

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
April 27, 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 187 415 9934; 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 187 415 9934, may need password wvJ6a9pBAQ7**

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

                  Approve Consent Agenda:

1. April 13, 2021 County Board minutes
2. Renewal of Liquor, Wine, Club license for Old Barn Resort & Golf club
3. Renewal of Gambling license for Preston Area Chamber of Commerce

                  Approve Commissioners’ Warrants  
                  Review Finance Warrants

9:05 a.m.     Chris Hahn, Economic Development Authority  
                  1. Consider request to develop a website for economic development

9:20 a.m.     Cristal Adkins, Zoning Administrator  
                  1. Consider a resolution for a Conditional Use Permit for a Country Inn, owned by Derrick & Christine Hongerholt, located in Section 10, Holt Township  
                  2. Consider an access permit for field drive for Brad Krahn, section 18 of Fillmore Township  
                  3. Consider an access permit for field drive for Eric Ruen, section 11 of Carrolton Township

9:30 a.m.     Citizens Input

9:35 a.m.     Brett Corson, Attorney’s Office  
                  1. Consider agreement for the County Attorney’s Office to continue providing prosecution services for the City of Canton

9:40 a.m.     Ron Gregg, Highway  
                  1. Discussion with possible action on the CSAH 15 Project SAP 023-615-017 & 023-630-007 Project location is from CSAH 44 south to Granger  
                  2. Discussion with possible action for the 2021 Rock bids  
                  3. Discussion with possible action on the proposed Fillmore County Cattle Pass Policy

# FILLMORE COUNTY BOARD OF COMMISSIONERS

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9:55 a.m. John DeGeorge, Sheriff

1. Consider approval of the 2020 EMPG Grant Contract
2. Consider approval of the Sentence to Serve (STS) Contract for 2022 and 2023

10:05 a.m. Terry Schultz, Facilities Maintenance

1. Consider request to upgrade the Automated Logic software for the Courthouse, FCOB, and Jail at a cost of \$8,890.00.

10:10 a.m. Kristina Kohn, Human Resources

1. First reading of draft changes to Conferences & Seminars policy
2. First reading of draft changes to General Provisions policy
3. Second reading with possible action regarding Compensation policy
4. Consider request to hire two (2) summer help in the Highway Department at Grade 3/Step 1 effective 5/10/2021
5. Consider resignation to retire for Jeffrey Brand, Surveyor, effective 9/7/2021
6. Consider request to hire summer help in Sanitation department at Grade 3/Step 1 as requested by the Solid Waste Administrator and recommended by the Personnel Committee
7. Consider resignation of Amy Hershberger, Child Support Officer, effective 4/29/2021
8. Consider request to advertise for replacement Child Support Officer as requested by the Social Services Manager and recommended by the Personnel Committee
9. Consider request to hire Brittney Dahl, replacement Eligibility Worker effective May 17, 2021 at Grade 8/ Step 1 with starting wage of \$22.41.

Calendar review, Committee Reports and Announcements

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

|                   |            |                             |                |
|-------------------|------------|-----------------------------|----------------|
| Tuesday, April 27 | 12:00 p.m. | Department Head             | Dahl, Lentz    |
| Tuesday, May 4    | 9:00 a.m.  | Board Meeting, Boardroom    | All            |
| Monday, May 10    | 6:00 p.m.  | DAC, Preston                | Lentz          |
|                   | 6:30 p.m.  | SEMCAC, St. Charles         | Dahl           |
| Tuesday, May 11   | 7:30 a.m.  | Safety/Emergency Management | Prestby, Hindt |
|                   | 9:00 a.m.  | Board Meeting, Boardroom    | All            |
| Thursday, May 13  | 12:00 noon | FC Corrections Task Force   | Bakke          |
| Tuesday, May 18   | 8:00 a.m.  | Law Enforcement             | Prestby, Lentz |
|                   | 9:00 a.m.  | Technology                  | Prestby, 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                        |                         |
| Historical Society – District 2               |                         |

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|---------------------------------|
| Historical Society – District 5 |
|---------------------------------|

This is a preliminary draft of the April 13, 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 regular session this 13<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; Ron Gregg, Highway Engineer; Brent Kohn, Maintenance Supervisor; Kristina Kohn, Human Resources; Jill Brown, PR Consultant for Jill Brown Public Relations, Monte Niemi, First State Tire Recycling; Drew Hatzenbihler, Solid Waste Administrator; and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Lori Affeldt, Finance; Chris Hahn, CEDA; Kristi Ruesink, Accounting Technician; Lindsie Engle, Accounting Technician; Bonita Underbakke and Tom Kaase.

The Pledge of Allegiance was recited.

On a motion by Bakke and seconded by Lentz, the Board unanimously approved the amended agenda, adding a request for approval of a contract with Minnesota Energy for installation of LP lines for the generators.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the following 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

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

The Finance Department warrants were reviewed.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the access permit to widen the existing driveway for Danny & Jeanette Serfling.

Highway Engineer, Ron Gregg, gave a brief power point presentation that explained the land bridge project using recycled shredded tires.

Jill Brown, PR Consultant for Jill Brown Public Relations, and Monte Niemi, First State Tire Recycling were present. Monte Niemi provided a presentation of how recycled shredded tires are used in highway projects. Drew Hatzenbihler, the Solid Waste Administrator, on behalf of Governor Walz presented to the Fillmore County Highway Department the Governor's Certificate of Recognition.

The Citizen's Input portion of the meeting opened and closed at 9:29 a.m.

Administrator Bobbie Hillery was present.

On a motion by Bakke and seconded by Prestby the board unanimously approved the contract with Minnesota Energy to run LP lines for the generators. Cost is estimated at \$7,335.79 to be paid through Infrastructure dollars with the possibility of using the new COVID relief dollars.

Kristina Kohn, Human Resources was present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the re-evaluation of Shop Foreman job description which would put the position at Grade 12 on the pay plan. This change will be brought to the Local 49ers Union as a Memorandum of the Understanding for their approval.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the title for Head Mechanic to Mechanic. This change will be brought to the Local 49ers Union as a Memorandum of Understanding for their approval.

On motion by Bakke and seconded by Hindt, the Board unanimously approved to hire Jeff Quam as replacement Shop Foreman, effective 5/6/21 at Grade 12/ Step 3 at \$29.25 per hour in accordance with Local #49 contract as recommended by Highway Engineer and based upon approval by the Local 49ers Union as a Memorandum of Understanding for their approval for the Shop Foreman piece.

On motion by Hindt and seconded by Bakke, the Board unanimously approved to advertise for replacement Mechanic within the Local #49 member posting as requested by the Highway Engineer.

On motion by Bakke and seconded by Dahl, the Board unanimously voted to bring back a second reading of draft changes to Compensation policy.

A review of the calendar was done with the following committee reports and announcements given: Lentz - Workforce Development, DAC, Jail Needs Assessment; Bakke - Planning Commission, Historical Society, SWCD; Dahl - SEMCAC, Dahl/ Hindt – Facilities.

On motion by Prestby and seconded by Lentz, the Chair adjourned the meeting at 10:34 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 approve 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: 59847  
Issuing Authority Fillmore Co  
Licensee Name BreDun LLC  
Trade Name Old Barn Resort & Golf Course  
Address 24461 Heron Rd  
Preston, MN 55965  
Business Phone 8005522512  
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).

Erik M. Brun 05/14/1980 4-12-21  
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.



BREDLLC-01

ADOLEZAL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/9/2021

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).

|                                                                                        |                                                              |                |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------|
| PRODUCER<br><b>SFD Insurance</b><br>631 9th Street<br>Marion, IA 52302                 | CONTACT NAME: <b>Anne Dolezal</b>                            |                |
|                                                                                        | PHONE (A/C, No, Ext): <b>(319) 377-4861</b>                  | FAX (A/C, No): |
| INSURED<br><br><b>BreDun LLC Travis Dundore</b><br>24461 Heron Rd<br>Preston, MN 55965 | E-MAIL ADDRESS: <b>adolezal@sfdins.com</b>                   |                |
|                                                                                        | INSURER(S) AFFORDING COVERAGE                                |                |
|                                                                                        | INSURER A: <b>West Bend Mutual</b>                           |                |
|                                                                                        | INSURER B: <b>Accident Fund Insurance Company of America</b> |                |
|                                                                                        | INSURER C:                                                   |                |
|                                                                                        | INSURER D:                                                   |                |
| INSURER E:                                                                             |                                                              |                |
| INSURER F:                                                                             |                                                              |                |
| NAIC #                                                                                 |                                                              |                |
| 15350                                                                                  |                                                              |                |
| 10166                                                                                  |                                                              |                |

## 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 INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input checked="" type="checkbox"/> OTHER: <b>LIQUOR LIABILITY</b> |           |          | A142279       | 5/1/2021                | 5/1/2022                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ 1,000,000<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | AUTOMOBILE LIABILITY<br>ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/><br>HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>                                                                |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                        |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                 |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                     |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                               | Y/N       | N/A      | WCV6165736    | 5/6/2020                | 5/6/2021                | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                     |

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

## CERTIFICATE HOLDER

## CANCELLATION

Fillmore County  
101 Fillmore  
Preston, MN 55965

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



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>59847         |
| PRINT NAME OF LICENSEE (AS SHOWN ON LICENSE)<br>BreDun LLC | BUSINESS NAME (DBA)<br>Old Barn Resort & Golf Course | BUSINESS ADDRESS<br>24461 Heron Rd, Preston, MN 55965 |                              |
| MAILING ADDRESS<br>24461 Heron Rd                          |                                                      | COUNTY<br>Fillmore                                    | BUSINESS PHONE<br>8005522512 |
| Preston, MN 55965                                          |                                                      | OWNER/MANAGER SIGNATURE<br><i>Eva M. B...</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.

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Preston Area Chamber of Commerce

Previous Gambling Permit Number: X-92132-18-010

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

Federal Employer ID Number (FEIN), if any: 26-2803026

Mailing Address: PO Box 123

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

Name of Chief Executive Officer (CEO): Gabby Kinneberg

CEO Daytime Phone: 507-765-2153 CEO Email: contact@prestonmnchamber.com

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

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

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

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

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

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

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

Physical Address (do not use P.O. box): 27486 State Hwy 16, Preston, MN 55965

Check one:

☒ City: Preston Zip: 55965 County: Fillmore

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

Date(s) of activity (for raffles, indicate the date of the drawing): June 12, 2021

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

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

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

# LG220 Application for Exempt Permit

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

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

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

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

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

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

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

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

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

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

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

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

### TOWNSHIP (if required by the county)

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

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

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

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

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

## REQUIREMENTS

### Complete a separate application for:

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

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

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

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

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

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

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

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

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

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

An equal opportunity employer

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 02 2008**

PRESTON AREA CHAMBER OF COMMERCE  
PO BOX 123  
PRESTON, MN 55965

Employer Identification Number:  
26-2803026  
DLN:  
17053247309048  
Contact Person:  
LISA M VAN DER SLUYS ID# 95264  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
August 20, 2008  
Contribution Deductibility:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other  
Than 501(c)(3)

Letter 948 (DO/CG)

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Print List in Order By: 2

- 1 - Fund (Page Break by Fund)
- 2 - Department (Totals by Dept)
- 3 - Vendor Number
- 4 - Vendor Name

Page Break By:

1

- 1 - Page Break by Fund
- 2 - Page Break by Dept

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Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D  
D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

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## \*\*\* 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>         |
| 1  | DEPT                             |             | General Government         |                                |                                  |                                  |
|    | 6917 Weber, Thomas J.            |             |                            |                                |                                  |                                  |
|    | 01-001-000-0000-6350             |             | 2,000.00                   | January 2021 Services          | 01312021                         | Unallocated Operating Expenses N |
|    |                                  |             |                            | 01/03/2021 01/27/2021          |                                  |                                  |
|    | 6917 Weber, Thomas J.            |             | 2,000.00                   | 1 Transactions                 |                                  |                                  |
| 1  | DEPT Total:                      |             | 2,000.00                   | General Government             | 1 Vendors                        | 1 Transactions                   |
| 3  | DEPT                             |             | Board Of Commissioners     |                                |                                  |                                  |
|    | 82132 Fillmore Co Journal        |             |                            |                                |                                  |                                  |
|    | 01-003-000-0000-6233             |             | 298.74                     | Board Mtg Minutes - 03/23/2021 | 120703                           | Publications N                   |
|    |                                  |             |                            | 04/12/2021 04/12/2021          |                                  |                                  |
|    | 82132 Fillmore Co Journal        |             | 298.74                     | 1 Transactions                 |                                  |                                  |
| 3  | DEPT Total:                      |             | 298.74                     | Board Of Commissioners         | 1 Vendors                        | 1 Transactions                   |
| 11 | DEPT                             |             | District Court             |                                |                                  |                                  |
|    | 4235 DODA & MCGEENEY, P.A.       |             |                            |                                |                                  |                                  |
|    | 01-011-000-0000-6261             |             | 250.00                     | Court Appt Attorney - CHIPS    | 25357                            | Court Appointed Attorneys Y      |
|    |                                  |             |                            | 03/08/2021 03/09/2021          |                                  |                                  |
|    | 4235 DODA & MCGEENEY, P.A.       |             | 250.00                     | 1 Transactions                 |                                  |                                  |
|    | 6551 Manion Law Firm LLC         |             |                            |                                |                                  |                                  |
|    | 01-011-000-0000-6261             |             | 200.00                     | Court Appointed Attorney       | 303                              | Court Appointed Attorneys Y      |
|    |                                  |             |                            | 01/05/2021 04/15/2021          |                                  |                                  |
|    | 6551 Manion Law Firm LLC         |             | 200.00                     | 1 Transactions                 |                                  |                                  |
| 11 | DEPT Total:                      |             | 450.00                     | District Court                 | 2 Vendors                        | 2 Transactions                   |
| 60 | DEPT                             |             | Information Systems        |                                |                                  |                                  |
|    | 6677 CPS Technologies            |             |                            |                                |                                  |                                  |
|    | 01-060-000-0000-6640             |             | 1,895.00                   | May Hosting Fee                | 380146                           | Equipment Purchased N            |
|    |                                  |             |                            | 05/01/2021 05/31/2021          |                                  |                                  |
|    | 6677 CPS Technologies            |             | 1,895.00                   | 1 Transactions                 |                                  |                                  |
|    | 5874 Jaguar Communications, Inc. |             |                            |                                |                                  |                                  |
|    | 01-060-000-0000-6285             |             | 77.90                      | March 2021 Locates             | 2007                             | Professional Fees N              |
|    |                                  |             |                            | 03/01/2021 03/31/2021          |                                  |                                  |

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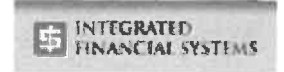
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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             |      |
| 5874   | Jaguar Communications, Inc.     |      | 77.90    |                                |               |                               |      |
|        |                                 |      |          | 1 Transactions                 |               |                               |      |
| 60     | DEPT Total:                     |      | 1,972.90 | Information Systems            | 2 Vendors     | 2 Transactions                |      |
| 61     | DEPT                            |      |          | Data Processing                |               |                               |      |
| 5893   | The Master's Touch, LLC         |      |          |                                |               |                               |      |
|        | 01- 061- 000- 0000- 6377        |      | 5,588.18 | 2021 Stmt & 2022 Value Mailing | 74030         | Fees And Service Charges      | N    |
|        |                                 |      |          | 03/31/2021 03/31/2021          |               |                               |      |
|        | 5893 The Master's Touch, LLC    |      | 5,588.18 | 1 Transactions                 |               |                               |      |
| 61     | DEPT Total:                     |      | 5,588.18 | Data Processing                | 1 Vendors     | 1 Transactions                |      |
| 62     | DEPT                            |      |          | Elections                      |               |                               |      |
| 7712   | MN Dept Of Human Services       |      |          |                                |               |                               |      |
|        | 01- 062- 000- 0000- 6377        |      | 57.70    | Voter Registration             | A300IC23218I  | Fees And Service Charges      | N    |
|        |                                 |      |          | 04/09/2021 04/09/2021          |               |                               |      |
|        | 7712 MN Dept Of Human Services  |      | 57.70    | 1 Transactions                 |               |                               |      |
| 62     | DEPT Total:                     |      | 57.70    | Elections                      | 1 Vendors     | 1 Transactions                |      |
| 91     | DEPT                            |      |          | County Attorney                |               |                               |      |
| 81188  | Civil Process Specialists       |      |          |                                |               |                               |      |
|        | 01- 091- 000- 0000- 6377        |      | 170.00   | Subpoenas - Breiter/Dahl Trail | CP- 19- 0876  | Fees And Service Charges      | Y    |
|        |                                 |      |          | 04/15/2021 04/15/2021          |               |                               |      |
|        | 81188 Civil Process Specialists |      | 170.00   | 1 Transactions                 |               |                               |      |
| 91     | DEPT Total:                     |      | 170.00   | County Attorney                | 1 Vendors     | 1 Transactions                |      |
| 101    | DEPT                            |      |          | Recorder                       |               |                               |      |
| 4597   | Kiehne/David                    |      |          |                                |               |                               |      |
|        | 01- 101- 000- 0000- 6335        |      | 60.48    | Recorder Meeting Mileage       |               | Employee Automobile Allowance | N    |
|        |                                 |      |          | 03/26/2021 03/26/2021          |               |                               |      |
|        | 4597 Kiehne/David               |      | 60.48    | 1 Transactions                 |               |                               |      |
| 101    | DEPT Total:                     |      | 60.48    | Recorder                       | 1 Vendors     | 1 Transactions                |      |
| 102    | DEPT                            |      |          | Surveyor                       |               |                               |      |

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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>Service Dates</u>         | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 106        | Fillmore Co Treasurer    |             |                              |                      |                                  |             |
|            | 01- 102- 000- 0000- 6561 | 76.33       | March 2021 Fuel - Surveyor   |                      | Gasoline Diesel And Other Fuels  | N           |
|            |                          |             | 03/11/2021 03/11/2021        |                      |                                  |             |
| 106        | Fillmore Co Treasurer    | 76.33       | 1 Transactions               |                      |                                  |             |
| 102        | DEPT Total:              | 76.33       | Surveyor                     | 1 Vendors            | 1 Transactions                   |             |
| 104        | DEPT                     |             | Gis                          |                      |                                  |             |
| 272        | Newman Signs             |             |                              |                      |                                  |             |
|            | 01- 104- 000- 0000- 6514 | 38.92       | Address Sign                 | TRFINV029684         | Address Signs                    | N           |
|            |                          |             | 04/07/2021 04/07/2021        |                      |                                  |             |
| 272        | Newman Signs             | 38.92       | 1 Transactions               |                      |                                  |             |
| 104        | DEPT Total:              | 38.92       | Gis                          | 1 Vendors            | 1 Transactions                   |             |
| 105        | DEPT                     |             | Planning And Zoning          |                      |                                  |             |
| 5479       | Bisek/Andrew R           |             |                              |                      |                                  |             |
|            | 01- 105- 000- 0000- 6104 | 90.00       | April PC Mtg & Tour Per Diem |                      | Per Diem                         | N           |
|            |                          |             | 04/05/2021 04/08/2021        |                      |                                  |             |
|            | 01- 105- 000- 0000- 6335 | 20.72       | April PC Mtg & Tour Mileage  |                      | Employee Automobile Allowance    | N           |
|            |                          |             | 04/05/2021 04/08/2021        |                      |                                  |             |
| 5479       | Bisek/Andrew R           | 110.72      | 2 Transactions               |                      |                                  |             |
| 2540       | Duxbury/Steve            |             |                              |                      |                                  |             |
|            | 01- 105- 000- 0000- 6104 | 90.00       | April PC Mtg & Tour Per Diem |                      | Per Diem                         | N           |
|            |                          |             | 04/05/2021 04/08/2021        |                      |                                  |             |
|            | 01- 105- 000- 0000- 6335 | 41.44       | April PC Mtg & Tour Mileage  |                      | Employee Automobile Allowance    | N           |
|            |                          |             | 04/05/2021 04/08/2021        |                      |                                  |             |
| 2540       | Duxbury/Steve            | 131.44      | 2 Transactions               |                      |                                  |             |
| 834        | Hovey/Arlynn             |             |                              |                      |                                  |             |
|            | 01- 105- 000- 0000- 6104 | 90.00       | April PC Mtg & Tour Per Diem |                      | Per Diem                         | N           |
|            |                          |             | 04/05/2021 04/08/2021        |                      |                                  |             |
|            | 01- 105- 000- 0000- 6335 | 7.28        | April PC Mtg & Tour Mileage  |                      | Employee Automobile Allowance    | N           |
|            |                          |             | 04/05/2021 04/08/2021        |                      |                                  |             |
| 834        | Hovey/Arlynn             | 97.28       | 2 Transactions               |                      |                                  |             |
| 4874       | JOHNSON/TRINITY          |             |                              |                      |                                  |             |

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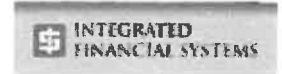
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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                  |      |
|        | 01- 105- 000- 0000- 6104                |      | 90.00  | April PC Mtg & Tour Per Diem                         |               | Per Diem                           | N    |
|        | 01- 105- 000- 0000- 6335                |      | 58.24  | 04/05/2021 04/08/2021<br>April PC Mtg & Tour Mileage |               | Employee Automobile Allowance      | N    |
| 4874   | JOHNSON/TRINITY                         |      | 148.24 | 04/05/2021 04/08/2021<br>2 Transactions              |               |                                    |      |
| 6904   | Ruskell/Gary L                          |      |        |                                                      |               |                                    |      |
|        | 01- 105- 000- 0000- 6104                |      | 90.00  | April PC Mtg & Tour Per Diem                         |               | Per Diem                           | N    |
|        | 01- 105- 000- 0000- 6335                |      | 57.12  | 04/05/2021 04/08/2021<br>April PC Mtg & Tour Mileage |               | Employee Automobile Allowance      | N    |
| 6904   | Ruskell/Gary L                          |      | 147.12 | 04/05/2021 04/08/2021<br>2 Transactions              |               |                                    |      |
| 6315   | Thompson/Thomas A                       |      |        |                                                      |               |                                    |      |
|        | 01- 105- 000- 0000- 6104                |      | 90.00  | April PC Mtg & Tour Per Diem                         |               | Per Diem                           | N    |
|        | 01- 105- 000- 0000- 6335                |      | 31.36  | 04/05/2021 04/08/2021<br>April PC Mtg & Tour Mileage |               | Employee Automobile Allowance      | N    |
| 6315   | Thompson/Thomas A                       |      | 121.36 | 04/05/2021 04/08/2021<br>2 Transactions              |               |                                    |      |
| 105    | DEPT Total:                             |      | 756.16 | Planning And Zoning                                  | 6 Vendors     | 12 Transactions                    |      |
| 111    | DEPT                                    |      |        | Facilites Mtce                                       |               |                                    |      |
| 5988   | Preston Auto Parts                      |      |        |                                                      |               |                                    |      |
|        | 01- 111- 000- 0000- 6580                |      | 24.08  | Belt, Spark Plugs, Handles                           | 669640        | Other Repair And Maintenance Suppl | N    |
|        |                                         |      |        | 04/20/2021 04/20/2021                                |               |                                    |      |
| 5988   | Preston Auto Parts                      |      | 24.08  | 1 Transactions                                       |               |                                    |      |
| 111    | DEPT Total:                             |      | 24.08  | Facilites Mtce                                       | 1 Vendors     | 1 Transactions                     |      |
| 125    | DEPT                                    |      |        | Veteran Services                                     |               |                                    |      |
| 4113   | MN Assoc Of Co Veterans Service Officer |      |        |                                                      |               |                                    |      |
|        | 01- 125- 000- 0000- 6242                |      | 200.00 | 2021 MACVSO Membership Dues                          |               | Membership Dues                    | N    |
|        |                                         |      |        | 01/01/2021 12/31/2021                                |               |                                    |      |
|        | 01- 125- 000- 0000- 6245                |      | 50.00  | 2021 MACVSO Conference Reg                           |               | Registration Fees                  | N    |
|        |                                         |      |        | 04/19/2021 04/19/2021                                |               |                                    |      |
| 4113   | MN Assoc Of Co Veterans Service Officer |      | 250.00 | 2 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               |      |
| 125    | DEPT Total:                      |      | 250.00   | Veteran Services               | 1 Vendors      | 2 Transactions                  |      |
| 149    | DEPT                             |      |          | Other General Government       |                |                                 |      |
| 4928   | 1 Source                         |      |          |                                |                |                                 |      |
|        | 01- 149- 000- 0000- 6408         |      | 172.73   | County Shared Office Supplies  | 264871- 0      | County Shared Office Supplies   | Y    |
|        |                                  |      |          | 04/12/2021 04/12/2021          |                |                                 |      |
|        | 01- 149- 000- 0000- 6408         |      | 29.92    | County Shared Office Supplies  | 264871- 1      | County Shared Office Supplies   | Y    |
|        |                                  |      |          | 04/13/2021 04/13/2021          |                |                                 |      |
|        | 01- 149- 000- 0000- 6404         |      | 906.56   | County Shared Custodial Supply | 264872- 0      | County Shared Cleaning Supplies | Y    |
|        |                                  |      |          | 04/12/2021 04/12/2021          |                |                                 |      |
|        | 01- 149- 000- 0000- 6404         |      | 53.10    | County Shared Custodial Supply | 264872- 1      | County Shared Cleaning Supplies | Y    |
|        |                                  |      |          | 04/13/2021 04/13/2021          |                |                                 |      |
| 4928   | 1 Source                         |      | 1,162.31 | 4 Transactions                 |                |                                 |      |
| 7183   | CCP Industries,Inc               |      |          |                                |                |                                 |      |
|        | 01- 149- 000- 0000- 6404         |      | 295.53   | County Shared Custodial Supply | IN02752492     | County Shared Cleaning Supplies | N    |
|        |                                  |      |          | 04/13/2021 04/13/2021          |                |                                 |      |
| 7183   | CCP Industries,Inc               |      | 295.53   | 1 Transactions                 |                |                                 |      |
| 6157   | Further                          |      |          |                                |                |                                 |      |
|        | 01- 149- 000- 0000- 6289         |      | 847.00   | March/April Participation Fee  | 15628443,15659 | Select Account Adm.             | N    |
|        |                                  |      |          | 03/01/2021 04/30/2021          |                |                                 |      |
| 6157   | Further                          |      | 847.00   | 1 Transactions                 |                |                                 |      |
| 6829   | Gallagher Benefit Services, Inc. |      |          |                                |                |                                 |      |
|        | 01- 149- 000- 0000- 6285         |      | 1,643.21 | April 2021 Benefit Consulting  | 227292         | Professional Fees               | N    |
|        |                                  |      |          | 04/01/2021 04/30/2021          |                |                                 |      |
| 6829   | Gallagher Benefit Services, Inc. |      | 1,643.21 | 1 Transactions                 |                |                                 |      |
| 3665   | Ratwik,Roszak & Maloney, PA      |      |          |                                |                |                                 |      |
|        | 01- 149- 000- 0000- 6285         |      | 222.00   | KK Phone Conferences           | 68508          | Professional Fees               | Y    |
|        |                                  |      |          | 03/02/2021 03/04/2021          |                |                                 |      |
| 3665   | Ratwik,Roszak & Maloney, PA      |      | 222.00   | 1 Transactions                 |                |                                 |      |
| 26012  | Schultz/Terry                    |      |          |                                |                |                                 |      |
|        | 01- 149- 000- 0000- 6408         |      | 31.94    | Curtian Rods & Curtains- Court | 293101         | County Shared Office Supplies   | N    |
|        |                                  |      |          | 04/20/2021 04/20/2021          |                |                                 |      |
| 26012  | Schultz/Terry                    |      | 31.94    | 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                 |      |
| 5893   | The Master's Touch, LLC                |      |          |                                |               |                                   |      |
|        | 01-149-000-0000-6205                   |      | 103.97   | 2021 Stmt & 2022 Value Mailing | 74030         | Postage And Postal Box Rent       | N    |
|        |                                        |      |          | 03/31/2021 03/31/2021          |               |                                   |      |
| 5893   | The Master's Touch, LLC                |      | 103.97   | 1 Transactions                 |               |                                   |      |
| 149    | DEPT Total:                            |      | 4,305.96 | Other General Government       | 7 Vendors     | 10 Transactions                   |      |
| 202    | DEPT                                   |      |          | Sheriff                        |               |                                   |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      |          |                                |               |                                   |      |
|        | 01-202-000-0000-6561                   |      | 3,115.52 | March Fuel - Sheriff           |               | Gasoline Diesel And Other Fuels   | N    |
|        |                                        |      |          | 03/01/2021 03/31/2021          |               |                                   |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      | 3,115.52 | 1 Transactions                 |               |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                |               |                                   |      |
|        | 01-202-000-0000-6652                   |      | 665.31   | Data Lines                     | 9876757651    | Squad Car Equipment Purchased and | N    |
|        |                                        |      |          | 03/02/2021 04/01/2021          |               |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 665.31   | 1 Transactions                 |               |                                   |      |
| 7250   | Pine River Outdoor Supplies LLC        |      |          |                                |               |                                   |      |
|        | 01-202-000-0000-6455                   |      | 1,207.92 | Ammunition                     |               | Law Enforcement Supplies          | N    |
|        |                                        |      |          | 04/20/2021 04/20/2021          |               |                                   |      |
| 7250   | Pine River Outdoor Supplies LLC        |      | 1,207.92 | 1 Transactions                 |               |                                   |      |
| 3500   | Severson Oil Company                   |      |          |                                |               |                                   |      |
|        | 01-202-000-0000-6561                   |      | 721.35   | March Fuel - Sheriff           | 20248         | Gasoline Diesel And Other Fuels   | N    |
|        |                                        |      |          | 03/03/2021 03/30/2021          |               |                                   |      |
| 3500   | Severson Oil Company                   |      | 721.35   | 1 Transactions                 |               |                                   |      |
| 355    | Streicher's, Inc.                      |      |          |                                |               |                                   |      |
|        | 01-202-000-0000-6173                   |      | 110.00   | Mobile Field Force             | 1494659       | Uniform Allowance                 | N    |
|        |                                        |      |          | 04/02/2021 04/02/2021          |               |                                   |      |
|        | 01-202-000-0000-6173                   |      | 54.99    | New Hire PT Uniforms           | 1494965       | Uniform Allowance                 | N    |
|        |                                        |      |          | 04/05/2021 04/05/2021          |               |                                   |      |
|        | 01-202-000-0000-6173                   |      | 113.97   | New Hire PT Uniforms           | 1495321       | Uniform Allowance                 | N    |
|        |                                        |      |          | 04/06/2021 04/06/2021          |               |                                   |      |
| 355    | Streicher's, Inc.                      |      | 278.96   | 3 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         |      |
| 202 DEPT Total:                               |      | 5,989.06 | Sheriff                      | 5 Vendors     | 7 Transactions            |      |
| 205 DEPT                                      |      |          | Sheriff Contingent Funds     |               |                           |      |
| 9170 Bureau of Criminal Apprehens- State Of M |      |          |                              |               |                           |      |
| 01- 205- 000- 0000- 6387                      |      | 2,095.00 | 1st Quarter 2021 Gun Permits | 23- 000068    | Gun Permit Expenses       | N    |
|                                               |      |          | 01/01/2021 03/31/2021        |               |                           |      |
| 9170 Bureau of Criminal Apprehens- State Of M |      | 2,095.00 | 1 Transactions               |               |                           |      |
| 205 DEPT Total:                               |      | 2,095.00 | Sheriff Contingent Funds     | 1 Vendors     | 1 Transactions            |      |
| 251 DEPT                                      |      |          | County Jail                  |               |                           |      |
| 6978 Aramark Uniform & Career Apparl Grou     |      |          |                              |               |                           |      |
| 01- 251- 000- 0000- 6377                      |      | 126.99   | Jail Laundry                 | 2801278499    | Fees And Service Charges  | N    |
|                                               |      |          | 04/14/2021 04/14/2021        |               |                           |      |
| 6978 Aramark Uniform & Career Apparl Grou     |      | 126.99   | 1 Transactions               |               |                           |      |
| 4026 Bob Barker Company, Inc                  |      |          |                              |               |                           |      |
| 01- 251- 000- 0000- 6377                      |      | 64.32    | Jail Supplies                | INV1603309    | Fees And Service Charges  | N    |
|                                               |      |          | 04/11/2021 04/11/2021        |               |                           |      |
| 4026 Bob Barker Company, Inc                  |      | 64.32    | 1 Transactions               |               |                           |      |
| 4899 HEALTHDIRECT #119                        |      |          |                              |               |                           |      |
| 01- 251- 000- 0000- 6431                      |      | 693.32   | Jail Meds                    | 72493         | Drugs And Medicine        | N    |
|                                               |      |          | 03/02/2021 03/29/2021        |               |                           |      |
| 4899 HEALTHDIRECT #119                        |      | 693.32   | 1 Transactions               |               |                           |      |
| 9361 MN Dept Of Corrections                   |      |          |                              |               |                           |      |
| 01- 251- 000- 0000- 6301                      |      | 280.00   | March 2021 STS Wages         | 650017        | Icwc Wage Expense         | N    |
|                                               |      |          | 03/06/2021 03/20/2021        |               |                           |      |
| 9361 MN Dept Of Corrections                   |      | 280.00   | 1 Transactions               |               |                           |      |
| 251 DEPT Total:                               |      | 1,164.63 | County Jail                  | 4 Vendors     | 4 Transactions            |      |
| 281 DEPT                                      |      |          | Emergency Mgmt Services      |               |                           |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH    |      |          |                              |               |                           |      |
| 01- 281- 000- 0000- 6203                      |      | 70.02    | Data Lines                   | 9876757651    | Telephone                 | N    |
|                                               |      |          | 03/02/2021 04/01/2021        |               |                           |      |

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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                 |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 70.02  |                                | 1 Transactions |                                   |      |
| 281    | DEPT Total:                            |      | 70.02  | Emergency Mgmt Services        | 1 Vendors      | 1 Transactions                    |      |
| 441    | DEPT                                   |      |        | Public Health                  |                |                                   |      |
| 6674   | Draper/Erica                           |      |        |                                |                |                                   |      |
|        | 01- 441- 000- 0000- 6445               |      | 17.92  | TANF Mileage March 2021        |                | TANF Expenses                     | N    |
|        |                                        |      |        | 03/02/2021 03/24/2021          |                |                                   |      |
| 6674   | Draper/Erica                           |      | 17.92  |                                | 1 Transactions |                                   |      |
| 106    | Fillmore Co Treasurer                  |      |        |                                |                |                                   |      |
|        | 01- 441- 000- 0000- 6447               |      | 3.02   | March 2021 Fuel - AR           |                | LPHA Grant Expenses               | N    |
|        |                                        |      |        | 03/26/2021 03/26/2021          |                |                                   |      |
| 106    | Fillmore Co Treasurer                  |      | 3.02   |                                | 1 Transactions |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |        |                                |                |                                   |      |
|        | 01- 441- 000- 0000- 6448               |      | 53.72  | SHIP Cell Phone                | 9876786220     | Ship Grant Expenses               | N    |
|        |                                        |      |        | 03/03/2021 04/02/2021          |                |                                   |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 53.72  |                                | 1 Transactions |                                   |      |
| 6186   | Johnson/Breanna                        |      |        |                                |                |                                   |      |
|        | 01- 441- 000- 0000- 6334               |      | 30.24  | Immunization Coop Agmts- March |                | Immunization Cooperative Agreemer | N    |
|        |                                        |      |        | 03/08/2021 03/29/2021          |                |                                   |      |
| 6186   | Johnson/Breanna                        |      | 30.24  |                                | 1 Transactions |                                   |      |
| 6884   | Rodger/Aimee                           |      |        |                                |                |                                   |      |
|        | 01- 441- 000- 0000- 6445               |      | 81.54  | TANF Mileage March 2021        |                | TANF Expenses                     | N    |
|        |                                        |      |        | 03/01/2021 03/29/2021          |                |                                   |      |
| 6884   | Rodger/Aimee                           |      | 81.54  |                                | 1 Transactions |                                   |      |
| 7320   | Sanofi Pasteur Inc                     |      |        |                                |                |                                   |      |
|        | 01- 441- 000- 0000- 6449               |      | 305.72 | Needles, Containers, Bandages  | 916429899      | Preparedness Grant                | Y    |
|        |                                        |      |        | 04/12/2021 04/12/2021          |                |                                   |      |
| 7320   | Sanofi Pasteur Inc                     |      | 305.72 |                                | 1 Transactions |                                   |      |
| 441    | DEPT Total:                            |      | 492.16 | Public Health                  | 6 Vendors      | 6 Transactions                    |      |
| 442    | DEPT                                   |      |        | Wic Program                    |                |                                   |      |

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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                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |           |                                 |               |                                      |      |
|        | 01- 442- 000- 0000- 6424               |      | 38.64     | PEER BF Cell Phone              | 9876786220    | WIC- Peer Breastfeeding Support Grar | N    |
|        |                                        |      |           | 03/03/2021 04/02/2021           |               |                                      |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 38.64     | 1 Transactions                  |               |                                      |      |
| 6934   | Olmsted County Public Health           |      |           |                                 |               |                                      |      |
|        | 01- 442- 000- 0000- 6424               |      | 162.00    | Lactation Consut- 4th Qtr 2021  | CSFI- 135558  | WIC- Peer Breastfeeding Support Grar | N    |
|        |                                        |      |           | 10/01/2020 12/31/2020           |               |                                      |      |
|        | 01- 442- 000- 0000- 6424               |      | 202.50    | Lactation Consult- 1st Qtr 2021 | CSFI- 136410  | WIC- Peer Breastfeeding Support Grar | N    |
|        |                                        |      |           | 01/01/2021 03/31/2021           |               |                                      |      |
| 6934   | Olmsted County Public Health           |      | 364.50    | 2 Transactions                  |               |                                      |      |
| 6884   | Rodger/Aimee                           |      |           |                                 |               |                                      |      |
|        | 01- 442- 000- 0000- 6335               |      | 62.22     | WIC Mileage March 2021          |               | Employee Automobile Allowance        | N    |
|        |                                        |      |           | 03/01/2021 03/29/2021           |               |                                      |      |
| 6884   | Rodger/Aimee                           |      | 62.22     | 1 Transactions                  |               |                                      |      |
| 442    | DEPT Total:                            |      | 465.36    | Wic Program                     | 3 Vendors     | 4 Transactions                       |      |
| 443    | DEPT                                   |      |           | Nursing Service                 |               |                                      |      |
| 6674   | Draper/Erica                           |      |           |                                 |               |                                      |      |
|        | 01- 443- 000- 0000- 6335               |      | 19.60     | Nursing Mileage March 2021      |               | Employee Automobile Allowance        | N    |
|        |                                        |      |           | 03/02/2021 03/24/2021           |               |                                      |      |
| 6674   | Draper/Erica                           |      | 19.60     | 1 Transactions                  |               |                                      |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |           |                                 |               |                                      |      |
|        | 01- 443- 000- 0000- 6203               |      | 38.64     | Phone                           | 9876786220    | Telephone                            | N    |
|        |                                        |      |           | 03/03/2021 04/02/2021           |               |                                      |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 38.64     | 1 Transactions                  |               |                                      |      |
| 6665   | Gilbert/Sydney                         |      |           |                                 |               |                                      |      |
|        | 01- 443- 000- 0000- 6335               |      | 32.48     | Nursing Mileage March 2021      |               | Employee Automobile Allowance        | N    |
|        |                                        |      |           | 03/02/2021 03/29/2021           |               |                                      |      |
| 6665   | Gilbert/Sydney                         |      | 32.48     | 1 Transactions                  |               |                                      |      |
| 7140   | Ironwood Carpentry & Construction, LLC |      |           |                                 |               |                                      |      |
|        | 01- 443- 000- 0000- 6433               |      | 18,287.50 | First 50% Home Mod - #7718      | 1043          | Waiver Reimbursables                 | Y    |
|        |                                        |      |           | 04/09/2021 04/09/2021           |               |                                      |      |

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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                   |      |
| 7140   | Ironwood Carpentry & Construction, LLC |      | 18,287.50 |                              | 1 Transactions |                                     |      |
| 6186   | Johnson/Breanna                        |      |           |                              |                |                                     |      |
|        | 01- 443- 000- 0000- 6335               |      | 127.68    | Nursing Mileage March 2021   |                | Employee Automobile Allowance       | N    |
|        |                                        |      |           | 03/08/2021 03/29/2021        |                |                                     |      |
| 6186   | Johnson/Breanna                        |      | 127.68    |                              | 1 Transactions |                                     |      |
| 3288   | MCCC, MI 33                            |      |           |                              |                |                                     |      |
|        | 01- 443- 000- 0000- 6419               |      | 5,571.66  | 2nd Qtr 2021 PH Doc Support  | 2104025        | PH Doc Software Support             | N    |
|        |                                        |      |           | 04/01/2021 06/30/2021        |                |                                     |      |
| 3288   | MCCC, MI 33                            |      | 5,571.66  |                              | 1 Transactions |                                     |      |
| 6884   | Rodger/Aimee                           |      |           |                              |                |                                     |      |
|        | 01- 443- 000- 0000- 6335               |      | 23.40     | Nursing Mileage March 2021   |                | Employee Automobile Allowance       | N    |
|        |                                        |      |           | 03/01/2021 03/29/2021        |                |                                     |      |
| 6884   | Rodger/Aimee                           |      | 23.40     |                              | 1 Transactions |                                     |      |
| 443    | DEPT Total:                            |      | 24,100.96 | Nursing Service              | 7 Vendors      | 7 Transactions                      |      |
| 446    | DEPT                                   |      |           | Mch Program                  |                |                                     |      |
| 6665   | Gilbert/Sydney                         |      |           |                              |                |                                     |      |
|        | 01- 446- 000- 0000- 6257               |      | 21.28     | EBFHV/HFA Mileage March 2021 |                | EBHV Expense                        | N    |
|        |                                        |      |           | 03/02/2021 03/29/2021        |                |                                     |      |
| 6665   | Gilbert/Sydney                         |      | 21.28     |                              | 1 Transactions |                                     |      |
| 1285   | Houston County Public Health           |      |           |                              |                |                                     |      |
|        | 01- 446- 000- 0000- 6088               |      | 4,212.91  | SHIP Feb 2021                |                | Houston Grant Passthrough (01- 446- | N    |
|        |                                        |      |           | 04/01/2021 04/01/2021        |                |                                     |      |
|        | 01- 446- 000- 0000- 6088               |      | 15,548.19 | LPH Feb 2021                 |                | Houston Grant Passthrough (01- 446- | N    |
|        |                                        |      |           | 04/13/2021 04/13/2021        |                |                                     |      |
|        | 01- 446- 000- 0000- 6088               |      | 6,157.69  | PHEP Quarter 2, 2021         |                | Houston Grant Passthrough (01- 446- | N    |
|        |                                        |      |           | 04/13/2021 04/13/2021        |                |                                     |      |
|        | 01- 446- 000- 0000- 6088               |      | 8,766.59  | CTC Jan 2021                 |                | Houston Grant Passthrough (01- 446- | N    |
|        |                                        |      |           | 03/23/2021 03/23/2021        |                |                                     |      |
|        | 01- 446- 000- 0000- 6088               |      | 2,822.00  | CTC Feb 2021                 |                | Houston Grant Passthrough (01- 446- | N    |
|        |                                        |      |           | 04/13/2021 04/13/2021        |                |                                     |      |
| 1285   | Houston County Public Health           |      | 37,507.38 |                              | 5 Transactions |                                     |      |

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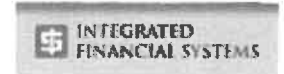
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|     | <u>Vendor Name</u>                          | <u>Rpt</u>  |               | <u>Warrant Description</u>   | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|-----|---------------------------------------------|-------------|---------------|------------------------------|----------------------|----------------------------------|-------------|
|     | <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>         |             |
| 446 | DEPT Total:                                 |             | 37,528.66     | Mch Program                  | 2 Vendors            | 6 Transactions                   |             |
| 602 | DEPT                                        |             |               | County Extension Service     |                      |                                  |             |
|     | 1671 Regents Of The University Of Minnesota |             |               |                              |                      |                                  |             |
|     | 01- 602- 000- 0000- 6269                    |             | 300.00        | 2021 Fair Entry Subscription | 0300026636           | Computer Expense                 | N           |
|     |                                             |             |               | 03/16/2021 03/16/2021        |                      |                                  |             |
|     | 01- 602- 000- 0000- 6277                    |             | 30,902.50     | Jan- Mar MOA Billing         | 0300026781           | Alternative Funding Contract     | N           |
|     |                                             |             |               | 03/30/2021 03/30/2021        |                      |                                  |             |
|     | 1671 Regents Of The University Of Minnesota |             | 31,202.50     | 2 Transactions               |                      |                                  |             |
| 602 | DEPT Total:                                 |             | 31,202.50     | County Extension Service     | 1 Vendors            | 2 Transactions                   |             |
| 603 | DEPT                                        |             |               | Feedlot                      |                      |                                  |             |
|     | 106 Fillmore Co Treasurer                   |             |               |                              |                      |                                  |             |
|     | 01- 603- 000- 0000- 6561                    |             | 54.52         | March 2021 Fuel - Feedlot    |                      | Gasoline Diesel And Other Fuels  | N           |
|     |                                             |             |               | 03/18/2021 03/31/2021        |                      |                                  |             |
|     | 106 Fillmore Co Treasurer                   |             | 54.52         | 1 Transactions               |                      |                                  |             |
| 603 | DEPT Total:                                 |             | 54.52         | Feedlot                      | 1 Vendors            | 1 Transactions                   |             |
| 1   | Fund Total:                                 |             | 119,212.32    | County Revenue Fund          |                      | 76 Transactions                  |             |

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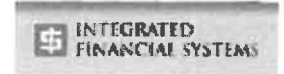
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| Vendor | Name                     | Rpt    | Warrant Description    | Invoice #     | Account/Formula Descripti | 1099 |
|--------|--------------------------|--------|------------------------|---------------|---------------------------|------|
| No.    | Account/Formula          | Accr   | Service Dates          | Paid On Bhf # | On Behalf of Name         |      |
| 300    | DEPT                     |        | Highway Administration |               |                           |      |
| 82132  | Fillmore Co Journal      |        |                        |               |                           |      |
|        | 13- 300- 000- 0000- 6241 | 97.66  | 4/12 aggregate ads     | 120694        | Advertising               | N    |
| 82132  | Fillmore Co Journal      | 97.66  | 1 Transactions         |               |                           |      |
| 300    | DEPT Total:              | 97.66  | Highway Administration | 1 Vendors     | 1 Transactions            |      |
| 310    | DEPT                     |        | Highway Maintenance    |               |                           |      |
| 6150   | Cintas Corporation No.2  |        |                        |               |                           |      |
|        | 13- 310- 000- 0000- 6293 | 8.92   | 3/26 uniforms          | 4002863083    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/2 uniforms           | 4077321040    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 14.76  | 3/3 uniforms           | 4077511101    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.92   | 3/4 uniforms           | 4077577586    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.20   | 3/4 uniforms           | 4077577638    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 44.94  | 3/5 uniforms           | 4077769340    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 49.45  | 3/5 uniforms           | 4077769392    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/9 uniforms           | 4078023372    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 17.76  | 3/10 uniforms          | 4078159922    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 11.17  | 3/11 uniforms          | 4078266893    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.20   | 3/11 uniforms          | 4078266897    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 30.59  | 3/12 uniforms          | 4078416017    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/12 uniforms          | 4078416173    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/16 uniforms          | 4078649457    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 51.06  | 3/17 uniforms          | 4078819854    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.92   | 3/18 uniforms          | 4078926135    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.20   | 3/18 uniforms          | 4078926169    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/19 uniforms          | 4079083707    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 49.45  | 3/19 uniforms          | 4079083748    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/23 uniforms          | 4079333749    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 17.76  | 3/24 uniforms          | 4079476233    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 14.67  | 3/25 uniforms          | 4079655904    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 13.95  | 3/25 uniforms          | 4079655942    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/26 uniforms          | 4079738397    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 69.69  | 3/26 uniforms          | 4079738403    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 8.64   | 3/30 uniforms          | 4079972119    | Uniform Expense           | N    |
|        | 13- 310- 000- 0000- 6293 | 51.06  | 3/31 uniforms          | 4080136527    | Uniform Expense           | N    |
| 6150   | Cintas Corporation No.2  | 538.95 | 27 Transactions        |               |                           |      |
| 5751   | Fastenal Company         |        |                        |               |                           |      |

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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                  |      |
|        | 13- 310- 000- 0000- 6515  |           | 3/31 supplies         | 87820          | Traffic Signs                      | N    |
|        | 13- 310- 000- 0000- 6515  |           | 3/31 supplies         | 87845          | Traffic Signs                      | N    |
| 5751   | Fastenal Company          |           |                       |                |                                    |      |
|        |                           | 432.35    |                       | 2 Transactions |                                    |      |
| 6525   | InSite Contracting Inc    |           |                       |                |                                    |      |
|        | 13- 310- 000- 0000- 6580  | 8,500.00  | 4/14 Co 1 guardrail   | 2649           | Other Repair And Maintenance Suppl | N    |
| 6525   | InSite Contracting Inc    | 8,500.00  |                       | 1 Transactions |                                    |      |
| 8487   | Med Compass               |           |                       |                |                                    |      |
|        | 13- 310- 000- 0000- 6466  | 512.30    | 4/5 hearing tests     | 39177          | Safety Materials                   | N    |
| 8487   | Med Compass               | 512.30    |                       | 1 Transactions |                                    |      |
| 5471   | Precise MRM LLC           |           |                       |                |                                    |      |
|        | 13- 310- 000- 0000- 6580  | 150.00    | 3/31 truck data plans | 200- 1030375   | Other Repair And Maintenance Suppl | N    |
| 5471   | Precise MRM LLC           | 150.00    |                       | 1 Transactions |                                    |      |
| 5988   | Preston Auto Parts        |           |                       |                |                                    |      |
|        | 13- 310- 000- 0000- 6515  | 13.74     | 3/5 supplies          | 664299         | Traffic Signs                      | N    |
| 5988   | Preston Auto Parts        | 13.74     |                       | 1 Transactions |                                    |      |
| 310    | DEPT Total:               | 10,147.34 | Highway Maintenance   | 6 Vendors      | 33 Transactions                    |      |
| 320    | DEPT                      |           | Highway Construction  |                |                                    |      |
| 9214   | Chosen Valley Testing Inc |           |                       |                |                                    |      |
|        | 13- 320- 000- 0000- 6265  | 800.00    | 3/29 consulting       | 41473          | Consulting                         | N    |
| 9214   | Chosen Valley Testing Inc | 800.00    |                       | 1 Transactions |                                    |      |
| 99     | Erickson Engineering LLC  |           |                       |                |                                    |      |
|        | 13- 320- 000- 0000- 6265  | 7,365.00  | 4/8 consulting        | 14100          | Consulting                         | N    |
| 99     | Erickson Engineering LLC  | 7,365.00  |                       | 1 Transactions |                                    |      |
| 82132  | Fillmore Co Journal       |           |                       |                |                                    |      |
|        | 13- 320- 000- 0000- 6241  | 90.48     | 4/12 ads: 3007        | 120693         | Advertising                        | N    |
|        | 13- 320- 000- 0000- 6241  | 90.48     | 4/12 ads: 1517        | 120693         | Advertising                        | N    |
| 82132  | Fillmore Co Journal       | 180.96    |                       | 2 Transactions |                                    |      |
| 1084   | Forestry Suppliers Inc    |           |                       |                |                                    |      |
|        | 13- 320- 000- 0000- 6501  | 60.75     | 3/19 supplies         | 842062         | Engineering And Surveying Supplies | N    |
|        | 13- 320- 000- 0000- 6501  | 34.18     | 4/6 supplies          | 873061         | Engineering And Surveying Supplies | N    |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

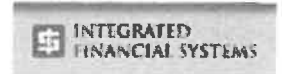
Page 15

| Vendor | Name                         | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                              |
|--------|------------------------------|------|---------------------|-----------------------------|---------------------------|-----------------------------------|
| No.    | Account/Formula              | Accr | Service Dates       | Paid On Bhf #               | On Behalf of Name         |                                   |
| 1084   | Forestry Suppliers Inc       |      | 26.57               | 2 Transactions              |                           |                                   |
| 8487   | Med Compass                  |      |                     |                             |                           |                                   |
|        | 13- 320- 000- 0000- 6466     |      | 112.70              | 4/5 hearing tests           | 39177                     | Safety Materails N                |
| 8487   | Med Compass                  |      | 112.70              | 1 Transactions              |                           |                                   |
| 320    | DEPT Total:                  |      | 8,485.23            | Highway Construction        | 5 Vendors                 | 7 Transactions                    |
| 330    | DEPT                         |      |                     | Equipment Maintenance Shops |                           |                                   |
| 3691   | Bauer Built Inc              |      |                     |                             |                           |                                   |
|        | 13- 330- 000- 0000- 6516     |      | 40.00               | 3/10 labor                  | 43825                     | Tires & Repairs N                 |
|        | 13- 330- 000- 0000- 6516     |      | 837.22              | 3/10 tires/parts            | 43825                     | Tires & Repairs N                 |
|        | 13- 330- 000- 0000- 6516     |      | 5.00                | 3/11 tires/parts            | 730109894                 | Tires & Repairs N                 |
|        | 13- 330- 000- 0000- 6516     |      | 250.00              | 3/11 labor                  | 730109894                 | Tires & Repairs N                 |
| 3691   | Bauer Built Inc              |      | 1,132.22            | 4 Transactions              |                           |                                   |
| 6150   | Cintas Corporation No.2      |      |                     |                             |                           |                                   |
|        | 13- 330- 000- 0000- 6576     |      | 213.26              | 3/5 supplies                | 4077769293                | Shop Supplies & Tools N           |
|        | 13- 330- 000- 0000- 6576     |      | 213.26              | 3/19 supplies               | 4079083601                | Shop Supplies & Tools N           |
| 6150   | Cintas Corporation No.2      |      | 426.52              | 2 Transactions              |                           |                                   |
| 2936   | Express Pressure Washers Inc |      |                     |                             |                           |                                   |
|        | 13- 330- 000- 0000- 6317     |      | 84.95               | 3/3 bldg maint              | I- 123036                 | Building Maintenance N            |
| 2936   | Express Pressure Washers Inc |      | 84.95               | 1 Transactions              |                           |                                   |
| 5751   | Fastenal Company             |      |                     |                             |                           |                                   |
|        | 13- 330- 000- 0000- 6576     |      | 292.32              | 4/2 supplies                | 87895                     | Shop Supplies & Tools N           |
| 5751   | Fastenal Company             |      | 292.32              | 1 Transactions              |                           |                                   |
| 3714   | Hovey Oil Co Inc             |      |                     |                             |                           |                                   |
|        | 13- 330- 000- 0000- 6561     |      | 1,825.82            | 3/25 #2 diesel              | 3292                      | Gasoline Diesel And Other Fuels N |
|        | 13- 330- 000- 0000- 6561     |      | 5,661.60            | 3/26 gas                    | 3299                      | Gasoline Diesel And Other Fuels N |
| 3714   | Hovey Oil Co Inc             |      | 7,487.42            | 2 Transactions              |                           |                                   |
| 170    | Hyland Motor Company         |      |                     |                             |                           |                                   |
|        | 13- 330- 000- 0000- 6575     |      | 211.60              | 3/11 parts                  | 145680                    | Machinery Parts N                 |
|        | 13- 330- 000- 0000- 6575     |      | 751.36              | 3/22 parts                  | 145720                    | Machinery Parts N                 |
|        | 13- 330- 000- 0000- 6575     |      | 54.30               | 3/31 parts                  | 145773                    | Machinery Parts N                 |

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13 County Road & Bridge

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor Name                       | <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> |
| 170 Hyland Motor Company          |             | 1,017.26                   | 3 Transactions       |                                  |                          |
| 137 Praxair Distribution Inc      |             |                            |                      |                                  |                          |
| 13- 330- 000- 0000- 6576          |             | 49.43                      | 3/31 supplies        | 62789426                         | Shop Supplies & Tools N  |
| 137 Praxair Distribution Inc      |             | 49.43                      | 1 Transactions       |                                  |                          |
| 5988 Preston Auto Parts           |             |                            |                      |                                  |                          |
| 13- 330- 000- 0000- 6575          |             | 209.62                     | 3/2 filters          | 664005                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6317          |             | 13.85                      | 3/3 bldg maint       | 664072                           | Building Maintenance N   |
| 13- 330- 000- 0000- 6317          |             | 11.99                      | 3/3 bldg maint       | 664086                           | Building Maintenance N   |
| 13- 330- 000- 0000- 6575          |             | 10.99                      | 3/3 parts            | 664094                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 53.49                      | 3/3 supplies         | 664095                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6576          |             | 167.70                     | 3/5 supplies         | 664333                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 97.35                      | 3/8 parts            | 664550                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 7.35                       | 3/8 parts            | 664553                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 2.85                       | 3/9 parts            | 664611                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 16.97                      | 3/9 supplies         | 664623                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 33.49                      | 3/9 parts            | 664707                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 114.77                     | 3/10 parts           | 664754                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 52.48                      | 3/10 parts           | 664758                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 149.99                     | 3/10 parts           | 664766                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 62.00                      | 3/10 parts           | 664767                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 43.48                      | 3/11 supplies        | 664919                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 12.98                      | 3/11 parts           | 664923                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 16.11                      | 3/11 parts           | 664975                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 35.98                      | 3/11 parts           | 665006                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 7.99                       | 3/12 supplies        | 665161                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 47.15                      | 3/17 parts           | 665541                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 49.99                      | 3/17 supplies        | 665543                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6576          |             | 79.98                      | 3/17 supplies        | 665579                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 18.00                      | 3/18 parts           | 665663                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 53.96                      | 3/18 supplies        | 665716                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 71.96                      | 3/18 parts           | 665718                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 278.00                     | 3/19 parts           | 665831                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 4.98                       | 3/19 parts           | 665847                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 41.68                      | 3/23 parts           | 666199                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6576          |             | 29.96                      | 3/23 supplies        | 666202                           | Shop Supplies & Tools N  |
| 13- 330- 000- 0000- 6575          |             | 190.31                     | 3/23 filters         | 666244                           | Machinery Parts N        |
| 13- 330- 000- 0000- 6575          |             | 66.99                      | 3/23 parts           | 666254                           | Machinery Parts N        |

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13 County Road & Bridge

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



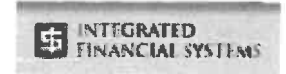
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                       | Rpt       | Warrant Description         | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------------|-----------|-----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula            | Accr      | Service Dates               | Paid On Bhf # | On Behalf of Name         |      |
|        | 13- 330- 000- 0000- 6575   | 49.84     | 3/30 parts                  | 667052        | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6575   | 111.66    | 3/31 parts                  | 667148        | Machinery Parts           | N    |
|        | 13- 330- 000- 0000- 6576   | 43.99     | 3/31 supplies               | 667156        | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6575   | 18.49     | 3/31 parts                  | 667165        | Machinery Parts           | N    |
| 5988   | Preston Auto Parts         | 2,278.37  |                             |               |                           |      |
|        |                            |           | 36 Transactions             |               |                           |      |
| 7249   | SEMA Equipment             |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575   | 90.62     | 4/8 parts                   | 1502986       | Machinery Parts           | N    |
| 7249   | SEMA Equipment             | 90.62     |                             |               |                           |      |
|        |                            |           | 1 Transactions              |               |                           |      |
| 5833   | Spring Valley Ace Hardware |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6576   | 8.99      | 3/12 supplies               | A142921       | Shop Supplies & Tools     | N    |
|        | 13- 330- 000- 0000- 6576   | 15.99     | 3/18 supplies               | B217042       | Shop Supplies & Tools     | N    |
| 5833   | Spring Valley Ace Hardware | 24.98     |                             |               |                           |      |
|        |                            |           | 2 Transactions              |               |                           |      |
| 358    | TEC Industrial Inc         |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6575   | 31.81     | 4/12 parts                  | IO389511      | Machinery Parts           | N    |
| 358    | TEC Industrial Inc         | 31.81     |                             |               |                           |      |
|        |                            |           | 1 Transactions              |               |                           |      |
| 4079   | Village Farm & Home        |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6317   | 56.95     | 3/8 bldg maint              | 42185         | Building Maintenance      | N    |
| 4079   | Village Farm & Home        | 56.95     |                             |               |                           |      |
|        |                            |           | 1 Transactions              |               |                           |      |
| 450    | Zep Sales & Service        |           |                             |               |                           |      |
|        | 13- 330- 000- 0000- 6576   | 194.38    | 3/31 supplies               | 9006122942    | Shop Supplies & Tools     | N    |
| 450    | Zep Sales & Service        | 194.38    |                             |               |                           |      |
|        |                            |           | 1 Transactions              |               |                           |      |
| 330    | DEPT Total:                | 13,167.23 | Equipment Maintenance Shops | 13 Vendors    | 56 Transactions           |      |
| 13     | Fund Total:                | 31,897.46 | County Road & Bridge        |               | 97 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      | Warrant Description      | Invoice #     | Account/Formula Descripti       | 1099 |
|--------|------------------------------------|----------|--------------------------|---------------|---------------------------------|------|
| No.    | Account/Formula                    | Accr     | Service Dates            | Paid On Bhf # | On Behalf of Name               |      |
| 390    | DEPT                               |          | Resource Recovery Center |               |                                 |      |
| 6150   | Cintas Corporation No.2            |          |                          |               |                                 |      |
|        | 14- 390- 000- 0000- 6377           | 9.63     | Uniforms                 | 4081060518    | Fees And Service Charges        | N    |
|        |                                    |          | 04/09/2021 04/09/2021    |               |                                 |      |
|        | 14- 390- 000- 0000- 6377           | 38.20    | Uniforms                 | 4081725046    | Fees And Service Charges        | N    |
|        |                                    |          | 04/16/2021 04/16/2021    |               |                                 |      |
| 6150   | Cintas Corporation No.2            | 47.83    | 2 Transactions           |               |                                 |      |
| 106    | Fillmore Co Treasurer              |          |                          |               |                                 |      |
|        | 14- 390- 000- 0000- 6466           | 41.00    | Hearing Tests            |               | Safety Materials                | N    |
|        |                                    |          | 04/20/2021 04/20/2021    |               |                                 |      |
| 106    | Fillmore Co Treasurer              | 41.00    | 1 Transactions           |               |                                 |      |
| 2050   | Liberty Tire Recycling LLC         |          |                          |               |                                 |      |
|        | 14- 390- 000- 0000- 6862           | 942.17   | Tire Disposal            | 2016135       | Management Of Problem Wastes    | N    |
|        |                                    |          | 03/27/2021 03/27/2021    |               |                                 |      |
| 2050   | Liberty Tire Recycling LLC         | 942.17   | 1 Transactions           |               |                                 |      |
| 3206   | S & A Petroleum                    |          |                          |               |                                 |      |
|        | 14- 390- 000- 0000- 6561           | 34.99    | Forklift LP              | 02399         | Gasoline Diesel And Other Fuels | N    |
|        |                                    |          | 03/23/2021 03/23/2021    |               |                                 |      |
| 3206   | S & A Petroleum                    | 34.99    | 1 Transactions           |               |                                 |      |
| 1472   | Stericycle Inc                     |          |                          |               |                                 |      |
|        | 14- 390- 000- 0000- 6862           | 59.78    | Sharps Disposal          | 4010049758    | Management Of Problem Wastes    | N    |
|        |                                    |          | 03/31/2021 03/31/2021    |               |                                 |      |
| 1472   | Stericycle Inc                     | 59.78    | 1 Transactions           |               |                                 |      |
| 390    | DEPT Total:                        | 1,125.77 | Resource Recovery Center | 5 Vendors     | 6 Transactions                  |      |
| 391    | DEPT                               |          | Score Grant Program      |               |                                 |      |
| 6333   | Dynamic Lifecycle Innovations Inc. |          |                          |               |                                 |      |
|        | 14- 391- 000- 0000- 6861           | 2,466.16 | TV Recycling             | I- 58914      | Recycling Operation Expense     | N    |
|        |                                    |          | 03/31/2021 03/31/2021    |               |                                 |      |
| 6333   | Dynamic Lifecycle Innovations Inc. | 2,466.16 | 1 Transactions           |               |                                 |      |
| 391    | DEPT Total:                        | 2,466.16 | Score Grant Program      | 1 Vendors     | 1 Transactions                  |      |

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14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name |                 | Rpt  | Warrant Description |                 | Invoice #     | Account/Formula Descripti | 1099           |
|-------------|-----------------|------|---------------------|-----------------|---------------|---------------------------|----------------|
| No.         | Account/Formula | Accr | Amount              | Service Dates   | Paid On Bhf # | On Behalf of Name         |                |
| 14          | Fund Total:     |      | 3,591.93            | Sanitation Fund |               |                           | 7 Transactions |

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23 County Airport Fund

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



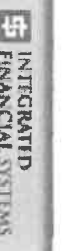
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|     | <u>Vendor Name</u> | <u>Rpt</u>                    |             | <u>Warrant Description</u> | <u>Invoice #</u>      | <u>Account/Formula Descripti</u> | <u>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> |
| 351 | DEPT               |                               |             |                            | Airport Fuel Sales    |                                  |                          |
|     | 5469               | Fillmore Co Auditor Treasurer |             |                            |                       |                                  |                          |
|     |                    | 23-351-000-0000-6254          |             | 6,185.57                   | 3/30/21 Aviation Fuel | 014749479                        | Airplane Fuel N          |
|     |                    |                               |             |                            | 03/30/2021 03/30/2021 |                                  |                          |
|     | 5469               | Fillmore Co Auditor Treasurer |             | 6,185.57                   | 1 Transactions        |                                  |                          |
| 351 | DEPT Total:        |                               |             | 6,185.57                   | Airport Fuel Sales    | 1 Vendors                        | 1 Transactions           |
| 23  | Fund Total:        |                               |             | 6,185.57                   | County Airport Fund   |                                  | 1 Transactions           |
|     | Final Total:       |                               |             | 160,887.28                 | 90 Vendors            | 181 Transactions                 |                          |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |
|---------------|-------------|---------------|----------------------|
|               | 1           | 119,212.32    | County Revenue Fund  |
|               | 13          | 31,897.46     | County Road & Bridge |
|               | 14          | 3,591.93      | Sanitation Fund      |
|               | 23          | 6,185.57      | County Airport Fund  |
|               | All Funds   | 160,887.28    | Total                |

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1 County Revenue Fund

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



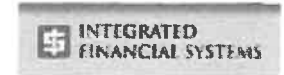
## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

|               | <u>Vendor</u> | <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> |
| 1             | 5536          | MiEnergy Cooperative     |             |               |                            |                  |                                  |                          |
|               |               | 01- 251- 000- 0000- 6251 |             | 116.47        | Radio Tower Electric       |                  | Electricity                      | N                        |
|               |               |                          |             |               | 03/01/2021                 | 04/01/2021       |                                  |                          |
|               | 5536          | MiEnergy Cooperative     |             | 116.47        | 1 Transactions             |                  |                                  |                          |
| 2             | 4344          | OFFICE OF MNIT SERVICES  |             |               |                            |                  |                                  |                          |
|               |               | 01- 149- 000- 0000- 6203 |             | 1,300.00      | March 2021 WAN Services    | DV21030347       | Telephone                        | N                        |
|               |               |                          |             |               | 03/01/2021                 | 03/31/2021       |                                  |                          |
|               | 4344          | OFFICE OF MNIT SERVICES  |             | 1,300.00      | 1 Transactions             |                  |                                  |                          |
| 3             | 308           | Preston Public Utilities |             |               |                            |                  |                                  |                          |
|               |               | 01- 111- 000- 0000- 6251 |             | 4,876.88      | FCOB Utilities             |                  | Electricity                      | N                        |
|               |               |                          |             |               | 02/26/2021                 | 03/31/2021       |                                  |                          |
| 4             |               | 01- 111- 000- 0000- 6251 |             | 2,281.47      | Courthouse Utilities       |                  | Electricity                      | N                        |
|               |               |                          |             |               | 02/25/2021                 | 03/30/2021       |                                  |                          |
| 5             |               | 01- 251- 000- 0000- 6251 |             | 2,062.24      | Jail Utilities             |                  | Electricity                      | N                        |
|               |               |                          |             |               | 02/25/2021                 | 03/30/2021       |                                  |                          |
|               | 308           | Preston Public Utilities |             | 9,220.59      | 3 Transactions             |                  |                                  |                          |
| 1 Fund Total: |               |                          |             | 10,637.06     | County Revenue Fund        |                  | 3 Vendors                        | 5 Transactions           |

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14 Sanitation Fund

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



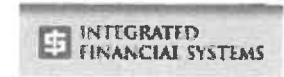
## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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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> |
| 6 308 Preston Public Utilities<br>14- 390- 000- 0000- 6251 |             | 613.35                     | Transfer Station Utilities |                                  | N                        |
|                                                            |             |                            | 02/25/2021 03/30/2021      |                                  |                          |
| 308 Preston Public Utilities                               |             | 613.35                     | 1 Transactions             |                                  |                          |
| 14 Fund Total:                                             |             | 613.35                     | Sanitation Fund            | 1 Vendors                        | 1 Transactions           |

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 73 Greenleafton Septic Projec

# \*\*\* 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.</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> |
| 7                  | 5536 MiEnergy Cooperative<br>73- 611- 000- 0000- 6251 |             | 304.39                     | Greenleafton Treatment Plant            |                                  | Electricity N            |
|                    | 5536 MiEnergy Cooperative                             |             | 304.39                     | 03/01/2021 04/01/2021<br>1 Transactions |                                  |                          |
| 73 Fund Total:     |                                                       |             | 304.39                     | Greenleafton Septic Project             | 1 Vendors                        | 1 Transactions           |

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76 Trust And Agency Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| 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         |  |      |
| 8              | 110 Fillmore Co Treasurer<br>76-000-000-0000-2006 |             | 1,393.00  | RRC Sales & Use Tax           |            |                | Commercial Sw Mgmt Tax    |  | N    |
|                |                                                   |             |           | 03/01/2021                    | 03/31/2021 |                |                           |  |      |
| 9              | 76-000-000-0000-2007                              |             | 245.00    | 041,101 & 602 Sales & Use Tax |            |                | Sales Tax Collected       |  | N    |
|                |                                                   |             |           | 03/01/2021                    | 03/31/2021 |                |                           |  |      |
|                | 110 Fillmore Co Treasurer                         |             | 1,638.00  | 2 Transactions                |            |                |                           |  |      |
| 76 Fund Total: |                                                   |             | 1,638.00  | Trust And Agency Fund         |            | 1 Vendors      | 2 Transactions            |  |      |
| Final Total:   |                                                   |             | 13,192.80 | 6 Vendors                     |            | 9 Transactions |                           |  |      |

smensink  
4/14/21

1:27PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 6

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                |
|-------------|---------------|----------------------------|
| 1           | 10,637.06     | County Revenue Fund        |
| 14          | 613.35        | Sanitation Fund            |
| 73          | 304.39        | Greenleafon Septic Project |
| 76          | 1,638.00      | Trust And Agency Fund      |
| All Funds   | 13,192.80     | Total                      |

Approved by,

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

laffeldt  
4/16/21 9:47AM  
12 INFRA FUND

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

|                | <u>Vendor Name</u> |                                                    | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u>                         | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> |                | <u>1099</u> |
|----------------|--------------------|----------------------------------------------------|-------------|---------------|----------------------------------------------------|----------------------|----------------------------------|----------------|-------------|
|                | <u>No.</u>         | <u>Account/Formula</u>                             | <u>Accr</u> |               | <u>Service Dates</u>                               | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |                |             |
| 1              | 7248               | Minnesota Energy Resources<br>12-111-000-0000-6625 |             | 7,335.79      | Contract for 2 generators<br>03/18/2021 03/18/2021 | 3251193              | Building Improvement             |                | N           |
|                | 7248               | Minnesota Energy Resources                         |             | 7,335.79      | 1 Transactions                                     |                      |                                  |                |             |
| 12 Fund Total: |                    |                                                    |             | 7,335.79      | INFRA FUND                                         |                      | 1 Vendors                        | 1 Transactions |             |
| Final Total:   |                    |                                                    |             | 7,335.79      | 1 Vendors                                          | 1 Transactions       |                                  |                |             |

laffeldt  
4/16/21

9:47AM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 3

Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|-------------|---------------|-------------|
| 12          | 7,335.79      | INFRA FUND  |
| All Funds   | 7,335.79      | Total       |

Approved by, .....  
.....  
.....

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/13/2021

Amount of time requested (minutes): 15-20 Minutes

Department: Economic Development Authority

Requested By: Chris Hahn, EDA Director

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

-Present the EDA Board resolution from 3-25-2021 (5-0, two member were absent) to develop a Fillmore County, Economic Development Authority Website, to Market and Promote Fillmore County with the goal of: "Fostering a competitive, desirable economic environment that supports agriculture, manufacturing, tourism, and other industries, by providing the necessary resources and connections needed for businesses, organizations and families to work, play, and thrive, in Fillmore County"

Proposed Website would offer: (to be covered in the in-person presentation to the board)

- General overview of Fillmore County, (location, demographics, infrastructure information)
  - Features on the quality of life in our Fillmore County communities
  - Free county wide business listed by industry
  - Free property listing for businesses looking to expand/build
  - Free portal for real estate listings for people looking to move to FC communities
  - Links utility service providers
  - Links to existing county business, recreation, and education/childcare assets:
    - Existing community websites
    - Existing Chamber/EDA websites for FC communities
    - Root River Trail Towns site and info
- Present the costs to develop and host site - \$1000 per year for 4 years (\$83.33 per month)
- Board Action Requested:
- Request board approval development of a Fillmore County EDA website as outlined above
  - Request board approval of funding \$1000, and with that permission to proceed with development of an EDA Website.

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

# REQUEST FOR COUNTY BOARD ACTION

☒ Check if there will be additional documentation for any item(s) listed above.

- Bid Attached
- PowerPoint is still being refined – (maybe 9 pages max)

Reviewed By: [Click here to enter text.](#)

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

# **Fillmore County EDA**

## **Proposed Website Sitemap**

### **Landing Page (Home Page)**

- Narrative/ Welcome
- EDA Vision / Mission
- EDA News (Largely content taken from MN-DEED, MN DOH,
- Events Calendar

### **Business in Fillmore County (Tab /Page)**

- Industry Overview
  - Recreation & Tourism
  - Agriculture
- Start / Relocate a Business in Fillmore County
- Building / Land avail
  - Available Land/ Development Projects
- Business Resources
  - EDA Contact
  - Links to DEED
  - SBA
  - SBDC
  - Other
- Business Directory
  - Business Listed by type of business
  - Property Listing

### **Life/Living in Fillmore County (Tab/Page)**

- Highlight the rural lifestyle, but still with everything you and/or your family need
- Real Estate Listings (we can link to a realty site and provide Zip Codes for our FC communities, and they can look for homes on the site)
- Provide links and info:
  - Schools
  - Daycare
  - Utility Services
  - County Website
  - Other

### **Visit Fillmore County (Tab/Page)**

- Parks and trails system info
- Recreation & Tourism
- Local Museums
- Local Festivals – Post COVID-19

### **About Fillmore County (Tab/Page)**

- Map /Photo with county overview and where FC is located in relation to infrastructure
- Population stats
- Census Statistics Business / Industry
- Contact Information for General Resources

### **Meet Our Fillmore County Communities (Page)**

- Short Narrative
- Map tile with community location /Iconic Community Photo
- Links to each City/ Chamber Sites

### **Contact (Page)**

- Contact email and number for me
- Photos of the EDA members (possible, we did this in SV here [Contact \(springvalleyeda.org\)](http://springvalleyeda.org))



**SMG Web Design**

**Michelle Quanrud**

SMGwebDesign.com

136 St. Anthony Street

Preston, MN 55965

Office: 507-765-2151

Cell: 507-951-4204

Email: michelle@smgwebdesign.com

# Website Proposal

**Design, Development and Implementation Services  
For Fillmore County EDA**

## **COST**

**The cost includes all of the following:**

- Website hosting
- Domain management (if needed)
- Website planning, including user interaction and experience
- Website design and development
- Responsive design layout – site will look good and function on all devices
- ADA compliant theme, layout, fonts, colors, and features
- Unlimited number of pages – Public pages, password protected, and member only.
- Website features, including:
  - Calendars, online forms, website subscriptions, slideshows, galleries, blogging, news posts, embedded videos, directories, search, call to action buttons, and more.
- eCommerce and/or link to existing accounts and payment gateways
- Search Engine Optimization
- Photo editing and optimization
- Graphic design for website elements
- Website content management system, with multiple user options
- Google Analytics and Webmaster Tools
- Unlimited website updates
- Website support and training
- Social media integration
- Website software and plugin updates
- Website security and backups
- Debut the new website in the Fillmore County Journal

**Choose one of the following payment options:**

- Full Price Option - \$4,000 – Website files immediately owned by the client. This covers four years of service, hosting, domain management, support and updates. However, the client can choose to end the relationship with SMG Web Design before the four years is up.
- Annual Price Option - \$1,000 – Four year commitment, or until the contract is paid in full.
- Monthly Price Option - \$99 – Four year commitment, or until the contract is paid in full.

*Our customers are grandfathered in, so when the current contract expires, we can extend the contract with the same services and with the option to build a new website at the original rate.*

## **Software and Programs**

- Websites developed using WordPress open source software and the Genesis Framework
- WordPress high quality and reputable plugins are used based on features used
- Developer programs include FileZilla and Adobe software
- Website hosting is on a dedicated server at HostGator

## **Timeline**

- 8-12 weeks - A target date will be set

## **The Process**

- Initial meeting
  - Sign contract
  - Set target date and timeline
  - Discuss objectives, priorities, target market, website features, key search phrases, design likes and dislikes, and future website goals.
- SMG Web Design will create a summary of the website pages, features, objectives and design to use as a guide in developing the new website and summarize the items from the initial meeting.
- A domain will be selected and secured
- SMG will develop the website on a local server.
- A date will be set to meet and review the website with final changes, additions and notes.
- The final changes will be made.
- Once the website is live, SMG Web Design will set up the analytics, additional SEO, and security. User accounts can be set up for the client.
- A date can be set for website training
- SMG Web Design will continue to be available for website updates and support. Updates are completed promptly and communication is prompt.
- Annual website reviews can be set to review analytics, SEO, website content and any new features.

## **History and Experience**

SMG Web Design was created in the fall of 2009 by Jason Sethre, owner of the Fillmore County Journal in Preston, Minn., out of a need for local and affordable website design for many of the smaller businesses in the area. Our mission has been to build and maintain relationships with our customers so we can assist them with ongoing website needs and goals. Many of our customers who started with us in the beginning are still with us, and have had us redesign their sites every few years to keep current with new layouts and features. The online industry has evolved tremendously over the last decade as well as the technology and software. Keeping current with these changes is important.

Michelle Quanrud joined SMG Web Design in June 2010. She is the General Manager and Main Developer for SMG Web Design. Michelle grew up in northern California and moved to Harmony, Minnesota in 1994. Her work background was in the financial industry working at Bear, Stearns & Co. from 1986 to 1994, at a hedge fund from 1994 to 1996, Think Bank (formally IBM Credit Union) from 1996 to 2002, Harmony State Insurance from 2003 to 2010 until joining SMG Web Design. While she worked full-time she also owned and ran the JEM Movie Theatre in Harmony from 2002 to 2017. Her education includes illustrations at The Academy of Art in San Francisco, computer science at RCTC in Rochester, and web development and design at Southeast Tech in Red Wing. Her background of art, design, computers, technical, finance and business owner bring a unique understanding and knowledge when working with business owners and organizations for their website needs.

# Website Examples

We work with many types of businesses and organizations. The websites range from small and simple to larger and more complex. The following are some examples:

## Government

- City of Preston [prestonmn.org](http://prestonmn.org)
- City of Canton [cantonmn.com](http://cantonmn.com)
- City of Mabel [cityofmabel.com](http://cityofmabel.com)

*Customer since 2011 – Creating a new and updated website in 2021*

## Non-Profit / Organizations

- Preston Area Chamber [prestonmnchamber.com](http://prestonmnchamber.com)
- Rushford-Peterson Area Chamber [rushfordpetersonvalley.com](http://rushfordpetersonvalley.com)
- Harmony Area Chamber [exploreharmony.com](http://exploreharmony.com)
- Spring Valley EDA [springvalleyeda.org](http://springvalleyeda.org)
- Chosen Valley Community Foundation [cvcfoundation.com](http://cvcfoundation.com)
- Foundation for Rushford-Peterson Schools [foundationforr-pschools.org](http://foundationforr-pschools.org)
- Root River Bike Trail Towns [rootrivertrail.org](http://rootrivertrail.org)

- SE MN Area Agency on Aging [semaaarochestermn.org](http://semaaarochestermn.org)  
*SEMAAAA has been with SMG Web Design for several years and we are currently in the process of redoing and updating their website with SMG again and will launch within the next month.*

- Minnesota Deputy Registrar's Association [mndep.com](http://mndep.com)  
*This site is a statewide membership organization promoting common interests of deputy registrars. With almost 200 members, each has a login to the site where they share tools, legislation updates and documents.*

## Other

- Visit Bluff Country (tourism/magazine) [visitbluffcountry.com](http://visitbluffcountry.com)  
*Updated annually to match the magazine design and content*
- Enchanted Valley Acres (Agri Tourism) [enchantedvalleyacres.com](http://enchantedvalleyacres.com)  
*Hired SMG Web Design before they opened for business. Created the logo. The site grows and changes every year as they expand and change their business.*
- Harmony Spirits (micro distillery) [harmonyspirits.net](http://harmonyspirits.net)  
*Hired SMG Web Design initially to build a site to attract investors. Created the logo. Changed the site to share information about the build and set up. Created a new site once the business was up and running. Encouraged and set up blogging, website subscriptions and contest.*
- Rushford-Harmony-Preston Foods [rushfordfoods.com](http://rushfordfoods.com)  
*Has been with SMG Web Design since 2010. Have created three websites over the years. Set up website subscriptions to send out weekly ad. Work closely with owners during COVID to set up online shopping options.*
- Fillmore County Journal [fillmorecountyjournal.com](http://fillmorecountyjournal.com)  
*Most newspapers use companies dedicated to newspaper websites. In 2016, Michelle created the site for the Journal to have total control of content, ads, updates, and layout. The site allows comments on articles to encourage engagement. Users can subscribe to certain types of posts. We add contest forms and submissions throughout the year. Have trained multiple people to add content to the website. Over the last 12 months, there have been over 987,000 pages viewed.*

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/27/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink

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

| Consent Agenda:                                                                                                                                                                                                                                                                                                                       | Documentation<br>(Yes/No): |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|                                                                                                                                                                                                                                                                                                                                       |                            |
|                                                                                                                                                                                                                                                                                                                                       |                            |
| Regular Agenda                                                                                                                                                                                                                                                                                                                        | Documentation<br>(Yes/No): |
| Consider a resolution for a Conditional Use Permit for a Country Inn, owned by Derrick & Christine Hongerholt, located in Section 10, Holt Township. <ul style="list-style-type: none"><li><i>The Fillmore County Planning Commission met on April 8, 2021 and voted unanimously to approve the Conditional Use Permit.</i></li></ul> | YES                        |
| Consider an access permit for field drive for Brad Krahn, section 18, Fillmore Township                                                                                                                                                                                                                                               | YES                        |
| Consider an access permit for field drive for Eric Ruen, section 11, Carrolton 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); [tkraling@co.fillmore.mn.us](mailto:tkraling@co.fillmore.mn.us) and [lengle@co.fillmore.mn.us](mailto:lengle@co.fillmore.mn.us)

**RESOLUTION**

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

Date April 27, 2021 Resolution No. 2021-XXX  
Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS,** Derrick & Christine Hongerholt of 405 Richard Drive, New Market, MN 55054 have petitioned for a Conditional Use Permit for a Country Inn on their property, located in SW ¼ of the NW ¼ Section 10, Holt Township; and

**WHEREAS,** the Fillmore County Planning Commission has taken testimony on this petition at a Public Hearing held on April 8, 2021; and

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Fillmore County Board of Commissioners hereby issue to Derrick & Christine Hongerholt of 405 Richard Drive, New Market, MN 55054 a Conditional Use Permit for a Country Inn on their property, located in SW ¼ of the NW ¼ Section 10, Holt Township.

Dahl ☐ Lentz ☐ Bakke ☐ Hindt ☐ Prestby ☐

Dahl ☐ Lentz ☐ Bakke ☐ Hindt ☐ Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 27<sup>th</sup> day of April 2021.

Witness my hand and official seal at Preston, Minnesota the 27<sup>th</sup> day of April 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

# FILLMORE COUNTY PLANNING COMMISSION

## Criteria for Granting Conditional Use Permits

In the matter of the Derrick & Christine Hongerholt Conditional Use Permit

Date: April 8, 2021

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

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

This Country Inn will not put a burden on streets or other public facilities.

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

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

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

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

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

This Country Inn meets all setbacks and will not adversely affect adjacent properties.

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

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

This Country Inn does meet a need in the County for recreation.

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

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

This Country Inn is consistent with the Zoning Ordinance.

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

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

This Country Inn will provide off-road parking and will not cause a traffic hazard or congestion.

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

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

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

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

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

The owner has complied with these conditions.

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

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

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

This Country Inn is not in a Shore land area.

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

- a. the environment; or
- b. the protection of the public health, safety, comfort, convenience, and general welfare of the public; or

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

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

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

11. Other Matters Considered:

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

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

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

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

None of these conditions were invoked.

Based on the findings above, the Fillmore County Planning Commission hereby votes to recommend approval of the Conditional Use Permit as submitted by Derrick & Christine Hongerholt.

# 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: Brad Krahn Phone #: 5072541462

Phone #: \_\_\_\_\_

email address: bradkrahnlive.com

Mailing Address: 16628 canty 8 Spring Valley MN 55975  
Address City State Zip

(2) Parcel #: 290266000

Permit # \_\_\_\_\_

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

Section: 18 (4) Township: Fillmore (5) Range: 12

Permission is being applied for to construct an access to County Road 8 at the following location

(qtr/qtr) SW/NE Section 18 Township Name Fillmore

Reason for Access property access

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Brad Krahn Date: 4-8-2021

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

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

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s): SITE OFFERS GOOD SIGHT DISTANCE.

Specifications/Conditions: CONSTRUCT THE ACCESS WITH A 20 FT TOP, 4:1 SLOPE, AND REQUIRES A 16 FT - 18" CULVERT

County Engineer

Date

Cristal Adkins  
Zoning Administrator

4-20-21

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



**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
- Streams and River

|                              |                                                                                                                                       |                     |                    |                      |                         |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|----------------------|-------------------------|
| <b>Parcel ID</b>             | 290266000                                                                                                                             | <b>Alternate ID</b> | n/a                | <b>Owner Address</b> | BRADLEY J KRAHN         |
| <b>Sec/Twp/Rng</b>           | 18-103-012                                                                                                                            | <b>Class</b>        | 101 - AGRICULTURAL |                      | 16628 COUNTY 8          |
| <b>Property Address</b>      | 16628 COUNTY 8                                                                                                                        | <b>Acreage</b>      | 59.65              |                      | SPRING VALLEY, MN 55975 |
|                              | SPRING VALLEY                                                                                                                         |                     |                    |                      |                         |
| <b>District</b>              | FILLMORE/SD #2137                                                                                                                     |                     |                    |                      |                         |
| <b>Brief Tax Description</b> | Sect-18 Twp-103 Range-012 59.65 AC PT OF W1/2 SE1/4 & PT OF E1/2 E1/2 SW1/4 & PT OF SE1/4 SW1/4 NE1/4 ALL LYING SOUTHEAST OF CTY RD 8 |                     |                    |                      |                         |
|                              | (Note: Not to be used on legal documents)                                                                                             |                     |                    |                      |                         |

Date created: 4/8/2021  
Last Data Uploaded: 4/7/2021 10:52:19 PM

Developed by **Schneider**  
GEOSPATIAL

site will be leveled so there is not  
such an decline onto Roadway.

507 254 1462

I can meet you there if you would like.

# 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: ERIC RUEN Phone #: 507-259-9531  
Kristi Ruen Phone #: 507-421-2924

Email Address: eric.ruen@gmail.com

Mailing Address: 32339 County 2anoahoro, md 55949  
Address City State Zip

(2) Parcel #: 18 0078 000 Permit # \_\_\_\_\_  
To be filled out by the Zoning Office

(3) Legal Description (from deed, abstract, or Recorder's Office):

SW/1NW

Section: 11 (4) Township: 103 (5) Range: 010

Permission is being applied for to construct an access to County Road 21 at the following location

(qtr/qtr) SW/1NW Section 11 Township Name Carrollton

Reason for Access Access to fields with Equipment, Safety

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: [Signature] Date: 10-30-20 resubmitted 3-30-21

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

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

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s). SITE OFFERS GOOD SIGHT DISTANCE

Specification & Conditions: REMOVE THE EXISTING ACCESS, CONSTRUCT THE ACCESS WITH A 24 FT TOP, NO CULVERT IS REQUIRED

[Signature]  
County Engineer

4/20/2021  
Date

Cristal Adkins  
Zoning Administrator

4/20/21  
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

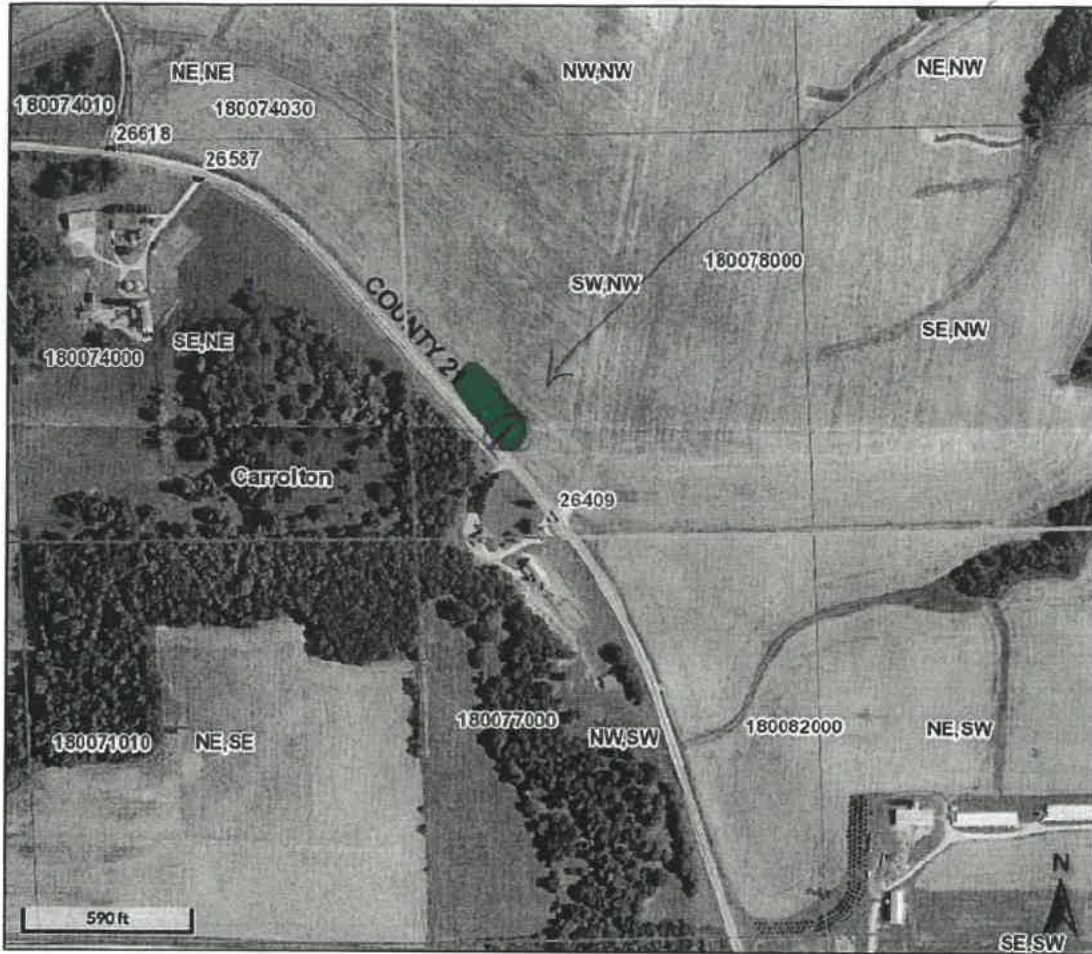
ERIC RUEN



Beacon™

Fillmore County, MN

Would put  
drive way  
here



#### Overview



#### Legend

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

|                       |                                                                                                               |              |                    |               |                        |
|-----------------------|---------------------------------------------------------------------------------------------------------------|--------------|--------------------|---------------|------------------------|
| Parcel ID             | 180078000                                                                                                     | Alternate ID | n/a                | Owner Address | ERIC P & KRISTI L RUEN |
| Sec/Twp/Rng           | 11-103-010                                                                                                    | Class        | 101 - AGRICULTURAL |               | 32339 COUNTY 8         |
| Property Address      |                                                                                                               | Acreage      | 156.19             |               | LANESBORO, MN 55949    |
| District              | CARROLTON/SD #0229                                                                                            |              |                    |               |                        |
| Brief Tax Description | Sect-11 Twp-103 Range-010 156.19 AC NW1/4 EX 3.81A W OF CO RD 21<br>(Note: Not to be used on legal documents) |              |                    |               |                        |

Date created: 4/7/2021  
Last Data Uploaded: 4/6/2021 10:35:50 PM

Developed by Schneider  
GEOSPATIAL

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/26/2021

Amount of time requested:

10 minutes

Dept.: County Attorney's Office

Prepared By:

Brett Corson / BNP

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

Consent Agenda:

Documentation:

Regular Agenda:

Documentation:

1. City Prosecutor Agreement

**Yes – Proposed Agreement**

- Agreement for the County Attorney's Office to continue providing prosecution services for the City of Canton

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

## **CANTON CITY PROSECUTOR AGREEMENT**

THIS AGREEMENT is entered into by the County of Fillmore, (hereinafter referred to as "County") and the City of Canton, Minnesota (hereinafter referred to as "City"), a municipal corporation under the law of the State of Minnesota.

WHEREAS, City wishes to contract with the County through the Fillmore County Attorney's Office (hereinafter referred to as "Attorney") to prosecute gross misdemeanor crimes, misdemeanor crimes, petty misdemeanor offenses, violations of city ordinances, consult with law enforcement, and perform other city prosecutor duties for offenses which occur within the City's boundaries; and

WHEREAS, the County and Attorney are agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for in Minnesota Statute Section 484.87.

NOW, THEREFORE, in consideration of the mutual undertakings set forth herein, County, Attorney, and City agree as follows:

### **1. Services Provided:**

The County shall, through Attorney, provide city prosecutor services for crimes and offenses which occur within the corporate limits of the City as follows:

- a. Attorney shall provide legal advice and assistance to law enforcement during the investigative phase and prior to arrest or charging of an individual who has committed a criminal offense. These services shall include advice on searches and seizures, advice on warrants, advice on obtaining statements, and responding to other criminal law questions by law enforcement.
- b. Attorney shall review police reports and other law enforcement data to determine if criminal charges, referral to Social Services, or other action is warranted.
- c. Attorney shall review and ensure filing of complaints, citations, and such other appropriate documents as are necessary to initiate prosecution; draft and file motions or other pleadings; conduct motion, evidentiary or other hearings; research, write, and file memoranda or other documents; interview and prepare witnesses for hearings or trial; prepare for and conduct court trials and jury trials; conduct sentencing

hearings; conduct probation violation hearings; review chemical dependency assessments, Pre-Sentence Investigations, Domestic Violence Inventories, and other documents; and perform all matters related thereto.

- d. The manner and standards of performance, availability of attorneys or other personnel, control and direction of personnel, and other matters related to providing the services described in this agreement shall be subject solely to the control of Attorney. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder or regarding the level or manner of performance of such services, the determination made by Attorney shall be final and conclusive.
- e. Services shall be provided on an as-needed basis at the hourly rate set forth in this agreement for paralegals and attorneys.
- f. County and Attorney shall furnish and supply necessary labor, supervision, training, equipment, communication facilities, and supplies as necessary to provide city prosecutor services pursuant to this agreement except as noted herein.
- g. All paralegals, attorneys, and other county personnel performing duties pursuant to this agreement shall, at all times, be considered employees of County for all purposes.
- h. The Fillmore County Attorney or his designee shall attend Canton City Council Meetings as requested by City.

## **2. Terms of Payment:**

City agrees to pay County the hourly rate of \$85 for city prosecution services provided by paralegals and the hourly rate of \$110 for city prosecution services provided by attorneys.

|                        |                  |
|------------------------|------------------|
| Paralegal hourly rate: | \$85.00 per hour |
|------------------------|------------------|

|                       |                   |
|-----------------------|-------------------|
| Attorney hourly rate: | \$110.00 per hour |
|-----------------------|-------------------|

The Attorney shall bill City on a case-by-case basis. Said bill shall itemize paralegal and attorney work and time for each case. City shall pay County within thirty-five (35) days of receipt of the invoice unless there is a dispute regarding

the amount billed. If there is a dispute, City must advise Attorney within ten (10) days of receiving the disputed billing. The parties shall then attempt to resolve the disputed portion of the billing. The undisputed portion of the billing must still be paid within the normal 35-day period. If the parties are not able to resolve their dispute regarding billing, either party may terminate this agreement with sixty (60) days' notice as indicated below.

If County desires to increase the hourly fee for paralegal and/or attorney time, County will provide ninety (90) days' written notice of the intended increase to City. At that time, City may determine whether to agree to the increased fees or discontinue the contract.

**3. Term of Agreement:**

The term of this agreement shall be for a period of one (1) year beginning April 1, 2021 and continuing until April 1, 2022. Either party may cancel this agreement upon sixty (60) days' written notice. The contract shall automatically renew upon the same terms and conditions unless a party hereto gives written notice to the other party as provided herein.

**4. Standards and Licenses:**

The prosecuting attorneys will be currently licensed to practice law in the State of Minnesota. In the event that a prosecuting attorney is not currently licensed to practice law, County and Attorney shall immediately inform City.

County and Attorney shall comply with all applicable federal and state statutes and regulations as well as local ordinances now in effect or hereinafter adopted.

**5. Independent Contractor Status:**

It is understood and agreed by the parties that at all times and for all purposes herein, County and Attorney have contracted to provide services to City and are not employees or agents of City. No statement contained in this agreement shall be construed so as to find County or Attorney are an employee of City. County shall not be entitled to any of the rights, privileges, or benefits of City employees except as otherwise stated herein. Similarly, City and its employees, agents, and representatives shall not be considered employees, agents, or representatives of the County.

Each party shall be solely responsible for any state, federal, local, or social security, and insurance payments due for their employees.

Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners, a joint venture, or similar association between the County/Attorney and City.

**6. Relationship of the Parties:**

City understands that Attorney provides prosecutor services and legal advice to other cities and legal entities other than the City of Canton.

**7. Subcontracting and Assignment:**

Attorney shall not subcontract any of the services contemplated under this contract nor assign any interest in the contract without prior written approval of City.

**8. Non-Assignability:**

Attorney shall not assign any interest in this agreement and shall not transfer any interest in the same without the prior written consent of City.

**9. Data Practices:**

All data collected, created, received, maintained, or disseminated, or used for any purposes by City and/or Attorney in fulfilling the duties described in this contract are governed by the Minnesota Government Data Practices Act and other state and federal laws. City and Attorney agree to abide by the applicable state and federal statutes, rules and regulations.

**10. Default and Termination:**

Either party may terminate this agreement at any time without cause upon sixty (60) days' written notice to the other party. Either party may also terminate this agreement with sixty (60) days' notice for cause such as default or breach by the other party as long as a written Notice of Default is provided to the defaulting party via certified mail specifying the particular event, series of events or failure constituting the default and cure period. If the party in default fails to cure the specified circumstances described in the Notice of Default within fourteen (14) calendar days, then the whole or any part of this agreement may be terminated by written Notice of Termination. Notice to County shall be given to the Attorney. Notice to City shall be given to the Canton City Clerk.

**11. Amendments - Entire Agreement:**

This Agreement is complete and supersedes all oral agreements and negotiations between the parties as well as any previous agreements presently in effect between the parties relating to the services identified herein. If there are any

inconsistencies between the provisions of this agreement and any prior agreements, the provisions of the most recent agreement shall prevail. The entire agreement between the parties is contained herein.

**12. Modifications:**

Any material alterations, variations, modifications, or waivers to the terms of this agreement shall only be valid when they have been agreed upon by the parties and reduced to a writing signed by representatives of City, County, and Attorney.

**13. Interpretation of Agreement; Venue:**

This agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this agreement shall be venued in Fillmore County District Court in Preston, Minnesota.

**14. Assumption of Liabilities/Insurance:**

Each party shall maintain professional, liability, worker's compensation and such other insurance as is necessary to cover negligent or wrongful acts of its employees, agents and representative. County and Attorney shall not be responsible for the negligent or wrongful acts of City's employees, agents or representatives.

Except as otherwise provided, City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to County personnel performing services hereunder for City, and County hereby assumes said liabilities. Similarly, City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his/her employment.

County, its officers and employees, shall not be deemed to assume any liability for intentional or negligent acts of City or of any officers, agents or employees thereof, and City agrees to defend and indemnify County and its officers, employees and agents from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from City's performance of or failure to perform its obligation under this agreement.

**15. Fees:**

If any action at law or in equity shall be brought in court or for or on account of any breach or to enforce or to interpret any of the covenants, terms or conditions of this contract, the prevailing party shall be entitled to recover from the other party as part of prevailing party's costs, its reasonable attorney's fees, the

amount of which shall be fixed by the Court and shall be made part of any judgment or decree rendered.

IN WITNESS WHEREOF. Fillmore County and City of Canton have executed this agreement as of the \_\_\_\_ day of April, 2021:

**County of Fillmore**

By: \_\_\_\_\_  
County Commissioner Date

By: \_\_\_\_\_  
Bobbie Hillery/Administrator Date

**City of Canton**

By: [Signature] 4/19/21  
Mayor Date

By: [Signature] 4/19/21  
City Councilperson Date

**Fillmore County Attorney's Office**

By: \_\_\_\_\_  
Brett A. Corson/County Attorney Date

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/27/2021

Amount of time requested (minutes): 15 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg

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

## **Highway Department**

1. Review and possible action on the CSAH 15 Project SAP 023-615-017 & 023-630-007.  
Project location is from CSAH 44 south to Granger.
2. Review and possible action on the 2021 Rock bids.
3. Review and possible action on the proposed Fillmore County Cattle Pass Policy.

## **Airport Department**

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

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

**CP 23-21-02  
AGGREGATE ROCK BIDS  
22-Apr-21**

|                                                                                                   |                                                                    |                 |                    | Orval Sorum & Sons<br>34123 Old Homer Rd<br>Winona, MN 55987 |              | Bruening Rock Products<br>PO Box 127<br>Decorah, IA 52101 |              | Milestone Materials<br>PO Box 507<br>Onalaska, WI 54650 |              |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------|--------------------|--------------------------------------------------------------|--------------|-----------------------------------------------------------|--------------|---------------------------------------------------------|--------------|
| QTY                                                                                               |                                                                    |                 |                    | Unit Price                                                   | Amount       | Unit Price                                                | Amount       | Unit Price                                              | Amount       |
| <b>CSAH 12</b>                                                                                    | CSAH 11 to CSAH 14<br>Carimona Twp 3.0 miles                       | 2,835.0<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.099                                                  | \$ 25,795.67 | \$ 9.13                                                 | \$ 25,883.55 |
| <b>CSAH 12</b>                                                                                    | CSAH 11 to Blkt CSAH 12<br>Bloomfield/Spring Valley Twps 2.0 miles | 1,890.0<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.539                                                  | \$ 18,028.71 | \$ 10.03                                                | \$ 18,956.70 |
| <b>CSAH 16</b>                                                                                    | CSAH 17 to TH 52<br>Preston Twp 3.5 miles                          | 3,307.5<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.099                                                  | \$ 30,094.94 | \$ 10.34                                                | \$ 34,199.55 |
| <b>CSAH 18</b>                                                                                    | TH 43 W to Blkt CSAH 18<br>Preble & Amherst Twps 5.0 miles         | 4,725.0<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.939                                                  | \$ 46,961.78 | \$ 12.67                                                | \$ 59,865.75 |
| <b>CSAH 19</b>                                                                                    | CSAH 12 to CSAH 16<br>Preston & Amherst Twps 3.4 miles             | 3,213.0<br>Tons | MATERIAL<br>& HAUL | \$ 8.39                                                      | \$ 26,957.07 | \$ 9.099                                                  | \$ 29,235.09 | \$ 11.74                                                | \$ 37,720.62 |
| <b>CSAH 30</b>                                                                                    | 295th Ave to Blkt CSAH 30<br>Harmony & Bristol Twps 4.3 miles      | 4,063.5<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.099                                                  | \$ 36,973.79 | \$ 10.30                                                | \$ 41,854.05 |
| <b>CR 105*</b>                                                                                    | TH 30 to Deep River Rd<br>Arendahl Twp 5.0 miles                   | 3,375.0<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.899                                                  | \$ 33,409.13 | \$ 10.67                                                | \$ 36,011.25 |
| <b>CR 106*</b>                                                                                    | TH 43 to Tower Ridge Rd<br>City of Rushford Village 2.62 miles     | 1,768.5<br>Tons | MATERIAL<br>& HAUL |                                                              | \$ -         | \$ 9.999                                                  | \$ 17,683.23 | \$ 9.72                                                 | \$ 17,189.82 |
| <b>CR 115*</b>                                                                                    | Sections 32, 33 Amherst Twp<br>Sections 5,4 Canton Twp 3.6 miles   | 2,430.0<br>Tons | MATERIAL<br>& HAUL | \$ 10.44                                                     | \$ 25,369.20 | \$ 9.999                                                  | \$ 24,297.57 | \$ 11.58                                                | \$ 28,139.40 |
| <b>Stockpile rock by Contractor (Class II Quarry Rock)</b>                                        |                                                                    |                 |                    | \$ 7.50                                                      |              | \$ 8.50                                                   |              | \$ 7.50                                                 |              |
| <b>Additional charge for Contractor loading County trucks from stockpile (on a per ton basis)</b> |                                                                    |                 |                    | \$ -                                                         |              | \$ -                                                      |              | \$ -                                                    |              |

\*Roads with (\*) are calculated on 675 ton per mile

# **Cattle Pass Policy**

## **Fillmore County Highway Department Fillmore County, Minnesota**

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

### **General**

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

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

### **Definitions**

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

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

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

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

### **New Cattle Passes**

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

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

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

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

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

### **Cattle Pass Maintenance**

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

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

The adjacent landowner or lessee will be responsible for:

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

### **Removal of Cattle Passes**

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

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/27/2021      Amount of time requested (minutes):

Dept.:       Prepared By:

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

| <u>Consent Agenda:</u> | Documentation<br>(Yes/No): |
|------------------------|----------------------------|
|------------------------|----------------------------|

| <u>Regular Agenda:</u> | Documentation<br>(Yes/No): |
|------------------------|----------------------------|
|------------------------|----------------------------|

|                          |               |
|--------------------------|---------------|
| 2020 EMPG Grant Contract | Yes, attached |
|--------------------------|---------------|

|                                |               |
|--------------------------------|---------------|
| STS Contract for 2022 and 2023 | Yes, attached |
|--------------------------------|---------------|

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



|                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minnesota Department of Public Safety (“State”)</b><br>Homeland Security and Emergency Management Division<br>445 Minnesota Street, Suite 223<br>St. Paul, Minnesota 55101-2190                                                                 | <b>Grant Program:</b><br>2020 Emergency Management Performance Grant<br><br><b>Grant Contract Agreement No.:</b><br>A-EMPG-2020-FILLMOCO-025                                                                                                        |
| <b>Grantee:</b><br>Fillmore County<br>101 Fillmore Street East<br>P.O. Box 466<br>Preston, MN 55965-0466                                                                                                                                           | <b>Grant Contract Agreement Term:</b><br><b>Effective Date:</b> 01/01/2020<br><b>Expiration Date:</b> 05/31/2021                                                                                                                                    |
| <b>Grantee’s Authorized Representative:</b><br>Fillmore County Sheriff’s Office<br>ATTN: Don Kullot – Emergency Management Director<br>901 Houston Street NW<br>Preston, MN 55965-1080<br>Phone: 507-765-2830<br>E-mail: dkullot@co.fillmore.mn.us | <b>Grant Contract Agreement Amount:</b><br>Original Agreement \$ 20,822.00<br><br>Matching Requirement \$ 20,822.00                                                                                                                                 |
| <b>State’s Authorized Representative:</b><br>Kyle Temme<br>Homeland Security and Emergency Management<br>445 Minnesota St., Suite 223<br>St. Paul, Minnesota 55101-2190<br>Phone: 651-201-7420<br>E-mail: kyle.temme@state.mn.us                   | Federal Funding: CFDA 97.042<br>FAIN: EMC-2020-EP-00006<br>State Funding: None<br>Special Conditions: Period of performance for eligible activities is 1/1/2020 to 12/31/2020 in accordance with the federal DPS/HSEM FFY-2020 EMPG FEMA Work Plan. |

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2020 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2020 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

### 1. ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

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

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

### 3. STATE AGENCY

Signed: \_\_\_\_\_  
(with delegated authority)

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

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

Grant Contract Agreement No./ P.O. No. A-EMPG-2020-FILLMOCO-025 / PO# 3000072716

Project No.(indicate N/A if not applicable): N/A

### 2. GRANTEE

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

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

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

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

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

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

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

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

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

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

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

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

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

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

2020 (EMPG) Emergency Management Performance Grant

EXHIBIT A

Organization:  
Fillmore County

Budget Summary (Report)

A-EMPG-2020-FILLMOCO-025

|                                                  |              |              |
|--------------------------------------------------|--------------|--------------|
| <b>Budget</b>                                    |              |              |
| <b>Budget Category</b>                           | <b>Award</b> | <b>Match</b> |
| Organization                                     |              |              |
| Salary and fringe benefits for Emergency Manager | \$20,822.00  | \$20,822.00  |
| <b>Total</b>                                     | \$20,822.00  | \$20,822.00  |
| <b>Total</b>                                     | \$20,822.00  | \$20,822.00  |
| <b>Allocation</b>                                | \$20,822.00  | \$20,822.00  |
| <b>Balance</b>                                   | \$0.00       | \$0.00       |



# State of Minnesota

## Income Contract

SWIFT Contract No.:

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This Contract is between the State of Minnesota, acting through its commissioner of corrections, Field Services Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Fillmore County, 901 Houston St, Box 525, Preston MN 55965 ("Purchaser"). State and Purchaser may be referred to jointly as "Parties."

### Recitals

---

1. Under Minn. Stat. § 241.278 the State is empowered to enter income contracts.
2. The Purchaser needs a Sentencing to Service (STS) program for low risk offenders ordered to perform community work service.
3. The State represents that it is duly qualified and agrees to provide the services described in this

Accordingly, the Parties agree as follows:

### Contract

---

#### 1. Term of Contract

- 1.1 **Effective date:** July 1, 2021, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2. State's Duties

The State will:

- 2.1 Provide 1 crew leader(s) who will supervise up to 10 offenders each approximately 40 hours per week, including the hour's crew leaders spend for daily preparation and communication.
- 2.2 Submit reports to Purchaser within 60 days of the end of each quarter, which shall include the following information:
  - a. Total number of offenders served
  - b. Total number of offenders completing STS obligation
  - c. Number of offenders exiting prematurely
  - d. Total number of hours worked by STS offenders

- e. Dollar benefit of STS labor at \$10.00 per hour and estimated market value of projects completed
- f. Description of work completed

2.3 Divide the work of offender crews proportionate to funding participation between States's referred projects and Purchaser's referred projects, some of which may be performed outside the Purchaser's jurisdiction.

2.4 Train each work crew in safety principles and techniques relevant to the work being done.

2.5 Screen projects to ensure that they meet STS guidelines.

### 3. Purchaser's Duties

3.1 It is the Purchaser's responsibility to certify in writing to the appropriate bargaining agent that the work performed by offenders will not result in the displacement of current employees or seasonal workers to include reduction in hours, wages, or other employment benefits for all Purchaser's referred projects.

3.2 Obtain all necessary permits or licenses or special authority for all Purchaser's referred projects.

3.3 Identify non-dangerous offenders who are sentenced or authorized by the court to do community work service in lieu of a jail sentence, a fine, as a sole sanction, or eligible pursuant to other provisions in state law.

### 4. Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows:

4.1 The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is not to exceed FY22-23 total below as its 75% share of the cost of providing a crew leader and placing the work crews into service on the STS program during the term of this agreement. The Purchaser's share of the crew leader includes time scheduled for training, vacation, sick leave, and holidays. The State share of the cost is 25%.

4.2 Terms of payment: Payment shall be made by the Purchaser to the State. Payments are due on or before dates listed below:

| Payment Due | 7/30/2021  | 1/1/2022   | 7/1/2022   | 1/1/2023   | FY22-23 Total |
|-------------|------------|------------|------------|------------|---------------|
| Amount Due  | \$37537.47 | \$37537.47 | \$38813.74 | \$38813.74 | \$152702.43   |

## 5. Authorized Representative

|                                                                                                           |                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| The <b>State's</b> Authorized Representative is:<br>(or his/her successor)                                | The <b>Purchaser's</b> Authorized Representative is:<br>(or his/her successor)                                                         |
| Jill Barickman<br>408 South Broadway<br>Albert Lea MN 56007<br>jill.barickman@state.mn.us<br>507-379-6001 | Fillmore County<br>Sheriff John DeGeorge<br>901 Houston St, Box 525<br>Preston MN 55965<br>jdegeorge@co.fillmore.mn.us<br>507-765-3874 |

## 6. Assignment, Amendments, Waiver, and Contract Complete.

- 6.1 Assignment. The Purchaser may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 6.2 Amendments. Any amendment to this Contract must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 6.3 Waiver. If the State fails to enforce any provision of this Contract, that failure does not waive the provision or its right to enforce it.
- 6.4 Contract Complete. This Contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

## 7. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

## 8. Government Data Practices.

The Purchaser and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Purchaser under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Purchaser or the State.

If the Purchaser receives a request to release the data referred to in this clause, the Purchaser must immediately notify and consult with the State's Authorized Representative as to how the Purchaser should respond to the request. The Purchaser's response to the request shall comply with applicable law.

## **9. Publicity and Endorsement.**

9.1 Publicity. Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the Purchaser individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

9.2 Endorsement. The Purchaser must not claim that the State endorses its products or services.

## **10. State Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Contract.

## **11. Governing Law, Jurisdiction, and Venue.**

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

## **12. Termination.**

Either party may cancel this Contract at any time, with or without cause, upon 30 days' written notice to the other party.

## Signatures

### 1. Purchaser

|            |
|------------|
| By         |
| Signature  |
|            |
| Print Name |
| Title:     |
| Date:      |

|            |
|------------|
| By         |
| Signature  |
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| Print Name |
| Title:     |
| Date:      |

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| By         |
| Signature  |
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| Print Name |
| Title:     |
| Date:      |

**2. STATE AGENCY (With delegated authority)**

|                            |
|----------------------------|
| By                         |
| Signature                  |
| Curtis Shanklin            |
| Print Name                 |
| Title: Deputy Commissioner |
| Date:                      |

**3. COMMISSIONER OF ADMINISTRATION (As delegated to Materials Management Division)**

|            |
|------------|
| By         |
| Signature  |
|            |
| Print Name |
| Title:     |
| Date:      |

|          |
|----------|
| Admin ID |
|----------|

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/27/2021

Amount of time requested (minutes): 15

Department: FACILITIES MAINTENANCE

Requested By: TERRY SCHULTZ

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

Requesting approval for upgrading the Automated Logic software for the Courthouse and FCOB and the Jail at a cost of \$8,890.00.

☐ Check if there will be additional documentation for any item(s) listed above.

Reviewed By: [Click here to enter text.](#)

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



**Winona Office**  
374 East Second St.  
P.O. Box 77  
Winona, MN 55987  
Phone 507.452.2064  
Fax 507.452.6320  
[www.whvr.com](http://www.whvr.com)

**Rochester Office**  
1712 Third Ave. SE  
Rochester, MN 55904  
Phone 507.280.4201  
Fax 507.281.7694  
[www.whvr.com](http://www.whvr.com)

**La Crosse Office**  
1202 Caledonia St.  
La Crosse, WI 54603  
Phone 608.782.6550  
Fax 608.782.1219  
[www.whvr.com](http://www.whvr.com)

## ESTABLISHED IN 1902

• HVAC Design/Build • Roofing • Service/Controls • Testing & Balancing • Specialty Metals • Architectural Sheet Metal

### Proposal

**Date: January 4, 2021**

**Contact: Terry Schultz**

**Project: Fillmore County (Courthouse, Jail, & Office Buildings)**

#### Scope of Work:

- Upgrade the Automated Logic Software WC 500 to WebCTRL Pro version 8.0 Unlimited Points, the current software has exceeded the 500-point limit with some of the recent DDC conversions
- Provide labor for software installation and setup
- Provide labor to set up two owner provided workstations

**Amount: \$8,890.00**

#### Not Included:

- Labor costs to perform work outside of normal business hours Monday – Friday
- Network connections or IT support
- Replacement workstations

**Paul Kruckow**

**Cell: 507.458.8853 // Company Main: 507.452.2064 // Email: [pkruckow@whvr.com](mailto:pkruckow@whvr.com)**

**{Accepted: \_\_\_\_\_ Date: \_\_\_\_\_}**

Proposal is valid for 30-days.

Members of: Sheet Metal, Air Conditioning and Roofing Contractors Association of Minnesota  
National Roofing Contractors Association | Midwest Roofing Contractors Association

Michael Gostonski, President  
An Equal Opportunity Employer

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 4/27/2021

Amount of time requested (minutes):

15

Dept.: Administration

Prepared By: Kristina Kohn

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

## Consent Agenda:

## Regular Agenda:

## Documentation

- |                                                                                                                                                                             |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. First reading of draft changes to Conferences & Seminars policy                                                                                                          | Yes |
| 2. First reading of draft changes to General Provisions policy                                                                                                              | Yes |
| 3. Second reading with possible action regarding Compensation policy                                                                                                        | Yes |
| 4. Consider request to hire two (2) summer help in the Highway Department at Grade 3/Step 1 effective 5/10/2021                                                             | No  |
| a. Rehires from previous year                                                                                                                                               |     |
| b. Jacob James                                                                                                                                                              |     |
| c. Timothy Highum                                                                                                                                                           |     |
| d. \$13.25                                                                                                                                                                  |     |
| 5. Consider resignation to retire for Jeffrey Brand, Surveyor, effective 9/7/21                                                                                             |     |
| a. Following 12 years' service                                                                                                                                              | No  |
| 6. Consider request to hire summer help in Sanitation department at Grade 3/Step 1 as requested by the Solid Waste Administrator and recommended by the Personnel Committee | Yes |
| 7. Consider resignation of Amy Hershberger, Child Support Officer, effective 4/29/21                                                                                        |     |
| a. Following 6 years' service                                                                                                                                               | No  |
| 8. Consider request to advertise for replacement Child Support Officer as requested by the Social Services Manager and recommended by the Personnel Committee               | Yes |
| a. Internal posting                                                                                                                                                         |     |
| 9. Consider request to hire replacement Eligibility Worker effective May 17, 2021 at Grade 8/Step 1                                                                         |     |
| a. Brittney Dahl                                                                                                                                                            |     |
| b. \$22.41                                                                                                                                                                  |     |

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

## GENERAL POLICIES (6.00)

### Section 6.01 CONFERENCES AND SEMINARS

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

#### Policy Statement

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

#### Conditions

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

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

Expenses policy for more information on what expenses are allowable.

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

Variance

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

|

#### Safety

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

#### Notice of Injury to Employee

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

#### Notice of Injury to Public

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

#### Public Relations

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

#### Political Activity

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

#### Personal Appearance

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

#### Release of News Information

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

### Conference Room Policy

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

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

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

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

### Solicitation on Premises

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

### Veteran's Preference

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

## 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 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 closest to their current rate of pay without being lower. If the employee's current ~~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~~ Human Resources will 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.~~

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

Date:  Department:

Requested By:  Title of Position being requested:

Requested date to post:

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

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

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

Summer is traditionally the busiest time of the year and current staff is most likely to request extended vacations during this time. These absences can make it difficult to keep up with required work. This position will also assist the maintenance department to supplement staff during absences and to keep up with extra summer work.

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

The primary focus of this position would be tasks that require less training. This would free up permanent staff to complete tasks requiring more skill. This position would also provide the ability to complete tasks that our current staff otherwise wouldn't have time for.

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

The position was discussed with the solid waste committee and was discussed with the full County Board in 2019. It was determined that the position would get the most utility by splitting the time between sanitation and maintenance.

Where does the specific funding for this position originate?

This position has been budgeted for annually and is included in the 2021 budget.

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

This position would allow both departments to get some general maintenance projects completed and free up time for permanent/ higher-paid staff to focus on more skilled work.

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

This position has been discussed in previous years with HR and the personnel committee.

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

In the past we have borrowed staff from other departments to cover duties when staff are absent. The increasing complexity of the operation/billing makes these short term substitutions difficult without a dedicated training. Some tasks may be able to be shared with other departments but would increase an already full workload.

Reviewed by Personnel Committee:

☐ Recommended for Board Approval

☐ No Recommendation Made

☐ Not Recommended for Board Approval

Reason:

Date on Board Agenda:

☐ Approved by Board

☐ Not Approved by Board

Reason:

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

Date: 2021-04-15

Department: Social Services

Requested By: Kevin Olson

Title of Position being requested: Child Support Officer

Requested date to post: Apr 15, 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: 4/29/2021

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?

There is only one other Child Support Officer and no one else within the department has the qualifications or capacity to absorb the position.

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

Yes this position is currently full-time and needs to remain that way.

Where does the specific funding for this position originate?

66% is paid by DHS the rest is paid by the county.

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

The new hire would start at a lower rate than the current person

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: