

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
April 13, 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 that the public can participate in the meeting by phone or virtually if they choose.**

**To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and enter Access Code 187 903 7511; to participate virtually go to [www.webex.com](http://www.webex.com), click on “join meeting” in top right corner of your screen; then enter the Meeting ID 187 903 7511**

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

                    Approve Consent Agenda:

1. April 6, 2021 County Board minutes
2. Renewal of Liquor, Wine, Club license for Preston Golf & Country Club
3. Successful completion of probation for Jason McCaslin, County Assessor, effective 4/10/2021 as recommended by the review committee.

                    Approve Commissioners’ Warrants  
                    Review Finance Warrants

9:05 a.m.      Jill Brown, Jill Brown Public Relations, and Monte Niemi, First State Tire Recycling

1. Governor Certificate of Recognition from Governor Walz to recognize the recycling efforts of Fillmore County Highway Department

9:20 a.m.      Cristal Adkins, Zoning

1. Consider an access permit for new drive for Danny & Jeanette Serfling, section 11 of Carimona Township

9:30 a.m.      Citizens Input

9:35 a.m.      Kristina Kohn, Human Resources

1. Discussion with possible action regarding re-evaluation of Shop Foreman job description
2. Discussion with possible action regarding title for Head Mechanic to Mechanic
3. Request to hire replacement Shop Foreman, effective 5/26/21 in accordance with Local #49 contract
4. Request to advertise for replacement Mechanic
5. First reading of draft changes to Compensation policy

FILLMORE COUNTY BOARD OF COMMISSIONERS

April 13, 2021 Meeting Agenda

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Calendar review, Committee Reports and Announcements

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

|                     |            |                                                   |                |
|---------------------|------------|---------------------------------------------------|----------------|
| Thursday, April 15  | 10:00 a.m. | Historical Society, Fountain                      | Bakke          |
|                     | 4:30 p.m.  | Soil & Water Conservation District, SWCD Building | Bakke          |
| Tuesday, April 20   | 8:00 a.m.  | Law Enforcement                                   | Lentz, Prestby |
|                     | 9:00 a.m.  | Technology                                        | Lentz, Prestby |
| Wednesday, April 21 | 9:00 a.m.  | Basin Alliance, Rochester                         | Lentz          |
| Thursday, April 22  | 2:30 p.m.  | Economic Development Authority                    | Hindt, Lentz   |

**COMMITTEE OPENINGS:**

|                                               |                         |
|-----------------------------------------------|-------------------------|
| Community Corrections Task Force – District 2 | meets quarterly at noon |
| Community Corrections Task Force – District 1 |                         |
| Community Corrections Task Force – At Large   |                         |
| Extension – District 2                        | meets quarterly         |
| Extension – District 5                        |                         |

This is a preliminary draft of the April 6, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 6<sup>th</sup> day of April, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke; Bobbie Hillery, Administrator/Clerk; Melissa Hammell, Assistant County Attorney; Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Doug Lind and Aaren Mathison, Fillmore County Fair Board members; Lori Affeldt, Finance; John DeGeorge, Sheriff; Jessica Erickson, Public Health; Ron Gregg, Highway; Kristina Kohn, Human Resources; Kevin Olson, Social Services; Cristal Adkins, Zoning; Chris Hahn, CEDA; Kristi Ruesink, Accounting Technician; Lindsie Engle, Accounting Technician; Bonita Underbakke and Tom Kaase.

The Pledge of Allegiance was recited.

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

1. March 23, 2021 County Board minutes
2. Approve the following street closures for the 2021 Preston Trout Days as approved by Sheriff DeGeorge, Building Maintenance Supervisor Schultz and Engineer Gregg
  - a. CSAH #12 from Houston Street to St. Anthony St. From 3:30 pm – 5:30 pm on Saturday, May 15<sup>th</sup> (Grand Parade)
  - b. CSAH #17 from Hwy 52 to River St. from 3:30 pm – 5:30 pm on Saturday, May 15<sup>th</sup> (Grand Parade)
  - c. The use of both east and west Courthouse parking lots from 6:00 am – 8:00 pm Saturday, May 18 (Preston Pop-Up Market)
3. Approve unpaid administrative leave for Tara Kraling, Accounting Technician, effective approximately 4/2/2021 as recommended by the County Administrator

On motion by Bakke and seconded by Prestby, the Board unanimously approved the Commissioners' Warrants. Bakke questioned the warrant for Verizon Wireless for the elections asking if we need to pay that amount year round.

The Finance Department warrants were reviewed.

Doug Lind and Aaren Mathison, Fillmore County Fair Board members gave the annual update regarding the 2021 Fillmore County Fair and thanked the Board for the Fair Board appropriation.

Jessica Erickson, Director of Nursing was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the contractual agreement with Sarah Hall for telecommuting.

Erickson gave a brief update regarding the Covid-19 Vaccinations. Chair Dahl thanked Erickson and the entire Public Health Department.

Sheriff John DeGeorge was present.

DeGeorge noted that the Jail Needs Assessment committee is finalizing the data and putting together a recommendation for the Board. The first version of a YouTube presentation to be used as public outreach was shared with the Board.

The Citizen's Input portion of the meeting opened and closed at 9:41 a.m. as no one was present to speak.

Melissa Hammell, Assistant County Attorney was present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved a Memorandum of Understanding between Fillmore County and Three Rivers Restorative Justice.

Ron Gregg, Highway Engineer was present.

On motion by Lentz and seconded by Bakke, the following resolution was unanimously adopted:  
**RESOLUTION 2021-019:** final payment City of Wykoff Project SAP 023-605-035

Cristal Adkins, Zoning Administrator was present.

On motion by Bakke and seconded by Prestby, the following resolution was unanimously adopted:  
**RESOLUTION 2021-020:** changes to the Fillmore County Sub-surface Sewage Treatment Systems Ordinance

Kristina Kohn, Human Resources was present.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the second reading as the final version of the Insurance and Other Benefits policy.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to hire replacement Shop Foreman effective 5/6/2021 in accordance with Local #49 contract as recommended by the County Engineer.

On motion by Bakke and seconded by Lentz, the Board unanimously approved to lay the following motion on the table:

*On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to hire replacement Shop Foreman effective 5/6/2021 in accordance with Local #49 contract as recommended by the County Engineer.*

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to amend the agenda to request a review of the Shop Foreman and Head Mechanic Grade and Title review.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to send job description, grade and title review to David Drown & Associates for Shop Foreman and Head Mechanic positions.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the request to retire for Sarah Mensink, Accounting Technician, effective 7/1/2021 and thanked her for her 5 years of service to Fillmore County.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to advertise for replacement Accounting Technician in the Finance Department as requested by the Finance Director and recommended by the Personal Committee.

Commissioner Prestby inquired as to the status of the Auditor/Treasurer position. Hillery noted that they have received applications and are reviewing them and will report back to the Board in an upcoming meeting.

Bobbie Hillery, Administrator was present.

Discussion ensued regarding the emergency declaration and the necessity of the declaration. Commissioner Bakke suggested that we review our Continuity of Operations Plan (COOP) overall.

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

**RESOLUTION 2021-021:** continuation of Emergency Declaration

A review of the calendar was done with the following committee reports and announcements given: Prestby-Solid Waste; Bakke-Wellness/Activity, Veteran's Home funding; Hindt-EDA, Lentz: Wellness/Activities, EDA, State Emergency Communication, E911, AMC, Jail Assessment.

On motion by Hindt and seconded by Dahl, the Chair adjourned the meeting at 10:37 a.m.



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CTONSS License Period Ending 5/1/2021 Iden: 71848  
Issuing Authority Fillmore Co  
Licensee Name Preston Golf & Country Club  
Trade Name  
Address 27486 State Hwy 16/PO Box 102  
Preston, MN 55965  
Business Phone 507-765-4485  
License Fees: Off Sale \$0.00 On Sale \$1,200.00 Sunday \$50.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

J R Harstad 1-8-80 4-5-21  
Licensee Signature DOB SSN Date  
(Signature certifies all above information to be correct and license has been approved by city/county.)

\_\_\_\_\_  
City Clerk/County Auditor Signature Date  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
County Attorney Signature Date  
County Board issued licenses only (Signature certifies licensee is eligible for license).

\_\_\_\_\_  
Police/Sheriff Signature Date  
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

The Fountain Township approves the Preston Golf and Country Club for on-sale liquor 7 days a week.

Print Name

Paul M. Hamann

Sign Name

Paul M. Hamann

Date

4/5/2021



Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101

Telephone: 651-201-7507 Fax: 651-297-5259 TTY: 651-282-6555

CARD NUMBER

(Official Use Only)

APPLICATION FOR RETAILER'S (BUYERS) CARD FOR LIQUOR OR WINE

**RENEW BUYERS CARD ONLINE!**

**Buyers Card fee of \$20 plus convenience fee of \$.50 for credit cards or \$3.95 for debit cards**

**<https://renewlicense.dps.mn.gov>**

|                                                                             |                        |                                                                      |                                |
|-----------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------|--------------------------------|
| ISSUING AUTHORITY (CITY OR COUNTY)<br>Fillmore Co                           | LICENSE TYPE<br>CTONSS | CURRENT BUYERS CARD EXPIRES<br>5/1/2021                              | IDEN NUMBER<br>71848           |
| PRINT NAME OF LICENSEE (AS SHOWN ON LICENSE)<br>Preston Golf & Country Club | BUSINESS NAME (DBA)    | BUSINESS ADDRESS<br>27486 State Hwy 16/PO Box 102, Preston, MN 55965 |                                |
| MAILING ADDRESS<br>27486 State Hwy 16/PO Box 102                            |                        | COUNTY<br>Fillmore                                                   | BUSINESS PHONE<br>507-765-4485 |
| Preston, MN 55965                                                           |                        | OWNER/MANAGER SIGNATURE<br><i>JR Harsted</i>                         |                                |

**If you do not want to renew online, please return this application with buyers card fee of \$20.**

A \$30 service charge for dishonored checks. You may be assessed \$100 or 100% of the check, whichever is greater, plus interest and attorney fees. MS 604.13.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/5/2021

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

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

|                                                                                                  |  |                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Harmony Insurance Group<br>103 Main Ave N<br>P.O. Box 357<br>Harmony MN 55939 |  | <b>CONTACT</b><br>NAME: James Lutes<br>PHONE (A/C, No, Ext): 5078862100<br>E-MAIL: jim@harmonyinsurancegroup.com<br>ADDRESS: jim@harmonyinsurancegroup.com |  |
| <b>INSURED</b><br>Preston Golf And Country Club<br>27486 Hwy 16 West<br>Preston MN 55965         |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: WADENA INS CO<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F:                     |  |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                      | ADDL SUBR INSD WVD                                   | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                                      | WOR1809       | 05/01/2021              | 05/01/2022              | EACH OCCURRENCE \$ 1,000,000                                         |
|          |                                                                                                                                                                                                                                                                                                                        | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                        | MED EXP (Any one person) \$ 10,000                   |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                        | PERSONAL & ADV INJURY \$ 1,000,000                   |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                       |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                                  |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                |                                                      |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | BODILY INJURY (Per person) \$                                        |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br>DED RETENTION \$                                                                                                                                                                                                                                       |                                                      |               |                         |                         | EACH OCCURRENCE \$                                                   |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | AGGREGATE \$                                                         |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                          | Y/N<br><input type="checkbox"/> N/A                  |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | E.L. EACH ACCIDENT \$                                                |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                        |
|          |                                                                                                                                                                                                                                                                                                                        |                                                      |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |
| A        | Liquor Liability                                                                                                                                                                                                                                                                                                       |                                                      | WOR1809       | 05/01/2021              | 05/01/2022              | Liquor Liability 1,000,000                                           |

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

Liquor Liability is included within the limits of the General Liability

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

James T Lutes

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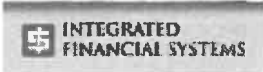
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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

|    | <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                | <u>Account/Formula Descripti</u> | <u>1099</u>                     |
|----|----------------------------|-------------|----------------------------|---------------------------------|----------------------------------|---------------------------------|
|    | <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>            | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>        |
| 3  | DEPT                       |             | Board Of Commissioners     |                                 |                                  |                                 |
|    | 5887 Dahl/Randy            |             |                            |                                 |                                  |                                 |
|    | 01-003-000-0000-6335       |             | 92.40                      | March 2021 Mileage              |                                  | Employee Automobile Allowance N |
|    |                            |             |                            | 03/02/2021 03/23/2021           |                                  |                                 |
|    | 5887 Dahl/Randy            |             | 92.40                      | 1 Transactions                  |                                  |                                 |
|    | 82132 Fillmore Co Journal  |             |                            |                                 |                                  |                                 |
|    | 01-003-000-0000-6233       |             | 103.41                     | Board Mtg Minutes - 03/09/2021  | 119757                           | Publications N                  |
|    |                            |             |                            | 03/29/2021 03/29/2021           |                                  |                                 |
|    | 82132 Fillmore Co Journal  |             | 103.41                     | 1 Transactions                  |                                  |                                 |
|    | 6732 Hindt/Lawrence E      |             |                            |                                 |                                  |                                 |
|    | 01-003-000-0000-6335       |             | 81.54                      | March 2021 Mileage              |                                  | Employee Automobile Allowance N |
|    |                            |             |                            | 03/02/2021 03/25/2021           |                                  |                                 |
|    | 6732 Hindt/Lawrence E      |             | 81.54                      | 1 Transactions                  |                                  |                                 |
|    | 2081 Lentz/Mitch           |             |                            |                                 |                                  |                                 |
|    | 01-003-000-0000-6335       |             | 236.32                     | March 2021 Mileage              |                                  | Employee Automobile Allowance N |
|    |                            |             |                            | 03/01/2021 03/26/2021           |                                  |                                 |
|    | 2081 Lentz/Mitch           |             | 236.32                     | 1 Transactions                  |                                  |                                 |
| 3  | DEPT Total:                |             | 513.67                     | Board Of Commissioners          | 4 Vendors                        | 4 Transactions                  |
| 41 | DEPT                       |             |                            | Auditor/Treasurer               |                                  |                                 |
|    | 82132 Fillmore Co Journal  |             |                            |                                 |                                  |                                 |
|    | 01-041-000-0000-6233       |             | 2,254.91                   | Delinquent Tax Report 03/22/21  | 119779                           | Publications N                  |
|    |                            |             |                            | 03/22/2021 03/22/2021           |                                  |                                 |
|    | 82132 Fillmore Co Journal  |             | 2,254.91                   | 1 Transactions                  |                                  |                                 |
| 41 | DEPT Total:                |             | 2,254.91                   | Auditor/Treasurer               | 1 Vendors                        | 1 Transactions                  |
| 60 | DEPT                       |             |                            | Information Systems             |                                  |                                 |
|    | 2545 Marco,Inc             |             |                            |                                 |                                  |                                 |
|    | 01-060-000-0000-6640       |             | 152.75                     | Contr Base Rate Chg 2/26- 3/25  | INV8599723                       | Equipment Purchased N           |
|    |                            |             |                            | 02/26/2021 03/25/2021           |                                  |                                 |
|    | 01-060-000-0000-6640       |             | 152.75                     | Cont Base Rate Chg 3/26- 4/25   | INV8599724                       | Equipment Purchased N           |
|    |                            |             |                            | 03/26/2021 04/25/2021           |                                  |                                 |
|    | 01-060-000-0000-6640       |             | 259.51                     | Ink Jet Color Printer- HR Offic | INV8611057                       | Equipment Purchased N           |

smensink

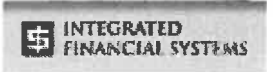
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1 County Revenue Fund

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

| Vendor | Name                                   | Rpt  | Warrant Description | Invoice #                                         | Account/Formula Descripti | 1099                      |
|--------|----------------------------------------|------|---------------------|---------------------------------------------------|---------------------------|---------------------------|
| No.    | Account/Formula                        | Accr | Amount              | Service Dates                                     | Paid On Bhf #             | On Behalf of Name         |
|        | 01-060-000-0000-6640                   |      | 549.50              | 04/02/2021 04/02/2021<br>Duo Subscription - March | INV8615842                | Equipment Purchased N     |
| 2545   | Marco,Inc                              |      | 1,114.51            | 03/01/2021 03/31/2021<br>4 Transactions           |                           |                           |
| 60     | DEPT Total:                            |      | 1,114.51            | Information Systems                               | 1 Vendors                 | 4 Transactions            |
| 62     | DEPT                                   |      |                     | Elections                                         |                           |                           |
| 2357   | Verizon Wireless                       |      |                     |                                                   |                           |                           |
|        | 01-062-000-0000-6462                   |      | 360.09              | Election Jetpacks                                 | 9876250709                | Other Election Supplies Y |
|        |                                        |      |                     | 02/25/2021 03/24/2021<br>1 Transactions           |                           |                           |
| 2357   | Verizon Wireless                       |      | 360.09              |                                                   |                           |                           |
| 62     | DEPT Total:                            |      | 360.09              | Elections                                         | 1 Vendors                 | 1 Transactions            |
| 91     | DEPT                                   |      |                     | County Attorney                                   |                           |                           |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                     |                                                   |                           |                           |
|        | 01-091-000-0000-6242                   |      | 75.00               | Annual Criminal Law Cert - BC                     |                           | Membership Dues N         |
|        |                                        |      |                     | 04/07/2021 04/07/2021                             |                           |                           |
|        | 01-091-000-0000-6242                   |      | 252.00              | Supreme Ct Atty Reg Fee- MS                       | 090052                    | Membership Dues N         |
|        |                                        |      |                     | 02/26/2021 02/26/2021<br>2 Transactions           |                           |                           |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 327.00              |                                                   |                           |                           |
| 91     | DEPT Total:                            |      | 327.00              | County Attorney                                   | 1 Vendors                 | 2 Transactions            |
| 105    | DEPT                                   |      |                     | Planning And Zoning                               |                           |                           |
| 82132  | Fillmore Co Journal                    |      |                     |                                                   |                           |                           |
|        | 01-105-000-0000-6241                   |      | 45.96               | PC Meeting Notice - Hongerholt                    | 119761                    | Advertising N             |
|        |                                        |      |                     | 03/29/2021 03/29/2021                             |                           |                           |
|        | 01-105-000-0000-6241                   |      | 51.71               | PC Meeting Notice - Sustrick                      | 119762                    | Advertising N             |
|        |                                        |      |                     | 03/29/2021 03/29/2021                             |                           |                           |
|        | 01-105-000-0000-6241                   |      | 20.11               | PC Meeting Notice                                 | 119763                    | Advertising N             |
|        |                                        |      |                     | 03/29/2021 03/29/2021                             |                           |                           |
|        | 01-105-000-0000-6241                   |      | 22.98               | PC Meeting Notice - Hongerholt                    | 119764                    | Advertising N             |
|        |                                        |      |                     | 03/29/2021 03/29/2021                             |                           |                           |
|        | 01-105-000-0000-6241                   |      | 17.24               | PC Meeting Notice - Sustrick                      | 119765                    | Advertising N             |
|        |                                        |      |                     | 03/29/2021 03/29/2021                             |                           |                           |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                            | Rpt  | Amount   | Warrant Description             | Invoice #      | Account/Formula Descripti          | 1099 |
|--------|---------------------------------|------|----------|---------------------------------|----------------|------------------------------------|------|
| No.    | Account/Formula                 | Accr |          | Service Dates                   | Paid On Bhf #  | On Behalf of Name                  |      |
| 82132  | Fillmore Co Journal             |      | 158.00   |                                 | 5 Transactions |                                    |      |
| 105    | DEPT Total:                     |      | 158.00   | Planning And Zoning             | 1 Vendors      | 5 Transactions                     |      |
| 111    | DEPT                            |      |          | Facilites Mtce                  |                |                                    |      |
| 6978   | Aramark Uniform & Career Appara |      |          |                                 |                |                                    |      |
|        | 01-111-000-0000-6377            |      | 65.71    | Dust Mop Supplies               | 2801265641     | Fees And Service Charges           | N    |
|        |                                 |      |          | 03/10/2021 03/10/2021           |                |                                    |      |
| 6978   | Aramark Uniform & Career Appara |      | 65.71    |                                 | 1 Transactions |                                    |      |
| 4096   | Canton Heating & Cooling LLC    |      |          |                                 |                |                                    |      |
|        | 01-111-000-0000-6317            |      | 1,660.20 | Toilet & Faucets- Holding Cells | 844            | Building Maintenance               | Y    |
|        |                                 |      |          | 04/09/2021 04/09/2021           |                |                                    |      |
| 4096   | Canton Heating & Cooling LLC    |      | 1,660.20 |                                 | 1 Transactions |                                    |      |
| 5988   | Preston Auto Parts              |      |          |                                 |                |                                    |      |
|        | 01-111-000-0000-6580            |      | 32.99    | Two Ratchet Straps              | 667282         | Other Repair And Maintenance Suppl | N    |
|        |                                 |      |          | 04/01/2021 04/01/2021           |                |                                    |      |
|        | 01-111-000-0000-6316            |      | 19.99    | Grass Seed                      | 667417         | Grounds Maintenance                | N    |
|        |                                 |      |          | 04/02/2021 04/02/2021           |                |                                    |      |
| 5988   | Preston Auto Parts              |      | 52.98    |                                 | 2 Transactions |                                    |      |
| 5050   | Tufte/Blaine                    |      |          |                                 |                |                                    |      |
|        | 01-111-000-0000-6335            |      | 14.56    | Employee Automobile Mileage     |                | Employee Automobile Allowance      | N    |
|        |                                 |      |          | 03/01/2021 03/31/2021           |                |                                    |      |
| 5050   | Tufte/Blaine                    |      | 14.56    |                                 | 1 Transactions |                                    |      |
| 111    | DEPT Total:                     |      | 1,793.45 | Facilites Mtce                  | 4 Vendors      | 5 Transactions                     |      |
| 149    | DEPT                            |      |          | Other General Government        |                |                                    |      |
| 2879   | Olmsted County Public Works     |      |          |                                 |                |                                    |      |
|        | 01-149-000-0000-6377            |      | 1,317.22 | Unemployment SE MN Water Bd     | 2020MNUI- 2    | Fees And Service Charges           | N    |
|        |                                 |      |          | 02/02/2021 02/02/2021           |                |                                    |      |
| 2879   | Olmsted County Public Works     |      | 1,317.22 |                                 | 1 Transactions |                                    |      |
| 149    | DEPT Total:                     |      | 1,317.22 | Other General Government        | 1 Vendors      | 1 Transactions                     |      |
| 201    | DEPT                            |      |          | Enhanced 911 System             |                |                                    |      |

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| Vendor | Name                                   | Rpt  | Amount | Warrant Description             | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|--------|---------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr |        | Service Dates                   | Paid On Bhf # | On Behalf of Name                |      |
| 7232   | Virtual Academy                        |      |        |                                 |               |                                  |      |
|        | 01- 201- 000- 0000- 6239               |      | 343.00 | Dispatch Training               | VA6261        | Training Expenses                | N    |
|        |                                        |      |        | 04/01/2021 04/01/2021           |               |                                  |      |
| 7232   | Virtual Academy                        |      | 343.00 | 1 Transactions                  |               |                                  |      |
| 201    | DEPT Total:                            |      | 343.00 | Enhanced 911 System             | 1 Vendors     | 1 Transactions                   |      |
| 202    | DEPT                                   |      |        | Sheriff                         |               |                                  |      |
| 5435   | Ag Electrical Specialist,Inc           |      |        |                                 |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 15.70  | Capacitor                       | A51849        | Contract Repairs And Maintenance | N    |
|        |                                        |      |        | 03/25/2021 03/25/2021           |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 123.65 | Two Switches & Labor            | A51975        | Contract Repairs And Maintenance | N    |
|        |                                        |      |        | 04/02/2021 04/02/2021           |               |                                  |      |
| 5435   | Ag Electrical Specialist,Inc           |      | 139.35 | 2 Transactions                  |               |                                  |      |
| 5983   | Anderson Auto LLC                      |      |        |                                 |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 75.90  | Squad Maintenance               | 005369        | Contract Repairs And Maintenance | Y    |
|        |                                        |      |        | 03/27/2021 03/27/2021           |               |                                  |      |
| 5983   | Anderson Auto LLC                      |      | 75.90  | 1 Transactions                  |               |                                  |      |
| 4545   | Brown's Tire & Battery Inc             |      |        |                                 |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 47.25  | #2320 Squad Maintenance         | 214607        | Contract Repairs And Maintenance | N    |
|        |                                        |      |        | 03/31/2021 03/31/2021           |               |                                  |      |
| 4545   | Brown's Tire & Battery Inc             |      | 47.25  | 1 Transactions                  |               |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      |        |                                 |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 83.35  | #2309 Squad Maintenance         | 8826          | Contract Repairs And Maintenance | N    |
|        |                                        |      |        | 03/22/2021 03/22/2021           |               |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      | 83.35  | 1 Transactions                  |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                 |               |                                  |      |
|        | 01- 202- 000- 0000- 6455               |      | 189.44 | Sandbags                        | 5200          | Law Enforcement Supplies         | N    |
|        |                                        |      |        | 03/03/2021 03/03/2021           |               |                                  |      |
|        | 01- 202- 000- 0000- 6455               |      | 25.84  | Medical Supplies- Law Enforcemt | 5942          | Law Enforcement Supplies         | N    |
|        |                                        |      |        | 03/23/2021 03/23/2021           |               |                                  |      |
|        | 01- 202- 000- 0000- 6285               |      | 184.48 | POST License Fees- PT Deputies  | 9399          | Professional Fees                | N    |
|        |                                        |      |        | 03/24/2021 03/24/2021           |               |                                  |      |
|        | 01- 202- 000- 0000- 6205               |      | 8.40   | Postage                         | 9402          | Postage And Postal Box Rent      | N    |
|        |                                        |      |        | 03/08/2021 03/08/2021           |               |                                  |      |

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| Vendor Name                                   | Rpt  | Warrant Description                     | Invoice #     | Account/Formula Descripti           | 1099 |
|-----------------------------------------------|------|-----------------------------------------|---------------|-------------------------------------|------|
| No. Account/Formula                           | Accr | Service Dates                           | Paid On Bhf # | On Behalf of Name                   |      |
| 01- 202- 000- 0000- 6455                      |      | Tazer Cartridges                        | 9402          | Law Enforcement Supplies            | N    |
| 111 Fillmore Co Treasurer- Credit Card/ACH    |      | 03/08/2021 03/08/2021<br>5 Transactions |               |                                     |      |
| 83550 Kelly Printing & Signs LLC              |      |                                         |               |                                     |      |
| 01- 202- 000- 0000- 6650                      |      | Vehicle Striping Squad #2101            | 39322         | Enterprise Vehicle Payments         | N    |
|                                               |      | 03/22/2021 03/22/2021<br>1 Transactions |               |                                     |      |
| 83550 Kelly Printing & Signs LLC              |      |                                         |               |                                     |      |
| 4487 Preston Service Plus                     |      |                                         |               |                                     |      |
| 01- 202- 000- 0000- 6310                      |      | Squad Tire Repair                       | 16522         | Contract Repairs And Maintenance    | Y    |
|                                               |      | 02/08/2021 02/08/2021<br>1 Transactions |               |                                     |      |
| 4487 Preston Service Plus                     |      |                                         |               |                                     |      |
| 2357 Verizon Wireless                         |      |                                         |               |                                     |      |
| 01- 202- 000- 0000- 6206                      |      | Deputy Phones & Jetpacks                | 9876250709    | Employee Electronic Device Reimburs | Y    |
|                                               |      | 02/25/2021 03/24/2021<br>1 Transactions |               |                                     |      |
| 2357 Verizon Wireless                         |      |                                         |               |                                     |      |
| 202 DEPT Total:                               |      | Sheriff                                 | 8 Vendors     | 13 Transactions                     |      |
| 230 DEPT                                      |      | Medical Examiner                        |               |                                     |      |
| 84358 Mayo Clinic- Mrl                        |      |                                         |               |                                     |      |
| 01- 230- 000- 0000- 6285                      |      | 1st Qtr 2021 Autopsy Service            | 0000003617    | Professional Fees                   | N    |
|                                               |      | 01/01/2021 03/31/2021<br>1 Transactions |               |                                     |      |
| 84358 Mayo Clinic- Mrl                        |      |                                         |               |                                     |      |
| 230 DEPT Total:                               |      | Medical Examiner                        | 1 Vendors     | 1 Transactions                      |      |
| 251 DEPT                                      |      | County Jail                             |               |                                     |      |
| 9170 Bureau of Criminal Apprehens- State Of M |      |                                         |               |                                     |      |
| 01- 251- 000- 0000- 6310                      |      | CJDN Access Fee 1st Qtr 2021            | 649483        | Contract Repairs And Maintenance    | N    |
|                                               |      | 01/01/2021 03/31/2021<br>1 Transactions |               |                                     |      |
| 9170 Bureau of Criminal Apprehens- State Of M |      |                                         |               |                                     |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH    |      |                                         |               |                                     |      |
| 01- 251- 000- 0000- 6205                      |      | Postage                                 | 4899          | Postage And Postal Box Rent         | N    |
|                                               |      | 03/08/2021 03/08/2021                   |               |                                     |      |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                   | Rpt  |          | Warrant Description          | Invoice #      | Account/Formula Descripti         | 1099 |
|--------|----------------------------------------|------|----------|------------------------------|----------------|-----------------------------------|------|
| No.    | Account/Formula                        | Accr | Amount   | Service Dates                | Paid On Bhf #  | On Behalf of Name                 |      |
|        | 01- 251- 000- 0000- 6377               |      | 21.98    | Jail TV                      | 9402           | Fees And Service Charges          | N    |
|        |                                        |      |          | 03/01/2021 03/01/2021        |                |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 33.08    | 2 Transactions               |                |                                   |      |
| 4866   | MENd CORRECTIONAL CARE, PLLC           |      |          |                              |                |                                   |      |
|        | 01- 251- 000- 0000- 6429               |      | 2,300.16 | Jail Medical - February 2021 | 5457           | Nurse/Medical Service Agreement   | N    |
|        |                                        |      |          | 02/01/2021 02/28/2021        |                |                                   |      |
|        | 01- 251- 000- 0000- 6429               |      | 2,300.16 | Jail Medical - April 2021    | 5566           | Nurse/Medical Service Agreement   | N    |
|        |                                        |      |          | 04/01/2021 04/30/2021        |                |                                   |      |
| 4866   | MENd CORRECTIONAL CARE, PLLC           |      | 4,600.32 | 2 Transactions               |                |                                   |      |
| 7156   | Midwest Monitoring & Surveillance      |      |          |                              |                |                                   |      |
|        | 01- 251- 000- 0000- 6285               |      | 20.50    | Lab Fees - March 2021        | DT0321152      | Professional Fees                 | N    |
|        |                                        |      |          | 03/12/2021 03/25/2021        |                |                                   |      |
| 7156   | Midwest Monitoring & Surveillance      |      | 20.50    | 1 Transactions               |                |                                   |      |
| 5988   | Preston Auto Parts                     |      |          |                              |                |                                   |      |
|        | 01- 251- 000- 0000- 6310               |      | 176.32   | Jail Maintenance Supplies    | 664642- 666584 | Contract Repairs And Maintenance  | N    |
|        |                                        |      |          | 03/09/2021 03/26/2021        |                |                                   |      |
| 5988   | Preston Auto Parts                     |      | 176.32   | 1 Transactions               |                |                                   |      |
| 251    | DEPT Total:                            |      | 5,220.22 | County Jail                  | 5 Vendors      | 7 Transactions                    |      |
| 441    | DEPT                                   |      |          | Public Health                |                |                                   |      |
| 6973   | Amdahl/Erin P                          |      |          |                              |                |                                   |      |
|        | 01- 441- 000- 0000- 6334               |      | 21.84    | Immunization Coop Agreement  |                | Immunization Cooperative Agreemer | N    |
|        |                                        |      |          | 03/03/2021 03/30/2021        |                |                                   |      |
| 6973   | Amdahl/Erin P                          |      | 21.84    | 1 Transactions               |                |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                              |                |                                   |      |
|        | 01- 441- 000- 0000- 5503               |      | 55.00    | Safety Recertification       | 8398           | Other Fees                        | N    |
|        |                                        |      |          | 03/03/2021 03/03/2021        |                |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 55.00    | 1 Transactions               |                |                                   |      |
| 4752   | Logsdon/Linda                          |      |          |                              |                |                                   |      |
|        | 01- 441- 000- 0000- 6334               |      | 58.52    | Immunization Coop Agreement  |                | Immunization Cooperative Agreemer | N    |
|        |                                        |      |          | 03/05/2021 03/30/2021        |                |                                   |      |
| 4752   | Logsdon/Linda                          |      | 58.52    | 1 Transactions               |                |                                   |      |

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| Vendor | Name                                   | Rpt  | Amount | Warrant Description         | Invoice #     | Account/Formula Descripti            | 1099 |
|--------|----------------------------------------|------|--------|-----------------------------|---------------|--------------------------------------|------|
| No.    | Account/Formula                        | Accr |        | Service Dates               | Paid On Bhf # | On Behalf of Name                    |      |
| 3315   | Melver/Paula J                         |      |        |                             |               |                                      |      |
|        | 01- 441- 000- 0000- 6334               |      | 36.29  | Immunization Coop Agreement |               | Immunization Cooperative Agreemer    | N    |
|        |                                        |      |        | 02/19/2021 02/23/2021       |               |                                      |      |
| 3315   | Melver/Paula J                         |      | 36.29  | 1 Transactions              |               |                                      |      |
| 441    | DEPT Total:                            |      | 171.65 | Public Health               | 4 Vendors     | 4 Transactions                       |      |
| 442    | DEPT                                   |      |        | Wic Program                 |               |                                      |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                             |               |                                      |      |
|        | 01- 442- 000- 0000- 6859               |      | 226.90 | Microcuvettes               | 5047          | WIC Medical Supplies                 | N    |
|        |                                        |      |        | 03/15/2021 03/15/2021       |               |                                      |      |
|        | 01- 442- 000- 0000- 6424               |      | 6.99   | Phone Screen Protectors     | 5942          | WIC- Peer Breastfeeding Support Grar | N    |
|        |                                        |      |        | 02/27/2021 02/27/2021       |               |                                      |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 233.89 | 2 Transactions              |               |                                      |      |
| 442    | DEPT Total:                            |      | 233.89 | Wic Program                 | 1 Vendors     | 2 Transactions                       |      |
| 443    | DEPT                                   |      |        | Nursing Service             |               |                                      |      |
| 5428   | Hall/Alexis                            |      |        |                             |               |                                      |      |
|        | 01- 443- 000- 0000- 6335               |      | 50.96  | Nursing Mileage March 2021  |               | Employee Automobile Allowance        | N    |
|        |                                        |      |        | 03/05/2021 03/22/2021       |               |                                      |      |
| 5428   | Hall/Alexis                            |      | 50.96  | 1 Transactions              |               |                                      |      |
| 6766   | Hall/Sarah J                           |      |        |                             |               |                                      |      |
|        | 01- 443- 000- 0000- 6335               |      | 52.19  | Nursing Mileage March 2021  |               | Employee Automobile Allowance        | N    |
|        |                                        |      |        | 03/08/2021 03/17/2021       |               |                                      |      |
| 6766   | Hall/Sarah J                           |      | 52.19  | 1 Transactions              |               |                                      |      |
| 7139   | Johnson/Dakota                         |      |        |                             |               |                                      |      |
|        | 01- 443- 000- 0000- 6335               |      | 69.44  | Nursing Mileage March 2021  |               | Employee Automobile Allowance        | N    |
|        |                                        |      |        | 03/10/2021 03/22/2021       |               |                                      |      |
| 7139   | Johnson/Dakota                         |      | 69.44  | 1 Transactions              |               |                                      |      |
| 4752   | Logsdon/Linda                          |      |        |                             |               |                                      |      |
|        | 01- 443- 000- 0000- 6335               |      | 75.04  | Nursing Mileage March 2021  |               | Employee Automobile Allowance        | N    |
|        |                                        |      |        | 03/05/2021 03/30/2021       |               |                                      |      |
| 4752   | Logsdon/Linda                          |      | 75.04  | 1 Transactions              |               |                                      |      |



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                        | Rpt  | Amount    | Warrant Description           | Invoice #      | Account/Formula Descripti     | 1099 |
|--------|---------------------------------------------|------|-----------|-------------------------------|----------------|-------------------------------|------|
| No.    | Account/Formula                             | Accr |           | Service Dates                 | Paid On Bhf #  | On Behalf of Name             |      |
| 3315   | Melver/Paula J                              |      |           |                               |                |                               |      |
|        | 01-443-000-0000-6335                        |      | 16.80     | Nursing Mileage February 2021 |                | Employee Automobile Allowance | N    |
|        |                                             |      |           | 02/19/2021 02/23/2021         |                |                               |      |
| 3315   | Melver/Paula J                              |      | 16.80     |                               | 1 Transactions |                               |      |
| 7141   | Simonson/Ashley                             |      |           |                               |                |                               |      |
|        | 01-443-000-0000-6335                        |      | 109.20    | Nursing Mileage march 2021    |                | Employee Automobile Allowance | N    |
|        |                                             |      |           | 03/08/2021 03/18/2021         |                |                               |      |
| 7141   | Simonson/Ashley                             |      | 109.20    |                               | 1 Transactions |                               |      |
| 443    | DEPT Total:                                 |      | 373.63    | Nursing Service               | 6 Vendors      | 6 Transactions                |      |
| 603    | DEPT                                        |      |           | Feedlot                       |                |                               |      |
|        | 109 Fillmore Soil & Water Conservation Dist |      |           |                               |                |                               |      |
|        | 01-603-000-0000-6285                        |      | 2,302.76  | 1st Qtr 2021 Feedlot Fees     | 11145          | Professional Fees             | N    |
|        |                                             |      |           | 01/01/2021 03/31/2021         |                |                               |      |
|        | 109 Fillmore Soil & Water Conservation Dist |      | 2,302.76  |                               | 1 Transactions |                               |      |
| 603    | DEPT Total:                                 |      | 2,302.76  | Feedlot                       | 1 Vendors      | 1 Transactions                |      |
| 1      | Fund Total:                                 |      | 36,297.67 | County Revenue Fund           |                | 58 Transactions               |      |

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13 County Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  | Warrant Description         | Invoice #                  | Account/Formula Descripti | 1099                                 |
|--------|----------------------------------------|------|-----------------------------|----------------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula                        | Accr | Amount                      | Service Dates              | Paid On Bhf #             | On Behalf of Name                    |
| 300    | DEPT                                   |      | Highway Administration      |                            |                           |                                      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                             |                            |                           |                                      |
|        | 13- 300- 000- 0000- 6245               |      | 100.00                      | 1/5 registration           |                           | Registration Fees N                  |
|        | 13- 300- 000- 0000- 6270               |      | 267.36                      | 3/25 shop software renewal |                           | Data Processing N                    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 367.36                      | 2 Transactions             |                           |                                      |
| 83550  | Kelly Printing & Signs LLC             |      |                             |                            |                           |                                      |
|        | 13- 300- 000- 0000- 6408               |      | 98.59                       | 3/31 supplies              | 39380                     | Other Office Supplies N              |
|        | 13- 300- 000- 0000- 6408               |      | 94.91                       | 3/31 supplies              | 39381                     | Other Office Supplies N              |
| 83550  | Kelly Printing & Signs LLC             |      | 193.50                      | 2 Transactions             |                           |                                      |
| 300    | DEPT Total:                            |      | 560.86                      | Highway Administration     | 2 Vendors                 | 4 Transactions                       |
| 310    | DEPT                                   |      | Highway Maintenance         |                            |                           |                                      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                             |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6245               |      | 100.00                      | 3/25 registration          |                           | Registration Fees N                  |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 100.00                      | 1 Transactions             |                           |                                      |
| 310    | DEPT Total:                            |      | 100.00                      | Highway Maintenance        | 1 Vendors                 | 1 Transactions                       |
| 320    | DEPT                                   |      | Highway Construction        |                            |                           |                                      |
| 5751   | Fastenal Company                       |      |                             |                            |                           |                                      |
|        | 13- 320- 000- 0000- 6501               |      | 56.63                       | 3/16 supplies              | 87650                     | Engineering And Surveying Supplies N |
|        | 13- 320- 000- 0000- 6501               |      | 27.26                       | 3/26 supplies              | 87763                     | Engineering And Surveying Supplies N |
| 5751   | Fastenal Company                       |      | 83.89                       | 2 Transactions             |                           |                                      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                             |                            |                           |                                      |
|        | 13- 320- 000- 0000- 6377               |      | 100.00                      | 3/25 DNR Permit            |                           | Fees And Service Charges N           |
|        | 13- 320- 000- 0000- 6501               |      | 25.75                       | 3/25 supplies              |                           | Engineering And Surveying Supplies N |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 125.75                      | 2 Transactions             |                           |                                      |
| 347    | State Of Mn                            |      |                             |                            |                           |                                      |
|        | 13- 320- 000- 0000- 6245               |      | 100.00                      | 4/7 registrations          | BPM- fc33                 | Registration Fees N                  |
| 347    | State Of Mn                            |      | 100.00                      | 1 Transactions             |                           |                                      |
| 320    | DEPT Total:                            |      | 309.64                      | Highway Construction       | 3 Vendors                 | 5 Transactions                       |
| 330    | DEPT                                   |      | Equipment Maintenance Shops |                            |                           |                                      |

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13 County Road &amp; Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

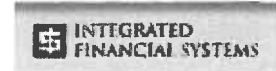


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| Vendor | Name                                   | Rpt  |          | Warrant Description | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------------------------|------|----------|---------------------|---------------|---------------------------|------|
| No.    | Account/Formula                        | Accr | Amount   | Service Dates       | Paid On Bhf # | On Behalf of Name         |      |
| 5142   | Ancom Technical Center, Inc.           |      |          |                     |               |                           |      |
|        | 13-330-000-0000-6575                   |      | 43.50    | 3/24 parts          | 100960        | Machinery Parts           | N    |
| 5142   | Ancom Technical Center, Inc.           |      | 43.50    | 1 Transactions      |               |                           |      |
| 5826   | Culligan Water                         |      |          |                     |               |                           |      |
|        | 13-330-000-0000-6317                   |      | 32.95    | 3/31 drinking water | 588X01089805  | Building Maintenance      | N    |
| 5826   | Culligan Water                         |      | 32.95    | 1 Transactions      |               |                           |      |
| 8165   | Dave Syverson Freightliner             |      |          |                     |               |                           |      |
|        | 13-330-000-0000-6575                   |      | 213.23   | 3/1 parts           | 356680        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 336.82   | 3/15 parts          | 357437        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 23.70    | 3/9 parts           | 357790        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 42.74    | 3/16 parts          | 358254        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 95.13    | 3/19 parts          | 358499        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 15.60    | 3/18 parts          | 358522        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 12.50    | 3/22 parts          | 358768        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 58.38    | 3/24 parts          | 358861        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 304.72   | 3/26 parts          | 359124        | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 47.05    | 3/26 parts          | 359125        | Machinery Parts           | N    |
| 8165   | Dave Syverson Freightliner             |      | 1,149.87 | 10 Transactions     |               |                           |      |
| 5751   | Fastenal Company                       |      |          |                     |               |                           |      |
|        | 13-330-000-0000-6576                   |      | 141.77   | 3/5 supplies        | 87468         | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 5.55     | 3/8 supplies        | 87546         | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 27.98    | 3/10 supplies       | 87580         | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 280.70   | 3/12 supplies       | 87581         | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 5.22     | 3/12 supplies       | 87605         | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 73.46    | 3/18 supplies       | 87690         | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 56.44    | 3/26 supplies       | 87797         | Shop Supplies & Tools     | N    |
| 5751   | Fastenal Company                       |      | 591.12   | 7 Transactions      |               |                           |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                     |               |                           |      |
|        | 13-330-000-0000-6575                   |      | 460.99   | 3/25 parts          |               | Machinery Parts           | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 460.99   | 1 Transactions      |               |                           |      |
| 6542   | Kaman Industrial Technologies          |      |          |                     |               |                           |      |
|        | 13-330-000-0000-6576                   |      | 181.40   | 3/25 supplies       | C301712       | Shop Supplies & Tools     | N    |
| 6542   | Kaman Industrial Technologies          |      | 181.40   | 1 Transactions      |               |                           |      |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                            | Rpt  | Amount   | Warrant Description         | Invoice #     | Account/Formula Descripti | 1099 |
|--------|---------------------------------|------|----------|-----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula                 | Accr |          | Service Dates               | Paid On Bhf # | On Behalf of Name         |      |
| 7100   | North Central International     |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575        |      | 36.84    | 3/30 parts                  | x22400165201  | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 217.47   | 3/30 parts                  | x22400165301  | Machinery Parts           | N    |
| 7100   | North Central International     |      | 254.31   | 2 Transactions              |               |                           |      |
| 3541   | Nuss Truck & Equipment          |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575        |      | 35.41    | 3/17 parts                  | 1201516P      | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 180.66   | 3/23 parts                  | 1201652P      | Machinery Parts           | N    |
| 3541   | Nuss Truck & Equipment          |      | 216.07   | 2 Transactions              |               |                           |      |
| 3989   | Ronco Engineering Sales Co, Inc |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575        |      | 285.00-  | 4/1 labor                   | 3225804       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 199.03-  | 4/1 parts                   | 3225804       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 475.00-  | 4/1 labor                   | 3226963       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 220.79-  | 4/1 parts                   | 3226963       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 103.39   | 1/27 parts                  | 3234891       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 190.00   | 1/27 labor                  | 3234891       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 665.00   | 3/15 labor                  | 3239653       | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575        |      | 274.59   | 3/15 parts                  | 3239653       | Machinery Parts           | N    |
| 3989   | Ronco Engineering Sales Co, Inc |      | 53.16    | 8 Transactions              |               |                           |      |
| 361    | Thompson Motors Of Wykoff Inc   |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575        |      | 31.68    | 3/10 parts                  | 27- 274324    | Machinery Parts           | N    |
| 361    | Thompson Motors Of Wykoff Inc   |      | 31.68    | 1 Transactions              |               |                           |      |
| 7757   | Universal Truck Equipment Inc   |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575        |      | 167.25   | 3/17 parts                  | 54825         | Machinery Parts           | N    |
| 7757   | Universal Truck Equipment Inc   |      | 167.25   | 1 Transactions              |               |                           |      |
| 6286   | World Fuel Services Inc         |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6565        |      | 2,669.30 | 3/19 motor oil              | 117502        | Motor Oil And Lubricants  | N    |
| 6286   | World Fuel Services Inc         |      | 2,669.30 | 1 Transactions              |               |                           |      |
| 450    | Zep Sales & Service             |      |          |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6576        |      | 207.17   | 3/23 supplies               | 9006089716    | Shop Supplies & Tools     | N    |
| 450    | Zep Sales & Service             |      | 207.17   | 1 Transactions              |               |                           |      |
| 330    | DEPT Total:                     |      | 6,058.77 | Equipment Maintenance Shops | 13 Vendors    | 37 Transactions           |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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|    | <u>Vendor Name</u>                | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> |
|----|-----------------------------------|-------------|----------------------------|----------------------|----------------------------------|
|    | <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |
| 13 | Fund Total:                       |             | 7,029.27                   | County Road & Bridge | 47 Transactions                  |

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 14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|     | Vendor Name |                          | Rpt<br>Accr | Amount | Warrant Description      | Invoice #     | Account/Formula Descripti | 1099 |
|-----|-------------|--------------------------|-------------|--------|--------------------------|---------------|---------------------------|------|
|     | No.         | Account/Formula          |             |        | Service Dates            | Paid On Bhf # | On Behalf of Name         |      |
| 390 | DEPT        |                          |             |        | Resource Recovery Center |               |                           |      |
|     | 6150        | Cintas Corporation No.2  |             |        |                          |               |                           |      |
|     |             | 14- 390- 000- 0000- 6377 |             | 17.70  | Uniforms                 | 4080390988    | Fees And Service Charges  | N    |
|     |             |                          |             |        | 04/02/2021 04/02/2021    |               |                           |      |
|     | 6150        | Cintas Corporation No.2  |             | 17.70  | 1 Transactions           |               |                           |      |
| 390 | DEPT Total: |                          |             | 17.70  | Resource Recovery Center | 1 Vendors     | 1 Transactions            |      |
| 14  | Fund Total: |                          |             | 17.70  | Sanitation Fund          |               | 1 Transactions            |      |

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 23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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|     | Vendor <u>Name</u> |                          | <u>Rpt</u><br><u>Accr</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>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 351 | DEPT               |                          |                           |               | Airport Fuel Sales         |                      |                                  |             |
|     | 5161               | O'DAY EQUIPMENT LLC      |                           |               |                            |                      |                                  |             |
|     |                    | 23- 351- 000- 0000- 6321 |                           | 100.79        | Fuel System Hose Repair    | INV130631            | Other Repair And Maintenance     | N           |
|     |                    |                          |                           |               | 03/04/2021 03/04/2021      |                      |                                  |             |
|     | 5161               | O'DAY EQUIPMENT LLC      |                           | 100.79        | 1 Transactions             |                      |                                  |             |
| 351 | DEPT Total:        |                          |                           | 100.79        | Airport Fuel Sales         | 1 Vendors            | 1 Transactions                   |             |
| 23  | Fund Total:        |                          |                           | 100.79        | County Airport Fund        |                      | 1 Transactions                   |             |

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91 Economic Development At

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                     | Rpt       | Warrant Description           | Invoice #        | Account/Formula Descripti | 1099 |
|--------|--------------------------|-----------|-------------------------------|------------------|---------------------------|------|
| No.    | Account/Formula          | Accr      | Service Dates                 | Paid On Bhf #    | On Behalf of Name         |      |
| 705    | DEPT                     |           | Economic Development          |                  |                           |      |
| 1870   | Reisner/Karen            |           |                               |                  |                           |      |
|        | 91- 705- 000- 0000- 6104 |           | EDA Meeting Per Diem 03/25/21 |                  | Per Diem                  | N    |
|        |                          | 45.00     | 03/25/2021 03/25/2021         |                  |                           |      |
| 1870   | Reisner/Karen            |           | 1 Transactions                |                  |                           |      |
|        |                          | 45.00     |                               |                  |                           |      |
| 705    | DEPT Total:              |           | Economic Development          | 1 Vendors        | 1 Transactions            |      |
|        |                          | 45.00     |                               |                  |                           |      |
| 91     | Fund Total:              |           | Economic Development Author:  |                  | 1 Transactions            |      |
|        |                          | 45.00     |                               |                  |                           |      |
|        | Final Total:             |           | 63 Vendors                    | 108 Transactions |                           |      |
|        |                          | 43,490.43 |                               |                  |                           |      |



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                  |                    |
|---------------|-------------|---------------|------------------------------|--------------------|
|               | 1           | 36,297.67     | County Revenue Fund          |                    |
|               | 13          | 7,029.27      | County Road & Bridge         |                    |
|               | 14          | 17.70         | Sanitation Fund              |                    |
|               | 23          | 100.79        | County Airport Fund          |                    |
|               | 91          | 45.00         | Economic Development Authori |                    |
|               | All Funds   | 43,490.43     | Total                        | Approved by, ..... |
|               |             |               |                              | .....              |
|               |             |               |                              | .....              |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor Name                                                          | Rpt  | Warrant Description | Invoice #                                                             | Account/Formula Descripti        | 1099 |
|----------------------------------------------------------------------|------|---------------------|-----------------------------------------------------------------------|----------------------------------|------|
| No. Account/Formula                                                  | Accr | Amount              | Service Dates                                                         | Paid On Bhf # On Behalf of Name  |      |
| 5142 Ancom Technical Center, Inc.<br>01- 201- 000- 0000- 6310        |      | 17,524.65           | 2021 Service Contract<br>01/01/2021 12/31/2021<br>1 Transactions      | Contract Repairs And Maintenance | N    |
| 5142 Ancom Technical Center, Inc.                                    |      | 17,524.65           |                                                                       |                                  |      |
| 4855 B&B Olympic Bowl<br>01- 251- 000- 0000- 6379                    |      | 2,592.00            | February Board of Prisoners<br>02/01/2021 02/28/2021                  | Board Of Prisoners               | N    |
| 01- 251- 000- 0000- 6379                                             |      | 2,256.00            | March Board of Prisoners<br>03/01/2021 03/31/2021                     | Board Of Prisoners               | N    |
| 01- 251- 000- 0000- 6379                                             |      | 1,476.00            | January Borad of Prisoners<br>01/01/2021 01/31/2021<br>3 Transactions | Board Of Prisoners               | N    |
| 4855 B&B Olympic Bowl                                                |      | 6,324.00            |                                                                       |                                  |      |
| 85440 Centurylink<br>01- 203- 000- 0000- 6203                        |      | 50.03               | Sheriff's Spring Valley Phone<br>03/26/2021 04/25/2021                | Telephone                        | N    |
| 01- 149- 000- 0000- 6203                                             |      | 1,852.73            | Courthouse Phones 03/26- 04/25<br>03/26/2021 04/25/2021               | Telephone                        | N    |
| 01- 102- 000- 0000- 6203                                             |      | 59.59               | 909 Houston St NW Phone<br>03/26/2021 04/25/2021                      | Telephone                        | N    |
| 01- 251- 000- 0000- 6203                                             |      | 70.50               | Sheriff Phones<br>03/26/2021 04/25/2021<br>4 Transactions             | Telephone                        | N    |
| 85440 Centurylink                                                    |      | 2,032.85            |                                                                       |                                  |      |
| 6317 Enterprise Fleet Management<br>01- 202- 000- 0000- 5931         |      | 7,650.00-           | Gain on Settled Unit<br>04/01/2021 04/30/2021                         | Enterprise Resale of Squad Cars  | N    |
| 01- 202- 000- 0000- 6650                                             |      | 7,744.84            | April Vehicle Lease<br>04/01/2021 04/30/2021<br>2 Transactions        | Enterprise Vehicle Payments      | N    |
| 6317 Enterprise Fleet Management                                     |      | 94.84               |                                                                       |                                  |      |
| 4441 Independent Emergency Services, LLC<br>01- 201- 000- 0000- 6310 |      | 100.00              | April 2021 911 Services<br>04/01/2021 04/30/2021<br>1 Transactions    | Contract Repairs And Maintenance | Y    |
| 4441 Independent Emergency Services, LLC                             |      | 100.00              |                                                                       |                                  |      |
| 1479 Loffler Companies, Inc<br>01- 149- 000- 0000- 6235              |      | 969.29              | Copier Use 03/01/21- 03/31/2021<br>03/01/2021 03/31/2021              | Copy Machine - Copies BW and Col | N    |

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1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor        | Name                                                |             | <u>Rpt</u>    |                                                                           | <u>Warrant Description</u> | <u>Invoice #</u>            | <u>Account/Formula Descripti</u> | <u>1099</u> |
|---------------|-----------------------------------------------------|-------------|---------------|---------------------------------------------------------------------------|----------------------------|-----------------------------|----------------------------------|-------------|
| <u>No.</u>    | <u>Account/Formula</u>                              | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>                                                      | <u>Paid On Bhf #</u>       | <u>On Behalf of Name</u>    |                                  |             |
| 1479          | Loffler Companies, Inc                              |             | 969.29        | 1 Transactions                                                            |                            |                             |                                  |             |
| 5294          | RELX Inc.DBA LexisNexis<br>01- 091- 000- 0000- 6451 |             | 198.00        | March Lexis Nexis Subscription<br>03/01/2021 03/31/2021<br>1 Transactions | 3093158856                 | Reference Materials         |                                  | N           |
| 5294          | RELX Inc.DBA LexisNexis                             |             | 198.00        |                                                                           |                            |                             |                                  |             |
| 5893          | The Master's Touch, LLC<br>01- 149- 000- 0000- 6205 |             | 1,890.00      | Est Postage - Correction Mail<br>04/05/2021 04/05/2021<br>1 Transactions  | E74824                     | Postage And Postal Box Rent |                                  | N           |
| 5893          | The Master's Touch, LLC                             |             | 1,890.00      |                                                                           |                            |                             |                                  |             |
| 1 Fund Total: |                                                     |             | 29,133.63     | County Revenue Fund                                                       | 8 Vendors                  | 14 Transactions             |                                  |             |

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13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor         | Name                           | Rpt  | Amount   | Warrant Description  | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|--------------------------------|------|----------|----------------------|---------------|---------------------------|------|
| No.            | Account/Formula                | Accr |          | Service Dates        | Paid On Bhf # | On Behalf of Name         |      |
| 4369           | AcenTek                        |      |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203       |      | 114.57   | 4/1 telephone        | 11849035      | Telephone                 | N    |
|                | 13- 300- 000- 0000- 6203       |      | 99.66    | 4/1 telephone        | 11850287      | Telephone                 | N    |
| 4369           | AcenTek                        |      | 214.23   | 2 Transactions       |               |                           |      |
| 85440          | Centurylink                    |      |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203       |      | 116.96   | 3/26 telephone       | 301264100     | Telephone                 | N    |
|                | 13- 300- 000- 0000- 6203       |      | 233.53   | 3/26 telephone       | 301269901     | Telephone                 | N    |
| 85440          | Centurylink                    |      | 350.49   | 2 Transactions       |               |                           |      |
| 2208           | City of Canton - Hwy dept      |      |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6251       |      | 88.49    | 3/26 utilities       | 510009        | Electricity               | N    |
| 2208           | City of Canton - Hwy dept      |      | 88.49    | 1 Transactions       |               |                           |      |
| 1829           | Frontier Communications        |      |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203       |      | 76.15    | 3/22 telephone       | 5079373211    | Telephone                 | N    |
| 1829           | Frontier Communications        |      | 76.15    | 1 Transactions       |               |                           |      |
| 343            | Spring Valley Public Utilities |      |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6251       |      | 376.52   | 3/25 utilities       | 1124          | Electricity               | N    |
| 343            | Spring Valley Public Utilities |      | 376.52   | 1 Transactions       |               |                           |      |
| 1487           | Waste Management - WI- MN      |      |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6251       |      | 77.80    | 4/1 utilities        | 37596353000   | Electricity               | N    |
| 1487           | Waste Management - WI- MN      |      | 77.80    | 1 Transactions       |               |                           |      |
| 13 Fund Total: |                                |      | 1,183.68 | County Road & Bridge | 6 Vendors     | 8 Transactions            |      |

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14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| <u>Vendor Name</u>                            | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                         | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|-----------------------------------------------|-------------|----------------------------|----------------------------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>                    | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                     | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 85440 Centurylink<br>14- 390- 000- 0000- 6203 |             | 146.84                     | RRC Phone/Internet 03/26- 04/25<br>03/26/2021 04/25/2021 | 301270054 Telephone              | N                        |
| 85440 Centurylink                             |             | 146.84                     | 1 Transactions                                           |                                  |                          |
| 14 Fund Total:                                |             | 146.84                     | Sanitation Fund                                          | 1 Vendors                        | 1 Transactions           |

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 23 County Airport Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor         | <u>Name</u>            | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>        | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------|------------------------|-------------|----------------------------|-------------------------|----------------------------------|--------------------------|
| <u>No.</u>     | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>    | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 85440          | Centurylink            |             |                            |                         |                                  |                          |
|                | 23-350-000-0000-6203   |             | 133.76                     | Telephone 03/26 - 04/25 | 301269537                        | Telephone N              |
|                |                        |             |                            | 03/26/2021 04/25/2021   |                                  |                          |
|                | 23-350-000-0000-6203   |             | 59.53                      | Telephone 03/26 - 04/25 | 301269908                        | Telephone N              |
|                |                        |             |                            | 03/26/2021 04/25/2021   |                                  |                          |
| 85440          | Centurylink            |             | 193.29                     | 2 Transactions          |                                  |                          |
| 23 Fund Total: |                        |             | 193.29                     | County Airport Fund     | 1 Vendors                        | 2 Transactions           |
| Final Total:   |                        |             | 30,657.44                  | 16 Vendors              | 25 Transactions                  |                          |

smensink  
4/7/21

3:23PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 7

## Recap by Fund

| <u>Fund</u>      | <u>AMOUNT</u>    | <u>Name</u>          |
|------------------|------------------|----------------------|
| 1                | 29,133.63        | County Revenue Fund  |
| 13               | 1,183.68         | County Road & Bridge |
| 14               | 146.84           | Sanitation Fund      |
| 23               | 193.29           | County Airport Fund  |
| <b>All Funds</b> | <b>30,657.44</b> | <b>Total</b>         |

Approved by, .....

.....

.....

# CERTIFICATE OF



# RECOGNITION

*This certificate is presented to Fillmore County Engineering Department in recognition of "Excellence in Recycling." Therefore, with the appreciation and respect of the people of Minnesota, this certificate is presented to:*

## FILLMORE COUNTY ENGINEERING DEPARTMENT

NOVEMBER 17, 2020



I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, NOVEMBER 17, 2020.

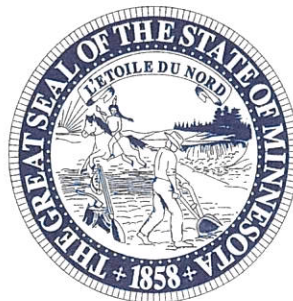
A handwritten signature in black ink, appearing to read "Tim Walz", written over a horizontal line.

TIM WALZ  
GOVERNOR

STATE OF MINNESOTA  
OFFICE OF THE GOVERNOR



# CERTIFICATE OF



# RECOGNITION

*This certificate is presented to Fillmore County Maintenance in recognition of "Excellence in Recycling," demonstrated through your commitment to sustainability and your successful partnership with First State Tire Recycling. Therefore, with the appreciation and respect of the people of Minnesota, this certificate is presented to:*

## FILLMORE COUNTY MAINTENANCE

NOVEMBER 17, 2020



I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, NOVEMBER 17, 2020.

A handwritten signature in black ink, appearing to read "Tim Walz", written over a horizontal line.

TIM WALZ  
GOVERNOR

STATE OF MINNESOTA

OFFICE OF THE GOVERNOR

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/13/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink for Cristal Adkins

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Consider an access permit for new drive for Danny & Jeanette Serfling,  
section 11 of Carimona Township

Yes

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

# ACCESS PERMIT APPLICATION FILLMORE COUNTY

(This application must be fully completed before it can be processed. Failure to complete the form in its entirety will only result in further delays)

(1) Name of all Landowners: Danny Serfling Phone #: 951-0731

Jeanette Serfling Phone #: \_\_\_\_\_

email address: dano@diamondshelters.net

Mailing Address: 25988 Co. Rd 14 Preston MN 55965  
Address City State Zip

(2) Parcel #: 22.0108.000 Permit # \_\_\_\_\_

(3) Legal Description (from deed, abstract, or Recorder's Office): \_\_\_\_\_  
To be filled out by the Zoning Office

Section: 11 (4) Township: Carimona (5) Range: 11

Permission is being applied for to construct an access to County Road 12 at the following location

(qtr/qtr) NW/SE Section 11 Township Name Carimona

Reason for Access Widen existing drive

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Danny Serfling Date: 3-31-21

Jeanette Serfling Date: 3-31-21

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

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s). GREAT SIGHT DISTANCE AND WIDENING AT EXISTING DRIVEWAY

Specifications/Conditions: DRIVEWAY SHALL BE WIDENED ON THE EAST SIDE 20 FEET  
NO CULVERT IS REQUIRED, INSLOPES SHALL BE CONSTRUCTED TO 4:1 SLOPE

County Engineer

Date

Cristal Adkins  
Zoning Administrator

4/7/21  
Date

Based on the above recommendation and all other known facts, the Fillmore County Board of Commissioners do hereby (approve, disapprove) this request for an access to a county road.

Board Chairman

Date



# Beacon™ Fillmore County, MN



## Overview



## Legend

- Road Centerlines
- Parcels
- Municipalities
- Townships
- FEMA Flood Zone**
  - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
  - A
  - AE
  - AE, FLOODWAY
  - X PROTECTED BY LEVEE

|                       |                                                                                                                                  |              |                    |               |                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|---------------|----------------------------------------------|
| Parcel ID             | 220108000                                                                                                                        | Alternate ID | n/a                | Owner Address | MATTHEW A HELLICKSON &<br>ABBEY J HELLICKSON |
| Sec/Twp/Rng           | 11-102-011                                                                                                                       | Class        | 101 - AGRICULTURAL |               | 25995 COUNTY 14                              |
| Property Address      |                                                                                                                                  | Acreage      | 115.2              |               | PRESTON, MN 55965                            |
| District              | CARIMONA/SD #2198                                                                                                                |              |                    |               |                                              |
| Brief Tax Description | Sect-11 Twp-102 Range-011 115.20 AC PT OF NE1/4 NW1/4 LYING N OF CTY 12 PT OF NE1/4 SW1/4 & PT OF NW1/4 SE1/4 & PT OF W1/2 NE1/4 |              |                    |               |                                              |
|                       | (Note: Not to be used on legal documents)                                                                                        |              |                    |               |                                              |

Date created: 3/31/2021

Last Data Uploaded: 3/30/2021 10:23:48 PM

Developed by  Schneider  
GEOSPATIAL

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/13/2021

Amount of time requested (minutes):

5

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:

1. Successful completion of probation for Jason McCaslin, County Assessor, effective 4/10/2021 as recommended by the review committee.

## Regular Agenda:

## Documentation

- |                                                                                                                                              |     |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Discussion with possible action regarding re-evaluation of the Shop Foreman job description                                               | Yes |
| 2. Discussion with possible action regarding title for Head Mechanic to Mechanic.                                                            | Yes |
| a. This change approved by Local #49                                                                                                         |     |
| 3. Request to hire replacement Shop Foreman effective 5/6/21 in accordance With Local #49 contract and as recommended by the County Engineer | No  |
| a. Jeff Quam- current pay \$28.60                                                                                                            |     |
| b. Grade 12/Step 3                                                                                                                           |     |
| c. \$29.25                                                                                                                                   |     |
| 4. Request to advertise for replacement Mechanic as requested by the County Engineer                                                         | Yes |
| a. 5-day Fillmore County Local #49 member posting only                                                                                       |     |
| 5. First reading of draft changes to Compensation policy                                                                                     | Yes |

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# DDA

Human Resources, Inc.  
a David Drown Associates Company

**TO: KRISTINIA KOHN, HUMAN RESOURCES OFFICER**  
**FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**  
**DATE: APRIL 8, 2021**  
**SUBJECT: CLASSIFICATIONS OF THE SHOP FOREMAN AND MECHANIC.**

After reviewing the current job descriptions, reviewing the supervisory role and adding additional duties to both job descriptions, my evaluations are as follows:

| Job Title    | Current Job Classification | Changes and Re-Evaluation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shop Foreman | Grade 11                   | <ul style="list-style-type: none"><li>Clearly defined the supervisory duties of this position. In past PAQ, this position was listed as a lead, but not supervisor.<ul style="list-style-type: none"><li>Provides work direction and work evaluation to the Mechanic.</li><li>Evaluates and inspects Mechanic's repairs on equipment.</li><li>Work is performed under limited supervision of the Highway Superintendent.<ul style="list-style-type: none"><li>Provides oversight and direction over the Mechanic.</li><li>Assists and contributes input in the Mechanic performance review.</li></ul></li></ul></li><li>Added some additional duties of responsibility and decision making to the department.<ul style="list-style-type: none"><li>Assist department in organizing, implementing and maintaining safety programs, rules and procedures.</li><li>Assists the department in the preparation of equipment replacement cycles and equipment bid specifications.</li></ul></li><li>Added specific knowledge and ability<ul style="list-style-type: none"><li>Knowledge of laws and regulations relating to the operation of vehicles in the State of Minnesota.</li></ul></li><li>Changed the years of experience from 3 to 5. If this position is going to supervise and evaluate work, it should require more experience.<ul style="list-style-type: none"><li><del>three to five</del> at least five years</li></ul></li></ul> <p><b>Increase Grade to 12</b></p> |

|          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mechanic | Grade 11 | <ul style="list-style-type: none"> <li>• Change title from Head Mechanic to Mechanic, as there is only one position</li> <li>• Added some specific Job Duties <ul style="list-style-type: none"> <li>○ Conducts annual DOT Inspections.</li> <li>○ Maintains records of repairs of equipment including warranty work that is done by the dealer.</li> <li>○ Orders parts for required repairs and maintains a shop inventory of parts and equipment.</li> </ul> </li> <li>• Added some specific skills and abilities <ul style="list-style-type: none"> <li>○ Knowledge of organization and department policies, practices, procedures and best practices.</li> <li>○ Ability to detect by inspection any worn or broken automotive parts.</li> <li>○ Ability to adapt available tools and repair parts to specific repair problems.</li> <li>○ Ability to interpret and work from sketches, diagrams, and installation and repair charts.</li> </ul> </li> </ul> <p><b>Does not result in Grade Change</b></p> |
|          |          | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Tessia Melvin, DDA Management Consultant

[tessia@daviddrown.com](mailto:tessia@daviddrown.com)



**Department:** Highway  
**Reports To:** Highway Maintenance Superintendent  
**Supervisory Duties:** Yes  
**FLSA Status:**  
**Union Status:** Local #49  
**Last Updated:** August 2018

## Position Details

Supervises and directs equipment maintenance work performed by others **and provides work direction and evaluation to the Mechanic.** Trouble shoots and repairs equipment along with the head mechanic. Sets up and operates computer maintenance and inventory program to track expenses and inventory. Assesses what repairs need to be done and whether to involve outside vendors. Writes specifications for motor graders, loaders and trucks. Upkeeps all Highway shops to be in compliance with OSHA requirements. Substitutes for maintenance specialist as needed.

### Duties and Responsibilities

- Direct equipment maintenance work performed by the head mechanic, maintenance workers and any person performing work on any vehicle in the highway department, keeping on budget and with high standard of quality of work.
- Maintains computer programs for keeping track of inventory, equipment maintenance and scheduling replacements; investigates and purchases maintenance programs that track inventory, repairs and aging of a vehicle, develops maintenance schedules for the servicing of vehicles properly and efficiently; and develops methods of restocking inventory.
- Performs maintenance on County equipment, including trouble shooting, repair and service work on all equipment owned by the Highway dept. and the Engineering dept. Decides if equipment should go to an outside vendor for repair.
- Writes specifications for purchasing heavy equipment. Coordinates the purchasing and delivery of equipment.
- Evaluates the condition and need for safety equipment in all shops. Maintains all safety equipment according to OSHA requirements.
- Performs light maintenance and repair on the main shop and the outlying shop buildings. Maintains the bathrooms and floors of the main shop.
- Substitute driver for maintenance workers in snow and flood emergencies. Removes snow from parking lots at fairgrounds, main shop, and other County courthouse facilities.
- **Assist department in organizing, implementing and maintaining safety programs, rules and procedures.**
- **Orders parts for required repairs and maintains a shop inventory of parts and equipment.**
- **Assists the department in the preparation of equipment replacement cycles and equipment bid specifications.**
- **Evaluates and inspects Mechanic's repairs on equipment.**
- **Complete or assist with vehicle and equipment repairs.**
- **Work is performed under limited supervision of the Highway Superintendent.**
  - **Provides oversight and direction over the Mechanic.**
  - **Assists and contributes input in the Mechanic performance review.**

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 County.

## Position Requirements

### Knowledge, Skills and Abilities

- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, air-conditioning.
- Knowledge and skill in the use of diagnostic equipment.
- Knowledge of laws and regulations relating to the operation of vehicles in the State of Minnesota.
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, small engines.
- Ability in welding.
- Computer literacy.
- Knowledge of OSHA regulations.
- Ability to effectively communicate both orally and in writing.
- Ability to work independently without immediate supervision.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to repair vehicles & equipment.
- Ability to operate equipment & trucks.

### Education and Experience

Requires minimum of two-year Technical degree in Diesel and Heavy Equipment Repair from a college or technical school and ~~three to five~~ at least five years related experience; or equivalent combination of education and experience.

### Licenses/Certifications

Valid Minnesota Commercial Driver's License required at hire. This position will require the acquisition and maintenance of the following additional certificates/licenses within one year of hire:

- OSHA
- MSHA
- Right to Know
- Aware

### Physical and Mental Requirements

Positions in this job typically require: sitting, standing, bending, squatting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position is generally medium duty and may require the exertion up to 50 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

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, working near moving mechanical parts, vibration and at risk of electrical shock. The noise level in the work environment is usually very loud. Some work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold.

*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.*

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

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures
- Demonstrate 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.

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

Date: 2021-02-12 Department: Highway Department

Requested By: Brent Kohn Title of Position being requested: Head Mechanic

Requested date to post: Mar 2, 2021

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

Number of hours requested: 40 Replacement position: ☒ Yes ☐ No Date position vacated: May 6, 2021

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?

Because there is more than enough work for this position and we also use this position for our substitute snow plow driver and parking lot cleaner.

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

No

Where does the specific funding for this position originate?

Highway Department budget

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

By doing our work in house instead of sending it out for repair helps us save money

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

yes

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

No

Reviewed by Personnel Committee:

☐ Recommended for Board Approval ☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason:

Date on Board Agenda:

☐ Approved by Board

☐ Not Approved by Board

Reason:



|                            |              |
|----------------------------|--------------|
| <b>Department:</b>         | Highway      |
| <b>Reports To:</b>         | Shop Foreman |
| <b>Supervisory Duties:</b> |              |
| <b>FLSA Status:</b>        |              |
| <b>Union Status:</b>       | Local #49    |
| <b>Last Updated:</b>       | April 2021   |

## **Position Details**

Under supervision, this position maintains and repairs all highway department equipment and vehicles. Assesses complaints from operators and drivers and evaluates need for repairs. Implements preventative maintenance schedules. Ensures all vehicles are in safe operating condition and that all DOT legal and safety regulations are adhered to.

### **Mechanic Duties and Responsibilities**

- Makes repairs and does preventative maintenance on all County Highway Dept. vehicles and equipment.
- **Maintains records of repairs of equipment including warranty work that is done by the dealer.**
- Diagnoses and trouble shoots open and closed center hydraulic systems, computer-controlled engine systems and transmissions, air conditioning, electrical, lighting, starting and charging systems, air and hydraulic and antilock brake systems.
- Performs metal fabrication as needed.

### **Administrative and Back-Up Duties and Responsibilities**

- Maintains orderly status of shop area by organizing and cleaning.
- Creates and maintains repair records.
- Implements preventative maintenance schedules.
- Assists maintenance superintendent and shop foreman in preparing specifications for replacement equipment and vehicles.
- Serves as a replacement equipment operator or truck driver.
- Operates all types of departmental equipment as needed, including back up for snow plowing and equipment operation.

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 County.

## **Position Requirements**

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

- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, air-conditioning.
- **Knowledge of organization and department policies, practices, procedures and best practices.**
- **Ability to detect by inspection any worn or broken automotive parts.**
- **Ability to adapt available tools and repair parts to specific repair problems.**
- **Ability to interpret and work from sketches, diagrams, and installation and repair charts.**
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, small engines.

- Ability in welding.
- Computer literacy.
- Knowledge of forklift safety.
- Ability to effectively communicate both orally and in writing.
- Ability to work independently without immediate supervision.
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- Ability to operate equipment & trucks.

## Education and Experience

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## Licenses/Certifications

Requires valid Minnesota Commercial Driver's License. This position will require the acquisition and maintenance of the following additional certificates/licenses within one year of hire:

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- 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.

## COMPENSATION AND BENEFITS (4.00)

### Section 4.01 COMPENSATION

Date Approved by the County Board: ~~June 13, 2017~~

Supersedes Policy Dated: ~~October 26, 2010~~ June 13, 2017

#### Policy Statement

The compensation plan shall be directly related to the classification system. Pay grades for positions shall be established and procedures identified to ensure employees have an equal opportunity for advancement.

Employee recognition ceremonies are held annually as part of the Fillmore county compensation system. Employees are presented certificates at each five (5) year increment of service ~~and provided with light refreshments~~ at an official ceremony with the County Board. This recognition is an integral part of the employee compensation plan to show appreciation for services rendered and is in accordance with the Public Service Act.

#### A. Classification Review Procedures

1. Fillmore County will review and analyze all classification titles at least every four years. Reclassification requests are considered annually following the guidelines set forth in the classification review procedure below.
  - a. The Human Resources Officer will assume responsibility for dating all classification reviews, and tracking when classification titles are subject for classification review. It will also be the responsibility of the Human Resources Officer to maintain classification ratings and to notify department heads when classifications are up for review.
  - b. Reclassification requests must be made by the Department Head. Department heads will be responsible for reviewing the job descriptions and determining if there is a significant change in the nature or scope of the work. Significant change will be defined as at least 25% change in the nature of the work or time spent performing new duties. If there is no significant change in the job, this is noted. If a significant change is noted, department heads are responsible for completing a review form detailing the reasons for the review request. This would include specific tasks added to the job, what tasks are no longer being performed, education and/or certification requirement changes, and why these changes came about in the position.
  - c. Requests for consideration must be submitted to the Human Resources Officer by May 15 (or the closest following working day) each year.
  - d. The Human Resources Officer reviews the classification request forms for completeness.
  - e. Completed requests are submitted to the Personnel committee for recommendation to the Board for consideration of a formal reclassification study.
  - f. Studies may result in one of the following actions: no change, a higher salary grade placement, a lower salary grade placement, or a reallocation to a new classification. Any changes made in compensation are subject to final Board approval and will not be effective until the first pay period of the following year.
    - 1) If a position is evaluated at a higher pay grade or reallocated to a new classification, the employee will receive ~~a salary increase to~~ either the minimum for the new grade, or the step within the new pay grade, which is ~~equal to or higher than~~ closest to than their current pay without being lower.
    - 2) If a position is evaluated at a lower pay grade, the employee's salary is then moved to a rate within the new grade that is ~~equal to or higher than~~ closest to their current rate of pay without being lower. If the ~~employee's~~ wages ~~salary~~ is above the new range, ~~the salary may~~ their wages will be frozen until the new range exceeds the pay rate, at which time the employee will again be eligible for increases.
2. A market study is recommended every ~~five~~ four years to maintain the pay plan.

3. Reorganization of a department/division may include reclassification of current positions. Position Analysis ~~Questionnaires~~ may or may not be required but a detailed analysis by the department supporting the organization must be presented. The Board shall approve effective dates for compensation changes due to reorganization.

B. Classifications/Job Descriptions

1. It is an inherent right of Fillmore County~~management~~ to redesign, restructure, and create jobs in order to meet the objectives of the organization.
2. When a classification is redesigned, restructured, or created, it will be the responsibility of management to define and determine essential requirements and duties of the position.
3. The Human Resources Officer will work with department heads to provide a job description template so all job descriptions can be formatted in the same manner. Department Heads will be responsible for working in collaboration with the Human Resources Officer to prepare a draft description.
4. The description must be reviewed by the Personnel Committee and approved by the County Board prior to any further action. Approval is necessary to assure the needs of the organization are being met. It will be the responsibility of the Fillmore County Board to review and determine whether or not each request can be accommodated within the current classification structure or whether a new classification is warranted. Once approval is obtained the new description will be evaluated for placement on the Fillmore County compensation system by a consultant and a recommendation will be forwarded to the Board for approval.
5. It will be the responsibility of the Human Resources Officer to work with department heads to review classifications that may be impacted by the redesigned, restructured or creation of a job. Duties added to one position involving an increase in responsibilities are often accompanied by a reduction in responsibilities from another position. Affected classifications will be reviewed to determine if a significant (25%) change has occurred and possible reclassification is necessary.

C. Compensation Setting - New Hires

In general, Fillmore County will hire new employees at the minimum of the salary range. However, a salary management program needs to be flexible enough to address special situations that generally arise. The setting of a new employee's salary should be a joint decision between the Hiring Committee~~Department head~~ and the County Board. Reasons for granting new hires pay rates above the minimum will typically include:

1. Candidate possesses additional skills, licenses, or certifications ~~not required~~related to for the position but which are highly desirable to the County and may save future training dollars.
2. Candidate's current salary is documented and higher than the minimum of the salary range and no other equally acceptable or qualified candidates are available.
3. Market pressures and prevailing pay rates call for and are justified at rates higher than the minimum.
4. The current wage of direct subordinates is documented at higher than the minimum of the positions salary range.

If a decision is made to place a new hire at a rate higher than the minimum, the Hiring Committee will jointly recommend a rate above. Starting wages beyond Step 1 will require that a formal written recommendation be completed and presented to the County Board for consideration prior to further action. The recommendation should document reasons for requesting a pay rate above Step 1.

D. Wage Increases

1. Employees will receive increases in pay according to the County's current compensation system. Years in the position and performance will be the determining factors for an employee to receive their increase.
2. Employees must have a completed annual evaluation with a minimum overall rating of meeting expectations



on file in Human Resources to be eligible for any step increases. Department heads, elected officials and supervisors are responsible for ensuring that every employee receives an evaluation annually. If an evaluation is not completed, the step increase will not be granted until the evaluation is completed and sent to Human Resources at which time any retro pay will be given to the employee back to the original anniversary date.

3. Any employee whose overall evaluation is less than meeting the minimum expectations, a follow up evaluation will be scheduled for no more than three (3) months. Once the employee receives an overall minimum rating of meeting expectations, the step increase will be given effective the date of the positive evaluation. Employees in this case will not receive retro pay back to the original anniversary date.
4. Each year, the County Board will determine if an adjustment to the pay plan will be made based on market comparison. If an adjustment is approved, employees must have a current performance evaluation on file in Human Resources to be eligible to receive this additional increase.

#### ED. Payroll Procedures

1. All employees, elected officials and paid volunteers will be required to participate in electronic payroll deposit unless it would present a hardship to the individual employee.
  - a. The only acceptable hardship for an individual employee regarding participation in electronic payroll deposit is not having a checking or savings account. ~~Employees-Individuals~~ not having a checking or savings account may ~~either~~ pick up their paper check after ~~12:00 noon~~ 3:00 P.M. ~~or have it mailed out on the appropriate~~ Thursdays.Fridays.
  - ~~b. The Auditor/Treasurer's Office requires that each employee who participates in electronic deposit must complete an application and attach a voided check for checking account deposits or a deposit slip for savings account deposits. Employees are responsible for notifying the Auditor/Treasurer's office of any account changes.~~
  - ~~c. Pay stubs with details of the individual electronic payroll transaction will be delivered to each employee. Employees must review pay stubs to ensure correctness of hourly rate, hours reported, PTO balance and deductions and notify the Auditor/Treasurer's Office of any error immediately.~~
2. The County paydays are every two weeks on alternate Fridays. Payroll that is electronically deposited will be available on that Friday; the time that cash is available may vary according to individual banking procedures. If the payday falls on a holiday, then the checks will be electronically distributed ~~or picked up/mailed~~ on the preceding workday.
3. Employees are responsible for recording an accurate account of hours worked, unpaid leaves, and paid leaves. Employees will utilize the electronic timekeeping system unless specifically directed otherwise. Department heads and/or Supervisors will review all time submitted both electronically and manually and have all required approvals completed and submitted by noon on Friday following the end of the pay period. If a holiday falls on this day, then the deadline will be moved to the next working day.

~~4. \_\_\_\_\_~~

- ~~45.~~ It is the County policy to decline all requests for early paychecks or pay advances.
- ~~56.~~ Mandatory deductions will be made from an employee's gross wages as required by Minnesota statutes and federal law.
- ~~67.~~ Every employee must ~~fill out and sign~~ complete a federal withholding allowance certificate (IRS and MN Form W-4) upon hire. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 or adjust their withholdings through the electronic timekeeping system as often as they deem necessary.

#### FE. Compensation for Working Out-of-Class

- a. Policy. ~~An employee may be required to perform duties inconsistent with those in their job description for a~~

~~period of more than ninety (90) consecutive days provided that their salary is adjusted upward for the period they are required to work out of class. Employees may be required to perform duties inconsistent with their job description on a temporary basis as required for the continuity of County Business. Employees will not be temporarily assigned to a position in a class two (2) or more grades higher for more than ninety (90) days without the approval of the County Board. Such approval shall be given only under unusual circumstances for up to one (1) year.~~

- b. Requirements. Work out-of-class is the performance of work, more than fifty percent (50%) of which is exclusively covered by a higher job classification. An employee must be performing work at a grade two (2) levels or more above their own level in order to be considered working out of class.

Arrangements for employee's working out-of-class in a department head capacity shall be exempt from this policy and considered by the County Board on an individual basis.

- c. Procedure. In order for an employee to receive out of class compensation the following steps must occur in a timely matter:
1. Department head/Administrator becomes aware that an employee will be on a legally filed leave such as FMLA ~~in accordance with state statutes~~ or that a vacancy is being experienced and cannot be filled in a timely manner. Employee leaves taken for the purpose of vacation will not be considered.
  2. Department head/Administrator determines if ~~the County's~~ staff ~~members have~~ has the needed availability, skills and experience to perform necessary duties of position as a team.
  3. If current county staff cannot perform enough of the duties required, the department head/Administrator ~~may~~ must designate one employee whom would be working out of class to perform such duties. ~~An "Out of Class Authorization" form must be completed and signed by the employee and department head. A written request outlining the work needing to be done, the reason the department cannot handle the workload and qualifications of requested employee will be prepared for the request.~~
  4. Department head then must present information to the Personnel Committee for consideration and possible recommendation to the County Board for final approval.
- d. Amount of increase. ~~Work being performed that is two (2) grades above would equal a 5% increase and three (3) levels above would equal a 7.5% increase. Work performed above three levels shall be mutually agreed upon between the employee, department head, and personnel committee.~~ All increases are contingent on recommendation by the Personnel Committee and approval of the County Board and shall be considered on a case by case basis.
- e. Duration of Out of Class Assignment. ~~Employees may not be temporarily assigned to a position in a higher class for more than ninety (90) days, without the approval of the County Board. Such approval shall be given only under unusual circumstances, and in no case shall approval be given for an assignment to extend beyond one (1) year.~~
- f. Preservation of Seniority. An employee who has been temporarily assigned to work in a higher class shall be reinstated to their former position at the end of the assignment without loss of seniority.

Evaluations. ~~An employee evaluation shall not take place for work performed out of class.~~