Total Estimate 12,348.82

This quotation is good for 30 days and does not include any permit fees, sodding, blacktopping, electrical or concrete work, shoring, or excavating in adverse conditions such as rock, frost, underground table water, underground obstructions or contaminated soil unless so stated.

THANK YOU!



Name

Location, State

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# B&H Petroleum Equipment Company

## Contract Proposal

**Prepared For:**

**Name: Fillmore County Highway  
Department  
Attn: Brent Kohn  
(507) 951-7451**

**Project Description:**

**Fill Containment Replacement.**

**Date**

**April 23, 2021**

---

### **Service & Sales**

19932 State Hwy 22 Mankato, MN 56001  
TEL: (507) 387-6629 Fax (507) 345-4945





Name

Location, State

| <u>QTY</u> | <u>Part Number</u> | <u>Description</u>                     |
|------------|--------------------|----------------------------------------|
| 1          | VR790091001        | OVERFILL ALARM BOX                     |
| 1          | VR790095001        | ACKNOWLEDGEMENT SWITCH                 |
| 2          | UV881810           | 18" Round Manhole                      |
| 2          | OP101BG2100        | 5 Gallon Below Grade Spill Containment |
| 2          | MB305C0100ACEVR    | 4" Fill Cap                            |
| 2          | MB3050200AAEVR     | 4" Adaptor w/o Lugs                    |
| 2          | EB782204102        | 4" X 10' Non AG drop Tube              |
| 8          | AD18850020DW       | 18" Culvert                            |
| 2          | GD4X6BN            | 4" X 6" Black Nipple                   |
| 2          | GD4X30BN           | 4" X 30" Black Riser Pipe              |
| 3          |                    | Concrete (per yd)                      |
| 6          |                    | #4 Rebar (per stick)                   |
| 1          |                    | Mid Size Vehicle (per trip)            |
| 480        |                    | Construction Truck (per mile)          |
| 30         |                    | Saw Cutter (per foot)                  |
| 1          |                    | Bob Cat Back Hoe (per day)             |
| 1          |                    | Hydro Hammer (per day)                 |

**Project Notes:**

Saw cut concrete and excavate to tank top for Fill containment installation.  
Install new tank risers, below grade fill containments and new monitor covers.  
Install drop tubes and Tank monitor external alarm with acknowledgement switch.  
Concrete finishing.

**Service & Sales**

19932 State Hwy 22 Mankato, MN 56001  
TEL: (507) 387-6629 Fax (507) 345-4945



Name

Location, State

### TERMS AND CONDITIONS

1. **Guarantor of Contract:** The signer of this proposal hereby warrants and represents to B&H Petroleum Equipment Co. that he/she has the authority to enter into this Contract. The signer further agrees that every person(s), firm(s), and/or entity either having an interest in the real property, defined herein as the "Job Site," and/or whose consent to the proposed work, is required, is aware of this Contract and all matters contemplated hereby and has consented thereto.
2. **Delay of work:** If the job is delayed and/or postponed due to severe weather, natural disaster, fire, flood, explosion, labor strike, theft, vandalism, terrorism, or other incident(s) that could be considered "act of God," through no fault of B&H Petroleum Equipment Co., the job site owner shall pay, in addition to the Contract Price, any and all additional costs applicable to the completion of the project in excess of those in effect on the date of this contract's inception.
3. **Indemnification:** Owner shall indemnify and hold harmless B&H Petroleum Equipment Co. or any of its subcontractors from any and all claims, damages, losses, and expenses (including legal fees) arising out of or resulting from the performance of this contract and related construction and/or demolition activities, which arise from any negligent act(s) or omission(s) of the Owner or the Owner's representatives.
4. **Insurance:** The Owner shall purchase and maintain general liability, fire, theft, and casualty insurance to cover the materials, personal property, improvements, and B&H Petroleum Equipment Co. operations on the job site for the duration of the construction and/or demolition period. Any loss or damage incurred or suffered by the Owner which arises out of or relates to in any way B&H Petroleum Equipment Company's performance of the job, and whether covered by insurance or not, shall be the sole responsibility of the owner. B&H Petroleum Equipment Co. shall maintain liability and workers' compensation insurance in the amount required by law or deemed adequate by B&H Petroleum Equipment Co.
5. **Underground Tanks:** The Owner shall be responsible for providing ballast material and/or drainage and disposal of ballast material for all underground storage tanks immediately upon B&H Petroleum Equipment Company's placement of tanks into specified excavated area, defined as "tank farm." The Owner shall be responsible for any and all damages and losses that may occur due to improper ballasting of any and all underground storage tanks as requested by B&H Petroleum Equipment Co.
6. **Additional Work or Work Stoppage:** If any regulatory, government or private licensed independent, body or agency deems additional labor or materials are necessary and not included within this contract, the Owner must pay the cost of additional labor and materials in an amount equal to the cost incurred by B&H Petroleum Equipment Company plus overhead. If a "stop work" order is issued, B&H Petroleum Equipment Co. may remove its equipment from the Job Site. Any and all additional operating expense(s) will be billed as an additional item(s) to the contract, if the project is recommenced in any form.
7. **Contaminated Soils or Environmental Clean-up.** Any costs generated during underground excavation for environmental clean-up, site assessments, consulting fees, disposal of contaminated soil, etc., are the sole responsibility of the Owner, unless specifically stated otherwise in our proposal.
8. **Underground Hazards:** Any and all underground obstructions encountered including but not limited to bed rock, water, frost, foundations, non-locatable underground utilities, or excessive caving requiring shoring or additional approved backfill is not covered, unless specifically agreed to within contract.
9. **Partial Completion:** If the job is terminated or delayed for any reason(s) including but not limited to the above items and which are not attributable solely to B&H Petroleum Equipment Co., the owner shall pay to B&H Petroleum Equipment Co. that portion of the contract representing the percentage of the Job completed upon termination or postponement.
10. **Terms of Payment:** Terms are as stated on this Contract. By signing this Contract, the Owner agrees to pay per the agreed upon terms any and all costs and expenses including but not limited to legal and/or out-of-pocket expenses incurred in connection with the collection of amounts due under this contract. Interest will be added to unpaid balance at the rate of 1.5% per month (18% per year).

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### **Service & Sales**

19932 State Hwy 22 Mankato, MN 56001  
TEL: (507) 387-6629 Fax (507) 345-4945



Name

Location, State

**Exclusions:**

- Local electrician will be required for alarm installation – Not included
- Customer will locate place for concrete disposal. We can haul.

**B&H Petroleum Equipment Co.** proposes hereby to furnish materials and labor, complete in accordance with above specifications for the sum of:

**\$11,764.00 (Tax Included)**

**Eleven Thousand Seven Hundred and Sixty Four Dollars**

**Payment Terms:**

- ***Final balance due upon completion of project.***

**Invoices unpaid after their due date are assessed a service fee of 1.5% per month,  
Or 18% annual rate. Collection and legal costs are the responsibility of the debtor.**

All work will be as specified. All work to be completed in a workmanlike manner according to standard practices. Any attention or deviation from the above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Authorized Signature:** Tyler Nibbe **Date:** 4/23/2021

SALESMAN NAME, B&H Petroleum Equipment Co.

***THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS.***

**ACCEPTANCE OF PROPOSAL**

*The above pricing, specification and conditions are satisfactory and are hereby accepted:*

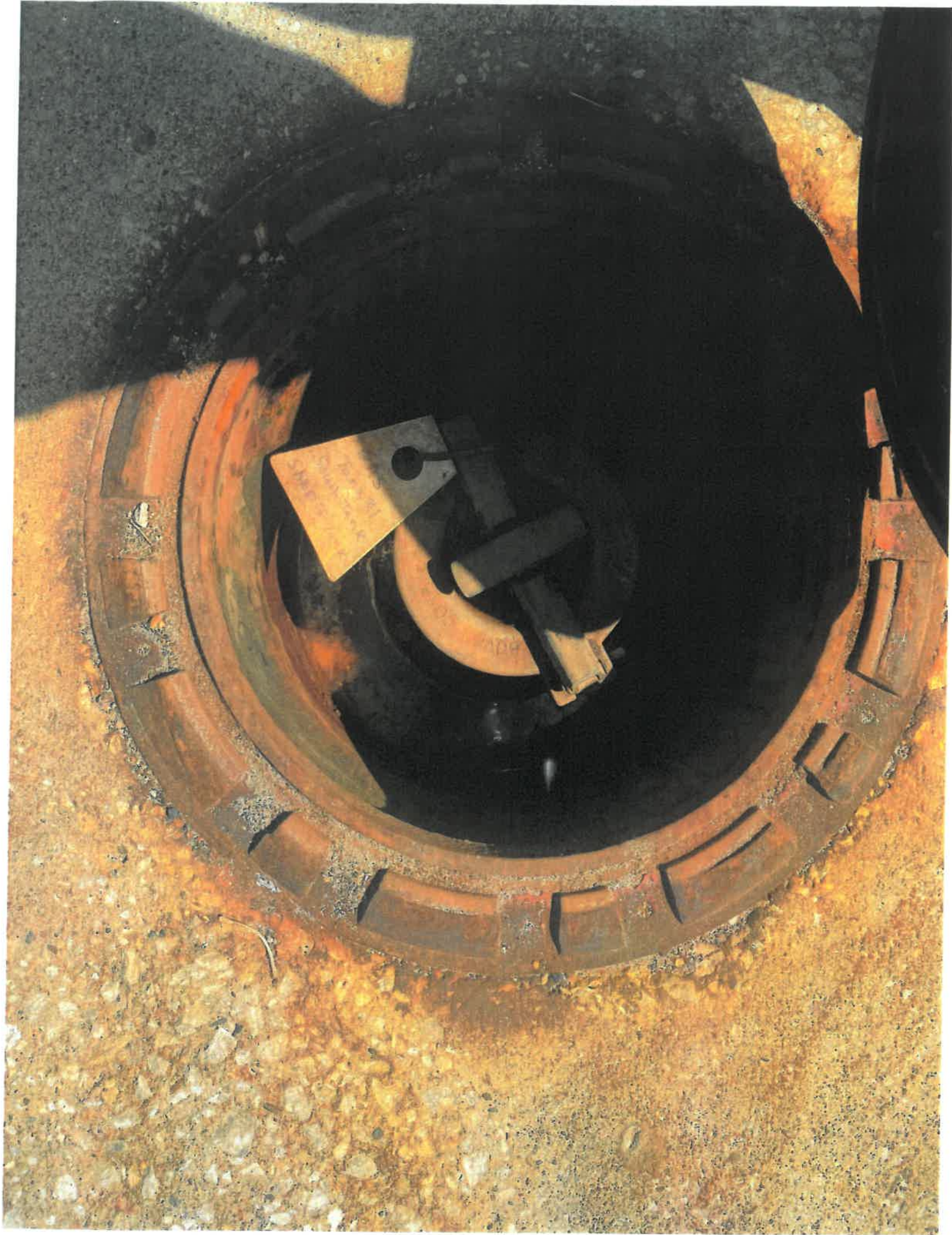
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Customer Name - Title

**Service & Sales**

19932 State Hwy 22 Mankato, MN 56001  
TEL: (507) 387-6629 Fax (507) 345-4945









# Cattle Livestock Pass Policy

## Fillmore County Highway Department Fillmore County, Minnesota

Adopted by the ~~Winona~~ Fillmore County Board of Commissioners on \_\_\_\_\_

### General

Agriculture is a significant part of Fillmore County's economy and heritage, and it is the county's intent to make reasonable accommodations for cattle livestock passes, while also looking out for the safety of the traveling public and within the context of a limited road and bridge budget.

This policy applies to cattle passes across county roads in Fillmore County.

### Definitions

Terms used in this policy have the meanings given to them below.

"Cattle Livestock pass" means a passageway for livestock under a highway. Cattle passes are referred to as "tunnels" in Minnesota Statutes, section 160.25.

"County roads" includes "county state-aid highways" and "county highways" as defined in Minnesota Statutes, section 160.02.

"New cattle livestock pass" means construction of a cattle pass where one does not currently exist. Replacement of an existing cattle livestock pass is not a "new cattle livestock pass" as discussed in this policy.

### New Cattle Livestock Passes

A landowner or lessee must receive a permit for the construction of a cattle livestock pass. The County Highway Engineer may approve a permit for construction of a new cattle livestock pass if (1) the permit recipient owns or leases land abutting both sides of a county road, and/or (2) the owner or lessee desires a cattle livestock pass for livestock to safely and conveniently cross the highway, and/or (3) geometric conditions allow installation of a cattle livestock pass. Cattle Livestock pass installation permits will be subject to County Highway Department requirements including materials, location, construction methods, end slopes, roadway surfacing restoration, fencing, and livestock lane surfacing.

The permit shall specify the location, size, kind, design, manner of construction of the cattle livestock pass, and safeguards for the traveling public that the County Highway Department deems necessary. The cattle livestock pass shall be approved by the County Engineer and constructed in accordance with the permit.



As required by Minnesota Statutes, section 160.25, subd. 1, the landowner and/or lessee will be responsible for 70% of the costs of the installation of a new **cattle livestock** pass, including restoration of the roadway surface.

If a new **cattle livestock** pass (not a replacement) is installed in conjunction with a county highway construction project, the landowner and/or lessee will be responsible for 30% of the cost of the new **cattle livestock** pass installation including and not limited to grading, cattle pass structure, materials and turf establishment.

All existing cattle passes ~~will maybe~~ repaired or replaced in conjunction with a county highway construction project at 100% of County cost.

### **Cattle Livestock Pass Maintenance**

As required by Minnesota Statutes, section 160.25, subd. 3, the county will be responsible for **cattle livestock** pass maintenance, including:

- Repair or replacement of **cattle livestock** pass pipe or pipe segments.
- Repair of depressions in the roadway surface caused by the **cattle livestock** pass.
- Extending the ends of a **cattle livestock** pass or replacement of a cattle pass necessitated by a highway widening or reconstruction project.
- Repair of damage caused by flowing water at a **cattle livestock** pass that is also intended to function as a highway culvert, to the same extent as if the **cattle livestock** pass was a conventional culvert.

The adjacent landowner or lessee will be responsible for:

- Any damage within the right-of-way caused by livestock.
- Lane fencing within the right-of-way to the ends of the cattle pass.
- Maintenance of livestock lane surfacing and any improvements of lane surfacing (e.g. concrete or crushed rock) within the right-of-way.

### **Removal of Cattle Livestock Passes**

The county may remove a **cattle livestock** pass with permission of the landowner(s), and will be responsible for all costs of removal.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/11/2021

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. Consider second reading with possible action of draft changes to Conferences & Seminars policy                                                     | Yes |
| a. No comments received                                                                                                                               |     |
| 2. Consider second reading with possible action of draft changes to General Provisions policy                                                         | Yes |
| a. No comments received                                                                                                                               |     |
| 3. Consider second reading with possible action of draft changes to Discipline policy                                                                 | Yes |
| a. No comments received                                                                                                                               |     |
| 4. Consider request to hire summer help for Sanitation/Building Maintenance department effective 5/12/2021                                            | No  |
| a. Bryant Bollman                                                                                                                                     |     |
| b. Grade 3/Step 1                                                                                                                                     |     |
| c. \$13.25                                                                                                                                            |     |
| 5. Consider resignation for Blake Lea, Feedlot Officer, effective 5/21/21                                                                             | No  |
| a. Following 1 year service                                                                                                                           |     |
| 6. Consider request to advertise for replacement Feedlot Officer as requested by the Zoning Administrator and recommended by the Personnel Committee. | Yes |
| 7. Discussion with possible action to close the advertising for the Auditor/Treasurer position.                                                       | No  |
| 8. Consider hiring an additional Accounting Technician from current hire process.                                                                     | No  |

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)



## GENERAL POLICIES (6.00)

### Section 6.01 CONFERENCES AND SEMINARS

Date Approved by the County Board: ~~April 11, 2017~~  
Supersedes Policy Dated: ~~January 2, 2007~~ April 22, 2017

#### Policy Statement

It is the policy of Fillmore County that County employees should perform their tasks at maximum efficiency. Employee training through conferences and seminars are important aspects in maintaining that efficiency. County department heads are primarily responsible for approving conferences and training requests for their respective employees. Annual budgets for this training shall be approved by the County Board.

#### Conditions

The following rules are hereby established to provide department heads with guidelines to implement sound decisions in granting conference and training requests:

- a. Conferences and workshops must be job related and used to develop the information and skills of agency staff.
- b. Attendance will allow for making essential contacts or obtaining information which is important to the improved operations and functions of the department.
- c. Information from conferences or workshops is needed to complete or meet changes in job responsibilities because of internal or statutory changes.
- d. Each employee shall ~~provide a report to all~~ share applicable information to appropriate co-workers who may benefit from the information obtained at the conference or training session.
- e. With the many conferences and training sessions that are available the department head should carefully consider each request so that the time away from their County job is well spent and educational.
- f. Attendance at these sessions must have prior approval of the department head.
- g. Overnight conferences or seminars must be approved by the County Board in advance through submission of annual departmental budgets and itemized lists of planned staff conferences and training sessions and on an as needed basis for unforeseen training opportunities.
- h. Out-of-State training which requires an overnight stay must be approved by the County Board in advance. Information about training participation for the last two years must be included with all requests. A maximum of \$500 will be allowed for mileage, flight, and lodging expenses that are not covered by registration fees unless otherwise approved by the Board in advance. The maximum does not include registration costs.
- i. A detailed voucher is required for all expenses incurred while attending an approved conference or workshop and shall be reimbursed at actual cost. If meals are provided as part of registration fees, the County will not pay for substitute meals. See Reimbursed

Expenses policy for more information on what expenses are allowable.

- j. Department heads shall be responsible for keeping track of conferences and workshops that their employees attend each year. A report of conferences and workshops attended from all departments should be submitted to the Administrator by the first Thursday in December so that a report can be made to the County Board at the end of the year.

Variance

Variance from the conference and training request policy may be made by the County Board upon a showing of appropriate justification for the variance and the approval of the employee's supervisor and department head.

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#### Safety

Fillmore County and its employees are responsible for maintaining a safe and healthy work environment. The County shall comply with occupational safety and health standards and regulations as promulgated by federal or state statute. It is the duty of ~~the~~ department heads to enforce/-establish safety regulations and to instruct employees in accident prevention. Employees are expected to observe all County and department safety rules and report unsafe working conditions to their supervisors, department heads or member of the safety committee immediately. Suggestions regarding safety will be welcomed from all employees.

#### Notice of Injury to Employee

An employee injured on the job should get first aid and report the injury to their department head or supervisor immediately. The department head/supervisor shall first secure additional medical aid needed by the injured employee, and shall promptly file an accident report and First Report of Injury with the Administrator's office giving full particulars.

#### Notice of Injury to Public

Each employee shall report to their department head or supervisor any instance of injury to the person or property of a member of the public by a County employee or by operation of County property under their control. Employees are also expected to report to the department head any instance of injury to a member of the public arising from an incident on County property.

#### Public Relations

It is the duty of all department heads/supervisors to instruct their employees to deal courteously with the public. Favorable impressions created by courteous public relations develop citizen good-will and support for the employee, their department and the County as a whole. Any disposition or demeanor indicating an attitude of discourteousness toward the public will be cause for disciplinary action up to and including dismissal.

#### Political Activity

County employees may seek political office or participate in the campaigns of political candidates within the constraints of Minnesota law. County employees may not: solicit or receive funds for a political candidate during working hours; actively conduct a campaign during working hours; or use their authority or official influence to compel others to contribute to a campaign or become a member of an organization.

#### Personal Appearance

Fillmore County takes pride in its employees. Physical appearance, dress and outward action influence the image of Fillmore County government. Employees should dress appropriately for their job. Jobs involving physical labor may involve a different standard of dress than office work. Employees should refer to the County's Dress Code policy contained within this manual. Any questions on dress should be handled by an employee's department head/supervisor.

#### Release of News Information

When requests for information are made of County employees by members of the news media, the official response of the County shall be stated by the ~~department head~~appropriate information officer or their designee with their approval. This provision of the Personnel Policy shall not restrict the rights of the individual employee to comment on any public matter in their capacity as a private citizen.

### Conference Room Policy

Fillmore County's Conference rooms shall only be used for government related purposes and shall be scheduled through the appropriate office that is responsible for that specific conference room. Examples include, but are not limited to, court depositions, department directed meetings, city, township, or state meetings. Non-government use will not be allowed unless officially approved by the Board. Local politicians shall be allowed to use conference rooms only to provide information to the public. During a campaign, this shall be considered a violation of election laws.

Only Fillmore County employees will be allowed to use the conference rooms for wellness activities during lunch break or after hours to promote their health and well-being. These activities are voluntary, on a first come, first served basis and participants understand that this is not part of their work assignment. Such activities will not interfere with other scheduled meetings. Employees will sign an acknowledgement that they have been instructed in emergency and security procedures and release the County from liability for their non-work-related actions. No one will be allowed to stay for wellness activities beyond the established shift for that specific building maintenance person. No overnight activities will be allowed. Exterior doors must not be propped open.

At no time will minors be left unaccompanied in the conference room or any Fillmore County facility. An adult will be responsible for opening and closing the conference room and be in attendance throughout all events/meetings. Failure to have proper supervision of minors may result in a group losing the ability to utilize the conference room for future events/meetings.

Conference rooms will be left in the same condition as prior to the meeting. Food and beverage containers shall be disposed of. The County Board will annually approve the list of groups authorized to utilize County conference rooms. The following groups have been approved by the Board for conference room use: American Dairy Association, Fair Board, Pork Producers, DHIA, Forage & Grassland, Cattlemen, 4-H Federation, Extension, Extension Master Gardeners and Project Development Committees and others as approved by the Board. No charges will normally be made for government related meetings. However, if a meeting room is not left in the manner in which it was prior to the meeting, the County will bill a minimum rate of \$100 for the cost of cleaning and/or resetting the meeting room. Failure to keep conference rooms in good condition following use may be grounds to rescind a group's ability to utilize the conference rooms in the future.

### Solicitation on Premises

In order to prevent disruptions in County operations persons not employed by the County may not solicit or distribute materials on County property without authorization from the Administrator. Employees may not solicit or distribute materials during working time or in working areas.

### Veteran's Preference

Veteran's policy of Fillmore County shall be in compliance with Minnesota Statutes that regulate Veteran's Preference for County civil service. Our State Statutes recognize that military service, training, and experience are qualifications of merit that cannot be assessed by examination alone. Therefore, veterans are granted additional points and preference ahead of other eligible non-veterans with the same examination ratings. This preference is in compliance with Minnesota Statute 197.455.

## CONFLICT RESOLUTION (5.00)

### Section 5.01 DISCIPLINE

Date Approved by the County Board: [December 12, 2017](#)  
Supersedes Policy Dated: [December 12, 2017](#)[September 4, 2012](#)

#### **Policy Statement**

Employees are expected to maintain high standards of cooperation, efficiency and integrity in their work with the County. If an employee's conduct fails to meet ~~the~~ standards, the employee may be subject to disciplinary action.

The County recognizes that even with well-defined rules, policies and regulations, employees may deviate from normal patterns. It is the intent of the County to correct, train or instruct employees to follow and adhere to reasonable and practical rules of conduct with discipline being the last resort, used only when all other corrective measures fail. It is also the intent of the County to administer discipline fairly and reasonably, and to require employees to follow and adhere to reasonable and practical rules of conduct.

Nothing in this policy shall be construed as altering the at-will nature of the employment relationship.

#### **Examples of Conduct Warranting Discipline/Discharge**

1. The following actions are considered violations of County rules of conduct or otherwise grounds for disciplinary action. The following list is not intended to be exhaustive but rather is only illustrative of examples of misconduct subject to disciplinary action up to and including discharge:
  - a. Incompetency, inefficiency or ineffectiveness in the performance of duties as reflected in the lack of achievement of assigned workloads;
  - b. The inability, whether due to physical or mental conditions or otherwise, of the employee to perform the essential functions of ~~their~~[his/her duties](#) employment position following all considerations and processes as defined by the American's with Disabilities Act (ADA);
  - c. Unauthorized use of drugs or alcohol while on duty and/or excess use of drugs or alcohol while off duty which is detrimental to the performance of duties;
  - d. Hostile, insulting and/or abusive conduct or language used toward County employees and/or members of the public;
  - e. Violation of the County's policy against discrimination or harassment on the basis of protected class status, including but not limited to sex, sexual orientation, race, disability, national origin, marital or familial status, religion, age, or status with respect to public assistance.
  - f. Carelessness and/or negligence in the handling or control of County property;
  - g. Abuse of an official County position to achieve personal, political or financial gain;
  - h. Using or threatening to exert unethical pressure on any County employee or officer in securing promotion, transfer, leave of absence, increase compensation or other favors;
  - i. Engaging in outside employment that conflicts with County employment as outlined in the Outside Employment policy.
  - j. Absence from duty without approval;
  - k. Willful misconduct or insubordination;

- l. Misuse, theft, destruction, neglect, or non-authorized use or appropriation of County equipment and supplies, including phone and computer use.
- m. Dishonesty in performance of duties;
- n. Criminal conduct except as limited by Minn. Stat. Sec. 364 committed while working as a Fillmore County employee or ~~while~~ off duty criminal conduct which would interfere with the employee's ability to consistently and securely perform the essential functions of their position;
- o. Failure to follow County and/or department safety rules;
- p. In the case of employees of the Sheriff's office, any criminal conduct while working for Fillmore County and any conduct as stated in MN Rules 6700 or MN Statute 626.8432 while either on or off duty;
- q. Falsifying government, client or employment records; falsely stating or falsely making claims of injury or illness; or false or inaccurate claims for reimbursement of expenses;
- r. Sale, distribution, possession, or use of drugs or alcohol on County property during working hours and/or while performing duties on behalf of the County;
- s. Being under the influence of drugs, alcohol, or controlled substances while performing duties on behalf of the County, using a County vehicle or driving on behalf of the County, or while on County premises;
- t. Neglect or refusal to follow established health, safety, or security policy rules or regulations;
- u. Disorderly, abusive, or indecent conduct that causes disruption of the work environment, including physical or verbal abuse;
- v. Gambling on County property or using County equipment or resources which interferes with the effective and professional performance of duties;
- w. Possession of weapons on County property unless authorized by County policy or statute;
- x. Sleeping during work time;
- y. Allowing visitors into unauthorized County offices and locations;
- z. Violation of attendance and punctuality guidelines;
- aa. Performing work for outside organizations on County time unless specifically authorized as part of the employee's duties for the County;
- bb. Unauthorized disclosure of private or confidential data;
- cc. Violation of provisions of agreements such as Performance Improvement Plans (PIP) or other similar agreements;
- dd. Violation of any personnel policy set forth in this policy manual or as adopted by the County Board;
- ee. Failure or refusal to follow a lawful directive of a supervisor or to comply with department program regulations, policies, procedures;
- ff. Violation of any personnel policy set forth in this policy manual or as adopted by the County Board; any conduct which, in the discretion of the County, constitutes a breach of the standards of behavior which it should reasonably expect of its employees.

The above list is not all inclusive, disciplinary action may be taken for any reasons at the determination of the County, at its discretion.

2. The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable County policies and procedures as well as local, state or federal laws and regulations.
3. It is the responsibility of each supervisor and department head to thoroughly evaluate the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

**Administrative Leave with Pay** - At the discretion of the County Personnel Committee, an employee of the County may be placed on administrative leave with pay and benefits pending investigation of allegations of misconduct. Such suspension is not a disciplinary action and shall not be subject to appeal. If the charges are not sustained, the employee will be restored to duty.

**Range of Disciplinary Actions:**

Any one or more of the following disciplinary actions may be imposed, based upon the nature and severity of the conduct. The listing does not imply a sequence of events. [All disciplinary actions shall be documented and placed in the employee's personnel file.](#)

- A. **Preventative Discipline** - This type of discipline attempts to anticipate possible situations which might require disciplinary action, and prevent them from happening. These situations may be prevented by orienting the employee to rules and regulations, and by working with the employee in areas of job performance. It is imperative that the employee knows what is expected of them. A routine employee performance appraisal affords the employee and the Department Head/Supervisor an opportunity to define job expectations and discuss performance on a regular basis. However issues with employment should not wait for the performance appraisal, but should be handled at the time of the occurrence.
- B. **Progressive Discipline** - Attempts to improve employee performance or conduct by assigning a disciplinary action appropriate to the offense. If, after the initial disciplinary action(s), employee performance or conduct has not improved, disciplinary action of greater severity may need to be administered. This is a "corrective" approach, not a "punitive" approach, to discipline problems.
- C. **Verbal Reprimand** - This type of discipline is used for infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. Supervisors will inform the employee that the supervisor is issuing a verbal reprimand, and that the employee is being given an opportunity to correct the condition.

If the condition is not corrected, the employee will be subject to more severe disciplinary action.

[A notation that an oral warning was given shall be made in the employee's personnel file.](#)

- D. **Written Warning/Reprimand** - this notice will be issued in the event the employee continues to disregard ~~an oral~~ [verbal](#) reprimand or if the infraction is serious enough to warrant a written reprimand in the employee's personnel file.

The warning/reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline.

- E. **Suspension** - An employee will be suspended without pay when the offense is of a significant enough nature to warrant more than a reprimand, but when the specific incident does not warrant immediate discharge or the course of conduct and the employee's overall performance and history does not warrant immediate discharge. A written suspension will be issued to the employee and placed in the employee's personnel file documenting the basis of the disciplinary action, and the length of the suspension and what corrective action must be taken by the employee to avoid further discipline.

The warning/reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline.

- F. **Demotion** - Demotion may be used in those instances where an employee has been promoted to a position where they are unwilling or unable to perform the responsibilities of that position. Demotion is not to be used as a substitute for discharge, when discharge is warranted. A written demotion notice will be issued to the employee and placed in the employee's personnel file documenting the basis of the demotion. An employee demoted to a lower position due to discipline will receive the pay at the lower demoted grade.

The warning/reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline.

- G. **Discharge** - Discharge may occur as a result of some improper action or lack of ability to perform a job which is detrimental to the interest of the County. An employee may also be discharged after repeated offenses of a less serious nature. The County may immediately remove any employee from the job site following discharge. A written discharge notice will be issued to the employee and placed in the employee's personnel file documenting the basis of the discharge. The discharge will be approved by the County Board. In the case of honorably discharged veterans who have completed their probationary periods, a Notice of Proposed Termination shall be served on the veteran in compliance with the provisions of the Veterans Preference Act.

**NOTE:** Any employee who is absent from work for three (3) consecutive full shifts without any notification to their Department Head or Supervisor may be dismissed from employment and considered by Fillmore County to have resigned from their position.

**Disciplinary Procedures:**

- A. Responsibility for initiating and administering disciplinary action lies with Department Heads.
- B. An incident that may be subject to disciplinary action shall be investigated at the earliest possible date.
- C. Proposed written reprimands, suspensions, and discharges will be discussed by the Department Head/Supervisor and the Administrator and Human Resources Officer. The Human Resources Officer will serve as an impartial party in determining the accuracy and completeness of the facts, the fairness of the proposed action, and the interdepartmental consistency of the disciplinary action.
- D. In cases where disciplinary action has been initiated based on allegation, and the allegation has proven false, all written items pertaining to the case shall be removed from the employee's



personnel file, the employee informed of this action, and full pay received for the time suspended.

- E. Regular employees have the right to file a grievance on any disciplinary action. See Grievance policy 5.02 regarding this process.

**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?

There are only 2 other employees in this department and it is not possible to absorb the duties fulfilled by this position.

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

No it hasn't. Portions of this job are very seasonal. The majority of the septic portion of the job occurs from May to November and the Feedlot portion is mostly Spring and Fall with the paperwork portion completed over winter in preparation for State reporting.

Where does the specific funding for this position originate?

75% of the funding for this position is from State Grant dollars for administration of the Feedlot program, and 25% comes from the Zoning budget for septic review and inspection.

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

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

Yes.

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

No. This is a specialized position requiring State certification for septic work and training for Feedlot regulations.

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: