

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
January 5, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person/virtual meetings so the public can participate by phone if they choose. To participate by phone: Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and then enter the Access Code: 146 819 8156**

9:00 a.m. Call to order by Bobbie Hillery, County Administrator/Clerk of Board  
Pledge of Allegiance  
Swearing In of Elected Commissioners  
Election of Board Chair and Vice Chair - Hillery

Approve agenda

Approve Consent Agenda:

1. December 22, 2020 County Board minutes
2. Payment of National Association of Counties' invoice of \$450 (2020: \$450) for 2021 membership dues
3. Payment of Association of MN Counties' invoice of \$13,227 (2020: \$13,096) for 2021 annual dues
4. Payment of Association of MN Counties' invoice of \$2,475 (2020: \$2,462) for 2021 MN Association of County Social Service Administrators (MACSSA) annual dues
5. Payment of Association of MN Counties' invoice of \$1273 (2020: \$1,248) for 2021 Local Public Health Association (LPHA) annual dues
6. Payment of 2021 MN Association of County Administrators (MACA) dues in the amount of \$771 (2020: \$771)
7. Payment of 2021 Workers Compensation renewal in the amount of \$118,248 (2020: \$108,552) and 2021 Property/Liability renewal in the amount of \$170,661 (2020:146,309) to MN Counties Intergovernmental Trust (MCIT)
8. Payment of 1<sup>st</sup> quarter in the sum of \$105,918.25 (2020:107,887.50) to Olmsted County Community Services for Dodge-Fillmore-Olmsted (DFO) Community Corrections 2021 appropriation in accordance with the Joint Powers agreement

Approve Commissioners' Warrants

Review Finance Warrants

9:05 a.m. Ron Gregg, Highway

1. Request approval to advertise for the three Surface Reconditioning Project on CSAH 18, 23 and 25. Projects SAP 023-618-010, SAP 023-623-030 and SAP 023-625-015
2. Discussion with possible action regarding bid results for the Concrete Overlay Project on CSAH 21

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9:15 a.m. Kristina Kohn, Human Resources

1. Request to retire for Janice Baker, Registered Nurse, effective 2/18/2021
2. Request to advertise for replacement Transfer Station Attendant as requested by the Solid Waste Administrator
3. Request to submit Auditor/Treasurer job description for classification
4. Request to advertise for appointed Auditor/Treasurer
5. Discussion with possible action regarding 2021 Phone Stipends
6. Consider adoption of 2021 non-union pay plan with 2.0% adjustment
7. Consider 2021 Classification Chart
8. Request for change in status for Breanna Johnson, 2-year RN, to 4-year RN effective 1/8/2021
9. Request to retire for Dale Egge, Facilities Maintenance Worker, effective 4/1/2020
10. Request to advertise for replacement Facilities Maintenance Worker as requested by the Building Maintenance Supervisor
11. Request to advertise for replacement Property Appraiser as requested by the County Assessor
12. Request to change 0.6 FTE Zoning position to 1.0 effective 1/8/2021 as requested by the Zoning Administrator
13. Request to reclassify two (2) employees to Accounting Technician effective 1/1/2021
14. Request to advertise for FT Accounting Technician as requested by the County Administrator

9:30 a.m. Citizens Input

9:35 a.m. Bobbie Hillery, Administrator

1. Consider resolution for 10<sup>th</sup> Extension of Declared State of Emergency
2. Consider application and dates for Business Grants regarding COVID-19
3. Consider annual resolution to dedicate a portion of tax forfeiture receipts to parks in accordance with MS282.08
4. Consider 2021 regular County Board meeting day and time, along with schedule of meetings including Board of Appeal and Equalization and Truth in Taxation
5. Consider resolution to set the 2021 per diem rate (2020 rate was \$45)
6. Consider 2021 mileage reimbursement rate for use of private vehicle for official County business (IRS recommended rate is \$.56 per mile; 2020 rate was \$.575)
7. Consider hourly rate for temporary entry-level staff in appointed offices at Grade 1/Step 1 (\$13.25) in accordance with the 2021 non-union pay plan
8. Consider elected officials salaries
9. Consider Chief Deputy Contract and Salary
10. Consider adopting Memorial Day resolution for reimbursement of expenses for veteran organization ceremonies
11. Consider authorizing elected officials, department heads and division leaders' overnight stays to attend their respective annual professional association of Minnesota conferences
12. Consider County payment for flu shots for County employees to be provided as an employee benefit and in the event of flu shot shortages, only those qualifying under MN guidelines would be immunized
13. Consider resolution to use the County website as alternative method for bids

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- 14. Review with possible action regarding appointments for the 2021 Committee lists
- 15. Consider the 2021 Delegates for Association of Minnesota Counties and Policy Committee Delegates
- 16. Consider designation of bank depositories for 2021
- 17. Consider designation of legal paper for 2021
- 18. Consider Central Services Cost Allocation Plan contract for 2020, 2021 and 2022
- 19. Consider request for County Administrator to participate in Leadership Growth Group
- 20. Consider request to pay out Ambulance Services \$4,500 per service for 2021

Calendar review, Committee Reports and Announcements

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

|                      |            |                                           |                |
|----------------------|------------|-------------------------------------------|----------------|
| Monday, January 11   | 6:00 p.m.  | Development Achievement Center            | Lentz          |
|                      | 6:30 p.m.  | SEMCAC                                    | Dahl           |
| Tuesday, January 12  | 7:30 a.m.  | Safety/EM Meeting                         | Hindt, Lentz   |
|                      | 9:00 a.m.  | County Board – regular meeting, Boardroom | All            |
| Monday, January 18   | All Day    | County Offices CLOSED                     |                |
| Tuesday, January 19  | 8:00 a.m.  | Law Enforcement                           | Prestby, Lentz |
|                      | 9:00 a.m.  | Technology                                | Prestby, Lentz |
| Thursday, January 20 | 10:00 a.m. | Historical Society                        | Bakke          |
|                      | 4:30 p.m.  | Economic Development Authority Committee  | Lentz          |
|                      | 4:30 p.m.  | SWCD                                      | Bakke          |
| Monday, January 25   | 6:00 p.m.  | Zumbro Valley Health                      |                |
| Tuesday, January 26  | 7:30 a.m.  | Highway Committee                         | Prestby, Bakke |
|                      | 9:00 a.m.  | County Board – special meeting            | All            |

**COMMITTEE OPENINGS:**

|                                               |                              |
|-----------------------------------------------|------------------------------|
| Community Corrections Task Force – District 2 | meets quarterly at noon      |
| Community Corrections Task Force – District 1 |                              |
| Community Corrections Task Force – At Large   |                              |
| Extension – At-large                          | meets quarterly at 7:00 p.m. |
| Extension – District 2                        |                              |
| Extension – District 5                        |                              |

This is a preliminary draft of the December 22, 2020, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 22<sup>nd</sup> day of December, 2020, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present by WebEx: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke. Also present were: Bobbie Hillery, Administrator/Clerk; Lori Affeldt, Finance Director; Ron Gregg, Highway; Brent Kohn, Highway; Jessica Erickson; Public Health; John DeGeorge, Sheriff; Lance Boyum, Chief Deputy; Cristal Adkins, Zoning; Kristina Kohn, Human Resources; Brett Corson, County Attorney; Chris Hahn, EDA; Terry Schultz, Maintenance; Kristi Ruesink, Office Support Specialist, Sr.; Karen Reisner, Fillmore County Journal; Gretchen Mensink-Lovejoy, Bonita Underbakke, Tom Kaase.

The Pledge of Allegiance was recited.

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

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

- 1. December 8, 2020 County Board minutes

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

The Finance Warrants were reviewed.

Jessica Erickson, Director of Nursing gave an update regarding COVID-19 and the vaccines. Erickson reviewed the distribution process of the vaccinations.

Ron Gregg, Highway Engineer and Brent Kohn, Maintenance Supervisor were present.

Gregg discussed the proposed purchase of 2 tandem trucks from the State bid contract. The Board noted that in the future they would like to see comparison prices included in the packet for documentation.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the purchase of two tandem trucks in the amount of \$226,639.83 and snowplow equipment for each truck costing \$203,686.00, as recommended by the Highway Engineer. It was noted that these items were budgeted for 2021 purchases.

The Highway Committee report was given.

The Citizens input portion of the meeting was opened and closed at 9:32 a.m.

Cristal Adkins, Zoning Administrator was present.

Discussion ensued regarding a non-permitted Used Car Lot/Auto Repair business in Arendahl Township.

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

**RESOLUTION 2020-074:** Used Car Lot, Caleb Benson, Newburg Township

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

**RESOLUTION 2020-075:** Private Cemetery, Dominic Crawford/Caleb Short, Fountain Township

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

**RESOLUTION 2020-076:** Private Cemetery, John & Arlene Gingerich, Spring Valley Township

An elected official conference was conducted with John DeGeorge, Sheriff. He provided a summary of accomplishments for 2020. DeGeorge discussed his goals for 2021, he noted that the goals are for both the Sheriff and Chief Deputy Boyum. He is requesting the Sheriff salary be set at \$110,205 for 2021. His 2020 overall salary was \$108,045; this would be a 2% increase.

DeGeorge requested that the County Board set the 2021 Chief Deputy salary at \$94,566. His 2020 salary was \$92,712; this would be a 2% increase.

Kevin Olson, Social Services Manager was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the 2021 Contract with Families Service Rochester and Fillmore County.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the 2021 Purchase of Service Agreement with Hiawatha Valley Mental Health and Fillmore County.

On motion by Lentz and seconded by Dahl, the Board unanimously approved the 2021 Targeted Management Contract between Fillmore County and Zumbro Valley Health Center.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the 2021 Crisis Contract between Fillmore County and Zumbro Valley Mental Health Center.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the 2021 Purchase of Service Agreement with Work Force Development Inc. and Fillmore County.

Lori Affeldt, Finance Director was present.

On motion by Bakke and seconded by Dahl, the Board unanimously approved a fund balance transfer from General to Social Services Fund in the amount of \$828,265 which zeroes out the net losses of the Social Services Fund from 2015-2018.

On motion by Lentz and seconded by Bakke, the Board unanimously approved the restricted cash balances as presented by Finance Director Affeldt.

On motion by Dahl and seconded by Lentz, the Board unanimously approved closing six checking accounts and operating those special accounts through the General Fund, as recommended by the Finance Director.

On motion by Bakke and seconded by Dahl, the Board unanimously approved F&M Community Bank as the main checking bank for the County, as recommended by the Finance Director.

On motion by Lentz and seconded by Bakke, the Board unanimously approved the Procurement Policy, recommended by CliftonLarsonAllen and prepared by Administrator Hillery.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the Investment Policy, as recommended by Finance Director Affeldt and prepared by Administrator Hillery.

On motion by Lentz and seconded by Dahl, the Board unanimously approved to pay warrants that are emergency in nature or regular and ordinary for 2020 before December 31, 2020. All bills will be due to the Finance Department by December 26<sup>th</sup>, reviewed by Chair and Vice Chair on December 27<sup>th</sup> with checks being printed on December 29<sup>th</sup>.

The Chair recessed the meeting at 10:56 a.m. and resumed back in session at 11:00 a.m.

Kristina Kohn, Human Resources was present.

On motion by Dahl and seconded by Hindt, the Board unanimously approved the promotion of Erica Draper, RN, to Public Health Nurse, effective December 25, 2020.

County Administrator, Bobbie Hillery was present.

On motion by Dahl and seconded by Hindt, the Board unanimously approved removal of \$52 delinquent taxes on Parcel 04.0218.000, due to an error in the County Auditor/Treasurer's Office.

On motion by Bakke and seconded by Lentz, the Board unanimously approved an adjustment to remove the penalty of \$218.61 on Parcel 21.0054.000, based on the transition from a church to a home and incorrect mailing address on County paperwork for new owner.

On motion by Bakke and seconded by Lentz, the following resolution was unanimously adopted:  
**RESOLUTION 2020-077:** 2021 Fillmore County Levy

On motion by Bakke and seconded by Lentz, the following resolution was unanimously adopted:  
**RESOLUTION 2020-078:** 2021 Fillmore County Budget

Hillery explained the County's total CARES dollars expenditures for Business Grants equaled: \$388,534.37. The amount of CARES dollars returned to the State of Minnesota totaled: \$457,069.54, which includes the funds returned by the different cities within Fillmore County; with \$53 from the City of Wykoff that has just been received by the County and will also be returned to the State of Minnesota in a separate transaction.

Discussion ensued regarding the notification and application process for the second round of CARES business grant dollars. Fillmore County will receive \$405,493.07 in grant dollars and \$10,137.33 in Administrative costs, for a total of \$415,630.40.

Administrator Hillery noted that she enclosed the minutes form the last Jail Assessment Committee meeting in an effort to keep the Commissioners informed.

On motion by Dahl and seconded by Bakke, the Board unanimously approved appointing Lori Affeldt as temporary Auditor/Treasurer, with Administrator Hillery being the signer on the account to maintain a checks and balance, effective January 1, 2021. Affeldt will receive a temporary step increase, Grade 16/Step 3, for the duration of the appointment, as recommended by the County Administrator.

On motion by Dahl and seconded by Lentz, the following resolution was unanimously adopted:  
**RESOLUTION 2020-079:** Banking and Investment Accounts

On motion by Bakke and seconded by Lentz, the Board unanimously approved sending the thank you letter to Char Meiners for serving Fillmore County as interim Auditor/Treasurer.

On motion by Hindt and seconded by Dahl, the Board unanimously approved the renewal of the Community Economic Development Authority (CEDA) contract for 2021 in the amount of \$41,695.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the final payment to Pitney Bowes, in the amount of \$2,000.00, to terminate the lease of a mail machine that was in the County Office Building, as recommended by County Attorney Corson.

A review of the calendar was done with the following committee reports and announcements were given:  
Lentz – Emergency Management, DAC; Hindt – EDA; Bakke – Planning Commission, Historical, One Watershed-One Plan, SWCD

On motion by Hindt and seconded by Lentz, the Board chair adjourned the meeting at 11:57 a.m.

smensink  
 12/29/20 11:39AM  
 1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

|    | <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         |                                  |                                 |
|    | 80229 Assoc Of Mn Counties                    |             |                            |                                |                                  |                                 |
|    | 01-003-000-0000-6245                          |             | 250.00                     | Annual Mtg Fee- MP,RD,ML,LH,DB | 57127                            | Registration Fees N             |
|    |                                               |             |                            | 12/07/2020 12/07/2020          |                                  |                                 |
|    | 80229 Assoc Of Mn Counties                    |             | 250.00                     | 1 Transactions                 |                                  |                                 |
|    | 3804 Bakke/Duane                              |             |                            |                                |                                  |                                 |
|    | 01-003-000-0000-6335                          |             | 16.10                      | December 2020 Mileage          |                                  | Employee Automobile Allowance N |
|    |                                               |             |                            | 12/01/2020 12/22/2020          |                                  |                                 |
|    | 3804 Bakke/Duane                              |             | 16.10                      | 1 Transactions                 |                                  |                                 |
|    | 82132 Fillmore Co Journal, Sethre Media Group |             |                            |                                |                                  |                                 |
|    | 01-003-000-0000-6233                          |             | 229.80                     | Board Minutes - 12/01/2020     | 116447                           | Publications N                  |
|    |                                               |             |                            | 12/14/2020 12/14/2020          |                                  |                                 |
|    | 82132 Fillmore Co Journal, Sethre Media Group |             | 229.80                     | 1 Transactions                 |                                  |                                 |
| 3  | DEPT Total:                                   |             | 495.90                     | Board Of Commissioners         | 3 Vendors                        | 3 Transactions                  |
| 34 | DEPT                                          |             |                            | Policy Coordinator             |                                  |                                 |
|    | 80229 Assoc Of Mn Counties                    |             |                            |                                |                                  |                                 |
|    | 01-034-000-0000-6245                          |             | 50.00                      | Annual Mtg Fee - BH            | 57133                            | Registration Fees N             |
|    |                                               |             |                            | 12/07/2020 12/07/2020          |                                  |                                 |
|    | 80229 Assoc Of Mn Counties                    |             | 50.00                      | 1 Transactions                 |                                  |                                 |
| 34 | DEPT Total:                                   |             | 50.00                      | Policy Coordinator             | 1 Vendors                        | 1 Transactions                  |
| 41 | DEPT                                          |             |                            | Auditor/Treasurer              |                                  |                                 |
|    | 83550 Kelly Printing & Signs LLC              |             |                            |                                |                                  |                                 |
|    | 01-041-000-0000-6408                          |             | 24.00                      | Notary Stamp - S Miller        | 38447                            | Other Office Supplies N         |
|    |                                               |             |                            | 11/30/2020 11/30/2020          |                                  |                                 |
|    | 83550 Kelly Printing & Signs LLC              |             | 24.00                      | 1 Transactions                 |                                  |                                 |
| 41 | DEPT Total:                                   |             | 24.00                      | Auditor/Treasurer              | 1 Vendors                        | 1 Transactions                  |
| 62 | DEPT                                          |             |                            | Elections                      |                                  |                                 |
|    | 3599 DS Solutions, Inc.                       |             |                            |                                |                                  |                                 |
|    | 01-062-000-0000-6377                          |             | 356.40                     | Online Election Judge Training | 12753                            | Fees And Service Charges N      |
|    |                                               |             |                            | 12/08/2020 12/08/2020          |                                  |                                 |

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 12/29/20 11:39AM  
 1 County Revenue Fund

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| Vendor Name                                   | Accr | Rpt | Amount    | Warrant Description            | Invoice #      | Account/Formula Descripti     | 1099 |
|-----------------------------------------------|------|-----|-----------|--------------------------------|----------------|-------------------------------|------|
| No. Account/Formula                           |      |     |           | Service Dates                  | Paid On Bhf #  | On Behalf of Name             |      |
| 3599 DS Solutions, Inc.                       |      |     | 356.40    |                                | 1 Transactions |                               |      |
| 62 DEPT Total:                                |      |     | 356.40    | Elections                      | 1 Vendors      | 1 Transactions                |      |
| 103 DEPT                                      |      |     |           | Assessor                       |                |                               |      |
| 80229 Assoc Of Mn Counties                    |      |     |           |                                |                |                               |      |
| 01- 103- 000- 0000- 6245                      |      |     | 50.00     | Annual Mtg Fee - JM            | 57133          | Registration Fees             | N    |
|                                               |      |     |           | 12/07/2020 12/07/2020          |                |                               |      |
| 80229 Assoc Of Mn Counties                    |      |     | 50.00     |                                | 1 Transactions |                               |      |
| 7106 Patten/Casey                             |      |     |           |                                |                |                               |      |
| 01- 103- 000- 0000- 6335                      |      |     | 301.30    | December 2020 Mileage          |                | Employee Automobile Allowance | N    |
|                                               |      |     |           | 12/01/2020 12/17/2020          |                |                               |      |
| 7106 Patten/Casey                             |      |     | 301.30    |                                | 1 Transactions |                               |      |
| 103 DEPT Total:                               |      |     | 351.30    | Assessor                       | 2 Vendors      | 2 Transactions                |      |
| 104 DEPT                                      |      |     |           | Gis                            |                |                               |      |
| 272 Newman Signs                              |      |     |           |                                |                |                               |      |
| 01- 104- 000- 0000- 6514                      |      |     | 55.82     | Two Address Signs              | TRFINV027441   | Address Signs                 | N    |
|                                               |      |     |           | 12/09/2020 12/09/2020          |                |                               |      |
| 272 Newman Signs                              |      |     | 55.82     |                                | 1 Transactions |                               |      |
| 104 DEPT Total:                               |      |     | 55.82     | Gis                            | 1 Vendors      | 1 Transactions                |      |
| 105 DEPT                                      |      |     |           | Planning And Zoning            |                |                               |      |
| 3286 Board Of Water And Soil Resources        |      |     |           |                                |                |                               |      |
| 01- 105- 554- 0000- 5367                      |      |     | 28,114.00 | Return 2017 NRBG Septic Grant  |                | State Grant                   | N    |
|                                               |      |     |           | 12/30/2020 12/30/2020          |                |                               |      |
| 3286 Board Of Water And Soil Resources        |      |     | 28,114.00 |                                | 1 Transactions |                               |      |
| 82132 Fillmore Co Journal, Sethre Media Group |      |     |           |                                |                |                               |      |
| 01- 105- 000- 0000- 6241                      |      |     | 43.09     | November Legal Notice- Benson  | 115279         | Advertising                   | N    |
|                                               |      |     |           | 11/09/2020 11/09/2020          |                |                               |      |
| 01- 105- 000- 0000- 6241                      |      |     | 43.09     | December Legal Notice - PC Mtg | 116213         | Advertising                   | N    |
|                                               |      |     |           | 12/07/2020 12/07/2020          |                |                               |      |
| 01- 105- 000- 0000- 6241                      |      |     | 43.09     | December Legal Notice - PC Mtg | 116216         | Advertising                   | N    |
|                                               |      |     |           | 12/07/2020 12/07/2020          |                |                               |      |

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 12/29/20 11:39AM  
 1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                                          | Accr | Rpt | Amount    | Warrant Description Service Dates           | Invoice # Paid On Bhf #  | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|---------------------------------------------------------------|------|-----|-----------|---------------------------------------------|--------------------------|---------------------------------------------|------|
| 82132      | Fillmore Co Journal, Sethre Media Group                       |      |     | 129.27    |                                             | 3 Transactions           |                                             |      |
| 7003       | Olmsted County<br>01-105-000-0000-6459                        |      |     | 145.80    | Water Kits<br>12/03/2020                    | 258<br>12/03/2020        | Water Kits                                  | N    |
| 7003       | Olmsted County                                                |      |     | 145.80    |                                             | 1 Transactions           |                                             |      |
| 105        | DEPT Total:                                                   |      |     | 28,389.07 | Planning And Zoning                         | 3 Vendors                | 5 Transactions                              |      |
| 149        | DEPT                                                          |      |     |           | Other General Government                    |                          |                                             |      |
| 6157       | Further<br>01-149-000-0000-6289                               |      |     | 448.40    | December 2020 Participant Fee<br>12/01/2020 | 15559726<br>12/31/2020   | Select Account Adm.                         | N    |
| 6157       | Further                                                       |      |     | 448.40    |                                             | 1 Transactions           |                                             |      |
| 83550      | Kelly Printing & Signs LLC<br>01-149-000-0000-6372            |      |     | 1,947.12  | Wellness Emp Cookbooks 2020<br>11/30/2020   | 38445<br>11/30/2020      | Wellness Grant Expenses                     | N    |
| 83550      | Kelly Printing & Signs LLC                                    |      |     | 1,947.12  |                                             | 1 Transactions           |                                             |      |
| 5893       | The Master's Touch, LLC<br>01-149-000-0000-6205               |      |     | 3,205.97  | 2020 TNT Notice Mailing<br>11/30/2020       | 71976<br>11/30/2020      | Postage And Postal Box Rent                 | N    |
| 5893       | The Master's Touch, LLC                                       |      |     | 3,205.97  |                                             | 1 Transactions           |                                             |      |
| 6050       | Wright/Sandra<br>01-149-000-0000-6104                         |      |     | 45.00     | December 2020 HRA Per Diem<br>12/14/2020    |                          | Per Diem                                    | N    |
| 6050       | Wright/Sandra                                                 |      |     | 45.00     |                                             | 1 Transactions           |                                             |      |
| 149        | DEPT Total:                                                   |      |     | 5,646.49  | Other General Government                    | 4 Vendors                | 4 Transactions                              |      |
| 251        | DEPT                                                          |      |     |           | County Jail                                 |                          |                                             |      |
| 6978       | Aramark Uniform & Career Apparel Grou<br>01-251-000-0000-6377 |      |     | 126.99    | Jail Laundry<br>12/23/2020                  | 2801238418<br>12/23/2020 | Fees And Service Charges                    | N    |
| 6978       | Aramark Uniform & Career Apparel Grou                         |      |     | 126.99    |                                             | 1 Transactions           |                                             |      |

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 12/29/20 11:39AM  
 1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                                     | Rpt Accr | Amount    | Warrant Description Service Dates             | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|----------------------------------------------------------|----------|-----------|-----------------------------------------------|-------------------------|---------------------------------------------|------|
| 251        | DEPT Total:                                              |          | 126.99    | County Jail                                   | 1 Vendors               | 1 Transactions                              |      |
| 446        | DEPT                                                     |          |           | Mch Program                                   |                         |                                             |      |
| 1285       | Houston County Public Health<br>01- 446- 000- 0000- 6088 |          | 17,668.39 | PHEP 1st Quarter<br>12/22/2020 12/22/2020     |                         | Houston Grant Passthrough (01- 446- N       |      |
|            | 01- 446- 000- 0000- 6088                                 |          | 5,739.60  | WIC Nov 2020<br>12/28/2020 12/28/2020         |                         | Houston Grant Passthrough (01- 446- N       |      |
| 1285       | Houston County Public Health                             |          | 23,407.99 |                                               | 2 Transactions          |                                             |      |
| 446        | DEPT Total:                                              |          | 23,407.99 | Mch Program                                   | 1 Vendors               | 2 Transactions                              |      |
| 602        | DEPT                                                     |          |           | County Extension Service                      |                         |                                             |      |
| 4758       | Fenske/Michael<br>01- 602- 000- 0000- 6104               |          | 180.00    | CEC Meeting Per Diem<br>04/15/2020 11/19/2020 |                         | Per Diem                                    | Y    |
| 4758       | Fenske/Michael                                           |          | 180.00    |                                               | 1 Transactions          |                                             |      |
| 6772       | Heins- Lange/Hailey<br>01- 602- 000- 0000- 6104          |          | 180.00    | CEC Meeting Per Diem<br>04/15/2020 11/19/2020 |                         | Per Diem                                    | N    |
| 6772       | Heins- Lange/Hailey                                      |          | 180.00    |                                               | 1 Transactions          |                                             |      |
| 1688       | Kappers/Janet<br>01- 602- 000- 0000- 6104                |          | 90.00     | CEC Meeting Per Diem<br>04/15/2020 06/17/2020 |                         | Per Diem                                    | N    |
| 1688       | Kappers/Janet                                            |          | 90.00     |                                               | 1 Transactions          |                                             |      |
| 4913       | Miller/Melissa<br>01- 602- 000- 0000- 6104               |          | 90.00     | CEC Meeting Per Diem<br>04/15/2020 09/16/2020 |                         | Per Diem                                    | N    |
| 4913       | Miller/Melissa                                           |          | 90.00     |                                               | 1 Transactions          |                                             |      |
| 7119       | Pease/Weston<br>01- 602- 000- 0000- 6104                 |          | 135.00    | CEC Meeting Per Diem<br>04/15/2020 11/19/2020 |                         | Per Diem                                    | N    |
| 7119       | Pease/Weston                                             |          | 135.00    |                                               | 1 Transactions          |                                             |      |

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 12/29/20 11:39AM  
 1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <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> |
| 7125 Rowen/Emma<br>01-602-000-0000-6104     |             | 45.00                      | CEC Meeting Per Diem<br>11/19/2020 11/19/2020 | Per Diem                         | N                        |
| 7125 Rowen/Emma                             |             | 45.00                      | 1 Transactions                                |                                  |                          |
| 6861 Wingert/Morgan<br>01-602-000-0000-6104 |             | 45.00                      | CEC Meeting Per Diem<br>06/17/2020 06/17/2020 | Per Diem                         | N                        |
| 6861 Wingert/Morgan                         |             | 45.00                      | 1 Transactions                                |                                  |                          |
| 602 DEPT Total:                             |             | 765.00                     | County Extension Service                      | 7 Vendors                        | 7 Transactions           |
| 1 Fund Total:                               |             | 59,668.96                  | County Revenue Fund                           |                                  | 28 Transactions          |

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 12/29/20 11:39AM  
 13 County Road & Bridge

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



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                                                | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|---------------------------------------------------------------------|----------|--------|-----------------------------------|-------------------------|---------------------------------------------|------|
| 300        | DEPT                                                                |          |        | Highway Administration            |                         |                                             |      |
| 15         | Assoc of MN Counties<br>13- 300- 000- 0000- 6245                    |          | 50.00  | 12/7 registration- R Gregg        | 57127                   | Registration Fees                           | N    |
| 15         | Assoc of MN Counties                                                |          | 50.00  | 1 Transactions                    |                         |                                             |      |
| 110        | Fillmore Co Treasurer<br>13- 300- 000- 0000- 6205                   |          | 54.55  | 12/23 postage                     | Nov                     | Postage And Postal Box Rent                 | N    |
| 110        | Fillmore Co Treasurer                                               |          | 54.55  | 1 Transactions                    |                         |                                             |      |
| 300        | DEPT Total:                                                         |          | 104.55 | Highway Administration            | 2 Vendors               | 2 Transactions                              |      |
| 310        | DEPT                                                                |          |        | Highway Maintenance               |                         |                                             |      |
| 3632       | Milestone Materials Inc<br>13- 310- 000- 0000- 6505                 |          | 699.30 | 12/16 rock                        | 3500195387              | Aggregate                                   | N    |
| 3632       | Milestone Materials Inc                                             |          | 699.30 | 1 Transactions                    |                         |                                             |      |
| 1996       | Nutrien Ag Solutions Inc<br>13- 310- 000- 0000- 6526                |          | 43.51  | 12/15 weed control                | 44131582                | Weed Control                                | N    |
| 1996       | Nutrien Ag Solutions Inc                                            |          | 43.51  | 1 Transactions                    |                         |                                             |      |
| 310        | DEPT Total:                                                         |          | 742.81 | Highway Maintenance               | 2 Vendors               | 2 Transactions                              |      |
| 320        | DEPT                                                                |          |        | Highway Construction              |                         |                                             |      |
| 82132      | Fillmore Co Journal, Sethre Media Group<br>13- 320- 000- 0000- 6241 |          | 508.44 | 12/14 ads: 621- 023               | 116443                  | Advertising                                 | N    |
| 82132      | Fillmore Co Journal, Sethre Media Group                             |          | 508.44 | 1 Transactions                    |                         |                                             |      |
| 81511      | Preston Foods<br>13- 320- 000- 0000- 6501                           |          | 4.98   | 12/22 lab supplies                | HWY                     | Engineering And Surveying Supplies          | N    |
| 81511      | Preston Foods                                                       |          | 4.98   | 1 Transactions                    |                         |                                             |      |
| 320        | DEPT Total:                                                         |          | 513.42 | Highway Construction              | 2 Vendors               | 2 Transactions                              |      |
| 330        | DEPT                                                                |          |        | Equipment Maintenance Shops       |                         |                                             |      |
| 2965       | Diamond Mowers LLC<br>13- 330- 000- 0000- 6575                      |          | 28.94  | 12/2 parts                        | 10733                   | Machinery Parts                             | N    |
|            | 13- 330- 000- 0000- 6575                                            |          | 283.53 | 12/21 parts                       | 190568                  | Machinery Parts                             | N    |

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 12/29/20 11:39AM  
 13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor 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>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |                                   |
| 2965               | Diamond Mowers LLC        | 312.47                     |                      | 2 Transactions                   |                                   |
| 5751               | Fastenal Company          |                            |                      |                                  |                                   |
|                    | 13-330-000-0000-6576      | 68.54                      | 12/15 supplies       | 86272                            | Shop Supplies & Tools N           |
|                    | 13-330-000-0000-6576      | 91.48                      | 12/22 supplies       | 86396                            | Shop Supplies & Tools N           |
| 5751               | Fastenal Company          | 160.02                     |                      | 2 Transactions                   |                                   |
| 3714               | Hovey Oil Co Inc          |                            |                      |                                  |                                   |
|                    | 13-330-000-0000-6561      | 317.00                     | 12/9 gas             | 2691                             | Gasoline Diesel And Other Fuels N |
|                    | 13-330-000-0000-6561      | 892.00                     | 12/9 #1 diesel       | 2691                             | Gasoline Diesel And Other Fuels N |
|                    | 13-330-000-0000-6561      | 571.08                     | 12/18 #2 diesel      | 2748                             | Gasoline Diesel And Other Fuels N |
|                    | 13-330-000-0000-6561      | 317.00                     | 12/10 gas            | 2748                             | Gasoline Diesel And Other Fuels N |
|                    | 13-330-000-0000-6561      | 626.18                     | 12/18 #1 diesel      | 2748                             | Gasoline Diesel And Other Fuels N |
|                    | 13-330-000-0000-6561      | 313.95                     | 12/1 #1 diesel       | 981                              | Gasoline Diesel And Other Fuels N |
|                    | 13-330-000-0000-6561      | 2,253.30                   | 12/4 gas             | 988                              | Gasoline Diesel And Other Fuels N |
| 3714               | Hovey Oil Co Inc          | 5,290.51                   |                      | 7 Transactions                   |                                   |
| 225                | Marzolf Implement Company |                            |                      |                                  |                                   |
|                    | 13-330-000-0000-6575      | 841.94                     | 12/20 parts          |                                  | Machinery Parts N                 |
|                    | 13-330-000-0000-6575      | 183.48                     | 12/22 parts          | 25590                            | Machinery Parts N                 |
| 225                | Marzolf Implement Company | 1,025.42                   |                      | 2 Transactions                   |                                   |
| 3541               | Nuss Truck & Equipment    |                            |                      |                                  |                                   |
|                    | 13-330-000-0000-6575      | 239.10                     | 12/18 filters        | 1199339P                         | Machinery Parts N                 |
|                    | 13-330-000-0000-6575      | 869.00                     | 12/21 parts          | 1199363P                         | Machinery Parts N                 |
|                    | 13-330-000-0000-6575      | 40.00                      | 12/1 parts           | CM1195479P                       | Machinery Parts N                 |
| 3541               | Nuss Truck & Equipment    | 1,068.10                   |                      | 3 Transactions                   |                                   |
| 5988               | Preston Auto Parts        |                            |                      |                                  |                                   |
|                    | 13-330-000-0000-6576      | 4.49                       | 12/16 supplies       | 655955                           | Shop Supplies & Tools N           |
|                    | 13-330-000-0000-6317      | 39.96                      | 12/16 bldg maint     | 655958                           | Building Maintenance N            |
|                    | 13-330-000-0000-6575      | 69.99                      | 12/18 parts          | 656215                           | Machinery Parts N                 |
|                    | 13-330-000-0000-6575      | 12.49                      | 12/18 parts          | 656218                           | Machinery Parts N                 |
|                    | 13-330-000-0000-6575      | 158.40                     | 12/18 parts          | 656253                           | Machinery Parts N                 |
|                    | 13-330-000-0000-6576      | 15.38                      | 12/21 supplies       | 656449                           | Shop Supplies & Tools N           |
|                    | 13-330-000-0000-6317      | 16.99                      | 12/21 bldg maint     | 656482                           | Building Maintenance N            |
|                    | 13-330-000-0000-6576      | 53.98                      | 12/22 supplies       | 656595                           | Shop Supplies & Tools N           |
|                    | 13-330-000-0000-6575      | 19.99                      | 12/22 parts          | 656639                           | Machinery Parts N                 |
|                    | 13-330-000-0000-6317      | 9.98                       | 12/23 bldg maint     | 656768                           | Building Maintenance N            |

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 13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name<br>Account/Formula               | Rpt<br>Accr | Amount    | Warrant Description<br>Service Dates | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------|---------------------------------------|-------------|-----------|--------------------------------------|----------------------------|------------------------------------------------|------|
| 5988       | Preston Auto Parts                    |             | 421.99    | 12/28 supplies                       | 657032                     | Shop Supplies & Tools                          | N    |
|            |                                       |             |           | 11 Transactions                      |                            |                                                |      |
| 5567       | Run Right Power Equipment LLC         |             | 53.65     | 12/18 parts                          | 19781                      | Machinery Parts                                | N    |
| 5567       | Run Right Power Equipment LLC         |             | 53.65     |                                      |                            |                                                |      |
|            |                                       |             |           | 1 Transactions                       |                            |                                                |      |
| 5833       | Spring Valley Ace Hardware            |             | 24.98     | 12/21 supplies                       | B209527                    | Shop Supplies & Tools                          | N    |
| 5833       | Spring Valley Ace Hardware            |             | 24.98     |                                      |                            |                                                |      |
|            |                                       |             |           | 1 Transactions                       |                            |                                                |      |
| 3634       | Spring Valley Overhead Door Company I |             | 122.55    | 12/23 bldg maint                     | 47548                      | Building Maintenance                           | N    |
|            |                                       |             | 529.52    | 12/24 bldg maint                     | 47554                      | Building Maintenance                           | N    |
| 3634       | Spring Valley Overhead Door Company I |             | 652.07    |                                      |                            |                                                |      |
|            |                                       |             |           | 2 Transactions                       |                            |                                                |      |
| 6350       | Stewartville Auto Center, Inc         |             | 419.60    | 12/16 towing                         | 20-1216-17417              | Machinery Parts                                | N    |
| 6350       | Stewartville Auto Center, Inc         |             | 419.60    |                                      |                            |                                                |      |
|            |                                       |             |           | 1 Transactions                       |                            |                                                |      |
| 7757       | Universal Truck Equipment Inc         |             | 174.00    | 12/16 parts                          | 53779                      | Machinery Parts                                | N    |
|            |                                       |             | 376.71    | 12/16 supplies                       | 53779                      | Shop Supplies & Tools                          | N    |
|            |                                       |             | 981.68    | 12/16 parts                          | 53780                      | Machinery Parts                                | N    |
|            |                                       |             | 1,954.92  | 12/23 parts                          | 53858                      | Machinery Parts                                | N    |
| 7757       | Universal Truck Equipment Inc         |             | 3,487.31  |                                      |                            |                                                |      |
|            |                                       |             |           | 4 Transactions                       |                            |                                                |      |
| 330        | DEPT Total:                           |             | 12,916.12 | Equipment Maintenance Shops          | 11 Vendors                 | 36 Transactions                                |      |
| 13         | Fund Total:                           |             | 14,276.90 | County Road & Bridge                 |                            | 42 Transactions                                |      |

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 14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                                                 | Rpt  | Warrant Description | Invoice #                                  | Account/Formula Descripti | 1099                                 |
|-------------------------------------------------------------|------|---------------------|--------------------------------------------|---------------------------|--------------------------------------|
| No. Account/Formula                                         | Accr | Amount              | Service Dates                              | Paid On Bhf #             | On Behalf of Name                    |
| 390 DEPT                                                    |      |                     | Resource Recovery Center                   |                           |                                      |
| 6150 Cintas Corporation No.2<br>14- 390- 000- 0000- 6377    |      | 13.24               | Uniforms<br>12/24/2020 12/24/2020          | 4071224771                | Fees And Service Charges N           |
| 6150 Cintas Corporation No.2                                |      | 13.24               | 1 Transactions                             |                           |                                      |
| 106 Fillmore Co Treasurer<br>14- 390- 000- 0000- 6311       |      | 320.50              | Compactor Hoses<br>12/23/2020 12/23/2020   |                           | Miscellaneous Repairs And Maintena N |
| 106 Fillmore Co Treasurer                                   |      | 320.50              | 1 Transactions                             |                           |                                      |
| 2050 Liberty Tire Recycling LLC<br>14- 390- 000- 0000- 6862 |      | 1,781.13            | Tire Disposal<br>12/12/2020 12/12/2020     | 1955602                   | Management Of Problem Wastes N       |
| 2050 Liberty Tire Recycling LLC                             |      | 1,781.13            | 1 Transactions                             |                           |                                      |
| 3242 Titan Machinery Inc.<br>14- 390- 000- 0000- 6580       |      | 2,679.45            | Payloader Repairs<br>12/17/2020 12/17/2020 | 14978439- GS              | Other Repair And Maintenance Suppl N |
| 3242 Titan Machinery Inc.                                   |      | 2,679.45            | 1 Transactions                             |                           |                                      |
| 390 DEPT Total:                                             |      | 4,794.32            | Resource Recovery Center                   | 4 Vendors                 | 4 Transactions                       |
| 14 Fund Total:                                              |      | 4,794.32            | Sanitation Fund                            |                           | 4 Transactions                       |

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 39 2010 Debt Service

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

|     | <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>   |
| 803 | DEPT                               |             |                            | Cip 2010 Debt Service |                                  |                            |
|     | 2862 Northland Trust Services. Inc |             |                            |                       |                                  |                            |
|     | 39- 803- 000- 0000- 6377           |             | 495.00                     | Bond Annual Fee       |                                  | Fees And Service Charges N |
|     |                                    |             |                            | 12/23/2020 12/23/2020 |                                  |                            |
|     | 2862 Northland Trust Services. Inc |             | 495.00                     | 1 Transactions        |                                  |                            |
| 803 | DEPT Total:                        |             | 495.00                     | Cip 2010 Debt Service | 1 Vendors                        | 1 Transactions             |
| 39  | Fund Total:                        |             | 495.00                     | 2010 Debt Service     |                                  | 1 Transactions             |

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 83 Prepaid Tax Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                          | Rpt  | Warrant Description | Invoice #                     | Account/Formula Descripti | 1099           |
|--------------------------------------|------|---------------------|-------------------------------|---------------------------|----------------|
| No. Account/Formula                  | Accr | Service Dates       | Paid On Bhf #                 | On Behalf of Name         |                |
| 883 DEPT                             |      | Prepaid Taxes       |                               |                           |                |
| 82133 Fillmore Co Auditor- Treasurer |      |                     |                               |                           |                |
| 83- 883- 000- 0000- 6804             |      | 1,879.85            | COJ Pmt McCook- 26.0101.000   | COJ Payment Posting       | N              |
|                                      |      |                     | 12/23/2020 12/23/2020         |                           |                |
| 83- 883- 000- 0000- 6804             |      | 335.04              | COJ Pmt Bergeman- 36.0698.010 | COJ Payment Posting       | N              |
|                                      |      |                     | 12/23/2020 12/23/2020         |                           |                |
| 82133 Fillmore Co Auditor- Treasurer |      | 2,214.89            | 2 Transactions                |                           |                |
| 883 DEPT Total:                      |      | 2,214.89            | Prepaid Taxes                 | 1 Vendors                 | 2 Transactions |
| 83 Fund Total:                       |      | 2,214.89            | Prepaid Tax Fund              |                           | 2 Transactions |
| Final Total:                         |      | 81,450.07           | 48 Vendors                    | 77 Transactions           |                |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

**Recap by Fund**

| <u>Fund</u>      | <u>AMOUNT</u>    | <u>Name</u>          |
|------------------|------------------|----------------------|
| 1                | 59,668.96        | County Revenue Fund  |
| 13               | 14,276.90        | County Road & Bridge |
| 14               | 4,794.32         | Sanitation Fund      |
| 39               | 495.00           | 2010 Debt Service    |
| 83               | 2,214.89         | Prepaid Tax Fund     |
| <b>All Funds</b> | <b>81,450.07</b> | <b>Total</b>         |

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 12/21/20 1:47PM  
 1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor               | Name                                                               | Rpt  | Warrant Description                                   | Invoice #           | Account/Formula Descripti | 1099           |
|----------------------|--------------------------------------------------------------------|------|-------------------------------------------------------|---------------------|---------------------------|----------------|
| No.                  | Account/Formula                                                    | Accr | Service Dates                                         | Paid On Bhf #       | On Behalf of Name         |                |
| 3                    | 1233 Fillmore Co District Court<br>01-041-000-0000-6377            |      | COJ Satisfaction 12.0108.000<br>12/23/2020 12/23/2020 |                     | Fees And Service Charges  | N              |
|                      | 1233 Fillmore Co District Court                                    |      | 1 Transactions                                        |                     |                           |                |
| 2                    | 111 Fillmore Co Treasurer- Credit Card/ACH<br>01-202-000-0000-6652 |      | Data Lines<br>11/02/2020 12/01/2020                   | 9868258004          | Squad Car Technology      | N              |
| 1                    | 01-281-000-0000-6203                                               |      | Data Lines<br>11/02/2020 12/01/2020                   | 9868258004          | Telephone                 | N              |
|                      | 111 Fillmore Co Treasurer- Credit Card/ACH                         |      | 2 Transactions                                        |                     |                           |                |
| <b>1 Fund Total:</b> |                                                                    |      | 740.23                                                | County Revenue Fund | 2 Vendors                 | 3 Transactions |

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 14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor</u>         | <u>Name</u>                                                 | <u>Rpt</u>  | <u>Amount</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>Service Dates</u>                        | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 4                     | 5504 HARTER'S TRASH & RECYCLING INC<br>14-390-000-0000-6374 |             | 13,574.93        | November Trash<br>11/02/2020 11/30/2020     | 418946               | Landfill Tipping Fees            | N           |
| 5                     | 14-391-000-0000-6861                                        |             | 16,013.77        | November Recycling<br>11/02/2020 11/30/2020 | 418946               | Recycling Operation Expense      | N           |
|                       | 5504 HARTER'S TRASH & RECYCLING INC                         |             | 29,588.70        | 2 Transactions                              |                      |                                  |             |
| <b>14 Fund Total:</b> |                                                             |             | <b>29,588.70</b> | <b>Sanitation Fund</b>                      | <b>1 Vendors</b>     | <b>2 Transactions</b>            |             |

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 12/21/20 1:47PM  
 76 Trust And Agency Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <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> |
| 6 110 Fillmore Co Treasurer<br>76-000-000-0000-2006 |             | 1,577.00                   | RRC Sales & Use Tax<br>11/01/2020 11/30/2020           | Commercial Sw Mgmt Tax           | N                        |
| 7 76-000-000-0000-2007                              |             | 176.00                     | 041,101 & 602 Sales & Use Tax<br>11/01/2020 11/30/2020 | Sales Tax Collected              | N                        |
| 8 76-300-000-0000-2007                              |             | 32.00                      | R&B Sales & Use Tax<br>11/01/2020 11/30/2020           | Sales Tax Collected              | N                        |
| 110 Fillmore Co Treasurer                           |             | 1,785.00                   | 3 Transactions                                         |                                  |                          |
| <b>76 Fund Total:</b>                               |             | <b>1,785.00</b>            | <b>Trust And Agency Fund</b>                           | <b>1 Vendors</b>                 | <b>3 Transactions</b>    |

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 12/21/20 1:47PM  
 80 Taxes And Penalties Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No.            | Name<br>Account/Formula                                          | Rpt<br>Accr | Amount    | Warrant Description<br>Service Dates                   | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|-----------------------|------------------------------------------------------------------|-------------|-----------|--------------------------------------------------------|----------------------------|------------------------------------------------|------|
| 9                     | 82133 Fillmore Co Auditor- Treasurer<br>80- 871- 000- 0000- 6804 |             | 66.00     | Forfeit Deed Tax 28.0384.030<br>12/23/2020 12/23/2020  |                            | For Other Agencies                             | N    |
|                       | 82133 Fillmore Co Auditor- Treasurer                             |             | 66.00     |                                                        | 1 Transactions             |                                                |      |
| 10                    | 8605 Fillmore Co Recorder<br>80- 871- 000- 0000- 6804            |             | 46.00     | Forfeit Recording 28.0384.030<br>12/23/2020 12/23/2020 |                            | For Other Agencies                             | N    |
|                       | 8605 Fillmore Co Recorder                                        |             | 46.00     |                                                        | 1 Transactions             |                                                |      |
| <b>80 Fund Total:</b> |                                                                  |             | 112.00    | <b>Taxes And Penalties Fund</b>                        | <b>2 Vendors</b>           | <b>2 Transactions</b>                          |      |
| <b>Final Total:</b>   |                                                                  |             | 32,225.93 | <b>6 Vendors</b>                                       | <b>10 Transactions</b>     |                                                |      |

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

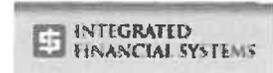


## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <b>Recap by Fund</b> | <b><u>Fund</u></b> | <b><u>AMOUNT</u></b> | <b><u>Name</u></b>       |                    |
|----------------------|--------------------|----------------------|--------------------------|--------------------|
|                      | 1                  | 740.23               | County Revenue Fund      |                    |
|                      | 14                 | 29,588.70            | Sanitation Fund          |                    |
|                      | 76                 | 1,785.00             | Trust And Agency Fund    |                    |
|                      | 80                 | 112.00               | Taxes And Penalties Fund |                    |
|                      | <b>All Funds</b>   | <b>32,225.93</b>     | <b>Total</b>             | Approved by, ..... |
|                      |                    |                      |                          | .....              |
|                      |                    |                      |                          | .....              |

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 12/28/20 2:45PM  
 1 County Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor               | Name                                                           | Rpt  | Warrant Description | Invoice #                                          | Account/Formula Descripti | 1099                     |   |
|----------------------|----------------------------------------------------------------|------|---------------------|----------------------------------------------------|---------------------------|--------------------------|---|
| No.                  | Account/Formula                                                | Accr | Amount              | Service Dates                                      | Paid On Bhf #             | On Behalf of Name        |   |
| 3219                 | Centurylink<br>01-149-000-0000-6203                            |      | 1,477.19            | Dec 2020 Phones #89549526<br>12/01/2020 12/31/2020 | 180617159                 | Telephone                | N |
| 3219                 | Centurylink                                                    |      | 1,477.19            | 1 Transactions                                     |                           |                          |   |
| 2521                 | Pitney Bowes Global Financial Svcs,LLC<br>01-149-000-0000-6377 |      | 339.10              | Mail Machine Supplies<br>12/08/2020 12/08/2020     | 1016970555                | Fees And Service Charges | N |
| 2521                 | Pitney Bowes Global Financial Svcs,LLC                         |      | 339.10              | 1 Transactions                                     |                           |                          |   |
| <b>1 Fund Total:</b> |                                                                |      | 1,816.29            | County Revenue Fund                                | 2 Vendors                 | 2 Transactions           |   |

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 13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>                   | <u>Rpt</u>  | <u>Amount</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>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 6094 MN Energy Resources Corporation |             |               |                            |                      |                                  |             |
| 13- 330- 000- 0000- 6255             |             | 540.36        | 12/23 natural gas          | 0502458275           | Gas                              | N           |
| 13- 330- 000- 0000- 6255             |             | 139.15        | 12/16 natural gas          | 0505303491           | Gas                              | N           |
| 13- 330- 000- 0000- 6255             |             | 374.80        | 12/23 natural gas          | 0506251865           | Gas                              | N           |
| 13- 330- 000- 0000- 6255             |             | 257.09        | 12/21 natural gas          | 0507351562           | Gas                              | N           |
| 6094 MN Energy Resources Corporation |             | 1,311.40      | 4 Transactions             |                      |                                  |             |
| <b>13 Fund Total:</b>                |             | 1,311.40      | County Road & Bridge       | 1 Vendors            | 4 Transactions                   |             |

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 12/28/20 2:45PM  
 87 State Revenue And School

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <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>           |
| 1859 MN Department Of Finance |             |                            |                                      |                                  |                                    |
| 87-000-000-0000-2100          |             | 622.00                     | November 2020 Vitals                 |                                  | Due To Other Governmental Agenci N |
|                               |             |                            | 11/01/2020 11/30/2020                |                                  |                                    |
| 87-000-000-0000-2313          |             | 5,365.50                   | Nov 2020 Vitals RE Surcharge         |                                  | Real Estate Surcharge N            |
|                               |             |                            | 11/01/2020 11/30/2020                |                                  |                                    |
| 87-000-000-0000-2454          |             | 688.72                     | November 2020 TIF                    |                                  | State Tif N                        |
|                               |             |                            | 11/01/2020 11/30/2020                |                                  |                                    |
| 1859 MN Department Of Finance |             | 6,676.22                   | 3 Transactions                       |                                  |                                    |
| 5993 Mn Dept Of Health        |             |                            |                                      |                                  |                                    |
| 87-000-000-0000-2312          |             | 595.00                     | November 2020 Well Certs             |                                  | Well Management Funds N            |
|                               |             |                            | 11/01/2020 11/30/2020                |                                  |                                    |
| 5993 Mn Dept Of Health        |             | 595.00                     | 1 Transactions                       |                                  |                                    |
| <b>87 Fund Total:</b>         |             | <b>7,271.22</b>            | <b>State Revenue And School Fund</b> | <b>2 Vendors</b>                 | <b>4 Transactions</b>              |
| <b>Final Total:</b>           |             | <b>10,398.91</b>           | <b>5 Vendors</b>                     | <b>10 Transactions</b>           |                                    |

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <b>Recap by Fund</b> | <b><u>Fund</u></b> | <b><u>AMOUNT</u></b> | <b><u>Name</u></b>            |                    |
|----------------------|--------------------|----------------------|-------------------------------|--------------------|
|                      | 1                  | 1,816.29             | County Revenue Fund           |                    |
|                      | 13                 | 1,311.40             | County Road & Bridge          |                    |
|                      | 87                 | 7,271.22             | State Revenue And School Fund |                    |
| <b>All Funds</b>     |                    | <b>10,398.91</b>     | <b>Total</b>                  | Approved by, ..... |
|                      |                    |                      |                               | .....              |
|                      |                    |                      |                               | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 1/5/2021

Amount of time requested (minutes): 10 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 Board approval to advertise for the three Surface Reconditioning Project on CSAH 18, 23 and 25. Projects SAP 023-618-010, SAP 023-623-030 and SAP 023-625-015 respectfully.
2. Review the Bid results for the Concrete Overlay Project on CSAH 21 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.**



# Fillmore County Highway Department

909 Houston Street NW, Preston, MN 55965

(P) (507) 765-3854  
(F) (507) 765-4476

RONALD GREGG, P.E.  
COUNTY ENGINEER

DARRELL SCHMITT  
ENGINEERING SUPERVISOR

BRENT KOHN  
MAINTENANCE SUPERINTENDENT

December 30, 2020

## BID RESULTS

Project: SP 023-621-023 Concrete Overlay of CSAH 21

|                       |                |
|-----------------------|----------------|
| Bidders: Croell, Inc. | \$2,596,403.09 |
| Doyle Conner Co.      | \$3,161,097.75 |
| Shafer Contracting    | \$3,198,320.16 |
| PCIRoads LLC          | \$3,336,025.82 |

Ronald Gregg PE  
Fillmore County Engineer  
507-765-3854  
Email [rgregg@co.fillmore.mn.us](mailto:rgregg@co.fillmore.mn.us)

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 1/5/2021

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. Request to retire for Janice Baker, Registered Nurse, effective 2/18/2021                                               |     |
| a. Following 21 years' service                                                                                             | No  |
| 2. Request to advertise for replacement Transfer Station Attendant as requested by the Solid Waste Administrator           | Yes |
| 3. Request to submit Auditor/Treasurer job description for classification                                                  | Yes |
| 4. Request to advertise for appointed Auditor/Treasurer                                                                    | No  |
| 5. Discussion with possible action regarding 2021 Phone Stipends                                                           | Yes |
| 6. Consider adoption of 2021 non-union pay plan with 2.0% adjustment                                                       | Yes |
| 7. Consider 2021 Classification Chart                                                                                      | Yes |
| 8. Request for change in status for Breanna Johnson, 2-year RN, to 4-year RN effective 1/8/2021                            | No  |
| a. Breanna has completed her 4-year RN degree.                                                                             |     |
| b. This change does <b>NOT</b> create a vacancy in this department                                                         |     |
| 9. Request to retire for Dale Egge, Facilities Maintenance Worker, effective 4/1/2020                                      |     |
| a. Following 7 years' service                                                                                              | No  |
| 10. Request to advertise for replacement Facilities Maintenance Worker as requested by the Building Maintenance Supervisor | Yes |
| 11. Request to advertise for replacement Property Appraiser as requested by the County Assessor                            | Yes |
| 12. Request to change 0.6 FTE Zoning position to 1.0 effective 1/8/2021 as requested by the Zoning Administrator           | No  |
| 13. Request to reclassify two (2) employees to Accounting Technician effective 1/1/2021                                    | No  |
| a. Kristine Oman- OSS, Sr. to Accounting Technician                                                                        |     |
| i. Grade 7/Step 1- \$21.55                                                                                                 |     |
| b. Kristi Ruesink- OSS, Sr./Asst. Zoning Admin to Accounting Technician                                                    |     |
| i. Grade 7/Step 7- \$25.86                                                                                                 |     |
| 14. Request to advertise for FT Accounting Technician as requested by the Administrator                                    | 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)

**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?

N/A

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

Job duties are unable to be performed by remaining staff member as department operations require simultaneous work in different locations.

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

This position would require a full-time staff member as the department schedule and priorities change daily and require a minimum of two people to respond to these changes while serving the public.

Where does the specific funding for this position originate?

This position is funded from the Solid Waste annual budget which is funded from department revenue and county tax dollars

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

The department recently downsized this position from two individuals down to one in order to save some money. This position helps to ensure the department runs efficiently, meets deadlines for removal of waste, and ensures that we are not wasting money on light loads and excess trips.

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

Yes

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

The responsibilities of this position are unique to the department. While it may be possible for another individual to fill in for absences, it would not be possible for another department employee to absorb these responsibilities and maintain their normal duties

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:

|                                  |                                    |
|----------------------------------|------------------------------------|
| <b>JOB TITLE:</b>                | <b>DEPARTMENT:</b>                 |
| <b>COUNTY AUDITOR/ TREASURER</b> | <b>AUDITOR / TREASURER</b>         |
| <b>STATUS:<br/>EXEMPT</b>        | <b>BENEFITS:<br/>ELIGIBLE</b>      |
| <b>SUPERVISORY<br/>DUTIES:</b>   | <b>REPORTING<br/>RELATIONSHIP:</b> |
| <b>LAST UPDATED:</b>             | <b>UNION: N/A</b>                  |

**Position Details:** Under the general supervision of the Finance Director, compiles financial and statistical reports for County and State agencies and performs general accounting/bookkeeping functions, performs specific property tax functions, as well as supervision of related accounting staff. Assists Finance Director with County Banking and investments and related tasks. Responsible for property tax system. Administers Federal, State and local elections.

### **Accounting Duties and Responsibilities**

- Directs and performs account analysis. Analyzes accounts, such as tax monies collected, agency funds paid, cash accounts and ensures full reconciliation. Assists in all areas of real estate tax collection and related customer service
- Manages mobile home taxes and revenue recapture, property tax escrow system, delinquent tax and forfeiture process. Supervises tax collection process and procedures. Handles tax and special assessment inquires.
- Works with Finance department in balancing cash and maintaining payroll agency accounts and withholdings. Reviews and recommends areas of change.
- Administers printing of checks then checking warrant registers with checks for accuracy of vendors and amounts.

### **Election Duties and Responsibilities**

- Functions as Chief Election Administrator for Fillmore County.
- Administers County election process, responsible for coordination of election activities, training and supervision of elections officials and judges, supervises primary, general and special elections, including preparation of supplies, ballots, publishing legal notices and supervises maintenance of the County voter registrations system. Directs absentee ballot board per Minnesota Statutes.

### **Other Duties and Responsibilities**

- Administers the County liquor, fireworks and gambling licenses, including collections of fees, issuance of licenses and reports to the State.
- Administers marriage, birth and death certificates including issuance, payments and reporting.
- Administers passport applications and passport transmittal forms as needed.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

## **Position Requirements**

### ***Knowledge, Skills and Abilities:***

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

***Minimum Requirements:*** Education/experience equivalent to a four- year degree in Accounting/Business Administration or relevant field and six years relevant work experience. Must possess valid Driver's License. Prior supervisory experience is desirable.

***Physical and Mental Requirements:*** Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

***Working Conditions:*** Most work is performed in an office setting. Vehicle travel is required. Seasonal conditions can include excessive heat or cold.

### ***Competencies Common to All County Positions:***

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with

confidence as quickly as possible.

- Confer regularly with and keep immediate supervisor informed of all-important matters which pertain to the applicable job functions and responsibilities.
- Represent Fillmore County in a professional manner to the public, outside contacts and constituencies.

*\*\* The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Electronic Device Stipends**

| Highway                    | 2020        | 2021        |
|----------------------------|-------------|-------------|
| Brand, Dale                | \$ 15.00    | \$ 15.00    |
| Crawford, James            | \$ 15.00    | \$ 15.00    |
| Hamann, James              | \$ 15.00    | \$ 15.00    |
| Chiglo, Kyle               | \$ -        | \$ 15.00    |
| <del>Highum, Kenneth</del> | \$ 15.00    | \$ -        |
| Kokinos, Todd              | \$ 15.00    | \$ 15.00    |
| Hanson, Adam               | \$ 15.00    | \$ 15.00    |
| Soiney, Troy               | \$ 15.00    | \$ 15.00    |
| Morken, Gary               | \$ 15.00    | \$ 15.00    |
| O'Connell, Jonathan        | \$ 15.00    | \$ 15.00    |
| Polzin, Al                 | \$ 15.00    | \$ 15.00    |
| Quam, Jeff                 | \$ 15.00    | \$ 15.00    |
| Soland, Brian              | \$ 15.00    | \$ 15.00    |
| Sukalski, Troy             | \$ 15.00    | \$ 15.00    |
| Vogen, Michael             | \$ 15.00    | \$ 15.00    |
| Wenthold, Heath            | \$ 15.00    | \$ 15.00    |
| Woellert, Neil             | \$ 15.00    | \$ 15.00    |
|                            | \$ 240.00   | \$ 240.00   |
| Chiglo, Michael            | \$ 15.00    | \$ 15.00    |
| Dyreson, Jeffrey           | \$ 15.00    | \$ 15.00    |
|                            | \$ 30.00    | \$ 30.00    |
| Gregg, Ron                 | \$ 40.00    | \$ 40.00    |
| Kohn, Brent                | \$ 40.00    | \$ 40.00    |
| Schmitt, Darrell           | \$ 40.00    | \$ 40.00    |
|                            | \$ 120.00   | \$ 120.00   |
| Highway Totals             |             |             |
| Monthly                    | \$ 390.00   | \$ 390.00   |
| Highway Annual             | \$ 4,680.00 | \$ 4,680.00 |

| Social Services - CS    | 2020        | 2021        |
|-------------------------|-------------|-------------|
| Dornink, Kelli Jo       | \$ 15.00    | \$ 15.00    |
| Corson, Traci           | \$ 15.00    | \$ -        |
| Sullivan, Katelyn       | \$ -        | \$ 15.00    |
| Bothun, Christina       | \$ 15.00    | \$ 15.00    |
| <del>Giese, Vicki</del> | \$ 15.00    | \$ -        |
| Fugelstad, Elizabeth    | \$ 15.00    | \$ 15.00    |
| Lanz, Nicole            | \$ 15.00    | \$ 15.00    |
| Ebner, Wendy            | \$ 40.00    | \$ 40.00    |
| Olson, Kevin            | \$ 40.00    | \$ 40.00    |
|                         | \$ 170.00   | \$ 155.00   |
| SS Annual               | \$ 2,040.00 | \$ 1,860.00 |

| Public Health - CS          | 2020        | 2021        |
|-----------------------------|-------------|-------------|
| Erickson, Jessica           | \$ 40.00    | \$ 40.00    |
| Gatzke, Michele             | \$ 15.00    | \$ 15.00    |
| Johnson, Dakota             | \$ -        | \$ 15.00    |
| Hall, Sarah                 | \$ 15.00    | \$ 15.00    |
| Baker, Jan                  | \$ 15.00    | \$ 15.00    |
| Rodger, Aimee               | \$ -        | \$ 15.00    |
| <del>Leven, Julie</del>     | \$ 15.00    | \$ -        |
| Johnson, Breanna            | \$ 15.00    | \$ 15.00    |
| <del>Serfling, Angela</del> | \$ 15.00    | \$ -        |
| Simonson, Ashley            | \$ -        | \$ 15.00    |
| Gilbert, Sydney             | \$ 15.00    | \$ 15.00    |
| Hall, Alexis                | \$ 15.00    | \$ 15.00    |
| Draper, Erika               | \$ 15.00    | \$ 15.00    |
| <del>Giese, Vicki</del>     | \$ 15.00    | \$ -        |
| Melver, Paula               | \$ 15.00    | \$ 15.00    |
|                             | \$ 205.00   | \$ 205.00   |
| PH Annual                   | \$ 2,460.00 | \$ 2,460.00 |

| TOTAL CELL PHONE COSTS |              |
|------------------------|--------------|
| 2020                   | 2021         |
| \$ 13,200.00           | \$ 12,480.00 |

| Assessor                  | 2020      | 2021 |
|---------------------------|-----------|------|
| Hoff, Brian               | \$ 15.00  | \$ - |
| Alden, Roxanne            | \$ 15.00  | \$ - |
| <del>Enright, David</del> | \$ 15.00  | \$ - |
| McCaslin, Jason           | \$ -      | \$ - |
| Patten, Casey             | \$ -      | \$ - |
| Kohn, Sarah               | \$ -      | \$ - |
|                           | \$ 45.00  | \$ - |
| Assessor Annual           | \$ 540.00 | \$ - |

| Veteran Services    | 2020      | 2021      |
|---------------------|-----------|-----------|
| Marquart, Jason     | \$ 15.00  | \$ 15.00  |
| Vet Services Annual | \$ 180.00 | \$ 180.00 |

| Bldg Maintenance  | 2019      | 2020      |
|-------------------|-----------|-----------|
| Tufte, Blaine     | \$ 15.00  | \$ 15.00  |
| Dale Egge         | \$ 15.00  | \$ 15.00  |
| Schultz, Terry    | \$ 40.00  | \$ 40.00  |
|                   | \$ 70.00  | \$ 70.00  |
| Bldg Maint Annual | \$ 840.00 | \$ 840.00 |

| Surveyor        | 2020      | 2021      |
|-----------------|-----------|-----------|
| Brand, Jeff     | \$ 15.00  | \$ 15.00  |
| Surveyor Annual | \$ 180.00 | \$ 180.00 |

| Solid Waste        | 2020      | 2021      |
|--------------------|-----------|-----------|
| Hatzenbihler, Drew | \$ 40.00  | \$ 40.00  |
| Solid Waste Annual | \$ 480.00 | \$ 480.00 |

| Finance        | 2020 | 2021 |
|----------------|------|------|
| Affeldt, Lori  | \$ - | \$ - |
| Finance Annual | \$ - | \$ - |

| Sheriff/Jail/EM | 2020      | 2021      |
|-----------------|-----------|-----------|
| <b>Jail</b>     |           |           |
| Fenske, James   | \$ 40.00  | \$ 40.00  |
| Jail Annual     | \$ 480.00 | \$ 480.00 |

| Attorney         | 2020      | 2021      |
|------------------|-----------|-----------|
| Hammell, Melissa | \$ 15.00  | \$ 15.00  |
| Stanton, Marla   | \$ 15.00  | \$ 15.00  |
| Corson, Brett    | \$ 40.00  | \$ 40.00  |
|                  | \$ 70.00  | \$ 70.00  |
| Attorney Annual  | \$ 840.00 | \$ 840.00 |

| Zoning                      | 2020 | 2021      |
|-----------------------------|------|-----------|
| Adkins, Cristal             | \$ - | \$ -      |
| <del>Frauenkron, Mike</del> | \$ - | \$ -      |
| Blake Lea                   | \$ - | \$ 40.00  |
| Zoning Annual               | \$ - | \$ 480.00 |

| Commissioner  | 2020 | 2021 |
|---------------|------|------|
| Bakke, Duane  | \$ - | \$ - |
| Dahl, Randall | \$ - | \$ - |
| Prestby, Marc | \$ - | \$ - |
| Lentz, Mitch  | \$ - | \$ - |
| Hindt, Larry  | \$ - | \$ - |
|               | \$ - | \$ - |
| Comm. Annual  | \$ - | \$ - |

| Auditor/Treasurer | 2020      | 2021 |
|-------------------|-----------|------|
| VACANT            | \$ 40.00  | \$ - |
| A/T Annual        | \$ 480.00 | \$ - |

| Administrator   | 2020 | 2021 |
|-----------------|------|------|
| Hillery, Bobbie | \$ - | \$ - |
| A/T Annual      | \$ - | \$ - |

| 2021 Non-Union Pay Plan         |                                       |             |             |             |             |             |             |             |             |             |             |
|---------------------------------|---------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                 | Step                                  | 1           | 2           | 3           | 4           | 5           | 6           | 7           | 8           | 9           | 10          |
| <b>GRADE 1</b>                  | Hourly                                | \$11.20     | \$11.57     | \$11.94     | \$12.32     | \$12.69     | \$13.07     | \$13.43     | \$13.81     | \$14.19     | \$14.56     |
|                                 | Monthly                               | \$1,941.26  | \$2,004.91  | \$2,070.33  | \$2,135.74  | \$2,199.39  | \$2,264.81  | \$2,328.46  | \$2,393.87  | \$2,459.29  | \$2,522.94  |
|                                 | Annual                                | \$23,295.17 | \$24,058.94 | \$24,843.94 | \$25,628.93 | \$26,392.70 | \$27,177.70 | \$27,941.47 | \$28,726.46 | \$29,511.46 | \$30,275.23 |
| <b>GRADE 2</b>                  | Hourly                                | \$12.06     | \$12.46     | \$12.86     | \$13.27     | \$13.68     | \$14.07     | \$14.47     | \$14.88     | \$15.28     | \$15.68     |
|                                 | Monthly                               | \$2,089.78  | \$2,160.50  | \$2,229.45  | \$2,300.17  | \$2,370.89  | \$2,438.07  | \$2,508.79  | \$2,579.51  | \$2,648.46  | \$2,717.42  |
|                                 | Annual                                | \$25,077.31 | \$25,925.95 | \$26,753.38 | \$27,602.02 | \$28,450.66 | \$29,256.86 | \$30,105.50 | \$30,954.14 | \$31,781.57 | \$32,608.99 |
| <b>GRADE 3</b>                  | Hourly                                | \$13.25     | \$13.69     | \$14.14     | \$14.58     | \$15.01     | \$15.45     | \$15.90     | \$16.34     | \$16.79     | \$17.22     |
|                                 | Temporary<br>Help/Seasonal<br>Monthly | \$2,296.63  | \$2,372.66  | \$2,450.45  | \$2,526.47  | \$2,602.50  | \$2,678.52  | \$2,756.31  | \$2,832.34  | \$2,910.13  | \$2,984.38  |
|                                 | Annual                                | \$27,559.58 | \$28,471.87 | \$29,405.38 | \$30,317.66 | \$31,229.95 | \$32,142.24 | \$33,075.74 | \$33,988.03 | \$34,921.54 | \$35,812.61 |
| <b>GRADE 4</b>                  | Hourly                                | \$14.57     | \$15.06     | \$15.53     | \$16.01     | \$16.50     | \$16.98     | \$17.48     | \$17.96     | \$18.45     | \$18.93     |
|                                 | Monthly                               | \$2,524.70  | \$2,609.57  | \$2,692.66  | \$2,775.76  | \$2,860.62  | \$2,943.72  | \$3,030.35  | \$3,113.45  | \$3,198.31  | \$3,281.41  |
|                                 | Annual                                | \$30,296.45 | \$31,314.82 | \$32,311.97 | \$33,309.12 | \$34,327.49 | \$35,324.64 | \$36,364.22 | \$37,361.38 | \$38,379.74 | \$39,376.90 |
| <b>GRADE 5</b>                  | Hourly                                | \$17.32     | \$17.90     | \$18.47     | \$19.04     | \$19.62     | \$20.21     | \$20.79     | \$21.36     | \$21.94     | \$22.51     |
|                                 | Office Support Spec.<br>Monthly       | \$3,002.06  | \$3,102.84  | \$3,201.85  | \$3,300.86  | \$3,401.63  | \$3,502.41  | \$3,603.18  | \$3,702.19  | \$3,802.97  | \$3,901.98  |
|                                 | Custodian<br>Annual                   | \$36,024.77 | \$37,234.08 | \$38,422.18 | \$39,610.27 | \$40,819.58 | \$42,028.90 | \$43,238.21 | \$44,426.30 | \$45,635.62 | \$46,823.71 |
| <b>GRADE 6</b>                  | Hourly                                | \$20.69     | \$21.38     | \$22.07     | \$22.76     | \$23.44     | \$24.13     | \$24.82     | \$25.51     | \$26.20     | \$26.89     |
|                                 | Bailiff/ Transport<br>Monthly         | \$3,585.50  | \$3,705.73  | \$3,825.95  | \$3,944.41  | \$4,062.86  | \$4,183.09  | \$4,301.54  | \$4,421.77  | \$4,541.99  | \$4,660.45  |
|                                 | Facilities Maint. Worker<br>Annual    | \$43,026.05 | \$44,468.74 | \$45,911.42 | \$47,332.90 | \$48,754.37 | \$50,197.06 | \$51,618.53 | \$53,061.22 | \$54,503.90 | \$55,925.38 |
| Transfer Station Attendant      |                                       |             |             |             |             |             |             |             |             |             |             |
| Officer Support Specialist, Sr. |                                       |             |             |             |             |             |             |             |             |             |             |
| <b>GRADE 7</b>                  | Hourly                                | \$21.55     | \$22.26     | \$22.98     | \$23.70     | \$24.42     | \$25.13     | \$25.86     | \$26.58     | \$27.29     | \$28.01     |
|                                 | Account Tech<br>Monthly               | \$3,735.78  | \$3,857.78  | \$3,983.30  | \$4,108.83  | \$4,232.59  | \$4,356.35  | \$4,481.88  | \$4,607.41  | \$4,729.40  | \$4,854.93  |
|                                 | Case Aide<br>Annual                   | \$44,829.41 | \$46,293.31 | \$47,799.65 | \$49,305.98 | \$50,791.10 | \$52,276.22 | \$53,782.56 | \$55,288.90 | \$56,752.80 | \$58,259.14 |
| Support Enforcement Aide        |                                       |             |             |             |             |             |             |             |             |             |             |
| <b>GRADE 8</b>                  | Hourly                                | \$22.41     | \$23.15     | \$23.90     | \$24.65     | \$25.40     | \$26.14     | \$26.89     | \$27.63     | \$28.39     | \$29.13     |
|                                 | Eligibility Worker<br>Monthly         | \$3,884.30  | \$4,013.36  | \$4,142.42  | \$4,273.26  | \$4,402.32  | \$4,531.38  | \$4,660.45  | \$4,789.51  | \$4,920.34  | \$5,049.41  |
|                                 | Traffic Sign Technician<br>Annual     | \$46,611.55 | \$48,160.32 | \$49,709.09 | \$51,279.07 | \$52,827.84 | \$54,376.61 | \$55,925.38 | \$57,474.14 | \$59,044.13 | \$60,592.90 |
| Hwy Maint. Specialist           |                                       |             |             |             |             |             |             |             |             |             |             |
| PT Jailer                       |                                       |             |             |             |             |             |             |             |             |             |             |
| <b>GRADE 9</b>                  | Hourly                                | \$23.50     | \$24.29     | \$25.07     | \$25.86     | \$26.64     | \$27.43     | \$28.21     | \$28.99     | \$29.77     | \$30.56     |
|                                 | Account Tech Lead<br>Monthly          | \$4,073.47  | \$4,209.61  | \$4,345.74  | \$4,481.88  | \$4,618.02  | \$4,754.15  | \$4,890.29  | \$5,024.66  | \$5,160.79  | \$5,296.93  |
|                                 | Courthouse Security<br>Annual         | \$48,881.66 | \$50,515.30 | \$52,148.93 | \$53,782.56 | \$55,416.19 | \$57,049.82 | \$58,683.46 | \$60,295.87 | \$61,929.50 | \$63,563.14 |
| Property Appraiser              |                                       |             |             |             |             |             |             |             |             |             |             |
| Paralegal                       |                                       |             |             |             |             |             |             |             |             |             |             |
| Feedlot Officer                 |                                       |             |             |             |             |             |             |             |             |             |             |
| Child Support Officer           |                                       |             |             |             |             |             |             |             |             |             |             |



| 2021 Non-Union Pay Plan |         |             |             |              |              |              |              |              |              |              |              |
|-------------------------|---------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                         | Step    | 1           | 2           | 3            | 4            | 5            | 6            | 7            | 8            | 9            | 10           |
| <b>GRADE 16</b>         | Hourly  | \$36.88     | \$38.12     | \$39.34      | \$40.58      | \$41.81      | \$43.03      | \$44.27      | \$45.49      | \$46.73      | \$47.96      |
| Land Records Director   | Monthly | \$6,393.09  | \$6,607.02  | \$6,819.18   | \$7,033.10   | \$7,247.03   | \$7,459.19   | \$7,673.12   | \$7,885.28   | \$8,099.21   | \$8,313.14   |
| Finance Director        | Annual  | \$76,717.06 | \$79,284.19 | \$81,830.11  | \$84,397.25  | \$86,964.38  | \$89,510.30  | \$92,077.44  | \$94,623.36  | \$97,190.50  | \$99,757.63  |
| <b>GRADE 17</b>         | Hourly  | \$38.55     | \$39.83     | \$41.12      | \$42.40      | \$43.68      | \$44.97      | \$46.26      | \$47.54      | \$48.83      | \$50.11      |
| Director of Nursing     | Monthly | \$6,681.27  | \$6,904.04  | \$7,126.81   | \$7,349.58   | \$7,570.58   | \$7,795.11   | \$8,017.88   | \$8,240.65   | \$8,463.42   | \$8,686.18   |
|                         | Annual  | \$80,175.26 | \$82,848.48 | \$85,521.70  | \$88,194.91  | \$90,846.91  | \$93,541.34  | \$96,214.56  | \$98,887.78  | \$101,560.99 | \$104,234.21 |
| <b>GRADE 18</b>         | Hourly  | \$40.28     | \$41.63     | \$42.97      | \$44.32      | \$45.66      | \$46.99      | \$48.34      | \$49.68      | \$51.02      | \$52.37      |
| Social Services Mgr.    | Monthly | \$6,981.83  | \$7,215.21  | \$7,448.58   | \$7,681.96   | \$7,913.57   | \$8,145.18   | \$8,378.55   | \$8,611.93   | \$8,843.54   | \$9,076.91   |
|                         | Annual  | \$83,781.98 | \$86,582.50 | \$89,383.01  | \$92,183.52  | \$94,962.82  | \$97,742.11  | \$100,542.62 | \$103,343.14 | \$106,122.43 | \$108,922.94 |
| <b>GRADE 19</b>         | Hourly  | \$42.10     | \$43.49     | \$44.90      | \$46.31      | \$47.71      | \$49.10      | \$50.51      | \$51.92      | \$53.33      | \$54.72      |
|                         | Monthly | \$7,296.54  | \$7,538.75  | \$7,782.74   | \$8,026.72   | \$8,268.94   | \$8,511.15   | \$8,755.14   | \$8,999.12   | \$9,243.10   | \$9,485.32   |
|                         | Annual  | \$87,558.43 | \$90,465.02 | \$93,392.83  | \$96,320.64  | \$99,227.23  | \$102,133.82 | \$105,061.63 | \$107,989.44 | \$110,917.25 | \$113,823.84 |
| <b>GRADE 20</b>         | Hourly  | \$43.98     | \$45.46     | \$46.92      | \$48.39      | \$49.85      | \$51.33      | \$52.79      | \$54.25      | \$55.71      | \$57.19      |
| Engineer                | Monthly | \$7,623.62  | \$7,879.98  | \$8,132.80   | \$8,387.39   | \$8,640.22   | \$8,896.58   | \$9,149.40   | \$9,403.99   | \$9,656.82   | \$9,913.18   |
|                         | Annual  | \$91,483.39 | \$94,559.71 | \$97,593.60  | \$100,648.70 | \$103,682.59 | \$106,758.91 | \$109,792.80 | \$112,847.90 | \$115,881.79 | \$118,958.11 |
| <b>GRADE 21</b>         | Hourly  | \$45.97     | \$47.50     | \$49.03      | \$50.56      | \$52.09      | \$53.62      | \$55.16      | \$56.70      | \$58.22      | \$59.76      |
| Administrator           | Monthly | \$7,968.38  | \$8,233.58  | \$8,498.78   | \$8,763.98   | \$9,029.18   | \$9,294.38   | \$9,561.34   | \$9,828.31   | \$10,091.74  | \$10,358.71  |
|                         | Annual  | \$95,620.51 | \$98,802.91 | \$101,985.31 | \$105,167.71 | \$108,350.11 | \$111,532.51 | \$114,736.13 | \$117,939.74 | \$121,100.93 | \$124,304.54 |

| Position Title                     | Grade |
|------------------------------------|-------|
| Custodian                          | 5     |
| Merit Office Support Specialist    | 5     |
| Office Support Specialist          | 5     |
| Baliff/Transport                   | 6     |
| Facilities Maintenance Worker      | 6     |
| Merit Office Support Specialist Sr | 6     |
| Office Support Specialist Sr       | 6     |
| Transfer Station Attendant         | 6     |
| Accounting Technician              | 7     |
| Case Aide                          | 7     |
| Support Enforcement Aide           | 7     |
| Eligibility Worker                 | 8     |
| Jailer                             | 8     |
| Maintenance Specialist-Hwy         | 8     |
| Traffic Technician                 | 8     |
| Accounting Technician Lead         | 9     |
| Child Support Officer              | 9     |
| Courthouse Security                | 9     |
| Feedlot Officer                    | 9     |
| Jail Program Trainer               | 9     |
| Paralegal                          | 9     |
| Property Appraiser                 | 9     |
| Building Maintenance Supervisor    | 10    |
| Dispatcher                         | 10    |
| Merit Fiscal Officer               | 10    |
| Working Foreman                    | 10    |
| Deputy                             | 11    |
| Engineering Technician Sr          | 11    |
| Finance Officer                    | 11    |
| GIS Coordinator                    | 11    |
| Head Mechanic                      | 11    |
| Highway/Airport Office Manager     | 11    |
| Lead Dispatcher                    | 11    |
| Registered Dietician               | 11    |
| Registered Nurse-2 year Degree     | 11    |
| Shop Foreman                       | 11    |
| Veteran Services Officer           | 11    |
| Emergency Manager                  | 12    |
| Home Care Coordinator              | 12    |
| Human Resources Officer            | 12    |
| Lieutenant                         | 12    |
| Maintenance Superintendent         | 12    |
| Narcotics Officer                  | 12    |
| Patrol Sergeant                    | 12    |
| Registered Nurse-4 year Degree     | 12    |
| Sergeant/Investigator              | 12    |

|                                   |    |
|-----------------------------------|----|
| Social Worker - Non Union         | 12 |
| Social Worker Merit               | 12 |
| Captain                           | 13 |
| County Surveyor                   | 13 |
| Engineering Technician Supervisor | 13 |
| Public Health Nurse               | 13 |
| Solid Waste Administrator         | 13 |
| Zoning Administrator              | 13 |
| Chief Deputy                      | 14 |
| County Recorder                   | 14 |
| Jail Administrator                | 14 |
| Social Services Supervisor        | 14 |
| Assistant County Attorney         | 15 |
| County Assessor                   | 15 |
| Health Educator                   | 15 |
| Finance Director                  | 16 |
| Land Records Director             | 16 |
| Director of Nursing               | 17 |
| Sheriff                           | 18 |
| Social Services Manager           | 18 |
| County Attorney                   | 20 |
| County Engineer                   | 20 |
| County Administrator              | 21 |
|                                   |    |
|                                   |    |
|                                   |    |
|                                   |    |

**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?

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

Where does the specific funding for this position originate?

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

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

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

Reviewed by Personnel Committee:

Recommended for Board Approval  No Recommendation Made  
 Not Recommended for Board Approval Reason:

Date on Board Agenda:

Approved by Board  Not Approved by Board Reason:

**Hire Analysis Form**  
**(All sections must be completed.)**

Date:  Department:

Requested By:  Title of Position being requested:

Requested date to post:

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

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

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

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

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

Where does the specific funding for this position originate?

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

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

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

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:

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965

Date January 5, 2021 Resolution No. 2021-00  
Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**Resolution Extending the Declaration of a State Of Emergency – COVID-19**

**WHEREAS**, On March 13, 2020, Minnesota Governor Tim Walz declared a peacetime state of emergency pursuant to the issuance of Executive Order 20-01 due to the worldwide spread of COVID-19, also referred to as the Coronavirus; and

**WHEREAS**, the health and safety of Fillmore County staff and the entire community continues to be a priority for Fillmore County. Our Fillmore County Public Health Department continues to lead the response to COVID-19 in Fillmore County, in cooperation with state and federal officials.

**WHEREAS**, the Fillmore County Board of Commissioners declared Fillmore County in a **STATE OF EMERGENCY** by resolution 2020-011 for continuing operations from the COVID-19, also referred to as the Coronavirus. The Fillmore County Board of Commissioners supports the Continuity of Operations Plan for Fillmore County (COOP) and approved the outlined operations in the “Fillmore County Emergency Declaration for COVID-19” document. The Fillmore County Board of Commissioners supports the County Administrator and Department Heads as they continue to work through the pandemic.

**WHEREAS**, the Fillmore County Board of Commissioners extended the declaration by resolution 2020-012 through May 5, 2020, by resolution 2020-016 through May 26, 2020 by resolution 2020-023 through June 23, 2020, by resolution 2020-027 through July 28, 2020, by resolution 2020-035 through September 1, 2020, by resolution 2020-051 through October 6, 2020, by resolution 2020-059 through November 3, 2020, by resolution 2020-061 through December 1, 2020, and by resolution 2020-070 through January 5, 2021.

**WHEREAS**, the Fillmore County Board has allowed public access to the facilities since June 1<sup>st</sup>, 2020 with further safety precautions implemented such as 6 foot distancing markers, spit guards, hand sanitizing station at entrance of buildings that are accessed by the public and regular sanitation of common areas.

**WHEREAS**, Fillmore County Board meetings and committee meetings may be held according to current State of Minnesota provided COVID-19 guidelines. Each Committee meeting structure can be determined by the Department Head and/or Commissioner of that committee with the intent to provide the option for electronic participation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Fillmore County Board of Commissioners declare Fillmore County in a **STATE OF EMERGENCY** for continuing operations from the COVID-19, and extend this emergency declaration through February 2, 2021.

**VOTING AYE**

Commissioners

Prestby

Dahl

Lentz

Hindt

Bakke

**VOTING NAY**

Commissioners

Prestby

Dahl

Lentz

Hindt

Bakke

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 5<sup>th</sup> day of January, 2021.

Witness my hand and official seal at Preston, Minnesota the 5<sup>th</sup> day of January, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners



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## FILLMORE COUNTY – Business & Nonprofit Relief Grant

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### Fillmore County Business and Nonprofit Relief Grant Program

Fillmore County has received \$405,493.07 from the State of Minnesota to fund business and nonprofit relief grants. These grants are to provide relief payments to businesses and nonprofits within the county that have been impacted by a state executive order related to the COVID-19 pandemic.

#### TO APPLY:

- Applications will be accepted starting **January 6<sup>th</sup>, 2021** with an application deadline of **February 1<sup>st</sup>, 2021**.
- Applications should be e-mailed to [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) or dropped off at the Fillmore County Administrator's Office. Questions should be directed to Fillmore County EDA Director, Chris Hahn by e-mailing [chris.hahn@cedausa.com](mailto:chris.hahn@cedausa.com) or Bobbie Hillery by emailing [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) or by calling 507-765-4566.
- Applications and the maximum grant amount will be based on the submissions received. The County reserves the right to reject any application that in its sole opinion does not meet the criteria set or any federal or state regulation.
- Applications are due by noon on **February 1<sup>st</sup>, 2021**. **Late or incomplete applications may not be accepted.**

#### Eligibility Requirements

1. If awarded, your grant amount will be determined by the need documented in your application, up to an amount to be determined based on overall need, program interest, and submissions received. Based on your entity's financial need, please indicate your grant request on the application.
2. Grant funds can be used for any business activity or need.
3. Businesses and nonprofits are eligible to apply if:
  - a. They are located in Fillmore County.
  - b. They have no current tax liens on record with the Secretary of State as of the time of their grant application.
  - c. They were impacted by a state executive order related to the COVID-19 pandemic.
  - d. They are not excluded as an ineligible business type.
4. Ineligible businesses:
  - a. Farming activity including animal and crop production.
  - b. Businesses deriving the majority of their income from passive investments, rental income, gambling, adult oriented activity, or illegal activity.
5. Day care and home-based businesses are eligible.
6. No additional information will be collected at this time, other than the application. Incomplete applications may not be accepted or awarded. All applicants certify that their applications are true, accurate, and agree to provide additional backup documentation to the Fillmore County upon request now or in the future. Failure to comply will result in a forfeiture of the grant and penalties to the full extent of the law.



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## FILLMORE COUNTY – Business & Nonprofit Relief Grant

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### FILLMORE COUNTY BUSINESS AND NONPROFIT RELIEF GRANT

#### *Application*

Please note that this application must be filled out in its entirety to be considered. If any fields are not applicable, please explain in the field why the question is not applicable.

Entity Legal Name: \_\_\_\_\_ Doing Business As: \_\_\_\_\_

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Entity Physical Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

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Entity Mailing Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

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Entity Owner(s): \_\_\_\_\_

Contact Person for this Application (if different from above):

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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Type of Entity (Please check one):

|                                                          |                                          |
|----------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Corporation (for-profit)        | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Cooperative     |
| <input type="checkbox"/> Partnership                     | <input type="checkbox"/> Other: _____    |

---

Federal Tax ID: \_\_\_\_\_

*Note: If you are a sole proprietor, you may need to use your Social Security Number.*

State Tax ID: \_\_\_\_\_

Entity Industry: \_\_\_\_\_

Number of Part-time Employees: \_\_\_\_\_

Number of Full-time Employees: \_\_\_\_\_

Date Entity was Established: \_\_\_\_\_

Is your entity considered (Check one):  Essential  Non-essential



## FILLMORE COUNTY – Business & Nonprofit Relief Grant

Was your entity closed by state executive order during COVID-19?:  Yes  No

If your entity was closed, for how many days were you closed?: \_\_\_\_\_

Is your entity located in Fillmore County?:

Yes  No

As of the date of this application, does your entity have any tax liens on record with the Minnesota Secretary of State?:

Yes  No

Were you impacted by an executive order related to the COVID-19 pandemic?:

Yes  No

Which of the following forms of funding or relief from expenses during the COVID-19 has the applicant received? (The county encourages applicants to apply for as many funding sources as possible.):

- |                                                                 |                                                                           |
|-----------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Pandemic Unemployment Assistance (PUA) | <input type="checkbox"/> State of MN Small Business Emergency Loan (SBEL) |
| <input type="checkbox"/> SBA Paycheck Protection Program (PPP)  | <input type="checkbox"/> Grant from County or City                        |
| <input type="checkbox"/> Economic Injury Disaster Loan (EIDL)   | <input type="checkbox"/> Department of Revenue: Phase 1 Funding           |
| <input type="checkbox"/> Other.....                             |                                                                           |

If you have applied for any other funding, are you awaiting a response?:  Yes  No

If so, which funding source(s) are they?: \_\_\_\_\_

Have you received unemployment compensation?:  Yes  No

Amount of other assistance recived to date: \$\_\_\_\_\_

**Grant amount requested from Fillmore County: \$\_\_\_\_\_**

*Note: the county reserves the right to audit you at any time to verify the statements made in this application. At that time, you will need to provide proof supportig claims made in this application including how the grant funds were used. You must retain your records for at least 6 years after recieving grant funds.*





## FILLMORE COUNTY – Business & Nonprofit Relief Grant

**Please read and mark the items below to acknowledge each statement. Missing checks may cause delay or grant declination:**

- I (we) certify that I (we) have the authority to apply for this grant on behalf of the entity that we have described herein.
- I (we) certify that the entity has been negatively affected by the COVID-19 emergency as described herein.
- I (we) certify that the grant funds will be used for authorized expenses only in accordance with the requirements and restrictions set forth by law and Fillmore County.
- I (we) certify that only one application for this entity is being submitted.
- I (we) shall cooperate with Fillmore County or appropriate officials for grant auditing purposes, as further set forth and described above.
- I (we) acknowledge that representations made in this application will be relied on by Fillmore County in its decision to grant such grant.
- Fillmore County is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein.
- I (we) will promptly notify Fillmore County if any subsequent changes would affect the accuracy of the information in this application.
- I (we) understand Under Minn. Stat. § 16B.98, Subd.8, the Grantee’s books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- I (we) understand that it is a crime to make a false representation as to my business’s financial ability for the purpose of securing this grant. The applicant declares under penalty of perjury that all information provided herein is true in every detail and accurately represents the financial condition of the applicant and the business on the date given below.
- By typing my (our) signature(s) and date in the text box below, I (we) agree(s) that the applicant is electronically signing this application. I (we) understand and agree that my (our) electronic signature(s) is (are) the legal equivalent of a manual signature(s) and that Fillmore County may rely on it as such in connection with any and all agreements that I (we) or the business may enter into with respect to this application.

**Signature:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Applications are due by noon on **February 1<sup>st</sup>, 2021**. **Late or incomplete applications may not be accepted.** Applications should be e-mailed to [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) or dropped off at the Fillmore County Administrator’s Office. Questions should be directed to Fillmore County EDA Director, Chris Hahn by emailing [chris.hahn@cedausa.com](mailto:chris.hahn@cedausa.com) or Bobbie Hillery at [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us) or by calling 507-765-4566.

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date January 5, 2021 Resolution No. 2021-00

Motion by Commissioner Second by Commissioner

WHEREAS, Minnesota Statute 282.08 provides that the County Board may annually set aside no more than thirty percent (30%) of the receipts from tax forfeiture sales to be used for the acquisition and maintenance of County parks or recreational areas; and

WHEREAS, the County Board of Fillmore County desires to set aside thirty percent (30%) of the balance from tax forfeiture sales to be used for acquisition and maintenance of County parks or recreational areas.

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

- 1. That thirty percent (30%) of the balance of tax forfeited land sales to be distributed shall be set aside for the acquisition and maintenance of County parks or recreational areas is provided for by Minnesota Statute 282.08 (4)(ii). Said fund shall be expended under the supervision of the County Board.

VOTING AYE
Commissioners

Prestby [ ] Dahl [ ] Bakke [ ] Lentz [ ] Hindt [ ]

VOTING NAY
Commissioners

Prestby [ ] Dahl [ ] Bakke [ ] Lentz [ ] Hindt [ ]

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 5th day of January, 2021.

Witness my hand and official seal at Preston, Minnesota the 5th day of January, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk
Fillmore County Board of Commissioners

**January 5, 2021 Board Meeting**

**Bobbie Hillery, Administrator-Items**

**#3 Tax Forfeiture Receipts to Parks:**

**WHEREAS**, Minnesota Statute 282.08 provides that the County Board may annually set aside no more than thirty percent (30%) of the receipts from tax forfeiture sales to be used for the acquisition and maintenance of County parks or recreational areas; and

**WHEREAS**, the County Board of Fillmore County desires to set aside thirty percent (30%) of the balance from tax forfeiture sales to be used for acquisition and maintenance of County parks or recreational areas.

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

1. That thirty percent (30%) of the balance of tax forfeited land sales to be distributed shall be set aside for the acquisition and maintenance of County parks or recreational areas is provided for by Minnesota Statute 282.08 (4)(ii). Said fund shall be expended under the supervision of the County Board.

**#4 2021 Board Meetings:**

**BE IT RESOLVED THAT** the regular 2021 County Board meetings will be held at 9:00 a.m. on the second Tuesday of each month with the understanding that special meetings will also be held the first and fourth Tuesdays at the same time, and other meetings may be called as necessary. Noting that months where a board meeting falls on a holiday that the scheduled is changed. Projected meetings as follows for 2021 (R) indicates regular and (S) indicates special meeting:

|                           |           |   |                                                      |
|---------------------------|-----------|---|------------------------------------------------------|
| January 5 <sup>th</sup>   | 9:00 a.m. | R |                                                      |
| January 12 <sup>th</sup>  | 9:00 a.m. | S |                                                      |
| January 26 <sup>th</sup>  | 9:00 a.m. | S |                                                      |
| February 2 <sup>nd</sup>  | 9:00 a.m. | S |                                                      |
| February 9 <sup>th</sup>  | 9:00 a.m. | R |                                                      |
| February 23 <sup>rd</sup> | 9:00 a.m. | S |                                                      |
| March 2 <sup>nd</sup>     | 9:00 a.m. | S |                                                      |
| March 9 <sup>th</sup>     | 9:00 a.m. | R |                                                      |
| March 23 <sup>rd</sup>    | 9:00 a.m. | S |                                                      |
| April 6 <sup>th</sup>     | 9:00 a.m. | S |                                                      |
| April 13 <sup>th</sup>    | 9:00 a.m. | R |                                                      |
| April 27 <sup>th</sup>    | 9:00 a.m. | S |                                                      |
| May 4 <sup>th</sup>       | 9:00 a.m. | S |                                                      |
| May 11 <sup>th</sup>      | 9:00 a.m. | R |                                                      |
| May 25 <sup>th</sup>      | 9:00 a.m. | S |                                                      |
| June 1 <sup>st</sup>      | 9:00 a.m. | S |                                                      |
| June 8 <sup>th</sup>      | 9:00 a.m. | R |                                                      |
| June 22 <sup>nd</sup>     | 3:00 p.m. | S | Board of Appeal & Equal. Hearing at 6:30p.m.         |
| June 30 <sup>th</sup>     | 9:00 a.m. | S | <b>ONLY NECESSARY IF CONTINUATION HEARING NEEDED</b> |
| July 6 <sup>th</sup>      | 9:00 a.m. | S |                                                      |
| July 13 <sup>th</sup>     | 9:00 a.m. | R |                                                      |
| July 27 <sup>th</sup>     | 9:00 a.m. | S |                                                      |
| August 3 <sup>rd</sup>    | 9:00 a.m. | S |                                                      |
| August 10 <sup>th</sup>   | 9:00 a.m. | R |                                                      |
| August 24 <sup>th</sup>   | 9:00 a.m. | S |                                                      |
| September 7 <sup>th</sup> | 9:00 a.m. | S |                                                      |

|                            |           |   |                                       |
|----------------------------|-----------|---|---------------------------------------|
| September 14 <sup>th</sup> | 9:00 a.m. | R |                                       |
| September 28 <sup>th</sup> | 9:00 a.m. | S |                                       |
| October 5 <sup>th</sup>    | 9:00 a.m. | S |                                       |
| October 12 <sup>th</sup>   | 9:00 a.m. | R |                                       |
| October 26 <sup>th</sup>   | 9:00 a.m. | S |                                       |
| November 2 <sup>nd</sup>   | 9:00 a.m. | S |                                       |
| November 9 <sup>th</sup>   | 9:00 a.m. | R |                                       |
| November 23 <sup>rd</sup>  | 9:00 a.m. | S |                                       |
| December 14 <sup>th</sup>  | 3:00 p.m. | R | Truth in Taxation Hearing at 6:30p.m. |
| December 21 <sup>st</sup>  | 9:00 a.m. | S |                                       |
| December 28 <sup>th</sup>  | 9:00 a.m. | S |                                       |

#### #5 Adopt resolution to set 2021 per diem rate

**BE IT RESOLVED THAT** the 2021 Fillmore County per diem rate be set at \$45.00/day as prescribed by law.

#### #6 Adopt the 2021 Mileage reimbursement rate

**BE IT RESOLVED THAT** the 2021 Fillmore County mileage reimbursement rate be set at the IRS rate of .56 cents per mile (2020 was .575), and will adjust based on the IRS recommendations through the year.

*IR-2020-279, December 22, 2020*

*WASHINGTON — The Internal Revenue Service today issued the 2021 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:*

- *56 cents per mile driven for business use, down 1.5 cents from the rate for 2020,*
- *16 cents per mile driven for medical, or moving purposes for qualified active duty members of the Armed Forces, down 1 cent from the rate for 2020, and*
- *14 cents per mile driven in service of charitable organizations, the rate is set by statute and remains unchanged from 2020.*

#### #8 Consider Current Elected Officials Salaries

The **County Commissioners** have a current 2020 annual salary of \$23,693.00. The proposed 2021 annual salary for Commissioners is in the budget at \$24,166.86, this is a 2% increase.

An elected official conference was conducted with Brett Corson, **County Attorney**, pursuant to MN Statutes. Attorney Corson requested \$122,000.00 for his 2021 salary. Attorney Corson's 2020 salary was \$117,750.00, which is a 3.6% increase for the request.

An elected official conference was conducted with David Kiehne, **Recorder**, pursuant to MN Statutes. Recorder Kiehne requested \$80,600.00 for his 2021 salary. Recorder Kiehne's 2020 salary is \$73,750.00, which is a 9.3% increase for the request.

An elected official conference was conducted with John DeGeorge, **Sheriff**, pursuant to MN Statutes. Sheriff DeGeorge requested \$110,205 for his 2021 salary. Sheriff DeGeorge's 2020 salary is \$108,045, which is a 2% increase for the request.

**#9 Consider Chief Deputy Contract and Salary**

Sheriff John DeGeorge requested that the County Board set the 2021 Chief Deputy salary for Lance Boyum at \$94,566, his 2020 salary was \$92,712, this is a 2% increase.

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

**BE IT RESOLVED** that each American Legion Post of Fillmore County, making application for said appropriation for defraying expenses of Memorial Day exercises for 2021, shall be granted \$75.00. Before such grants are made, the Post must furnish evidence that public exercises were held. In cities where there is also a Veterans of Foreign Wars Post and cooperative exercises are held, the Post sponsoring the exercises shall receive the entire grant of \$75.00.

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

Extension Annual Meeting  
AIRTAP  
American Jail Association  
Association of Minnesota Counties  
Association of Minnesota Social Services Accountants  
Community Health Services annual meeting  
Conference for Veteran Services Assistants  
Department of Emergency Management annual meeting  
Department of Veterans Affairs annual meeting  
Family Health Home Visiting Conference  
MN Association of Assessing Officers  
MN Association of County Administrators  
MN Association of County Auditors/Treasurers/Finance Officers  
MN Association of County Feedlot Officers  
MN Association of County Officers  
MN Association of County Planning and Zoning  
MN Association of County Surveyors  
MN Association of County Veterans Service Officers  
MN Association of Emergency Managers  
MN Association of Financial Assistance Supervisors  
MN Association of Financial Workers/Case Aides  
MN Association of Social Service Administrators  
MN Association of Social Services Supervisors  
MN County Attorneys Association  
MN County Engineers Association  
MN Counties Human Resources Management Association  
MN County Recorders Association  
MN Department of Health Immunization Conference  
MN Family Support and Recovery Council

MN GIS-LIS Consortium  
MN HSEM Governors Conference  
MN Jail Administrators Conference  
MN Local Public Health Association  
MN Society of Professional Surveyors  
MN State Sheriffs Association  
MN Surveyors and Engineers Society  
MN Pollution Control Agency Feedlot Annual meeting MN  
Public Health Emergency Preparedness  
Safety & Health Conference  
Recycling Association of Minnesota  
Solid Waste Administrators Association  
Statewide Health Improvement Partnership  
Toward Zero Death conference

**#12 Consider County payment for flu shots for County employees to be provided as an employee benefit and in the event of flu shot shortages, only those qualifying under MN guidelines would be immunized.**

2020

2019 87 employees received vaccination (86 billed to insurance and 1 billed to county)

2018 79 employees received vaccination (77 billed to insurance/2 billed to county)

2017 107 employees received vaccination (93 billed to insurance/14 billed to county)

2016 114 employees received vaccination (102 billed to insurance/12 billed to county)

2015 107 employees received vaccination (94 billed to insurance/13 billed to county)

2014 112 employees received vaccination (101 billed to insurance/11 billed to county)

**#13 Website as alternative method for bids:**

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

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

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

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

**#15 Consider 2021 Delegates for AMC and Policy Committee Delegates**

| <b>Policy Committee</b>                          | <b>2021 Policy Committee Member</b> |
|--------------------------------------------------|-------------------------------------|
| Environment & Natural Resources Policy Committee | Commissioner Duane Bakke            |
| General Government Policy Committee              | Commissioner Larry Hindt            |
| Health & Human Services Policy Committee         | Commissioner Randy Dahl             |
| Public Safety Policy Committee                   | Commissioner Mitch Lentz            |
| Transportation & Infrastructure Policy Committee | Highway Engineer Ron Gregg          |

**2021 AMC VOTING DELEGATE APPOINTMENTS**

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2021 in the spaces below.  
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

|          |                              |
|----------|------------------------------|
| <b>1</b> | Commissioner Randy Dahl      |
| <b>2</b> | Commissioner Mitch Lentz     |
| <b>3</b> | Commissioner Larry Hindt     |
| <b>4</b> | Commissioner Duane Bakke     |
| <b>5</b> | Commissioner Marc Prestby    |
| <b>6</b> | Administrator Bobbie Hillery |
| <b>7</b> | Highway Engineer Ron Gregg   |
| <b>8</b> | Assessor Jason McCaslin      |

**#20 Ambulance Payments in the amount of \$4,500 per service, under the Community Health Department in the Budget**

- City of Harmony
- City of Chatfield
- City of Rushford
- City of Preston
- City of Lanesboro
- City of Mabel
- City of Spring Valley



# IRS issues standard mileage rates for 2021

IR-2020-279, December 22, 2020

WASHINGTON — The Internal Revenue Service today issued the 2021 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile driven for business use, down 1.5 cents from the rate for 2020,
- 16 cents per mile driven for medical, or moving purposes for qualified active duty members of the Armed Forces, down 1 cent from the rate for 2020, and
- 14 cents per mile driven in service of charitable organizations, the rate is set by statute and remains unchanged from 2020.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the [Tax Cuts and Jobs Act](#), taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the [actual costs](#) of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for [business use](#). Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2021-02](#) [PDF](#), contains the optional 2021 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2021 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

| 2020 Elected-Appointed Salaries |                    |                     |                    |                    |                     |                      |
|---------------------------------|--------------------|---------------------|--------------------|--------------------|---------------------|----------------------|
| County                          | Commissioner       | Sheriff             | A/T                | Recorder           | Attorney            | Chief Deputy Sheriff |
| Aitkin                          | \$32,564.33        | \$101,920.00        | \$88,634.60        | \$73,566.19        | \$128,623.51        | \$93,620.00          |
| Becker                          | \$25,591.00        | \$108,546.00        | \$89,630.00        | \$74,515.00        | \$115,332.00        | \$88,082.00          |
| Blue Earth *                    | \$38,688.00        | \$156,644.00        | N/A                | N/A                | \$156,644.80        | \$133,515.20         |
| Dodge *                         | \$23,598.00        | \$105,509.00        | \$97,697.00        | N/A                | \$107,694.00        | \$94,515.00          |
| Fairbault *                     | \$20,758.00        | \$128,823.00        | \$101,442.00       | \$73,710.00        | \$106,579.00        | \$92,766.00          |
| Goodhue                         | \$22,713.60        | \$146,556.80        | \$128,315.20       | \$152,484.80       | \$140,483.00        | \$100,588.80         |
| Houston                         | \$19,016.34        | \$102,781.40        | \$83,650.01        | \$63,705.00        | \$116,653.66        | \$96,720.00          |
| Kandiyohi                       | \$31,380.00        | \$104,958.00        | \$114,162.00       | \$98,733.00        | \$135,727.00        | \$93,899.00          |
| Lyon                            | \$20,200.00        | \$105,046.00        | \$106,213.92       | \$78,617.90        | \$139,744.00        | \$95,238.62          |
| Martin                          | \$26,319.75        | \$115,377.60        | \$86,590.40        | \$71,697.60        | \$129,708.80        | \$100,878.40         |
| Nobles                          | \$20,259.22        | \$122,420.00        | \$83,627.00        | \$70,512.66        | \$91,728.00         | \$96,406.12          |
| Redwood                         | \$26,915.00        | \$119,996.00        | \$106,393.00       | \$91,197.00        | \$101,677.00        | \$97,178.00          |
| Todd                            | \$31,941.00        | \$94,180.00         | \$92,578.00        | \$69,186.00        | \$118,151.00        | \$81,627.20          |
| Winona *                        | \$24,236.78        | \$138,011.12        | \$115,357.22       | \$86,840.21        | \$141,225.76        | \$114,433.49         |
| Fillmore                        | \$24,693.00        | \$102,045.00        | \$79,500.00        | \$73,750.00        | \$117,750.00        | \$92,712.00          |
| <b>Average</b>                  | <b>\$25,924.93</b> | <b>\$116,854.26</b> | <b>\$98,127.88</b> | <b>\$82,962.72</b> | <b>\$123,181.44</b> | <b>\$98,145.32</b>   |
| <b>95% of Average</b>           | <b>\$24,628.69</b> | <b>\$111,011.55</b> | <b>\$93,221.49</b> | <b>\$78,814.58</b> | <b>\$117,022.36</b> | <b>\$93,238.06</b>   |

Dodge Attorney is 1/2 time so given amount was doubled; Commissioner salary is for the chair; County does not have an A/T or Recorder, but a Land Records Director. Salary for A/T is this salary

Todd County does NOT pay any per diems to its Commissioners: Chair & Vice receive additional pay

Aitkin has separate A/T. Amount listed is the average of the two

Winona Chief Deputy is a union position

Goodhue Recorder is Land Use mgt director, County Surveyor building, GIS and zoning and records.

Blue Earth County Note: Director of Property and Environmental Services oversees the Recorder function and some of the A/T function. Finance Director performs some of the Treasurer function. Not able to make comparison

Fairbault's position is A/T/Coord

|           |
|-----------|
| Appointed |
|-----------|

| 2020 Regional Elected-Appointed Salaries |                     |                      |                     |                     |                      |                      |
|------------------------------------------|---------------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| County                                   | Commissioner        | Sheriff              | A/T                 | Recorder            | Attorney             | Chief Deputy Sheriff |
| Dodge *                                  | \$23,598.00         | \$105,509.00         | \$97,697.00         | N/A                 | \$107,694.00         | \$94,515.00          |
| Freeborn *                               | \$23,795.20         | \$97,020.00          | \$90,022.40         | \$76,627.00         | \$118,456.00         | \$97,535.15          |
| Goodhue                                  | \$22,713.60         | \$146,556.80         | \$128,315.20        | \$152,484.80        | \$140,483.00         | \$100,588.80         |
| Houston *                                | \$19,016.34         | \$102,781.40         | \$83,650.01         | \$63,705.00         | \$116,653.66         | \$96,720.00          |
| Mower                                    | \$24,200.00         | \$122,129.07         | \$88,551.63         | \$83,228.29         | \$134,336.38         | \$102,111.84         |
| Olmsted                                  | \$49,000.00         | \$148,976.00         | N/A                 | N/A                 | \$184,329.00         | \$160,130.00         |
| Rice *                                   | \$38,457.00         | \$143,256.00         | \$101,421.00        | \$97,656.00         | \$147,576.00         | \$114,629.00         |
| Steele *                                 | \$22,433.00         | \$140,400.00         | \$107,556.50        | \$95,846.00         | \$144,185.00         | \$111,841.00         |
| Wabasha                                  | \$19,961.00         | \$107,000.00         | N/A                 | \$73,593.00         | \$109,707.00         | \$93,790.94          |
| Waseca                                   | \$24,000.00         | \$99,999.00          | \$95,992.00         | \$83,408.00         | \$105,019.20         | \$91,956.80          |
| Winona *                                 | \$24,236.78         | \$138,011.12         | \$115,357.22        | \$86,840.21         | \$141,225.76         | \$114,433.49         |
| Fillmore                                 | \$24,693.00         | \$102,045.00         | \$79,500.00         | \$73,750.00         | \$117,750.00         | \$92,712.00          |
| <b>Average</b>                           | <b>\$26,341.99</b>  | <b>\$121,140.28</b>  | <b>\$98,806.30</b>  | <b>\$88,713.83</b>  | <b>\$130,617.92</b>  | <b>\$105,913.67</b>  |
| <b>95% of Average</b>                    | <b>\$25,024.89</b>  | <b>\$115,083.27</b>  | <b>\$93,865.98</b>  | <b>\$84,278.14</b>  | <b>\$124,087.02</b>  | <b>\$100,617.98</b>  |
| <b>95% Average w/o Olmsted</b>           | <b>\$ 23,068.07</b> | <b>\$ 112,679.27</b> | <b>\$ 93,865.98</b> | <b>\$ 84,278.14</b> | <b>\$ 119,448.34</b> | <b>\$ 95,935.67</b>  |

Dodge Attorney is 1/2 time so given amount was doubled; Commissioner salary is for the chair; County does not have an A/T or Recorder, but a Land Records Director. Salary for A/T is this salary

Freeborn County does not give per diems to Commissioners: Freeborn is in litigation with their Sheriff regarding 2019 salary, amount listed is 2018 salary

Steele has separate A/T. Amount listed is average.

Rice has separate positions of Property Tax - Elections and CFO, amount is the average

Goodhue Recorder is Land Use mgt director, County Surveyor, GIS building and zoning and records; A/T is Finance Director who is also in charge of Assessor department

Winona Chief Deputy is a union position

|           |
|-----------|
| Appointed |
|-----------|



December 28, 2020

Ms. Bobbie Hillery  
Fillmore County Administrator  
101 Fillmore St.  
PO Box 627  
Preston, MN 55965

Dear Ms. Hillery:

This letter will confirm our understanding of the engagement arrangements for *Government Management Group (GMG)* to prepare Fillmore County's central services cost allocation plans.

*GMG* will prepare Fillmore County's Central Services Cost Allocation plans for the years ending December 31, 2020, 2021, and 2022 in conformance with Federal regulation Title 2 CFR Part 200. We will assist in negotiating the plan with the designated cognizant agency and make any revisions that may be necessary. We will monitor Federal recoveries to ensure that you receive all eligible recoveries. Upon completion we will deliver to the County one (1) bound paper copy and one electronic (adobe.pdf) copy of the plan. We will invoice the County annually upon completion of the plan. The fee for this service will be a fixed fee of \$5,250 (five thousand two hundred and fifty dollars) per year. This fee includes all costs incurred by us.

We are pleased to have the opportunity to serve you. If this letter correctly expresses your understanding, please sign where indicated and return to me at 9685 Norway Hills Trail, Lakeville, MN 55044. If you have any questions, please feel free to contact me.

Sincerely,

*Angela Pond*

Angela Pond  
Vice - President  
Government Management Group, Inc.

APPROVED:

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

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

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

THE LEADERSHIP GROWTH GROUP  
*Leaders Helping Leaders*

INVOICE

*Date:* December 1, 2020

*Bill to:*

*For:* 2021 Leadership Growth Group Series

Bobbie Hillery  
County Coordinator  
Fillmore County  
PO Box 466  
Preston, MN 55965

*Invoice No.:* 21808    *PO No.:*

| DESCRIPTION                         | AMOUNT          |
|-------------------------------------|-----------------|
| 2021 Leadership Growth Group Series | \$600.00        |
| <b>TOTAL</b>                        | <b>\$600.00</b> |

*Make all checks payable to:*

**The Leadership Growth Group  
71 West Golden Lake Road  
Circle Pines, MN 55014**

If you have any questions concerning this invoice, contact Dave Bartholomay at 612.868.7203 or [TheLeadershipGrowthGroup@gmail.com](mailto:TheLeadershipGrowthGroup@gmail.com)

THANK YOU FOR YOUR BUSINESS!

Leadership Growth Group  
71 West Golden Lake Road Circle Pines, MN 55014  
612.868.7203    [TheLeadershipGrowthGroup@gmail.com](mailto:TheLeadershipGrowthGroup@gmail.com)