

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
March 1, 2016**

Fillmore County Courthouse, 101 Fillmore Street West - Preston, MN

Mitch Lentz - First District

Harry Root – Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

Pledge of Allegiance

- 9:00 a.m. Approve agenda
Approve Consent Agenda:
1. February 23, 2016 County Board minutes.

Approve Commissioners' Warrants
Review Auditor's Warrants

- 9:05 a.m. Ron Gregg, Highway Engineer
1. Consider request to purchase a Wheel Loader
 2. Consider request to purchase a laptop computer, docking station and monitors for Engineering Technician Sr.
 3. Consider request to call a public hearing to update the capital preservation plan for the local option sales tax for April 5, 2016

- 9:20 a.m. Kristina Kohn, Human Resources Officer
1. Consider request to accept resignation of Matthew Hoff, effective 3/10/16
 2. Second reading with possible action regarding updated "Fleet Vehicles" policy
 3. Consider request to hire temporary office support not to exceed 6 months at Grade 1/Step 1 as recommended by the Personnel Committee

9:30 a.m. Citizen Input

- 9:35 a.m. Bobbie Vickerman, Coordinator/Community Services Director
1. Consider request to adopt updated Joint Board of Health bylaws
 2. Consider request to purchase Early Childhood Physical Activity Kits for SEMCAC Head Start program with SHIP grant dollars
 3. Consider request to approve Coordinator and Human Resources Officer to complete the Human Resources Management certificate program through Minnesota Counties Intergovernmental Trust
 4. Consider request of a demonstration small laptop or purchase a smaller laptop to test as an option for Public Health

OTHER ADMINISTRATIVE ITEMS:

1. Consider request to replace the outdoor bench in honor of Judge Robert Benson for Courthouse building from donations.

Calendar review, announcements and committee reports

FILLMORE COUNTY BOARD OF COMMISSIONERS

March 1, 2016 Meeting Agenda

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

Tuesday, March 1	8:15 a.m.	Personnel Committee
	9:00 a.m.	County Board – Special Meeting, Commissioners’ Boardroom, Courthouse, Preston
	4:00 p.m.	Veterans Home Committee, Preston City Hall, Preston
Wednesday, March 2	9:00 a.m.	Southeast MN Water Resources Advisory, MN Pollution Control Agency, Rochester
Monday, March 7	9:00 a.m.	Root River One Watershed/One Plan Advisory, Conference Room 108, FCOB, Preston
	10:00 a.m.	Southeast MN Emergency Communication Board/Regional Advisory Committee, Rochester Public Utilities Building, Rochester
Tuesday, March 8	8:00 a.m.	Department Head
	9:00 a.m.	County Board – Regular Meeting, Commissioners’ Boardroom, Courthouse, Preston
	12:00 p.m.	Personnel Committee (or right after Board meeting)
Wednesday, March 9	8:00 a.m.	Labor/Management Safety
	12:00 p.m.	Dodge-Fillmore-Olmsted Joint Power Board, Olmsted County Government Center, Rochester
	2:00 p.m.	Disaster Training, Houston County Government Center, Caledonia
Thursday, March 10	All Day	Association of MN Counties (AMC) Joint Legislative Conference, St. Paul
Friday, March 11	8:00 a.m.	AMC Joint Legislative Conference, St. Paul
	- 12:00 p.m.	
Monday, March 14	9:00 a.m.	Water Resources Joint Board Powers, Oronoco
	6:00 p.m.	Development Achievement Center, Preston
	6:30 p.m.	Semcac, St. Charles
	7:30 p.m.	Winneshiek County Solid Waste Committee, Decorah
Tuesday, March 15	1:00 p.m.	Technology/Land Records/GIS
	3:00 p.m.	Wellness
Thursday, March 17	4:30 p.m.	Soil and Water Conservation District (SWCD), SWCD Office, Preston
	7:00 p.m.	Planning Commission/Board of Adjustment, Commissioners’ Boardroom, Courthouse, Preston

FILLMORE COUNTY COMMISSIONERS' MINUTES

February 23, 2016

This is a preliminary draft of the February 23, 2016 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.

The Board of County Commissioners of Fillmore County, Minnesota met in special session this 23rd day of February, 2016 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Randy Dahl, Duane Bakke, and Harry Root. Member absent: Commissioner Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; Shirl Boelter, Auditor/Treasurer; John DeGeorge, Captain; Thomas Kaase, Sheriff; Robin Krom, Mayor of Lanesboro; Michele Peterson, Lanesboro City Administrator; Thomas Trehus; Bonita Underbakke; George Spangler; Michael Cruse, MN Extension Service; Rebecca Lofgren, 4-H Coordinator; Jason Marquardt, Veteran Services Officer; Ronald Gregg, Highway Engineer; Brett Corson, County Attorney; Austen Case, Intern; Sheila Craig, SE MN Wastewater Initiative; Wendy Ebner, Social Services Supervisor; Neva Beier, Social Services Manager; Donna Rasmussen, District Administrator, and Jennifer Ronnenberg, Water Management Coordinator, Soil and Water Conservation District; Jon Martin, Solid Waste Administrator; Cindy Blagsvedt, Assessor; Debra Leutink, Eligibility Worker; Teri Root, Eligibility Worker; David Kiehne, Recorder; Cristal Adkins, Zoning Administrator; Michael Frauenkron, Feedlot Officer/Zoning Technician; Terry Schultz, Building Maintenance Supervisor; Representative Greg Davids and Senator Jeremy Miller Karen Reisner, Fillmore County Journal; and Gretchen Mensink-Lovejoy, Republican-Leader, were present.

The Pledge of Allegiance was recited.

On motion by Root and seconded by Dahl, the Board unanimously approved the agenda.

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

1. February 9, 2016 County Board minutes, as presented.
2. Payment of SELCO 1st quarter invoice for \$54,827.25 in accordance with agreement.
3. Three overnight stays for three Election Administrators to attend required Secretary of State Election Training.
4. Merit increase for Deborah Tammel-Peterson, Eligibility Worker, to Grade 28/Step 8(H), effective 1/13/2016 as recommended by the Community Services Director.

On motion by Root and seconded by Bakke, the Board unanimously approved the payment of the following Commissioners' warrants:

WARRANTS

The Auditor's warrants were reviewed.

Robin Krom, Mayor, City of Lanesboro, was present.

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

RESOLUTION 2016-007: Support for the City of Lanesboro for the Lanesboro Dam

Shirl Boelter, Auditor/Treasurer, was present.

On motion by Dahl and seconded by Root, the Board unanimously approved to advertise in the legal paper and on the website for the Auditor/Treasurer Office being open for passport processing on Saturday, March 5, 2016.

On motion by Bakke and seconded by Dahl, the Board unanimously approved the appointment of Michael Brown from District 4 as a member of the Fillmore County Economic Development Authority (EDA) Board.

On motion by Root and seconded by Dahl, the Board unanimously approved the addition of the Veterans' Home Committee to Commissioner Duane Bakke's committee list.

On motion by Dahl and seconded by Root, the Board unanimously approved to send the 2001 burgundy Chevrolet Impala to auction.

A review of the calendar was done and the following committee reports and announcements were given: Bakke: Soil and Water Conservation District (SWCD) – Annual Plan was presented; Pollinator Roadside Committee – ideas regarding timing of mowing, road crop ditches. Bakke noted that the townships will have their annual meetings on March 8th. Root: Fillmore County Corrections Advisory Board – discussed domestic violence consequences.

Ronald Gregg, Highway Engineer, was present.

On motion by Dahl and seconded by Root, the Board unanimously approved to award the 2016 County fuel needs to the only bidder, Hovey Oil Company, at the following bids based on estimated units and at the recommendation of the County Engineer. (Abstract of bids on file at the Highway Department)

LOCATION	ESTIMATED QUANTITY/YR	GRADE OF FUEL	TANK SIZE	OVERHEAD & PROFIT/GAL.
Peterson	6,500	#2 Diesel Premium	1,000	0.0700 \$ 455.00
	1,000	#1 Diesel		0.0600 \$ 60.00
	1,200	Ethanol Blend Gasoline	500	0.3300 \$ 396.00
Total				\$ 911.00
Chatfield	6,500	#2 Diesel Premium	1,000	0.0500 \$ 325.00
	600	#1 Diesel		0.0300 \$ 18.00
	1,200	Ethanol Blend Gasoline	500	0.3100 \$ 372.00
Total				\$ 715.00
Spring Valley	6,500	#2 Diesel Premium	1,000	0.0500 \$ 325.00
	700	#1 Diesel		0.0300 \$ 21.00
	1,200	Ethanol Blend Gasoline	500	0.3100 \$ 372.00
Total				\$ 718.00
Cherry Grove	6,500	#2 Diesel Premium	1,000	0.0500 \$ 325.00
	700	#1 Diesel		0.0300 \$ 21.00
	1,500	Ethanol Blend Gasoline	500	0.3100 \$ 465.00
Total				\$ 811.00
Canton	10,000	#2 Diesel Premium	1,000	0.0500 \$ 500.00
	1,400	#1 Diesel		0.0500 \$ 70.00
	2,000	Ethanol Blend Gasoline	500	0.3200 \$ 640.00
Total				\$ 1,210.00
Preston shops	13,000	#2 Diesel Premium	1,000	0.0400 \$ 520.00
	1,300	#1 Diesel		0.0300 \$ 39.00
	23,000	Ethanol Blend Gasoline	2,000	0.3100 \$ 7,130.00
Total				\$ 7,689.00

On motion by Root and seconded by Bakke, the following resolution was unanimously adopted:
RESOLUTION 2016-008: Final payment of \$14,529.06 to Alcon Construction for bridge replacement project, SAP 23-599-186, Preble Township

The Citizens Input portion of the meeting was opened at 9:30 a.m.

Bonita Underbakke, from Holt Township, asked to verify the Community Corrections review.

The Chair closed the Citizens Input portion of the meeting at 9:34 a.m.

Ronald Gregg, Highway Engineer, continued.

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

RESOLUTION 2016-009: Fillmore County bridge priority list

Discussed bridge list, Dahl requested copies to be given to the Legislators.

Highway – Bakke/Prestby – Discussed 2016 projects, reviewed list of ½% sales tax projects, public hearing to review the Capital Improvement Plan, met with Maintenance staff about snowplowing policy and started those discussions. Bakke asked Gregg to send out the 2016 project list to all board members.

Jason Marquardt, Veteran Services Officer, and Bobbie Vickerman, Coordinator/Community Services, were present.

On motion by Dahl and seconded by Root, the Board unanimously approved for the Veteran Services Officer to attend training to become a Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillation (AED) instructor.

Jason Marquardt, Veteran Services Officer; Bobbie Vickerman, County Coordinator/Community Services Director; Neva Beier, Social Services Manager; Michael Cruse, MN Extension Service; Rebecca Lofgren, 4-H Coordinator; Sheila Craig, SE MN Wastewater Initiative; John DeGeorge, Captain; and Thomas Kaase, Sheriff, all brought forward a request to move the Veteran Services Office into the Extension Office to allow the current Veteran Services Office to be used for a Cornerhouse Interview area. By consensus of the Board, it was approved to move forward regarding the relocating options for the lower level of the County Office Building office space.

The Chair recessed the meeting at 10:05 a.m. and reconvened back in session at 10:13 a.m.

A presentation of the Fillmore County 2016 Legislative priorities and Association of Minnesota Counties 2016 Legislative priorities, was given.

On motion by Dahl and seconded by Root, the Chair adjourned the meeting at 11:39 a.m.



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3	DEPT			Board Of Commissioners		
5887	Dahl/Randy 01-003-000-0000-6335		81.00	Mileage 02/08/2016 02/23/2016	Feb 2016	Employee Automobile Allowance
5887	Dahl/Randy		81.00	1 Transactions		
82132	Fillmore Co Journal 01-003-000-0000-6233		10.25	Board Min 1/26/2016	73296	Publications
	01-003-000-0000-6233		6.00	Board Min 2/2/2016	73299	Publications
82132	Fillmore Co Journal		16.25	2 Transactions		
3731	Root/Harry 01-003-000-0000-6335		65.88	Mileage 02/02/2016 02/23/2016	Feb 2016	Employee Automobile Allowance
3731	Root/Harry		65.88	1 Transactions		
3	DEPT Total:		163.13	Board Of Commissioners	3 Vendors	4 Transactions
11	DEPT			District Court		
4145	LUHMANN LAW, LLC 01-011-000-0000-6261		200.00	23-FA-15-223	347	Court Appointed Attorneys
	01-011-000-0000-6261		330.00	23-FA-15-747	350	Court Appointed Attorneys
4145	LUHMANN LAW, LLC		530.00	2 Transactions		
5146	NETHERCUT SCHIEBER PLLP 01-011-000-0000-6261		560.00	23-PR-15-870	FEB 2016	Court Appointed Attorneys
	01-011-000-0000-6261		190.00	23-FA-15-747	FEB 2016	Court Appointed Attorneys
5146	NETHERCUT SCHIEBER PLLP		750.00	2 Transactions		
11	DEPT Total:		1,280.00	District Court	2 Vendors	4 Transactions
14	DEPT			Law Library		
437	Thomson Reuters-West Payment Center 01-014-000-0000-6451		198.25	V12V13V25V25A VB	833470476	Reference Materials
437	Thomson Reuters-West Payment Center		198.25	1 Transactions		
14	DEPT Total:		198.25	Law Library	1 Vendors	1 Transactions



Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
34	DEPT				Policy Coordinator					
5016	A+ Imaging Systems	01-034-000-0000-6377		22.89	Copy Usage	01/16/2016 02/15/2016	101637		Fees And Service Charges	
5016	A+ Imaging Systems			22.89		1 Transactions				
34	DEPT Total:			22.89	Policy Coordinator		1 Vendors			1 Transactions
41	DEPT				Auditor/Treasurer					
111	Fillmore Co Treasurer- Credit Card/ACH	01-041-000-0000-6337		20.00	MACO Conference Meal		200000541		Other Travel Expense	
		01-041-000-0000-6639	AP P	214.99	Signature Pad for Online Marri		6742		Asset Inventory	
111	Fillmore Co Treasurer- Credit Card/ACH			234.99		2 Transactions				
41	DEPT Total:			234.99	Auditor/Treasurer		1 Vendors			2 Transactions
45	DEPT				Accounting Services					
5138	Eide Bailly LLP	01-045-000-0000-6285		9,500.00	2015 Progress Billing		E100344417		Professional Fees	
5138	Eide Bailly LLP			9,500.00		1 Transactions				
45	DEPT Total:			9,500.00	Accounting Services		1 Vendors			1 Transactions
60	DEPT				Information Systems					
2584	CDW Government Inc	01-060-000-0000-6639		161.10	Monitor Cables		BXZ5605		Asset Inventory	
		01-060-000-0000-6639	AP P	182.80	Computer Speakers		ZV91937		Asset Inventory	
		01-060-000-0000-6639	AP P	256.35	Monitor		ZW46633		Asset Inventory	
2584	CDW Government Inc			600.25		3 Transactions				
60	DEPT Total:			600.25	Information Systems		1 Vendors			3 Transactions
91	DEPT				County Attorney					
80445	Beckley's Office Products	01-091-000-0000-6408		459.00	Chair		06767		Other Office Supplies	
80445	Beckley's Office Products			459.00		1 Transactions				
1462	Legal Process Services									



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-091-000-0000-6285		87.50	Subpoena	8555	Professional Fees
1462	Legal Process Services		87.50		1 Transactions	
7213	Metro Sales Inc					
	01-091-000-0000-6377		117.09	Contract	15891-01	Fees And Service Charges
				02/19/2016	03/18/2016	
7213	Metro Sales Inc		117.09		1 Transactions	
84760	Mower County Sheriffs Office					
	01-091-000-0000-6377		80.00	Civil Process Serv Fee	1204	Fees And Service Charges
84760	Mower County Sheriffs Office		80.00		1 Transactions	
85012	Office Depot					
	01-091-000-0000-6408		121.20	Supplies	823768894001	Other Office Supplies
85012	Office Depot		121.20		1 Transactions	
	437 Thomson Reuters-West Payment Center					
	01-091-000-0000-6451		846.00	Subscription Product	833488542	Reference Materials
				01/05/2016	02/04/2016	
	437 Thomson Reuters-West Payment Center		846.00		1 Transactions	
91	DEPT Total:		1,710.79	County Attorney	6 Vendors	6 Transactions
101	DEPT			Recorder		
	4597 Kiehne/David					
	01-101-000-0000-6335		43.74	Pre Mtg in Roch Mileage	02/17/2016	Employee Automobile Allowance
	4597 Kiehne/David		43.74		1 Transactions	
101	DEPT Total:		43.74	Recorder	1 Vendors	1 Transactions
102	DEPT			Surveyor		
	2223 Brand/Jeffrey R					
	01-102-000-0000-6337		433.36	Travel Expense	Feb 2016	Other Travel Expense
	2223 Brand/Jeffrey R		433.36		1 Transactions	
102	DEPT Total:		433.36	Surveyor	1 Vendors	1 Transactions
105	DEPT			Planning And Zoning		



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5016	A+ Imaging Systems 01-105-000-0000-6377		22.89	Copy Usage 01/16/2016 02/15/2016	101637	Fees And Service Charges
5016	A+ Imaging Systems		22.89	1 Transactions		
106	Fillmore Co Treasurer 01-105-000-0000-6561		5.72	January 2016	32	Gasoline Diesel And Other Fuels
106	Fillmore Co Treasurer		5.72	1 Transactions		
105	DEPT Total:		28.61	Planning And Zoning	2 Vendors	2 Transactions
111	DEPT			Facilites Mtce		
7460	Al Larson & Sons Plumbing & Heating, Inc 01-111-000-0000-6317		316.80	Filters for AirHandlers &Toile	16149	Building Maintenance
7460	Al Larson & Sons Plumbing & Heating, Inc		316.80	1 Transactions		
3370	Haakenson Electric Inc 01-111-000-0000-6317		59.98	Replaced Ballast & Switch FCOB	2899	Building Maintenance
3370	Haakenson Electric Inc		59.98	1 Transactions		
5988	Preston Auto Parts 01-111-000-0000-6580		32.97	Flashlight and Paint Supplies	460243	Other Repair And Maintenance Supplies
	01-111-000-0000-6580		9.96	Paint Supplies	460258	Other Repair And Maintenance Supplies
5988	Preston Auto Parts		42.93	2 Transactions		
3511	State Industrial Products-State Chemical 01-111-000-0000-6411		196.72	Custodial Supplies	97634285	Custodial Supplies
3511	State Industrial Products-State Chemical		196.72	1 Transactions		
111	DEPT Total:		616.43	Facilites Mtce	4 Vendors	5 Transactions
125	DEPT			Veteran Services		
106	Fillmore Co Treasurer 01-125-000-0000-6561		205.92	January Fuel	32	Gasoline Diesel And Other Fuels
106	Fillmore Co Treasurer		205.92	1 Transactions		
83550	Kelly Printing & Signs 01-125-000-0000-6420		293.75	Pens Grant	22989	State Grant Expenses

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
83550 Kelly Printing & Signs		1 Transactions		
4487 PRESTON SERVICE PLUS 01-125-000-0000-6580	293.75	Dodge Oil Change	3695	Other Repair And Maintenance Supplies
4487 PRESTON SERVICE PLUS	45.76	1 Transactions		
125 DEPT Total:	545.43	Veteran Services	3 Vendors	3 Transactions
149 DEPT		Other General Government		
6190 Phone Station Inc 01-149-000-0000-6204	596.50	2/11 Programming issues	72438	Telephone Repair And Service
6190 Phone Station Inc	596.50	1 Transactions		
3665 Ratwik,Roszak & Maloney, Pa 01-149-000-0000-6285	204.00	Prof Fees 1/27/2016	58149	Professional Fees
3665 Ratwik,Roszak & Maloney, Pa	204.00	1 Transactions		
149 DEPT Total:	800.50	Other General Government	2 Vendors	2 Transactions
202 DEPT		Sheriff		
5142 ANCOM TECHNICAL CENTER 01-202-000-0000-6310	8,559.50	2016 Mntnce Contract	57171	Contract Repairs And Maintenance
5142 ANCOM TECHNICAL CENTER	8,559.50	1 Transactions		
2512 City Of Minneapolis Receivables 01-202-000-0000-6377	204.00	Annual User Access Fee	400413006713	Fees And Service Charges
2512 City Of Minneapolis Receivables	204.00	1 Transactions		
202 DEPT Total:	8,763.50	Sheriff	2 Vendors	2 Transactions
251 DEPT		County Jail		
5142 ANCOM TECHNICAL CENTER 01-251-000-0000-6305	342.50	Work on Door Lock Front Door	58076	Machinery And Equipment Repairs
5142 ANCOM TECHNICAL CENTER	342.50	1 Transactions		
5143 COZY LOCKSMITH & SECURITY 01-251-000-0000-6305	493.64	New Door Lock Installed	406324	Machinery And Equipment Repairs

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5143	COZY LOCKSMITH & SECURITY			493.64		1 Transactions	
7156	Midwest Monitoring & Surveillance 01-251-000-0000-6285			179.00	Drug Testing	Jan Lab/UA	Professional Fees
7156	Midwest Monitoring & Surveillance			179.00		1 Transactions	
5007	Olmsted County Sheriff's Office 01-251-000-0000-6384			165.00	Board of Prisoner	DC Jan 2016	Out Of County Board Of Prisoners
5007	Olmsted County Sheriff's Office			165.00		1 Transactions	
3822	Spring Valley Dental Center 01-251-000-0000-6431			107.00	Inmate Dental Care	Feb 2016	Drugs And Medicine
3822	Spring Valley Dental Center			107.00		1 Transactions	
251	DEPT Total:			1,287.14	County Jail	5 Vendors	5 Transactions
441	DEPT				Public Health		
2584	CDW Government Inc 01-441-000-0000-6448	AP	P	30.52	Computer Cord Ship Grant	ZV86805	Ship Grant Expenses
2584	CDW Government Inc			30.52		1 Transactions	
441	DEPT Total:			30.52	Public Health	1 Vendors	1 Transactions
443	DEPT				Nursing Service		
9405	Anderson/Maureen 01-443-000-0000-6335			77.76	Mileage 02/01/2016	Feb 2016 02/11/2016	Employee Automobile Allowance
9405	Anderson/Maureen			77.76		1 Transactions	
2138	Baker/Jan 01-443-000-0000-6335			184.14	Mileage 02/03/2016	Feb 2016 02/24/2016	Employee Automobile Allowance
2138	Baker/Jan			184.14		1 Transactions	
2584	CDW Government Inc 01-443-000-0000-6408	AP	P	30.52	Computer Cord	ZV86805	Other Office Supplies
2584	CDW Government Inc			30.52		1 Transactions	

*** 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 Description On Behalf of Name
443	DEPT Total:		292.42	Nursing Service	3 Vendors	3 Transactions
444	DEPT			Home Health		
4176	ABILITY NETWORK INC 01-444-000-0000-6310		174.00	Medicare Billing 2/1/2016	16M 0029142	IT Upkeep
4176	ABILITY NETWORK INC		174.00		1 Transactions	
5412	MN Home Care Association 01-444-000-0000-6242		1,543.24	MN Home Care Dues 2016	2016	Membership Dues
5412	MN Home Care Association		1,543.24		1 Transactions	
5141	Schmidt/Larry 01-444-000-0000-6433		3,075.70	Home Modification Client 32193	Feb 2016	Waiver Reimbursables
5141	Schmidt/Larry		3,075.70		1 Transactions	
444	DEPT Total:		4,792.94	Home Health	3 Vendors	3 Transactions
603	DEPT			Feedlot		
5016	A+ Imaging Systems 01-603-000-0000-6377		22.89	Copy Usage 01/16/2016	101637 02/15/2016	Fees And Service Charges
5016	A+ Imaging Systems		22.89		1 Transactions	
603	DEPT Total:		22.89	Feedlot	1 Vendors	1 Transactions
1	Fund Total:		31,367.78	County Revenue Fund		51 Transactions



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
300 DEPT				Highway Administration
2988 Bluff Country Newspaper Group 13-300-000-0000-6241		105.00	ADS: EMPLOYMENT 030416 AC200868	Advertising
2988 Bluff Country Newspaper Group		105.00	1 Transactions	
9376 DLT Solutions Inc 13-300-000-0000-6270		3,465.95	AUTOCAD RENEWAL 030416 4481201	Data Processing
9376 DLT Solutions Inc		3,465.95	1 Transactions	
9506 Firstlab 13-300-000-0000-6377		95.90	PRE EMPLOYMENT DRUG TEST030416 L10038	Fees And Service Charges
13-300-000-0000-6377		250.00	SERVICES 030416 L10038	Fees And Service Charges
9506 Firstlab		345.90	2 Transactions	
300 DEPT Total:		3,916.85	Highway Administration	3 Vendors 4 Transactions
310 DEPT				Highway Maintenance
5136 Krahn/Evan 13-310-000-0000-6466		50.00	SAFETY BOOTS 030416	Safety Materials
5136 Krahn/Evan		50.00	1 Transactions	
310 DEPT Total:		50.00	Highway Maintenance	1 Vendors 1 Transactions
320 DEPT				Highway Construction
99 Erickson Engineering Co 13-320-000-0000-6265		1,116.00	CONSULTING 030416 11612	Consulting
99 Erickson Engineering Co		1,116.00	1 Transactions	
5135 Sandhill Appraisals, Inc. 13-320-000-0000-6265		140.00	APPRAISALS 030416	Consulting
13-320-000-0000-6265		140.00	APPRAISALS 030416	Consulting
5135 Sandhill Appraisals, Inc.		280.00	2 Transactions	
320 DEPT Total:		1,396.00	Highway Construction	2 Vendors 3 Transactions
330 DEPT				Equipment Maintenance Shops
7460 Al Larson & Sons Plumbing & Heating, Inc 13-330-000-0000-6317		264.80	BLDG MAINT 030416 16143	Building Maintenance

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
7460	Al Larson & Sons Plumbing & Heating, Inc	13-330-000-0000-6317			63.90	BLDG MAINT	030416	16176		Building Maintenance	
					328.70		2 Transactions				
3691	Bauer Built Inc	13-330-000-0000-6516	AP	P	240.00	LABOR	030416	740019695		Tires & Repairs	
		13-330-000-0000-6516	AP	P	3,467.72	TIRES/PARTS	030416	740019695		Tires & Repairs	
3691	Bauer Built Inc				3,707.72		2 Transactions				
4598	Class C Solutions Group	13-330-000-0000-6576			178.06	SUPPLIES	030416	8192036001		Shop Supplies & Tools	
4598	Class C Solutions Group				178.06		1 Transactions				
8165	Dave Syverson Freightliner	13-330-000-0000-6575			85.04	PARTS	030416	242487		Machinery Parts	
		13-330-000-0000-6575			1,814.05	PARTS	030416	243970		Machinery Parts	
		13-330-000-0000-6575			313.86	PARTS	030416	244087		Machinery Parts	
		13-330-000-0000-6575			75.94	PARTS	030416	244130		Machinery Parts	
8165	Dave Syverson Freightliner				2,288.89		4 Transactions				
155	Hammell Equipment Inc	13-330-000-0000-6561			15.33	FUEL ADDITIVE	030416	1175475		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			11.94	FUEL ADDITIVE	030416	1175623		Gasoline Diesel And Other Fuels	
155	Hammell Equipment Inc				27.27		2 Transactions				
3714	Hovey Oil Co Inc	13-330-000-0000-6561			604.31	#1 DIESEL	030416	90778		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			552.42	#2 DIESEL	030416	90778		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			594.34	#1 DIESEL	030416	90779		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			543.30	#2 DIESEL	030416	90779		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			521.24	#1 DIESEL	030416	90787		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			474.76	#2 DIESEL	030416	90787		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			446.20	#1 DIESEL	030416	90789		Gasoline Diesel And Other Fuels	
		13-330-000-0000-6561			409.37	#2 DIESEL	030416	90789		Gasoline Diesel And Other Fuels	
3714	Hovey Oil Co Inc				4,145.94		8 Transactions				
5071	L & R Small Engine	13-330-000-0000-6575			16.00	LABOR	030416	42839		Machinery Parts	
5071	L & R Small Engine				16.00		1 Transactions				

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
253	Morem Electric Inc 13-330-000-0000-6317		1,166.48	BLDG MAINT 030416	35235	Building Maintenance
253	Morem Electric Inc		1,166.48	1 Transactions		
3989	Ronco Engineering Co Inc 13-330-000-0000-6576		465.05	SUPPLIES 030416	3037531	Shop Supplies & Tools
	13-330-000-0000-6575		1,116.50	HOSE 030416	3037535	Machinery Parts
3989	Ronco Engineering Co Inc		1,581.55	2 Transactions		
6600	Solberg Welding Inc 13-330-000-0000-6575		54.28	PARTS 030416	8879	Machinery Parts
6600	Solberg Welding Inc		54.28	1 Transactions		
7757	Universal Truck Equipment Inc 13-330-000-0000-6575		217.33	PARTS 030416	41235	Machinery Parts
	13-330-000-0000-6575		537.00	PARTS 030416	41236	Machinery Parts
	13-330-000-0000-6575		4,310.20	PARTS 030416	41237	Machinery Parts
7757	Universal Truck Equipment Inc		5,064.53	3 Transactions		
3368	Western Petroleum Company d/b/a Tran 13-330-000-0000-6565		582.90	ANTI-FREEZE 030416	117502	Motor Oil And Lubricants
	13-330-000-0000-6565		1,422.67	HYDRAULIC OIL 030416	117502	Motor Oil And Lubricants
	13-330-000-0000-6565		1,199.10	MOTOR OIL 030416	117502	Motor Oil And Lubricants
3368	Western Petroleum Company d/b/a Tran		3,204.67	3 Transactions		
330	DEPT Total:		21,764.09	Equipment Maintenance Shops	12 Vendors	30 Transactions
340	DEPT			Local Option Sales Tax		
99	Erickson Engineering Co 13-340-000-0000-6265		162.00	CONSULTING 030416	11631	Consulting
99	Erickson Engineering Co		162.00	1 Transactions		
340	DEPT Total:		162.00	Local Option Sales Tax	1 Vendors	1 Transactions
13	Fund Total:		27,288.94	County Road & Bridge		39 Transactions

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
390 DEPT		Resource Recovery Center		
5751 Fastenal Company 14-390-000-0000-6416		Supplies	MNPRE67064	Misc Supplies
5751 Fastenal Company			1 Transactions	
145 G & K Services 14-390-000-0000-6377	AP P	Service Dec 2015	2511430	Fees And Service Charges
145 G & K Services			1 Transactions	
390 DEPT Total:		43.42 Resource Recovery Center	2 Vendors	2 Transactions
14 Fund Total:		43.42 Sanitation Fund		2 Transactions
Final Total:		58,700.14	65 Vendors	92 Transactions

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	31,367.78	County Revenue Fund	
	13	27,288.94	County Road & Bridge	
	14	43.42	Sanitation Fund	
	All Funds	58,700.14	Total	Approved by,
			
			

*** 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 Description On Behalf of Name
5016	A+ Imaging Systems 01-125-000-0000-6377		11.80	February copies	101535	Fees And Service Charges
5016	A+ Imaging Systems		11.80	1 Transactions		
5660	De Lage Landen Financial Services 01-125-000-0000-6377		61.35	February copier contract	48698873	Fees And Service Charges
5660	De Lage Landen Financial Services		61.35	1 Transactions		
5109	E.O. Johnson Co.,Inc 01-602-000-0000-6310		124.25	Copy machine contract	18300801	Contract Repairs And Maintenance
5109	E.O. Johnson Co.,Inc		124.25	1 Transactions		
111	Fillmore Co Treasurer- Credit Card/ACH 01-149-000-0000-6205		2,500.00	Postage-Courthouse		Postage And Postal Box Rent
	01-149-000-0000-6205		430.00	Postage-Courthouse		Postage And Postal Box Rent
111	Fillmore Co Treasurer- Credit Card/ACH		2,930.00	2 Transactions		
7213	Metro Sales Inc 01-061-000-0000-6377		219.00	March 2016 lease	INV465438	Fees And Service Charges
7213	Metro Sales Inc		219.00	1 Transactions		
2357	Verizon Wireless 01-125-000-0000-6203		14.34	February cell bill	9759855257	Telephone
2357	Verizon Wireless		14.34	1 Transactions		
1 Fund Total:			3,360.74	County Revenue Fund	6 Vendors	7 Transactions

CJOHNSON
 2/25/16 1:34PM
 13 County Road & Bridge

*** 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 Description On Behalf of Name
3205	Centurylink 13-300-000-0000-6203		50.11	TELEPHONE 022616	5078673784	Telephone
3205	Centurylink		50.11	1 Transactions		
6094	MN Energy Resources Corporation 13-330-000-0000-6255		298.52	NATURAL GAS 022616	505303491	Gas
6094	MN Energy Resources Corporation		298.52	1 Transactions		
13 Fund Total:			348.63	County Road & Bridge	2 Vendors	2 Transactions

CJOHNSON
 2/25/16 1:34PM
 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5882 Winneshiek County Landfill 14-390-000-0000-6374			3,226.08	2/10-2/16/16 household	20509	Landfill Tipping Fees
5882 Winneshiek County Landfill			3,226.08	1 Transactions		
14 Fund Total:			3,226.08	Sanitation Fund	1 Vendors	1 Transactions

CJOHNSON
 2/25/16 1:34PM
 76 Trust And Agency Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
110 Fillmore Co Treasurer				
76-000-000-0000-2006		542.00	RRC Sales & Use Tax	Commercial Sw Mgmt Tax
76-000-000-0000-2007		224.00	041,101,104&602 Sales&Use tax	Sales Tax Collected
110 Fillmore Co Treasurer		766.00	2 Transactions	
76 Fund Total:		766.00	Trust And Agency Fund	1 Vendors 2 Transactions
Final Total:		7,701.45	10 Vendors	12 Transactions

*** Fillmore County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	3,360.74	County Revenue Fund	
	13	348.63	County Road & Bridge	
	14	3,226.08	Sanitation Fund	
	76	766.00	Trust And Agency Fund	
	All Funds	7,701.45	Total	Approved by,
			
			

Loader Quotes

RDO Equipment Rochester, mn	2015 624K	\$175,210.84
Nuss Equipment Burnsville, mn	2015 L90H	\$180,946.00
Titan Machinery LaCrosse, WI	2015 821F	\$202,837.00

Highway Department Computer Quote

3/3/2016

Dell Latitude 14 Rugged Extreme 7404

*docking station

*AutoCAD capable

\$4,980.08

HP EliteBook 850

*docking station

*AutoCAD capable

\$1,325.56

2 - HP 24" LED Monitors

\$263.74

(\$131.87 each)

FILLMORE COUNTY CAPITAL IMPROVEMENT PLAN

Road and Bridge Department

1/2 cent Local Option Sales Tax

Adopted by the Fillmore County Board of Commissioners on August 26, 2014

Road #	Length	Dist	Project #/Bridge	Termini	Local \$'s	Total Cost
2016						
CR 115		5	Bridge #88897	CR 115 in Amherst Township	\$ 70,000.00	
CR 117		1	Bridge #9961	CR 117 in Fillmore Township	\$ 100,000.00	
CSAH 25	4 miles	2	Chipseal	TH 30 to City of Peterson	\$ 96,000.00	
CSAH 25	1.5 miles	2	Chipseal	TH 16 to CR 107	\$ 36,000.00	
CSAH 5	2.5 miles	1	Chipseal	City of Wykoff to CSAH 8	\$ 60,000.00	
CR 117		1	Bridge #9962	CR 117 in Fillmore Township	\$ 175,000.00	
CR 117		1	Bridge #88942	CR 117 in Fillmore Township	\$ 70,000.00	
						\$ 607,000.00
2017						
CR 117		1	Bridge #9960	CR 117 in Fillmore Township	\$ 175,000.00	
CR 117		1	Bridge #L4817	CR 117 in Fountain Township	\$ 100,000.00	
CSAH 12	1 mile	4	Chipseal	CSAH 12 Preston to CSAH 14	\$ 24,000.00	
CSAH 23	4 miles	5	Chipseal	CSAH 23, TH 52 to CSAH 24	\$ 96,000.00	
CSAH 40	4 miles	1 & 2	Chipseal	CSAH 40, TH 52 to CSAH 11	\$ 96,000.00	
CSAH 18	2 miles	5	Chipseal	CSAH 18, CSAH 21 to CSAH 23	\$ 48,000.00	
CSAH 15	3 miles		FDR & Bituminous Surface	CSAH 15, CSAH 12 to 3 mi south	\$ 746,000.00	
						\$ 1,285,000.00
2018						
CR 105		2	Bridge #88938	CR 105 in Arendahl Township	\$ 150,000.00	
CSAH 2	4 miles	1	Chipseal	CSAH 2, Chatfield West 4.0 miles	\$ 96,000.00	
CSAH 2	2 miles	1	Chipseal	CSAH 2, CSAH 38 East 2.0 miles	\$ 48,000.00	
CSAH 38	4 miles	1	Chipseal	CSAH 38, CSAH 2 to CSAH 4	\$ 96,000.00	
CSAH 14	8 miles	4	Chipseal	CSAH 14, CSAH 12 to CSAH 9	\$ 192,000.00	
CSAH 8	3.5 miles	4	Chipseal	CSAH 8, CSAH 7 to TH 52	\$ 84,000.00	
CR 109		1	Bridge #92883	CR 109 in Beaver Township	\$ 150,000.00	
						\$ 816,000.00

DISCLAIMER: This 8-year Capital Improvement Plan is intended to be a commitment for the 1/2 cent Local Option Sales Tax by the Fillmore County Board of Commissioners to construct the herein described projects. The County Board of Commissioners reserves the right to make changes to the programmed year as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County.

Road #	Length	Dist	Project #/Bridge	Termini	Local \$'s	Total Cost
2019						
CR 102		1	Bridge #88927	CR 102 in Sumner Township	\$ 150,000.00	
CR 101		1	Bridge #1339	CR 101 in Jordan Township	\$ 100,000.00	
CSAH 8	5 miles	4	Chipseal	CSAH 8, CSAH 17 to Lanesboro	\$ 130,000.00	
CSAH 21	1.5 miles	4	Chipseal	CSAH 21, CSAH 8 to Goodview Dr	\$ 39,000.00	
CSAH 11	6.5 miles	1 & 2	Chipseal	CSAH 11, Fountain to TH 30	\$ 169,000.00	
						\$ 588,000.00
2020						
CSAH 17	5.5 miles	4	Chipseal	CSAH 17, Preston to CSAH 22	\$ 143,000.00	
CR 104	0.5 miles	2	Surface reconditioning	CR 104, CSAH 32 to Winona Co	\$ 122,500.00	
CR 116	0.3 miles	4	Surface reconditioning	CR 116, City of Granger	\$ 73,500.00	
CR 117	0.23 miles	1	Surface reconditioning	CR 117, City of Wykoff	\$ 56,350.00	
CR 104		2	Bridge #88935	CR 104 in Pilot Mound Township	\$ 200,000.00	
CR 107		5	Bridge #93232	CR 107 in Norway Township	\$ 100,000.00	
						\$ 695,350.00
2021						
CR 115	4 miles	5	Surface reconditioning	CR 115, TH 52 to CSAH 21	\$ 980,000.00	
						\$ 980,000.00
2022						
CR 112	2 miles	5	Surface reconditioning	CR 112, CSAH 18 to 2 miles north	\$ 490,000.00	
CR 105		2	Bridge #88936	CR 105 in Arendahl Township	\$ 200,000.00	
						\$ 690,000.00
2023						
CR 104	0.5 miles	2	Chipseal	CR 104, CSAH 32 to Winona Co	\$ 13,000.00	
CR 112	2.0 miles	5	Chipseal	CR 112, CSAH 18 to 2 miles north	\$ 52,000.00	
CR 115	4.0 miles	5	Chipseal	CR 115, TH 52 to CSAH 21	\$ 104,000.00	
CR 116	0.3 miles	4	Chipseal	CR 116 City of Granger	\$ 7,800.00	
CR 117	0.23 miles	1	Chipseal	CR 117, City of Wykoff	\$ 5,980.00	
CR 113	0.75 miles	5	Surface reconditioning	CR 113, City of Prosper	\$ 183,800.00	
CR 101/102		1	Rock gravel road	CR 101 & 102	\$ 250,000.00	
						\$ 616,580.00

DISCLAIMER: This 8-year Capital Improvement Plan is intended to be a commitment for the 1/2 cent Local Option Sales Tax by the Fillmore County Board of Commissioners to construct the herein described projects. The County Board of Commissioners reserves the right to make changes to the programmed year as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County.

Road #	Length	Dist	Project #/Bridge	Termini	Local \$'s	Total Cost
2024						
CR 113	0.75 miles	5	Chipseal	CR 113, City of Prosper	\$ 19,500.00	
CR 107		2	Bridge #9926	CR 107 in Norway Township	\$ 400,000.00	
CR 109, 114	0	2	Rock gravel road	CR 109, 114	\$ 225,000.00	
CR 109, 118		2	Rock gravel road	CR 108, 118	\$ 225,000.00	
						\$ 669,500.00

DISCLAIMER: This 8-year Capital Improvement Plan is intended to be a commitment for the 1/2 cent Local Option Sales Tax by the Fillmore County Board of Commissioners to construct the herein described projects. The County Board of Commissioners reserves the right to make changes to the programmed year as needed thereby retaining the maximum flexibility possible in addressing the infrastructure needs of the County.

General provisions:

Employees, elected officials and authorized representatives (to be further referred to collectively as "person") must possess a valid driver's license to operate a county vehicle or be reimbursed for use of a personal vehicle for official business. A copy of the license will be placed in each employee's-person's personnel-file. Employees-Persons are responsible for notifying the county of any changes in the status of their driving status immediately.

Employees-Persons shall use the most cost effective means of transportation when traveling. The value of the employees'-persons' time shall be a determining factor in the decision.

Employees-Persons attending the same function should share transportation and accommodations when it is practical to do so.

Employees-Persons will sign an acknowledgement form to affirm that they understand that the receipt of reimbursement for mileage on a personal vehicle is payment for minimum insurance coverage on their personal vehicle, fuel, depreciation, and maintenance expenses during the time it is used for official business. During this time, employees'-the person's insurance will be primary and County insurance is secondary.

Employees-Persons who use a county vehicle or are reimbursed for use of their personal car for official business must provide a copy of their automobile insurance declaration page. Each employee-person is responsible for notifying the County immediately in the event of a lapse in coverage.

Tax-exempt plates are required for County vehicles in accordance with State law.

Policy regarding County Vehicles

The following governs use of County vehicles:

1. Minnesota Statutes, Chapter 16B.55, prohibits the personal use of a County vehicle for other than authorized County business or specifically authorized commuting. This means that any other use of a County vehicle for personal benefit is strictly prohibited.
2. By statute, use of a County vehicle for commuting to and from a an employee's-person's residence is also prohibited except under very limited circumstances. A County vehicle may be used by a County employee-person to travel to and from the employee's-person's residence under the following circumstances:
 - a. On a day when it may become necessary for the employee-person to respond to a work-related emergency during hours when the employee-person is not normally working.
 - b. If the employee-person has been assigned the use of a County vehicle for authorized County business on an extended basis and the employee's-person's primary place of work is not the County workstation to which the employee-person is permanently assigned.
 - c. If the employee-person has been assigned the use of a County vehicle for authorized County business away from the work station to which the employee-person is permanently assigned and the number of miles traveled or the time needed to conduct the business will be minimized if the employee-person uses a County vehicle to travel to the employee's-person's residence before or after traveling to the place of County business.

Unauthorized personal use of a County vehicle may be grounds for disciplinary action.

Reservations:

Vehicles assigned to a specific department are to be reserved according to that department's procedures. Reservation information shall include, at a minimum, the name of the ~~employee-person~~ reserving the vehicle, the destination, and the dates needed.

In the event reservations need to be changed, the department to whom the vehicle is assigned shall attempt to notify the responsible party for departmental vehicles no later than 4:00 p.m. on the working day preceding the proposed trip, or as soon as possible.

Record keeping:

Mileage information and the keys should be returned to the Department office upon the conclusion of the trip.

Fuel and oil:

Fuel should be obtained from the Highway department ~~with cards issued by Highway~~. An Employee identification number will be needed to refuel at Highway Department. If a refill is needed during the trip, fuel can be charged with the County credit card that can be reserved according to County policy. The vehicle should be refilled with fuel prior to its return to storage.

Parking, storage, and overnight use:

The County vehicle should be stored as directed by the Department in charge of said vehicle. A County vehicle shall only be taken home overnight if it reduces the number of miles traveled or taking the vehicle home minimizes the time needed to travel.

Cleaning and Care:

Every ~~employee-person~~ using a County pool vehicle is responsible for keeping the interior of the vehicle in a neat and clean condition. The vehicle should be returned in the same condition as received. Wash the car and clean the interior as needed.

No tobacco use is allowed in any County vehicle.

Safety:

Vehicles shall be operated in a careful and prudent manner. A pre-operation inspection should be completed before use: tires, lights, oil, damage, and misc. No special privileges of law shall be assumed while using a county vehicle. Safety belts shall be used in accordance with law. ~~Employees-Persons~~ required to have a Commercial Driver's License to perform their job are required to comply with Fillmore County Drug and Alcohol policies. Using County vehicles to push or tow or jump-start other vehicles is discouraged. Any problems with a vehicle must be reported to Department Head or their designee. Any accidents shall be reported to the Department Head or ~~his/her~~their designee immediately.

Vehicle Insurance:

There are three types of vehicle ownership: 1) County-owned vehicles, 2) Personal vehicles, and 3) Short-term lease (rental) vehicle. Primary responsibility for insurance falls first upon the vehicle coverage that is in effect at the time of the accident. The second priority for coverage is any coverage in effect for the operator.

For county-owned vehicles, the county's insurance is primary and will be provided at the levels required by MN Statutes. ~~Employee's-Person's~~ insurance would be excess coverage.

In the event that an employee's-person's personal vehicle is being used for official county business, the primary responsibility for coverage would be with the applicable policy. For employee-person owned vehicles, the employee's-person's personal insurance policy would be the primary insurance. If the vehicle being used by the employee-person is a borrowed vehicle, the owner's policy would be primary and the employee's-person's personal insurance would respond second. Employee-Person leased vehicles will have insurance applied in accordance to any rental agreement with the company and generally primary coverage will rest with the lease company with employee's-person's insurance becoming secondary. In all three of these employee-person vehicle cases, the County's insurance would respond last.

FILLMORE-HOUSTON JOINT BOARD OF HEALTH

BY-LAWS

Article I Name and Location

According to the provisions of the Joint Powers Agreement between Fillmore and Houston Counties, there is created the Fillmore-Houston Joint Board of Health, hereafter referred to as the Board. Responsibilities of the Board shall be exercised within the geographic boundaries of Fillmore and Houston Counties.

Article II Purpose and Powers

The Board shall possess, exercise and discharge the powers and duties established pursuant to the Laws of Minnesota, 1987, otherwise known as the Local Public Health Act 145A.

The Purpose of the Board is to develop and maintain an integrated system of community health services under local administration with a system of state guidelines and standards.

The Board shall have the authority to develop and implement policy and procedure for:

- The preparation of the Community Health Services Plan and Budget for the two counties;
- The identification of public health services needs and their development, evaluation, coordination, and integration;

The Board shall have and exercise all powers that may be necessary and convenient to enable it to perform and carry out the duties and responsibilities conferred on it by the Joint Powers Agreement, this Agreement, or which may hereafter be imposed on it by law or contract.

The Board shall receive and review a Comprehensive Community Health Services Plan required under the Local Public Health Act and shall make timely recommendations in regards to the plan to the member Counties.

Article III Board membership, Representation and Compensation

The Board shall have ten members composed of five County Commissioners from each of the member Counties.

Board members shall receive such per diem allowance and travel expense allowance as the Board may determine and such as is consistent with Minnesota Law.

There shall be a chairperson and vice-chairperson, each of whom shall be elected for a term of one year. All officers may be removed with or without cause by majority vote of the Board. A vacancy in any office shall be filled promptly by the Board provided that

notice of time, place and purpose shall be given to the members by letter at least seven days prior to the meeting to which such action is to take place.

A chairperson shall preside at all Board meetings. He/she shall generally perform all duties common to the office of chairperson as the Board may designate.

The vice-chairperson shall assume the powers and duties of the chairperson during periods of his/her absence or incapacity.

Article IV Meetings

There shall be an annual meeting of the Board held the first months of each year with a minimum of two meetings per calendar year. Special meetings may be called by the chairperson or upon request of two or more Board members.

Notice of meetings shall be mailed or delivered to each Board Member at least seven calendar days prior to the date of the meeting.

All proceedings of the Board and any committee or subgroup of the Board shall be open to the public; all votes taken of members of the Board shall be recorded and shall become matters of public record. Records of such votes will appear in the minutes of the Board.

Each Board member shall be entitled to one vote on the Board. Votes shall be cast in person by the member. Voting shall be by voice vote, provided that upon the demand of any member present at the meeting, voting upon any question shall be a signed ballot.

A quorum shall consist of at least six members. All Board actions shall be determined by the majority of the votes cast at a meeting of the Board.

The minutes of each meeting shall be prepared by the CHS Administrator's support staff and distributed to Board members after each meeting. Minutes shall not be deemed to be correct until adopted at the meeting of the Board.

Article V Finances

The Community Health Services Administrator shall prepare an annual budget which shall be submitted to each Board Member. The budget shall specify the total amount to be provided by each Member County. The County Board of each Member County shall approve or disapprove of the budget. The Member Counties agree that subsidy monies shall be applied for pursuant to the Local Public Health Act.

Article VI Amendment of By-laws

These By-laws may be amended by the majority vote of the members present at any meeting of the Board at which a quorum is present, provided that notice of the meeting

shall state the proposed amendment, and the fact that it is to be voted upon at the meeting.

COUNTY OF FILLMORE
BOARD OF COMMISSIONERS

COUNTY OF HOUSTON
BOARD OF COMMISSIONERS

Chairperson

Date: _____

Chairperson

Date: _____

FILLMORE COUNTY ATTORNEY

HOUSTON COUNTY ATTORNEY

Date: _____

Date: _____

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Zoom



CATCH® CEC Physical Activity Box

Item # 17632



WRITE A REVIEW

PRICE \$225.00

Prices are in US Dollars

QUANTITY:

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DESCRIPTION

The Physical Activity Box Features:

- Over 500 activity/picture cards promoting moderate-to-vigorous physical activity (MVPA)
- Relaxation and stretching exercises to assist with cool-downs and transitions
- Two music CDs that energize and motivate children to get up and moving
- Activities and games that refine developing locomotor, non-locomotor, and manipulative skills, and foster a love of exercise

100% GUARANTEE

Your Satisfaction is Always Guaranteed! Our products are made for institutional use and guaranteed to satisfy for one full year - at a minimum. Our promise extends even further when you buy any FlagHouse-branded products, which are guaranteed for two years!

8 kits @ \$225.00
= \$1,800.00

CUSTOMERS ALSO BOUGHT

PUBLIC SECTOR

HUMAN RESOURCE MANAGEMENT CERTIFICATE

PROGRAM



PUBLIC SECTOR HUMAN RESOURCE PROFESSIONALS ENCOUNTER A NUMBER OF CHALLENGES UNIQUE TO GOVERNMENT THAT REQUIRE SPECIALIZED TRAINING TO BE SUCCESSFUL. THE PUBLIC SECTOR HUMAN RESOURCE CERTIFICATE PROGRAM:

- Prepares participants to meet public sector challenges.
- Allows participants to apply what they learn in the classroom directly in the workplace.
- Equips participants with a knowledge base that helps newcomers to the public sector execute their duties appropriately.
- Provides an opportunity to network with professionals serving in the field and share their experiences.

PROGRAM DETAILS

- DATES: April 21-22, May 19-20 and June 16-17
- TIME: 9 a.m. to 4 p.m.
- FEE: \$799 for six sessions* (includes materials, lunch and refreshments, does not include hotel accommodations)
- RECOMMENDED AUDIENCE: Human resource professionals (or those who routinely make employment decisions) who are new to the public sector or have just a few years of experience in the public sector
- MCIT BUILDING: 100 Empire Dr., St. Paul MN 55103

- MORE INFORMATION: Contact MCIT Communications Manager Heather Larson-Blakestad at 1.866.547.6516 ext. 6430 or hblakestad@mcit.org
- NEARBY HOTELS: Embassy Suites St. Paul Downtown, Holiday Inn St. Paul Downtown and Best Western Kelly Inn St. Paul

* Participants must commit to attending all six sessions.

CURRICULUM

ORDER OF SESSIONS IS DETERMINED ON THE AVAILABILITY OF SPEAKERS.

Human Resources Management in a Strategic Context: Explores communication and leadership styles, cultural change and political issues; and how they affect public sector human resource strategies.

Labor Relations: Includes contract strategy, issues in interest-based bargaining, negotiations and arbitration, strikes and contingency planning, and workforce adjustments across bargaining units.

Compensation: Introduces participants to public sector compensation philosophies, pay plans, and pay equity issues. Nonfinancial reward and recognition systems are also addressed.

Benefits Strategy and Administration: Provides an in-depth look at employee benefits in the public sector context, including legal requirements. The session will explore the formulation and implementation of a cohesive benefits strategy, and the administration of benefits within that framework.

Recruitment and Retention: Explores recruitment and retention in the public sector. Specifically, writing job descriptions; recruiting resources; screening, testing, selection and orientation of new employees; training and professional development; attrition strategies; and knowledge transfer and succession planning.

Performance Management and Coaching: Provides participants with an overall strategy for performance management in the public sector, examining the value of performance reviews, productivity metrics, development planning, motivation, progressive discipline and termination.

Managing Conflict and Difficult People: Identifies typical sources of conflict on the job, and provides strategies for managing conflict and fostering civility in the workplace.

Managing Organizational Change: Discusses ways to lead and implement changes with employees and management and examines methods for dealing with resistance to change.

INSTRUCTORS

Presenters are experienced human resource and legal professionals who share best practices in human resource management for public sector employers.

Minnesota Counties
Intergovernmental Trust



