

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL MEETING AGENDA**

**June 22, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District  
Randy Dahl – Second District

Larry Hindt – Third 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 146 885 5618; 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 146 885 5618, may need password V3gcPk3Ysg6**

3:00 p.m.            Pledge of Allegiance  
                          Approve Agenda

                          Approve Consent Agenda  
                          1. June 8<sup>th</sup>, 2021 Minutes  
                          2. Approve use of Generator Towers for 2021 Fair  
                          3. Root River Country Club gambling license  
                          4. 2021 Boat & Water Contract

                          Approve Commissioners’ Warrants  
                          Review Finance Warrants

3:05 p.m.            Jessica Erickson, Public Health  
                          1. Consider purchase of paper folding machine, lobby chairs, paper shredder, media promotion and lab renovations using COVID-19 grant

3:15 p.m.            Ron Gregg, Highway and Airport  
                          1. Consider request to advertise the bridge replacement project on CSAH 29 in Newburg Township. Project SAP 023-629-010  
                          2. Review the bid results for the replacement of Bridge No. 7979 on CSAH 15 with award of Project SAP 023-615-015  
                          3. Consider final payment resolution for bridge replacement on CSAH 6, SAP 023-606-003.  
                          4. Consider final payment resolution for bridge replacement on CSAH 23, SAP 023-623-028 in Amherst  
                          5. Consider approval for AWOS relocation construction Bid results

3:30 p.m.            Citizen’s Input

3:35 p.m.            Cristal Adkins, Zoning Administrator  
                          1. Consider an access permit to relocate existing access for Dominic Crawford & Caleb Short, section 32 of Fountain Township  
                          2. Consider an access permit to relocate existing access for Aaron Burkholder, section 27 of Bristol Township  
                          3. Consider an access permit for a new drive for Dairyland Power Cooperative Service Center, section 10 of Harmony Township

3:45 p.m.            Kristina Kohn, HR  
                          1. Consider discussion with possible action regarding annual review of job

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descriptions

2. Consider request to change Sydney Gilbert to 0.8 effective 6/22/21
3. Consider request to promote Aimee Rodgers to PHN effective 6/25/21 as requested by the Director of Nursing
4. Consider request for temporary change for Lexi Hall from 1.0 FTE to 0.9 FTE effective 6/25/2021 for up to three (3) months as requested by the DON
5. Consider recertification with no changes of the EEO/AA policy
6. Consider recertification with no changes of the Pre-Employment Examinations Policy
7. Consider recertification with no changes of the Pre-Employment Examinations Policy
8. Consider request to hire Donald Lind as replacement Mechanic effective 7/6/21 as recommended by the Hiring Committee
9. Consider resignation for Kristina Kohn, Human Resources Officer, effective 7/16/21 following 10 years of service and following 4 weeks prior notice
10. Consider request to advertise for replacement Human Resources Officer as requested by the County Administrator
11. Consider request to hire Blake Lea as intermittent Septic Inspector as requested by the Zoning Administrator

4:05 p.m.

Bobbie Hillery, Administrator

1. Consider first reading of the following Internet Security Policies
  - a. Acceptable Use Policy
  - b. Cyber Security Incident Response Plan
  - c. Fillmore County Information Security Polies
2. Review of Performance Measures 2020
3. Consider resolution for 2022 Performance Measures

**Consider closing meeting pursuant to M.S. 13D.03 for 2022 LELS labor contract strategy session**

**Board of Appeal and Equalization Hearing at 6:30 p.m.**

Calendar review, Committee Reports and Announcements

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

|                                 |            |                                         |                |
|---------------------------------|------------|-----------------------------------------|----------------|
| Thursday, July 24 <sup>th</sup> | 4:30 p.m.  | EDA                                     | Lentz/ Dahl    |
| Monday, July 28 <sup>th</sup>   | 6:00 p.m.  | Zumbro Valley Health Center (Rochester) | Lentz          |
| Tuesday, July 6 <sup>th</sup>   | 12:00 p.m. | SELCO                                   | Lentz/ Dahl    |
| Monday, July 12 <sup>th</sup>   | 6:00 p.m.  | DAC (Preston)                           | Lentz          |
|                                 | 6:30 p.m.  | SEMCAC (St. Charles)                    | Dahl           |
| Tuesday, July 13 <sup>th</sup>  | 7:30 a.m.  | Safety/ Emergency Management            | Prestby/ Hindt |
|                                 | 9:00 a.m.  | Special Board Meeting                   | ALL            |
| Thursday, July 15 <sup>th</sup> | 10:00 a.m. | Historical Society (Fountain)           | Bakke          |
|                                 | 4:30 p.m.  | SWCD (SWCD Building)                    | Bakke          |
|                                 | 7:00 p.m.  | Planning Commission                     | Bakke          |

**COMMITTEE OPENINGS:**

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

This is a preliminary draft of the June 8, 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 8th day of June, 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 Mitch Lentz, Marc Prestby, Larry Hindt, Randy Dahl, and Duane Bakke; Bobbie Hillery, Administrator/Clerk; and Karen Reisner, Fillmore County Journal.

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

The Pledge of Allegiance was recited.

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

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

- 1. June 1, 2021 County Board minutes

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

The Finance Department warrants were reviewed.

Bobbie Hillery, Administrator/Clerk was present.

On motion by Prestby and seconded by Bakke, the following resolution was unanimously adopted:  
**RESOLUTION 2021-027:** Participating in the 2022 Performance Measures.

Discussion ensued regarding the 2022 Budget schedule and budget factors. Board recommendation for the proposed 2022 cost of living adjustment or market increase was 3%.

The Citizen's Input portion of the meeting opened and closed at 9:38 a.m.

On a motion from Hindt and seconded by Lentz, the Board unanimously approved the appointment of Jason Marquardt, Veteran Services Officer to serve as a member of the Extension Committee in place of the Auditor/Treasurer per statute.

On a motion from Bakke and seconded by Hindt, the Board unanimously approved the attendance and overnight stay for MACA Technical Day for Administrator Hillery.

Administrator Hillery presented the reading of the Acceptable Use Policy. A first reading of the policy will be brought back to the next meeting.

Administrator Hillery presented the reading of the Cyber Security Incident Response Plan. A first reading of the policy will be brought back to the next meeting.

Administrator Hillery presented the reading of the Fillmore County Information Security Policies. A first reading will be brought back to the next meeting.

A review of the calendar was done with the following committee reports and announcements given: Dahl, Bakke, Lentz, Hindt and Hillery attended the AMC District 9 meeting in Lanesboro; Lentz attended the Bluff Country HRA virtually.

On a motion from Hindt and seconded by Bakke, the Chair adjourned the meeting at 10:04 a.m.



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 6/22/2021

Amount of time requested (minutes):

5 min

Dept.: Sheriff

Prepared By: Emergency Manager Don Kullot

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

## Consent Agenda:

1. Emergency Management has been given a request by the Fillmore County Fair Board for the use of the Generator/Light Towers during the Fillmore County Fair July 20-25, 2021. This will provide security lighting in areas as needed. Insurance certificate has been submitted. Up to 4 light towers are requested.

## Regular Agenda:

## Documentation

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); and [lengle@co.fillmore.mn.us](mailto:lengle@co.fillmore.mn.us)



**Fillmore County Emergency Management**  
 901 Houston Street NW  
 Preston, MN 55965



**Emergency Light Tower – Generator Request Form**

The Fillmore County Agricultural Society requests to use 4 Fillmore County Light Tower Generators for the following purpose: Security Lighting During the Fillmore County Fair on the following dates: July 20 – 25, 2021

By signing this request the requesting party agrees to:

**Recall of Assistance.** Fillmore County may at any time recall the light towers when in their best judgment, it is considered to be in the best interests of the Responding Party to do so.

**Damage to Equipment.** The requesting party shall be responsible for damages to or loss of the light tower or any of its components and will return the light tower in the same condition that it was when it was taken or reimburse the county for any repairs needed.

**Liability.** The Requesting Party agrees to defend and indemnify Fillmore County against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of the light tower.

[Signature]  
 Signature of Requesting Party

President - Fillmore Co. Ag. Society  
 Title

6/7/21  
 Date

EM Directors recommendation: OK - Kullot #2308 EM 6-14-21

Approved       Disapproved

\_\_\_\_\_  
 Chair, Fillmore County Board of Commissioners

\_\_\_\_\_  
 Date

This form is to be used for non-emergency or planned events. Send this form at least three weeks in advance to Fillmore County Emergency Management, 901 Houston St. NW, Preston, MN 55965.



# MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST CERTIFICATE OF COVERAGE

**MEMBER**

Fillmore County Agricultural Society  
PO Box 364  
Preston MN 55965

**COVERAGE AFFORDED BY**

Minnesota Counties Intergovernmental Trust  
100 Empire Drive  
St. Paul, MN 55103-1885

This certificate is issued as a matter of coverage confirmation only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed below but only certifies that the coverage documents have been issued to the member named above for the coverage 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 coverage afforded by the coverage documents described herein is subject to all the terms, exclusions and conditions of such coverage documents. The per claimant, per occurrence and per wrongful act limits of liability noted below are provided pursuant to Minnesota Statute 466. For claims not within the scope of MN Statute Chapter 466 or any similar law the limit of liability is \$2,000,000.

| <input checked="" type="checkbox"/> <b>GENERAL LIABILITY</b>                   | <b>DOCUMENT #</b> | <b>TERM</b>                                             | <b>thru</b> | <b>LIMITS</b>    |
|--------------------------------------------------------------------------------|-------------------|---------------------------------------------------------|-------------|------------------|
| <input checked="" type="checkbox"/> Occurrence                                 | PC573021-1        | 1/1/2021                                                | 1/1/2022    |                  |
|                                                                                |                   | Bodily Injury and Property Damage                       |             |                  |
|                                                                                |                   | Per Claimant Limit                                      |             | \$ 500,000       |
|                                                                                |                   | Per Occurrence Limit                                    |             | \$ 1,500,000     |
|                                                                                |                   | Personal and Advertising Injury                         |             |                  |
|                                                                                |                   | Per Claimant Limit                                      |             | \$ 500,000       |
|                                                                                |                   | Per Occurrence Limit                                    |             | \$ 1,500,000     |
|                                                                                |                   | Fire Damage Limit, Per Fire                             |             | \$ 100,000       |
|                                                                                |                   | Medical Payments, Any One Person Limit                  |             | \$ 2,500         |
| <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>                           | <b>DOCUMENT#</b>  | <b>TERM</b>                                             | <b>thru</b> | <b>LIMITS</b>    |
| <input type="checkbox"/> Any Auto                                              |                   | Bodily Injury and Property Damage                       |             |                  |
| <input type="checkbox"/> Hired/Non-Owned Auto Liability Only                   |                   | Per Claimant Limit                                      |             | \$ 500,000       |
|                                                                                |                   | Per Occurrence Limit                                    |             | \$ 1,500,000     |
| <input type="checkbox"/> <b>WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY</b> | <b>DOCUMENT#</b>  | <b>TERM</b>                                             | <b>thru</b> | <b>LIMITS</b>    |
| Workers' Compensation                                                          |                   |                                                         |             | <b>Statutory</b> |
| Employer's Liability                                                           |                   | Bodily Injury By Accident – Each Employee               |             | \$ 500,000       |
|                                                                                |                   | Bodily Injury By Accident – Each Accident               |             | \$ 1,500,000     |
|                                                                                |                   | Bodily Injury By Disease – Each Employee                |             | \$ 500,000       |
|                                                                                |                   | Bodily Injury By Disease – Each Coverage Document Limit |             | \$ 1,500,000     |
| <input type="checkbox"/> <b>PUBLIC EMPLOYEES LIABILITY</b>                     | <b>DOCUMENT#</b>  | <b>TERM</b>                                             | <b>thru</b> | <b>LIMITS</b>    |
| <input type="checkbox"/> Claims Made                                           |                   | Per Claimant Limit                                      |             | \$ 500,000       |
|                                                                                |                   | Per Wrongful Act Limit                                  |             | \$ 1,500,000     |

**COMMENTS**

INLAND MARINE: Actual Cash Value - \$9,000 Each - (4) Wacker LTC4L Portable Lighting Units - Direct physical loss of or damage to covered property resulting from a covered loss - \$1,000 Deductible. Loss Payee, Inland Marine, Fillmore County. Additional Covered Party with respects to the General Liability: Fillmore County only as respects to the negligent acts of Fillmore County Agricultural Society while in possession of the Portable Lighting units above.

**CERTIFICATE HOLDER**

Issue Date: 6/14/2021

**CANCELLATION**

Should any of the above described coverages be canceled before the expiration date thereof, the Trust will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon Minnesota Counties Intergovernmental Trust or its representatives.

Fillmore County

Attention: Don Kullot  
PO Box 466  
Preston MN, 55965-0466

Authorized Representative

MINNESOTA LAWFUL GAMBLING  
**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**

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

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: SPRING VALLEY VFW POST 4114 License Number: 00048  
Chief Executive Officer (CEO) NATHAN PIKE Daytime Phone: (507) 273-3908  
Gambling Manager: RYAN K THON Daytime Phone: (507) 421-1767

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: ISLE OF DREAMS  
List any previous names for this location:  
ROOT RIVER COUNTRY CLUB  
Street address where premises is located: 13029 COUNTY 3; SPRING VALLEY, MN 55975  
(Do not use a P.O. box number or mailing address.)

|       |                     |                 |              |
|-------|---------------------|-----------------|--------------|
| City: | <b>OR</b> Township: | County:         | Zip Code:    |
|       | <u>BLOOMFIELD</u>   | <u>FILLMORE</u> | <u>55975</u> |

Does your organization own the building where the gambling will be conducted?  
 Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?  Yes  No  Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: HOME FEDERAL SAVINGS BANK Bank Account Number: \_\_\_\_\_  
Bank Street Address: 715 NORTH BROADWAY City: SPRING VALLEY State: MN Zip Code: 55975

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

| Address (Do not use a P.O. box number): | City:                | State:    | Zip Code:    |
|-----------------------------------------|----------------------|-----------|--------------|
| <u>108 SOUTH BROADWAY</u>               | <u>SPRING VALLEY</u> | <u>MN</u> | <u>55975</u> |
| <u>13029 COUNTY 3</u>                   | <u>SPRING VALLEY</u> | <u>MN</u> | <u>55975</u> |
|                                         |                      | <u>MN</u> |              |

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

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

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

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

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

Date Approved by City Council: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

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

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

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

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

**Local unit of government  
must sign.**

TOWNSHIP NAME: \_\_\_\_\_

**Complete below only if required by the county.**  
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: Bloomfield Township

Signature of Township Officer: Roger Behr

Title: Supervisor Date Signed: 6-14-21

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Daniel  
Anna Wise  
Signature of Chief Executive Officer (designee may not sign)

VFW CEO  
Dan J. [Signature]

6/14/21 102106  
Date

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 your organization's 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 Department 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.

**LG215 Lease for Lawful Gambling Activity**

**LEASE INFORMATION**

|                                                                                     |                                                   |                                         |
|-------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------|
| Organization:<br><b>SPRING VALLEY VFW POST 4114</b>                                 | License/Site Number:<br><b>00048</b>              | Daytime Phone:<br><b>(507) 421-1767</b> |
| Address:<br><b>108 SOUTH BROADWAY</b>                                               | City:<br><b>SPRING VALLEY</b>                     | State: Zip:<br><b>MN 55975</b>          |
| Name of Leased Premises:<br><b>ISLE OF DREAMS</b>                                   | Street Address:<br><b>13029 COUNTY 3</b>          |                                         |
| City:<br><b>SPRING VALLEY</b>                                                       | State: Zip:<br><b>MN 55975</b>                    | Daytime Phone:<br><b>(507) 358-7399</b> |
| Name of Legal Owner:<br><b>LINNEA WEISER LMW Properties</b>                         | Business/Street Address:<br><b>13029 COUNTY 3</b> |                                         |
| City:<br><b>SPRING VALLEY</b>                                                       | State: Zip:<br><b>MN 55975</b>                    | Daytime Phone:<br><b>(507) 358-7399</b> |
| Name of Lessor (if same as legal owner, write "SAME"):<br><b>SAME Linnea Weiser</b> | Address:                                          |                                         |
| City:                                                                               | State: Zip:                                       | Daytime Phone:                          |

Check applicable item:  
 **New or amended lease.** Effective date: 20210614. Submit changes at least ten days **before** the effective date of the change.  
 **New owner.** Effective date: \_\_\_\_\_. Submit new lease **within** ten days after new lessor assumes ownership.

**CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)**

|                                                                                                 |                                                                                                               |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Pull-Tabs (paper)                                           | <input checked="" type="checkbox"/> Electronic Pull-Tabs                                                      |
| <input type="checkbox"/> Pull-Tabs (paper) with dispensing device                               | <input checked="" type="checkbox"/> Electronic Linked Bingo                                                   |
| <input type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo                               | Electronic games may only be conducted:                                                                       |
| <input type="checkbox"/> Tipboards                                                              | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or    |
| <input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**

**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

**ALL GAMES, including electronic games:** Monthly rent to be paid: \_\_\_\_%, not to exceed **10%** of gross profits for that month.  
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**  
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

**BAR OPERATION:** All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES:** Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

**ALL OTHER GAMES:** Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.  
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

**BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)**

Bingo rent is limited to one of the following:

- Rent to be paid: \_\_\_\_\_%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE (must be completed)**

The lease may be terminated by either party with a written 30 day notice. Other terms:

# LG215 Lease for Lawful Gambling Activity

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

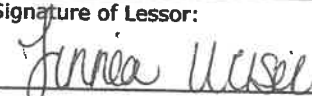
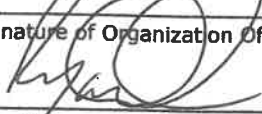
Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

## ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

THIS CONTRACT MAY BE TERMINATED OR VOIDED AT ANY TIME BY EITHER PARTY FOR ANY REASON WITH A 30 DAY NOTICE.

|                                                                                                             |                                                                 |                                                                                                                                      |                      |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Signature of Lessor:<br> | Date:<br>6/14/21                                                | Signature of Organization Official (Lessee):<br> | Date:<br>2021 Jun 14 |
| Print Name and Title of Lessor:<br>LINNEA WEISER - OWNER                                                    | Print Name and Title of Lessee:<br>RYAN THON - GAMBLING MANAGER |                                                                                                                                      |                      |

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**  
Minnesota Gambling Control Board  
1711 W. County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032



# COMMERCIAL LEASE AGREEMENT

**THE PARTIES.** This Lease Agreement agreed on 12/10/2018 is between:

The **Lessor** is a business entity known as LMW Properties with a mailing address of 13029 County 3, Spring Valley, Minnesota, 55975, hereinafter referred to as the "Lessor."

**AND**

The **Lessee** is a business entity known as Isle of Dreams LLC with a mailing address of the Property's Address, hereinafter referred to as the "Lessee."

The Lessor and Lessee hereby agree as follows:

**DESCRIPTION OF LEASED PREMISES.** The Lessor agrees to lease to the Lessee the following described 4800 square feet (SF) of hospitality space located at 13029 County 3, Spring Valley, Minnesota, 55975.

Hereinafter referred to as the "Premises".

**USE OF LEASED PREMISES.** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for any legal use allowed in accordance with local, State, and Federal laws.

Any change in use or purpose of the Premises other than as described above shall be upon prior written consent of Lessor only otherwise the Lessee will be considered in default of this Lease Agreement.

**EXCLUSIVE USE.** The Lessee shall not hold exclusive rights on the Premises. The Lessor shall hold the rights to lease other areas of the Property to any same or like use as the Lessee.

**TERM OF LEASE.** This Lease shall commence on 12/10/2018 and expire at Midnight on 12/31/2023 ("Initial Term").

**RENT AMOUNT.** Payment shall be made by the Lessee to the Lessor in the amount of \$1,200.00 for the Initial Term of this Lease Agreement hereinafter referred to as the "Rent."

**RENT PAYMENT.** The Rent shall be paid under the following instructions:

Rent shall be paid by the Lessee to the Lessor on a per month basis with payment due no later than the 1st of every month.

**RETURNED CHECKS (NSF).** If the Lessee attempts to pay Rent with a check that is not deemed valid by a financial institution due to non-sufficient funds, or any other reason for it to be returned, the Lessee will be subject to a fee of \$30.00 in addition to any late fee.

**LATE FEE.** The Lessor shall not charge a late payment fee if the rent is not paid on time by the Lessee.



**OPTION TO RENEW.** The Lessee shall not have the right to renew this Lease Agreement.

**EXPENSES.** In accordance with a Triple Net (NNN) Lease the responsibility of the expenses shall be attributed to the following:

It is the intention of the Parties, and they hereby agree, that in addition to the Rent, the Lessee shall be obligated to pay the following expenses to the Lessor on a per month basis:

**OPERATING EXPENSES.** The Lessor shall have no obligation to provide any services, perform any acts or pay any expenses, charges, obligations or costs of any kind whatsoever with respect to the Premises, and Lessee hereby agrees to pay one-hundred percent (100%) of any and all Operating Expenses as hereafter defined for the entire term of the Lease and any renewals thereof in accordance with specific provisions hereinafter set forth. The term "Operating Expenses" shall include all costs to Lessor of operating and maintaining the Premises, and shall include, without limitation, real estate, and personal property taxes and assessments, management fee(s), heating, air conditioning, HVAC, electricity, water, waste disposal, sewage, operating materials and supplies, service agreements and charges, lawn care, snow removal, restriping, repairs, repaving, cleaning and custodial, security, insurance, the cost of contesting the validity or applicability of any governmental acts which may affect operating expenses, and all other direct operating costs of operating and maintaining the Premises and related parking areas, unless expressly excluded from operating expenses.

**TAXES.** Lessee shall pay, during the term of this Lease, the real estate taxes and special taxes and assessments (collectively, the "taxes") attributable to the Premises and accruing during such term. The Lessee shall pay to Lessor said taxes on a monthly basis, based on one-twelfth (1/12) of the estimated annual amount for taxes. Taxes for any fractional calendar year during the term hereof shall be prorated. In the event Lessee does not make any tax payment required hereunder, Lessee shall be in default of this Lease.

**INSURANCE.** The Lessee shall provide and maintain personal liability and property damage insurance. The Lessee and will designate the Lessor as an "also named insured". The Lessee shall provide the Lessor with a copy of such insurance certification or policy prior to the effective date of this Lease Agreement. The insurance shall protect and indemnify the Lessor of any injury, death, or property damage to occur on the property to the limits of \$1,000,000.00.

**UTILITIES.** The Lessee shall be responsible for any and all utilities to the Premises in relation to the total property area.

**SECURITY DEPOSIT.** A security deposit shall not be required in advance upon the signing of this Lease.

**FURNISHINGS.** The Lessor will not provide any furnishings to the Lessee under this Lease.

**PARKING.** There shall not be any parking provided to the Lessee.

**LEASEHOLD IMPROVEMENTS.** The Lessee agrees that no leasehold improvements, alterations or changes of any nature, (except for those listed on any attached addenda) shall be made to the leasehold Premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld, and thereafter, any and all leasehold improvements made to the Premises which become affixed or attached to the leasehold Premises shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with

applicable federal, state or local codes, ordinances or regulations, having due regard for the type of construction of the building housing the subject leasehold Premises. If the Lessee makes any improvements to the Premises the Lessee shall be responsible for payment.

Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through whom the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstance shall the Lessee be construed to be the agent, employee or representative of Lessor. In the event a lien is placed against the Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

**LICENSES AND PERMITS.** A copy of any and all local, state or federal permits acquired by the Lessee which are required for the use of the Premises shall be kept on-site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.

**MAINTENANCE.** The Lessee shall be responsible for all repairs and maintenance on the Premises due to normal wear and tear on the Premises. Particularly items which need immediate attention including but not limited to, the replacement of light bulbs, normal repair and cleaning of windows, cleaning of bathrooms, clearing of toilets, etc. The Lessee shall properly maintain the premises in a good, safe and clean condition and shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state or federal laws, rules regulations or ordinances.

In the event the Premises is damaged as a result of any neglect or negligence of Lessee, his employees, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the premises, then the Lessee shall be primarily responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage, are made in a timely fashion, including notice to the Lessor, and the party or parties causing said damage.

**SALE OF PROPERTY.** Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

**INSURANCE.** In the event Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, Lessor may, but shall not be required to, obtain the same and charge the Lessee for same as additional rent. Furthermore, Lessee agrees not to keep upon the premises any articles or goods which may be prohibited by the standard form of fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the premises shall be increased by reason of any use of the premises made by Lessee, then Lessee shall pay to Lessor, upon demand, such increase in insurance premium as shall be caused by said use or Lessee's proportionate share of any such increase.

**SUBLET/ASSIGNMENT.** The Lessee may not transfer or assign this Lease, or any right or interest hereunder or sublet said leased premises or any part thereof.

**DAMAGE TO LEASED PREMISES.** In the event the building housing the leased premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of Lessee and which precludes or adversely affects the Lessee's occupancy of the leased premises, then in every such cause, the rent herein set forth shall be abated or adjusted according to the extent to which the Premises have been rendered unfit for use and occupation by the Lessee and until the demised premises have been put in a condition at the expense of the Lessor, at least to the extent of the value and as nearly as possible to the condition of the premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the Premises that in no event shall the Lessor's obligation to restore, replace or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to said damage.

The Lessee shall, during the term of this Lease, and in the renewal thereof, at its sole expense, keep the interior of the leased premises in as good a condition and repair as it is at the date of this Lease, reasonable wear and use excepted. This obligation would include the obligation to replace any plate glass damaged as a result of the neglect or acts of Lessee or her guests or invitees. Furthermore, the Lessee shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state or local authorities and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminants on the premises. Lessee shall also be responsible for the cost, if any, which would be incurred to bring her contemplated operation and business activity into compliance with any law or regulation of a federal, state or local authority.

**HAZARDOUS MATERIALS LAWS.** Shall mean any and all federal, state, or local laws, ordinances, rules, decrees, orders, regulations, or court decisions relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions on, under, or about the Premises, the Building, or the Property, or soil and ground water conditions, including, but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Hazardous Materials Transportation Act, any other law or legal requirement concerning hazardous or toxic substances, and any amendments to the foregoing.

**LESSEE'S DEFAULT AND POSSESSION.** In the event that the Lessee shall fail to pay said rent and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said premises and take possession of the same together with any of Lessee's personal property, equipment or fixtures left on the premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease. It is further agreed, that if the Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage

of the same, under reasonable terms and conditions at Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

**LESSOR'S DEFAULT.** The Lessee may send written notice to the Lessor stating duties or obligations that have not been fulfilled under the full performance of this Lease Agreement. If said duties or obligations have not been cured within 30 days from receiving such notice, unless the Lessor needs to more time to cure or remedy such issue in accordance with standard industry protocol, then the Lessor shall be in default of this Lease Agreement.

If the Lessor should be in default the Lessee shall have the option to terminate this Lease Agreement and be held harmless against any of its terms or obligations.

**DISPUTES.** If any dispute should arise in relation to this Lease Agreement the Lessor and Lessee shall first negotiate amongst themselves in "good faith." Afterwards, if the dispute is not resolved then the Lessor and Lessee shall seek mediation in accordance with the laws in the State of Minnesota. If the Lessor and Lessee fail to resolve the dispute through mediation then the American Arbitration Association shall be used in accordance with their rules. Lessor and Lessee agree to the binding effect of any ruling or judgment made by the American Arbitration Association.

**INDEMNIFICATION.** The Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims or liabilities which may arise from any cause whatsoever as a result of Lessee's use and occupancy of the premises, and further shall indemnify the Lessor for any losses which the Lessor may suffer in connection with the Lessee's use and occupancy or care, custody and control of the premises. The Lessee also hereby covenants and agrees to indemnify and hold harmless the Lessor from any and all claims or liabilities which may arise from any latent defects in the subject premises that the Lessor is not aware of at the signing of the lease or at any time during the lease term.

**BANKRUPTCY - INSOLVENCY.** The Lessee agrees that in the event all or a substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of 30 days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt, or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then such Lease or interest in and to the leased premises shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased land and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.

**SUBORDINATION AND ATTORNMENT.** Upon request of the Lessor, Lessee will subordinate its rights hereunder to the lien of any mortgage now or hereafter in force against the property or any portion thereof, and to all advances made or hereafter to be made upon the security thereof, and to any ground or underlying lease of the property provided, however, that in such case the holder of such mortgage, or the Lessor under such Lease shall agree that this Lease shall not be divested or in any way affected by foreclosure, or other default proceedings under said mortgage, obligation secured thereby, or Lease, so long as the Lessee shall not be in default under the terms of this Lease. Lessee agrees that this Lease shall remain in full force and effect notwithstanding any such default proceedings under said mortgage or obligation secured thereby. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

**USAGE BY LESSEE.** Lessee shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the premises is insured, nor will the Lessee allow the premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the premises. Furthermore, Lessee shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the premises by other Lessees of the building.

**SIGNAGE.** Lessee shall not place on any exterior door, wall or window of the premises any sign or advertising matter without Lessor's prior written consent and the approval of the local municipality. Thereafter, Lessee agrees to maintain such sign or advertising matter as first approved by Lessor in good condition and repair. Furthermore, Lessee shall conform to any uniform reasonable sign plan or policy that the Lessor may introduce with respect to the building. Upon vacating the premises, Lessee agrees to remove all signs and to repair all damages caused or resulting from such removal.

**PETS.** No pets shall be allowed on the premises without the prior written permission of Lessor unless said pet is required for reasons of disability under the Americans with Disability Act.

**CONDITION OF PREMISES/INSPECTION BY LESSEE.** The Lessee acknowledges they have had the opportunity to inspect the Premises and acknowledges with its signature on this Lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. The Lessor makes no representation or warranty with respect to the condition of the premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. The Lessee represents that Lessee has inspected the premises and is leasing and will take possession of the premises with all current fixtures present in their "as is" condition as of the date hereof.

**AMERICANS WITH DISABILITY ACT.** Per 42 U.S. Code § 12183 if the Lessee is using the Premises as a public accommodation (e.g. restaurants, shopping centers, office buildings) or there are more than 15 employees the Premises must provide accommodations and access to persons with disabilities that is equal or similar to that available to the general public. Owners, operators, lessors, and lessees of commercial properties are all responsible for ADA compliance. If the Premises is not in compliance with the Americans with Disability Act any modifications or construction will be the responsibility of the Lessor.

**RIGHT OF ENTRY.** It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance or repair of the building. In accordance with State and local laws, the Lessor shall have the right to enter the Premises without the consent of the Lessee in the event of an emergency.

**ESTOPPEL CERTIFICATE.** Lessee at any time and from time to time, upon at least ten (10) days prior notice by Lessor, shall execute, acknowledge and deliver to Lessor, and/or to any other person, firm or corporation specified by Lessor, a statement certifying that the Lease is unmodified and in full force and effect, or if the Lease has been modified, then that the same is in full force and effect except as modified and stating the modifications, stating the dates to which the fixed rent and

additional rent have been paid, and stating whether or not there exists any default by Lessor under this Lease and, if so, specifying each such default.

**HOLDOVER PERIOD.** Should the Lessee remain in possession of the Premises after the cancellation, expiration or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed to have created and be construed to be a tenancy from month to month with the Rent to be due and payable in the same amount as the previous month, terminable upon 30 days' notice by either party.

**WAIVER.** Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

**GOVERNING LAW.** This Lease shall be governed by the laws of the State of Minnesota.

**NOTICES.** Notices shall be addressed to the following:

Lessee: Isle of Dreams LLC  
13029 County 3, Spring Valley, Minnesota, 55975

**AMENDMENT(S).** No amendment of this Lease shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.

**SEVERABILITY.** If any term or provision of this Lease Agreement is illegal, invalid or unenforceable, such term shall be limited to the extent necessary to make it legal and enforceable, and, if necessary, severed from this Lease. All other terms and provisions of this Lease Agreement shall remain in full force and effect.

**BINDING EFFECT.** This Lease and any amendments thereto shall be binding upon the Lessor and the Lessees and/or their respective successors, heirs, assigns, executors and administrators.

**LESSOR SIGNATURE**

Signature Linnea Weiser Date 12/10/2018  
Linnea Weiser, Owner of LMW Properties

**LESSEE SIGNATURE**

Signature Linnea Weiser Date 12/10/2018  
Linnea Weiser, Owner



**2021 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT CONTRACT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract#**

**PO#**

**State Accounting Information:**

|                       |                             |                                |                      |                                 |
|-----------------------|-----------------------------|--------------------------------|----------------------|---------------------------------|
| Dept. ID<br>R29       | PC Bus. Unit<br>R2901       | Fiscal Year<br>2021            | Source Type<br>State | Vendor Number<br>0000196178-001 |
| Total Amount<br>\$875 | Project ID<br>R29G70CGBLA19 | Billing Location<br>R297000221 | DUNS<br>051268928    |                                 |

**Accounting Distribution:**

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

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Grant Begin Date<br>January 1, 2021 | Grant End Date<br>June 30, 2022 |
|-------------------------------------|---------------------------------|

Grantee Name and Address:  
Fillmore County Sheriff's Office  
901 Houston St. NW  
Preston, MN 55965

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

**2021 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT CONTRACT AGREEMENT**

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

**Recitals**

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

**Grant Contract Agreement**

**1 Term of Grant Contract Agreement**

- 1.1 **Effective date:** January 1, 2021 or the date the State obtains all required signatures under [Minn.Stat. §16B.98](#), Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2021 grant expenditures incurred back to effective date. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2022, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

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

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

**3 Time**

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

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Eight hundred seventy-five dollars (\$875).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Eight hundred seventy-five dollars (\$875).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.



#### 4.3 Contracting and Bidding Requirements

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

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41 through 177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:  
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

#### 5 Conditions of Payment

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

#### 6 Authorized Representative

The State's Authorized Representative is [Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources \(DNR\), 500 Lafayette Rd., St. Paul, MN 55155-4047, \[adam.block@state.mn.us\]\(mailto:adam.block@state.mn.us\)](#) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

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

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

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

#### 8 Liability

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

#### 9 Audits (State and Single)

Under [Minn. Stat. §16B.98, subd. 8](#), the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

#### 10 Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

#### 11 Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**12 Publicity and Endorsement**

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

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

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

**14 Termination**

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

**15 Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**16 American Disabilities Act**

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

**17 Non-Discrimination Requirements**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

**18 Invasive Species Prevention**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

**19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

**20 Whistleblower Protection Rights**

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- \_\_\_\_\_ A. State Boat Grant Contract Agreement
- \_\_\_\_\_ B. Exhibit A
- \_\_\_\_\_ C. Exhibit B
- \_\_\_\_\_ D. Conflict of Interest Disclosure

**1. STATE ENCUMBRANCE VERIFICATION**

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

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

SWIFT Contract # \_\_\_\_\_

Purchase Order # \_\_\_\_\_

**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.

By: Bobbi Hilley

Title: Administrator

Date: 6-8-21

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

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

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

**3. STATE AGENCY: NATURAL RESOURCES**

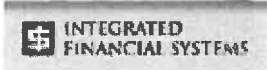
By: \_\_\_\_\_  
(With delegated authority)

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative

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6/17/21 3:01PM  
1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr                            | Amount   | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|----------------------|-------------------------------------|----------|-----------------------------------|-------------------------|---------------------------------------------|------|
| 3          | DEPT 82132           | Fillmore Co Journal                 |          | Board Of Commissioners            |                         |                                             |      |
|            | 01-003-000-0000-6233 |                                     | 109.16   | BD Meeting Minutes 5/11/21        | 123239                  | Publications                                | N    |
|            |                      |                                     |          | 05/31/2021 05/31/2021             |                         |                                             |      |
|            | 01-003-000-0000-6233 |                                     | 206.82   | BD Meeting Minutes 5/25/21        | 123464                  | Publications                                | N    |
|            |                      |                                     |          | 06/07/2021 06/07/2021             |                         |                                             |      |
|            | 82132                | Fillmore Co Journal                 | 315.98   |                                   | 2 Transactions          |                                             |      |
| 3          | DEPT Total:          |                                     | 315.98   | Board Of Commissioners            | 1 Vendors               | 2 Transactions                              |      |
| 11         | DEPT 7252            | Chinmoy Gulrajani, MBBS, MD, DFAPA  |          | District Court                    |                         |                                             |      |
|            | 01-011-000-0000-6285 |                                     | 3,375.00 | Expert Services per Minn Stat     |                         | Professional Fees                           | N    |
|            |                      |                                     |          | 01/01/2021 04/13/2021             |                         |                                             |      |
|            | 7252                 | Chinmoy Gulrajani, MBBS, MD, DFAPA  | 3,375.00 |                                   | 1 Transactions          |                                             |      |
| 11         | DEPT Total:          |                                     | 3,375.00 | District Court                    | 1 Vendors               | 1 Transactions                              |      |
| 41         | DEPT 82132           | Fillmore Co Journal                 |          | Auditor/Treasurer                 |                         |                                             |      |
|            | 01-041-000-0000-6241 |                                     | 58.81    | Property Tax Notice               | 122133                  | Advertising                                 | N    |
|            |                      |                                     |          | 05/10/2021 05/10/2021             |                         |                                             |      |
|            | 82132                | Fillmore Co Journal                 | 58.81    |                                   | 1 Transactions          |                                             |      |
|            | 83550                | Kelly Printing & Signs LLC          |          |                                   |                         |                                             |      |
|            | 01-041-000-0000-6408 |                                     | 155.75   | A/T Supplies                      | 28177                   | Other Office Supplies                       | N    |
|            |                      |                                     |          | 05/17/2021 05/17/2021             |                         |                                             |      |
|            | 01-041-000-0000-6408 |                                     | 177.25   | A/T Supplies                      | 39875                   | Other Office Supplies                       | N    |
|            |                      |                                     |          | 05/31/2021 05/31/2021             |                         |                                             |      |
|            | 83550                | Kelly Printing & Signs LLC          | 333.00   |                                   | 2 Transactions          |                                             |      |
| 41         | DEPT Total:          |                                     | 391.81   | Auditor/Treasurer                 | 2 Vendors               | 3 Transactions                              |      |
| 60         | DEPT 5874            | Jaguar Communications/MetroNet Inc. |          | Information Systems               |                         |                                             |      |
|            | 01-060-000-0000-6285 |                                     | 248.20   | May Locates                       | 2052                    | Professional Fees                           | N    |
|            |                      |                                     |          | 04/01/2021 04/30/2021             |                         |                                             |      |

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1 County Revenue 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          |
| 5874   | Jaguar Communications/MetroNet Inc.        |      | 248.20              | 1 Transactions                                          |                           |                            |
| 2545   | Marco,Inc                                  |      |                     |                                                         |                           |                            |
|        | 01- 060- 000- 0000- 6640                   |      | 570.50              | Duo Subscription 5/1- 5/31/21<br>04/01/2021 03/31/2022  | CN185038- 02              | Equipment Purchased N      |
|        | 01- 060- 000- 0000- 6640                   |      | 55,742.66           | Server Project Courthouse<br>06/08/2021 06/08/2021      | INV8822354                | Equipment Purchased N      |
|        | 01- 060- 000- 0000- 6640                   |      | 9,539.14            | Security Project FCOB<br>06/09/2021 06/09/2021          | INV8823100                | Equipment Purchased N      |
| 2545   | Marco,Inc                                  |      | 65,852.30           | 3 Transactions                                          |                           |                            |
| 60     | DEPT Total:                                |      | 66,100.50           | Information Systems                                     | 2 Vendors                 | 4 Transactions             |
| 62     | DEPT                                       |      |                     | Elections                                               |                           |                            |
|        | 6464 Knowink, LLC                          |      |                     |                                                         |                           |                            |
|        | 01- 062- 000- 0000- 6377                   |      | 2,485.00            | Annual Fee/Data Plan<br>06/15/2021 06/15/2021           | 4580                      | Fees And Service Charges N |
|        | 6464 Knowink, LLC                          |      | 2,485.00            | 1 Transactions                                          |                           |                            |
| 62     | DEPT Total:                                |      | 2,485.00            | Elections                                               | 1 Vendors                 | 1 Transactions             |
| 91     | DEPT                                       |      |                     | County Attorney                                         |                           |                            |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |                                                         |                           |                            |
|        | 01- 091- 000- 0000- 6245                   |      | 20.00               | One Profession CLE- Marla<br>05/25/2021 05/25/2021      | 8398                      | Registration Fees N        |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      | 20.00               | 1 Transactions                                          |                           |                            |
| 7283   | Kimmerle/Brenda                            |      |                     |                                                         |                           |                            |
|        | 01- 091- 000- 0000- 6282                   |      | 25.00               | Transcript of Troendle HRO hrg<br>05/14/2021 05/14/2021 | 28- CV- 21- 148           | Transcripts Y              |
| 7283   | Kimmerle/Brenda                            |      | 25.00               | 1 Transactions                                          |                           |                            |
| 3211   | Washington Co Sheriff's Office             |      |                     |                                                         |                           |                            |
|        | 01- 091- 000- 0000- 6377                   |      | 70.00               | Severson check reissue<br>04/23/2021 04/23/2021         | 23- CR- 20- 474           | Fees And Service Charges N |
| 3211   | Washington Co Sheriff's Office             |      | 70.00               | 1 Transactions                                          |                           |                            |

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1 County Revenue Fund

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

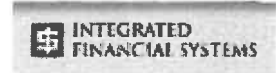


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                      | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti | 1099                              |
|----------------------------------|------|---------------------|--------------------------------|---------------------------|-----------------------------------|
| No. Account/Formula              | Accr | Amount              | Service Dates                  | Paid On Bhf #             | On Behalf of Name                 |
| 91 DEPT Total:                   |      | 115.00              | County Attorney                | 3 Vendors                 | 3 Transactions                    |
| 102 DEPT                         |      |                     | Surveyor                       |                           |                                   |
| 82132 Fillmore Co Journal        |      |                     |                                |                           |                                   |
| 01- 102- 000- 0000- 6241         |      | 73.51               | Surveyor Ad                    | 122552                    | Advertising N                     |
|                                  |      |                     | 05/24/2021 05/24/2021          |                           |                                   |
| 82132 Fillmore Co Journal        |      | 73.51               |                                | 1 Transactions            |                                   |
| 106 Fillmore Co Treasurer        |      |                     |                                |                           |                                   |
| 01- 102- 000- 0000- 6561         |      | 66.92               | Fuel for surveyor work vehicle |                           | Gasoline Diesel And Other Fuels N |
|                                  |      |                     | 05/11/2021 05/11/2021          |                           |                                   |
| 106 Fillmore Co Treasurer        |      | 66.92               |                                | 1 Transactions            |                                   |
| 102 DEPT Total:                  |      | 140.43              | Surveyor                       | 2 Vendors                 | 2 Transactions                    |
| 103 DEPT                         |      |                     | Assessor                       |                           |                                   |
| 82132 Fillmore Co Journal        |      |                     |                                |                           |                                   |
| 01- 103- 000- 0000- 6241         |      | 102.92              | Appraiser Position Ad          | 122863                    | Advertising N                     |
|                                  |      |                     | 05/31/2021 05/31/2021          |                           |                                   |
| 82132 Fillmore Co Journal        |      | 102.92              |                                | 1 Transactions            |                                   |
| 106 Fillmore Co Treasurer        |      |                     |                                |                           |                                   |
| 01- 103- 000- 0000- 6561         |      | 52.41               | SK & CP REASSESSMENT           |                           | Gasoline Diesel And Other Fuels N |
|                                  |      |                     | 05/06/2021 05/24/2021          |                           |                                   |
| 106 Fillmore Co Treasurer        |      | 52.41               |                                | 1 Transactions            |                                   |
| 9527 MN State Board Of Assessors |      |                     |                                |                           |                                   |
| 01- 103- 000- 0000- 6242         |      | 150.00              | JM Assessor License Renewal    |                           | Membership Dues N                 |
|                                  |      |                     | 06/10/2021 06/10/2021          |                           |                                   |
| 01- 103- 000- 0000- 6242         |      | 85.00               | RA Assessor License Renewal    |                           | Membership Dues N                 |
|                                  |      |                     | 06/10/2021 06/10/2021          |                           |                                   |
| 9527 MN State Board Of Assessors |      | 235.00              |                                | 2 Transactions            |                                   |
| 103 DEPT Total:                  |      | 390.33              | Assessor                       | 3 Vendors                 | 4 Transactions                    |
| 104 DEPT                         |      |                     | Gis                            |                           |                                   |
| 272 Newman Signs                 |      |                     |                                |                           |                                   |
| 01- 104- 000- 0000- 6514         |      | 83.61               | Address Signs                  | TRFORD031448              | Address Signs N                   |

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1 County Revenue Fund

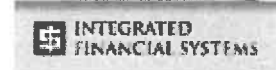
\*\*\* Fillmore County \*\*\*



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                           | Invoice #                 | Account/Formula Descripti          | 1099 |
|                                                                         |      |                     |                                         | Paid On Bhf #             | On Behalf of Name                  |      |
| 272 Newman Signs                                                        |      | 83.61               | 05/28/2021 05/28/2021<br>1 Transactions |                           |                                    |      |
| 104 DEPT Total:                                                         |      | 83.61               | Gis                                     | 1 Vendors                 | 1 Transactions                     |      |
| 105 DEPT                                                                |      |                     | Planning And Zoning                     |                           |                                    |      |
| 5432 Rupp,Anderson,Squires & Waldspurger,P.<br>01- 105- 000- 0000- 6377 |      | 1,435.00            | Professional Fees                       | 12931                     | Fees And Service Charges           | Y    |
|                                                                         |      |                     | 03/04/2021 03/20/2021<br>1 Transactions |                           |                                    |      |
| 5432 Rupp,Anderson,Squires & Waldspurger,P.                             |      | 1,435.00            |                                         |                           |                                    |      |
| 105 DEPT Total:                                                         |      | 1,435.00            | Planning And Zoning                     | 1 Vendors                 | 1 Transactions                     |      |
| 111 DEPT                                                                |      |                     | Facilites Mtce                          |                           |                                    |      |
| 5988 Preston Auto Parts<br>01- 111- 000- 0000- 6316                     |      | 1.69                | Water hose repair                       | 676806                    | Grounds Maintenance                | N    |
|                                                                         |      |                     | 06/16/2021 06/16/2021                   |                           |                                    |      |
| 01- 111- 000- 0000- 6316                                                |      | 23.98               | soaker hose & valves for lawn           | 677145                    | Grounds Maintenance                | N    |
|                                                                         |      |                     | 06/14/2021 06/14/2021                   |                           |                                    |      |
| 01- 111- 000- 0000- 6580                                                |      | 36.98               | belts for air handler at FCOB           | 677145                    | Other Repair And Maintenance Suppl | N    |
|                                                                         |      |                     | 06/14/2021 06/14/2021<br>3 Transactions |                           |                                    |      |
| 5988 Preston Auto Parts                                                 |      | 62.65               |                                         |                           |                                    |      |
| 111 DEPT Total:                                                         |      | 62.65               | Facilites Mtce                          | 1 Vendors                 | 3 Transactions                     |      |
| 149 DEPT                                                                |      |                     | Other General Government                |                           |                                    |      |
| 4928 1 Source<br>01- 149- 000- 0000- 6408                               |      | 251.25              | supplies                                | 266263- 0                 | County Shared Office Supplies      | Y    |
|                                                                         |      |                     | 06/10/2021 06/10/2021                   |                           |                                    |      |
| 01- 149- 000- 0000- 6408                                                |      | 24.50               | supplies                                | 266263- 1                 | County Shared Office Supplies      | Y    |
|                                                                         |      |                     | 06/11/2021 06/11/2021                   |                           |                                    |      |
| 01- 149- 000- 0000- 6404                                                |      | 645.67              | shared supplies                         | 266278- 0                 | County Shared Cleaning Supplies    | Y    |
|                                                                         |      |                     | 06/11/2021 06/11/2021<br>3 Transactions |                           |                                    |      |
| 4928 1 Source                                                           |      | 921.42              |                                         |                           |                                    |      |
| 111 Fillmore Co Treasurer- Credit Card/ACH<br>01- 149- 000- 0000- 6205  |      | 2,500.00            | Postage for mail machine                |                           | Postage And Postal Box Rent        | N    |
|                                                                         |      |                     | 05/01/2021 05/31/2021                   |                           |                                    |      |

\*\*\* 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                  |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      | 2,500.00            |                              | 1 Transactions            |                                    |
| 6157 Further                               |      |                     |                              |                           |                                    |
| 01- 149- 000- 0000- 6289                   |      | 440.00              | June Particiation Fee        | 15722878                  | Select Account Adm. N              |
|                                            |      |                     | 06/01/2021 06/30/2021        |                           |                                    |
| 6157 Further                               |      | 440.00              |                              | 1 Transactions            |                                    |
| 3665 Ratwik,Roszak & Maloney, PA           |      |                     |                              |                           |                                    |
| 01- 149- 000- 0000- 6285                   |      | 277.50              | employment performance issue | 5023- 0027                | Professional Fees Y                |
|                                            |      |                     | 05/10/2021 05/14/2021        |                           |                                    |
| 3665 Ratwik,Roszak & Maloney, PA           |      | 277.50              |                              | 1 Transactions            |                                    |
| 6050 Wright/Sandra                         |      |                     |                              |                           |                                    |
| 01- 149- 000- 0000- 6104                   |      | 45.00               | HRA meeting per diem         |                           | Per Diem N                         |
|                                            |      |                     | 06/07/2021 06/07/2021        |                           |                                    |
| 6050 Wright/Sandra                         |      | 45.00               |                              | 1 Transactions            |                                    |
| 149 DEPT Total:                            |      | 4,183.92            | Other General Government     | 5 Vendors                 | 7 Transactions                     |
| 202 DEPT                                   |      |                     | Sheriff                      |                           |                                    |
| 5983 Anderson Auto LLC                     |      |                     |                              |                           |                                    |
| 01- 202- 000- 0000- 6310                   |      | 76.40               | 2313 Squad Maintenance       | 6037                      | Contract Repairs And Maintenance Y |
|                                            |      |                     | 05/27/2021 05/27/2021        |                           |                                    |
| 5983 Anderson Auto LLC                     |      | 76.40               |                              | 1 Transactions            |                                    |
| 2492 Chatfield Body Shop Inc               |      |                     |                              |                           |                                    |
| 01- 202- 000- 0000- 6310                   |      | 176.49              | 2309 Squad Service           | 9080                      | Contract Repairs And Maintenance N |
|                                            |      |                     | 05/06/2021 05/06/2021        |                           |                                    |
| 01- 202- 000- 0000- 6310                   |      | 53.25               | 2305 squad service           | 9244                      | Contract Repairs And Maintenance N |
|                                            |      |                     | 05/28/2021 05/28/2021        |                           |                                    |
| 2492 Chatfield Body Shop Inc               |      | 229.74              |                              | 2 Transactions            |                                    |
| 5826 Culligan Water                        |      |                     |                              |                           |                                    |
| 01- 202- 000- 0000- 6377                   |      | 45.90               | Sheriff water cooler         |                           | Fees And Service Charges N         |
|                                            |      |                     | 06/01/2021 06/30/2021        |                           |                                    |
| 5826 Culligan Water                        |      | 45.90               |                              | 1 Transactions            |                                    |
| 82133 Fillmore Co Auditor- Treasurer       |      |                     |                              |                           |                                    |
| 01- 202- 000- 0000- 6561                   |      | 3,235.04            | May Fuel- Sheriff            |                           | Gasoline Diesel And Other Fuels N  |



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\*\*\* 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                   |
| 82133 Fillmore Co Auditor- Treasurer       |      | 3,235.04            | 05/01/2021 05/31/2021<br>1 Transactions         |                           |                                     |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |                                                 |                           |                                     |
| 01- 202- 000- 0000- 6245                   |      | 799.00              | Registration/Training JB                        | 3829                      | Registration Fees N                 |
| 01- 202- 000- 0000- 6337                   |      | 81.99               | lodging for training JB                         | 8249                      | Other Travel Expense N              |
| 01- 202- 000- 0000- 6652                   |      | 665.23              | Data Lines                                      | 9881042009                | Squad Car Equipment Purchased and N |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      | 1,546.22            | 05/02/2021 06/01/2021<br>3 Transactions         |                           |                                     |
| 83550 Kelly Printing & Signs LLC           |      |                     |                                                 |                           |                                     |
| 01- 202- 000- 0000- 6650                   |      | 84.29               | Squad Stickers                                  | 39813                     | Enterprise Vehicle Payments N       |
| 83550 Kelly Printing & Signs LLC           |      | 84.29               | 05/25/2021 05/25/2021<br>1 Transactions         |                           |                                     |
| 5988 Preston Auto Parts                    |      |                     |                                                 |                           |                                     |
| 01- 202- 000- 0000- 6310                   |      | 21.42               | Sheriff maintenance supplies                    | 674975                    | Contract Repairs And Maintenance N  |
| 5988 Preston Auto Parts                    |      | 21.42               | 04/30/2021 05/28/2021<br>1 Transactions         |                           |                                     |
| 4487 Preston Service Plus                  |      |                     |                                                 |                           |                                     |
| 01- 202- 000- 0000- 6310                   |      | 93.28               | 2303 Squad Service                              | 17016                     | Contract Repairs And Maintenance Y  |
| 01- 202- 000- 0000- 6310                   |      | 49.24               | 05/04/2021 05/04/2021<br>2308 Squad Service     | 17123                     | Contract Repairs And Maintenance Y  |
| 01- 202- 000- 0000- 6310                   |      | 88.00               | 05/19/2021 05/19/2021<br>2314 tire mount        | 17166                     | Contract Repairs And Maintenance Y  |
| 4487 Preston Service Plus                  |      | 230.52              | 05/25/2021 05/25/2021<br>3 Transactions         |                           |                                     |
| 6686 Root River Auto Bus & Diesel LLC      |      |                     |                                                 |                           |                                     |
| 01- 202- 000- 0000- 6310                   |      | 75.28               | 2304 Squad Maintenance                          | 10719                     | Contract Repairs And Maintenance Y  |
| 01- 202- 000- 0000- 6310                   |      | 104.46              | 04/06/2021 04/06/2021<br>2304 Squad Maintenance | 10874                     | Contract Repairs And Maintenance Y  |
| 6686 Root River Auto Bus & Diesel LLC      |      | 179.74              | 06/15/2021 06/15/2021<br>2 Transactions         |                           |                                     |
| 3500 Severson Oil Company                  |      |                     |                                                 |                           |                                     |

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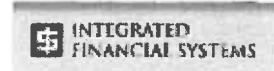
\*\*\* Fillmore County \*\*\*



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                  |
| 01- 202- 000- 0000- 6561                   |      | 609.76              | May Fuel- Sheriff<br>05/03/2021 05/29/2021          | 20248                     | Gasoline Diesel And Other Fuels N  |
| 3500 Severson Oil Company                  |      | 609.76              | 1 Transactions                                      |                           |                                    |
| 355 Streicher's, Inc.                      |      | 61.98               | Part- time deputy uniforms<br>06/03/2021 06/03/2021 | I1506583                  | Uniform Allowance N                |
| 01- 202- 000- 0000- 6173                   |      | 71.98               | 2322 B Johnson uniform<br>06/09/2021 06/09/2021     | I1507602                  | Uniform Allowance N                |
| 355 Streicher's, Inc.                      |      | 133.96              | 2 Transactions                                      |                           |                                    |
| 4435 TACTICAL SOLUTIONS                    |      | 560.00              | Radar Certification<br>06/02/2021 06/02/2021        | 8430                      | Fees And Service Charges N         |
| 01- 202- 000- 0000- 6377                   |      | 560.00              | 1 Transactions                                      |                           |                                    |
| 4435 TACTICAL SOLUTIONS                    |      | 560.00              |                                                     |                           |                                    |
| 7035 Whitewater                            |      | 275.37              | 2303 Squad Service<br>06/09/2021 06/09/2021         | 6008459/2                 | Contract Repairs And Maintenance N |
| 01- 202- 000- 0000- 6310                   |      | 275.37              | 1 Transactions                                      |                           |                                    |
| 7035 Whitewater                            |      | 275.37              |                                                     |                           |                                    |
| 202 DEPT Total:                            |      | 7,228.36            | Sheriff                                             | 13 Vendors                | 20 Transactions                    |
| 206 DEPT                                   |      |                     | D.A.R.E. Program                                    |                           |                                    |
| 83550 Kelly Printing & Signs LLC           |      | 1,228.70            | Dare Shirts<br>05/14/2021 05/14/2021                | 39728                     | Misc Supplies N                    |
| 01- 206- 000- 0000- 6416                   |      | 1,228.70            | 1 Transactions                                      |                           |                                    |
| 83550 Kelly Printing & Signs LLC           |      | 1,228.70            |                                                     |                           |                                    |
| 206 DEPT Total:                            |      | 1,228.70            | D.A.R.E. Program                                    | 1 Vendors                 | 1 Transactions                     |
| 251 DEPT                                   |      |                     | County Jail                                         |                           |                                    |
| 6978 Aramark Uniform & Career Apparel Grou |      | 126.99              | Jail Laundry<br>06/09/2021 06/09/2021               | 2801298596                | Fees And Service Charges N         |
| 01- 251- 000- 0000- 6377                   |      | 126.99              | 1 Transactions                                      |                           |                                    |
| 6978 Aramark Uniform & Career Apparel Grou |      | 126.99              |                                                     |                           |                                    |
| 80445 Beckley's Office Products, Inc.      |      |                     |                                                     |                           |                                    |

\*\*\* 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                |   |
|        | 01- 251- 000- 0000- 6377                   |      | 740.00              | Shredding                      |                           | Fees And Service Charges         | N |
|        |                                            |      |                     | 05/07/2021                     | 05/07/2021                |                                  |   |
| 80445  | Beckley's Office Products, Inc.            |      | 740.00              |                                | 1 Transactions            |                                  |   |
| 7384   | Charm- Tex, Inc                            |      |                     |                                |                           |                                  |   |
|        | 01- 251- 000- 0000- 6377                   |      | 325.12              | jail clothing- toiletries      | 0251258- IN               | Fees And Service Charges         | N |
|        |                                            |      |                     | 06/03/2021                     | 06/03/2021                |                                  |   |
|        | 01- 251- 000- 0000- 6377                   |      | 521.40              | new jail mattresses            | 81033                     | Fees And Service Charges         | N |
|        |                                            |      |                     | 05/04/2021                     | 05/04/2021                |                                  |   |
| 7384   | Charm- Tex, Inc                            |      | 846.52              |                                | 2 Transactions            |                                  |   |
| 7156   | Midwest Monitoring & Surveillance          |      |                     |                                |                           |                                  |   |
|        | 01- 251- 000- 0000- 6285                   |      | 47.25               | May Lab Fees- Jail             | DT 0521143                | Professional Fees                | N |
|        |                                            |      |                     | 05/06/2021                     | 05/20/2021                |                                  |   |
| 7156   | Midwest Monitoring & Surveillance          |      | 47.25               |                                | 1 Transactions            |                                  |   |
| 9361   | MN Dept Of Corrections                     |      |                     |                                |                           |                                  |   |
|        | 01- 251- 000- 0000- 6301                   |      | 210.00              | April Inmate Wages             | 658347                    | Icwc Wage Expense                | N |
|        |                                            |      |                     | 04/03/2021                     | 04/17/2021                |                                  |   |
|        | 01- 251- 000- 0000- 6301                   |      | 445.00              | May Inmate Wages               | 658355                    | Icwc Wage Expense                | N |
|        |                                            |      |                     | 05/01/2021                     | 05/29/2021                |                                  |   |
| 9361   | MN Dept Of Corrections                     |      | 655.00              |                                | 2 Transactions            |                                  |   |
| 4487   | Preston Service Plus                       |      |                     |                                |                           |                                  |   |
|        | 01- 251- 000- 0000- 6310                   |      | 45.28               | 1505 service for transport van | 17018                     | Contract Repairs And Maintenance | Y |
|        |                                            |      |                     | 05/04/2021                     | 05/04/2021                |                                  |   |
| 4487   | Preston Service Plus                       |      | 45.28               |                                | 1 Transactions            |                                  |   |
| 3975   | Ultimate Safety Concepts Inc               |      |                     |                                |                           |                                  |   |
|        | 01- 251- 000- 0000- 6377                   |      | 330.75              | Fire Extinguisher Service      | 194712                    | Fees And Service Charges         | N |
|        |                                            |      |                     | 05/28/2021                     | 05/28/2021                |                                  |   |
| 3975   | Ultimate Safety Concepts Inc               |      | 330.75              |                                | 1 Transactions            |                                  |   |
| 251    | DEPT Total:                                |      | 2,791.79            | County Jail                    | 7 Vendors                 | 9 Transactions                   |   |
| 281    | DEPT                                       |      |                     | Emergency Mgmt Services        |                           |                                  |   |
|        | 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |                                |                           |                                  |   |
|        | 01- 281- 000- 0000- 6203                   |      | 70.02               | Data Lines                     | 9881042009                | Telephone                        | N |
|        |                                            |      |                     | 05/02/2021                     | 06/01/2021                |                                  |   |

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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 | On Behalf of Name              |                                        |
|                                            |      |                     | Paid On Bhf # |                                |                                        |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      | 70.02               |               | 1 Transactions                 |                                        |
| 281 DEPT Total:                            |      | 70.02               |               | 1 Vendors                      | 1 Transactions                         |
| 441 DEPT                                   |      |                     |               | Public Health                  |                                        |
| 106 Fillmore Co Treasurer                  |      |                     |               |                                |                                        |
| 01- 441- 000- 0000- 6335                   |      | 18.25               |               | May 2021 PH Fuel BJ, AR        | Employee Automobile Allowance N        |
|                                            |      |                     |               | 05/21/2021 05/28/2021          |                                        |
| 106 Fillmore Co Treasurer                  |      | 18.25               |               | 1 Transactions                 |                                        |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |               |                                |                                        |
| 01- 441- 000- 0000- 6448                   |      | 53.72               |               | SHIP Cell                      | Ship Grant Expenses N                  |
|                                            |      |                     |               | 05/03/2021 06/02/2021          |                                        |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      | 53.72               |               | 1 Transactions                 |                                        |
| 6186 Johnson/Breanna                       |      |                     |               |                                |                                        |
| 01- 441- 000- 0000- 6054                   |      | 42.56               |               | Imm. Cooperative Agreements(2) | Immunization Cooperative Agreemer N    |
|                                            |      |                     |               | 05/03/2021 05/20/2021          |                                        |
| 6186 Johnson/Breanna                       |      | 42.56               |               | 1 Transactions                 |                                        |
| 7139 Johnson/Dakota                        |      |                     |               |                                |                                        |
| 01- 441- 000- 0000- 6054                   |      | 18.48               |               | May Imm Coop Agreement (2)     | Immunization Cooperative Agreemer N    |
|                                            |      |                     |               | 05/19/2021 05/26/2021          |                                        |
| 7139 Johnson/Dakota                        |      | 18.48               |               | 1 Transactions                 |                                        |
| 6884 Rodger/Aimee                          |      |                     |               |                                |                                        |
| 01- 441- 000- 0000- 6054                   |      | 19.04               |               | Imm. Coop. Agreement (2)       | Immunization Cooperative Agreemer N    |
|                                            |      |                     |               | 05/07/2021 05/20/2021          |                                        |
| 01- 441- 000- 0000- 6445                   |      | 34.72               |               | TANF Mileage May 2021          | TANF Expenses N                        |
|                                            |      |                     |               | 05/07/2021 05/20/2021          |                                        |
| 6884 Rodger/Aimee                          |      | 53.76               |               | 2 Transactions                 |                                        |
| 441 DEPT Total:                            |      | 186.77              |               | 5 Vendors                      | 6 Transactions                         |
| 442 DEPT                                   |      |                     |               | Wic Program                    |                                        |
| 111 Fillmore Co Treasurer- Credit Card/ACH |      |                     |               |                                |                                        |
| 01- 442- 000- 0000- 6424                   |      | 38.64               |               | Peer BF Cell                   | WIC- Peer Breastfeeding Support Grai N |
|                                            |      |                     |               | 05/03/2021 06/02/2021          |                                        |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| 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 | 38.64    |                             |                |                               |      |
|        |                          |                 |          | 1 Transactions              |                |                               |      |
| 442    | DEPT Total:              |                 | 38.64    | Wic Program                 | 1 Vendors      | 1 Transactions                |      |
| 443    | DEPT                     |                 |          | Nursing Service             |                |                               |      |
| 111    | Fillmore Co Treasurer-   | Credit Card/ACH |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6203 |                 | 38.64    | PH Cell                     | 9881070689     | Telephone                     | N    |
|        |                          |                 |          | 05/03/2021                  | 06/02/2021     |                               |      |
| 111    | Fillmore Co Treasurer-   | Credit Card/ACH | 38.64    |                             | 1 Transactions |                               |      |
| 5428   | Hall/Alexis              |                 |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6335 |                 | 143.36   | Nursing Mileage May 2021    |                | Employee Automobile Allowance | N    |
|        |                          |                 |          | 05/10/2021                  | 05/21/2021     |                               |      |
| 5428   | Hall/Alexis              |                 | 143.36   |                             | 1 Transactions |                               |      |
| 6766   | Hall/Sarah J             |                 |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6335 |                 | 161.28   | Nursing Mileage May 2021    |                | Employee Automobile Allowance | N    |
|        |                          |                 |          | 05/03/2021                  | 05/26/2021     |                               |      |
| 6766   | Hall/Sarah J             |                 | 161.28   |                             | 1 Transactions |                               |      |
| 6186   | Johnson/Breanna          |                 |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6335 |                 | 64.40    | Nursing Mileage May 2021    |                | Employee Automobile Allowance | N    |
|        |                          |                 |          | 05/03/2021                  | 05/20/2021     |                               |      |
| 6186   | Johnson/Breanna          |                 | 64.40    |                             | 1 Transactions |                               |      |
| 7139   | Johnson/Dakota           |                 |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6335 |                 | 71.12    | Nursing Mileage May 2021    |                | Employee Automobile Allowance | N    |
|        |                          |                 |          | 05/19/2021                  | 05/26/2021     |                               |      |
| 7139   | Johnson/Dakota           |                 | 71.12    |                             | 1 Transactions |                               |      |
| 6759   | Kullot/Dawn              |                 |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6104 |                 | 45.00    | FCPH Advisory Per Diem      |                | Per Diem                      | N    |
|        |                          |                 |          | 05/18/2021                  | 05/18/2021     |                               |      |
| 6759   | Kullot/Dawn              |                 | 45.00    |                             | 1 Transactions |                               |      |
| 86085  | Semcac Transportation    |                 |          |                             |                |                               |      |
|        | 01- 443- 000- 0000- 6433 |                 | 190.84   | Transport for client # 7094 | 3686           | Waiver Reimbursables          | N    |
|        |                          |                 |          | 02/27/2021                  | 02/28/2021     |                               |      |
|        | 01- 443- 000- 0000- 6433 |                 | 1,238.22 | Transport for client # 7094 | 3689           | Waiver Reimbursables          | N    |

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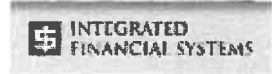


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                       | Rpt  | Warrant Description | Invoice #                                           | Account/Formula Descripti             | 1099                  |
|-----------------------------------|------|---------------------|-----------------------------------------------------|---------------------------------------|-----------------------|
| No. Account/Formula               | Accr | Amount              | Service Dates                                       | On Behalf of Name                     |                       |
|                                   |      |                     | Paid On Bhf #                                       |                                       |                       |
| 01- 443- 000- 0000- 6433          |      | 1,145.04            | 03/01/2021 03/30/2021<br>Transport for client #7094 | Waiver Reimbursables                  | N                     |
| 86085 Semcac Transportation       |      | 2,574.10            | 04/03/2021 04/30/2021<br>3 Transactions             |                                       |                       |
| <b>443 DEPT Total:</b>            |      | <b>3,097.90</b>     | <b>Nursing Service</b>                              | <b>7 Vendors</b>                      | <b>9 Transactions</b> |
| <b>446 DEPT</b>                   |      |                     | <b>Mch Program</b>                                  |                                       |                       |
| 6674 Draper/Erica                 |      |                     |                                                     |                                       |                       |
| 01- 446- 000- 0000- 6335          |      | 38.08               | MCH Mileage May 2021                                | Employee Automobile Allowance         | N                     |
|                                   |      |                     | 05/13/2021 05/18/2021<br>1 Transactions             |                                       |                       |
| 6674 Draper/Erica                 |      | 38.08               |                                                     |                                       |                       |
| 6665 Gilbert/Sydney               |      |                     |                                                     |                                       |                       |
| 01- 446- 000- 0000- 6257          |      | 50.96               | EBFHV/HFA Mileage May 2021                          | EBHV Expense                          | N                     |
|                                   |      |                     | 05/12/2021 05/27/2021                               |                                       |                       |
| 01- 446- 000- 0000- 6335          |      | 23.52               | MCH Mileage May 2021                                | Employee Automobile Allowance         | N                     |
|                                   |      |                     | 05/12/2021 05/27/2021<br>2 Transactions             |                                       |                       |
| 6665 Gilbert/Sydney               |      | 74.48               |                                                     |                                       |                       |
| 1285 Houston County Public Health |      |                     |                                                     |                                       |                       |
| 01- 446- 000- 0000- 6088          |      | 7,580.00            | WIC April 2021                                      | Houston Grant Passthrough (01- 446- N |                       |
|                                   |      |                     | 05/21/2021 05/21/2021                               |                                       |                       |
| 01- 446- 000- 0000- 6088          |      | 29,366.60           | LPH April 21                                        | Houston Grant Passthrough (01- 446- N |                       |
|                                   |      |                     | 06/15/2021 06/15/2021<br>2 Transactions             |                                       |                       |
| 1285 Houston County Public Health |      | 36,946.60           |                                                     |                                       |                       |
| 6884 Rodger/Aimee                 |      |                     |                                                     |                                       |                       |
| 01- 446- 000- 0000- 6257          |      | 39.20               | C&TC Mileage May 2021                               | EBHV Expense                          | N                     |
|                                   |      |                     | 05/07/2021 05/20/2021                               |                                       |                       |
| 01- 446- 000- 0000- 6335          |      | 24.64               | MCH Mileage May 2021                                | Employee Automobile Allowance         | N                     |
|                                   |      |                     | 05/07/2021 05/20/2021<br>2 Transactions             |                                       |                       |
| 6884 Rodger/Aimee                 |      | 63.84               |                                                     |                                       |                       |
| <b>446 DEPT Total:</b>            |      | <b>37,123.00</b>    | <b>Mch Program</b>                                  | <b>4 Vendors</b>                      | <b>7 Transactions</b> |
| <b>602 DEPT</b>                   |      |                     | <b>County Extension Service</b>                     |                                       |                       |
| 1639 Barth/Heather                |      |                     |                                                     |                                       |                       |

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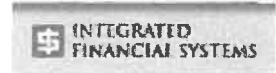


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| Vendor Name                      | Rpt  | Warrant Description | Invoice #                                             | Account/Formula Descripti | 1099                              |
|----------------------------------|------|---------------------|-------------------------------------------------------|---------------------------|-----------------------------------|
| No. Account/Formula              | Accr | Amount              | Service Dates                                         | Paid On Bhf #             | On Behalf of Name                 |
| 01- 602- 000- 0000- 6207         |      | 72.80               | Farm Safety Mileage<br>05/13/2021 05/14/2021          |                           | Education Expense N               |
| 01- 602- 000- 0000- 6207         |      | 47.20               | Farm Safety Stickers<br>05/04/2021 05/04/2021         | 4868253                   | Education Expense N               |
| 1639 Barth/Heather               |      | 120.00              | 2 Transactions                                        |                           |                                   |
| 1926 Bratager/Marilyn            |      | 145.95              | Farm Safety Masks<br>05/04/2021 05/04/2021            | 14974462                  | Education Expense Y               |
| 1926 Bratager/Marilyn            |      | 145.95              | 1 Transactions                                        |                           |                                   |
| 1484 Ecm Publishers Inc          |      | 191.45              | Argus- Farm Safety Thank You<br>06/02/2021 06/02/2021 | 838409                    | Education Expense N               |
| 1484 Ecm Publishers Inc          |      | 191.45              | 1 Transactions                                        |                           |                                   |
| 83550 Kelly Printing & Signs LLC |      | 536.75              | Farm Safety Booklets<br>04/30/2021 04/30/2021         | 28034                     | Education Expense N               |
| 01- 602- 000- 0000- 6207         |      | 1,652.40            | Farm Safety Backpacks<br>04/30/2021 04/30/2021        | 28035                     | Education Expense N               |
| 01- 602- 000- 0000- 6207         |      | 2,434.70            | Farm Safety Tshirts<br>05/14/2021 05/14/2021          | 28036                     | Education Expense N               |
| 83550 Kelly Printing & Signs LLC |      | 4,623.85            | 3 Transactions                                        |                           |                                   |
| 7287 Krekelberg/Emily            |      | 123.20              | Travel for Farm Safety<br>05/18/2021 05/20/2021       |                           | Education Expense N               |
| 7287 Krekelberg/Emily            |      | 123.20              | 1 Transactions                                        |                           |                                   |
| 602 DEPT Total:                  |      | 5,204.45            | County Extension Service                              | 5 Vendors                 | 8 Transactions                    |
| 603 DEPT                         |      |                     | Feedlot                                               |                           |                                   |
| 106 Fillmore Co Treasurer        |      | 54.06               | May Fuel- Feedlot<br>05/11/2021 05/18/2021            |                           | Gasoline Diesel And Other Fuels N |
| 106 Fillmore Co Treasurer        |      | 54.06               | 1 Transactions                                        |                           |                                   |

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 1 County Revenue Fund

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



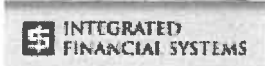
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> |
|----------------------------|-------------|---------------|----------------------------|----------------------|----------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> |               | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |
| 603 DEPT Total:            |             | 54.06         | Feedlot                    | 1 Vendors            | 1 Transactions                   |
| 1 Fund Total:              |             | 136,102.92    | County Revenue Fund        |                      | 95 Transactions                  |



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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             |
| 300    | DEPT                              |      | Highway Administration |                        |                           |                               |
| 3357   | Concrete Paving Association Of Mn |      |                        |                        |                           |                               |
|        | 13- 300- 000- 0000- 6377          |      | 160.00                 | 6/1 award plaques      | 21- 5858                  | Fees And Service Charges N    |
| 3357   | Concrete Paving Association Of Mn |      | 160.00                 | 1 Transactions         |                           |                               |
| 82132  | Fillmore Co Journal               |      |                        |                        |                           |                               |
|        | 13- 300- 000- 0000- 6241          |      | 81.68                  | 5/3 employment ad      | 121842                    | Advertising N                 |
|        | 13- 300- 000- 0000- 6241          |      | 73.51                  | 5/10 employment ad     | 122096                    | Advertising N                 |
|        | 13- 300- 000- 0000- 6241          |      | 73.51                  | 5/17 employment ad     | 122338                    | Advertising N                 |
| 82132  | Fillmore Co Journal               |      | 228.70                 | 3 Transactions         |                           |                               |
| 110    | Fillmore Co Treasurer             |      |                        |                        |                           |                               |
|        | 13- 300- 000- 0000- 6205          |      | 97.31                  | 6/16 postage           | May                       | Postage And Postal Box Rent N |
| 110    | Fillmore Co Treasurer             |      | 97.31                  | 1 Transactions         |                           |                               |
| 300    | DEPT Total:                       |      | 486.01                 | Highway Administration | 3 Vendors                 | 5 Transactions                |
| 310    | DEPT                              |      |                        | Highway Maintenance    |                           |                               |
| 6905   | Apenhorst Grading LLC             |      |                        |                        |                           |                               |
|        | 13- 310- 000- 0000- 6526          |      | 37,724.65              | 6/11 weed control      | 1042                      | Weed Control N                |
| 6905   | Apenhorst Grading LLC             |      | 37,724.65              | 1 Transactions         |                           |                               |
| 1891   | Bruening Rock Products, Inc.      |      |                        |                        |                           |                               |
|        | 13- 310- 000- 0000- 6505          |      | 6,867.06               | 5/14 rock              | 207895                    | Aggregate N                   |
|        | 13- 310- 000- 0000- 6505          |      | 241.43                 | 5/20 rock              | 208755                    | Aggregate N                   |
|        | 13- 310- 000- 0000- 6505          |      | 3,066.27               | 5/27 rock              | 209593                    | Aggregate N                   |
| 1891   | Bruening Rock Products, Inc.      |      | 10,174.76              | 3 Transactions         |                           |                               |
| 6150   | Cintas Corporation No.2           |      |                        |                        |                           |                               |
|        | 13- 310- 000- 0000- 6293          |      | 8.64                   | 5/4 uniforms           | 4083227336                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 17.76                  | 5/5 uniforms           | 4083430994                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 11.17                  | 5/6 uniforms           | 4083576884                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 8.20                   | 5/6 uniforms           | 40835769853               | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 25.29                  | 5/7 uniforms           | 4083691190                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 8.64                   | 5/7 uniforms           | 4083691284                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 8.64                   | 5/11 uniforms          | 4083900589                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 17.53                  | 5/12 uniforms          | 4084085994                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 8.92                   | 5/13 uniforms          | 4084274287                | Uniform Expense N             |
|        | 13- 310- 000- 0000- 6293          |      | 8.20                   | 5/13 uniforms          | 4084274313                | Uniform Expense N             |

\*\*\* 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             | On Behalf of Name         |                                      |
|                                                    |      |                     | Paid On Bhf #             |                           |                                      |
| 13- 310- 000- 0000- 6293                           |      | 26.20               | 5/14 uniforms             | 4084355371                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.64                | 5/14 uniforms             | 4084355486                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.64                | 5/18 uniforms             | 4084602226                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 17.93               | 5/19 uniforms             | 4084754911                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 44.01               | 5/20 uniforms             | 4084907441                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.20                | 5/20 uniforms             | 4084907514                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 317.64              | 5/21 uniforms             | 4085010156                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.64                | 5/21 uniforms             | 4085010173                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.64                | 5/25 uniforms             | 4085287394                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 14.93               | 5/26 uniforms             | 40854644007               | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.20                | 5/27 uniforms             | 4085614720                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.92                | 5/27 uniforms             | 4085614745                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 23.09               | 5/28 uniforms             | 4085701738                | Uniform Expense N                    |
| 13- 310- 000- 0000- 6293                           |      | 8.64                | 5/28 uniforms             | 4085701813                | Uniform Expense N                    |
| <b>6150 Cintas Corporation No.2</b>                |      | <b>635.31</b>       |                           |                           |                                      |
|                                                    |      |                     | 24 Transactions           |                           |                                      |
| <b>1982 Dunn Blacktop Co Inc</b>                   |      |                     |                           |                           |                                      |
| 13- 310- 000- 0000- 6528                           |      | 916.50              | 5/20 cold mix             | 5524                      | Bituminous Materials N               |
| 13- 310- 000- 0000- 6528                           |      | 878.25              | 5/24 cold mix             | 5527                      | Bituminous Materials N               |
| <b>1982 Dunn Blacktop Co Inc</b>                   |      | <b>1,794.75</b>     |                           |                           |                                      |
|                                                    |      |                     | 2 Transactions            |                           |                                      |
| <b>7285 Jackson's Heavy Equipment Training LLC</b> |      |                     |                           |                           |                                      |
| 13- 310- 000- 0000- 6245                           |      | 4,500.00            | 6/16 motorgrader training |                           | Registration Fees N                  |
| <b>7285 Jackson's Heavy Equipment Training LLC</b> |      | <b>4,500.00</b>     |                           |                           |                                      |
|                                                    |      |                     | 1 Transactions            |                           |                                      |
| <b>3632 Milestone Materials Inc</b>                |      |                     |                           |                           |                                      |
| 13- 310- 000- 0000- 6505                           |      | 157.03              | 5/19 rock                 | 208195                    | Aggregate N                          |
| <b>3632 Milestone Materials Inc</b>                |      | <b>157.03</b>       |                           |                           |                                      |
|                                                    |      |                     | 1 Transactions            |                           |                                      |
| <b>272 Newman Signs</b>                            |      |                     |                           |                           |                                      |
| 13- 310- 000- 0000- 6515                           |      | 1,433.69            | 6/2 signs                 | TRFORD031786              | Traffic Signs N                      |
| 13- 310- 000- 0000- 6515                           |      | 153.74              | 5/26 supplies             | TRFORD031922              | Traffic Signs N                      |
| <b>272 Newman Signs</b>                            |      | <b>1,587.43</b>     |                           |                           |                                      |
|                                                    |      |                     | 2 Transactions            |                           |                                      |
| <b>5471 Precise MRM LLC</b>                        |      |                     |                           |                           |                                      |
| 13- 310- 000- 0000- 6580                           |      | 150.00              | 5/28 truck data plan      | 2001031227                | Other Repair And Maintenance Suppl N |
| <b>5471 Precise MRM LLC</b>                        |      | <b>150.00</b>       |                           |                           |                                      |
|                                                    |      |                     | 1 Transactions            |                           |                                      |
| <b>1067 Preston Dairy &amp; Farm Assn</b>          |      |                     |                           |                           |                                      |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                            | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                             |
|--------|---------------------------------|------|---------------------|-----------------------------|---------------------------|----------------------------------|
| No.    | Account/Formula                 | Accr | Service Dates       | Paid On Bhf #               | On Behalf of Name         |                                  |
|        | 13- 310- 000- 0000- 6529        |      | 5/26 seed           | 216961                      | Seeding                   | N                                |
|        | 13- 310- 000- 0000- 6529        |      | 6/2 seed            | 216961                      | Seeding                   | N                                |
|        | 13- 310- 000- 0000- 6529        |      | 6/2 seed            | 217103                      | Seeding                   | N                                |
| 1067   | Preston Dairy & Farm Assn       |      | 342.00              |                             | 3 Transactions            |                                  |
| 3989   | Ronco Engineering Sales Co, Inc |      |                     |                             |                           |                                  |
|        | 13- 310- 000- 0000- 6520        |      | 733.35              | 5/20 repair supplies        | 3247782                   | Culverts N                       |
|        | 13- 310- 000- 0000- 6640        |      | 269.00              | 5/20 strobe- new pickup 161 | 3247784                   | Equipment Purchased N            |
| 3989   | Ronco Engineering Sales Co, Inc |      | 1,002.35            | 2 Transactions              |                           |                                  |
| 310    | DEPT Total:                     |      | 58,068.28           | Highway Maintenance         | 10 Vendors                | 40 Transactions                  |
| 320    | DEPT                            |      |                     | Highway Construction        |                           |                                  |
| 99     | Erickson Engineering LLC        |      |                     |                             |                           |                                  |
|        | 13- 320- 000- 0000- 6265        |      | 10,650.00           | 6/8 consulting              | 14201                     | Consulting N                     |
| 99     | Erickson Engineering LLC        |      | 10,650.00           | 1 Transactions              |                           |                                  |
| 82132  | Fillmore Co Journal             |      |                     |                             |                           |                                  |
|        | 13- 320- 000- 0000- 6241        |      | 155.13              | 5/31 ads: 1515              | 123232                    | Advertising N                    |
| 82132  | Fillmore Co Journal             |      | 155.13              | 1 Transactions              |                           |                                  |
| 8004   | Lake Superior College           |      |                     |                             |                           |                                  |
|        | 13- 320- 000- 0000- 6245        |      | 250.00              | 6/16 registration           | 743416                    | Registration Fees N              |
|        | 13- 320- 000- 0000- 6377        |      | 210.00              | 6/14 spec books             | 841489                    | Fees And Service Charges N       |
| 8004   | Lake Superior College           |      | 460.00              | 2 Transactions              |                           |                                  |
| 7286   | Mckernan/Peter L & Dorothy L    |      |                     |                             |                           |                                  |
|        | 13- 320- 000- 0000- 6363        |      | 15.28               | 6/16 easement               |                           | Right Of Way Costs N             |
|        | 13- 320- 000- 0000- 6363        |      | 760.50              | 6/16 easement               |                           | Right Of Way Costs N             |
|        | 13- 320- 000- 0000- 6363        |      | 929.50              | 6/16 easement               | P                         | Right Of Way Costs N             |
| 7286   | Mckernan/Peter L & Dorothy L    |      | 1,705.28            | 3 Transactions              |                           |                                  |
| 3388   | Minnowa Construction Inc        |      |                     |                             |                           |                                  |
|        | 13- 320- 000- 0000- 6343        |      | 11,545.96           | 623- 028 R/C Final          |                           | Regular Construction Contracts N |
|        |                                 |      |                     | 06/25/2021                  | 06/25/2021                |                                  |
|        | 13- 320- 000- 0000- 6343        |      | 4,616.01            | 606- 003 R/C FINAL          |                           | Regular Construction Contracts N |
|        |                                 |      |                     | 06/25/2021                  | 06/25/2021                |                                  |
| 3388   | Minnowa Construction Inc        |      | 16,161.97           | 2 Transactions              |                           |                                  |

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| Vendor Name                               | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                     |   |
|-------------------------------------------|------|---------------------|-----------------------------|---------------------------|--------------------------|---|
| No. Account/Formula                       | Accr | Amount              | Service Dates               | Paid On Bhf #             | On Behalf of Name        |   |
| 1067 Preston Dairy & Farm Assn            |      | 7.75                | 6/3 seed                    | 217125                    | Fees And Service Charges | N |
| 1067 Preston Dairy & Farm Assn            |      | 7.75                |                             |                           |                          |   |
|                                           |      |                     | 1 Transactions              |                           |                          |   |
| 320 DEPT Total:                           |      | 29,140.13           | Highway Construction        | 6 Vendors                 | 10 Transactions          |   |
| 330 DEPT                                  |      |                     | Equipment Maintenance Shops |                           |                          |   |
| 3691 Bauer Built Inc                      |      |                     |                             |                           |                          |   |
| 13-330-000-0000-6516                      |      | 325.84              | 5/6 tires/parts             | 43990                     | Tires & Repairs          | N |
| 13-330-000-0000-6516                      |      | 55.00               | 5/6 labor                   | 43990                     | Tires & Repairs          | N |
| 13-330-000-0000-6516                      |      | 65.00               | 5/4 labor                   | 44284                     | Tires & Repairs          | N |
| 13-330-000-0000-6516                      |      | 52.21               | 5/4 tires/parts             | 44284                     | Tires & Repairs          | N |
| 13-330-000-0000-6516                      |      | 17.50               | 5/19 tires/parts            | 44460                     | Tires & Repairs          | N |
| 13-330-000-0000-6516                      |      | 45.00               | 5/19 labor                  | 44460                     | Tires & Repairs          | N |
| 3691 Bauer Built Inc                      |      | 560.55              |                             |                           |                          |   |
|                                           |      |                     | 6 Transactions              |                           |                          |   |
| 6617 Chatfield Parts House                |      |                     |                             |                           |                          |   |
| 13-330-000-0000-6576                      |      | 12.48               | 5/6 supplies                | 804320                    | Shop Supplies & Tools    | N |
| 6617 Chatfield Parts House                |      | 12.48               |                             |                           |                          |   |
|                                           |      |                     | 1 Transactions              |                           |                          |   |
| 6150 Cintas Corporation No.2              |      |                     |                             |                           |                          |   |
| 13-330-000-0000-6576                      |      | 213.26              | 5/14 supplies               | 4084355401                | Shop Supplies & Tools    | N |
| 13-330-000-0000-6576                      |      | 213.26              | 5/28 supplies               | 4085701665                | Shop Supplies & Tools    | N |
| 6150 Cintas Corporation No.2              |      | 426.52              |                             |                           |                          |   |
|                                           |      |                     | 2 Transactions              |                           |                          |   |
| 8165 Dave Syverson Freightliner           |      |                     |                             |                           |                          |   |
| 13-330-000-0000-6575                      |      | 51.91               | 5/20 parts                  | 362977                    | Machinery Parts          | N |
| 13-330-000-0000-6575                      |      | 115.38              | 5/24 parts                  | 363274                    | Machinery Parts          | N |
| 8165 Dave Syverson Freightliner           |      | 167.29              |                             |                           |                          |   |
|                                           |      |                     | 2 Transactions              |                           |                          |   |
| 7284 Decorah Chevrolet                    |      |                     |                             |                           |                          |   |
| 13-330-000-0000-6575                      |      | 187.50              | 6/2 labor                   | 166438                    | Machinery Parts          | N |
| 13-330-000-0000-6575                      |      | 64.01               | 6/2 parts                   | 166438                    | Machinery Parts          | N |
| 7284 Decorah Chevrolet                    |      | 251.51              |                             |                           |                          |   |
|                                           |      |                     | 2 Transactions              |                           |                          |   |
| 3550 Emergency Automotive Technology, Inc |      |                     |                             |                           |                          |   |
| 13-330-000-0000-6575                      |      | 122.40              | 5/26 parts                  | MP05192152                | Machinery Parts          | N |
| 13-330-000-0000-6575                      |      | 122.40              | 5/25 parts                  | MP05192154                | Machinery Parts          | N |

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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                 |
| 3550 Emergency Automotive Technology, Inc |      | 244.80              |                   |                           |                                   |
|                                           |      |                     | 2 Transactions    |                           |                                   |
| 5751 Fastenal Company                     |      |                     |                   |                           |                                   |
| 13-330-000-0000-6575                      |      | 5.94                | 5/27 parts        | 88723                     | Machinery Parts N                 |
| 13-330-000-0000-6575                      |      | 161.44              | 5/28 parts        | 88725                     | Machinery Parts N                 |
| 13-330-000-0000-6576                      |      | 398.14              | 5/28 supplies     | 88726                     | Shop Supplies & Tools N           |
| 13-330-000-0000-6576                      |      | 20.96               | 6/11 supplies     | 88908                     | Shop Supplies & Tools N           |
| 13-330-000-0000-6576                      |      | 27.98               | 6/10 supplies     | 88923                     | Shop Supplies & Tools N           |
| 5751 Fastenal Company                     |      | 614.46              | 5 Transactions    |                           |                                   |
| 155 Hammell Equipment Inc                 |      |                     |                   |                           |                                   |
| 13-330-000-0000-6565                      |      | 100.24              | 5/12 additive     | 1134762                   | Motor Oil And Lubricants N        |
| 155 Hammell Equipment Inc                 |      | 100.24              | 1 Transactions    |                           |                                   |
| 3714 Hovey Oil Co Inc                     |      |                     |                   |                           |                                   |
| 13-330-000-0000-6561                      |      | 3,750.40            | 5/20 gas          | 3519                      | Gasoline Diesel And Other Fuels N |
| 13-330-000-0000-6561                      |      | 1,898.41            | 5/20 #2 diesel    | 3521                      | Gasoline Diesel And Other Fuels N |
| 13-330-000-0000-6561                      |      | 1,883.20            | 6/3 #2 diesel     | 3545                      | Gasoline Diesel And Other Fuels N |
| 13-330-000-0000-6561                      |      | 2,202.00            | 6/1 #2 diesel     | 4605                      | Gasoline Diesel And Other Fuels N |
| 13-330-000-0000-6561                      |      | 698.70              | 6/1 gas           | 4605                      | Gasoline Diesel And Other Fuels N |
| 3714 Hovey Oil Co Inc                     |      | 10,432.71           | 5 Transactions    |                           |                                   |
| 3541 Nuss Truck & Equipment               |      |                     |                   |                           |                                   |
| 13-330-000-0000-6575                      |      | 188.68              | 5/21 parts        | 1203262P                  | Machinery Parts N                 |
| 13-330-000-0000-6575                      |      | 285.40              | 5/24 parts        | 1203321P                  | Machinery Parts N                 |
| 13-330-000-0000-6575                      |      | 371.44              | 5/24 parts        | 1203334P                  | Machinery Parts N                 |
| 13-330-000-0000-6575                      |      | 35.00               | 5/26 parts        | CM1195479PA               | Machinery Parts N                 |
| 3541 Nuss Truck & Equipment               |      | 810.52              | 4 Transactions    |                           |                                   |
| 6031 O'Connell Backhoe & Septic, Inc.     |      |                     |                   |                           |                                   |
| 13-330-000-0000-6317                      |      | 400.00              | 5/27 bldg maint   |                           | Building Maintenance N            |
| 6031 O'Connell Backhoe & Septic, Inc.     |      | 400.00              | 1 Transactions    |                           |                                   |
| 8080 Plunkett's Pest Control, Inc         |      |                     |                   |                           |                                   |
| 13-330-000-0000-6317                      |      | 68.76               | 5/27 pest control | 7088904                   | Building Maintenance N            |
| 13-330-000-0000-6317                      |      | 52.87               | 5/27 pest control | 7088905                   | Building Maintenance N            |
| 8080 Plunkett's Pest Control, Inc         |      | 121.63              | 2 Transactions    |                           |                                   |
| 303 Preston Equipment Company             |      |                     |                   |                           |                                   |

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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         |      |
|        | 13-330-000-0000-6575                   |      | 34.41-     | 4/20 parts                         | 01-108752         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 28.64-     | 4/20 parts                         | 01-108753         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 26.51-     | 4/20 parts                         | 01-108754         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 442.05     | 5/3 parts                          | 01-109586         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 186.48     | 5/5 parts                          | 01-109742         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 20.99      | 5/12 parts                         | 01-110102         | Machinery Parts           | N    |
| 303    | <b>Preston Equipment Company</b>       |      | 559.96     |                                    |                   |                           |      |
|        |                                        |      |            | 6 Transactions                     |                   |                           |      |
| 3989   | <b>Ronco Engineering Sales Co, Inc</b> |      |            |                                    |                   |                           |      |
|        | 13-330-000-0000-6575                   |      | 662.99     | 5/24 parts                         | 3248010           | Machinery Parts           | N    |
| 3989   | <b>Ronco Engineering Sales Co, Inc</b> |      | 662.99     |                                    |                   |                           |      |
|        |                                        |      |            | 1 Transactions                     |                   |                           |      |
| 744    | <b>Root River Hardwoods Inc</b>        |      |            |                                    |                   |                           |      |
|        | 13-330-000-0000-6575                   |      | 448.00     | 5/19 trailer decking               | 13863             | Machinery Parts           | N    |
| 744    | <b>Root River Hardwoods Inc</b>        |      | 448.00     |                                    |                   |                           |      |
|        |                                        |      |            | 1 Transactions                     |                   |                           |      |
| 5567   | <b>Run Right Power Equipment LLC</b>   |      |            |                                    |                   |                           |      |
|        | 13-330-000-0000-6575                   |      | 31.08      | 4/21 parts                         | 21193             | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 160.00     | 4/21 labor                         | 21193             | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 28.91      | 5/24 parts                         | 21344             | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 48.00      | 5/24 labor                         | 21344             | Machinery Parts           | N    |
| 5567   | <b>Run Right Power Equipment LLC</b>   |      | 267.99     |                                    |                   |                           |      |
|        |                                        |      |            | 4 Transactions                     |                   |                           |      |
| 6350   | <b>Stewartville Auto Center, Inc</b>   |      |            |                                    |                   |                           |      |
|        | 13-330-000-0000-6575                   |      | 82.20      | 6/7 tow                            | 21060720793       | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 98.70      | 6/7 tow                            | 21060720795       | Machinery Parts           | N    |
| 6350   | <b>Stewartville Auto Center, Inc</b>   |      | 180.90     |                                    |                   |                           |      |
|        |                                        |      |            | 2 Transactions                     |                   |                           |      |
| 330    | <b>DEPT Total:</b>                     |      | 16,262.55  | <b>Equipment Maintenance Shops</b> | <b>17 Vendors</b> | <b>47 Transactions</b>    |      |
| 340    | <b>DEPT</b>                            |      |            | <b>Local Option Sales Tax</b>      |                   |                           |      |
|        | 99 <b>Erickson Engineering LLC</b>     |      |            |                                    |                   |                           |      |
|        | 13-340-000-0000-6265                   |      | 270.00     | 6/8 consulting                     | 14238             | Consulting                | N    |
|        | 99 <b>Erickson Engineering LLC</b>     |      | 270.00     |                                    |                   |                           |      |
|        |                                        |      |            | 1 Transactions                     |                   |                           |      |
| 340    | <b>DEPT Total:</b>                     |      | 270.00     | <b>Local Option Sales Tax</b>      | <b>1 Vendors</b>  | <b>1 Transactions</b>     |      |
| 13     | <b>Fund Total:</b>                     |      | 104,226.97 | <b>County Road &amp; Bridge</b>    |                   | <b>103 Transactions</b>   |      |

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6/17/21 3:01PM  
14 Sanitation Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                                           | Rpt Accr | Amount    | Warrant Description Service Dates            | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|----------------------------------------------------------------|----------|-----------|----------------------------------------------|-------------------------|---------------------------------------------|------|
| 390        | DEPT                                                           |          |           | Resource Recovery Center                     |                         |                                             |      |
| 6150       | Cintas Corporation No.2<br>14- 390- 000- 0000- 6377            |          | 8.92      | RRC uniforms<br>06/04/2021 06/04/2021        | 4086321445              | Fees And Service Charges                    | N    |
|            | 14- 390- 000- 0000- 6377                                       |          | 13.24     | RRC uniforms<br>06/11/2021 06/11/2021        | 4086990977              | Fees And Service Charges                    | N    |
| 6150       | Cintas Corporation No.2                                        |          | 22.16     | 2 Transactions                               |                         |                                             |      |
| 106        | Fillmore Co Treasurer<br>14- 390- 000- 0000- 6561              |          | 227.00    | RRC May Diesel<br>05/01/2021 05/31/2021      |                         | Gasoline Diesel And Other Fuels             | N    |
| 106        | Fillmore Co Treasurer                                          |          | 227.00    | 1 Transactions                               |                         |                                             |      |
| 2343       | Kingsley Mercantile Inc.<br>14- 390- 000- 0000- 6311           |          | 169.00    | RRC Window A/C unit<br>06/11/2021 06/11/2021 | 56862                   | Miscellaneous Repairs And Maintena          | N    |
| 2343       | Kingsley Mercantile Inc.                                       |          | 169.00    | 1 Transactions                               |                         |                                             |      |
| 3206       | S & A Petroleum<br>14- 390- 000- 0000- 6561                    |          | 69.98     | Forklift LP<br>05/01/2021 05/28/2021         | 3311,3877               | Gasoline Diesel And Other Fuels             | N    |
| 3206       | S & A Petroleum                                                |          | 69.98     | 1 Transactions                               |                         |                                             |      |
| 7385       | Veolia Environmental Services<br>14- 390- 000- 0000- 6862      |          | 16,760.32 | HHW Spring 2021<br>05/04/2021 05/18/2021     | 112583423               | Management Of Problem Wastes                | N    |
| 7385       | Veolia Environmental Services                                  |          | 16,760.32 | 1 Transactions                               |                         |                                             |      |
| 390        | DEPT Total:                                                    |          | 17,248.46 | Resource Recovery Center                     | 5 Vendors               | 6 Transactions                              |      |
| 391        | DEPT                                                           |          |           | Score Grant Program                          |                         |                                             |      |
| 6333       | Dynamic Lifecycle Innovations Inc.<br>14- 391- 000- 0000- 6861 |          | 2,420.81  | TV Recycling<br>06/08/2021 06/08/2021        | I- 61055                | Recycling Operation Expense                 | N    |
| 6333       | Dynamic Lifecycle Innovations Inc.                             |          | 2,420.81  | 1 Transactions                               |                         |                                             |      |
| 391        | DEPT Total:                                                    |          | 2,420.81  | Score Grant Program                          | 1 Vendors               | 1 Transactions                              |      |

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14 Sanitation Fund

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



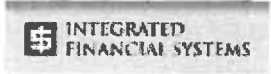
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> |
|----------------------------|-------------|----------------------------|----------------------|----------------------------------|
| <u>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>   |             |                            |                      |                                  |
| 14 Fund Total:             |             | 19,669.27                  | Sanitation Fund      | 1099<br>7 Transactions           |



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 23 County Airport Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                                                  | Rpt  | Warrant Description | Invoice #                                         | Account/Formula Descripti | 1099                       |
|--------|-------------------------------------------------------|------|---------------------|---------------------------------------------------|---------------------------|----------------------------|
| No.    | Account/Formula                                       | Accr | Service Dates       | Paid On Bhf #                                     | On Behalf of Name         |                            |
| 351    | DEPT                                                  |      | Airport Fuel Sales  |                                                   |                           |                            |
| 4050   | AirNav LLC<br>23-351-000-0000-6377                    |      | 24.00               | Airport Fuel Ad- website<br>06/16/2021 06/16/2021 | 2011488                   | Fees And Service Charges N |
| 4050   | AirNav LLC                                            |      | 24.00               | 1 Transactions                                    |                           |                            |
| 5469   | Fillmore Co Auditor Treasurer<br>23-351-000-0000-6254 |      | 6,966.41            | 6/9/21 Aviation Fuel<br>06/09/2021 06/09/2021     | 015038914                 | Airplane Fuel N            |
| 5469   | Fillmore Co Auditor Treasurer                         |      | 6,966.41            | 1 Transactions                                    |                           |                            |
| 351    | <b>DEPT Total:</b>                                    |      | 6,990.41            | <b>Airport Fuel Sales</b>                         | <b>2 Vendors</b>          | <b>2 Transactions</b>      |
| 23     | <b>Fund Total:</b>                                    |      | 6,990.41            | <b>County Airport Fund</b>                        |                           | <b>2 Transactions</b>      |
|        | <b>Final Total:</b>                                   |      | 266,989.57          | <b>113 Vendors</b>                                | <b>207 Transactions</b>   |                            |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| <b>Recap by Fund</b> | <b><u>Fund</u></b> | <b><u>AMOUNT</u></b> | <b><u>Name</u></b>   |
|----------------------|--------------------|----------------------|----------------------|
|                      | 1                  | 136,102.92           | County Revenue Fund  |
|                      | 13                 | 104,226.97           | County Road & Bridge |
|                      | 14                 | 19,669.27            | Sanitation Fund      |
|                      | 23                 | 6,990.41             | County Airport Fund  |
| <b>All Funds</b>     |                    | <b>266,989.57</b>    | <b>Total</b>         |

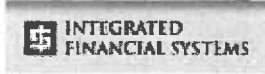
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 1 County Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

|   | <u>Vendor Name</u>                            | <u>Rpt</u>  | <u>Amount</u>   | <u>Warrant Description</u>                           | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|---|-----------------------------------------------|-------------|-----------------|------------------------------------------------------|----------------------|----------------------------------|-------------|
|   | <u>No. Account/Formula</u>                    | <u>Accr</u> |                 | <u>Service Dates</u>                                 | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 2 | 3219 Centurylink<br>01-149-000-0000-6203      |             | 1,855.76        | Courthouse Phone 5/26-6/25<br>05/26/2021 06/25/2021  | 301269347            | Telephone                        | N           |
|   | 3219 Centurylink                              |             | <b>1,855.76</b> | 1 Transactions                                       |                      |                                  |             |
| 1 | 85440 Centurylink<br>01-102-000-0000-6203     |             | 59.71           | 909 Houston St NW 5/26-6/25<br>05/26/2021 06/25/2021 | 301269931            | Telephone                        | N           |
|   | 85440 Centurylink                             |             | <b>59.71</b>    | 1 Transactions                                       |                      |                                  |             |
| 4 | 382 City of Chatfield<br>01-445-000-0000-6802 |             | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021     |                      | Appropriations                   | N           |
|   | 382 City of Chatfield                         |             | <b>4,500.00</b> | 1 Transactions                                       |                      |                                  |             |
| 5 | 388 City of Harmony<br>01-445-000-0000-6802   |             | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021     |                      | Appropriations                   | N           |
|   | 388 City of Harmony                           |             | <b>4,500.00</b> | 1 Transactions                                       |                      |                                  |             |
| 6 | 392 City of Lanesboro<br>01-445-000-0000-6802 |             | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021     |                      | Appropriations                   | N           |
|   | 392 City of Lanesboro                         |             | <b>4,500.00</b> | 1 Transactions                                       |                      |                                  |             |
| 7 | 393 City of Mabel<br>01-445-000-0000-6802     |             | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021     |                      | Appropriations                   | N           |
|   | 393 City of Mabel                             |             | <b>4,500.00</b> | 1 Transactions                                       |                      |                                  |             |
| 9 | 400 City of Preston<br>01-445-000-0000-6802   |             | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021     |                      | Appropriations                   | N           |
|   | 400 City of Preston                           |             | <b>4,500.00</b> | 1 Transactions                                       |                      |                                  |             |
| 8 | 402 City of Rushford<br>01-445-000-0000-6802  |             | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021     |                      | Appropriations                   | N           |
|   | 402 City of Rushford                          |             | <b>4,500.00</b> | 1 Transactions                                       |                      |                                  |             |

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1 County Revenue Fund

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

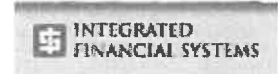


## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                     | Accr | Rpt | Amount          | Warrant Description Service Dates                     | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|------------------------------------------|------|-----|-----------------|-------------------------------------------------------|-------------------------|---------------------------------------------|------|
| 10         | 404 City of Spring Valley                |      |     | 4,500.00        | 2021 Ambulance Contract<br>01/01/2021 12/31/2021      |                         | Appropriations                              | N    |
|            | 404 City of Spring Valley                |      |     | <b>4,500.00</b> | <b>1</b> Transactions                                 |                         |                                             |      |
| 11         | 5660 De Lage Landen Financial Services   |      |     | 1,534.15        | Copier Lease 6/12-7/11<br>06/12/2021 07/11/2021       | 72673802                | Copy Machine - Lease                        | N    |
|            | 5660 De Lage Landen Financial Services   |      |     | <b>1,534.15</b> | <b>1</b> Transactions                                 |                         |                                             |      |
| 12         | 6317 Enterprise Fleet Management         |      |     | 7,161.44        | June 2021 Lease Charges<br>06/01/2021 06/30/2021      |                         | Enterprise Vehicle Payments                 | N    |
|            | 6317 Enterprise Fleet Management         |      |     | <b>7,161.44</b> | <b>1</b> Transactions                                 |                         |                                             |      |
| 13         | 1233 Fillmore Co District Court          |      |     | 5.00            | COJ Satisfaction12.0107.0000<br>06/08/2021 06/08/2021 |                         | Fees And Service Charges                    | N    |
|            | 1233 Fillmore Co District Court          |      |     | <b>5.00</b>     | <b>1</b> Transactions                                 |                         |                                             |      |
| 14         | 4574 Hanson/Robert G.                    |      |     | 240.00          | Van Trip to VA Hospital<br>05/07/2021 05/27/2021      |                         | Fees And Service Charges                    | Y    |
|            | 4574 Hanson/Robert G.                    |      |     | <b>240.00</b>   | <b>1</b> Transactions                                 |                         |                                             |      |
| 15         | 4441 Independent Emergency Services, LLC |      |     | 100.00          | June 2021 911 Services<br>06/01/2021 06/30/2021       | 200-0223                | Contract Repairs And Maintenance            | Y    |
|            | 4441 Independent Emergency Services, LLC |      |     | <b>100.00</b>   | <b>1</b> Transactions                                 |                         |                                             |      |
| 16         | 4504 Laughlin/Ronald D.                  |      |     | 80.00           | Van Trip to VA Hospital<br>05/12/2021 05/12/2021      |                         | Fees And Service Charges                    | Y    |
|            | 4504 Laughlin/Ronald D.                  |      |     | <b>80.00</b>    | <b>1</b> Transactions                                 |                         |                                             |      |
| 17         | 1479 Loffler Companies, Inc              |      |     | 737.20          | Copier usage 5/1-5/31<br>05/01/2021 05/31/2021        | 3736820                 | Copy Machine - Copies BW and Col            | N    |
|            | 1479 Loffler Companies, Inc              |      |     | <b>737.20</b>   | <b>1</b> Transactions                                 |                         |                                             |      |

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 6/9/21 4:08PM  
 1 County Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor               | Name                                                        | Accr | Rpt | Amount            | Warrant Description                                     | Invoice #     | Account/Formula Descripti | 1099                   |
|----------------------|-------------------------------------------------------------|------|-----|-------------------|---------------------------------------------------------|---------------|---------------------------|------------------------|
| No.                  | Account/Formula                                             |      |     |                   | Service Dates                                           | Paid On Bhf # | On Behalf of Name         |                        |
| 18                   | 6040 Milne/Richard C<br>01-125-000-0000-6377                |      |     | 240.00            | Van Trip to VA Hospital<br>05/11/2021 05/25/2021        |               | Fees And Service Charges  | Y                      |
|                      | 6040 Milne/Richard C                                        |      |     | 240.00            | 1 Transactions                                          |               |                           |                        |
| 19                   | 25073 Olmsted Co Community Services<br>01-252-000-0000-6831 |      |     | 105,918.25        | 3rd Qtr 2021 DFO Appropriation<br>07/01/2021 09/30/2021 | 136388        | D.F.O. Appropriation      | N                      |
|                      | 25073 Olmsted Co Community Services                         |      |     | 105,918.25        | 1 Transactions                                          |               |                           |                        |
| <b>1 Fund Total:</b> |                                                             |      |     | <b>149,431.51</b> | <b>County Revenue Fund</b>                              |               | <b>18 Vendors</b>         | <b>18 Transactions</b> |

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 6/9/21 4:08PM  
 13 County Road & Bridge

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                | <u>Account/Formula Descripti</u> | <u>1099</u>                      |
|----------------------------|-------------|----------------------------|---------------------------------|----------------------------------|----------------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>            | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>         |
| 1983 Croell, Inc           |             |                            |                                 |                                  |                                  |
| 20 13-320-000-0000-6343    |             | 444,352.22                 | 621-023 R/C #2                  |                                  | Regular Construction Contracts N |
|                            |             |                            | 06/11/2021 06/11/2021           |                                  |                                  |
| 21 13-320-000-0000-6348    |             | 1,777,408.88               | 621-023 Fed #2                  |                                  | Fed Construction N               |
|                            |             |                            | 06/11/2021 06/11/2021           |                                  |                                  |
| 1983 Croell, Inc           |             | <b>2,221,761.10</b>        | <b>2 Transactions</b>           |                                  |                                  |
| <b>13 Fund Total:</b>      |             | <b>2,221,761.10</b>        | <b>County Road &amp; Bridge</b> | <b>1 Vendors</b>                 | <b>2 Transactions</b>            |

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14 Sanitation Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>       | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------|-------------|----------------------------|------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>   | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 85440 Centurylink          |             | 147.21                     | RRC May Phone/Internet | 301270054                        | Telephone                |
| 22 14-390-000-0000-6203    |             |                            | 05/26/2021 06/25/2021  |                                  | N                        |
| 85440 Centurylink          |             | 147.21                     | 1 Transactions         |                                  |                          |
| <b>14 Fund Total:</b>      |             | <b>147.21</b>              | <b>Sanitation Fund</b> | <b>1 Vendors</b>                 | <b>1 Transactions</b>    |

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 6/9/21 4:08PM  
 87 State Revenue And School

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor                | Name                                              | Rpt  | Warrant Description | Invoice #                                      | Account/Formula Descripti | 1099                  |
|-----------------------|---------------------------------------------------|------|---------------------|------------------------------------------------|---------------------------|-----------------------|
| No.                   | Account/Formula                                   | Accr | Amount              | Service Dates                                  | Paid On Bhf #             | On Behalf of Name     |
| 23                    | 110 Fillmore Co Treasurer<br>87-000-000-0000-2470 |      | 33,167.63           | May 2021 Mortgage Tax<br>05/01/2021 05/31/2021 | Mortgage Reg Tax-State    | N                     |
| 24                    | 87-000-000-0000-2471                              |      | 46,514.14           | May 2021 DEED Tax<br>05/01/2021 05/31/2021     | State Deed Tax-State      | N                     |
|                       | 110 Fillmore Co Treasurer                         |      | 79,681.77           | 2 Transactions                                 |                           |                       |
| <b>87 Fund Total:</b> |                                                   |      | <b>79,681.77</b>    | <b>State Revenue And School Fund</b>           | <b>1 Vendors</b>          | <b>2 Transactions</b> |



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 6/9/21 4:08PM  
 91 Economic Development Au

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>                                                  | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                 | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|---------------------------------------------------------------------|-------------|----------------------------|--------------------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>                                          | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                             | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 3 2910 Community And Economic Development .<br>91-705-000-0000-6285 |             | 10,423.75                  | 2nd Quarter EDA Support<br>04/01/2021 06/30/2021 | Professional Fees                | N                        |
| 2910 Community And Economic Development .                           |             | 10,423.75                  | 1 Transactions                                   |                                  |                          |
| <b>91 Fund Total:</b>                                               |             | <b>10,423.75</b>           | <b>Economic Development Authori</b>              | <b>1 Vendors</b>                 | <b>1 Transactions</b>    |
| <b>Final Total:</b>                                                 |             | <b>2,461,445.34</b>        | <b>22 Vendors</b>                                | <b>24 Transactions</b>           |                          |

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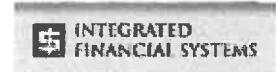
Audit List for Board AUDITOR'S VOUCHERS ENTRIES

**Recap by Fund**

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |                    |
|-------------|---------------|-------------------------------|--------------------|
| 1           | 149,431.51    | County Revenue Fund           |                    |
| 13          | 2,221,761.10  | County Road & Bridge          |                    |
| 14          | 147.21        | Sanitation Fund               |                    |
| 87          | 79,681.77     | State Revenue And School Fund |                    |
| 91          | 10,423.75     | Economic Development Authori  |                    |
| All Funds   | 2,461,445.34  | Total                         | Approved by, ..... |
|             |               |                               | .....              |
|             |               |                               | .....              |

bharmening  
 6/16/21 2:07PM  
 1 County Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                                         | Accr | Rpt | Amount   | Warrant Description Service Dates                 | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|--------------------------------------------------------------|------|-----|----------|---------------------------------------------------|-------------------------|---------------------------------------------|------|
| 3219       | Centurylink<br>01-149-000-0000-6203                          |      |     | 1,411.96 | phone # 89549526 5/8-6/8<br>05/08/2021 06/08/2021 | 230578360               | Telephone                                   | N    |
| 3219       | Centurylink                                                  |      |     | 1,411.96 | 1 Transactions                                    |                         |                                             |      |
| 6676       | Marco - Phones<br>01-149-000-0000-6203                       |      |     | 3,473.27 | June 21 phones<br>06/01/2021 06/30/2021           | 29473751                | Telephone                                   | Y    |
| 6676       | Marco - Phones                                               |      |     | 3,473.27 | 1 Transactions                                    |                         |                                             |      |
| 5536       | MiEnergy Cooperative<br>01-251-000-0000-6251                 |      |     | 107.09   | Radio Tower Electric<br>05/01/2021 06/01/2021     |                         | Electricity                                 | N    |
| 5536       | MiEnergy Cooperative                                         |      |     | 107.09   | 1 Transactions                                    |                         |                                             |      |
| 4344       | OFFICE OF MNIT SERVICES<br>01-149-000-0000-6203              |      |     | 1,300.00 | May WAN Charges<br>05/01/2021 05/31/2021          | DV21050347              | Telephone                                   | N    |
| 4344       | OFFICE OF MNIT SERVICES                                      |      |     | 1,300.00 | 1 Transactions                                    |                         |                                             |      |
| 308        | Preston Public Utilities<br>01-111-000-0000-6251             |      |     | 2,582.70 | FCOB utilities<br>04/29/2021 05/26/2021           |                         | Electricity                                 | N    |
|            | 01-111-000-0000-6251                                         |      |     | 4,964.50 | Courthouse Utilities<br>04/30/2021 05/28/2021     |                         | Electricity                                 | N    |
|            | 01-251-000-0000-6251                                         |      |     | 1,735.62 | Jail Utilities<br>04/29/2021 05/26/2021           |                         | Electricity                                 | N    |
| 308        | Preston Public Utilities                                     |      |     | 9,282.82 | 3 Transactions                                    |                         |                                             |      |
| 5294       | RELX Inc.DBA LexisNexis<br>01-091-000-0000-6451              |      |     | 198.00   | May Lexis Subscription<br>05/01/2021 05/31/2021   | 3093285397              | Reference Materials                         | N    |
| 5294       | RELX Inc.DBA LexisNexis                                      |      |     | 198.00   | 1 Transactions                                    |                         |                                             |      |
| 437        | Thomson Reuters- West Payment Center<br>01-014-000-0000-6451 |      |     | 376.47   | West Info May 2021<br>05/01/2021 05/31/2021       | 844453568               | Reference Materials                         | N    |
| 437        | Thomson Reuters- West Payment Center                         |      |     | 376.47   | 1 Transactions                                    |                         |                                             |      |
| 86848      | US POSTMASTER                                                |      |     |          |                                                   |                         |                                             |      |

bharmening  
 6/16/21 2:07PM  
 1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                        | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------|-------------|----------------------------|-----------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                    | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 01-041-000-0000-6205       |             | 334.00                     | PO Box 466 & 627 annual fees            |                                  | N                        |
| 86848 US POSTMASTER        |             | 334.00                     | 06/18/2021 06/18/2021<br>1 Transactions | Postage And Postal Box Rent      |                          |
| <b>1 Fund Total:</b>       |             | 16,483.61                  | County Revenue Fund                     | 8 Vendors                        | 10 Transactions          |

bharmening  
 6/16/21 2:07PM  
 13 County Road & Bridge

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name                    | Rpt  | Warrant Description | Invoice #                       | Account/Formula Descripti       | 1099                            |
|--------------------------------|------|---------------------|---------------------------------|---------------------------------|---------------------------------|
| No. Account/Formula            | Accr | Amount              | Service Dates                   | Paid On Bhf # On Behalf of Name |                                 |
| 7542 Fillmore Co Treasurer     |      | 615.89              | 6/16 May fuel tax               |                                 |                                 |
| 13- 330- 000- 0000- 6561       |      |                     |                                 | Gasoline Diesel And Other Fuels | N                               |
| 7542 Fillmore Co Treasurer     |      | 615.89              | 1 Transactions                  |                                 |                                 |
| 5536 MiEnergy Cooperative      |      |                     |                                 |                                 |                                 |
| 13- 330- 000- 0000- 6251       |      | 129.91              | 6/7 electricity                 | 302875004                       | Electricity N                   |
| 13- 300- 000- 0000- 6306       |      | 47.20               | 6/7 electricity                 | 302875008                       | Radio Tower Repair & Services N |
| 13- 310- 000- 0000- 6251       |      | 42.00               | 6/7 electricity                 | 302875011                       | Electricity N                   |
| 13- 330- 000- 0000- 6251       |      | 157.02              | 6/7 electricity                 | 302875012                       | Electricity N                   |
| 13- 330- 000- 0000- 6251       |      | 28.09               | 6/7 electricity                 | 302875013                       | Electricity N                   |
| 13- 330- 000- 0000- 6251       |      | 28.62               | 6/7 electricity                 | 333377001                       | Electricity N                   |
| 13- 330- 000- 0000- 6251       |      | 63.19               | 6/7 electricity                 | 333377002                       | Electricity N                   |
| 5536 MiEnergy Cooperative      |      | 496.03              | 7 Transactions                  |                                 |                                 |
| 308 Preston Public Utilities   |      |                     |                                 |                                 |                                 |
| 13- 330- 000- 0000- 6251       |      | 581.37              | 6/11 utilities                  | 4458327                         | Electricity N                   |
| 13- 330- 000- 0000- 6251       |      | 43.85               | 6/11 utilities                  | 4473A342                        | Electricity N                   |
| 13- 330- 000- 0000- 6251       |      | 702.78              | 6/11 utilities                  | 4473B341                        | Electricity N                   |
| 308 Preston Public Utilities   |      | 1,328.00            | 3 Transactions                  |                                 |                                 |
| 1487 Waste Management - WI- MN |      |                     |                                 |                                 |                                 |
| 13- 330- 000- 0000- 6251       |      | 78.20               | 6/1 utilities                   | 37596353000                     | Electricity N                   |
| 1487 Waste Management - WI- MN |      | 78.20               | 1 Transactions                  |                                 |                                 |
| <b>13 Fund Total:</b>          |      | <b>2,518.12</b>     | <b>County Road &amp; Bridge</b> | <b>4 Vendors</b>                | <b>12 Transactions</b>          |

bharmening  
 6/16/21 2:07PM  
 14 Sanitation Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor Name                         | Rpt         | Warrant Description | Invoice #                  | Account/Formula Descripti                     | 1099                  |
|-------------------------------------|-------------|---------------------|----------------------------|-----------------------------------------------|-----------------------|
| <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> |                       |
| 5504 HARTER'S TRASH & RECYCLING INC |             | 13,151.69           | May Trash                  | 438490                                        | N                     |
| 14- 390- 000- 0000- 6374            |             |                     | 05/01/2021 05/31/2021      | Landfill Tipping Fees                         |                       |
| 14- 391- 000- 0000- 6861            |             | 10,654.81           | May Recycling              | 438490                                        | N                     |
|                                     |             |                     | 05/01/2021 05/31/2021      | Recycling Operation Expense                   |                       |
| 5504 HARTER'S TRASH & RECYCLING INC |             | 23,806.50           | 2 Transactions             |                                               |                       |
| 308 Preston Public Utilities        |             | 342.23              | Transfer Station Utilities | Electricity                                   | N                     |
| 14- 390- 000- 0000- 6251            |             |                     | 04/29/2021 05/26/2021      |                                               |                       |
| 308 Preston Public Utilities        |             | 342.23              | 1 Transactions             |                                               |                       |
| <b>14 Fund Total:</b>               |             | <b>24,148.73</b>    | <b>Sanitation Fund</b>     | <b>2 Vendors</b>                              | <b>3 Transactions</b> |

bharmening  
 6/16/21 2:07PM  
 23 County Airport Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>        | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------|-------------|----------------------------|-------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>    | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 5536 MiEnergy Cooperative  |             | 91.63                      | 4/1/21- 6/1/21 Electric | Electricity                      | N                        |
| 23- 350- 000- 0000- 6251   |             |                            | 04/01/2021 06/01/2021   |                                  |                          |
| 23- 350- 000- 0000- 6251   |             | 693.14                     | 4/1/21- 6/1/21 Electric | Electricity                      | N                        |
|                            |             |                            | 04/01/2021 06/01/2021   |                                  |                          |
| 5536 MiEnergy Cooperative  |             | 784.77                     | 2 Transactions          |                                  |                          |
| <b>23 Fund Total:</b>      |             | 784.77                     | County Airport Fund     | 1 Vendors                        | 2 Transactions           |

bharmening  
 6/16/21 2:07PM  
 73 Greenleafton Septic Projec

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

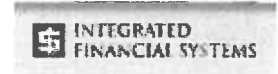


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>                                    | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                      | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|-------------------------------------------------------|-------------|----------------------------|-------------------------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>                            | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                  | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 5536 MiEnergy Cooperative<br>73- 611- 000- 0000- 6251 |             | 52.86                      | Greenleaton Plant Grinder<br>05/01/2021 06/01/2021    | Electricity                      | N                        |
| 73- 611- 000- 0000- 6251                              |             | 304.39                     | Greenleafton Treatment Plant<br>05/01/2021 06/01/2021 | Electricity                      | N                        |
| 5536 MiEnergy Cooperative                             |             | 357.25                     | 2 Transactions                                        |                                  |                          |
| <b>73 Fund Total:</b>                                 |             | 357.25                     | <b>Greenleafton Septic Project</b>                    | <b>1 Vendors</b>                 | <b>2 Transactions</b>    |
| <b>Final Total:</b>                                   |             | 44,292.48                  | <b>16 Vendors</b>                                     | <b>29 Transactions</b>           |                          |



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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

**Recap by Fund**

| <u>Fund</u>      | <u>AMOUNT</u>    | <u>Name</u>                |
|------------------|------------------|----------------------------|
| 1                | 16,483.61        | County Revenue Fund        |
| 13               | 2,518.12         | County Road & Bridge       |
| 14               | 24,148.73        | Sanitation Fund            |
| 23               | 784.77           | County Airport Fund        |
| 73               | 357.25           | Greenleafon Septic Project |
| <b>All Funds</b> | <b>44,292.48</b> | <b>Total</b>               |

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

5,707

Back to results

Sponsored



Roll over image to zoom in

# Martin Yale 1811 Paper Folder, Automatically Feeds, Folds and Collects a Stack of Documents, Operates at a Speed of Up To 12,000 Sheets per Hour

Brand: Martin Yale

2 ratings

Was: ~~\$1,909.74~~ Details

Price: **\$1,795.75**

You Save: **\$113.96 (6%)**

- The Martin Yale 1811 paper folder is great to use in mailrooms, offices, churches, schools, businesses and associations.
- Operates at a speed of up to 12, 000 sheets per hour
- Feed table has a capacity of 300 sheets of 20 lb. Bond paper
- Adjustable fold ranges to allow for customized folds

Compare with similar items

New & Used (15) from **\$1,544.35 & FREE Shipping**

Sponsored

Buy new: **\$1,795.75**

FREE delivery: June 22 - 28

Fastest delivery: Monday, June 21

Select delivery location

In stock.

Usually ships within 2 to 3 days.

Add to Cart

Buy Now

Secure transaction

Ships from IT Electronix  
Sold by IT Electronix

Return policy: This item is returnable

Save with Used - Like New  
\$1,544.35

FREE delivery: June 22 - 28  
Ships from: IT Electronix  
Sold by: IT Electronix

## Buy it with



Total price: **\$1,814.58**

Add both to Cart

One of these items ships sooner than the other. Show details

- ✓ **This item:** Martin Yale 1811 Paper Folder, Automatically Feeds, Folds and Collects a Stack of Documents, Operates a... **\$1,795.75**
- ✓ Martin Yale 300 Static Eliminator Cleaner Spray, Dissipates Static Electricity To Make Folding and Other Paper Proce... **\$18.83**

## Inspired by your recent shopping trends



Martin Yale 1501X Automatic Paper Folder, Operates at a Speed of up to 7,500 Sheets per Hour, 150 Sheets Feed Table capacity, Up to 3

**\$657<sup>93</sup>**



Martin Yale Model 1217A Medium-Duty AutoFolder for 11 x 17 Inches Paper, Grey (PRE1217A)

**\$1,287<sup>72</sup>**



Martin Yale 1711 Ease-To-Use Paper Folding Machine, 9,000 Sheets Per Hour, Feed Tray Capacity 150 Sheets, Fold Types: Letter Fold,

**\$1,609<sup>93</sup>**



Martin Yale 1711 Ease-To-Use Paper Folding Machine, 9,000 Sheets Per Hour, Feed Tray Capacity 150 Sheets, Fold Types: Letter Fold, Half Fold, Z-Fold, Double

**\$1,640<sup>96</sup>**



Martin Yale P7200 Premier Rapid Fold Automatic Desktop Letter/Paper Folder, Automatically Feeds and

#1 Best Seller in Paper Folding Machines  
**\$272<sup>77</sup>**

Add to List

New & Used (15) from **\$1,544.35 & FREE Shipping**

Share

### Other Sellers on Amazon

**\$1,999.85** Add to Cart

+ Free Shipping  
Sold by: WhitakerBrothers

**\$2,025.00** Add to Cart

+ Free Shipping  
Sold by: JustBinding

**\$1,952.96** Add to Cart

+ \$94.45 shipping  
Sold by: Sale Stores

Have one to sell?

Sell on Amazon





1920 North Broadway  
 Rochester MN 55906  
 507-282-3870

**Quotation 37717**  
 Quote Date 06/07/21  
 Customer Order PUBLIC HEALTH  
 Customer 1154  
 Terms Due Upon Receipt  
 Expiration Date 07/07/21  
 Account Representative JULIE  
 HALDEMAN

**Quote To**

County of Fillmore  
 902 HOUSTON ST NW STE 2  
 Preston MN 55965-1094

**Ship To**

Jessica Erickson  
 County of Fillmore  
 902 HOUSTON ST NW STE 2  
 Preston MN 55965-1094

Phone +1 (507) 951-8017  
 jerickson@co.fillmore.mn.us

Fillmore County Public Health

Omnia

Jessica Erickson  
 (507) 765-3898  
 jerickson@co.fillmore.mn.us

A deposit of 50% is required on all orders. Maximum of \$5,000/order on credit card. A 4% process fee will be imposed on credit card transactions above \$5,000. Balance due upon receipt of order. Order is non-refundable/Non-returnable. SG terms/conditions apply

| Description                                                                                                                                                                                                                                                                                                                             | Quantity | Unit Price<br>Sell/List/Disc | Extended Price |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------|----------------|
| <b>1</b> <b>1131.FT2.PS.PB.AR1</b> - Orbix. Wire Rod Chair, Plastic Seat,<br>Plastic Back, Fixed Arm<br><b>Frame Finish:</b><br>FC1: Black Frame<br><b>Glide Option Selection:</b><br>CGR: Clear Glides<br><b>Plastic Shell Color Selection:</b><br>SC8: Slate<br><b>Packaging Options:</b><br>AC: Fully Assembled in Carton<br>SITONIT | 40       | 124.20<br>270.00<br>54.00%   | 4,968.00       |
| <b>2</b> <b>INSTALL - FURNITURE INSTALLATION</b> (including wall attachment<br>if applicable)<br>SGOP                                                                                                                                                                                                                                   | 1        | 480.00<br>0.00<br>0.00%      | 480.00         |

|                         |          |
|-------------------------|----------|
| <b>Quotation Totals</b> |          |
| Sub Total               | 5,448.00 |
| Minnesota NON-Taxable   | 0.00     |

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1920 North Broadway  
Rochester MN 55906  
507-282-3870

Quotation 37717

Page 3 / 4 (cont'd)

## Finish Summary

| Product Type | Finish Group Description      | Finish Description        | Finish             |
|--------------|-------------------------------|---------------------------|--------------------|
|              | Packaging Options             | Fully Assembled in Carton | No Image Available |
|              | Glide Option Selection        | Clear Glides              | No Image Available |
|              | Frame Finish                  | Black Frame               | No Image Available |
|              | Plastic Shell Color Selection | Slate                     | No Image Available |

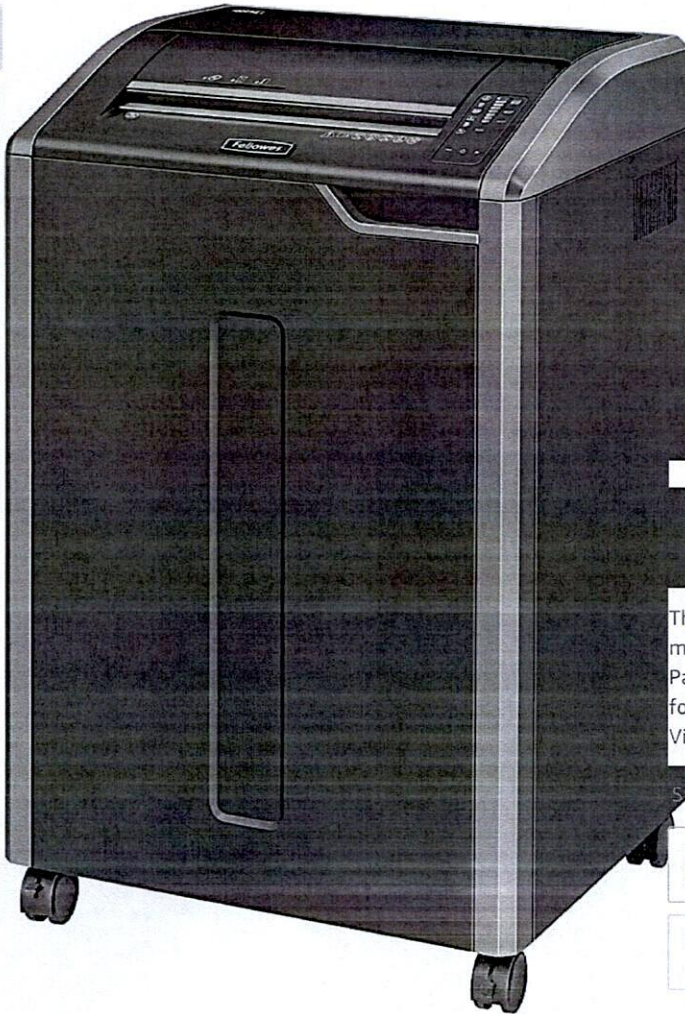
*Select images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.*

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



Shop deals on TVs

Office Products > Office Electronics > Other Office Equipment > Shredders



Roll over image to zoom in

allows  
powershred 485Ci  
100% Jam Proof  
commercial  
grade 30-Sheet  
cross-Cut Paper  
shredder, TAA  
compliant  
(8485),Black

Brand: Fellowes

13 ratings  
7 answered questions

Price: \$2,697.00

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$2,547.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Style: Paper Shredder

Paper Shredder  
\$2,697.00

Paper Shredder + Container  
--

- Shreds 30 sheets per pass into 503 (5/32" x 1-1/8" Security Level P-4) cross-cut particles with an extra wide 16" throat width; shreds staples, credit cards, paper clips, CDs/DVDs, junk mail
- Designed and Assembled in the USA; TAA Compliant with a continuous duty motor for non-stop shredding
- 100% Jam Proof System eliminates paper jams and powers through tough jobs
- SafeSense Technology stops shredding when hands touch the paper opening
- High volume, 35-gallon removable corrugate basket with LED bin-full indicator

\$2,697.00

FREE delivery: June 25 - July 2

Deliver to Jessica - Chatfield 55923

In stock.  
Usually ships within 4 to 5 days.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from OfficeSuperSavers  
Sold by OfficeSuperSavers

Return policy: This item is returnable

Add a Protection Plan:

- 4-Year Protection for \$184.99
- 3-Year Protection for \$147.99

Add other items:

- Fellowes 35250 Powershred Performance Oil, 12 oz. ... \$6.59

Add to List

New (17) from \$2,697.00 & FREE Shipping

Share

Other Sellers on Amazon

\$2,999.00 Add to Cart

+ Free Shipping  
Sold by: Go Computer Supplies

\$3,050.02 Add to Cart

+ Free Shipping  
Sold by: KART IT

Have one to sell?

Sell on Amazon



**Randy Haakenson**

326 Parkside Dr. SE, Preston, Minnesota 55965

Home 507-765-2297 Cell 507-251-5535

**ESTIMATE**

6/14/2021

1127

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| Name / Address                                                                                |
| Fillmore County Office Bldg.<br>101 Fillmore St W.<br>Preston MN 55965<br>Attn: Terry Schultz |

|                                                                                                                                                                                        |     |                           | Project  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------|----------|
| Description                                                                                                                                                                            | Qty | Rate                      | Total    |
| ***ADD TO NEW DEDICATED 20 AMP CIRCUITS TO STORAGE ROOM AND MOVE HALL LIGHTING SWITCH TO CORRECT SIDE OF DOOR WAY IN HALL ***<br>materials needed to install<br>LABOR WIREMAN LICENSED | 1   | 426.00                    | 426.00   |
|                                                                                                                                                                                        | 8   | 59.50                     | 476.00   |
| ESTIMATES PRICES ARE GOOD FOR 20 DAYS FROM WRITING DATE                                                                                                                                |     | <b>Subtotal</b>           | \$902.00 |
|                                                                                                                                                                                        |     | <b>Sales Tax (7.375%)</b> | \$0.00   |
|                                                                                                                                                                                        |     | <b>Total</b>              | \$902.00 |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 6/22/2021

Amount of time requested (minutes):

10

Dept.: Fillmore County Public Health

Prepared By: Jessica Erickson

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

## Consent Agenda:

Documentation

(Yes/No):

Yes

1. Consider approval of purchases for COVID-19 grant
  - a. paper folding machine
  - b. lobby chairs
  - c. paper shredder
  - d. media promotion
  - e. add two outlets in the lab and move a light switch

## Regular Agenda:

Documentation

(Yes/No):

- 1.

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)

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 6/22/2021

Amount of time requested (minutes): 10 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Darrell Schmitt and Pam Schroeder

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

## Highway Department

1. Request to advertise the bridge replacement project on CSAH 29 in Newburg Township. Project SAP 023-629-010.
2. Review the bid results for the replacement of Bridge No. 7979 on CSAH 15 with award of Project SAP 023-615-015.
3. Consider final payment resolution for bridge replacement on CSAH 6, SAP 023-606-003.
4. Consider final payment resolution for bridge replacement on CSAH 23, SAP 023-623-028 in Amherst.

## Airport Department

1. Consider approval for AWOS relocation construction Bid results.

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.**



**From:** [Ruen, Trista](#)  
**To:** [Engle, Lindsy](#)  
**Cc:** [Gregg, Ronald](#)  
**Subject:** bid results for board agenda  
**Date:** Monday, June 14, 2021 2:17:29 PM

---

Here are the bid results for SAP 23-615-015 for consideration at next week's board meeting:

Minnowa Construction: \$289,450.00  
Midwest Contracting: \$290,088.00  
Generation X Construction: \$293,671.50  
Landwehr Construction: \$318,404.40  
ICON Constructors: \$350,321.50

Thanks,

Trista



Building a Better World  
for All of Us®

# MEMORANDUM

TO: Fillmore County Board Members

FROM: Sarah Mattes, PE (MN, IA, ND)

DATE: June 16, 2021

RE: 2021 AWOS Relocation Project  
Construction Contract Award Recommendation  
SEH No. FILLM 157941

**PROJECT SCOPE:**

Competitive bids were received for the 2021 AWOS Relocation project, which includes removal of the existing AWOS foundation, grading of the new equipment and access road as well as the new sensor foundations.

**BID RESULTS – 2021 AWOS Relocation:**

On Tuesday, June 15, 2021, SEH on behalf of Fillmore County accepted quotes for the 2021 AWOS Relocation project. The Engineer’s estimate was \$63,500.00. Three (3) quotes were submitted, with the results as follows:

| <b>Contractor</b>        | <b>Bid Amount</b> |
|--------------------------|-------------------|
| Neo Electrical Solutions | \$ 90,760.00      |
| Vinco, Inc.              | \$ 140,300.00     |
| PEC Solutions, LLC       | \$ 152,476.00     |

**SEH RECOMMENDATION:**

Based on the company reputation of Neo Electrical Solutions, it is our recommendation that Fillmore County award the 2021 AWOS Relocation project to Neo Electrical Solutions, contingent on reception of the State grant.

In reliance on our experience with all of the contractors and information provided in the bid packages, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

**PROJECT COST SUMMARY:**

The following table summarizes the costs of the AWOS project components for this year’s State grant:

|                                                               |                      |
|---------------------------------------------------------------|----------------------|
| 2021 AWOS Relocation Project (Neo Electrical Solutions, Inc.) | \$ 90,760.00         |
| <u>Design and Construction Administration (SEH)</u>           | <u>\$ 25,200.00</u>  |
| <b>TOTAL PROJECT COSTS (APPROX):</b>                          | <b>\$ 115,960.00</b> |
| MnDOT Share 70%:                                              | \$ 81,172.00         |
| Local Share 30%:                                              | \$ 34,788.00         |

The requested State grant for this work would be \$81,172.00. Please contact us if you have any questions regarding this information.

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date June 22, 2021 Resolution No.

Motion by Commissioner Second by Commissioner

WHEREAS, Minnowa Construction, Inc., has in all things completed SAP 23-606-003, in Chatfield Township; and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED:

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

Dated at Preston, Minnesota, this 22nd day of June, 2021

Contract Price: \$ 91,497.30

Value of Work: \$ 92,320.15

Final Payment: \$ 4,616.01

Chairman of the Board

VOTING AYE

Commissioners Dahl Lentz Bakke Hindt Prestby

VOTING NAY

Commissioners Dahl Lentz Bakke Hindt Prestby

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 22nd day of June 2021.

Witness my hand and official seal at Preston, Minnesota the 22nd day of June, 2021.

SEAL

Bobbie Hillery, Administrator
Fillmore County Board of Commissioners

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date June 22, 2021 Resolution No.

Motion by Commissioner Second by Commissioner

WHEREAS, Minnowa Construction, Inc., has in all things completed SAP 23-623-028, in Amherst Township; and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED:

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

Dated at Preston, Minnesota, this 22nd day of June, 2021

Contract Price: \$ 231,954.10

Value of Work: \$ 230,919.19

Final Payment: \$ 11,545.96

, Chairman of the Board

VOTING AYE

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

VOTING NAY

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

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 22nd day of June 2021.

Witness my hand and official seal at Preston, Minnesota the 22nd day of June, 2021.

SEAL

Bobbie Hillery, Administrator
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 6/22/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink for Cristal Adkins

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

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Consider an access permit to relocate existing access for Dominic Crawford & Caleb Short, section 32 of Fountain Township

Yes

Consider an access permit to relocate existing access for Aaron Burkholder, section 27 of Bristol Township

Yes

Consider an access permit for a new drive for Dairyland Power Cooperative Service Center, section 10 of Harmony Township

Yes

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

# ACCESS PERMIT APPLICATION FILLMORE COUNTY

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

(1) Name of all Landowners: Dominic Crawford Phone #: (805) 754-4200  
Caleb Short Phone #: (970) 783-1041

email address: rev.dominiccrawfordjinje@gmail.com

Mailing Address: 24020 County 117 Preston MN 55965  
Address City State Zip

(2) Parcel #: 23.0217.000 Permit # \_\_\_\_\_

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

SE/NE

Section: 32 (4) Township: 103 (5) Range: 011

Permission is being applied for to construct an access to County Road 117 at the following location

(qtr/qtr) SE/NE Section 32 Township Name Fountain

Reason for Access relocate existing access

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: [Signature] Date: 6/3/2021  
 \_\_\_\_\_ 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). BY RELOCATING THE EXISTING DRIVEWAY ACCESS SOUTH IT IMPROVES THE SIGHT DISTANCE AND WILL MAKE THE ACCESS SAFETY

Specifications/Conditions: CONSTRUCT THE NEW ACCESS WITH A TOP WIDTH OF 20 FT AND 4:1 SLOPES. USE THE EXISTING CULVERT IN THE NEW ACCESS.

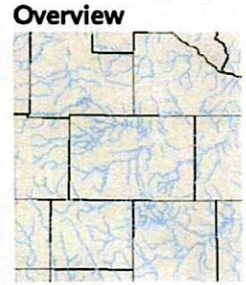
[Signature] \_\_\_\_\_  
 County Engineer Date 6/4/2021

Cristine Adams \_\_\_\_\_  
 Zoning Administrator Date 6-14-21

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 \_\_\_\_\_



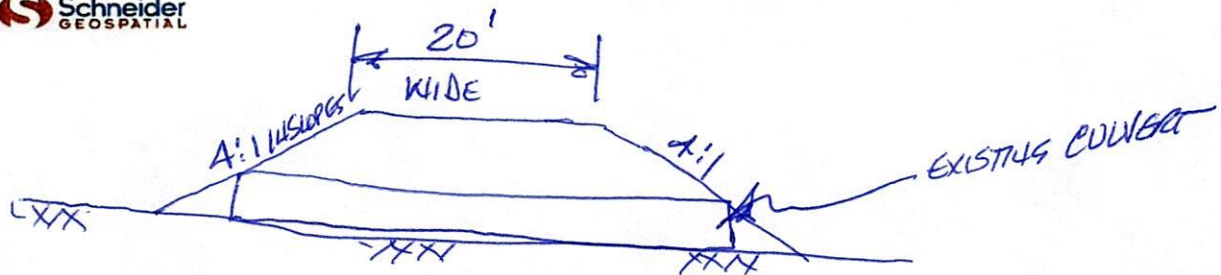


- Legend**
- Road Centerlines
  - ▭ Parcels
  - ▭ Municipalities
  - ▭ Townships
  - FEMA Flood Zone**
  - ▭ 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
  - ▭ A
  - ▭ AE
  - ▭ AE, FLOODWAY
  - ▭ X PROTECTED BY LEVEE

|                              |                                                                                                                    |                         |                                       |
|------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------|
| <b>Parcel ID</b>             | 230217000                                                                                                          | <b>Alternate ID n/a</b> | <b>Owner Address</b>                  |
| <b>Sec/Twp/Rng</b>           | 32-103-011                                                                                                         | <b>Class</b>            | DOMINIC J CRAWFORD &<br>CALEB P SHORT |
| <b>Property Address</b>      | 24020 COUNTY 117<br>PRESTON                                                                                        | <b>Acreeage</b>         | 31043 COUNTY 5<br>CHATFIELD, MN 55923 |
| <b>District</b>              | FOUNTAIN/SD #2137                                                                                                  |                         |                                       |
| <b>Brief Tax Description</b> | Sect-32 Twp-103 Range-011 4.96 AC S HALF OF N 10 ACS OF SE 1/4 NE 1/4<br>(Note: Not to be used on legal documents) |                         |                                       |

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Developed by Schneider GEOSPATIAL





# 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: Aaron Burkholder Phone #: \_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: 3650 345<sup>th</sup> Ave Cresco IA 52136  
Address City State Zip

(2) Parcel #: 210225010 Permit # \_\_\_\_\_

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

Section: 27 (4) Township: 101 (5) Range: 11

Permission is being applied for to construct an access to County Road 15 at the following location

(qtr/qtr) \_\_\_\_\_ Section \_\_\_\_\_ Township Name Bristol

Reason for Access safer location for large trucks to enter

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Aaron Burkholder Date: 5-17-21

Rachel Burkholder Date: 5-17-21

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

After review of the site, it is recommended that the access be (approved) (disapproved) to the above applicant for the following reason(s). BETTER SIGHT DISTANCE THAN THE EXISTING ACCESS.

Specifications/Conditions: THE EXISTING ACCESS MUST BE REMOVE. CONSTRUCT THE NEW ACCESS 20 FT TOP, 4:1 SLOPE & REQUIRES 50 FT OF 15" CULVERT

[Signature]  
County Engineer

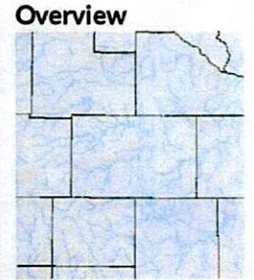
5/21/2021  
Date

[Signature] 6-14-21  
Zoning Administrator 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





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

|                              |                                                                                                             |                     |                   |                      |                                             |
|------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------|-------------------|----------------------|---------------------------------------------|
| <b>Parcel ID</b>             | 210225010                                                                                                   | <b>Alternate ID</b> | n/a               | <b>Owner Address</b> | AARON J BURKHOLDER &<br>RACHEL W BURKHOLDER |
| <b>Sec/Twp/Rng</b>           | 27-101-011                                                                                                  | <b>Class</b>        | 201 - RESIDENTIAL |                      | 11623 COUNTY 15                             |
| <b>Property Address</b>      | 11623 COUNTY 15<br>HARMONY                                                                                  | <b>Acreage</b>      | 9.6               |                      | HARMONY, MN 55939                           |
| <b>District</b>              | BRISTOL/SD #2198                                                                                            |                     |                   |                      |                                             |
| <b>Brief Tax Description</b> | Sect-27 Twp-101 Range-011 9.60 AC 9.60AC SE1/4 OF NE1/4<br><i>(Note: Not to be used on legal documents)</i> |                     |                   |                      |                                             |

Date created: 5/17/2021  
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GEOSPATIAL



# 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: Dairyland Power Cooperative Phone #: 608-790-4186

c/o Jessica Bahr Phone #: \_\_\_\_\_

Email Address: Jessica.Bahr@DairylandPower.com

Mailing Address: 3200 East Ave South, P.O. Box 817 LaCrosse, WI 54602  
Address City State Zip

(2) Parcel #: Part of Parcel #140065080 Survey Attached \_\_\_\_\_ Permit # \_\_\_\_\_  
*To be filled out by the Zoning Office*

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

Survey Attached

Section: 10 (4) Township: T101N (5) Range: R10W

Permission is being applied for to construct an access to County Road 22 at the following location

(qtr/qtr) SE1/4 -NE 1/4 Section 10 Township Name Harmony

Reason for Access Construction of a new Dairyland Power Cooperative Service Center

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

(4) Signature of all Landowners: Jessica R. Bahr Date: 05/24/2021

Jessica Bahr, Senior Right of Way Agent  
Dairyland Power Cooperative 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). GOOD EIGHT DISTANCE, LOWER SPEED WITHIN THE CITY LIMITS OF HARMONY, MN  
THE ACCESS IS TO BE CONSTRUCTED ACCORDING TO THE ATTACHED

Specifications/Conditions: PLAN, SEE SHEETS C.300 & C.400

[Signature] 6/9/2021  
County Engineer Date

Cristal Admin 6.14.21  
Zoning Administrator 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
- 911 Addresses
- Municipalities
- Townships
- FEMA Flood Zone**
- 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
- A
- AE
- AE, FLOODWAY
- X PROTECTED BY LEVEE

|                       |                                                                          |              |                    |               |                      |
|-----------------------|--------------------------------------------------------------------------|--------------|--------------------|---------------|----------------------|
| Parcel ID             | 140065010                                                                | Alternate ID | n/a                | Owner Address | DAIRYLAND POWER COOP |
| Sec/Twp/Rng           | 10-101-010                                                               | Class        | 101 - AGRICULTURAL |               | PO BOX 817           |
| Property Address      |                                                                          | Acreage      | 10.28              |               | LACROSSE, WI 54602   |
| District              | HARMONY/SD #2198                                                         |              |                    |               |                      |
| Brief Tax Description | Sect-10 Twp-101 Range-010 10.28 AC S 543 FT OF W 825 FT OF SE 1/4 NE 1/4 |              |                    |               |                      |
|                       | <i>(Note: Not to be used on legal documents)</i>                         |              |                    |               |                      |

Date created: 6/14/2021  
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# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 6/22/2021      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.

| <u>Regular Agenda:</u>                                                                                                                                                                                                                                                                                                                                                                                                                  | <u>Documentation</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. Consider discussion with possible action regarding annual review of job descriptions <ul style="list-style-type: none"> <li>a. Recommendation from Personnel Committee is to accept the minor changes and send the following to DDA for review                             <ul style="list-style-type: none"> <li>i. Finance Director</li> <li>ii. Property Appraiser</li> <li>iii. Lead Fiscal Officer (new)</li> </ul> </li> </ul> | Yes                  |
| 2. Consider request to change Sydney Gilbert to 0.8 effective 6/22/21 <ul style="list-style-type: none"> <li>a. On current 0.8 trial through 6/30/2021</li> </ul>                                                                                                                                                                                                                                                                       | No                   |
| 3. Consider request to promote Aimee Rodgers to PHN effective 6/25/21 as Requested by the Director of Nursing <ul style="list-style-type: none"> <li>a. Grade 13/Step 1</li> <li>b. \$30.45</li> </ul>                                                                                                                                                                                                                                  | No                   |
| 4. Consider request for temporary change for Lexi Hall from 1.0 FTE to 0.9 FTE Effective 6/25/2021 for up to three (3) months as requested by the DON                                                                                                                                                                                                                                                                                   | No                   |
| 5. Consider recertification with no changes of the EEO/AA policy                                                                                                                                                                                                                                                                                                                                                                        | Yes                  |
| 6. Consider recertification with no changes of the Pre-Employment Examinations Policy                                                                                                                                                                                                                                                                                                                                                   | Yes                  |
| 7. Consider recertification with no changes of the Employee Performance Evaluations policy                                                                                                                                                                                                                                                                                                                                              | Yes                  |
| 8. Consider request to hire replacement Mechanic effective 7/6/21 as recommended By the Hiring Committee <ul style="list-style-type: none"> <li>a. Donald Lind</li> <li>b. Grade 11/Step 3</li> <li>c. \$27.74</li> <li>d. Advanced step requested due to years of experience and current wage</li> </ul>                                                                                                                               | No                   |
| 9. Consider resignation for Kristina Kohn, Human Resources Officer, effective 7/16/21 <ul style="list-style-type: none"> <li>a. Following 10 years' service</li> <li>b. 4 weeks' notice given</li> </ul>                                                                                                                                                                                                                                | No                   |
| 10. Consider request to advertise for replacement Human Resources Officer as requested by the County Administrator                                                                                                                                                                                                                                                                                                                      | Yes                  |
| 11. Consider request to hire Blake Lea as intermittent Septic Inspector as requested by the Zoning Administrator.                                                                                                                                                                                                                                                                                                                       | No                   |

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



## Position Analysis Questionnaire

This form is designed to assist you in describing your position. You are asked to fill out this form because you know the duties and responsibilities of your position better than anyone. If you share a job position with another colleague, please complete one form.

### Instructions

The purpose of this questionnaire is to gather information about the work of the position(s) being reviewed. Please give each question thoughtful consideration. Complete this questionnaire as completely, honestly and accurately as possible. Base your answers on what is normal for the job. Please exclude special projects or duties unless they are a regular part of your job. If a question does not apply to your position, write NOT APPLICABLE or N/A for that item. Please print or type out your answers legibly. If you need help completing this questionnaire, contact your supervisor to arrange assistance. Thank you for your cooperation.

Feel free to provide edits on your current job description enclosed, if necessary.

EMPLOYEE NAME: Lori Affelot  
JOB TITLE: Finance Director  
DEPARTMENT: Finance  
REPORTS TO: Administrator  
SUPERVISES: (1) Account Tech

### Position's Purpose

State briefly in 3-5 sentences the main purpose or function of your position. What do you believe is the major purpose of your job?

(Example: Performs administrative duties for XXX; Manages and maintains ...; Coordinates vendors and projects...; Provides high-quality customer service...; Operates...; Provides accurate and timely reports; Maintains strict confidentiality; etc.)

Lead, manage and direct the operations of the Finance Department.  
Main contact for annual audit.  
Oversee and manage county accounts receivable, accounts payable + payroll.

### Work Activities List

This is very important to help us understand your job. Please describe in detail the elements of what you do in your job. List the major functions and list the % of time that you do this. Remember, this is not about your department. This is about your job only.

Make revisions on your job description, and use the spaces below for listing any additional functions/duties/tasks.

Please use action words such as PREPARES, MAINTAINS, OPERATES, CALCULATES, MANAGES, to start each statement. Your % should total 100.



## Education & Experience

Please mark the general work experience that contributes to the job-related skills and directly related experience.

| Min. Level Required for the position | Minimum Requirement for Job<br>(please circle what you have)                                                                                                                                     |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | No formal education needed.                                                                                                                                                                      |
|                                      | Must be able to read and follow written instructions and diagrams.                                                                                                                               |
|                                      | Requires High School Diploma or GED.                                                                                                                                                             |
|                                      | Requires specialized training beyond High School, but less than an associate degree.                                                                                                             |
| ✓                                    | Requires two years of formal training in tech or associate's degree.                                                                                                                             |
|                                      | Requires a four-year degree in business, liberal arts, history, social science, education, or general science area.                                                                              |
|                                      | Requires a four-year degree in a highly technical area, such as engineering, computer science, nursing or specialized qualification such as CPA, or a non-technical master's degree is required. |
|                                      | Requires advanced education equivalent to a technical/administrative master's degree or specialist certification in a technical field.                                                           |
|                                      | Requires advanced education equivalent to a doctorate degree, law, administration or medicine.                                                                                                   |

## Education & Experience (continued)

How much work experience should be required when hiring for this job? Preferred experience and education?

| Employee - Check One | Years of Experience required for this position, when hiring | Supervisor - Check One |
|----------------------|-------------------------------------------------------------|------------------------|
|                      | No experience needed                                        |                        |
|                      | Less than one year (minimal)                                |                        |
|                      | One to three years (moderate)                               |                        |
| ✓                    | Three to five years (considerable)                          |                        |
|                      | Six or more years (extensive)                               |                        |

Does this job require ongoing certification and testing? If requirement is specific to training, please indicate timeframe by each one individually.

| Type of Certification/Testing | Needed Upon Hire | Within 6 months | Within 1 year | Within 2 years | Does this require re-certification, if so, when? |
|-------------------------------|------------------|-----------------|---------------|----------------|--------------------------------------------------|
|                               |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |

## Decision Making

Describe specific key actions and decisions that the position takes/makes, and indicate if clearance from a supervisor/manager is needed. Include decision/actions and how frequent they occur.

| Decision or Action                  | Frequency     | Does your Supervisor/Manager Provide Clearance (yes/no) |
|-------------------------------------|---------------|---------------------------------------------------------|
| <b>Ex: PREPARING WEEKLY REPORTS</b> | <b>WEEKLY</b> | <b>No</b>                                               |
| Manage County Cash                  | daily         | No                                                      |
|                                     |               |                                                         |
|                                     |               |                                                         |
|                                     |               |                                                         |
|                                     |               |                                                         |
|                                     |               |                                                         |
|                                     |               |                                                         |

## Decision Making (continued)

Only mark one (1) box that best describes how you make decisions:

| Employee - Check One | SCOPE OF ORGANIZATION DIRECTLY OR DIRECTLY AFFECTED                   | Supervisor- Check One |
|----------------------|-----------------------------------------------------------------------|-----------------------|
|                      | My decisions have positive and negative impact affecting my own work. |                       |
|                      | I provide training and work direction to others.                      |                       |
|                      | I serve as a group leader or working supervisor.                      |                       |
|                      | I lead a larger working unit.                                         |                       |
| X                    | I lead a department.                                                  |                       |
|                      | I lead overall operation of the entire organization.                  |                       |

Describe how much freedom or independence is required or allowed in the performance of your normal duties:

| Employee Check One | LEVEL OF RESPONSIBILITY                                                                                                                                                                                                                     | Supervisor Check One |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Handles every day, reoccurring basic assignments and problems under close supervision; or, tasks are so routine and standard that they do not require supervision.                                                                          |                      |
|                    | Handles a variety of typical assignments and problems under moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work. |                      |
|                    | Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives. Administers operating rules and procedures under management guidance.           |                      |
|                    | Applies professional/managerial principles and judgement within overall goals/direction established by senior management.                                                                                                                   |                      |
| X                  | Involves setting policies and goals for the department or organization operation, with top management guidance.                                                                                                                             |                      |
|                    | Formulates strategic direction in keeping with the overall organizational mission, with broad guidance/governance; provides overall guidance to management.                                                                                 |                      |



## Supervisory Responsibilities

Does your position have the authority to take any of the following actions? If not, does your supervisor rely mainly on your recommendations to make the decision?

| Responsibility                      | Yes | No | Recommend Only | N/A |
|-------------------------------------|-----|----|----------------|-----|
| Hire employees                      |     | X  |                |     |
| Promote employees                   |     | ++ |                |     |
| Transfer employees                  |     | X  |                |     |
| Prepare work schedules              | X   |    |                |     |
| Assign/review work                  | ++  |    |                |     |
| Train employees                     | ++  |    |                |     |
| Assign/approve time, overtime       | ++  |    |                |     |
| Approve sick leave and vacation     | ++  |    |                |     |
| Recall employees during emergencies |     | X  |                |     |
| Award merit increases               |     | ++ |                |     |
| Discipline employees                |     | ++ |                |     |
| Suspend employees                   |     | ++ |                |     |
| Terminate employees                 |     | X  |                |     |

## **RESPONSIBILITY FOR OTHERS**

A. List the titles of jobs that directly report to you in this job, or write "none."

| Job Title             | Number of Direct Reports |
|-----------------------|--------------------------|
| Accounting Technician | 1                        |
|                       |                          |
|                       |                          |
|                       |                          |

B. List the titles of jobs to which you give work direction, but do not formally supervise; or write "none."

| Job Title | Number Giving Work Direction To |
|-----------|---------------------------------|
| none      |                                 |
|           |                                 |
|           |                                 |
|           |                                 |

## **Problem Solving**

Describe how your problem solving impacts the organization.

How do you receive your instructions? (check all that apply)  Orally  In Writing  
 How are priorities and/or deadlines decided for your position?

If certain projects have a deadline, prioritize those first.

How often do you meet with your supervisor, and for what purposes?

Weekly

| Employee Check One | WORK COMPLEXITY: Complexity and difficulty level associated with tasks necessary to complete your work. Consider the level of judgement, analytical ability and creativity required and whether there are standards, policies and procedures that guide your action. | Supervisor Check One |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures or straight-forward directions.                                                                                                   |                      |
|                    | Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.                |                      |
| ✓                  | Requires application of a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.                                                         |                      |
|                    | Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.                                                                                            |                      |
|                    | Widely varied involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.                                                              |                      |
|                    | Creates previously unknown technology or original business approaches or significantly differentiates existing products or services.                                                                                                                                 |                      |

### Problem Solving (continued)

| Employee Check One | ORGANIZATIONAL IMPACT AND CONSEQUENCES: Describe how your daily duties impact the organization and the consequences of those duties.                                                                                     | Supervisor Check One |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Problem solving impacts immediate work area. Failures and successes are readily isolated and have limited financial impact.                                                                                              |                      |
|                    | Problem solving impacts department operations. Failures and successes have moderate financial impact on the overall organization.                                                                                        |                      |
| ✓                  | Problem solving impacts division or major department operations. Failures and successes have significant financial impact on the overall organization.                                                                   |                      |
|                    | Problem solving impacts overall organization. Failures and successes impact the short-term financial impact on the overall organization.                                                                                 |                      |
|                    | Problem solving impacts the overall organization and have a significant impact on organization and future years. Failures and successes significantly impact the organization's balance sheet and long-term performance. |                      |

Specify if this position is responsible for any projects, programs or activities. (Such as overseeing contract employees, vendors, interns and/or managing budget, etc.) *If this does not apply to your position, write N/A.*

Complete annual audit

Specify any resources that this position refers to in making decisions and resolving problems. (Examples: Policies, Procedures, Consultants, Ordinances, etc.)

Policies  
Procedures  
State Statute

## Relationships

| Employee Check One | INTERPERSONAL SKILLS AND COMMUNICATION SKILLS: Skills required during your day-to-day duties.                                                                                                                                                                               | Supervisor Check One |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Little or no contact required with immediate associates and direct supervisor; answers basic question with courtesy when appropriate.                                                                                                                                       |                      |
|                    | Regular contact with department and periodic contacts with other departments, outside agencies and public to relay basic information or relay facts.                                                                                                                        |                      |
|                    | Frequent contact with the department and other departments, outside agencies and public (supplying or seeking information) on specialized matters requiring detailed or technical responses/explanations.                                                                   |                      |
| X                  | Frequent outside and inside contacts to carry out organizational programs; or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion; or work requiring enforcement of laws, ordinances, policies and procedures. |                      |
|                    | Regular interaction with persons of influence involving considerable tact, discretion and persuasion to negotiate important agreements or elicit desired behaviors.                                                                                                         |                      |
|                    | Frequent interaction to negotiate critical agreements or motivate behavior and requires a well-developed sense of strategy and time, the ability to engender trust of diverse audiences.                                                                                    |                      |

**Please list people or groups with whom you interact and/or communicate while completing your job.**

| Contact Frequency<br><i>Ex. Resident Daily</i> | Nature and Impact of Contact<br><i>Tax/Billing Questions and Concerns</i> | Method<br><i>In person, phone, etc.</i> |
|------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------|
| All departments - Daily                        | receipts and warrant submission                                           | in person / email                       |
|                                                |                                                                           |                                         |
|                                                |                                                                           |                                         |
|                                                |                                                                           |                                         |
|                                                |                                                                           |                                         |
|                                                |                                                                           |                                         |

## Physical Job Requirements and Working Conditions

Pick one box that describes the requirements needed for your job and the conditions you encounter on the job.

**Intermittent - Less than 15% of the time in a typical week (*one per week or less*)**

**Occasional - 15%-45% of the time in a typical week**

**Frequent - 45%-70% of the time in a typical week**

**Continuous - Over 70% of the time in a typical week (*averages daily*)**

|      | N/A | Intermittent | Occasional | Frequent | Continuous |
|------|-----|--------------|------------|----------|------------|
| Walk |     |              |            | X        |            |

|                                        | N/A | Intermittent | Occasional | Frequent | Continuous |
|----------------------------------------|-----|--------------|------------|----------|------------|
| Stand                                  |     |              |            | +        |            |
| Sit                                    |     |              |            | +        |            |
| Bend or Stoop                          |     |              | +          |          |            |
| Kneel or Squat                         |     |              | +          |          |            |
| Work with arms above shoulder          |     | +            |            |          |            |
| Climbing                               |     | +            |            |          |            |
| Lift or carry less than 10 lbs.        |     |              | +          |          |            |
| Lift or Carry 11-25 lbs.               |     | +            |            |          |            |
| Lift, carry, push, pull 26-60 lbs      | +   |              |            |          |            |
| Lift, carry, push, pull over 60 lbs.   | +   |              |            |          |            |
| Keyboarding                            |     |              |            |          | +          |
| Repetitive movement                    |     |              |            |          | +          |
| Working in cold weather below freezing | +   |              |            |          |            |
| Working in hot weather above 90        | +   |              |            |          |            |
| Exposed to toxic/caustic materials     | +   |              |            |          |            |
| Exposed to bloodborne pathogens        | +   |              |            |          |            |
| Exposed to fumes or airborne particles |     |              |            |          | +          |
| Exposed to annoying odor               | +   |              |            |          |            |
| Exposed to sickening odor              | +   |              |            |          |            |
| Exposed to grease/grime                | +   |              |            |          |            |
| Exposed to driving on street           | +   |              |            |          |            |
| Exposed to wet conditions              | +   |              |            |          |            |
| Exposed to machine tools               | +   |              |            |          |            |
| Exposed to moving mechanical parts     | +   |              |            |          |            |
| Exposed to high, precarious spaces     | +   |              |            |          |            |
| Exposed to risk of electrical shock    | +   |              |            |          |            |
| Exposed to slippery conditions         | +   |              |            |          |            |
| Inability to leave work station        |     | +            |            |          |            |
| Exposure to angry public               |     |              | +          |          |            |
| Exposure to deadly assault             | +   |              |            |          |            |

|                                                                 | N/A | Intermittent | Occasional | Frequent | Continuous |
|-----------------------------------------------------------------|-----|--------------|------------|----------|------------|
| Exposure to offense language                                    |     | +            |            |          |            |
| Exposure to threats                                             | +   |              |            |          |            |
| Exposure to trauma                                              | +   |              |            |          |            |
| Limited mental effort and/or stress                             |     | +            |            |          |            |
| Some mental effort and stress involved resulting in frustration |     | +            |            |          |            |
| Considerable mental effort and stress                           | +   |              |            |          |            |
| Work alone                                                      |     |              |            | +        |            |
| Work with moderate detail                                       |     |              |            |          | +          |
| Work with high detail                                           |     |              |            | +        |            |
| Work with moderate deadlines                                    |     |              |            |          | +          |
| Work with high deadlines                                        |     |              |            | +        |            |

**PLEASE INCLUDE OTHER CONDITIONS OF YOUR JOB NOT MENTIONED PREVIOUSLY, IF APPLICABLE.**

EMPLOYEE NAME (Print): Lori Affelst DATE: 5/11/21  
 EMPLOYEE SIGNATURE: Lori Affelst DATE: 5/11/21

**Congratulations you are finished.**

1. Sign the form
2. Send this form and your job description with revisions to your supervisor/manager
3. Your supervisor/manager will send this form to HR Officer, Kristina Kohn.

**MANAGER'S REVIEW FOR ACCURACY:**

I have reviewed and discussed the contents of this position with the employee. Except for the following items noted below, I find the PAQ to be accurate and complete. Please sign and return to Kristina.

MANAGER'S SIGNATURE: Lori Affelst DATE: 5/11/21  
 HR OFFICER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**DDA**

Human Resources, Inc.  
a David Drown Associates Company

Wayzata Office  
3620 Northome Avenue  
Wayzata, MN 55361

Phone: (612)920-3320 x103 | Fax: (612)605-2375

www.ddahumanresources.com

## Position Analysis Questionnaire

This form is designed to assist you in describing your position. You are asked to fill out this form because you know the duties and responsibilities of your position better than anyone. **If you share a job position with another colleague, please complete one form.**

### Instructions

The purpose of this questionnaire is to gather information about the work of the position(s) being reviewed. Please give each question thoughtful consideration. Complete this questionnaire as completely, honestly and accurately as possible. Base your answers on what is normal for the job. Please exclude special projects or duties unless they are a regular part of your job. If a question does not apply to your position, write NOT APPLICABLE or N/A for that item. Please print or type out your answers legibly. If you need help completing this questionnaire, contact your supervisor to arrange assistance. Thank you for your cooperation.

**Feel free to provide edits on your current job description enclosed, if necessary.**

EMPLOYEE NAME: \_\_\_\_\_

JOB TITLE: Appraiser \_\_\_\_\_

DEPARTMENT: Assessor \_\_\_\_\_

REPORTS TO: County Assessor \_\_\_\_\_

SUPERVISES: N/A \_\_\_\_\_

### Position's Purpose

State briefly in 3-5 sentences the main purpose or function of your position. What do you believe is the major purpose of your job?

(Example: Performs administrative duties for XXX; Manages and maintains ...; Coordinates vendors and projects...; Provides high-quality customer service...; Operates...; Provides accurate and timely reports; Maintains strict confidentiality; etc.)

The primary purpose of the appraiser position in the Assessor's Office is the valuation and classification of real and personal property in Fillmore County, Minnesota. In order to facilitate the appraisal of property the appraiser is responsible for research and sales verification, understanding property tax laws and how they apply in specific situations, maintaining adequate licensure to fulfill statutory requirements, consistent interaction with the public, and understanding market trends and data to support the estimated market values of parcels in their jurisdictions.

### Work Activities List

This is very important to help us understand your job. Please describe in detail the elements of what you do in your job. List the major functions and list the % of time that you do this. Remember, this is not about your department. This is about your job only.

**Make revisions on your job description, and use the spaces below for listing any additional functions/duties/tasks.**



Please use action words such as PREPARES, MAINTAINS, OPERATES, CALCULATES, MANAGES, to start each statement. Your % should total 100.

| Function/Duty/Task |                                 | % of Time |
|--------------------|---------------------------------|-----------|
| 1.                 | Appraise – Field Work           | 25        |
| 2.                 | Appraise – Office Maintenance   | 30        |
| 3.                 | Sales verification and research | 15        |
| 4.                 | Customer Service                | 15        |
| 5.                 | Research and Analysis           | 10        |
| 6.                 | Training and certification      | 5         |
| 7.                 |                                 |           |
| 8.                 |                                 |           |
| 9.                 |                                 |           |
| 10.                |                                 |           |

### Equipment, Tools, and Machinery

| What machinery, vehicles or motorized equipment do you use in your work? | How often do you use it?<br>Intermittent - Less than 15% of the time in a typical week ( <i>one per week or less</i> )<br>Occasional - 15%-45% of the time in a typical week<br>Frequent - 45%-70% of the time in a typical week<br>Continuous - Over 70% of the time in a typical week ( <i>averages daily</i> ) |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Computer                                                                 | Continuous                                                                                                                                                                                                                                                                                                        |
| Calculator                                                               | Continuous                                                                                                                                                                                                                                                                                                        |
| Phone                                                                    | Continuous                                                                                                                                                                                                                                                                                                        |
| Laser Measuring Tool                                                     | Frequently                                                                                                                                                                                                                                                                                                        |
| Digital Camera                                                           | Frequently                                                                                                                                                                                                                                                                                                        |
| County Vehicle                                                           | Frequently                                                                                                                                                                                                                                                                                                        |

|  |  |
|--|--|
|  |  |
|--|--|

## **Education & Experience**

Please mark the general work experience that contributes to the job-related skills and directly related experience.

| Min. Level Required for the position | Minimum Requirement for Job<br>(please circle what you have)                                                                                                                                     |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | No formal education needed.                                                                                                                                                                      |
|                                      | Must be able to read and follow written instructions and diagrams.                                                                                                                               |
| <b>x</b>                             | Requires High School Diploma or GED.                                                                                                                                                             |
| <b>x</b>                             | Requires specialized training beyond High School, but less than an associate degree.                                                                                                             |
|                                      | Requires two years of formal training in tech or associate's degree.                                                                                                                             |
|                                      | Requires a four-year degree in business, liberal arts, history, social science, education, or general science area.                                                                              |
|                                      | Requires a four-year degree in a highly technical area, such as engineering, computer science, nursing or specialized qualification such as CPA, or a non-technical master's degree is required. |
|                                      | Requires advanced education equivalent to a technical/administrative master's degree or specialist certification in a technical field.                                                           |
|                                      | Requires advanced education equivalent to a doctorate degree, law, administration or medicine.                                                                                                   |

## **Education & Experience (continued)**

How much work experience should be required when hiring for this job? Preferred experience and education?

The appraiser position is complex requiring the individual to have several years of experience before they are able to fully recognize how each task they perform influences other areas of the property tax system. In my experiences, the first year is spent performing tasks as directed. The second year the appraiser will start to recognize the timing of specific tasks in the office. The third year is when most appraisers will begin to develop the understanding necessary to identify how each decision they make impacts tax capacities, tax rates, and tax liabilities of the residents of Fillmore County.

While hiring requirements are minimal, this is to develop a deeper pool of candidates for the position.

| Employee - Check One | Years of Experience required for this position, when hiring | Supervisor - Check One |
|----------------------|-------------------------------------------------------------|------------------------|
| <b>x</b>             | No experience needed                                        | <b>x</b>               |
|                      | Less than one year (minimal)                                |                        |
|                      | One to three years (moderate)                               |                        |
| <b>Preferred</b>     | Three to five years (considerable)                          | <b>Preferred</b>       |
|                      | Six or more years (extensive)                               |                        |

Does this job require ongoing certification and testing? If requirement is specific to training, please indicate timeframe by each one individually.

The position requires the appraiser to complete initial licensing courses to obtain their Certified Minnesota Assessor license (CMA). This license covers the appraiser until their 5<sup>th</sup> year when Minnesota Statute requires anyone making valuation or classification decisions to possess the Accredited Minnesota Assessor license (AMA). The CMA license requires the appraiser to complete 50 hours of continuing education in each licensing cycle (4 years). The AMA license requires the appraiser to complete 60 hours of continuing education to maintain their license.



| Type of Certification/Testing | Needed Upon Hire | Within 6 months | Within 1 year | Within 2 years        | Does this require re-certification, if so, when? |
|-------------------------------|------------------|-----------------|---------------|-----------------------|--------------------------------------------------|
| Certified Assessor License    |                  |                 |               | X                     | Yes, every 4 years                               |
| Accredited Assessor License   |                  |                 |               | Within 5 years of CMA | Yes, every 4 years                               |
|                               |                  |                 |               |                       |                                                  |
|                               |                  |                 |               |                       |                                                  |
|                               |                  |                 |               |                       |                                                  |

## **Decision Making**

Describe specific key actions and decisions that the position takes/makes, and indicate if clearance from a supervisor/manager is needed. Include decision/actions and how frequent they occur.

The appraiser is required to make key, independent decisions regarding the valuation and classification of each property in their quintile area. These decisions impact the taxpayer, jurisdiction, school district, and county in regards to total tax capacity and tax liability. As the expectations are for each appraiser to have the experience and education necessary to quickly respond to inquiries, they are often faced with making spot decisions in the field. Lastly, the appraiser typically works independently and decisions regarding most efficient manner to complete the obligations of the position fall directly on their shoulders.

| Decision or Action              | Frequency | Does your Supervisor/Manager Provide Clearance (yes/no) |
|---------------------------------|-----------|---------------------------------------------------------|
| Appraisal and Classification    | Daily     | No                                                      |
| Scheduling appraisal tasks      | Daily     | No                                                      |
| Scheduling projects to complete | Daily     | No                                                      |
| Tax Payer Questions             | Daily     | No                                                      |
| Training                        | Quarterly | Yes                                                     |
| Analyze and research            | Daily     | No                                                      |
|                                 |           |                                                         |
|                                 |           |                                                         |
|                                 |           |                                                         |

## **Decision Making (continued)**

Only mark one (1) box that best describes how you make decisions:

The appraisal staff work together as a team when encountering complex problems. When hiring appraisal staff, I typically will seek applicants with varying strengths to ensure the staff is well rounded. This provides opportunities for each member of the staff to provide direction and guidance to their peers in the office.

Employee -  
Check One

SCOPE OF ORGANIZATION DIRECTLY OR DIRECTLY AFFECTED

Supervisor-  
Check One

|   |                                                                       |   |
|---|-----------------------------------------------------------------------|---|
|   | My decisions have positive and negative impact affecting my own work. |   |
| x | I provide training and work direction to others.                      | x |
|   | I serve as a group leader or working supervisor.                      |   |
|   | I lead a larger working unit.                                         |   |
|   | I lead a department.                                                  |   |
|   | I lead overall operation of the entire organization.                  |   |

Describe how much freedom or independence is required or allowed in the performance of your normal duties:

The expectations are for the appraisal staff to work with limited supervision. This is accomplished through training and experience. As the staff develops the level of education and experience necessary to complete this objective, their supervisors will simply maintain operating benchmarks, goals, and objectives.

| Employee Check One | LEVEL OF RESPONSIBILITY                                                                                                                                                                                                                     | Supervisor Check One |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Handles every day, reoccurring basic assignments and problems under close supervision; or, tasks are so routine and standard that they do not require supervision.                                                                          |                      |
|                    | Handles a variety of typical assignments and problems under moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work. |                      |
| X                  | Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.                                                                                 | x                    |
|                    | Administers operating rules and procedures under management guidance.                                                                                                                                                                       |                      |
|                    | Applies professional/managerial principles and judgement within overall goals/direction established by senior management.                                                                                                                   |                      |
|                    | Involves setting policies and goals for the department or organization operation, with top management guidance.                                                                                                                             |                      |
|                    | Formulates strategic direction in keeping with the overall organizational mission, with broad guidance/governance; provides overall guidance to management.                                                                                 |                      |

## **Supervisory Responsibilities**

Does your position have the authority to take any of the following actions? If not, does your supervisor rely mainly on your recommendations to make the decision?

| Responsibility                      | Yes | No | Recommend Only | N/A |
|-------------------------------------|-----|----|----------------|-----|
| Hire employees                      |     | x  |                |     |
| Promote employees                   |     | x  |                |     |
| Transfer employees                  |     | x  |                |     |
| Prepare work schedules              |     | x  |                |     |
| Assign/review work                  | x   |    |                |     |
| Train employees                     | x   |    |                |     |
| Assign/approve time, overtime       |     | x  |                |     |
| Approve sick leave and vacation     |     | x  |                |     |
| Recall employees during emergencies |     | x  |                |     |
| Award merit increases               |     | x  |                |     |
| Discipline employees                |     | x  |                |     |
| Suspend employees                   |     | x  |                |     |
| Terminate employees                 |     | x  |                |     |

## **RESPONSIBILITY FOR OTHERS**

A. List the titles of jobs that directly report to you in this job, or write "none."

| Job Title | Number of Direct Reports |
|-----------|--------------------------|
| None      |                          |
|           |                          |
|           |                          |
|           |                          |

B. List the titles of jobs to which you give work direction, but do not formally supervise; or write "none."

| Job Title | Number Giving Work Direction To |
|-----------|---------------------------------|
| Appraiser | 3                               |
|           |                                 |
|           |                                 |
|           |                                 |

## **Problem Solving**

Describe how your problem solving impacts the organization.

Each appraiser encounters numerous problems on any given day. While the complexity of the problem can vary drastically, the appraisal staff are required to be elite problem solvers. As the appraisal staff can be viewed as the face of the county (as they are the people tax payers will encounter most frequently on their own property), the ability of the appraisal staff to maintain their education, experience, and problem solving abilities provides credibility to the county as a whole. Public relations is a huge asset and having competent appraisal staff who build positive relationships with the public cannot be understated.

**How do you receive your instructions? (check all that apply)  Orally  In Writing**  
**How are priorities and/or deadlines decided for your position?**

The individual appraiser, recognizing the assessment timeline and office policies, establishes job priorities and deadlines. Each appraiser is given the autonomy to fulfill their obligations by how they deem most appropriate and efficient.

**How often do you meet with your supervisor, and for what purposes?**

Meets with supervisor weekly to ensure efficient flow of information and status of projects/deadlines.

| Employee Check One | WORK COMPLEXITY: Complexity and difficulty level associated with tasks necessary to complete your work. Consider the level of judgement, analytical ability and creativity required and whether there are standards, policies and procedures that guide your action. | Supervisor Check One |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures or straight-forward directions.                                                                                                   |                      |
|                    | Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.                |                      |
|                    | Requires application of a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.                                                         |                      |

|          |                                                                                                                                                                                                         |          |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>x</b> | Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.                               | <b>x</b> |
|          | Widely varied involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations. |          |
|          | Creates previously unknown technology or original business approaches or significantly differentiates existing products or services.                                                                    |          |

### **Problem Solving (continued)**

| Employee Check One | ORGANIZATIONAL IMPACT AND CONSEQUENCES: Describe how your daily duties impact the organization and the consequences of those duties.                                                                                     | Supervisor Check One |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Problem solving impacts immediate work area. Failures and successes are readily isolated and have limited financial impact.                                                                                              |                      |
|                    | Problem solving impacts department operations. Failures and successes have moderate financial impact on the overall organization.                                                                                        |                      |
| <b>x</b>           | Problem solving impacts division or major department operations. Failures and successes have significant financial impact on the overall organization.                                                                   | <b>x</b>             |
|                    | Problem solving impacts overall organization. Failures and successes impact the short-term financial impact on the overall organization.                                                                                 |                      |
|                    | Problem solving impacts the overall organization and have a significant impact on organization and future years. Failures and successes significantly impact the organization's balance sheet and long-term performance. |                      |

**Specify if this position is responsible for any projects, programs or activities. (Such as overseeing contract employees, vendors, interns and/or managing budget, etc.) *If this does not apply to your position, write N/A.***

The appraiser is responsible for the equitable appraisal and classification of property in their jurisdiction. This is a significant task requiring the experience and education necessary to fulfill the scope of the assigned task.

The appraiser is also responsible for numerous other tasks such as analysis of their jurisdictions and markets, research of applicable base rates for various improvements, assembling databases of information to use in the appraisal process, and completing administrative tasks associated with the maintenance of their information.

**Specify any resources that this position refers to in making decisions and resolving problems. (Examples: Policies, Procedures, Consultants, Ordinances, etc.)**

The appraiser will utilize any resource available to them. Some of these resources include supervisors, city/township officials, property tax laws, Minnesota Department of Revenue, real estate agents, fee appraisers, zoning officials and ordinances, Auditor/Treasurer staff, Multiple Listing Services, MAAO and IAAO resources, and contacts developed across the state.

## Relationships

| Employee Check One | INTERPERSONAL SKILLS AND COMMUNICATION SKILLS: Skills required during your day-to-day duties.                                                                                                                                                                               | Supervisor Check One |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Little or no contact required with immediate associates and direct supervisor; answers basic question with courtesy when appropriate.                                                                                                                                       |                      |
|                    | Regular contact with department and periodic contacts with other departments, outside agencies and public to relay basic information or relay facts.                                                                                                                        |                      |
|                    | Frequent contact with the department and other departments, outside agencies and public (supplying or seeking information) on specialized matters requiring detailed or technical responses/explanations.                                                                   |                      |
| <b>x</b>           | Frequent outside and inside contacts to carry out organizational programs; or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion; or work requiring enforcement of laws, ordinances, policies and procedures. | <b>x</b>             |
|                    | Regular interaction with persons of influence involving considerable tact, discretion and persuasion to negotiate important agreements or elicit desired behaviors.                                                                                                         |                      |
|                    | Frequent interaction to negotiate critical agreements or motivate behavior and requires a well-developed sense of strategy and time, the ability to engender trust of diverse audiences.                                                                                    |                      |

**Please list people or groups with whom you interact and/or communicate while completing your job.**

| Contact Frequency<br><i>Ex. Resident Daily</i>     | Nature and Impact of Contact<br><i>Tax/Billing Questions and Concerns</i> | Method<br><i>In person, phone, etc.</i> |
|----------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------|
| Taxpayers - Daily                                  | <b>Questions/Inquiries/Concerns</b>                                       | <b>In person, phone, email, letter</b>  |
| City/Township Officials - Periodically             | <b>Questions/Inquiries/Concerns</b>                                       | <b>In person, phone, email, letter</b>  |
| County Departments (Zoning, A/T, Recorder) - Daily | <b>Questions/Inquiries/Concerns</b>                                       | <b>In person, phone, email, letter</b>  |
| Assessment Professionals – Periodically            | <b>Questions/Inquiries/Concerns</b>                                       | <b>In person, phone, email, letter</b>  |
| Minnesota Department of Revenue – Periodically     | <b>Questions/Inquiries/Concerns</b>                                       | <b>In person, phone, email, letter</b>  |
|                                                    |                                                                           |                                         |
|                                                    |                                                                           |                                         |

## Physical Job Requirements and Working Conditions

Pick one box that describes the requirements needed for your job and the conditions you encounter on the job.

**Intermittent - Less than 15% of the time in a typical week (*one per week or less*)**

**Occasional - 15%-45% of the time in a typical week**

**Frequent - 45%-70% of the time in a typical week**

**Continuous - Over70% of the time in a typical week (*averages daily*)**

|                                        | N/A | Intermittent | Occasional | Frequent | Continuous |
|----------------------------------------|-----|--------------|------------|----------|------------|
| Walk                                   |     |              |            | x        |            |
| Stand                                  |     |              |            | x        |            |
| Sit                                    |     |              |            | x        |            |
| Bend or Stoop                          |     | x            |            |          |            |
| Kneel or Squat                         |     | x            |            |          |            |
| Work with arms above shoulder          |     | x            |            |          |            |
| Climbing                               |     | x            |            |          |            |
| Lift or carry less than 10 lbs.        |     |              |            | x        |            |
| Lift or Carry 11-25 lbs.               | x   |              |            |          |            |
| Lift, carry, push, pull 26-60 lbs      | x   |              |            |          |            |
| Lift, carry, push, pull over 60 lbs.   | x   |              |            |          |            |
| Keyboarding                            |     |              |            |          | x          |
| Repetitive movement                    |     |              |            |          | x          |
| Working in cold weather below freezing |     |              | x          |          |            |
| Working in hot weather above 90        |     |              | x          |          |            |
| Exposed to toxic/caustic materials     | x   |              |            |          |            |
| Exposed to bloodborne pathogens        | x   |              |            |          |            |
| Exposed to fumes or airborne particles | x   |              |            |          |            |
| Exposed to annoying odor               | x   |              |            |          |            |
| Exposed to sickening odor              | x   |              |            |          |            |
| Exposed to grease/grime                | x   |              |            |          |            |
| Exposed to driving on street           |     |              |            | x        |            |
| Exposed to wet conditions              |     | x            |            |          |            |
| Exposed to machine tools               | x   |              |            |          |            |
| Exposed to moving mechanical parts     | x   |              |            |          |            |
| Exposed to high, precarious spaces     | x   |              |            |          |            |
| Exposed to risk of electrical shock    | x   |              |            |          |            |
| Exposed to slippery conditions         |     | x            |            |          |            |
| Inability to leave work station        | x   |              |            |          |            |
| Exposure to angry public               |     | x            |            |          |            |

|                                                                 | N/A | Intermittent | Occasional | Frequent | Continuous |
|-----------------------------------------------------------------|-----|--------------|------------|----------|------------|
| Exposure to deadly assault                                      | x   |              |            |          |            |
| Exposure to offense language                                    |     | x            |            |          |            |
| Exposure to threats                                             |     | x            |            |          |            |
| Exposure to trauma                                              | x   |              |            |          |            |
| Limited mental effort and/or stress                             | x   |              |            |          |            |
| Some mental effort and stress involved resulting in frustration | x   |              |            |          |            |
| Considerable mental effort and stress                           |     |              |            | x        |            |
| Work alone                                                      |     |              | x          |          |            |
| Work with moderate detail                                       | x   |              |            |          |            |
| Work with high detail                                           |     |              |            |          | x          |
| Work with moderate deadlines                                    |     |              | x          |          |            |
| Work with high deadlines                                        |     |              | x          |          |            |

**PLEASE INCLUDE OTHER CONDITIONS OF YOUR JOB NOT MENTIONED PREVIOUSLY, IF APPLICABLE.**

**EMPLOYEE NAME (Print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Congratulations you are finished.**

- 1. Sign the form**
- 2. Send this form and your job description with revisions to your supervisor/manager**
- 3. Your supervisor/manager will send this form to HR Officer, Kristina Kohn.**

**MANAGER'S REVIEW FOR ACCURACY:**

I have reviewed and discussed the contents of this position with the employee. Except for the following items noted below, I find the PAQ to be accurate and complete. Please sign and return to Kristina.

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HR OFFICER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**DDA**

Human Resources, Inc.  
a David Drown Associates Company

Wayzata Office  
3620 Northome Avenue  
Wayzata, MN 55361

Phone: (612)920-3320 x103 | Fax: (612)605-2375

www.ddahumanresources.com

## Position Analysis Questionnaire

This form is designed to assist you in describing your position. You are asked to fill out this form because you know the duties and responsibilities of your position better than anyone. If you share a job position with another colleague, please complete one form.

### **Instructions**

The purpose of this questionnaire is to gather information about the work of the position(s) being reviewed. Please give each question thoughtful consideration. Complete this questionnaire as completely, honestly and accurately as possible. Base your answers on what is normal for the job. Please exclude special projects or duties unless they are a regular part of your job. If a question does not apply to your position, write NOT APPLICABLE or N/A for that item. Please print or type out your answers legibly. If you need help completing this questionnaire, contact your supervisor to arrange assistance. Thank you for your cooperation.

**Feel free to provide edits on your current job description enclosed, if necessary.**

**EMPLOYEE NAME: Diane Olson**

**JOB TITLE: Lead Fiscal Officer**

**DEPARTMENT: Community Services**

**REPORTS TO: Social Services Manager/Director of Nursing**

**SUPERVISES: The duties of 1 Lead Account Tech, 1 Case Aide and 1 Office Support Senior**

### **Position's Purpose**

State briefly in 3-5 sentences the main purpose or function of your position. What do you believe is the major purpose of your job?

(Example: Performs administrative duties for XXX; Manages and maintains ...; Coordinates vendors and projects...; Provides high-quality customer service...; Operates...; Provides accurate and timely reports; Maintains strict confidentiality; etc.)

Oversees the teams accounting entries, transactions, and reconciliations in order to compile data and prepare multiple statistical and financial reports to various Local, State and Federal Governmental agencies in an accurate and timely manner. Manages the processing of invoices, claims and deposits accurately. Assist in the preparation of the Social Service and Public Health budgets and analyze or summarize financial reports and grants on an ongoing basis to help the Community Service Department Heads in succeed in their financial responsibilities. Development and implementation of a collection policy and procedure to generate increased revenue through MA and other outstanding claims.

### **Work Activities List**

This is very important to help us understand your job. Please describe in detail the elements of what you do in your job. List the major functions and list the % of time that you do this. Remember, this is not about your department. This is about your job only.



Make revisions on your job description, and use the spaces below for listing any additional functions/duties/tasks.

Please use action words such as PREPARES, MAINTAINS, OPERATES, CALCULATES, MANAGES, to start each statement. Your % should total 100.

| Function/Duty/Task |                                                                                                                                                                                                                                           | % of Time |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1.                 | Oversight of all Community Services financial reports, transactions, reconciliations, grants and accounting entries. Analyzes accounting and collection problems and implements solutions or corrects deficiencies in existing processes. | 30%       |
| 2.                 | Supervision of the Community Services Finance Team.                                                                                                                                                                                       | 20%       |
| 3.                 | Maintains ongoing communication with Local, State and Federal Agencies to meet requirements that affect fiscal matters.                                                                                                                   | 10%       |
| 4.                 | Develops and implements policies and procedures to generate revenue, increase efficiencies, and ensure timeliness and accuracy.                                                                                                           | 10%       |
| 5.                 | Oversees and prepares bills for processing. Maintains and reviews ledgers and provides analysis of various ledger accounts as requested.                                                                                                  | 7%        |
| 6.                 | Oversees and prepares the receipt, coding, and verifying of incoming invoices, journal entries and deposits.                                                                                                                              | 5%        |
| 7.                 | Trains staff on accounting function and provides ongoing training of changes in procedures, policies and State and Federal statute changes.                                                                                               | 5%        |
| 8.                 | Development and implementation of a collection procedure and policy to capture revenue from outstanding claims.                                                                                                                           | 5%        |
| 9.                 | Assists in the development, oversight and yearly presentation to the County Board of the Community Services budgets.                                                                                                                      | 5%        |
| 10.                | Participates and assists the auditors in the technical review of the single audit.                                                                                                                                                        | 3%        |

**Equipment, Tools, and Machinery**

| What machinery, vehicles or motorized equipment do you use in your work? | How often do you use it?<br>Intermittent - Less than 15% of the time in a typical week ( <i>one per week or less</i> )<br>Occasional - 15%-45% of the time in a typical week<br>Frequent - 45%-70% of the time in a typical week<br>Continuous - Over 70% of the time in a typical week ( <i>averages daily</i> ) |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Computer                                                                 | Continuous                                                                                                                                                                                                                                                                                                        |
| Phone                                                                    | Frequent                                                                                                                                                                                                                                                                                                          |
| Adding Machine/Calculator                                                | Frequent                                                                                                                                                                                                                                                                                                          |
| Copier                                                                   | Frequent                                                                                                                                                                                                                                                                                                          |
| Printer                                                                  | Frequent                                                                                                                                                                                                                                                                                                          |
|                                                                          |                                                                                                                                                                                                                                                                                                                   |
|                                                                          |                                                                                                                                                                                                                                                                                                                   |

## **Education & Experience**

Please mark the general work experience that contributes to the job-related skills and directly related experience.

| Min. Level Required for the position | Minimum Requirement for Job<br>( <i>please circle what you have</i> )                                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | No formal education needed.                                                                                                                                                                      |
|                                      | Must be able to read and follow written instructions and diagrams.                                                                                                                               |
|                                      | Requires High School Diploma or GED.                                                                                                                                                             |
|                                      | Requires specialized training beyond High School, but less than an associate degree.                                                                                                             |
| <b>X</b>                             | Requires two years of formal training in tech or associate's degree.                                                                                                                             |
|                                      | Requires a four-year degree in business, liberal arts, history, social science, education, or general science area.                                                                              |
|                                      | Requires a four-year degree in a highly technical area, such as engineering, computer science, nursing or specialized qualification such as CPA, or a non-technical master's degree is required. |
|                                      | Requires advanced education equivalent to a technical/administrative master's degree or specialist certification in a technical field.                                                           |
|                                      | Requires advanced education equivalent to a doctorate degree, law, administration or medicine.                                                                                                   |

## **Education & Experience (continued)**

How much work experience should be required when hiring for this job? Preferred experience and education?

| Employee - Check One | Years of Experience required for this position, when hiring | Supervisor - Check One |
|----------------------|-------------------------------------------------------------|------------------------|
|                      | No experience needed                                        |                        |
|                      | Less than one year (minimal)                                |                        |
|                      | One to three years (moderate)                               |                        |
| <b>X</b>             | Three to five years (considerable)                          |                        |
|                      | Six or more years (extensive)                               |                        |

Does this job require ongoing certification and testing? If requirement is specific to training, please indicate timeframe by each one individually.

| Type of Certification/Testing | Needed Upon Hire | Within 6 months | Within 1 year | Within 2 years | Does this require re-certification, if so, when? |
|-------------------------------|------------------|-----------------|---------------|----------------|--------------------------------------------------|
| NA                            |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |
|                               |                  |                 |               |                |                                                  |

## **Decision Making**

Describe specific key actions and decisions that the position takes/makes, and indicate if clearance from a supervisor/manager is needed. Include decision/actions and how frequent they occur.

| Decision or Action             | Frequency         | Does your Supervisor/Manager Provide Clearance (yes/no) |
|--------------------------------|-------------------|---------------------------------------------------------|
| Preparing Deposits/Receipts    | <b>Weekly</b>     | <b>No</b>                                               |
| Preparing billings             | <b>Bi-monthly</b> | <b>No</b>                                               |
| Manages Collections            | <b>Monthly</b>    | <b>No</b>                                               |
| Preparing Invoices             | <b>Daily</b>      | <b>Yes</b>                                              |
| Preparing Quarterly Reports    | <b>Quarterly</b>  | <b>Yes</b>                                              |
| Manages accounts               | <b>Monthly</b>    | <b>No</b>                                               |
| Manages Vendors                | <b>As needed</b>  | <b>No</b>                                               |
| Preparing Budget               | <b>Yearly</b>     | <b>Yes</b>                                              |
| Preparing Grant Reporting      | <b>Quarterly</b>  | <b>Yes</b>                                              |
| Preparing Annual Reports       | <b>Annually</b>   | <b>Yes</b>                                              |
| Manages Social Welfare Account | <b>Weekly</b>     | <b>No</b>                                               |

## **Decision Making (continued)**

Only mark one (1) box that best describes how you make decisions:

| Employee - Check One | SCOPE OF ORGANIZATION DIRECTLY OR DIRECTLY AFFECTED                   | Supervisor- Check One |
|----------------------|-----------------------------------------------------------------------|-----------------------|
|                      | My decisions have positive and negative impact affecting my own work. |                       |
|                      | I provide training and work direction to others.                      |                       |
| <b>X</b>             | I serve as a group leader or working supervisor.                      |                       |
|                      | I lead a larger working unit.                                         |                       |
|                      | I lead a department.                                                  |                       |
|                      | I lead overall operation of the entire organization.                  |                       |

Describe how much freedom or independence is required or allowed in the performance of your normal duties:

| Employee Check One | LEVEL OF RESPONSIBILITY                                                                                                                                                                                                                     | Supervisor Check One |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Handles every day, reoccurring basic assignments and problems under close supervision; or, tasks are so routine and standard that they do not require supervision.                                                                          |                      |
|                    | Handles a variety of typical assignments and problems under moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work. |                      |
|                    | Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.                                                                                 |                      |
|                    | Administers operating rules and procedures under management guidance.                                                                                                                                                                       |                      |
|                    | Applies professional/managerial principles and judgement within overall goals/direction established by senior management.                                                                                                                   |                      |
| <b>X</b>           | Involves setting policies and goals for the department or organization operation, with top management guidance.                                                                                                                             |                      |
|                    | Formulates strategic direction in keeping with the overall organizational mission, with broad guidance/governance; provides overall guidance to management.                                                                                 |                      |

## **Supervisory Responsibilities**

Does your position have the authority to take any of the following actions? If not, does your supervisor rely mainly on your recommendations to make the decision?

| Responsibility                      | Yes | No | Recommend Only | N/A |
|-------------------------------------|-----|----|----------------|-----|
| Hire employees                      |     | X  |                |     |
| Promote employees                   |     |    | X              |     |
| Transfer employees                  |     | X  |                |     |
| Prepare work schedules              |     | X  |                |     |
| Assign/review work                  | X   |    |                |     |
| Train employees                     | X   |    |                |     |
| Assign/approve time, overtime       |     |    | X              |     |
| Approve sick leave and vacation     |     |    | X              |     |
| Recall employees during emergencies |     | X  |                |     |
| Award merit increases               |     | X  |                |     |
| Discipline employees                |     |    | X              |     |
| Suspend employees                   |     | X  |                |     |
| Terminate employees                 |     | X  |                |     |

## **RESPONSIBILITY FOR OTHERS**

A. List the titles of jobs that directly report to you in this job, or write "none."

| None |  |
|------|--|
|      |  |
|      |  |
|      |  |
|      |  |

B. List the titles of jobs to which you give work direction, but do not formally supervise; or write "none."

| Job Title             | Number Giving Work Direction To |
|-----------------------|---------------------------------|
| Lead Account Tech     | 1                               |
| Case Aide             | 1                               |
| Office Support Senior | 1                               |
|                       |                                 |
|                       |                                 |

### **Problem Solving**

Describe how your problem solving impacts the organization.

How do you receive your instructions? (check all that apply)  Orally  In Writing  
 How are priorities and/or deadlines decided for your position?

Most deadlines are set by the Department of Human Services or other State and Federal agencies. Others are set by the County Coordinator, Director of Nursing or the Social Service Manager. All deadlines are taken into consideration and each day is planned by myself to accomplish the timely and accurate completion of the tasks.

How often do you meet with your supervisor, and for what purposes?

I meet on a monthly basis with the Social Services Manager and or the Director of Nursing to discuss the financial reports from the previous month end. These reports are prepared and monitored by myself. Throughout the month I will meet with Social Services Manager and or the Director of Nursing as questions occur or as signatures and approvals are required for processing.

| Employee Check One | WORK COMPLEXITY: Complexity and difficulty level associated with tasks necessary to complete your work. Consider the level of judgement, analytical ability and creativity required and whether there are standards, policies and procedures that guide your action. | Supervisor Check One |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures or straight-forward directions.                                                                                                   |                      |
|                    | Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.                |                      |
|                    | Requires application of a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.                                                         |                      |
|                    | Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.                                                                                            |                      |
| <b>X</b>           | Widely varied involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.                                                              |                      |
|                    | Creates previously unknown technology or original business approaches or significantly differentiates existing products or services.                                                                                                                                 |                      |

## **Problem Solving (continued)**

| Employee Check One | ORGANIZATIONAL IMPACT AND CONSEQUENCES: Describe how your daily duties impact the organization and the consequences of those duties.                                                                                     | Supervisor Check One |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Problem solving impacts immediate work area. Failures and successes are readily isolated and have limited financial impact.                                                                                              |                      |
|                    | Problem solving impacts department operations. Failures and successes have moderate financial impact on the overall organization.                                                                                        |                      |
|                    | Problem solving impacts division or major department operations. Failures and successes have significant financial impact on the overall organization.                                                                   |                      |
|                    | Problem solving impacts overall organization. Failures and successes impact the short-term financial impact on the overall organization.                                                                                 |                      |
| X                  | Problem solving impacts the overall organization and have a significant impact on organization and future years. Failures and successes significantly impact the organization's balance sheet and long-term performance. |                      |

**Specify if this position is responsible for any projects, programs or activities. (Such as overseeing contract employees, vendors, interns and/or managing budget, etc.) *If this does not apply to your position, write N/A.***

### ***Vendors***

***Managing budget***

***State and Federal Grant reporting***

***Fiscal reporting to outside agencies***

***LCTS Coordinator***

***Income Maintenance Coordinator***

**Specify any resources that this position refers to in making decisions and resolving problems. (Examples: Policies, Procedures, Consultants, Ordinances, etc.)**

### **SIR**

**Trainlink**

**MNITS Manual**

**MA Estate Recovery Manual**

**MMIS Manual (Medicaid Management Information System User Manual)**

**DHS Bulletins**

**CountyLink**

**FOD Training**

**Combined Manual**

**SSIS Manual (Social Service Information System)**

**SSIS Help Desk**

**Provider Help Desk**

**MHCP Provider Manual**

**MMIS Financial Control – County Entry of Recoveries Manual**

**MAXIS**

**SSIS Resource Page (Publications, Trainings, Fiscal Mentor Programs)**

**DHS Consultants (Department of Human Services)**

**Social Security Administration**

**MN Statutes**

**MCRA (Minnesota County Recovery Association)**

**AMSSA (Association of MN Social Service Accountants)**

**Office of the State Auditor**

PH Docs  
 Personnel Policy Manual  
 County Policies  
 CFDA  
 Minnesota Department of Revenue  
 Insurance companies (BCBS, UCARE, Medica)  
 Other Counties  
 COFARS

## Relationships

| Employee Check One | INTERPERSONAL SKILLS AND COMMUNICATION SKILLS: Skills required during your day-to-day duties.                                                                                                                                                                               | Supervisor Check One |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                    | Little or no contact required with immediate associates and direct supervisor; answers basic question with courtesy when appropriate.                                                                                                                                       |                      |
|                    | Regular contact with department and periodic contacts with other departments, outside agencies and public to relay basic information or relay facts.                                                                                                                        |                      |
|                    | Frequent contact with the department and other departments, outside agencies and public (supplying or seeking information) on specialized matters requiring detailed or technical responses/explanations.                                                                   |                      |
| X                  | Frequent outside and inside contacts to carry out organizational programs; or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion; or work requiring enforcement of laws, ordinances, policies and procedures. |                      |
|                    | Regular interaction with persons of influence involving considerable tact, discretion and persuasion to negotiate important agreements or elicit desired behaviors.                                                                                                         |                      |
|                    | Frequent interaction to negotiate critical agreements or motivate behavior and requires a well-developed sense of strategy and time, the ability to engender trust of diverse audiences.                                                                                    |                      |

**Please list people or groups with whom you interact and/or communicate while completing your job.**

| Contact Frequency<br><i>Ex. Resident Daily</i> | Nature and Impact of Contact<br><i>Tax/Billing Questions and Concerns</i> | Method<br><i>In person, phone, etc.</i> |
|------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------|
| Weekly- Rep Payee clients                      | <b>Money concerns, pay bills</b>                                          | <b>In person, phone</b>                 |
| Weekly- DHS consultants                        | <b>Questions, reports</b>                                                 | <b>Phone</b>                            |
| As needed- Vendors                             | <b>Billing questions, payments</b>                                        | <b>Phone</b>                            |
| Daily- fellow employees                        | <b>Questions, reimbursements</b>                                          | <b>In person, phone</b>                 |
| As needed- Social Security                     | <b>Rep Payee reviews, updates</b>                                         | <b>Phone</b>                            |
| Quarterly- Schools                             | <b>Quarterly cost reports</b>                                             | <b>Phone</b>                            |
| As needed – other counties                     | <b>Grant reporting, questions</b>                                         | <b>In person, phone</b>                 |

|                                 |                                                |                         |
|---------------------------------|------------------------------------------------|-------------------------|
| Weekly- Auditor/Treasurer       | <b>Deposits, check runs, etc</b>               | <b>In person, phone</b> |
| Weekly-MA recipients            | <b>Reimbursement questions</b>                 | <b>Phone</b>            |
| Yearly- Auditors                | <b>Audit questions, documentation</b>          | <b>In person, phone</b> |
| Every other month- County Board | <b>Finance meeting, budget</b>                 | <b>In person</b>        |
| As Needed                       | <b>MDh Questions, reports, Grant reporting</b> | <b>In Person</b>        |

### **Physical Job Requirements and Working Conditions**

Pick one box that describes the requirements needed for your job and the conditions you encounter on the job.

**Intermittent - Less than 15% of the time in a typical week (*one per week or less*)**

**Occasional - 15%-45% of the time in a typical week**

**Frequent - 45%-70% of the time in a typical week**

**Continuous - Over70% of the time in a typical week (*averages daily*)**

|                                        | N/A | Intermittent | Occasional | Frequent | Continuous |
|----------------------------------------|-----|--------------|------------|----------|------------|
| Walk                                   |     |              | X          |          |            |
| Stand                                  |     |              | X          |          |            |
| Sit                                    |     |              |            |          | X          |
| Bend or Stoop                          |     |              | X          |          |            |
| Kneel or Squat                         |     | X            |            |          |            |
| Work with arms above shoulder          |     | X            |            |          |            |
| Climbing                               | X   |              |            |          |            |
| Lift or carry less than 10 lbs.        |     |              |            |          | X          |
| Lift or Carry 11-25 lbs.               |     | X            |            |          |            |
| Lift, carry, push, pull 26-60 lbs      | X   |              |            |          |            |
| Lift, carry, push, pull over 60 lbs.   | X   |              |            |          |            |
| Keyboarding                            |     |              |            |          | X          |
| Repetitive movement                    |     |              |            | X        |            |
| Working in cold weather below freezing | X   |              |            |          |            |
| Working in hot weather above 90        | X   |              |            |          |            |
| Exposed to toxic/caustic materials     | X   |              |            |          |            |
| Exposed to bloodborne pathogens        |     | X            |            |          |            |
| Exposed to fumes or airborne particles | X   |              |            |          |            |
| Exposed to annoying odor               | X   |              |            |          |            |



|                                                                 | N/A | Intermittent | Occasional | Frequent | Continuous |
|-----------------------------------------------------------------|-----|--------------|------------|----------|------------|
| Exposed to sickening odor                                       | X   |              |            |          |            |
| Exposed to grease/grime                                         | X   |              |            |          |            |
| Exposed to driving on street                                    |     | X            |            |          |            |
| Exposed to wet conditions                                       | X   |              |            |          |            |
| Exposed to machine tools                                        | X   |              |            |          |            |
| Exposed to moving mechanical parts                              | X   |              |            |          |            |
| Exposed to high, precarious spaces                              | X   |              |            |          |            |
| Exposed to risk of electrical shock                             | X   |              |            |          |            |
| Exposed to slippery conditions                                  | X   |              |            |          |            |
| Inability to leave work station                                 | X   |              |            |          |            |
| Exposure to angry public                                        |     | X            |            |          |            |
| Exposure to deadly assault                                      | X   |              |            |          |            |
| Exposure to offense language                                    |     | X            |            |          |            |
| Exposure to threats                                             |     | X            |            |          |            |
| Exposure to trauma                                              | X   |              |            |          |            |
| Limited mental effort and/or stress                             |     |              |            | X        |            |
| Some mental effort and stress involved resulting in frustration |     |              |            | X        |            |
| Considerable mental effort and stress                           |     |              |            | X        |            |
| Work alone                                                      |     |              |            |          | X          |
| Work with moderate detail                                       |     |              |            |          | X          |
| Work with high detail                                           |     |              |            |          | X          |
| Work with moderate deadlines                                    |     |              |            |          | X          |
| Work with high deadlines                                        |     |              |            |          | X          |

**PLEASE INCLUDE OTHER CONDITIONS OF YOUR JOB NOT MENTIONED PREVIOUSLY, IF APPLICABLE.**

**EMPLOYEE NAME (Print):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Congratulations you are finished.**

1. Sign the form
2. Send this form and your job description with revisions to your supervisor/manager
3. Your supervisor/manager will send this form to HR Officer, Kristina Kohn.

**MANAGER'S REVIEW FOR ACCURACY:**

I have reviewed and discussed the contents of this position with the employee. Except for the following items noted below, I find the PAQ to be accurate and complete. Please sign and return to Kristina.

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HR OFFICER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Section 1.02 **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

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Date Approved by the County Board: ~~January 23, 2018~~  
Supersedes Policy Dated: ~~January 23, 2018~~ June 24, 2014

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A. Policy Statement

1. This is to affirm Fillmore County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.
2. Fillmore County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, or any other state or federal protected status.
3. Fillmore County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
4. Fillmore County will use its best efforts to afford minority and female business enterprises with the maximum practical opportunity to participate in the performance of subcontracts for construction projects in which the County is engaged.
5. Fillmore County will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.
6. Fillmore County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.
7. Fillmore County will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this County, or subcontractor to this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this Statement and Plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State, and Local governing bodies or agencies thereof, Specifically Minnesota Statutes 363 will be subject to appropriate legal sanctions.
8. An Equal Employment Opportunity Officer is appointed by the County Board to manage Fillmore County's Equal Employment Opportunity Program. Their responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of the County's Affirmative Action Program, as required by Federal, State and Local agencies. The Fillmore County Board will receive and review reports on the progress of the program. If any employee or applicant for employment believes they have been discriminated against, please contact the Equal Employment Opportunity Officer, 101 Fillmore Street, P.O. Box 466, Preston, MN 55965, or call 507-765-4566.
9. This policy applies to all phases of full, part-time, intermittent, temporary and seasonal employment including but not limited to: recruitment, hiring, placement, promotion, demotion, or transfer; layoff, recall or termination; rates of pay, or other forms of compensation and selection for training,

including apprenticeship. This policy also applies to the use of all facilities and participation in all County sponsored employee activities.

10. It is the responsibility of every County department head/supervisor to cooperate in the implementation of this policy. Failure of any County employee to perform in a manner consistent with the affirmative action policy will constitute grounds for disciplinary action in accordance with County policy.
11. The County requires that every person making application for, currently employed by, or applying for future vacancies in the employment of Fillmore County will be considered on the basis of individual ability and merit without discrimination or favor.

A. Policy Statement

All positions will be evaluated regarding physical qualifications needed to perform the essential functions of that job. These essential functions shall be determined by current employee questionnaires, the appropriate Department Head and the Administrator or Human Resources Officer. Qualified disabled individuals will be given equal consideration for all employment opportunities in Fillmore County.

A statement will be prepared identifying essential functions. Each new employee shall sign this statement certifying their ability to perform the essential job functions with or without reasonable accommodations. Any misrepresentation or deliberate omission of a material fact by the new employee may be cause for revocation of an employment offer or separation from the County. Information contained on the certification statement and pre-employment exam results are confidential and are retained in the employee's personnel file.

B. Examinations

The County Board may determine that a pre-employment medical examination is necessary for a specific position. After receiving a bona fide offer, the chosen applicant would be required to complete the examination prior to Board approval. This examination will be used only to evaluate the person's ability to meet the essential functions of the job with or without reasonable accommodations. The County will also require physical examinations which are required by federal and state regulations.

The County will specify the nature and extent of the physical examination. The County shall either refer the chosen applicant to the County's examining physician or specify which procedures are reimbursable should the chosen applicant choose their own physician.

C. Reimbursement

The County shall provide reimbursement to the physician/clinic for eligible costs upon submission of a properly itemized bill. Any charges for a second opinion shall be paid by the party requesting the second opinion.

Section 3.03 **EMPLOYEE PERFORMANCE EVALUATIONS**

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Date Approved by the County Board: ~~February 13, 2018~~  
Supersedes Policy Dated: ~~February 13, 2018~~ April 23,

~~2013~~

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A. Purpose

The performance evaluation process is a method to objectively rate, motivate, and develop an employee's effectiveness and career along with benefiting the leadership ability of the Department Head/Supervisor.

B. Description of Duties

Every new employee, as well as promoted or transferred employees, will be informed of their duties and responsibilities through job descriptions and will be given extensive on-the-job training.

C. Department Head/Supervisor's Responsibility

Supervisors and/or Department Heads are responsible for completing and reviewing employee performance appraisals with employees as required by these rules. The County Board approved appraisal form shall be used. Completed performance appraisals shall be filed in the employee's personnel file.

D. Evaluation of New Employees

The Department Head/Supervisor will complete a performance evaluation of all new hires after six (6) months and at least three (3) weeks prior to the end of the probationary period.

E. Evaluation of Regular Employees

Performance appraisals for regular employees who have completed probation will be completed by their Department Head/Supervisor annually. Evaluations in no way replace the expectation that Department Heads/ Supervisors regularly communicate with their employees regarding both positive performance as well as areas for improvement.

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

Date:  Department:

Requested By:  Title of Position being requested:

Requested date to post:

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

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

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

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

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

Where does the specific funding for this position originate?

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

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

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

Reviewed by Personnel Committee:

Recommended for Board Approval  No Recommendation Made

Not Recommended for Board Approval Reason:

Date on Board Agenda:

Approved by Board  Not Approved by Board Reason:

Team –

I've attached the completed policies along with the recommended additions to your existing FC Manual. We can sync up next week and cover any questions or concerns you may have with anything attached or the below. You're already doing much of what's in the policies, but documenting these procedures is the next steps. From our discussions, here's where I would start:

- Incident Response Plan
  - Complete the plan attached by filling out IRT members
  - Consider integrating with COOP
  - Tabletop annually
- Business Continuity
  - Existing COOP is good, continue to test annually
  - COOP calls out recovery will be performed based on essential functions... have those been defined? If not, conduct a business impact analysis (BIA). Identify your critical assets and processes and figure out how long you can be down. This will determine recovery order and what processes have to be in place to ensure timely recovery
  - Consider adding a more detailed disaster recovery plan (e.g. restore network or failover, restore application 1, etc.)
  - Test backups annually
- Data Retention (digital records)
  - As we talked about, there are very strong processes in place for ensuring physical data is destroyed within the retention periods. Digital data however is not well monitored.
  - Develop procedures around how this data is marked, stored, and retained. There are solutions that can help label digital files.
- Risk Management
  - We talked about MCIT doing a lot of your risk management and assessment for you. If you are not today, start tracking progress year to year and ensuring tasks are assigned.
- Auditing
  - Quarterly, audit memberships of high-risk groups (e.g., administrators – Marco can generate reports if we aren't already)
  - Optionally audit or alert on changes to groups (Perch reports can assist here)
  - Acceptable Use policy deviations
    - Yearly or quarterly software installed report
    - AV reports
    - Patch reports, etc.
- Encryption
  - Work to limit USB drives for users who do not need access to them
  - Encrypt mobile workstations
- Vulnerability scanning and reporting
  - Marco IdentifyIT includes regular vulnerability scans
  - Marco can also conduct these ad-hoc

Thanks,

**Jon Roberts** | Cyber Security Manager | CISSP

**direct** 605.444.2058 | **office** 800.847.3098

4001 N. Lewis Ave, Sioux Falls, SD 57104 | [marconet.com](http://marconet.com)

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# Acceptable Use Policy

## Purpose

The public has a high reliance on the integrity and accuracy of data shared from Fillmore County. Therefore, each employee is responsible for adhering to the guidelines and policies regarding the use of Information Technology Resources, as defined below.

It is the responsibility of every employee and user of Fillmore County's information technology resources to read, understand, and comply with this policy.

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## Policy

This policy addresses risks introduced by the use of technology to perform Fillmore County's business functions. As such, this applies to all employees, vendors, and clients who may interact with Fillmore County's technology resources. Fillmore County reserves the right to update this policy at any time to protect Fillmore County and its customers from risks.

## Definitions

Fillmore County's information technology resources are defined as any system used in performing a business function to serve the company or its clients. This includes, but is not limited to:

- Computer systems, including workstations and servers
- Cellular phones, tablets, and other mobile devices
- Printers, scanners, and fax machines
- Internet and intranet access and resources
- Email and instant messaging systems
- Phones and voice mail systems
- Document management systems
- Operating systems and software
- Storage media (such as USB flash drives)
- Any resources used to access Fillmore County's internal networks or cloud services
- Any other resources owned or leased by Fillmore County

## Appropriate Usage

Fillmore County electronic communication systems are intended for business use only. The sole exception is when employees make incidental and occasional personal use as long as such use does not interfere with an employee's performance of his or her job responsibilities or the business use of such systems by other employees.

## Privacy and Authority to Monitor

Users have no expectation of privacy in using Fillmore County information technology resources. Employees should not expect that any electronic messages either sent or received, or any other electronic activities will remain personal. Since record retention policies may apply to electronic communications, users should assume that even deleted items may be retrievable at a later date.

All information technology resources, and all data and communications stored or transmitted from Fillmore County's information technology resources, are subject to the following:

- Fillmore County may access and review all content and transactional data resulting from the use of Fillmore County information technology resources or services. Employees and vendors have no expectations of privacy when using Fillmore County information technology resources or services.

- Fillmore County may override or bypass individual passwords on Fillmore County information technology resources in order to inspect, investigate, or search a user's file, messages, or other data.
- Fillmore County may monitor equipment, systems, and network traffic at any time.
- Fillmore County has absolute discretion to periodically audit networks and systems to ensure compliance with this policy.
- Fillmore County reserves the right to disclose all information stored, accessed, or transmitted on Fillmore County information resources to law enforcement or other third parties without prior consent.
- Fillmore County's decision not to exercise its rights with respect to certain communications or files in no way modifies or waives its right to access, view, or audit other electronic communications or files.

#### Public Nature of Electronic Communication

Electronic communication is a public record like any other public document. Users must understand that any communications created, received or backed up on the Fillmore County's systems may be construed to be public documents and thus may be subject to legal requests for public disclosure. This includes communications that users might think of, incorrectly, as personal and private.

#### Incidental Usage

Users are permitted to use Fillmore County information technology resources for occasional, non-work-related purposes and if it does not:

- Conflict with Fillmore County's business and interests
- Interfere with the workforce member's responsibilities
- Interfere with the productivity of any other user
- All usage should be able to withstand
- Interfere with the operation of Fillmore County's information technology resources
- Violate any local, state, or federal law, rule or regulation

Personal use of IT resources is subject to all Fillmore County policies, including this one. Consequently, workforce members who wish to engage in private communications (such as email) should not use the Fillmore County information technology resources. Any abuse of information technology resources should be reported to the Information Technology Security team.

#### Social Media

##### **Personal Use**

Users have no expectation of privacy for any data on the Internet that is publicly accessible, and you should not expect privacy with respect to the use of any social media or social networking site, regardless of whether the site is accessed using Fillmore County's information technology resources. Fillmore County workforce members should note the following with respect to social media and social networking:

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- Workforce members must not engage in any social media conduct that may harm or tarnish the image, reputation, and/or goodwill of Fillmore County or any of its workforce members, products, services, or competitors.
- Workforce members are prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when engaging in any conduct prohibited by Fillmore County's Non-discrimination and Anti-harassment Policy.
- Workforce members must not attribute personal statements, opinions, or beliefs to Fillmore County when engaging in social media. If a workforce member is expressing his or her beliefs or opinions in blogs or other posts, the workforce member may not expressly or implicitly represent themselves as a workforce member or representative of Fillmore County. Workforce members assume all risk associated with posting on social media.

#### **Official Use**

Government data that the department shares, posts, and/or maintains using social media technologies are public data and subject to public access under the MN Government Data Practices Act. Employees should understand that everything they post or share in a publicly available forum must not have a "not public" classification under Minnesota or federal law.

Any department contemplating use of social media technology must develop a specific social media plan that includes goals for use, establishment of one account name per department or division, identification of the target audience, procedures to manage outgoing message content, and designation of one employee as responsible for the account. The plan should be developed in consultation with Data Privacy laws and must be reviewed by the Fillmore County Administrator prior to implementation.

#### [Personal Long Distance Phone Calls](#)

Telephone bills are subject to audit and may include reviews of the phone numbers involved, date, and time. It is not acceptable for Fillmore County employees to use Fillmore County land lines cell phones for long distance calls. It is illegal under Minnesota law (MN Statute 609.52) for personnel or the public to make personal use of county funds. Therefore, it is illegal to make personal use of County owned cell phones or County land lines. The only exceptions shall be for extended or changed work assignments. Personal long-distance calls shall be made on the employee's personal portable electronic device or charged to the employee's calling card.

#### [Copy and Fax Machine Usage](#)

Personal copies, prints and facsimile transmissions made or received by an employee on Fillmore County equipment will be reimbursed by the employee to Fillmore County. Cost for these actions shall be the same as is required by citizens of the public.

#### Accountability

Each user is responsible for the content of all text, audio and video they send over Fillmore County information technology resources. All messages should contain the user's identity and should be written in the same professional manner as any hard-copy correspondence.

#### System and Data Security

Users shall be aware of their system status and take care that unauthorized individuals cannot read or modify data through a valid system login or session. User should be aware that potentially sensitive data may be displayed on a computer screen they are using. Low-tech solutions can include anti-glare screen guards that prevent "shoulder surfing" and proper monitor placement.

Users should logout of computer terminals or systems if they are going to leave the computer terminal or system unattended for any period of time. Automatic logouts or password-protected screen savers should be enabled wherever practical.

When a user prints sensitive, proprietary or otherwise controlled information, that user should retrieve the printed material in a timely manner to ensure that it is not available for unauthorized use.

Staff shall not make extra copies of any Fillmore County or client information beyond what is required to perform official duties.

#### Password Requirements

Passwords shall meet the minimum requirements as specified by Fillmore County's IT provider. In the event a password is confirmed or suspected to be compromised, the user should immediately reset the password and notify IT.

#### Email Usage

All employees that utilize email will be issued an email address with the suffix @co.fillmore.mn.us. Use of this email address to participate in news groups, chat groups, or bulletin boards where the content is not clearly related to individual responsibilities is disallowed. Messages may be obtained as part of a court proceeding or disciplinary action

Users are responsible for the security of their email account. All emails, even those appearing to come from a trusted source, may contain malicious attachments or links to malicious sites. All users shall exercise caution when reading and responding to messages or opening attachments by carefully reviewing the To, From, Subject, and context of the email. Any email that appears to be suspicious shall be reported to IT. No action should be taken on the message until IT provides a disposition.

Departments may request and operate department-level e-mail accounts using the @co.fillmore.mn.us domain to meet legitimate business needs. These accounts must be

requested and approved by the County Administrator. The requestor must specify an owner of the mailbox. The owner is responsible for how the mailbox is used and any incoming and outgoing messages.

#### Physical Security

Employees shall secure all information and assets to prevent theft or unauthorized disclosure of information. This includes ensuring desks are clear of all sensitive information, as defined in the [Data Classification and Management Policy](#), when not in use or the desk is unattended. This including papers, removable media and access cards along with ensuring workstations are locked.

When traveling with company assets, assets shall be stored in trunks or out of view when the vehicle is unattended. Any loss or theft of Fillmore County information technology should be immediately reported to the Information Technology Security team.

#### Remote Access

Remote access may be granted via a client VPN solution on a case-by-case basis as determined and approved by the Technology/Land Records/GIS Committee.

#### Mobile Devices

Fillmore County reserves the right to restrict access to information technology systems from both personal and issued mobile devices. Refer to the [Mobile Device Management Policy](#) for more details.

#### Usage of Public Networks

Employees shall avoid using public networks, such as airports or coffee shops, to access Fillmore County information technology resources unless absolutely required. In the event a public network is used, employees shall connect to VPN immediately after connecting, to ensure traffic is securely encrypted.

#### Public Requests for Data

Fillmore County may maintain public access points for information about the county and for access to county records and information. These systems shall be operated only by the Data Privacy Officer or designee. The Data Privacy Officer shall also be responsible for the release of data to the public in other formats. Only authorized individuals, or designee, per statute or appointment shall communicate to or respond to the public news media's requests for information regarding county business.

#### Prohibited Activities

The list of activities below is not exhaustive but provides a framework for activities which are prohibited.

- Using information technology resources to engage in any activity that is violates local, state, federal, or international law.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution magazines, books, or music.
- Using removable media for any purpose other than Fillmore County activities.
- Unauthorized installation of any copyrighted software for which Fillmore County or the end user does not have an active license.
- Using a Fillmore County resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws or which violates Fillmore County’s harassment policy.
- Making fraudulent offers of products, items, or services originating from any Fillmore County account.
- Using email or other information resources to solicit for personal gain or to conduct non- Fillmore County commercial business.
- Unauthorized use of Fillmore County intellectual property such as logos or trademark.
- Accessing or viewing another workforce member’s email or files without his/her knowledge or proper approval.
- Configuring email systems to automatically forward messages to an external destination without approval from the workforce member’s manager and the Information Security Team.
- Intentional introduction of malicious programs into the network, servers, or computer systems (e.g., viruses, ransomware).
- Attempts to access any information technology resources by bypassing one’s unique user ID and password.

## References

- NIST CSF:
  - ID.GV-1
  - PR.AC-2
  - PR.AT-1
  - PR.PT-1

## Exceptions

Exceptions from certain policy provisions may be sought following the Fillmore County Policy Exception process. Exceptions will be assessed and granted based on risk level.

## Enforcement

All employees, vendors, or clients that violate this policy may be subject to disciplinary action up to and including termination of employment, termination of contracts, and civil or criminal penalties. Fillmore County complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

## Version Tracking

| Version | Date | Approved by | Revision Comments |
|---------|------|-------------|-------------------|
|---------|------|-------------|-------------------|



Fillmore County

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# Cyber Security Incident Response Plan

## Introduction

Organizations will face many potential pitfalls that can negatively impact response efforts. This plan defines a framework to operate within while handling security incidents - enabling you and your team to effectively manage an incident while avoiding common mistakes and increasing the efficacy of the response. A core principle of medicine applies equally well to incident response and should be top of mind when updating this plan and navigating active incidents: *Do No Harm*.

An effective plan consists of five stages, each of which plays a critical role in properly handling an incident: Preparation, Detection and Containment, Investigation and Analysis, Eradication and Recovery, and Post-Incident Review.

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## Definitions

**Incident:** Violation of policy, including, but not limited to, unauthorized access, use, or modification of resources, denial of service to resources, or loss or theft of confidential information.

**Indicator of Compromise (IoC):** An artifact observed on a network or on a device that indicates a potential system intrusion.

**Incident Response Team (IRT):** A team comprised of a commander and members that follow the Incident Response Plan to detect, contain, investigate, remediate, and recover from a security incident.

**Incident Response Commander (IRC):** Member of the IRT that prioritizes and manages the team's actions during an incident. The IRC is responsible for reporting to the appropriate executive teams.

**Incident Response Team Members:** Staff that execute actions from the Incident Response Plan at the direction of the IRC. An IRT member may direct their team to perform response actions instead of performing them directly.

**Root Cause Analysis (RCA):** Analysis of an incident that accounts for all contributing factors that resulted in the incident. The goal of RCA is to identify the underlying problems that increased the likelihood of events leading to an incident.

## Plan

### Preparation

Fillmore County’s Board is responsible for allocating adequate resources for the development, maintenance, and testing of the Incident Response Plan. The executive team is also responsible for understanding the responsibilities of an IRC and being prepared to select one in the event of an incident.

The IRC, with the assistance of the Fillmore County Board, should decide the members of the IRT. A list of potential members and alternates should be maintained and regularly updated. The team list, including the IRC, is not definitive and can be modified or partially activated as warranted by the situation. Members of the IRT are generally high-level managers responsible for one or more core business operations. Their role as an IRT member is to help coordinate response efforts within their department. Third-party firms, such as legal counsel or public relations, may be members of the IRT. In these instances, it is the responsibility of the IRC to assist with coordination of activities for any third-party IRT members.

Table 1: Incident Response Team

| Role             | Primary            | Alternate                       |
|------------------|--------------------|---------------------------------|
| Commander        | Bobbie Hillery     | Third-party firm – 123.456.7890 |
| IT Team          | Marco Technologies |                                 |
| Commissioners    |                    |                                 |
| Assessors        |                    |                                 |
| Finance          |                    |                                 |
| Recorder         |                    |                                 |
| Feedlot/GIS      |                    |                                 |
| Attorney         |                    |                                 |
| Sheriff’s Office |                    |                                 |

Table 2: Roles and Responsibilities

| Role                              | Responsibility                                                                                                                                                      |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incident Response Commander (IRC) | Leads all IRT activity and keeps the team focused on minimizing damage and recovering quickly. Provides updates to and coordinates with Fillmore County leadership. |
| IT Team                           | Coordinates IT teams to support the IRT in detection, containment, and determining RCA and to resume business operations.                                           |
| Finance                           | Coordinates Finance resources to support the IRT in detection, containment, and determining root cause and to resume Finance operations, if impacted.               |

|               |                                                                                                                                                                                                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | Provides guidance for organizational financial operations and fiduciary impact analysis. May serve as a subject matter expert regarding financial crimes.                                                                                                                            |
| Attorney      | Provides guidance for legal matters. Legal ensures that any evidence collected maintains its forensic value if the company chooses to take legal action. They also provide advice regarding liability issues when an incident affects customers, vendors, and/or the general public. |
| Administrator | Provide guidance and act in matters that involve employees. Examples may include errors or malicious intent leading to disciplinary action up to criminal reporting.<br><br>Leads the effort on messaging and communications for all audiences, inside and outside of the company.   |
| Other         | Provide guidance for operations within their department and coordinate any response efforts for their team.                                                                                                                                                                          |

### Detection and Containment

Incidents may be discovered by manual or automated detection of indicators. An indicator is a sign that an incident may have occurred, such as unusual files found on a workstation or other anomalous activity. Reports of indicators come from a variety of sources including employees, logging systems, or other monitoring platforms.

Although there is no single symptom or indicator that an incident has occurred, below is a non-comprehensive list of indicators that require verification of accuracy and then further analysis.

- Alert from an Intrusion Detection/Prevention System
- Suspicious entries or discrepancies in system or network logs
- Repetitive unsuccessful logon attempts within a short time interval
- Unexplained new accounts, files, etc.
- Unexplained modification or deletion of data
- Disruption of service or inability of one or more users to login to an account
- Abnormal usage patterns

When an indicator is reported, the tier of support that receives the ticket is responsible for an initial assessment to determine the legitimacy and continue with incident response procedures if necessary. The following questions should be addressed during this assessment.

- What indicators were discovered (signs and symptoms of an incident)?
- How were the indicators discovered?
- When were the indicators discovered?
- What users and assets are potentially impacted?
- Who discovered the indicators?
- Any other pertinent history (user's most recent actions, any recent maintenance, etc.)

Events should be escalated to the next tier of support as necessary to ensure the questions are appropriately addressed.

During the initial assessment, and throughout the rest of this phase, support teams may take any necessary containment actions. The primary goal of containment is to limit the extent of damage while taking precautions to preserve evidence and minimize impact to business operations.

Common actions that can be performed during containment:

- Disable user accounts and changing passwords
- Disconnect servers and workstations from the network
- Disable file shares
- Scan systems with EDR software and quarantine files
- Modify firewall rules
- Implement additional protection tools, system hardening, and monitoring solutions

Actions that should **not** be performed during containment:

- Powering off compromised systems
- Restore files from backup  
Restore systems from backup

### Investigation and Analysis

During this phase, the incident is formally scoped, investigated, and communicated to affected parties. As a result of this phase, a root cause analysis should be performed to determine the underlying cause(s) of the incident.

Once a support team member confirms or suspects an event to be a possible incident, the IRT should be activated, if not already, and the remainder of this plan should be executed. At any point during the investigation, more information may be uncovered which requires further containment actions. As these situations arise, refer to the Detection and Containment phase to ensure the appropriate steps are performed.

### Determine the Scope

While a scope was already identified during the Initial Assessment, the IRT will have a broader view and may identify additional indicators which were not immediately apparent during the first phase. The IRT may also choose to implement or utilize additional tools, such as EDR or IDS solutions to assist in identifying all impacted resources.

- What resources and data were impacted and what are the classification levels?
- What indicators were discovered (signs and symptoms of an incident)?
- How were the indicators discovered?
- When were the indicators discovered?
- Who discovered the indicators?
- Any other pertinent history (user's most recent actions, any recent maintenance, etc.)

Classify the Incident

Incidents are classified based on the scope and known IoCs. Methods used to perform an attack, such as social engineering and phishing attempts, are not incidents by themselves but can lead to an incident. Below is a non-comprehensive list of possible classifications.

- Malicious code execution
- Denial of Service
- Business Email Compromise (BEC)
- Corporate Account Takeover (CATO)
- Ransomware
- Wire Fraud
- Unauthorized access or intrusion
- Data loss or leakage
- Policy violation

Understand the Impact

There are two main types of factors to consider when determining impact, as defined in the tables below. The organization’s Business Impact Analysis (BIA) will help guide the conversation.

Table 3: Functional Impact

| Definition    |                                                                                                                | IRT Response                                                                                |
|---------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>None</b>   | No effect to the organization’s ability to provide all services to all users.                                  | Create ticket and assign for remediation.                                                   |
| <b>Low</b>    | Minimal effect; the organization can still provide all critical services to all users but has lost efficiency. | Create ticket and assign to Information Security team to investigate and document incident. |
| <b>Medium</b> | The organization has lost the ability to provide a critical service to a subset of system users.               | Contact IRC to activate relevant IRT roles.                                                 |
| <b>High</b>   | The organization is no longer able to provide multiple critical services to any user.                          | Contact IRC to activate relevant IRT roles.                                                 |

Table 4: Information Impact

| Definition              |                                                                             | IRT Response                                                                     |
|-------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>None</b>             | No information was exfiltrated, changed, deleted, or otherwise compromised. | No action required.                                                              |
| <b>Privacy Incident</b> | Not Public Data was accessed or exfiltrated.                                | Notify IRC to work with legal to evaluate if notification process is required by |



|                             |                                                                                           |                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                             |                                                                                           | Federal, State, or other privacy laws.                                              |
| <b>Proprietary Incident</b> | Proprietary information, such as IP, business plans, etc. was accessed or exfiltrated.    | Notify IRC to communicate to executive management.                                  |
| <b>PHI Incident</b>         | Protected health information (PHI) of customers or employees was accessed or exfiltrated. | Notify IRC to work with legal to evaluate if notification process is required.      |
| <b>Integrity Loss</b>       | Sensitive or proprietary information was changed or deleted.                              | Notify IRC to communicate to data owners to determine appropriate course of action. |

### Communication

Once an incident has been properly scoped and a timeline of events has been established, communication to internal and external parties should be considered. All communication should take place in a timely matter and notification timelines may vary based on legal, regulatory, or contractual requirements. Consider the following parties that may need to be notified:

#### Internal parties

Executive management  
Human resources  
Legal  
Finance  
Marketing  
Other business owners

#### External parties

Customers  
Government  
Media  
General public  
Law enforcement  
Incident response firm  
Insurance provider

### Evidence Collection and Root Cause Analysis

The primary source of evidence is system logs. All relevant logs should be collected in a timely manner to ensure events are not lost. Logs should be collected as far back as possible if the incident timeline isn't well defined. All access to systems to collect evidence should be documented in order to account for new log events the access may generate. The following log files should be considered when determining what to collect.

- Firewall and proxies
- Wireless access points
- Antivirus
- Remote access (VPN, remote sessions, etc.)
- Active Directory
- Known or suspected affected systems

The evidence should be reviewed and analyzed by the IRT to determine the root cause. The following steps should be completed when performing the RCA:

1. Review the incident at a high level and the information that has been collected
  - Chart and review timeline of events based on the investigation
2. Identify contributing factors of situations, circumstances, or conditions that increased the likelihood of the event (e.g. poor communication, no tools geo-blocking, ineffective alerts, etc.)
3. Identify and categorize the root cause(s)
4. Design remediation plan to eliminate or mitigate the contributing factors and root cause(s)

### Eradication and Recovery

Once the investigation is complete and root cause(s) are determined, the contributing factors should be addressed to remove or mitigate threats that may cause the issue to recur. With the new controls in place, actions can be taken to clean or replace the affected systems. This may include a clean installation of operating systems and/or applications if necessary.

In conjunction with this phase the IRT should take action to repair public reputation.

### Post-Incident Review

The purpose of this phase is to ensure a lessons learned meeting is conducted in order to improve the incident response process by evaluating the actions performed. During this meeting, the following questions should be answered:

- What happened and when?
- What actions were performed by the staff and were procedures followed?
- Were the documented procedures accurate and sufficient?
- What information and/or resources were needed sooner?
- What actions hindered recovery?
- What actions expedited recovery?
- What could staff and management do differently in a similar situation?
- Are there any additional controls, tools, or monitoring identified by the RCA that are needed to mitigate future incidents?

The IRC is responsible for ensuring all documentation is completed and securely stored for future reference. The IRC must also communicate any takeaways to Fillmore County leadership.

### References

- [Microsoft Incident Response Reference Guide](#)
- [NIST SP800-61r2: Computer Security Incident Handling Guide](#)

### Version Tracking

| Version | Date | Approved by | Revision Comments |
|---------|------|-------------|-------------------|
| 0.0     |      |             |                   |
|         |      |             |                   |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

## Appendix A: Incident Response Report

|                   |              |
|-------------------|--------------|
| <b>Summary:</b>   | <b>Date:</b> |
| <b>Commander:</b> |              |
| <b>Scope:</b>     |              |
| <b>Impact:</b>    |              |

### Containment Actions

Be sure to include what actions were taken, when, and by who.

### Root Cause Analysis

### Eradication and Recovery Actions

### Lessons Learned

## Appendix B: Scenarios

Define common scenarios, such as successful phishing, and how they would be handled in your organization.



# *FILLMORE COUNTY*

Information Security Policies

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## INFORMATION SECURITY POLICY (1.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

The purpose of the Fillmore County Information Security Policy is to establish the Information Security Program requirements.

### **POLICY**

Fillmore County's Information Security Program must protect Fillmore County's information technology assets, technology, and intellectual property. All personnel, third party vendors, and anyone requesting access to Fillmore County's information technology assets are responsible for understanding and abiding by the Information Security Policy. Fillmore County's Information Security Program must implement reasonable administrative, physical and technical controls by establishing, maintaining, and implementing policies, standards, procedures, and guidelines. A successful Information Security Program ensures compliance with legal and contractual obligations, and it will fulfill business objectives consistent with Fillmore County's Vision, Mission, and Values.

### **ROLES AND RESPONSIBILITIES**

Fillmore County's Information Security Program must have clearly defined roles and responsibilities. Individuals assigned to certain roles should be qualified to coordinate or complete the assigned role responsibilities. While everyone maintains a role in the Information Security Program, specific roles are outlined below. When possible, roles should be assigned to individuals in the organization who can leverage a team to assist in response activities.

#### County Board

County Board shall have the following responsibilities for the Information Security Program:

- Ensure that an effective risk-based Information Security Program is implemented to protect Fillmore County's information technology assets.
- Ensure adequate information security, financial, and personnel resources are included in the budgeting and financial planning process.
- Designate the Data Privacy Officer who shall be the responsible authority for the establishment and implementation of the Information Security Program.
- Ensure that the Data Privacy Officer and all other relevant information security personnel are given the necessary authority to secure Fillmore County's information technology assets.
- Ensure the Data Privacy Officer, in coordination with other relevant information security individuals or teams, reports monthly to the Fillmore County Board on the effectiveness of Fillmore County's Information Security Program and potential risks or threats to the programs mission.

#### Technology/Land Records/GIS Committee

The Technology/Land Records/GIS Committee shall have the following responsibilities:

- Develop, review, approve, and enforce information security policies, initiatives, and exceptions.
- Oversee the development and implementation of the policies, procedures, guidelines, and standards impacting information security and the continuity of operations.
- Manage and review compliance with applicable legal and contractual privacy and security requirements.
- Develop and implement a process to evaluate risks related to Fillmore County's information technology assets, technology, intellectual property, and vendors.
- Ensure adequate personnel are hired and trained to support Fillmore County's compliance with its

information security policies, procedures, guidelines, and standards.

- Implement, maintain, and promote information security awareness and provide training to all Fillmore County personnel.
- Develop and implement procedures for auditing and testing the effectiveness of Fillmore County's Information Security Program.
- Oversee or perform regular reviews of information sharing forums and sources to collect, prepare for, and/or act on cyber threat intelligence.
- Plan for, and respond to, information security incidents.
- Implement continuous improvement principles in the maintenance of Fillmore County Information Security Program, including remediation strategies to respond to any program deficiencies.
- Report annually to the County Board on the effectiveness of Fillmore County's Information Security Program and the status of any program updates or remediation efforts.

#### All Personnel, Contractors, and Other Third-Parties

All personnel, contractors, and other third-party personnel who have access to, interact with, or maintain Fillmore County information assets have the following responsibilities:

- Understand their responsibility for complying with the Fillmore County Information Security Program.
- Understand non-compliance may result in civil or criminal consequences for Fillmore County and/or the individual. This also includes the possibility of internal enforcement and disciplinary action.
- Utilize Fillmore County's information technology assets in compliance with all Fillmore County Information Security Policies.
- Access Fillmore County's information technology assets only as needed to meet legitimate business needs.
- Protect the confidentiality of Fillmore County's information technology assets in a manner consistent with the information's classification level and type.
- Seek advice and guidance from the Fillmore County Administrator or designee regarding any information security policies, procedures, responsibilities, and/or to report security concerns.

#### **SECURITY AWARENESS TRAINING**

Fillmore County shall establish a Security Awareness program that is designed to ensure Fillmore County personnel are appropriately trained how to identify and report potential threats. The Security Awareness program shall include, but not be limited by, the following principles:

- All new personnel must complete information security training within the timeframe specified by Fillmore County Technology/Land Records/GIS Committee prior to being granted access to Fillmore County information technology assets.
- All personnel must complete ongoing, scheduled security awareness training and are responsible for completing all trainings.
- All personnel shall be made aware of and have sufficient access to Fillmore County's information security policies.
- Completion of security awareness training shall be logged appropriately and must include acknowledgement of training receipt.
- Compliance and non-compliance by personnel and third-party stakeholders should be reported to the Technology/Land Records/GIS Committee.
- Fillmore County shall incorporate a phishing tests with a remediation plan for personnel who repeatedly fail to identify the phish.
- Privileged users, senior executives, and physical and cybersecurity personnel should have specified training to their roles and responsibilities.
- Third-party stakeholders should be trained and understand their roles and responsibilities for

- information security.
- Responsibilities for auditing and participation in the Security Awareness program shall be defined.

## **INCIDENT RESPONSE**

The Incident Response Policy defines Fillmore County's strategy for responding to security incidents that impact Fillmore County or our customers and partners. The main objectives of incident response are to quickly identify an incident, minimize the impact, and recover services.

### Incident Reporting

All Fillmore County personnel are responsible for notifying the County Administrator of any suspected incident. This may include, but is not limited to:

- Unauthorized access or modification to confidential or sensitive information
- Unauthorized disclosure of confidential or sensitive information
- Loss or theft of company assets
- Misuse of company assets or violation of policies
- Violation of state or federal law

### Incident Response Team

An Incident Response Team (IRT) must be defined. The team will be comprised of various Fillmore County personnel from across the organization who are responsible for representing their department and who assist in response operations by coordinating resources from their team. The IRT will work together to determine the best method to proceed with investigating, containing, and recovering from an incident. The team should be led by an Incident Response Commander who will provide oversight for the entire team and report progress to executive management. At a minimum, the team should consist of members from the following departments:

- Administrator
- Commissioners
- Assessor
- Finance Director
- Recorder
- Feedlot/GIS
- Attorney
- Sheriff's Office

### Incident Response Plan

An incident response plan should define the entire lifecycle of an incident. At a minimum the plan should include the following phases:

- Preparation
- Detection and Containment
- Analysis and Investigation
- Eradication and Recovery
- Post-Incident Review

### Plan Training, Testing, and Maintenance

The Incident Response Policy and Plan shall be communicated to the County Board and all members of the Incident Response Team. The plan shall be tested at a minimum once a year. This may include a mock-incident or a tabletop exercise. Feedback and lessons learned from the testing should be incorporated into the plan and policy as needed.

## **REFERENCES**

### NIST CSF

- ID.AM-6
- ID.BE-5
- ID.GV
- DE.AE-2, DE.AE-4, DE.AE-5
- DE.CM-1, DE.CM-3, DE.CM-4, DE.CM-5, DE.CM-6, DE.CM-7
- DE.DP
- PR.AT
- PR.IP-7, PR.IP-8, PR.IP-9, PR.IP-10, PR.IP-11, PR.IP-12
- PR-MA-1
- RS.RP-1
- RS.CO
- RS.AN
- RS.MI
- RS.IM
- RC.RP
- RC.IM
- RC.CO

## RISK MANAGEMENT POLICY (2.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

Risk Management is the process of identifying, controlling, and managing the impact of uncertain, harmful events, commensurate with the value of the protected assets. This is accomplished by avoiding, mitigating, transferring, or accepting risks. This policy establishes the manner in which Fillmore County assesses and determines an acceptable level of risk and establishes methods to reduce unacceptable risk.

### **POLICY**

#### Risk Management

As established by the Fillmore County Information Security Policy, the Technology/Land Records/GIS Committee with the County Board must conduct or commission an organization-wide security risk assessment annually. The resulting risk analysis report must include:

- Annual executive summary of significant activities
- Strengths, weaknesses, opportunities, and threats (SWOT) facing Fillmore County
- Current risk program initiatives
- Specific recommendations for preventing or mitigating identified risks

#### ***Risk Management Principles***

Risk management is an integral part of maintaining the value that Fillmore County delivers both internally and to customers. As such, the following principles are established to focus the activities of risk management and successfully act on objectives.

- Risk management is not a stand-alone activity and needs to be an integral part of the IT Security process and company-wide decision-making activities.
- A Business Continuity Plan, Disaster Response Plan, and Incident Response Plan must be created and maintained.
- Risk management standards should explicitly address uncertainty in measurable and quantifiable terms to include and not be limited by loss expectancies and cost associated with correction.
- Risk management standards must be systematic and structured in order to be suitable to not impede execution or decision making.
- Stakeholders at appropriate levels, both internal and external, should be included in risk management activities to ensure transparency, feedback, and responsibilities. Involved in this activity should be routine third-party and supply chain assessments.
- The information security risk management process should be dynamic to allow for adaptation to changes within the risk environment such as emerging risks and changes in impact, and likelihood.
- Risk management performance must be measured to allow for continuous improvement of the risk management process.

#### ***Risk Assessments***

The purpose of a risk assessment is to identify threats to the organization and assess the likelihood and impact to Fillmore County should the threat succeed. Risk assessments should comprise of the following:

- Identify and prioritize assets based on criticality to business mission.
- Identify Fillmore County's place in critical infrastructures and communicate the significance of Fillmore County's role in relation to the infrastructure.
- Analyze risk scenarios to determine the likelihood and impact of each risk identified.
- Review the existing security controls and evaluate their effectiveness for risk mitigation.

- Classify and prioritize risks and risk management efforts.
- Ensure that risk ownership is assigned at the appropriate level to establish clear lines of accountability.
- Communicate the results of risk assessment to senior management and appropriate stakeholders to enable risk-based decision making.
- Use identified threats to improve Fillmore County’s Business Continuity Plan, Disaster Recovery Plan, and Incident Response Plan.

### Business Impact Analysis

Fillmore County must create a business impact analysis (BIA) process to identify operational and financial impacts resulting from a disruption of business functions and processes. This process should be developed with Fillmore County leadership. At a minimum, a BIA process should:

- Identify the time and duration of the disruption
- Identify business functions and processes disrupted
- Identify loss of business, customers, and profit
- Assign clear roles and responsibility for implementing, participating in, and reviewing the BIA
- Incorporate a lessons learned discussion to better prepare for and respond to similar disruptions in the future
- A BIA report should be presented to Fillmore County senior management

### Vendor Due Diligence

Fillmore County must create a cyber supply chain risk management procedure that assesses supplier and third-party partner risk relationships. These risk management procedures must establish and support Fillmore County’s priorities, risk tolerances, and constraints when making risk assessment decisions. At a minimum, the cyber supply chain risk management procedure must:

- Be established, reviewed, and agreed to by appropriate Fillmore County stakeholders
- Identify, classify, and prioritize suppliers and third-party partners based on risk assessment
- Assess all new suppliers and third parties that enter a relationship with Fillmore County
- Be part of the contract creation process to implement appropriate measures in response to identified risk concerns
- Routinely assess the supplier and third-party partner portfolio to ensure risk tolerance allowance
- Be audited and reviewed on a routine basis to assess the effectiveness of the risk management program
- Establish contingency and incident planning and testing with suppliers and third-party partners

### Auditing

Audits must be performed to ensure the confidentiality, integrity, and availability of resources and to verify compliance with policies, standards, and procedures. Audits should be performed annually. All departments and teams are expected to provide information requested by auditors to complete the following functions:

- Review policies, standards, and procedures and any ancillary documentation
- Review user and system access to resources and activity logs are granted using principles of least privilege and separation of duties
- Review system and software configurations
- Review change management records
- Review compliance with relevant legal and regulatory requirements
- Review compliance with Fillmore County’s Security Awareness Program per the Fillmore County Information Security Policy.

## **REFERENCES**

NIST CSF

- ID.AM-5, ID.AM-6
- ID.BE
- ID.GV
- ID.RA-1, ID.RA-3, ID.RA-4, ID.RA-5, ID.RA-6
- ID.RM
- ID.SC
- PR.AC-4
- PR.IP-7, PR.IP-8, PR.IP-9, PR.IP-10
- PR.PT-1
- RS.MI-3



## DATA CLASSIFICATION AND MANAGEMENT POLICY (3.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

Data classification provides a foundation for identifying and protecting information that is critical to Fillmore County, its clients, and its partners. Information is one of Fillmore County's most valuable assets and improper disclosure of this information may result in a negative impact to Fillmore County's operations.

Data classification categorizes data based on the sensitivity of the data and the requirements and constraints governing its internal and external disclosure.

### **POLICY**

All data created, processed, or stored on Fillmore County information technology resources must be assigned a classification level by the information owner or creator. This classification will define how the data is accessed, utilized, and retained. In addition to classifying data, all information is expected to be communicated on a need-to-know basis.

This policy governs all data throughout its entire lifecycle and applies to all information in Fillmore County's possession or control regardless of whether it is electronic, paper, or any other format. This policy applies to all internal and third-party users of Fillmore County information technology resources, and as such, all users should be made aware of, have access to, and comply with this policy.

#### Responsibilities

##### ***Owner***

The owner of information is responsible for the classification and handling of the information throughout its lifecycle. This includes determining the value and classification of the data, communicating the classification to the custodians and users, and controlling the appropriate disclosure of the information.

##### ***Custodian***

An information custodian is responsible for protecting and classifying information as specified by the owner.

##### ***User***

Users are any workforce member, partner, or contractor that accesses or utilizes the information. Users should not disclose information to other parties without authorization from the owner.

#### Classifications and Handling

##### ***Not Public Data***

Not Public Data is information which is protected by federal and state privacy laws. This is the most sensitive classification. Unauthorized and uncontrolled disclosure of Not Public Data may seriously and adversely impact Fillmore County and the public. All Not Public Data must be handled in accordance with the Fillmore County Manual.

Not Public Data must be stored securely and protected from unauthorized user access by implementing the following safeguards:

- If digital, must be encrypted at rest, in transit, and in use, per the Fillmore County Encryption Policy.
- If digital, a user must be authenticated to access the information following the Fillmore County Access Control Policy.

- If hardcopy, must be locked in drawers, rooms, or other secure areas restricted to only authorized users.
- Must only be communicated using secure methods, such as encrypted emails or secure FTP.
- When transmitting via fax or mail, the destination must be confirmed as a secure location and security envelopes must be used and sealed.
- A confidentiality agreement is required before disclosure to third parties.

### ***Public Data***

Public information applies to all information which is designed specifically for public consumption. Unauthorized disclosure is not expected to adversely affect the company. Examples of public information include marketing materials and job postings.

Public information must be protected from unauthorized modifications by ensuring all modifications are approved by the Information Owner.

### **Retention and Disposal**

Proper retention, maintenance, and disposal of information ensures compliance with contractual and regulatory requirements while also positioning Fillmore County to respond quickly and efficiently to internal and external inquiries.

All confidential and sensitive information, regardless of storage location, will only be retained as long as required by legal, regulatory, or business requirements. When retention expires, information should be disposed of using the approved methods defined in the Asset Management Policy. Retention periods should be coordinated between the information owner and the Fillmore County legal team. Established retention and disposal schedules should be made available to information owners and custodians.

### **REFERENCES**

#### **NIST CSF**

- ID.AM-5, ID.AM-6
- PR.AC-2, PR.AC-4
- PR.DS-1, PR.DS-2, PR.DS-3, PR.DS-5
- PR.IP-5, PR.IP-6

## ASSET MANAGEMENT POLICY (4.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

The Asset Management Policy is essential in protecting the security of the network, data integrity, and other information technology resources. This policy covers the approval, management, and disposal of Fillmore County information technology resources.

### **POLICY**

An Asset Management Program must be established and maintained to approve, track, assign responsibility for, and dispose of, information technology assets that are created, owned, leased, or under the control of Fillmore County. Fillmore County must define an Asset Management Program that includes processes for the approval and assignment of responsibility for information technology assets. Assignment of and access to Fillmore County assets should maintain the principles of least privilege, follow a scheduled review cycle, and adhere to other requirements found in the Fillmore County [Access Control Policy](#).

#### Asset Types

Information technology assets can be classified into three categories as defined below. Each category has a non-comprehensive list of examples.

#### **Hardware**

- Workstations (desktops and laptops)
- Servers
- Network equipment
- Mobile devices (including cell phones and tablets)
- Printers, scanners, and fax machines
- Electronic media (CDs, Hard drives, flash drives, etc.)

#### **Software**

- Purchased, leased, or developed
- On-premises and cloud-based (SaaS)

#### **Information**

- Intellectual property
- Financial data
- Employee records
- Public and non-public information

#### Asset Management

##### **Hardware Assets**

Only authorized hardware assets should be used to access, process, or store Fillmore County information. All hardware assets are required to be tracked and must follow the requirements below.

- Assets must be assigned a unique ID number (asset tag).
- Assets must be assigned to a manager who has responsibility for the asset. This may be different than the individuals who use the asset(s).
- An asset tracking database must be maintained to track the following information:
  - Asset type

- Asset description
- Asset serial number (if applicable)
- Asset location (if applicable)
- Asset manager
- Employee(s) utilizing the asset
- Asset ownership status (if owned, leased, rented, or borrowed)
- All assets must be purchased following the defined purchasing procedure.

Processes must be defined to update the asset tracking database for all asset changes including relocation of devices, maintenance of devices, reassignment of users or manager, or disposal of the asset.

### ***Software Assets***

All software and associated licensing must be tracked in a format that allows for auditing of licenses, approvals, and location where the software has been deployed. A comprehensive list of all software used on Fillmore County assets must be maintained and regularly approved by the Information Technology team. This list must also list the version of approved software. This list will ensure Fillmore County complies with all contractual usage requirements.

Users are prohibited from downloading any type of software for use on Fillmore County information technology assets without approval from their immediate supervisor and the County Administrator.

### ***Information Assets***

#### *Hardcopy Material*

- All hardcopy material containing confidential or sensitive information should be clearly labeled as such.
- At no time are hardcopy material containing confidential or sensitive information to be removed from any Fillmore County secure office environment.
- Hardcopy material containing confidential or sensitive must be securely retained and disposed of in compliance with the Fillmore County Data Classification and Management Policy.
- All confidential or sensitive hardcopy material must be stored securely in a safe or approved locking file cabinet.

#### *Digital Media*

- All digital media containing confidential or sensitive information should be clearly labeled as such.
- At no time is digital media containing confidential or sensitive information to be removed from any Fillmore County secure office environment.
- Confidential or sensitive information should never be copied or stored on removable media without the approval of the County Administrator.
- All digital media containing County information must be encrypted in accordance with the Fillmore County Encryption Policy.

#### *External Information Systems*

Fillmore County shall establish a procedure for maintaining trust relationships with other organizations owning, operating, and/or maintaining Fillmore County external information systems. These trust controls should provide the authorization and access terms and conditions for outside organizations working with Fillmore County external information systems. External information systems and authorized individuals or organizations shall be cataloged and reviewed on a regular basis.

### *Information Asset Inventory*

A media inventory log should be created that accounts for all hardcopy and digital media locations. All information assets must be inventoried monthly by the Information Security Team. At this time, the security controls on the storage mechanism must be checked. Upon completion of the inventory, the media inventory log will be updated.

### Secure Sanitization and Destruction

When no longer needed for legal, regulatory, or business reasons, all Fillmore County assets containing confidential or sensitive information shall be properly sanitized of this information before reuse or disposal. The sanitization process must erase, destroy, or render the device unusable. If outsourcing destruction of data or assets, a certificate of destruction must be obtained.

### Provisioning and Deprovisioning

Fillmore County information technology assets shall follow a standard provisioning and deprovisioning procedure when employees enter or exit the workforce. Employees and other users should understand their roles and responsibilities regarding their provisioned assets. When deprovisioning an employee consideration should be given to their access of critical and sensitive Fillmore County assets.

## **REFERENCES**

### NIST CSF

- ID.AM-1, ID.AM-2, ID.AM-4
- ID.GV-4
- PR.DS-1, PR.DS-2, PR.DS-3
- PR.IP-5, PR.IP-6
- PR.PT-2

## ACCESS CONTROL POLICY (5.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

The Access Control Policy provides a framework for monitoring, limiting, and controlling access to Fillmore County's information technology resources. It also establishes a process for responding to unauthorized user access.

### POLICY

Fillmore County shall develop, document, and appropriately disseminate an Access Control Policy that addresses the purpose, scope, roles, responsibilities, oversight controls, coordination planning, and compliance necessities related to Fillmore County's access control needs. The Access Control Policy must facilitate the development and implementation processes for access control procedures. This policy also establishes standards for the continual review and improvement of Fillmore County's Access Control Policy. A successful Access Control Policy shall:

- Require all users and devices with access to Fillmore County's information technology resources to have a unique identifier. All identifiers should be captured and recorded when access is asserted.
- Establish procedures and monitoring for user, group, role, and device identifier issuance, management, verification, and revocation.
- Manage access permissions and authorizations, incorporating principles of least privilege.
- Enforce a separation of duties when managing access permissions and authorizations.
- Enforce a limit of consecutive invalid logon attempts by a user in a specified amount of time. Users exceeding this limit should be locked out of their account until reviewal and release by a system administrator.
- Establish authentication requirements that adequately address the assessed risk of each possible access transaction.
- Prevent and/or monitor for concurrent access sessions from the same access profile
- Establish usage restrictions, configuration requirements, and implementation guidance for any authorized remote access. Users and devices authorized for remote access must be clearly documented.
- Establish usage restrictions, configuration requirements, and implementation guidance for mobile device access. Mobile device access must be authorized and documented.
- Enforce clear documentation of user, group, role, and device privileges. Where possible, access permissions should be controlled on the group or role level.
- Establish reporting requirements when unauthorized access occurs or is believed to have occurred. This reporting should be automated where possible.
- Schedule access review audits for all users, groups, roles, and devices at least annually.
- Establish proper training and awareness for the Fillmore County employees responsible for managing access permission.

### REFERENCES

#### NIST CSF

- ID.GV-4
- PR.AC-1, PR.AC-3, PR.AC-4, PR.AC-6, PR.AC-7
- PR.AT-5
- PR.MA-2

## BACKUP AND DISASTER RECOVERY POLICY (6.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

The purpose of this policy is to provide direction and framework for the creation, implementation, management, and continuous improvement of Fillmore County's Disaster Recovery Plan (DRP).

### POLICY

#### Disaster Recovery Plan

A DRP shall be documented and readily available to necessary stakeholders. Fillmore County's DRP shall include, but not be limited by, the following principles:

- Identify the individuals and/or teams and their responsibilities for disaster recovery activities, including development, maintenance, and testing.
  - A contact list shall be maintained for primary and secondary contacts responsible for critical recovery processes.
  - An authority structure shall be established to delegate responsibility to qualified respondents, coordinate teams and departments, and effectively communicate and mitigate identified potential risks.
- Identify, prioritize, and protect Fillmore County's critical systems, infrastructure, and data against disaster events in alignment with company risk assessments and business impact analyses.
- Establish safeguards to avoid disasters. These resiliencies could include, but are not limited to, system and data redundancy, fire suppression, environmental monitoring systems, surge protection, firewalls, and uninterruptible power supply (UPS).
- A communication strategy that assigns clear responsibilities for communicating recovery activities to internal and external stakeholders.
- Establish restoration processes in the event of system loss or impact to functionality.
- Backup and restoration response testing should be coordinated with all stakeholders and testing of a disaster event scenario should occur, annually at a minimum.
- Continuous response improvement efforts should be conducted.
- A lessons learned discussion shall occur amongst DRP stakeholders after a disaster event occurs. Remediation efforts should be recorded and tracked to ensure DRP effectiveness improvement.

#### System Backups

Fillmore County must define and implement a comprehensive strategy for performing regular backups of data and applications. The strategy and process must be documented and regularly tested. Backups must comply with the following:

- All backups should comply with the Fillmore County Encryption Policy to ensure encryption at rest and in motion.
- Access to backup assets should be restricted, logged, and monitored following the Fillmore County Access Control Policy.
- Fillmore County information technology resource backup schedule and retention be prioritized based on the resource's classification, criticality, and value to Fillmore County operations.
- All media containing classified information should be labeled with the appropriate classification label per the Fillmore County Data Classification and Management Policy.
- Backups should regularly be tested for validity by testing a sample of backed up resources.
- Media that will no longer be used should be disposed of in accordance with the Fillmore County Asset Management Policy.
- Backup recovery activities are communicated with internal and external stakeholders, as needed.

- A clear backup and retention schedule should be maintained, reviewed, and audited at least annually.

**Backup Retention Schedule**

| Asset   | Schedule                                    | Type        | Location     | Replicated     | Retention |
|---------|---------------------------------------------|-------------|--------------|----------------|-----------|
| Servers | Daily                                       | Incremental | On-premises  | Cloud          | 30 days   |
| AS400   | Weekdays                                    | Libraries   | USI DC (CPS) | Hamel DC (CPS) | 2 weeks   |
| AS400   | Quarterly                                   | Full system | USI DC (CPS) | Hamel DC (CPS) | 1 year    |
| Records | See county retention schedule summary table |             |              |                |           |

**REFERENCES**

NIST CSF

- ID.AM-5, ID.AM-6
- ID.BE-1, ID.BE-2, ID.BE-4, ID.BE-5
- ID.GV-2, ID.GV-4
- ID.RA-3, ID.RA-4, ID.RA-6
- ID.RM-2
- PR.DS-1, PR.DS-2
- PR.IP-4, PR.IP-6, PR.IP-7, PR.IP-9, PR.IP-10
- PR.MA-1
- RS.RP-1
- RS.CO-1, RS.CO-4
- RS.IM-1, RS.IM-2
- RC.RP-1
- RC.IM-1, RC.IM-2
- RC.CO-3



## SYSTEM CONFIGURATION POLICY (7.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

All workstations, servers, and network devices on Fillmore County networks must be built and deployed securely and consistently to reduce attack surface and simplify management. The Fillmore County System Configuration Policy establishes rules for maintenance, protection, and remediation of Fillmore County's endpoints and network infrastructure against internal and external security threats.

### POLICY

It is the responsibility of the Technology/Land Records/GIS Committee to establish configuration standards to ensure devices are configured securely in order to minimize attack surfaces.

#### General Configuration

A system configuration procedure shall be defined that details the minimum configuration requirements of each system to ensure secure operation. Where possible, software should be installed per vendor best practices. At a minimum, the following process should be followed when deploying a new system:

- Install, update, and harden the operating system and application
- Follow the principle of least functionality by removing and disabling unnecessary services
- Install endpoint protection software as defined below
- Encrypt systems in accordance with the Fillmore County Encryption Policy
- Configure NTP client to a consistent source
- Configure backups in accordance with the Fillmore County Backup Policy
- Configure monitoring and alerting for resources and services
- Document the system and application configuration and dependencies and any ancillary documentation

#### Endpoint Protection

All servers, workstations, and other devices with access to Fillmore County's network are vulnerable to malware and must adhere to this policy to ensure Fillmore County is protected from endpoint-based threats.

- All Fillmore County owned or managed information technology assets must utilize the approved endpoint protection software.
- Responsibility for managing the endpoint protection solution is clearly delegated.
- The software must be configured to scan for malicious activity in real-time.
- Endpoints should implement and properly configure a host-based firewall solution.
- The software must be configured to prevent unauthorized tampering by end users.
- The software must check for signature updates daily.
- The software should not be disabled, or excessive exclusions permitted for extended periods of time.
- The software must be configured to alert on potentially malicious activity and trigger a response as defined in the Fillmore County Incident Response Policy.
- Event and detection logs shall be retained in accordance with the Fillmore County Logging and Monitoring Policy.

#### Network Security

- Implement and monitor firewalls at all network boundaries with different levels of trust
- Establish information flow controls and design networks to be segmented based on purpose and risk (e.g., separate production and development)

- Implement and monitor intrusion detection and prevention systems to monitor network traffic into and out of the network
- Review and approve network device security designs and changes, including modifications to firewall rules
- Review and regularly update a diagram of the network
- Wireless networks shall be restricted to authorized devices and users, utilizing strong authentication and only granting access to required services.

## **REFERENCES**

### NIST CSF

- ID.AM-6
- ID.BE-5
- PR.AC-5
- PR.DS-1, PR.DS-2, PR.DS-5, PR.DS-6, PR.DS-7, PR.DS-8
- PR.IP-1, PR.IP-3
- PR.PT-3, PR.PT-4, PR.PT-5
- DE.AE-1
- DE.CM-1, DE.CM-4, DE.CM-5, DE.CM-7

## ENCRYPTION POLICY (8.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

This policy defines the requirements of encryption technologies utilized to protect Fillmore County data and systems.

### POLICY

#### Encryption Requirements

Certain classification of data must be encrypted as defined in the Data Classification and Management Policy. This may be implemented differently depending on the systems storing, accessing, or processing of the information.

- Workstations
  - Workstations, including desktops and laptops, should utilize whole disk encryption on the drive containing the OS and any classified information. Disk encryption should not be disabled by the user or without approval.
- Digital media
  - Digital media, including USB flash drives, CDs, and DVDs, should be encrypted at the device level or file level, as needed.
- Email
  - Any emails containing sensitive or confidential information must be encrypted using the company's encryption solution.
- Remote access
  - Remote connectivity to the company intranet must utilize strong encryption technologies such as an SSL, VPN, and/or HTTPS.
- Internet resources
  - Confidential and sensitive information transmitted to any internet services should utilize HTTPS or other secure methods to transfer the information.
- Backups
  - Backups should be encrypted at rest and during replication if implemented.
- Wireless networks
  - Wireless networks should utilize WPA2 or stronger protocols with strong encryption keys.

#### Key Management

Encryption keys are used to encrypt and decrypt data. Loss or misuse of an encryption key may result in unauthorized disclosure of data. As such, the following requirements must be followed when generating and handling encryption keys.

- Proprietary encryption technologies are prohibited unless approved by the Information Security team.
- Only strong keys should be implemented, regardless of solution.
  - AES – 256-bit keys
  - RSA – 2048-bit keys
- Encryption technologies should be implemented according to vendor recommendations.
- Keys should be distributed only to the data custodian(s) as approved by the Information Security team.
- Key should be stored in an encrypted format.
- Keys should be rotated after any suspicious disclosure or other suspected incident.

- Encryption keys no longer in service shall be disposed of using the approved methods defined in the Fillmore County Asset Management Policy.

## **REFERENCES**

### NIST CSF

- PR.DS-1, PR.DS-2, PR.DS-5
- PR.PT-2, PR.PT-4

## VULNERABILITY AND PATCH MANAGEMENT POLICY (9.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

All servers, workstations, and network devices on Fillmore County networks, whether owned by Fillmore County, employees, or third parties, introduce vulnerabilities and risks to the network. These vulnerabilities must be addressed in accordance with this policy.

### POLICY

#### Discovery

Vulnerabilities, both internal and external, should routinely be identified and remediated to protect Fillmore County networks and data. Vulnerabilities may be discovered during vulnerability scans, penetration testing, or notification by third parties. Discovered vulnerabilities shall be logged, tracked, and reviewed on a routine schedule. The following requirements must be implemented to ensure timely identification of vulnerabilities.

- Roles and responsibilities for vulnerability testing and response are clearly defined.
- Monthly vulnerability scans of internal and external networks and systems are performed.
- Vulnerability scans of new solutions are performed before implementing into production.
- Vulnerability scans of systems after significant changes to applications are performed. For example, major version upgrades on core platforms.
- Annual penetration testing of internal and external systems.

#### Classification and Remediation

Once vulnerabilities are identified, they must be classified based on severity and risk and handled accordingly. Most vulnerability management solutions will assign a severity automatically. Severity of vulnerabilities may be adjusted by the County Administrator if deemed necessary and with guidance from the County's IT service provider. Vulnerabilities should be remediated, or the risk mitigated and accepted, within the timeline defined below, based on severity. Vulnerabilities shall be communicated to internal and external stakeholders, as needed.

| Severity      | Remediation SLA             |
|---------------|-----------------------------|
| Critical/High | Within 30 days of discovery |
| Medium/Low    | Within 90 days of discovery |

#### Patch Management

Many vulnerabilities are resolved by installing the latest patches released by the vendor. Some patches do not resolve security flaws and instead add or improve functionality. Security patches should be tested and automatically installed across the environment within the timelines defined below. All changes to install patches must comply with Fillmore County Change Management Policy and System Configuration and Security Policy. A communication plan with vendors should be maintained to alert Fillmore County when new security patches are released.

| Patch Severity | Patch Type | Timeline                               |
|----------------|------------|----------------------------------------|
| Critical/High  | Security   | Within 30 days of release              |
| Medium/Low     | Security   | Within 90 days of release              |
| Other          | Feature    | As required to maintain vendor support |

### REFERENCES

NIST CSF

- ID.RA-1, ID.RA-3, ID.RA-6
- DE.CM-1, DE.CM-4, DE.CM-5, DE.CM-8
- DE.DP
- PR.AC-5
- PR.DS-6
- PR.IP-12
- PR.MA-1
- PR.PT-4
- RS.AN-1, RS.AN-5
- RS.MI-3

## LOGGING AND MONITORING POLICY (10.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

Audit logs provide insight into authorized and unauthorized activities by Fillmore County employees, business partners, and unknown entities. Log management and system monitoring allows Fillmore County to quickly and effectively prevent, detect, and respond to security events.

### POLICY

Procedures must be established for Fillmore County security and business teams to ensure that appropriate audit logs are collected, analyzed, responded to, and maintained in accordance with the regulatory, legal, and security needs of Fillmore County.

#### Event Collection

To allow for effective monitoring and investigation, Fillmore County devices and network infrastructure must be configured to log the appropriate events and activities.

- Audit logs should be generated for all privileged actions, system changes, and network activity on all corporate devices where possible. This shall include, but is not limited to:
  - Use of system utilities, applications, and/or stored files
  - Alarms raised by the access control system
  - Changes to system or resource configuration, both scheduled and unscheduled
  - Changes to the activation status of protection systems
- Audit logs should include both successful events and failed attempts where possible.
- Network traffic flows should be captured on all network infrastructure equipment.
- Audit logs and traffic flows should be transmitted to a central security information and event management (SIEM) platform to allow for event correlation and automated reviews.
- Devices should be configured to utilize a consistent time source to ensure event correlation is possible.
- Audit logs should contain the following where possible:
  - User or account IDs
  - User privilege level
  - IP addresses and protocols
  - Date and time
  - Event details
  - Device and location

#### Event Review

Logs must be centrally managed and regularly reviewed to enable quick detection and response to potential security incidents. Log analysis and event detection may be automated where possible and continually improved.

- A security information and event management (SIEM) solution should be implemented and configured to collect logs from all sources.
- Events should be correlated to identify possible security incidents such as unauthorized access, privileged operations, system alerts, or system changes.
- Events and traffic flows should be reviewed on a regular basis to detect anomalous activity and initiate the appropriate response.

### System Monitoring

Fillmore County must monitor its internal and information systems to detect:

- Indicators of attacks or potential attacks
- Unauthorized local, network, and remote connections
- Unauthorized personnel, devices, and software
- Malicious and unauthorized mobile code

Agreements shall be established with external service providers to detect, monitor, and report potential cybersecurity events. Thresholds for escalating detected events must be created and categorized. Any detected events, or suspected events, that pass the escalation threshold should be reported to the Incident Response Team following the Fillmore County Information Security Policy.

### Event Retention and Protection

Logs must be retained for an appropriate amount of time to ensure information is available when needed. Log access should be restricted to authorized users only. Owners of the Fillmore County information, as defined in the Fillmore County Data Classification and Management Policy, should work with Legal partners to define retention standards and timelines.

- Audit logs may contain sensitive information and should be protected from unauthorized access.
- Access to the log management solution should be monitored and reviewed.
- Log server storage capacity must be monitored and maintained to allow for record storage during the required retention periods.
- Events shall be retained for a minimum of 90 days.

### **REFERENCES**

#### NIST CSF

- DE.AE-1, DE.AE-2, DE.AE-3, DE.AE-5
- DE.CM-1, DE.CM-2, DE.CM-3, DE.CM-4, DE.CM-5, DE.CM-6, DE.CM-7
- DE.DP-4
- PR.AC-1
- PR.DS-6, PR.DS-8
- PR.PT-1
- RS.AN-1, RS.AN-3, RS.AN-5



## CHANGE MANAGEMENT POLICY (11.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

Changes to Fillmore County information systems or applications introduce significant risk to the county and must be approved through a consistent change management oversight process. Proper change management ensures impacts to operations and the environment are considered for all scheduled, unscheduled, and emergency situations.

### POLICY

All proposed changes to Fillmore County information technology resources must follow the formal change control process defined below. All steps of the process must be documented, and any approval must be tracked. Change controls must include:

- Defined schedules for maintenance activities, where possible
- Considerations for manufacturer or vendor specifications on maintenance recommendations
- Identification, review, and documentation of changes including purpose, urgency, complexity of the change, and change activities
- Planning and testing of requirements and changes prior to operational system deployment
- An assessment of potential operational and security impacts
- Verification and evaluation of successful change
- Rollback procedure if the change was unsuccessful
- Specified procedures for system configuration change identification, security impact consideration and review, documentation requirements, and management oversight
- Specified procedures for monitoring, logging, and approving remote maintenance and diagnostic activities performed on Fillmore County's assets
- Requirements to consult Fillmore County's information security leader for guidance on the development and implementation of remote maintenance and diagnostic procedures
- Requirements to follow Fillmore County Access Control Policy when local or remote maintenance is being performed
- Formal, documented approval of change by management
- Communication of change to all internal and external stakeholders
- Post-change analysis to review lessons learned and improve the change process

When possible, development and testing environment(s) should be separate from the production environment.

### Emergency Changes

Emergency situations may arise which require immediate changes without the ability to follow the formal change control process. This may include events such as containing security incidents or resolving systems unavailability. In these events, the formal process does not need to be followed, however, all changes must still be documented and approved by management.

### REFERENCES

#### NIST CSF

- PR.AC-5
- PR.DS-7
- PR.IP-3

- PR.MA-1, PR.MA-2

## PHYSICAL SECURITY POLICY (12.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

Access to Fillmore County facilities by employees, vendors, and visitors must be controlled for the safety of personnel, data, and assets.

### **POLICY**

All Fillmore County facilities and data centers must be secured by digital locks that require a PIN or keycard for entry. Physical keys should be distributed on a limited as-needed basis and only used in the event of an emergency. Monitoring of the physical environment must be performed to reduce the likelihood of a security event. Access to Fillmore County facilities should be controlled in a separation of duties environment and follow other principles established in the Fillmore County [Access Control Policy](#).

#### Employees

Each employee with access to Fillmore County facilities shall be issued a unique PIN or card. Employees are prohibited from sharing access cards or PINs for any reason. Cards or PINs shall be issued and revoked by the County Administrator or designee and shall be built into the employee onboarding and termination processes. Appropriate training for the Fillmore County employees responsible for managing physical access permissions shall be established.

Employees that require access to Fillmore County facilities outside of regular hours must gain approval from their direct supervisor and the County Administrator. Access should be granted to facilities on a least-privilege basis.

#### Visitors

All visitors must sign in and out of Fillmore County facilities using a visitor log. At a minimum, the log should capture the following information.

- Name of visitor and company if applicable
- Date of visit
- Purpose of visit
- Personnel visiting
- Time in
- Time out

All visitors shall be issued a visitor badge while visiting. Visitors must be escorted at all times while in any secured areas of Fillmore County facilities.

The Sheriff's Office is responsible for issuing and tracking visitor access.

#### Access to Secure Facilities

Enforcing and monitoring physical access to secure facilities is the responsibility of the Sheriff's Office. The Sheriff's Office shall define procedures for screening access and conduct regular security checks of facilities.

Response procedures to common types of incidents shall be documented and tested on a regular basis.

### Monitoring

Monitoring of the physical environment must be performed to detect and prevent potential security events. Regular user access reviews shall be conducted along with regular reviews of access logs.

### **REFERENCES**

#### NIST CSF

- DE.CM-2, DE.CM-3, DE.CM-7
- DE.DP-4
- PR.AC-1, PR.AC-2, PR.AC-4
- PR.AT-5, PR.IP-5

## **EXCEPTIONS AND ENFORCEMENT (13.00)**

### **EXCEPTIONS**

Exceptions from certain policy provisions may be sought following the Fillmore County Policy Exception process. Exceptions will be assessed and granted based on risk level.

### **ENFORCEMENT**

All employees, vendors, or clients that violate this policy may be subject to disciplinary action up to and including termination of employment, termination of contracts, and civil or criminal penalties. Fillmore County complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

**FILLMORE COUNTY**  
**REVIEW AND STATUS OF 2020 PERFORMANCE MEASURES**

**2020 Performance Measure 1) Reduce the total number of accidents that occur on County State Aid Highways, County Roads and Un-Organized Township Roads that involve fatalities and injury from prior year:**

For 2020, the “County” includes all State Aid Roads, County Roads and Township Roads (overall the “County” had 1 less injury and 2 less fatalities)

County had 18 injuries and 0 fatalities; City had 7 injuries and 0 fatalities; and State had 34 injuries and 2 fatalities = Total 59 injuries and 2 fatalities

Compared to 2019 which had the following:

County had 19 injuries and 2 fatalities; City had 8 injuries and 0 fatalities; and State had 19 injuries and 1 fatality = Total of 46 injuries and 3 fatalities

**2020 Performance Measure 2) Maintain Pavement Quality Index rating of 72:**

This performance measure was reached for 2020, as the current MPQI is 73 for the County, it was 73 for 2019 as well. Please note that official PQI numbers will be coming yet this year (2021) from MN/DOT.

**2020 Performance Measure 3) Tobacco use among adult to national benchmark:**

This performance measure was not reached for 2020 as the National performance measure was 14%, the State of Minnesota was 15% and Fillmore County was at 15%.

**2019 Performance Measure 4) Child Support Program Cost Effectiveness:**

This performance measure outlines what a tremendous job that Fillmore County staff continues to do for Child Support collections. In 2020, we collected \$7.70 for every \$1.00 spent on the child support program. Which Fillmore County is currently second in the state. The State average is \$3.14. Please note in 2019, we collected \$7.74 for every \$1.00 spent on the child support program.

**2020 Performance Measure 5) Percentage of low birth-weight births:**

As in the past, this performance measure is surprisingly good for the high number of pregnant women not receiving prenatal care and delivering babies at home. We are at 5%, which is no change from last year, but we are beating the national percentage (6%) and the state percentage (7%).

**2019 Performance Measure 6) Median ratio between 90% and 105% for three types of assessment ratios:**

This performance measure was reached for all three types as follows:

|                                        | <b>2020</b> | <b>2019</b> |
|----------------------------------------|-------------|-------------|
| • Commercial/Industrial Classification | 99.81%      | 94.89%      |
| • Ag/Rural Vacant Classification       | 96.23%      | 99.57%      |
| • Residential Classification           | 93.21%      | 91.62%      |

**2020 Performance Measure 7) Meet 10 day turn-around time for document recording:**

This performance measure was reached for 2020.

**2020 Performance Measure 8) 100% post-election results:**

This performance measure was reached for 2020.

**2020 Performance Measure 9) Increase by 5% State and Federal dollars brought into County for veterans benefits:**

Per our Veteran Services Officer, The US Department of Veterans Affairs has not released the date for 2020, and without the data it would be speculation, however we did have a Veteran that received a lump sum payment of \$312,249.44 of back pay.

For 2019, the federal and state dollars brought into the County for Veterans increased by 5.2%.

**2020 Performance Measure 10) Maintain 85% of veterans receiving services and/or benefits:**

Because of the pandemic and the US Department of Veterans Affairs closing facilities for healthcare it is complicated to prove this number for 2020. During the pandemic however, no Veteran lost benefits but may not have been able to use them. All Compensation and Pension money was received by the Veteran or family during this time, with that said our Veteran Services Officer feels confident that at least 85% of Veterans of Fillmore received services and/or benefits.

For 2019, 93.2% of veterans in Fillmore County are receiving benefits; which is the same as 2018. We had 51 new veterans receiving services but we lost 51 veterans as well.

**2020 Performance Measure 11) Goal of 7200 per 1000 residents for annual library visits:**

We have not received this data yet but will be sure to verify by the time we send the report in for the July 1<sup>st</sup> deadline.

For 2019, 4,956 was the number of visits per 1000 residents, so we were short of the performance measure. Total visits for 2019, is recorded as 103,408, which is down from 2018, which was 114,202 visits.

It should be noted that the library website visits were 12,952 per 1,000 with 270,246 annual visits.

**2020 Performance Measure 12): Goal to keep debt service levy under 11%:**

The debt service levy was at 2.39% for 2020. Per capita for the debt service levy is \$12.83.

**2019 Performance Measure 13) Performance Measure of 40% recycling rate of Municipal Solid Waste:**

The recycling rate for 2020 was 26%. After speaking with MPCA, we are likely meeting our goal in practice, because we currently are not tracking yard waste disposed of at the compost sites around the County. The recycling rate for 2019 was 21.4%.

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965

Date July 7, 2020 Resolution No. 2020-032

Motion by Commissioner Bakke Second by Commissioner Lentz

**WHEREAS** The Fillmore County Board of Commissioners has adopted the following mission: Fillmore County’s mission is to provide quality services to the citizens in an efficient, cost effective manner; and

**WHEREAS** Setting goals and measuring results of each year’s expenditures helps accomplish that overall mission; and

**WHEREAS** Fillmore Department Heads have determined the following goals and recommend that the Board adopt the goals to provide quality and efficient, cost effective service to the citizens of Fillmore County.

**NOW THEREFORE BE IT RESOLVED** That the Fillmore County Board of Commissioners adopts the Following goals for the upcoming year.

**VOTING AYE**

Commissioners      Prestby                   Dahl                   Bakke                   Hindt                   Lentz

**VOTING NAY**

Commissioners      Prestby                   Dahl                   Bakke                   Hindt                   Lentz

STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 7th day of July, 2020.

Witness my hand and official seal at Preston, Minnesota the 7th day of July, 2020.

SEAL

Bobbie Hillery, Administrator/Clerk

Fillmore County Board of Commissioners

\*\*See attached chart



Standard Measures for Fillmore County

| Category                                | #   | Measure                                                                                                                                                                                           | Notes:                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Safety                           | 1.  | Part I and II Crime Rates                                                                                                                                                                         | Submit data as reported by the Minnesota Bureau of Criminal Apprehension                                                                                                                                                                                                                                                                      |
|                                         | 2.  | Deputy Response Time                                                                                                                                                                              | Time it takes on top-priority calls from dispatch to the first officer on scene                                                                                                                                                                                                                                                               |
|                                         | 3.  | Percent of adult offenders with a new felony conviction within 3 years of discharge                                                                                                               | MN sentencing Guidelines Commission                                                                                                                                                                                                                                                                                                           |
|                                         | 4.  | Total number of accidents that occur on County State Aid Highways, County Roads on Un-Organized Township Roads that involve fatalities and Injury.                                                | Available in Towards Zero Deaths reports                                                                                                                                                                                                                                                                                                      |
| Public Works                            | 5.  | Hours to plow complete system during a snow event                                                                                                                                                 | County records                                                                                                                                                                                                                                                                                                                                |
|                                         | 6.  | Average county pavement condition rating                                                                                                                                                          | Pavement Quality/ Condition Index. Provide average rating system program/type. Example, 70 rating on the Pavement Condition Index (PCI)                                                                                                                                                                                                       |
|                                         | 7.  | Average Bridge Sufficiency Rating                                                                                                                                                                 | County records/ MN Dept. of Transportation                                                                                                                                                                                                                                                                                                    |
| Public Health, Social Services          | 8.  | General Life Expectancy                                                                                                                                                                           | <a href="http://www.healthmetricsandevaluation.org/tools/data-visualization/life-expectancy-county-and-sex-us-country-comparison-global-1989-1999-2009#/overview/explore">http://www.healthmetricsandevaluation.org/tools/data-visualization/life-expectancy-county-and-sex-us-country-comparison-global-1989-1999-2009#/overview/explore</a> |
|                                         | 9.  | Tobacco and Alcohol Use                                                                                                                                                                           | <a href="http://www.countyhealthrankings.org">www.countyhealthrankings.org</a>                                                                                                                                                                                                                                                                |
|                                         | 10. | Workforce participation rate among MFIP and DWP recipients                                                                                                                                        | Defined as "Percent of MFIP/DWP adults working 30 or more hours per week or off cash assistance three years after baseline"; data available from MN Dept of Human Services                                                                                                                                                                    |
|                                         | 11. | Percentage of children where there is a recurrence of maltreatment within 12 months following and intervention                                                                                    | County records                                                                                                                                                                                                                                                                                                                                |
|                                         | 12. | Child Support Program Cost Effectiveness                                                                                                                                                          | Recommended from 2012 Steering Committee report; Available from MN Dept of Human Services                                                                                                                                                                                                                                                     |
|                                         | 13. | Percentage of low birth-weight births                                                                                                                                                             | MN Dept of Human Services or <a href="http://www.countyhealthrankings.org">www.countyhealthrankings.org</a>                                                                                                                                                                                                                                   |
| Property Records, Valuation, Assessment | 14. | Level of assessment ratio                                                                                                                                                                         | If the median ratio falls between 90% and 105%, the level of assessment is determined to be acceptable; median ratio requested for all 3 types of assessment ratios submitted to Dept of Revenue                                                                                                                                              |
|                                         | 15. | Turn-around time for recording, indexing and returning real estate documents                                                                                                                      | County records, MN statutes 357.182, Subd 6 require a 10 day turnaround time by the year 2011, 90% of the time                                                                                                                                                                                                                                |
| Elections                               | 16. | Accuracy of post-election audit (% of ballots counted accurately)                                                                                                                                 | County records                                                                                                                                                                                                                                                                                                                                |
| Veterans Services                       | 17. | Percent of veterans surveyed who said their questions were answered when seeking benefit information from their County Veterans' Office (survey data, provide year completed and total responses) | Survey data                                                                                                                                                                                                                                                                                                                                   |
|                                         | 18. | Dollars brought into county for veterans' benefits                                                                                                                                                | Federal and State dollars (this measure was recommended by 2008 OLA report)                                                                                                                                                                                                                                                                   |
|                                         | 19. | Percentage of veterans receiving federal benefits                                                                                                                                                 | This measure was recommended by 2008 OLA report                                                                                                                                                                                                                                                                                               |
| Parks, Libraries                        | 20. | Number of annual visits per 1,000 residents                                                                                                                                                       | County records. ( Number of visits/ Population) x1,000 = visits per 1,000 residents                                                                                                                                                                                                                                                           |
| Budget, Financial                       | 21. | Bond rating                                                                                                                                                                                       | Standard & Poor's Ratings Services or Moody's Investor Services                                                                                                                                                                                                                                                                               |
|                                         | 22. | Debt service levy per capita; outstanding debt per capita                                                                                                                                         | County records, Comprehensive Annual Financial Report                                                                                                                                                                                                                                                                                         |
| Environment                             | 23. | Recycling percentage                                                                                                                                                                              | Available in the SCORE report                                                                                                                                                                                                                                                                                                                 |
|                                         | 24. | Amount of hazardous household waste and electronics collected                                                                                                                                     | County records                                                                                                                                                                                                                                                                                                                                |

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date June 22, 2021 Resolution No. 2021 - XXX

Motion by Commissioner Second by Commissioner

WHEREAS, In 2010, the Minnesota Legislature created the Council on Local Results and Innovation; and
WHEREAS, The Council on Local Results and Innovation developed a standard set of performance measures that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties in providing services and measure residents' opinion of those services; and
WHEREAS, Benefits to Fillmore County are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and
WHEREAS, Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and
WHEREAS, The Fillmore County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and
NOW THEREFORE LET IT BE RESOLVED THAT, Fillmore County will report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.
BE IT FURTHER RESOLVED, Fillmore County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county/city.

VOTING AYE Commissioners Prestby Dahl Bakke Hindt Lentz
VOTING NAY Commissioners Prestby Dahl Bakke Hindt Lentz

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 22nd day of June, 2021.

Witness my hand and official seal at Preston, Minnesota the 22nd day of June, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk
Fillmore County Board of Commissioners