

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA**

May 3, 2016

Fillmore County Courthouse, 101 Fillmore Street - Preston, MN

Mitch Lentz - First District

Harry Root – Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

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Pledge of Allegiance

- 9:00 a.m. Approve agenda
Approve Consent Agenda:
1. April 26, 2016 County Board minutes.
 2. MN Lawful Gambling (LG220) Non-Profit Premises Permit application for Root River Game Protective League for raffle and tipboards at Lanesboro Gun Club on August 6, 2016.
 3. Overnight stay for County Assessor to attend MN Counties Computer Cooperative (MCCC) Conference in Alexandria.
 4. Overnight stays for three (3) Property Appraisers to attend Summer Seminar in St. Cloud as recommended by the County Assessor.
 5. Overnight stay for Systems Administrator to attend Minnesota County IT Leaders, MNCITLA Summer Conference in Granite Falls.
 6. Approve the following street closures for 2016 Preston Trout Days as approved by Sheriff Tom Kaase and Highway Engineer Ronald Gregg:
 - a. CSAH #12 from Houston Street to St. Anthony St. from 6 a.m. to 8 p.m. on Sat., May 21.
 - b. CSAH #17 from Hwy. 52 to River St. from 3:30 p.m. to 5:30 p.m. on Sat., May 21.
 - c. CSAH #17 from Main St. to River St. from 9 a.m. Sat., May 21 to 2 a.m. Sun., May 22.
 - d. CSAH #17 from Fillmore St. to Main St. from 9 a.m. Sat., May 21 to 9 p.m. Sat., May 21.
 7. Use of both east and west courthouse parking lots from 6 a.m. to 9 p.m. Saturday, May 21 for Preston Trout Days events as approved by Building Maintenance Supervisor Schultz.
 8. Approve the following street closure for 2016 Harmony 4th of July Celebration
 - a. 1st Ave SW/County Rd 35 between Center St W and 3rd St SW all day July 4.

Approve Commissioners' Warrants
Review Auditor's Warrants

- 9:05 a.m. Cristal Adkins, Zoning Administrator
1. Consider resolution for adoption of an amendment to the Fillmore County Zoning Ordinance, adding new Section 739, titled Agricultural Tourism Business

- 9:15 a.m. Ronald Gregg, Highway Engineer
1. Consider resolution to reduce the project retainage on the City of Peterson Project, SAP 023-625-014
 2. Consider request to advertise for Chevron Sign Project SP 023-070-002
 3. Consider request to advertise for the bridge replacement project on CSAH 23, SP 023-623-026

9:30 a.m. Citizens' Input

FILLMORE COUNTY BOARD OF COMMISSIONERS

May 3, 2016 Meeting Agenda

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- 9:35 a.m. Bobbie Vickerman, Coordinator/Community Services Director; Jessica Erickson, Director of Nursing; and Brenda Pohlman, Public Health Educator
1. Consider request to purchase replacement Veteran Services van
 2. Review of Lifesavers Conference
 3. Consider request to approve the Toward Zero Death grant for Public Health
 4. Consider approval of Statewide Health Improvement Program projects
- 9:50 a.m. Kristina Kohn, Human Resources Officer
1. Request to hire temporary summer help, not to exceed 67 days in the Highway Department at Grade 1/Step 1 as recommended by County Engineer
 2. Request to add Mary Maureen Anderson, PHN to list of roster nurses in the Community Services- Public Health, effective May 4, 2016 at Grade 10/Step 1, as recommended by the Community Services Director

OTHER ADMINISTRATIVE ITEMS:

1. Consider request to appoint Lantha Stevens to the Area Agency on Aging Committee

Calendar review, committee reports and announcements.

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

- | | | |
|-------------------|------------------|---|
| Tuesday, May 3 | 8:00 a.m. | Personnel Committee |
| | 9:00 a.m. | County Board – Special Meeting, Commissioners’ Boardroom, Courthouse, Preston |
| | 12:00 p.m. | Airport Committee, Highway Building |
| | Noon – 5:00 p.m. | Household Hazardous Waste Collection, Resource Recovery Building, Preston |
| Wednesday, May 4 | 9:00 a.m. | Southeast MN Water Resources Advisory, Rochester |
| Monday, May 9 | 9:00 a.m. | Southeast MN Water Resources Board, Oronoco |
| | 12:30 p.m. | Southeast MN Regional Emergency Communications Board, Rochester |
| | 6:00 p.m. | Development Achievement Center, Preston |
| | 6:30 p.m. | Semcac, St. Charles |
| | 7:30 p.m. | Winneshiek County Solid Waste Agency, Joint Powers Board, Decorah |
| Tuesday, May 10 | 8:00 a.m. | Department Head |
| | 9:00 a.m. | County Board – Regular Meeting, Commissioners’ Boardroom, Courthouse, Preston |
| Wednesday, May 11 | 8:00 a.m. | Labor/Management Safety |
| Thursday, May 12 | 12:00 p.m. | Fillmore County Community Corrections Task Force |
| | 2:30 p.m. | Southeast MN Association of Regional Trails (SMART), Mineral Springs Park, Owatonna |
| | 4:30 p.m. | Soil and Water Conservation District, SWCD Office, Preston |

FILLMORE COUNTY COMMISSIONERS' MINUTES

April 26, 2016

This is a preliminary draft of the April 26, 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 26th day of April, 2016 at 9:00 a.m. in the Commissioners' Boardroom, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Randy Dahl, Duane Bakke, Mitch Lentz, and Harry Root. Also present were: Bobbie Vickerman, Coordinator/Clerk; Shirl Boelter, Auditor/Treasurer; Anthony Webber, Chief Deputy Sheriff; Brett Corson, County Attorney; Jon Martin, Solid Waste Administrator; Ronald Gregg, Highway Engineer; Pam Schroeder, Highway/Airport Office Manager; Brent Kohn, Highway Maintenance Supervisor; Kristina Kohn, Human Resources Officer; Bonita Underbakke; Doug Brenna; Eric Brenna; Daniel Moulton; Karen Reisner, Fillmore County Journal; and Gretchen Mensink-Lovejoy, Republican-Leader.

The Pledge of Allegiance was recited.

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

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

1. April 12, 2016 County Board minutes, as presented.
2. Approve BreDun, LLC dba Old Barn Resort & Golf Course On-sale and Sunday Liquor License from May 1st, 2016 through May 1st, 2017.

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

WARRANTS

The Auditor's warrants were reviewed.

Brett Corson, County Attorney, was present.

County Attorney Corson informed the Board that the County received a letter from Waste Management dated March 22, 2016 stating that they wanted to terminate the agreement they have with Fillmore County for Landfill Services and Recycling, Processing and Marketing Services, effective April 30, 2016. A response was provided by County Attorney Corson to Waste Management regarding the terms of the agreement. Corson noted that the Board could do the following: accept termination regarding the agreement and use another company; work with Waste Management regarding increase in costs and extending the contract; or the final option would be to hold Waste Management accountable for the existing agreement. The Board authorized County Attorney Corson to contact Waste Management regarding the Board's intent to get another hauler in place temporarily if Waste Management is not willing to negotiate a temporary basis at the same rate.

On motion by Bakke and seconded by Dahl, the Board unanimously approved to authorize the use of Harter's Quick Clean-Up for temporary service if needed.

Bakke stated that County Attorney Corson, Solid Waste Administrator Martin and the Solid Waste Committee should discuss tracking any costs related to the temporary service for lawsuit purposes, start the request for proposal process and ask County Attorney Corson to prepare information for a possible closed meeting on May 3rd.

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

County Attorney Corson gave an update on the Zoning court cases. He reviewed the court cases noting that they started as criminal cases and were moved to civil cases. It was noted that the court ruled in the County's favor in both cases that have been tried; noting that they must obtain the necessary building permits and permits for a wastewater system. The restraining orders will stay in place and all permits must be obtained by July 1, 2016. If not in compliance by July 1st, it would go back before the Court for the next steps.

Ronald Gregg, Highway Engineer, was present.

On motion by Bakke and seconded by Dahl, the Board unanimously approved to transfer the Fillmore County Airport entitlement to the City of Blue Earth Airport and approved the repayment agreement with the Board Chair signing the document.

On motion by Root and seconded by Dahl, the Board unanimously approved the following quotes for improvements to the Highway Shop in Peterson: Rye Construction to tear off the old steel and replace with new 29 gauge steel in the sum of \$7,485.16 and Expert Insulation for R-50 Total Fiberglass Blown Insulation in the sum of \$2,112.00 as recommended by the Highway Engineer.

The reconstruction bids for CSAH 1 were reviewed and the award of the project will be held until the possible availability of State bridge bonding.

On motion by Root and seconded by Bakke, the Board unanimously approved to award the contract for the Local Option Sales Tax (LOST) Sealcoat projects as follows:

- Low bid of \$173,738.20 from Fahrner Asphalt Sealers LLC for LOST-5P-1, LOST-25P and LOST-25P-1A as recommended by the Highway Engineer

The following committee report was given: Prestby and Bakke – Highway Committee report, the Highway Engineer is being requested to seek out bids for County 15 as it was recommended to be added to projects this year. Two state park road projects one in Rushford and one for the Lanesboro Fish Hatchery. Discussed the cost of a GPS system that can hook up to the hydraulics for the truck and measure the amount of sand and salt used and other data and analytics that would be important for the maintenance system. Update on Sumner Bridge project, should be complete in two weeks. County State-Aid Highway (CSAH) 25 bridge replacement, should be paving next Tuesday.

Kristina Kohn, Human Resources Officer, was present.

On motion by Lentz and seconded by Root, the Board unanimously approved the resignation of Heidi Jones, Accounting Technician, effective May 2, 2016 and thanked her for her years of service to Fillmore County.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the transfer/hire of Carrie Huffman, as Accounting Technician/Case Aide in Public Health at Grade 5/Step 5, effective May 12, 2016 as recommended by the Hiring Committee.

On motion by Bakke and seconded by Root, the Board unanimously approved the hire of Nicole Lanz as a Social Worker for Public Health at Grade 9/Step 1, effective May 27, 2016 as recommended by the Hiring Committee.

FILLMORE COUNTY COMMISSIONERS' MINUTES

April 26, 2016

On motion by Root and seconded by Lentz, the Board unanimously approved the hire of Margaret Lyngholm as a 0.5 FTE Registered Nurse at Grade 9/Step 2, effective May 24, 2016 as recommended by the Hiring Committee.

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

RESOLUTION 2016-020: Educational grant from Winneshiek County Solid Waste Agency

A review of the calendar was done and the following committee reports and announcements were given: Bakke: Basin Alliance – a culvert survey was done and will be submitted to the Highway Engineer, discussed dams and the maintaining and/or removal of dams. Lentz: noted that he attended Development Achievement Center (DAC) and Southeastern Minnesota Emergency Medical Services Joint Powers Board. Root: Cherry Grove Small Community Wastewater meeting and Extension – discussed Farm Safety Day.

Bobbie Vickerman presented an update on the Human Resources training she attended on April 21st and 22nd.

On motion by Dahl and seconded by Lentz, the Chair adjourned the meeting at 10:40 a.m.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: ROOT RIVER GAME PROTECTIVE LEAGUE Previous Gambling Permit Number: FIRST TIME

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 22250 CTY 21

City: LANESBORO State: MN Zip: 55949 County: FILLMORE

Name of Chief Executive Officer (CEO): AL GATHJE

Daytime Phone: (507) 676-7745 Email: algathje@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): LANESBORO GUN CLUB

Address (do not use P.O. box): 22270 GROSBEAK RD

City or Township: LANESBORO Zip: 55949 County: FILLMORE

Date(s) of activity (for raffles, indicate the date of the drawing): 8-6-2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 4,000⁰⁰)

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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>___ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>___ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Dean A. Mathis* Date: 4/23/2016
(Signature must be CEO's signature, designee may not sign)

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Mail application with:

___ a copy of your proof of nonprofit status, and

___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/3/2016

Amount of time requested (minutes): 2 minutes

Department: Assessor

Requested By: Cynthia Blagsvedt, Fillmore County Assessor

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

Overnight stay for County Assessor for MCCC Conference, June 6, 7, 8, 2016 @ Arrowwood Resort, Alexandria, MN \$507.46

Overnight stay for three property appraisers for Summer Seminars, May 24 & 25, 2016 @ Holiday Inn, St. Cloud, MN \$599.76

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

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

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



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		98.82	Mileage 04/05/2016 04/26/2016	Apr 2016	Employee Automobile Allowance
5887	Dahl/Randy		98.82	1 Transactions		
82132	Fillmore Co Journal 01-003-000-0000-6233		8.75	4/5 Board Min	74420	Publications
82132	Fillmore Co Journal		8.75	1 Transactions		
3731	Root/Harry 01-003-000-0000-6335		99.90	Mileage 04/05/2016 04/26/2016	Apr 2016	Employee Automobile Allowance
3731	Root/Harry		99.90	1 Transactions		
3	DEPT Total:		207.47	Board Of Commissioners	3 Vendors	3 Transactions
34	DEPT			Policy Coordinator		
111	Fillmore Co Treasurer- Credit Card/ACH 01-034-000-0000-6337		60.00	MCIT Training Meals	120029	Other Travel Expense
111	Fillmore Co Treasurer- Credit Card/ACH 01-034-000-0000-6337		153.38	MCIT HumanRes Training Lodging	170782	Other Travel Expense
111	Fillmore Co Treasurer- Credit Card/ACH		213.38	2 Transactions		
34	DEPT Total:		213.38	Policy Coordinator	1 Vendors	2 Transactions
41	DEPT			Auditor/Treasurer		
597	MN Secretary Of State-Notary 01-041-000-0000-6377		120.00	Notary-JS	JS Notary	Fees And Service Charges
597	MN Secretary Of State-Notary		120.00	1 Transactions		
41	DEPT Total:		120.00	Auditor/Treasurer	1 Vendors	1 Transactions
101	DEPT			Recorder		
1046	Mn County Recorders Association 01-101-000-0000-6245		105.00	Summer Conference	2016 Conf	Registration Fees
1046	Mn County Recorders Association		105.00	1 Transactions		



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
101 DEPT Total:		105.00	Recorder	1 Vendors	1 Transactions
105 DEPT			Planning And Zoning		
82132 Fillmore Co Journal					
01-105-000-0000-6241		3.76	Var,Tour,BOA/PC Mtg	74370,71,80,81	Advertising
82132 Fillmore Co Journal		3.76		1 Transactions	
105 DEPT Total:		3.76	Planning And Zoning	1 Vendors	1 Transactions
111 DEPT			Facilites Mtce		
9 AmeriPride Services, Inc					
01-111-000-0000-6377		29.41	Dust Mop Service	2800617914	Fees And Service Charges
01-111-000-0000-6377		29.41	Dust Mop Service	2800623038	Fees And Service Charges
9 AmeriPride Services, Inc		58.82		2 Transactions	
1425 Continental Research Corp					
01-111-000-0000-6411		690.31	Custodial Supplies	434236-CRC-1	Custodial Supplies
1425 Continental Research Corp		690.31		1 Transactions	
5988 Preston Auto Parts					
01-111-000-0000-6580		2.99	Adhesive	466659	Other Repair And Maintenance Supplies
01-111-000-0000-6580		20.93	Toilet Flush Handles Adhesive	467339	Other Repair And Maintenance Supplies
5988 Preston Auto Parts		23.92		2 Transactions	
303 Preston Equipment Co					
01-111-000-0000-6580		20.00	Lawn Mower Blades Sharpen	01-5310	Other Repair And Maintenance Supplies
303 Preston Equipment Co		20.00		1 Transactions	
9531 Summit Fire Protection					
01-111-000-0000-6317		95.00	Leak on Dry System Sprinkler F	2104456	Building Maintenance
9531 Summit Fire Protection		95.00		1 Transactions	
450 Zep Sales & Service					
01-111-000-0000-6411		158.04	Custodial Supplies	9002080510	Custodial Supplies
450 Zep Sales & Service		158.04		1 Transactions	
111 DEPT Total:		1,046.09	Facilites Mtce	6 Vendors	8 Transactions



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
149	DEPT			Other General Government		
4870	Inglett/Audrey 01-149-000-0000-6372		33.29	Apr2016 Health Screening	Apr 2016	Wellness Grant Expenses
4870	Inglett/Audrey		33.29	1 Transactions		
5397	MN Office Of Enterprise Technology 01-149-000-0000-6203		28.14	March Telecom Serv	W16030555	Telephone
5397	MN Office Of Enterprise Technology		28.14	1 Transactions		
149	DEPT Total:		61.43	Other General Government	2 Vendors	2 Transactions
202	DEPT			Sheriff		
3684	Ask/Mike 01-202-000-0000-6337		17.28	Bailiff Mileage	Apr 2016	Other Travel Expense
3684	Ask/Mike		17.28	1 Transactions		
5049	Driver & Vehicle Services 01-202-000-0000-6311		30.00	10 Sheriff Plates	April 2016	Miscellaneous Repairs And Maintenance
5049	Driver & Vehicle Services		30.00	1 Transactions		
1752	Mark's Electronics 01-202-000-0000-6650		1,545.00	Install equipment in new squad	550891	Vehicles Purchased
1752	Mark's Electronics		1,545.00	1 Transactions		
8680	MN Board Of Peace Officer 01-202-000-0000-6377		900.00	10 Peace Officers License Ren	2016 Renew	Fees And Service Charges
8680	MN Board Of Peace Officer		900.00	1 Transactions		
202	DEPT Total:		2,492.28	Sheriff	4 Vendors	4 Transactions
251	DEPT			County Jail		
5142	ANCOM TECHNICAL CENTER 01-251-000-0000-6305		427.00	Repairs to radio	59735	Machinery And Equipment Repairs
5142	ANCOM TECHNICAL CENTER		427.00	1 Transactions		
251	DEPT Total:		427.00	County Jail	1 Vendors	1 Transactions
441	DEPT			Public Health		



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5238	GOODHUE COUNTY HHS 01-441-000-0000-6449		49.62	MRC Conference-Prep.Grant	MRC Conf	Prpardeness Grant
5238	GOODHUE COUNTY HHS		49.62	1 Transactions		
3169	Pohlman/Brenda L 01-441-000-0000-6448		30.24	SHIP Mileage 04/13/2016 04/19/2016	Apr 2016	Ship Grant Expenses
	01-441-000-0000-6449		43.20	PHEP Mileage 04/21/2016	Apr 2016	Prpardeness Grant
	01-441-000-0000-6390		45.36	TZD Mileage 03/17/2016	Mar 2016	TZD Save Roads Basic 20.600
	01-441-000-0000-6390		49.68	TZD Mileage 03/02/2016 03/08/2016	Mar 2016	TZD Save Roads Basic 20.600
	01-441-000-0000-6390		23.76	SHIP Mileage 03/04/2016 03/07/2016	Mar 2016	TZD Save Roads Basic 20.600
	01-441-000-0000-6448		10.80	Ship Mileage 03/26/2016 03/30/2016	Mar 2016	Ship Grant Expenses
	01-441-000-0000-6448		125.28	Ship Mileage 03/11/2016 03/23/2016	Mar 2016	Ship Grant Expenses
	01-441-000-0000-6449		43.20	PHEP Mileage 3/12/2016	Mar 2016	Prpardeness Grant
3169	Pohlman/Brenda L		371.52	8 Transactions		
441	DEPT Total:		421.14	Public Health	2 Vendors	9 Transactions
443	DEPT			Nursing Service		
2988	Bluff Country Newspaper Group 01-443-000-0000-6234		28.00	Renewal of News-Leader	Mar 2016	Printed Materials
2988	Bluff Country Newspaper Group		28.00	1 Transactions		
2715	Brevig/Michelle 01-443-000-0000-6335		8.10	Auto Exp 03/24/2016	Apr 2016	Employee Automobile Allowance
2715	Brevig/Michelle		8.10	1 Transactions		
5660	De Lage Landen Financial Services 01-443-000-0000-6310		201.01	Copier Lease	49846500	Contract Repairs & Maintenance
5660	De Lage Landen Financial Services		201.01	1 Transactions		
7320	Sanofi Pasteur Inc 01-443-000-0000-6449		153.97	Vinyl Gloves	86064239	Prepardeness Grant
7320	Sanofi Pasteur Inc		153.97	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
443	DEPT Total:		391.08	Nursing Service	4 Vendors	4 Transactions
444	DEPT			Home Health		
1901	Aske/Nancy J 01-444-000-0000-6335		27.81	HHA Auto Exp 04/04/2016	Apr 2016	Employee Automobile Allowance
1901	Aske/Nancy J		27.81		1 Transactions	
3801	Bergo/Doreen 01-444-000-0000-6335		91.26	HHA Auto Exp 04/04/2016	Apr 2016	Employee Automobile Allowance
3801	Bergo/Doreen		91.26		1 Transactions	
2508	Clark/Evelyn 01-444-000-0000-6335		12.64	HHA Auto Exp 04/04/2016	Apr 2016	Employee Automobile Allowance
	01-444-000-0000-6335		6.16	HHA Auto Exp 03/21/2016	Mar/Apr 2016	Employee Automobile Allowance
2508	Clark/Evelyn		18.80		2 Transactions	
3647	Jergenson/Karin 01-444-000-0000-6335		61.56	HHA Auto Exp 04/04/2016	Apr 2016	Employee Automobile Allowance
3647	Jergenson/Karin		61.56		1 Transactions	
3070	Kallis/Sara 01-444-000-0000-6335		84.24	HHA Auto Exp 04/04/2016	Apr 2016	Employee Automobile Allowance
3070	Kallis/Sara		84.24		1 Transactions	
8660	Lopez/Debbilyn 01-444-000-0000-6335		0.54	HHA Auto Exp 04/04/2016	Apr 2016	Employee Automobile Allowance
	01-444-000-0000-6335		7.56	HHA Auto Exp 03/21/2016	Mar2016	Employee Automobile Allowance
8660	Lopez/Debbilyn		8.10		2 Transactions	
1814	Martin/Debra 01-444-000-0000-6335		65.34	HHA Auto Exp	Apr 2016	Employee Automobile Allowance



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
1814 Martin/Debra		65.34	04/04/2016 04/15/2016 1 Transactions	
5997 Ostby/Helen 01-444-000-0000-6335		58.32	HHA Auto Exp 04/04/2016 04/15/2016 Apr 2016 1 Transactions	Employee Automobile Allowance
5997 Ostby/Helen		58.32		
3735 Pappas/Natalie 01-444-000-0000-6335		1.89	HHA Auto Exp 04/04/2016 04/15/2016 Apr 2016	Employee Automobile Allowance
01-444-000-0000-6335		1.89	HHA Auto Exp 03/21/2016 04/01/2016 Mar/Apr 2016	Employee Automobile Allowance
3735 Pappas/Natalie		3.78	2 Transactions	
86085 Semcac Transportation 01-444-000-0000-6433		45.36	Transportation Client 31806 Mar2016 4013	Waiver Reimbursables
86085 Semcac Transportation		45.36	1 Transactions	
3429 Tienter/Lesa 01-444-000-0000-6335		185.76	HHA Auto Exp 04/04/2016 04/15/2016 Apr 2016 1 Transactions	Employee Automobile Allowance
3429 Tienter/Lesa		185.76		
4897 Wangen/Kim 01-444-000-0000-6335		2.16	HHA Auto Exp 02/08/2016 02/19/2016 Feb 2016	Employee Automobile Allowance
01-444-000-0000-6335		3.24	HHA Auto Exp 03/07/2016 03/16/2016 Mar 2016	Employee Automobile Allowance
01-444-000-0000-6335		1.62	HHA Auto Exp 03/21/2016 03/31/2016 Mar 2016	Employee Automobile Allowance
4897 Wangen/Kim		7.02	3 Transactions	
444 DEPT Total:		657.35	Home Health 12 Vendors	17 Transactions
602 DEPT			County Extension Service	
1286 Brown/Keith 01-602-000-0000-6335		22.68	C&C April Apr 2016	Employee Automobile Allowance



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1286	Brown/Keith		22.68		1 Transactions	
4793	FENSKE/JESSICA 01-602-000-0000-6335		27.00	C&C April	Apr 2016	Employee Automobile Allowance
4793	FENSKE/JESSICA		27.00		1 Transactions	
4758	Fenske/Mike 01-602-000-0000-6335		27.00	C&C April	Apr 2016	Employee Automobile Allowance
4758	Fenske/Mike		27.00		1 Transactions	
1688	Kappers/Janet 01-602-000-0000-6335		22.68	C&C April	Apr 2016	Employee Automobile Allowance
	01-602-000-0000-6335		23.22	C&C Jan	Jan2016	Employee Automobile Allowance
1688	Kappers/Janet		45.90		2 Transactions	
4913	MILLER/MELISSA 01-602-000-0000-6335		23.76	C&C April	Apr 2016	Employee Automobile Allowance
4913	MILLER/MELISSA		23.76		1 Transactions	
2874	Winslow/Scott 01-602-000-0000-6335		9.72	C&C April	Apr 2016	Employee Automobile Allowance
2874	Winslow/Scott		9.72		1 Transactions	
602	DEPT Total:		156.06	County Extension Service	6 Vendors	7 Transactions
1	Fund Total:		6,302.04	County Revenue Fund		60 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
1551 Whitewater Wireless, Inc				
13-300-000-0000-6306		2,163.91	R16109856	RADIO ANTENNA REPAIRS 050616
1551 Whitewater Wireless, Inc		2,163.91		1 Transactions
300 DEPT Total:		2,163.91		Highway Administration 1 Vendors 1 Transactions
310 DEPT				Highway Maintenance
5751 Fastenal Company				
13-310-000-0000-6466		35.37	67654	SUPPLIES 050616
13-310-000-0000-6515		31.24	67694	SUPPLIES 050616
5751 Fastenal Company		66.61		2 Transactions
4902 Midstates Equipment & Supply				
13-310-000-0000-6528		2,311.20	216289	CRACK FILLING MATERIAL 050616
4902 Midstates Equipment & Supply		2,311.20		1 Transactions
6762 RDO Equipment Company				
13-310-000-0000-6640		175,210.84	3835002	NEW LOADER 050616
6762 RDO Equipment Company		175,210.84		1 Transactions
310 DEPT Total:		177,588.65		Highway Maintenance 3 Vendors 4 Transactions
320 DEPT				Highway Construction
5232 Bissonette/Quinten P and Ellen C				
13-320-000-0000-6363		280.77		EASEMENT 050616
13-320-000-0000-6363		70.72		EASEMENT 050616
5232 Bissonette/Quinten P and Ellen C		351.49		2 Transactions
8517 Frontier Precision, Inc				
13-320-000-0000-6501		51.00	147701	SUPPLIES 050616
8517 Frontier Precision, Inc		51.00		1 Transactions
5233 Merry/Randy E and Margaret J				
13-320-000-0000-6363		20.77		EASEMENT 050616
13-320-000-0000-6363		212.16		EASEMENT 050616
5233 Merry/Randy E and Margaret J		232.93		2 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
5235	Pinkerton/Thomas A and Renee D 13-320-000-0000-6363		61.47	EASEMENT 050616	Right Of Way Costs
5235	Pinkerton/Thomas A and Renee D		61.47	1 Transactions	
3879	Schmitt/Darrell 13-320-000-0000-6337		21.89	MEALS 050616	Other Travel Expense
3879	Schmitt/Darrell		21.89	1 Transactions	
320	DEPT Total:		718.78	Highway Construction	5 Vendors 7 Transactions
330	DEPT			Equipment Maintenance Shops	
4590	Debauche Truck & Diesel 13-330-000-0000-6575		174.45	PARTS 050616	5016637 Machinery Parts
4590	Debauche Truck & Diesel		174.45	1 Transactions	
5751	Fastenal Company 13-330-000-0000-6576		110.77	SUPPLIES 050616	67633 Shop Supplies & Tools
	13-330-000-0000-6576		12.02	SUPPLIES 050616	67634 Shop Supplies & Tools
	13-330-000-0000-6576		2.32	SUPPLIES 050616	67677 Shop Supplies & Tools
	13-330-000-0000-6576		38.14	SUPPLIES 050616	67718 Shop Supplies & Tools
5751	Fastenal Company		163.25	4 Transactions	
2072	Konrad Material Sales 13-330-000-0000-6575		1,086.47	PARTS 050616	1252703 Machinery Parts
2072	Konrad Material Sales		1,086.47	1 Transactions	
1551	Whitewater Wireless, Inc 13-330-000-0000-6576		1,302.00	SUPPLIES 050616	R16030116025 Shop Supplies & Tools
	13-330-000-0000-6576		254.00	SUPPLIES 050616	R16109786 Shop Supplies & Tools
	13-330-000-0000-6576		355.92	SUPPLIES 050616	R16109936 Shop Supplies & Tools
	13-330-000-0000-6576		42.44	SUPPLIES 050616	R16110321 Shop Supplies & Tools
1551	Whitewater Wireless, Inc		1,954.36	4 Transactions	
330	DEPT Total:		3,378.53	Equipment Maintenance Shops	4 Vendors 10 Transactions
13	Fund Total:		183,849.87	County Road & Bridge	22 Transactions

CHUFFMAN
 4/28/16 1:07PM
 14 Sanitation Fund

*** 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
390 DEPT		Resource Recovery Center		
106 Fillmore Co Treasurer				
14-390-000-0000-6561		66.81 Fuel	31	Gasoline Diesel And Other Fuels
106 Fillmore Co Treasurer		66.81	1 Transactions	
390 DEPT Total:		66.81 Resource Recovery Center	1 Vendors	1 Transactions
14 Fund Total:		66.81 Sanitation Fund		1 Transactions
Final Total:		190,218.72	58 Vendors	83 Transactions

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	6,302.04	County Revenue Fund	
	13	183,849.87	County Road & Bridge	
	14	66.81	Sanitation Fund	
	All Funds	190,218.72	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
5109	E.O. Johnson Co.,Inc 01-602-000-0000-6310		124.25	copy machine maintenance-May	18603699	Contract Repairs And Maintenance
5109	E.O. Johnson Co.,Inc		124.25	1 Transactions		
7213	Metro Sales Inc 01-061-000-0000-6377		219.00	4/23-5/22 copier lease	INV511648	Fees And Service Charges
7213	Metro Sales Inc		219.00	1 Transactions		
6094	MN Energy Resources Corporation 01-111-000-0000-6255		1,629.16	101 W Fillmore St	0503427441-001	Gas
	01-111-000-0000-6255		1,552.07	101 W Fillmore St	0503427441-001	Gas
	01-111-000-0000-6255		769.95	101 W Fillmore St	0503427441-001	Gas
	01-111-000-0000-6255		889.06	902 Houston St	0503427441-002	Gas
	01-111-000-0000-6255		710.22	902 Houston St	0503427441-002	Gas
	01-111-000-0000-6255		451.27	902 Houston St	0503427441-002	Gas
6094	MN Energy Resources Corporation		6,001.73	6 Transactions		
1 Fund Total:			6,344.98	County Revenue Fund	3 Vendors	8 Transactions

CJOHNSON

4/28/16 4:57PM

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		50.08	TELEPHONE 042916	5078673784	Telephone
3205	Centurylink		50.08	1 Transactions		
1829	Frontier 13-300-000-0000-6203		41.83	TELEPHONE 042916	5079373211	Telephone
1829	Frontier		41.83	1 Transactions		
6094	MN Energy Resources Corporation 13-330-000-0000-6255		141.68	NATURAL GAS 042916	505303491	Gas
	13-330-000-0000-6255		238.63	NATURAL GAS 042916	507313281	Gas
	13-330-000-0000-6255		236.60	NATURAL GAS 042916	507351562	Gas
6094	MN Energy Resources Corporation		616.91	3 Transactions		
13 Fund Total:			708.82	County Road & Bridge	3 Vendors	5 Transactions

CJOHNSON
 4/28/16 4:57PM
 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			2,533.74	4/14-4/19 household	20647	Landfill Tipping Fees
5882 Winneshiek County Landfill			2,533.74	1 Transactions		
14 Fund Total:			2,533.74	Sanitation Fund	1 Vendors	1 Transactions
Final Total:			9,587.54	7 Vendors	14 Transactions	

*** Fillmore County ***

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	6,344.98	County Revenue Fund	
	13	708.82	County Road & Bridge	
	14	2,533.74	Sanitation Fund	
	All Funds	9,587.54	Total	Approved by,
			
			

REQUEST FOR COUNTY BOARD ACTION

AGENDA DATE: May 3rd, 2016

ITEM NO.: 1

PREPARED BY: Cristal Adkins, Zoning Administrator

DEPT.: Zoning

State item(s) of business with brief analysis. Provide relevant material for documentation. Outline in detail any action requested of the County Board. Indicate amount of time needed for each item.

The Zoning Office and the Fillmore County Planning Commission would like the County Commissioners to review a proposed new section to the Fillmore County Zoning Ordinance, Section 739, titled Agricultural Tourism Business. The new section was created and reviewed by the Zoning Administrator and Planning Commission to permit agricultural tourism related businesses within the Ag District, either as a permitted use, or by Conditional Use Permit to cover activities such as renovated barns rented out for wedding receptions, family reunions or other functions.

The Fillmore County Planning Commission met on April 21, 2016 and voted unanimously to approve the Ordinance Amendment as presented.

The amount of time needed for this review should not require more than five (5) minutes.

REVIEWED BY: _____
COUNTY COORDINATOR

All requests for County Board agenda time must be in the office of the County Coordinator by **4:00 p.m. Thursday** to be on the agenda for the following Tuesday's meeting of the County Board of Commissioners.

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date _____ Resolution No. _____

Motion by Commissioner _____ Second by Commissioner _____

WHEREAS; Fillmore County has decided to adopt an amendment to the Fillmore County Zoning Ordinance, adding a new Section 739, Agricultural Tourism Business; and

WHEREAS; the Fillmore County Planning Commission has taken testimony on this amendment at a Public Hearing held on April 21, 2016; and

WHEREAS; the Fillmore County Planning Commission has voted unanimously to recommend this amendment be adopted by the County Board of Commissioners:

NOW THEREFORE BE IT RESOLVED, that the Fillmore County Board of Commissioners hereby adopts an amendment to the Fillmore County Zoning Ordinance as amended and contained herein.

Agricultural Tourism Business, permitted. An agricultural tourism business may be permitted in the Agricultural or Urban Reserve Districts on an agricultural use property, meeting the following requirements:

1. The Agricultural Tourism Business is clearly incidental and subordinate to the agricultural use of the property.
2. The onsite Agricultural tourism business occurs no more than 6 times per year.
3. There is adequate provision for parking of vehicles so that there is not parking on public roads and adequate setbacks from adjacent properties are maintained. Parking areas must be a minimum of 10 feet from all property lines and appropriately screened from neighboring properties.
4. Light sources shall be directed downwards and shielded to prevent light being directed off the premises.
5. Outside activities must be completed during daylight hours.
6. Any on-site preparation and handling of food or beverages must comply with all applicable Federal, State, and Local Standards.
7. Non-agricultural celebration events, not exceeding two consecutive days per event, shall be limited to the following: wedding ceremonies, receptions, non-profit benefits and fundraisers, reunions, retirement celebrations, graduations, birthdays, barn dances, harvest festivals and food/product/produce tasting and sales events.
8. The permitted Agricultural Tourism Business shall not host an event having more than 250 visitors onsite.

Agricultural Tourism Business, conditional.

An agricultural tourism business may be a conditional use in the Agricultural or Urban Reserve District on an agricultural use property, meeting the following requirements:

1. The Agricultural Tourism Business is clearly incidental and subordinate to the agricultural use of the property.
2. There is adequate provision for parking of vehicles so that there is not parking on public roads and adequate setbacks from adjacent properties are maintained. Parking areas must be a minimum of 10 feet from all property lines and appropriately screened from neighboring properties.
3. Light sources shall be directed downwards and shielded to prevent light being directed off the premises.
4. Any on-site preparation and handling of food or beverages must comply with all applicable Federal, State, and Local Standards.

5. Non-agricultural celebration events, not exceeding two consecutive days per event, shall be limited to the following: wedding ceremonies, receptions, non-profit benefits and fundraisers, reunions, retirement celebrations, graduations, birthdays, barn dances, harvest festivals and food/product/produce tasting and sales events.

VOTING AYE

Commissioners Prestby Dahl Root Lentz Bakke

VOTING NAY

Commissioners Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, 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 ____ day of _____, 2016.

Witness my hand and official seal at Preston, Minnesota the _____ day of _____, 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/3/2016

Amount of time requested (minutes): 10 minutes

Department: Highway

Requested By: Ron Gregg

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

1. Consider reducing the project retainage on the City of Peterson Project, SAP 023-625-014.
2. Request Board Approval to advertise for Chevron Sign Project SP 023-070-002.
3. Request Board approval to advertise for the bridge replacement project on CSAH 23, SP 023-623-026.

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

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

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

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date May 3, 2016 Resolution No.

Motion by Commissioner Second by Commissioner

WHEREAS, SAP 23-625-014, has in all things been completed by Zenke, Inc. CSAH 25 in the city of Peterson to a point where a reduction in normal retain percentage is acceptable.

WHEREAS, The Fillmore County Engineer has determined that 2% Retainage is needed to protect the interest of the County to insure completion of the contract.

NOW THEN BE IT RESOLVED:

That the Fillmore County Board of Commissioners accept the County Highway Engineer's recommendation that \$19,206.50 shall be retained from the contractor's certified work and authorized the reduction payment to the contractor in the amount of \$28,809.75.

Dated at Preston, Minnesota, this 3rd day of May, 2016

Chairman of the Board

VOTING AYE

Commissioners Prestby Dahl Root Lentz Bakke

VOTING NAY

Commissioners Prestby Dahl Root Lentz Bakke

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, 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 day of , 2016.

Witness my hand and official seal at Preston, Minnesota the day of , 2016.

SEAL

Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: May 3, 2016

Amount of time requested (minutes):

Dept: Veterans

Prepared By: Jason Marquardt

State item(s) of business with brief analysis. Provide relevant material for documentation. Outline in detail any action requested of the County Board. Indicate amount of time needed for each item.

The Veterans Office is requesting to purchase a 2016 Ford Transit Connect to replace the 2011 Dodge van that was used to transport Veterans to and from the VA in Minneapolis. The 2011 Dodge was involved in a deer collision and MCIT has deemed it totaled because of the damage. The Veterans Van transports 275 Veterans per year to their Doctor appointments at the VA in Minneapolis and also trips to the Tomah WI VAMC.

Currently the Veterans Office has \$2000.00 that can be spent out of the MDVA Grant and in the Van donation fund 01-125-000-0000-5760 we have \$15,657.31. Also from insurance we will receive \$8,832.50 minus \$500.00 deductible totaling \$8332.50. And for the custom rap on the van MCIT will cover the cost of this for the new van

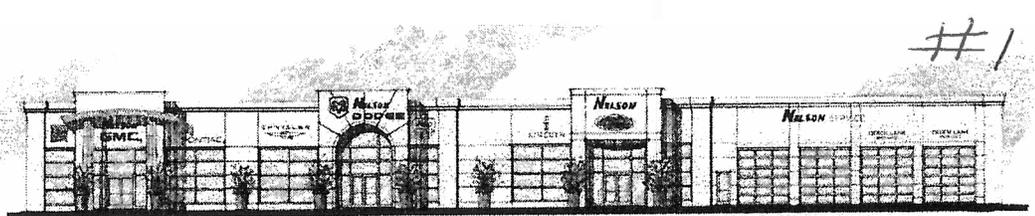
It is my recommendation that the Board go with the low bid of Nelson Auto Center for \$24,729.44 unless this van is no longer available then I recommend that the County be able to purchase this like same or similar vehicle from Rochester Ford. Attached are 2 bids and also one Internet search

1. Nelson Auto Center for \$24,729.44 (State contract bid)
2. Rochester Ford \$24,999.00 (Internet search)
3. Ford of Hibbing, MN for \$27,068.00 (State contract bid)

Reviewed By:
Signature

Check if this item will have additional documentation

All requests for County Board agenda time must be in the office of the County Coordinator by **12:00 p.m. (noon) Thursday** to be on the agenda for the following Tuesday's meeting of the County Board of Commissioners



#1

Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
 218-998-8864 • 800-477-3013 Ext. 8864 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER FillmoreCo E9F

Sold To: Fillmore County
Attn: Jason Marquardt
Address: 902 Houston St NW # 4
 Preston, MN 55965

Date: 04/27/2016
Phone: 507-765-2608
FAX:
Salesperson: Sue Kugler

Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
FillmoreCo E9F	2016	Ford Transit Connect Wgn	LWB Pass Van w/ Liftgal	New	0
Color: Magnetic Metallic / Black Cloth					

Price of Vehicle	Per MN PV19	\$22,995.44
Options & Extras		\$1,734.00
Engine block heater (41H)		\$31.00
Upgraded radio with rear camera (58W)		\$293.00
17" Alloy wheels (64E)		\$560.00
Out of stock vehicle from available inventory		\$850.00

****Vehicle subject to prior sale****

Subtotal	\$24,729.44
Trade - In	
Total Cash Price	\$24,729.44

Your Purchase Order #

Project # MN Contract 72045

Thanks for your business!

Ship To / Lessee / End User: Fillmore County
 Jason Marquardt
 Veterans Service Office
 902 Houston St NW # 4
 Preston, MN 55965

Phone: 507-765-2608
 FAX:

Signed _____ and initialed _____

Printed Name _____ and Date _____

FillmoreCo VS PV19 E9F OOS.123

#1

Prepared For:
Fillmore County Veterans Off
Jason Marquardt

Prepared By:
Sue Kugler
Nelson Auto Center
2228 College Way
Fergus Falls, MN 56537
Phone: (218) 998-8864
Email: skugler@nelsonfleet.com

2016 Ford Transit Connect Wagon
E9F 4dr Wgn LWB XLT w/Rear Liftgate



Photo may not represent exact vehicle or selected equipment.

#1

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail E9F 4dr Wgn LWB XLT w/Rear Liftgate

<u>Code</u>	<u>Description</u>
E9F	2016 Ford Transit Connect Wagon 4dr Wgn LWB XLT w/Rear Liftgate

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail E9F 4dr Wgn LWB XLT w/Rear Liftgate

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail E9F 4dr Wgn LWB XLT w/Rear Liftgate

CATEGORY

<u>Code</u>	<u>Description</u>
ENGINE	
997	ENGINE: 2.5L DURATEC I4
TRANSMISSION	
446	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC
OPTION PACKAGE	
210A	ORDER CODE 210A
WHEELS	
64E	WHEELS: 17" X 6.5" ALLOY
PRIMARY PAINT	
J7	MAGNETIC METALLIC
PAINT SCHEME	
—	STANDARD PAINT
SEAT TYPE	
7B	CHARCOAL BLACK, CLOTH FRONT BUCKET SEATS
ADDITIONAL EQUIPMENT	
41H	ENGINE BLOCK HEATER
—	TIRES: 17"
96F	FRONT & REAR SPLASH GUARDS/MUD FLAPS
58W	RADIO: AM/FM W/SINGLE CD & REAR VIEW CAMERA

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 435.0, Data updated 4/19/2016
©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.

Customer File: FillCo VO E9F

#1

WINDOW STICKER

2016 Ford Transit Connect Wagon 4dr Wgn LWB XLT w/Rear Liftgate	Interior: - No color has been selected.
2.5 L/152 CID Regular Unleaded I-4	Exterior 1: - No color has been selected.
* 6-Speed Automatic w/OD	Exterior 2: - No color has been selected.

CODE	MODEL	MSRP
E9F	2016 Ford Transit Connect Wagon 4dr Wgn LWB XLT w/Rear Liftgate	\$26,825.00
	OPTIONS	
210A	ORDER CODE 210A	\$0.00
41H	ENGINE BLOCK HEATER	\$35.00
446	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC	\$0.00
58W	RADIO: AM/FM W/SINGLE CD & REAR VIEW CAMERA	\$325.00
64E	WHEELS: 17" X 6.5" ALLOY	\$620.00
7B	CHARCOAL BLACK, CLOTH FRONT BUCKET SEATS	\$0.00
96F	FRONT & REAR SPLASH GUARDS/MUD FLAPS	INC
997	ENGINE: 2.5L DURATEC I4	\$0.00
J7	MAGNETIC METALLIC	\$0.00
---	TIRES: 17"	INC
---	STANDARD PAINT	\$0.00

SUBTOTAL	\$27,805.00
-----------------	--------------------

Advert/Adjustments	\$0.00
Destination Charge	\$995.00
TOTAL PRICE	\$28,800.00

Total delivered price: \$24,729.44

Est City: 19.00 mpg
 Est Highway: 27.00 mpg
 Est Highway Cruising Range: 426.60 mi

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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 Customer File: FillCo VO E9F

#2



Add this vehicle To "MyGarage"
Email this Vehicle to a Friend
View Our Entire Inventory

2016 Ford Transit Connect Rochester Ford - Rochester, MN

Seller Information
Rochester Ford
Rochester , Minnesota

Call Us Toll Free **866-523-7217**
 Email [Email Us](#)

Address: **4900 Hwy. 52 North**
Rochester, MN
[Map Link](#)

Contact: **Internet Sales**

Hours: Mon 8:00am - 8:00pm
 Tues 8:00am - 8:00pm
 Wed 8:00am - 8:00pm
 Thurs 8:00am - 8:00pm
 Fri 8:00am - 8:00pm
 Sat 8:00am - 6:00pm
 Sun Closed


 Today
 8:00a-8:00p



Click any image to Enlarge ...including 11 more



[Confirm Availability](#)
[Request More Info](#)

Our Best Internet Price

\$ 24,999

Calculate Payment



Final Price

Options on this 2016 Ford Transit Connect

Vehicle Information

Year:	2016
Make:	Ford
Model:	Transit Connect
Trim Pkg:	XLT
Body Style:	Mini Van
Exterior:	Gray
Interior:	Charcoal Blk
Mileage:	Contact Seller
Engine:	2.5L L4 DOHC 16V
Transmission:	AUTO
Drive:	FWD

Seats, Front Buckets
 Air Conditioning
 Tachometer
 Seat, Third Row
 Audio, CD Player
 Airbags, Side
 Headlights, Fog
 Console, Overhead

Mirrors, Power
 Power Steering
 Windows, Power Windows
 Air Conditioning, Rear
 Center Armrest
 Windows, Rear Defroster
 Wipers, Rear Window
 Keyless Entry

Audio, Steering Wheel Controls
 Tilt Steering Wheel
 Traction Control
 Wipers, Intermittent

Economy Mpg Est.:	City 21	Highway 29
Vin#:	NMOGE9F72G1246185	
Stock#:	F166006	

#2

Additional Information:

Price does not include tax, title, and license. Residency Restrictions Apply. Discounts are: \$500 - Auto Show RETAIL Customer Cash. Exp. 04/04, \$500 - Auto Show RETAIL Customer Cash. Exp. 04/04

You Can't Buy the Wrong Vehicle

3 Month/3,000 Mile Warranty On ALL Preowned Vehicles with 75,000 Miles or Less, 8 years or newer

7 Day Money-Back Guarantee
On ANY Preowned Vehicle!

30 Day Exchange Guarantee
For any Pre-Owned Vehicle of Equal or Greater Value.

Our Best Price Policy: Rochester Ford Toyota's customers told us the most unpleasant aspect of buying a new or used automobile is negotiating the price. With that in mind, we have decided to give everyone the best price right up front. At Rochester Ford Toyota, we have the best price on the vehicle at all times.

Want More Information? 2016 Ford Transit Connect XLT Dealer Stock#: F166006 Price: \$ 24999

<p>Name <input style="width: 90%;" type="text"/></p> <p>Email *Required <input style="width: 90%;" type="text"/></p> <p>Phone <input style="width: 90%;" type="text"/></p> <p><input type="button" value="Submit Questions"/></p>	<p>Please enter your request for more information.</p> <div style="border: 1px solid gray; height: 150px; position: relative;"> ↑ ↓ </div>
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#3

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

PRICING SUMMARY

PRICING SUMMARY - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

	<i>Invoice</i>
Base Price	\$25,148.00
Total Options:	\$357.00
Vehicle Subtotal	\$25,505.00
Advert/Adjustments	\$568.00
Destination Charge	\$995.00
GRAND TOTAL	\$27,068.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
S9F	2016 Ford Transit Connect Wagon 4dr Wgn LWB XLT	\$25,148.00

SELECTED VEHICLE COLORS - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
ENGINE		
997	ENGINE: 2.5L DURATEC I4 -inc: Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles shipped to Federal Emissions States or Cross Border State dealers and is only available w/a Federal emissions system (FFV system not available w/code 425 and requires code 936 or 423 if applicable for California Emissions State dealer destinations) (STD)	\$0.00
TRANSMISSION		
446	TRANSMISSION: 6-SPEED SELECTSHIFT AUTOMATIC (STD)	\$0.00
OPTION PACKAGE		
210A	ORDER CODE 210A -inc: side door/rear door privacy glass	\$0.00
PRIMARY PAINT		
J7	MAGNETIC METALLIC	\$0.00
PAINT SCHEME		
___	STANDARD PAINT	\$0.00
SEAT TYPE		

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
SEAT TYPE		
7L	MEDIUM STONE, CLOTH FRONT BUCKET SEATS -inc: 6-way manual driver seat (fore/aft, up/down & lever recline) w/manual lumbar, 4-way manual passenger seat w/fold-flat back (fore/aft, lever recline) and driver seat rear map pocket	\$0.00
ADDITIONAL EQUIPMENT		
53T	TRAILER TOWING PACKAGE (CLASS I) -inc: trailer tow hitch w/trailer sway control, trailer module and 4-pin connector	\$357.00
58W	RADIO: AM/FM W/SINGLE CD & REAR VIEW CAMERA -inc: 4 front speakers, Compass Display, SYNC w/MyFord, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack, 4-Spoke Leather-Wrapped Steering Wheel, satin chrome shells	\$293.00
90P	6-WAY POWER DRIVER & 4-WAY MANUAL PASSENGER SEAT -inc: driver fore/aft, up/down, power recline adjustments, passenger fore/aft, lever recline, Both seats have manual lumbar, Front Passenger Seat Back Map Pocket	\$310.00
66F	REMOTE START -inc: Perimeter Anti-Theft Alarm System	\$447.00
65D	PERIMETER ANTI-THEFT ALARM SYSTEM	INC
DEALER INSTALLED / PROCESSING OPTIONS		
<u>BID</u>	FACTORY GOVERNMENT CONSESSION	-\$1,050.00
<u>ASSIST</u>		
OPTIONS TOTAL		\$357.00

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

ENTERTAINMENT

- Radio: AM/FM Stereo w/Single CD & Rear View Camera -inc: 4.2-LCD multi-function display w/steering wheel controls, audio input jack, 2 front speakers and 2 rear speakers
- Radio w/Seek-Scan, MP3 Player, Clock, Speed Compensated Volume Control and Radio Data System
- 4 Speakers
- Integrated Roof Antenna

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

EXTERIOR

- Wheels: 16" x 6.5" Steel w/XLT Full Wheel Covers
- Tires: P215/55R16 97H XL AS -inc: full-size spare
- Steel Spare Wheel
- Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Body-Colored Front Bumper w/Gray Rub Strip/Fascia Accent
- Body-Colored Rear Bumper
- Body-Colored Bodyside Moldings
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Heated Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window w/Fixed Interval Wiper and Defroster
- Deep Tinted Glass
- Variable Intermittent Wipers
- Fully Galvanized Steel Panels
- Gray Grille
- Sliding Rear Doors
- Split Swing-Out Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Aero-Composite Halogen Headlamps
- Front Fog Lamps
- Perimeter/Approach Lights

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

INTERIOR

- 6-Way Driver Seat
- 4-Way Passenger Seat
- 60-40 Folding Split-Bench Front Facing Fold Forward Seatback Cloth Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer and Trip Odometer
- Power Rear Windows and Fixed 3rd Row Windows
- 7 Person Seating Capacity
- Fixed Bucket Cloth 3rd Row Seat Front, 2 Manual and Adjustable Head Restraints
- Front Cupholder
- Rear Cupholder
- Remote Keyless Entry w/Integrated Key Transmitter and Illuminated Entry
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning
- Rear HVAC w/Separate Controls
- Glove Box
- Driver Foot Rest
- Interior Trim -inc: Chrome Interior Accents
- Full Cloth Headliner
- Cloth Door Trim Insert
- Urethane Gear Shift Knob
- Cloth Front Bucket Seats -inc: 6-way manual driver seat (fore/aft, up/down & lever recline) w/manual lumbar, 4-way manual passenger seat w/fold-flat back (fore/aft, lever recline) and driver seat rear map pocket
- Day-Night Rearview Mirror
- Driver And Passenger Visor Vanity Mirrors

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2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

- Full Floor Console w/Storage, Full Overhead Console w/Storage, Conversation Mirror and 3 12V DC Power Outlets
- Front Map Lights
- Delay Off Interior Lighting
- Full Carpet Floor Covering -inc: Carpet Front Floor Mats
- Carpet Floor Trim
- Cargo Space Lights
- FOB Controls -inc: Trunk/Hatch/Tailgate
- Smart Device Integration
- Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Systems Monitor
- Redundant Digital Speedometer
- Outside Temp Gauge
- Analog Display
- Seats w/Cloth Back Material
- Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Front Center Armrest w/Storage and Rear Center Armrest
- 1 Seatback Storage Pocket
- Engine Immobilizer
- 3 12V DC Power Outlets

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#3



2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

MECHANICAL

- Engine: 2.5L Duratec I4 -inc: Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles shipped to Federal Emissions States or Cross Border State dealers and is only available w/a Federal emissions system (FFV system not available w/code 425 and requires code 936 or 423 if applicable for California Emissions State dealer destinations)
- Transmission: 6-Speed SelectShift Automatic
- 3.21 Axle Ratio
- GVWR: 5,280 lbs
- Transmission w/SelectShift Sequential Shift Control
- Front-Wheel Drive
- 60-Amp/Hr 590CCA Maintenance-Free Battery w/Run Down Protection
- 150 Amp Alternator
- 1270# Maximum Payload
- Gas-Pressurized Shock Absorbers
- Front And Rear Anti-Roll Bars
- Electric Power-Assist Steering
- 15.8 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Strut Front Suspension w/Coil Springs
- Torsion Beam Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

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#3



2016 Fleet/Non-Retail Ford Transit Connect Wagon 4dr Wgn LWB XLT S9F

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2016 Fleet/Non-Retail S9F 4dr Wgn LWB XLT

SAFETY

- Advancetrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Airbag Occupancy Sensor
- Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- Curtain 1st, 2nd And 3rd Row Airbags

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Customer File:

**Out-of-State Conference Report
Office of Traffic Safety**

Contractor Name: Brenda Pohlman

Conference: 2016 Lifesavers Conference in Long Beach, California

Did you attend all sessions during the Lifesavers Conference? All plenary, luncheon awards, and sessions attended on April 3-4, 2016. No sessions attended on April 5, 2016 due to available return flight schedule. I left the hotel for the airport at 7:00 AM on April 5, 2016.

On a scale of one to ten, with ten being the highest, how would you rate the usefulness of the conference? 9

Why? All of the sessions were good with at least one new piece of information gathered from each session. It would have been nice to have access to all presenter slides but not all presenters placed them on the Lifesavers website.

Describe a session you attended, if any, that the Office of Traffic Safety should consider including in the Minnesota *Toward Zero Deaths Conference*. Tell us what the subject was and the job titles of the speakers: During the third workshop session there was a presentation called "Pedestrian and Driver Distraction: Prevalence and Risk of Distraction While Crossing" which was about the role distraction plays among motorists, cyclists, and pedestrians. There is new research coming out about the ways in which both drivers and pedestrians are distracted. For example, distracted pedestrians have inattentive blindness, problems staying on path, and delay their walking stride and time. Drivers who are distracted have slower response time, decreased performance, and a smaller field of vision. As a result, drivers tend to slow their speed and increase distance to compensate and avoid conflicts which causes other traffic issues. There were three speakers in this session but I would recommend Robert Scopatz, PhD, who is a Senior Transportation Analyst with VHB Inc. Robert lives in Inver Grove Heights, Minnesota. He is currently working on a research project regarding distracted driving and could share the information by the 2016 TZD Conference in Duluth.

What ideas did you hear at the conference that you will try to implement in your department or will improve something your department already does? Our department has discussed engaging in social media a lot within the last year. This conference provided some great insight on how to operate social media within a government context. This information will be shared with leadership so that they can decide how to move forward with more social outreach.

How will you share the new ideas and knowledge you got from the conference with others? See summaries below to share as you wish. This information will also be shared with local coalition members, elected officials, SE MN TZD Safe Roads coordinators, and public health

professionals working on traffic safety and active transportation. This sharing will take place both electronically and at upcoming meetings.

What were the benefits you gained from meeting people at the conference and talking to them? The benefits included validation of the need to continue traffic safety efforts, picking up new print and online resources, meeting a new advocate who will join our local coalition in May, and learning about new car seat models and installation techniques.

Session Highlights and Nuggets:

April 3, 2016

Session 1: Every Life Matters: Take-Away Tools and Activities to Foster Collaboration for Community Pedestrian-Bicycle Efforts

Speakers: Heidi Coleman, Marti Reilly, and Pam Fisher

- Nationally, crash fatalities are down but bicycle and pedestrian fatalities are increasing.
- Pedestrians account for 15% of all fatal crashes.
- “Advancing Pedestrian and Bicyclist Safety: A Primer for Highway Safety Professionals” is an upcoming resource. This is a new guidance document to design roadways that need less enforcement.
- Everyone walks. Ability to have active transportation is crucial for youth, people without licenses, and people with lower income. Target efforts in these areas especially with Safe Routes to School
- More efforts are needed to train drivers regarding pedestrians and slowing zones.
- Funding options are available through NHTSA.
- Pedestrian Safety and Teens Infographic <http://www.safekids.org/infographic/pedestrian-safety-and-teens>
- A Resident’s Guide for Creating Safer Communities for Walking and Biking <http://www.pedbikeinfo.org/data/library/details.cfm?id=4163>
- Everyone Walks <http://www.ghsa.org/html/publications/sfped.html>
- Mayors’ Challenge <https://www.transportation.gov/mayors-challenge>
- Countermeasures That Work <http://www.ghsa.org/html/publications/countermeasures.html>

Session 2: Exploring the Next Frontier of Social Media

Speakers: Lucia Sanchez, Allison Palmer, and Amadie Hart

- About 65% of media is earned.
- Picture and video posts increase hits dramatically. Emojis are very popular with youth.
- Use 15-30 second videos on social platforms.

- Set user/organization parameters. Most organizations moderate or restrict comments and posts.
- Evaluate social media in quantity of hits and number of people who accept a call to action.
- Real content and call to action is important to millennials. Use smart phones to record video because that makes it seem real and is essentially free.
- Social outlets to consider: Facebook, Periscope, Vine, InstaVideo, Flip A Grams, Google
- Example: #MyWhy
<http://www.trafficsafetymarketing.gov/newtsm/cpsweek2014/MyWhy-cps-flyer.pdf>
- Example: “I’m a Textbert” by Rhett and Link
<http://www.bing.com/videos/search?q=I%27m+a+textbert&view=detail&mid=0D424983B290309CECFF0D424983B290309CECFF&FORM=VIRE>

Session 3: Pedestrian and Driver Distraction: Prevalence and Risk of Distraction While Crossing

Speakers: Ema Yamamoto, Robert Scopatz, and Heidi Coleman

- There are now more cell phones than people.
- A five second distraction is like driving the length of a football field while blindfolded.
- Drivers now have to contend with pedestrians/bicyclists who are also distracted.
- Distracted pedestrians have inattentive blindness, stray off path, and have altered crossing time and stride.
- Distracted drivers change response time, have lower performance, and a narrow field of vision. They tend to lower speed and following distance.
- Many pedestrians cross in mid-block where they are unexpected.
- Current research is being conducted by Robert Scopatz around driver and pedestrian distractions. It involved 3,964 pedestrians being observed and found 69% were distracted. The highest electronic distraction was cell phones/MP3 players. The highest non-electronic distraction was eating and drinking. These behaviors were seen more frequently among women.
- Example: It’s Road Safety Not Rocket Science
<https://phillymotu.wordpress.com/roadsafetynotrocketscience/>
- Example: Ride Right, Walk Right, Drive Right Road Safety Campaign
<https://www.facebook.com/media/set/?set=a.561067903905321.126327.349684451710335&type=3>
- Example: Give Respect Get Respect <https://www.scribd.com/doc/55743436/Give-Respect-Handouts>

April 4, 2016

Session 4: Freshening Up Your Public Education Efforts and Campaigns

Speakers: Sam Cole, Amanda Brown, and Lori Prosio

- Encourage innovation in government and take calculated risks with education campaigns.
- Capitalize on current trends like zombies, Star Wars, tv shows, etc.
- Develop one campaign with similar themes that can extend out for a few years. Take extra footage you can use later for other videos or recordings.
- Develop a long-term communications plan.
- Color visuals increase uptake by 80%.
- Inspire behavioral change with messages that are funny, emotional, and create a sense of urgency.
- Include victim advocacy interviews
- Review analytics daily.
- Facebook is used most from 1 to 4 PM and on weekends. Posts should be made 5 to 10 times per week.
- Twitter is used most from 3 to 5 PM.
- Instagram is used from 8 AM to 8 PM and on weekends.
- Examples: RUOK? To drive DWI, What's Your #?, Drunk Dynasty, Honey Booze Booze, Ice Road Drinkers, and Seatbelt Selfies
- Example: DDVIP App <https://itunes.apple.com/us/app/ddvip-bar-finder-for-designated/id941928425?mt=8>
- Example: Pedestrians Don't Have Armor <https://www.youtube.com/watch?v=m7xS7SbT2II>
- Example: Alcohoot <http://alcohoot.com/#smarter> and <https://www.youtube.com/watch?v=2NuNNFAA4io>
- Example: #Dunk Your Keys <https://vine.co/search/%23DunkYour+Keys>
- Example: Sprout Social <http://sproutsocial.com/>

Session 5: How to Get Your Foot in Your School District's Door

Speakers: Phyllis Larimore, Julie Brewer, and Eric Stern

- Florida uses \$5 from traffic tickets to funding driver's education.
- UPS and Fed/Ex offer education programs with community partners.
- Offer materials like graphics, classroom kits, signage, stickers, and posters.
- Use mapping technologies to illustrate program reach and outcomes.
- Align traffic safety efforts with teaching requirements
- New movement toward whole child, whole school, and whole community.

- Example: Healthy People 2020 <https://www.healthypeople.gov/2020/topics-objectives>
- Example: National Health Education Standards <http://www.shapeamerica.org/standards/health/> and <http://www.cdc.gov/healthyschools/sher/standards/index.htm>
- Example: Ollie Otter <http://www.seatbeltvolunteer.org/>
- Example: Sammy the Sturgeon <http://sammysturgeon.com/>
- Example: Reduce TN Crashes <http://reducentncrashes.org/>
- Example: BLAST <http://bikewalkkc.org/education/youth/blast-application/>

Session 6: Distracted Driving Education: Are We Using the Right Language?

Speakers: Linda Hill, Gianni Iona, Skylar Yoder, and Jake Sanchez

- AAA Foundation research from 2013 found 31% of 16-19 year olds text, 42% of 19-24 year olds text, 45% of 25-39 year olds text, and 24% of 40-59 year olds text.
- About 70% of parents drive distracted according to their teens. When riding in a car pool, teens report that 90% of parents are driving distracted.
- Hands free is not risk free.
- AVS Model. A for acknowledging dangerous behavior, V for voicing feelings. S for solving the problem by offering a solution. Commit to driving well!!!
- Workplace education around distracted driving is key. Encourage behavior change at the individual, family, work, and community level.
- Tips for working with teens: Provide consistency, establish credibility, reward good behavior, redirect behaviors you would like to change, role model, listen, and encourage advocacy.
- Less is more for campaigns. Involve and incorporate teens into messaging.
- Consider using g+, twitter, YouTube, Facebook, Snap Chat, Instagram, and Pinterest.
- Example: Just Drive Take Action Against Distraction <http://treds.ucsd.edu/distracted-driving> and <http://www.bing.com/videos/search?q=just+drive+take+action+against+distraction&qvpt=just+drive+take+action+against+distraction&view=detail&mid=76A0AC987CEC0708A0D376A0AC987CEC0708A0D3&FORM=VRDGAR>
- Example: Ford Driving Skills for Life <https://www.drivingskillsforlife.com/>
- Example: Toyota Teen Drive <http://www.toyota.com/teendrive365/what-you-can-do/coach-your-teen/index.html>

Manufacture Update and Exhibit Hall

- Participated in Child Passenger training during breaks and receptions. All fourteen child passenger safety manufacturers were visited and new techniques were learned. This provided one credit toward child passenger safety technician renewal.

Other Resources

- Pedestrian and Bicycle Information Center <http://www.pedbikeinfo.org/>
- National Safety Council Teen Driving <http://www.nsc.org/learn/NSC-Initiatives/Pages/teen-driving.aspx>
- Impact Teen Drivers <http://impactteendrivers.org/>
- Kids and Cars <http://www.kidsandcars.org/>
- Transportation and Health Tool <https://www.transportation.gov/transportation-health-tool>
- CDC Motorcycle Safety Guide <http://www.cdc.gov/Motorvehiclesafety/mc/index.html>
- CDC Motorcycle Costs <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6123a1.htm>

2013 - 2015 FATAL & SERIOUS INJURY AVERAGES BY COUNTY					
Bold & shaded cells = at or above State averages					
87 Counties	All	Speed Related	Distracted Related	Alcohol Related	Un-Belted Related
County	Avg. per Year	Avg. per Year	Avg. per Year	Avg. per Year	Avg. per Year
Aitkin	8.7	3	0.7	1.3	2
Anoka	75.3	11.3	11.3	15.3	12.3
Becker	12.7	2.3	2	4.3	4
Beltrami	15.3	2.3	3.3	7	4
Benton	14.7	2.3	4	4	2
Big Stone	2	0	0.3	0	1
Blue Earth	18	2.7	3.3	5.7	3.7
Brown	9.7	6	2.3	2.3	3.3
Carlton	17.3	4	2	3	2.7
Carver	19	3.7	4.3	4.7	3
Cass	16.3	5	2	7	5.3
Chippewa	11	2.3	1	2.3	3.7
Chisago	18.7	1.3	5.3	3.3	4.3
Clay	17	4.7	2.7	4.3	4
Clearwater	3.3	1.3	1	1.3	0.7
Cook	1.3	0.3	0.3	0.7	0.7
Cottonwood	6.3	0.3	1.7	2.3	1.7
Crow Wing	25	4	6.3	6.3	5
Dakota	89.3	15	17.3	15.3	9.7
Dodge	4.7	1.7	0.7	1.3	2
Douglas	12.7	2	1.3	2.7	3.3
Faribault	7.7	2.3	1.7	2	3.7
Fillmore	8.3	0	1.3	3.3	1.3
Freeborn	9.3	1.3	0.7	4	2
Goodhue	24.7	5	4	5.3	5.3
Grant	3	0.3	0.7	1	0.3
Hennepin	247.3	40.3	44.7	47	22.7
Houston	5.7	2	1	0.7	1
Hubbard	9.7	2	1.7	3	2.3
Isanti	16.7	3.7	3.3	4.3	3.7
Itasca	20.7	3.3	5	4.7	3.7
Jackson	8.3	2	1	1	2.7
Kanabec	5.3	0.3	1.7	0.7	1
Kandiyohi	18.7	4	4.7	4.7	5
Kittson	3	0.7	1.3	1.3	1
Koochiching	3.7	1	0.7	0.3	1
Lac Qui Parle	2.3	0.3	0.7	1.3	0.3
Lake	5.3	2	1.3	2.3	1
Lake of Woods	0.7	0.3	0	0	0
Le Sueur	12.3	2.3	3.3	3.7	4.7
Lincoln	4	1.7	0.3	1	0.7
Lyon	12	2.3	1.7	2.3	3
McLeod	12	2.7	3.7	2.3	2
Mahnomen	3.3	0.7	0	1	1.7
Marshall	2.3	0.3	0.7	0.7	0.7
Martin	9.3	1.3	1	1.7	2
Meeke	10.3	2.3	1	3.3	4
Mille Lacs	15.3	3.7	2.7	3.3	4.3
Morrison	19.3	4.7	3	4.7	4.3
Mower	7.3	0.7	1.3	1	1.3
Murray	4.3	0	0	0.3	1
Nicollet	10.3	3	3.3	3	3.3
Nobles	9	1.7	1	1.3	2.7
Norman	3	0.7	0.7	0.7	0.7
Olmsted	40	7.7	5	6	9.3
Otter Tail	24.7	4	2	7.3	7.3
Pennington	6.3	1.7	0	2.7	2.3
Pine	14.3	3	2.7	4	3.7
Pipestone	3.3	1	0	0.7	0.7
Polk	12.3	1	2.7	2	3.7
Pope	4	0.7	0.7	1.3	0.7
Ramsey	94	17.3	14.7	18.3	9.3
Red Lake	1.7	0	0	0	0
Redwood	6.7	1.3	1.7	1.3	2
Renville	9.3	2	2	1	3
Rice	18.7	3.3	2.7	5.3	3.7
Rock	3.7	0.3	1	1	1.3
Roseau	5	0	1.7	0.7	2.3
St. Louis	55.7	11.3	10.3	12.3	12.3
Scott	30.3	5.3	4	6.7	3.7
Sherburne	25.7	4	3.3	7.3	1
Sibley	13.7	5.3	2.7	0.7	4
Stearns	42.7	9.7	11.3	12	9.3
Steele	12.3	3	1.7	2	2.3
Stevens	1.7	0	0.7	0	1
Swift	3.3	0.3	0.7	1.3	1
Todd	13.3	3	1.7	6.3	5.7
Traverse	1	0	0	0.3	0.3
Wabasha	9.3	3	2.3	1	1.3
Wadena	7.7	2.7	0.3	2.7	2.3
Waseca	4	0.3	2.3	1	1
Washington	38.3	8.7	9.7	10.7	5.3
Watsonwan	5.7	1	2	0.3	1
Wilkin	3.3	1.7	1	1.3	1.7
Winona	20.3	6.3	2	5.7	5.3
Wright	44.7	7	7.3	8.3	7.7
Yellow Medicine	5.3	1.3	0.3	1	2.3
State Avg.	17.4	3.4	3.1	4.0	3.3

2017 TZD Enforcement Calendar



Quarterly Invoices and Reports (Fiscal agencies only)

- Oct. 3, 2016: 1st quarter events entered and agency rosters updated in ROAR
- Dec. 12, 2016: 2nd quarter events entered in ROAR
- Jan. 20, 2017: 1st quarter invoice and progress report in E-Grants
- March 13, 2017: 3rd quarter events entered in ROAR
- April 21, 2017: 2nd quarter invoice and progress report in E-Grants
- June 12, 2017: 4th quarter events entered in ROAR
- July 14, 2017: 3rd quarter invoice and progress report in E-Grants
- Oct. 20, 2017: 4th quarter invoice, progress report in E-Grants
- Oct. 30, 2017: Final Report in E-Grants

Short Reports (Required to be completed by each agency)

- Nov. 4, 2016: Seat belt citations from Oct. 14-30
- Jan. 6, 2017: DWI arrests, highest B.A.C., seat belt citations from Nov. 23 - Dec. 31
- April 28, 2017: Texting, seat belt citations from April 10-23
- June 9, 2017: Report belt/child seat citations from May 22-June 4
- July 28, 2017: Report speed, seat belt citations from July 7-23
- Sept. 8, 2017: Report DWI arrests, highest B.A.C., seat belt citations from Aug. 18 - Sept. 3

TZD Conference (Nov. 16-17, 2016: Duluth)

Enforcement Dates

- Oct. 14 - 30, 2016: Seat belts
- Nov. 23, 25-26; Dec. 1-3; 8-10; 15-17; 22-23, 29-30, 2016: Impaired Driving
- April 10-23, 2017: Distracted Driving
- May 22 - June 4, 2017: Seat belts and Child Seats
- July 7-23, 2017: Speed
- Aug. 18 - Sept. 3, 2017: Impaired Driving
- Aug. 31, 2017: Optional Ted Foss Move Over

October 2016

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Color Codes

Pre-Enforcement Media

Enhanced Enforcement

Post-Enforcement Media

Mandatory DWI Enforcement (13 Deadliest Counties)

Statewide Enforcement

Resolution

Authorizing Execution of Grant Agreement

Be it resolved that Fillmore County Public Health enters into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2016 through September 30, 2017.

The Fillmore County Public Health Director, their appointee, or successor, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Fillmore County Public Health and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Fillmore County Board of Commissioners for Fillmore County Public Health on Tuesday, May 3, 2016.

SIGNED:

WITNESSETH:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(Date)

Financial Guide

STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP 4)

Financial Guide

Minnesota Department of Health
Office of Statewide Health Improvement Initiatives
PO Box 64882, St. Paul, MN 55164-0882
651-201-5443
<http://www.health.state.mn.us/divs/oshii/>
Updated: March 2016



Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. **NOTE:** Content in this guide is subject to change. Watch Basecamp for news on any updates.

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Executive Summary

This Financial Guide is intended for grantees of the Minnesota Department of Health (MDH) Statewide Health Improvement Program (SHIP). It contains selected topics and related financial and procedural requirements that govern the grant process.

The following are highlights from the Financial Guide, including significant changes to financial processes from the previous rounds of SHIP:

- Financial guidance is subject to quarterly review and changes. Updates to the guide will be highlighted and sent to grantees each quarter. Grantees may be asked to update their budgets and project plans accordingly, and should work with their Community Specialist (CS) to do so.
- All finance-related questions should be sent to your assigned Community Specialist.
- Items requiring MDH prior approval and the process for obtaining approval from your CS are provided starting on page 14.
- A list of unallowable expenditures is available on page 19.
- Administrative costs are to be allocated to applicable strategies. If the administrative cost cannot be applied to any specific setting, allocate across all applicable settings evenly.
- The term “contract” is used to describe any subcontract, or other agreement in which the other person/organization (or “contractor”) is doing work for the grantee and getting paid for that work. In some cases, contract budgets may include funds for mini-grants.
- The term “mini-grant” is used to describe a sub-contract, grant or other agreement in which a partner site has applied for and is receiving SHIP funds to implement strategy work at their site. A mini-grant must include a partner site work plan, timeline and budget for spending. Partner sites should provide at least a 10 percent match of the total mini-grant award. Mini-grants may be implemented with partner sites at any point in the grant cycle as long as they are part of an approved overall SHIP budget.
- Tables providing examples of allowable/unallowable uses of SHIP funding have been updated (Table 1 and Table 2). Equipment requirements include:
 - Less than \$3,000 should be spent on equipment PER site during each fiscal year of the grant period. Above that amount will require adequate justification and prior MDH approval. **If you are layering strategies at one site, please talk to your CS about site equipment needs over the \$3,000 guideline.**
 - Equipment purchases that do not meet the set of conditions on page 30, or are not clearly identified as allowable in this guide, must be approved by your Community Specialist.
- All financial transactions will be on a reimbursement basis only. Grantees shall follow this policy for payment of contracts and mini-grants.
Example: worksite partners receiving funds through a mini-grant shall invoice the SHIP grantee for reimbursement after expenses have been incurred. Grantees may invoice MDH after payment of that expense. Please contact your CS with questions.

- Invoices shall be completed (on a form provided by MDH) for each month and submitted within 45 days after the end of the month. Failure to submit timely invoices may result in withholding of funds. See page 34 for more information on invoice procedures.
- Grantees can expect a response from their CS within three to five business days for all SHIP requests. However, there may be cases when the CS contacts the grantee to indicate that more time is needed to address the request.

Introduction

This Financial Guide is intended for grantees of the Minnesota Department of Health (MDH) Statewide Health Improvement Program (SHIP). It contains selected topics and related financial and procedural requirements that govern the grant process. It does not replace established state policies or regulations governing the administration of grants.

The information is based on established policies and regulations that are current as of the date of publication. Grantees are responsible for being aware of and abiding by all applicable statutes, regulations, principles and policies; for abiding by the grant agreement with MDH; and for staying abreast of changes or issuances relating to the administration of grants.

Overview of Fiscal Responsibilities

Grantees must be good stewards of the grant funds they are awarded. Being a good steward means grantees need to act in a fiscally responsible manner. It is MDH's expectation that grantees will do the following:

- Follow standard accounting procedures.
- Charge the grant for only the activities that were stated in the grant agreement and approved budgets.
- Spend grant funds responsibly and only on allowable items.
- Ensure that a local match equaling at least 10 percent of the total funding award is provided and documented.
- Properly account for how the funds were spent.
- Maintain financial records to support expenditures billed to the grant.
- Meet audit requirements.
- Obtain prior approval from Community Specialists when appropriate.

Grantee Financial Requirements and Restrictions

SHIP is a state-funded, public program and as such it is subject to specific oversight by the State and must follow certain requirements and laws. This section of the Financial Guide includes overall financial requirements and details about staffing and administrative costs, conflicts of interest and lobbying. All finance-related questions should be sent to your assigned Community Specialist (CS). Grantees can expect communication from their CS regarding all inquiries within three to five business days.

Financial Management Systems Requirements

A grantee should account for grant funds in accordance with State laws and procedures for expending and accounting for its own funds; and be able to:

- Prepare required reports; and trace funds to a level of expenditures adequate to establish that funds have not been used in violation of program restrictions.
- Provide for accurate, current and complete disclosure of financial results of grant activities in accordance with applicable requirements.
- Maintain accounting records that identify the source and use of grant funds to include awards, obligations, unobligated balances, assets, liabilities, expenditures and income.
- Maintain internal controls that account for and safeguard grant cash, property, and assets, and assure that they are used solely for authorized purposes.
- Compare actual expenditures with budgeted amounts and relate financial information to performance.
- Determine whether costs are reasonable and permitted in accordance with cost principles presented in this document, SHIP program requirements and the terms of the grant agreement.
- Support accounting records with source documentation.
- Manage cash balances to minimize the time elapsing between the transfer of funds and disbursement.
- Prepare and monitor sub-contractor expectations and deliverables.

Accounting for Multiple Funding Sources

SHIP grantees who receive funds from other sources to work on SHIP activities must have accounting systems in place to track associated expenses separately from other funding

sources. Grantees are expected to follow proper accounting procedures and may be required to submit this documentation to MDH.

Financial Documentation and Record Retention

Grantees are responsible for keeping documentation to support all grant expenditures, including payroll records; receipts for all grant related expenses; contracts and invoices with subcontractors, consultants and mini-grants; travel logs; and cancelled checks. The grantee shall maintain the payroll books, payroll records, documents, accounting procedures and practices of the grant and make them available to the State for six years from the end of the grant. Grantees may receive a request for this information and must submit this documentation to MDH upon request.

Local Match

A local match of 10 percent of the total funding award is required. The local match may include cash contributions and in-kind match, and may include assistance from community partners.

- Cash match is money spent for SHIP-related costs. Cash match may come from county or city levies and/or funds contributed by partners or other third-party sources.
- In-kind match is a non-cash contribution of the fair market value of goods or services that support SHIP activities, contributed by the grantee, partners or other third parties. Examples of in-kind contributions are time contributed by the SHIP staff supervisor and the Community Leadership Team (CLT) members, donated meeting space, donated printing, etc.

Grantees are expected to report local match by strategy on monthly invoices. More information on monthly invoices can be found on page 35. If the required match cannot be met, grantees must contact MDH immediately to determine its effect on the award.

Composition of Matching Costs

Matching or cost sharing may be provided in the form of direct or indirect (or administrative) costs. As a result, if a category of cost, such as rent or executive salaries, is treated as an indirect cost for purposes of the organization's indirect cost rate, then contributions to a grant in these categories cannot be treated as a direct cost contribution.

The use of facilities or equipment already owned by a recipient may not be counted as a direct cost contribution where the cost or value of such use is reflected in the applicable indirect cost rate as depreciation or use charges.

Some third-party in-kind contributions that are goods or services should be considered indirect costs. Matching or cost-sharing credit for such contributions may be given only when payment for them would be an allowable cost if the grantee receiving the contributions were to pay for

them and the grantee has established a special rate (in addition to its regular indirect cost rate) for allocating to individual projects or programs the value of such contributions.

Volunteer services may be furnished by professional or technical personnel, consultants, or other skilled or unskilled labor. Volunteer services may be counted as matching if they provide an integral and necessary part of an approved strategy.

Valuation of In-kind Contributions

Labor

Rates for volunteers must be consistent with established rates paid for similar work by the grantee. If the grantee does not have established rates for the work, please rely upon rates provided by Independent Sector: http://independentsector.org/volunteer_time.

Supplies

If a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

Equipment or Building Space

If a third party donates the use of equipment or space in a building, the contribution shall be valued at the fair rental rate of the equipment or space.

If a third party donates equipment or donates building space, the market value at the time of donation of the equipment and the fair rental rate of the space may count as matching.

Other

Other in-kind contributions made by third parties for the specific benefit of SHIP activities may be accepted as matching provided that they are adequately documented. Charges for such contributions must be fair, reasonable and properly justified.

Supplantation

Community Health Boards must use funds received to develop new programs, expand current programs that work to reduce the percentage of Minnesotans who are obese or overweight or who use tobacco, or replace discontinued state or federal funds previously used to reduce the percentage of Minnesotans who are obese or overweight or who use tobacco. Funds must not be used to supplant current state or local funding to Community Health Boards used to reduce the percentage of Minnesotans who are obese or overweight or to reduce tobacco use.

Staffing and Administrative Costs

Grantees must designate SHIP staff to perform activities approved in the work plan. Each grantee must have a full-time SHIP coordinator or full-time equivalent (FTE). The cost of this

position may be paid by the SHIP grant, as part of the local match, or by a combination of SHIP grant and match funding. Any SHIP-funded person must work a minimum of .5 FTE on SHIP responsibilities. Exceptions to this requirement are possible, but must be approved by your CS in advance.

In addition, grantees are required to designate a point person for evaluation. It is recommended that this person be equivalent to .25 or .5 FTE (depending on the number of partner sites involved in SHIP work). It is acceptable for grantees to contract out the evaluation duties; the point person should be someone who can work closely with grantee staff, sites implementing strategies, MDH evaluation staff and MDH evaluation contractors.

Administrative costs are the expenses of doing business that are necessary for the overall operation of the organization and the conduct of the activities it performs. Examples of such expenses include accounting, human resources, general administration, rent and costs to operate and maintain facilities. Grantees are expected to allocate administrative costs to applicable settings. If the administrative cost cannot be applied to any specific setting, allocate evenly across all settings. More information on monthly invoices can be found starting on page 34.

Travel Expenses

Grantees may be reimbursed for travel expenses while traveling in the state, including mileage, meals and hotel accommodations, in the amounts actually incurred not to exceed any maximum amounts listed below. Reimbursement requests should be no greater than the amount provided under the Commissioner's Plan promulgated by the Commissioner of Minnesota Management and Budget, or the actual expense, whichever is less.

<http://www.mn.gov/mmb/employee-relations/labor-relations/Labor/commissioners-plan.jsp>

Mileage

Grantees may be reimbursed for the use of personal automobile mileage at the Federal IRS mileage reimbursement rate (\$0.54/mile).

Meals

Grantees may be reimbursed for meals including tax and a reasonable gratuity. Grantees shall be reimbursed for meals under the following conditions:

1. Breakfast. Breakfast reimbursements may be claimed if the grantee leaves home before 6:00 a.m. or is away from home overnight.
2. Lunch. Lunch reimbursements may be claimed if the grantee is in travel status more than 35 miles away from normal office location or is away from home overnight.
3. Dinner. Dinner reimbursements may be claimed if the grantee cannot return home until after 7:00 p.m. or is away from home overnight.

4. Reimbursement Amount. The maximum reimbursement for meals including tax and gratuity through **June 30, 2017**, shall be:

Effective Jan. 1, 2014

Breakfast	\$ 9.00
Lunch	\$11.00
Dinner	\$16.00

Grantees who are traveling for two or more consecutive meals shall be reimbursed for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.

Hotel Accommodations

Grantees may be reimbursed for hotel and motel accommodations provided that grantees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.

Conflicts of Interest

No official or employee of a SHIP grantee shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which SHIP funds are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest, or has less than an arms-length transaction.

In the use of SHIP funds, officials and employees of SHIP grantees shall avoid any action, which might result in, or create the appearance of:

- Using his or her official position for private gain;
- Giving preferential treatment to any person or organization;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the government or the program.

Also, it is a conflict of interest for a SHIP Community Leadership Team members to receive consulting fees or contracts from SHIP grants unless approved in advance by MDH.

Lobbying

Grantees must ensure funds are not used for lobbying, which is defined as advocating for a specific public policy after it has been formally introduced to a legislative body. Educating people about the importance of policies as a public health strategy is allowed with SHIP funds. Education includes providing facts, assessment data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to public policymakers, other decision-makers, specific stakeholders and the general community. Lobbying restrictions do not apply to informal/private policies.

Grantees may not use SHIP funds to participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Budget Revisions

Grantees are expected to expend funds in accordance with the negotiated line item budgets and budget narrative approved by MDH. Financial guidance is subject to quarterly updates. Grantees are asked to make changes to their budgets as necessary based on updated guidance. **If the grantee anticipates changes that are 10 percent or greater in the approved budget line items**, the grantee must request approval for the change and upon approval provide a revised budget to their CS. Budget changes that do not have prior approval may result in non-payment of invoices. Community Specialists may also request budget revisions to be submitted in writing for funds being moved between setting budgets. MDH may or may not approve requested budget revisions.

Allowable and Unallowable Use of SHIP Funds

SHIP grantees are given discretion to use their SHIP funds responsibly. In order to maintain the integrity of the SHIP program, grantees are expected to exercise caution in determining how their funds will be spent to support implementation of the strategies included in their work plans.

With regard to financial guidance, expenditures can be categorized as one of the following:

1. Items requiring MDH prior approval - these require MDH prior approval from your CS before the expense can be incurred.
2. Unallowable uses of SHIP funds - these are expenditures for which SHIP funds cannot be used to purchase. Doing so may result in punitive action.
3. Allowable uses of SHIP funds – grantees are given greater discretion and responsibility to determine how SHIP funds are used. To guide this decision-making process, MDH has provided a set of questions to consider when determining if expenditures are allowable uses of SHIP funds or not (see page 20). In addition, MDH has provided examples of allowable vs. unallowable uses of SHIP funds in Table 1 and Table 2 (this list is not exhaustive and is subject to quarterly updates).

Items Requiring MDH Prior Approval

Some items require MDH prior approval before a contract is signed or an expense is incurred, including:

- **All contractual services or mini-grants of \$3,000 or more.**

Note: The term “contract” is used to describe any subcontract or other agreement in which the other person/organization (or “contractor”) is doing work for the grantee and getting paid for that work. The term “mini-grant” is used to describe a sub-contract, grant or other agreement in which a partner site has applied for and is receiving SHIP funds to implement strategy work at their site.

- **Equipment \$3,000 or more per site (please talk to you CS if you are layering strategies at one site)**
- **Evaluation of strategies outside of standardized evaluation tools provided by MDH:**
 - May include developing and administering surveys and assessments as well as facilitating focus groups;
 - Grantee initiated evaluations may not exceed 20 percent of the site specific implementation costs; and

- Incentives for focus group participation and other evaluation and assessment related projects shall not exceed \$50 per person per year and must have prior approval.
- **Incentives/Giveaways/Prizes** for program participation and encouragement must be directly related to a SHIP strategy and tied to a specific PSE change. Incentives may not be provided in the form of cash. Incentives for promotion of a program or to promote implementation of a PSE change:
 - Shall not exceed \$3 per person per event;
 - The amount spent on incentives for one project may not exceed 5 percent of partner site or project budget;
 - The total amount spent on incentives for the entire grant may not exceed 1 percent of the overall SHIP budget; and
 - Additionally, incentives must only be a one-time expense (i.e. SHIP cannot pay for on-going incentive programs or for incentives at on-going/repetitive events)
- **Variances** (forms are included with the SHIP 4 application documents).
- **Curriculum/educational materials** not listed in the school and child care implementation guides as allowable.
- **Training materials** not outlined in the implementation guides.
- **Training with a total cost of \$3,000 or more.** If approved, there will be a 10 percent match required from the partner site.
- **Changes of more than 10 percent to a line item** in the approved budget.
- **Charges for work not stated in grantee work plan.**
- **Out-of-state travel.**
- **Electronics.**
- **Heartrate monitors** in the school setting to be used in Quality Physical Education:
 - Partner sites must provide a 25 percent match or contribution toward purchase of the monitors;
 - A plan must be in place for incorporating use of the monitors into curriculum;
 - Grantees shall not exceed \$5,000 of their total SHIP budget for acquisition;
 - Replacement and maintenance costs must be covered by the partner site; and
 - The monitors must be the property of the partner sites and are not to be given to individuals to own.
- **Sit/Stand workstations:**

- Partner sites must provide a 25 percent match or contribution toward purchase of the desks;
 - Total cost of each desk should not exceed \$500;
 - Grantees shall not exceed \$5,000 of their total SHIP budget for acquisition across sites and strategies (e.g. student standing desks at schools must follow these same guidelines); and
 - Employers are required to commit to maintaining desks and purchasing any additional desks needed for other employees, so that all employees in an organization with primarily desk jobs are able to have sit/stand desks. If this is not possible, desks should be placed in a public space so that all employees have access.
 - Appropriate gear (e.g. gel mats or anti-fatigue mats) should accompany the standing desk equipment and be donated by partner sites.
- **All communication pieces**, including:
 - Ads for radio, television, movie theaters, newspapers;
 - Printed and electronic marketing materials (posters, fliers, newsletters, brochures, fact sheets, displays);
 - News/press releases, letters to the editor, public service announcements, news conference materials;
 - Scripts for radio/TV programming;
 - PowerPoint presentations;
 - Letters that are part of a larger outreach effort;
 - Promotional items;
 - Sponsorships;
 - Signs; and
 - Surveys.

Process for Obtaining MDH Prior Approval

To obtain MDH prior approval for items listed above, grantees must submit an email to their CS with the following information:

- Name of the item. If a communication piece, include a draft or proof document.
- The requested review timeframe. MDH may not be able to accommodate all such requests.
- Brief description of the item and justification (Please limit to 1-3 paragraphs). If a communication piece, include a dissemination strategy and evaluation plan or measures

for success. The description should include a direct link to the PSE change the grantee is trying to accomplish with this purchase.

- Cost of the request. Please include an itemized breakdown of the costs that includes how many items are being purchased.
- If *out-of-state travel*, please provide a breakdown of costs: how many are traveling? Conference registration? Transportation? Lodging? Per diem?
- Strategy/strategies this item will support.

Grantees can expect a response from their CS within three to five business days for all financial requests (and should plan accordingly to allow for that response time). However, there may be cases when the CS contacts the grantee to indicate that more time is needed to address the request.

Process for Obtaining MDH Prior Approval for Contracts and Mini-Grants

Note: The term “contract” is used to describe any subcontract or other agreement in which the other person/organization (or “contractor”) is doing work for the grantee and getting paid for that work. In some cases, contract budgets may include funds for mini-grants. The term “mini-grant” is used to describe a sub-contract, grant or other agreement in which a partner site has applied for and is receiving SHIP funds to implement strategy work at their site.

Applicants must identify and seek MDH approval for any contracts or mini-grants of \$3,000 or more that will occur as part of carrying out the duties of this grant program on an annual basis prior to the contract going into effect. The use of contractual services is subject to MDH review.

Grantees that intend to offer a contract or mini-grant of \$3,000 or more must obtain prior approval from their CS. Grantees must complete the Contract Cover Sheet (Appendix B) and send it to their CS with the contract and mini-grant documents. Please note that contracts and mini-grants may require review by strategy content staff as well as CSs and therefore may take more than three to five days to process. Please plan accordingly and allow ample time for approval before implementation of contracts. MDH reserves the right to ask questions and to require revisions of mini-grants/contracts for official approval.

Grantees must submit a list of ALL mini-grants or contracts (regardless of the monetary amount) to their CS to keep on file at MDH. Specifically, the list should include the name of the contractor/organization, the amount of the contract/mini-grant, the timeframe for the project and the strategy under which the contract falls (Appendix C). Grantees will be asked to submit this list with updates every quarter.

Contract information to be provided annually must include:

- Description of services (i.e. deliverables) to be contracted for;
- Anticipated contractor/consultant’s name (if known) or selection process to be used;

- Length of time the services will be provided;
- Total amount to be paid to contractor; and
- The setting/strategy under which the contract falls.

Mini-grant information to be provided annually must include:

- Partner site work plan or action plan;
- Description of the PSE change the mini-grant will support;
- Timeline for project completion;
- Total amount to be awarded and a line item budget for spending (that includes at least a 10 percent match from the partner site/awardee; and
- The setting/strategy under which the mini-grant falls.

Overview of Grantee Responsibilities for contracts:

- The grantee is responsible for holding any subcontracting entities to the same standards required of the grantee.
- The grantee remains solely responsible for the satisfactory performance of all grant duties and ensures that all costs billed against the grant are allowable costs.
- The grantee must follow its standard procurement practices prior to entering into subcontracts.
- Specific procurement rules must be followed for contracts in excess of \$150,000.
- Contractors may not be selected if listed on the state or federal prohibited vendors list. (<http://www.mmd.admin.state.mn.us/debarredreport.asp>)
- The grantee is responsible for all required reports, supporting documentation, deliverables or other items as required by the grant contract.
- The grantee is responsible for ensuring that any subcontracting entities comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) as it applies to all data created, gathered, generated or acquired under your grant agreement.

Questions about contracts: You are welcome to contact your CS for general questions related to contracting. It is important to remember, however, that a contract is a legal document and MDH does not provide legal advice. Your organization may want to contact an attorney to advise you about your contract agreements.

Examples of Unallowable Uses of SHIP Funds

The following is a list of unallowable uses of SHIP funds. **Please note that it is not an exhaustive list.** Community Specialists will review all invoices and reserve the right to question and/or take action for inappropriate uses of funds.

- Alcohol or any illegal substance
- Any cost not directly related to the SHIP grant
- Bad debts
- Capital improvements
- Cash assistance paid directly to individuals to meet their personal or family needs
- Contingencies
- Contributions or donations
- Costs incurred prior to the grant award
- Direct patient medical services or care including nicotine replacement therapy
- Equipment with a total acquisition cost of \$5,000 or more per unit (note: any equipment purchases \$3,000 or more must be preapproved)
- Fines and penalties
- Gifts for staff
- Goods or services for personal use
- Electronic pedometers
- Interest
- Lobbying at the federal or state level
- Losses on agreements or contracts
- Memberships to clubs, camps, fitness centers and similar groups
- Mischarging of costs
- Political campaigns on behalf of, or in opposition to, any candidate for public office
- Raffles
- Research
- Scholarships (includes camp fees and scholarships for individuals to participate in events)
- Staff meals (except during approved travel)
- Supplanting of funds from other sources
- Treatment of disease or disability

Determining if Expenditures are Allowable/Unallowable

With the exception of the expenditures requiring MDH prior approval and expenses noted as unallowable, grantees are expected to use discretion in determining whether or not an expense is allowable using SHIP funding. To guide this decision-making process, grantees may use the following questions:

1. Is the item or request included in your approved budget?
2. Does the request support or lead to sustainable policy, systems and environmental change? If so, what strategy does it support and how? Links between the expense and the policy, systems or environmental change must be clear and significant.
3. Does the item/expense reach a significant proportion of the targeted populations? If so, what is the target population for this strategy/activity? How does this expense help reach the identified population?
4. Is the item or request reasonable, cost efficient and necessary to the public good?
5. Is there a sustainability plan related to this expense? If so, please explain. Who will cover the on-going maintenance expenses?
6. Is it a good use of public funds (if unsure, please contact your CS)?
7. Imagine a story about one of your SHIP strategies was featured on the cover of your local newspaper. In the story, the reporter describes the strategy and items/expenses that have been incurred to support implementation of this strategy. Would this story be perceived by the public, including potential critics, community leaders, decision makers and stakeholders, in a positive manner?

If the answer is YES to all of the above questions, then grantees may proceed with the expenditure. If the answer is no or unclear to one or more questions above, the grantee should send an email to their assigned CS with the following information:

1. Name and brief description (2-3 sentences max) of the request.
2. Number of items requested, cost per item and total amount of funding request.
3. What strategy/strategies will this request support?
4. Rationale for request: why is this item needed?
5. How is this item directly linked to a PSE strategy or change? Please explain your sustainability plan for this expense.

6. Grantees can expect a response from their CS within three to five business days. However, there may be cases when the CS contacts the grantee to indicate that more time is needed to address the request.

Tables 1 and 2 (starting on page 22) provide examples of allowable vs. unallowable uses of SHIP funds by category that were common in the previous rounds of SHIP.

Table 1. Examples of Allowable and Unallowable Uses of SHIP Funds (This list is not exhaustive)

Category	Allowable	Unallowable
<p>Advertising / Promotion</p>	<p>Promotion of recreational opportunities and facilities, policy changes, healthy lifestyle, and promotion of other similar items are allowable expenses. Examples:</p> <ul style="list-style-type: none"> ▪ Graphic design ▪ Scheduling print advertisements ▪ Creation and production of promotional materials ▪ Costs for initial printing and distribution of trail maps (on-going costs should be covered by partner sites) ▪ Print, radio, TV and cable media promotions ▪ Websites featuring opportunities for physical activity such as parks and trails or smoking cessation programs, locations, hours, programming, and fees ▪ Signage, posters and display materials announcing new policies such as healthy school lunch, snack requirements, and tobacco-free grounds ▪ Signage to advertise farmer’s market ▪ Way-finding signage for multi-modal transportation ▪ Advertising the availability of smoking cessation programs 	<ul style="list-style-type: none"> ▪ Advertising and promotion of single/one-time classes or activities such as an aerobics class at a recreation center ▪ Advertising and promotion expenses not tied to PSE change (SHIP should not pay the costs of health fairs)
<p>Capital Improvements/ Construction/ Renovation</p>	<ul style="list-style-type: none"> ▪ Cost of paint or tape for bike lane or cross walk striping ▪ Basic renovations to a room for breastfeeding in a hospital or worksite (décor, painting) ▪ Portable Sheds that are 8’x12’ or smaller <p>The cost of cement may be allowable if used to support installation of specific equipment/structures including:</p>	<p>SHIP funds may not be used for capital improvements or construction projects. No permanent structures may be purchased or constructed with SHIP funds. Examples:</p> <ul style="list-style-type: none"> ▪ Building or improving a fitness center ▪ Building or paving a walking or bike path ▪ Sidewalks or curb cuts ▪ Playground equipment and fitness stations

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Category	Allowable	Unallowable
	<ul style="list-style-type: none"> ▪ Bike racks ▪ Permanent signage for a park or bike trail ▪ Benches for trails ▪ Fence posts for gardens 	<ul style="list-style-type: none"> ▪ Constructing a permanent sports field, pool, court or similar recreational facility ▪ Building uses: floors, beams, columns, roofing, piles, bricks, mortar, panels, plaster ▪ Permanent (non-portable) sheds larger than 8’x12’ ▪ Installed, underground irrigation systems
Community Leadership Team	<ul style="list-style-type: none"> ▪ Reasonable in-state travel (mileage) and food reimbursements ▪ Meeting costs such as printing, supplies, etc. 	<ul style="list-style-type: none"> ▪ Stipends for the Community Leadership Team (exceptions may be possible if stipends encourage participation from non-paid community members representing disenfranchised populations – please talk to your CS)
Conferences / Events	<p><i>Attending conferences and events:</i> Travel and conference fees are allowable expenses for conferences and trainings where the attendee will be giving a presentation and/or the training will lead to related skill development and and/or policy changes related to SHIP strategies.</p> <p><i>Hosting conference and events:</i> Allowable use of funds if the conference or event is directly tied to your SHIP work and will result in long-term PSE changes and the persons/groups invited to the conference or event are current or potential SHIP stakeholders or partners.</p> <p>All out-of-state travel must be preapproved by MDH.</p>	<ul style="list-style-type: none"> ▪ No travel out of the USA ▪ Out-of-state conferences/events not preapproved by MDH ▪ Conferences or events not directly SHIP related or that will not result in skill development and/or long-term PSE changes
Curriculum/ Materials	<ul style="list-style-type: none"> ▪ Evidence-based curricula ▪ Training materials may be purchased with SHIP funds if they promote long-term PSE change (subject to MDH approval) 	<ul style="list-style-type: none"> ▪ Developing new curricula ▪ Purchasing non evidence-based curricula ▪ Non-approved training materials

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Category	Allowable	Unallowable
Equipment	See "Equipment" in Table 2.	
Evaluation	<ul style="list-style-type: none"> ▪ Payment to contractors for evaluation planning, design, implementation and synthesis ▪ Evaluation materials/supplies ▪ Grantee initiated evaluations may not exceed 20 percent of the site specific implementation costs 	<ul style="list-style-type: none"> ▪ Evaluation plans that did not receive prior approval from MDH
Facilities	<p>Office/administrative space for the SHIP project is an allowable direct expense unless the cost of facility space is included as an administrative cost. Examples:</p> <ul style="list-style-type: none"> ▪ Costs to rent facilities for a SHIP event or meeting ▪ In-kind donations of facility space for SHIP work ▪ Facility costs for train-the-trainer sessions 	<ul style="list-style-type: none"> ▪ Rental or purchase of a facility for ongoing physical activity programming ▪ Facility costs for smoking cessation or weight loss groups ▪ Land rental for gardens
Food / Meals	<ul style="list-style-type: none"> ▪ Food for SHIP strategic events ▪ Food demonstration projects (cost for demonstrator and the food) to show how to prepare healthy meals to food service staff or others responsible for implementing PSE changes ▪ Taste testing of foods for inclusion in new school or worksite menus, or for school stores and snack cart programs – this may be subject to CS approval ▪ Healthy food alternatives to test in a vending machine or concession stand ▪ Displays of healthy food alternatives ▪ Food for SHIP partner and/or community meetings ▪ Meals while traveling for SHIP within the state (refer to travel expenses on page 11) 	<ul style="list-style-type: none"> ▪ Alcohol ▪ Staff meals (except during approved travel) ▪ Meals/food for staff parties ▪ Healthy food alternatives that are implemented into school or workplace menus ▪ Vending machine food ▪ Food purchases for snack carts and programs outside of taste tests and start-up costs ▪ Supplementing food costs for an on-going program/project
GIS Mapping	<ul style="list-style-type: none"> ▪ GIS as a tool is acceptable if it leads to creation of a plan that demonstrates need and leads to a policy, system or environmental change ▪ Wiki-mapping 	

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Category	Allowable	Unallowable
Grant Writing	<ul style="list-style-type: none"> ▪ Grant writing is allowed to help leverage funds, but may not exceed 5 percent of a grantee’s overall annual SHIP budget 	
Insurance	<ul style="list-style-type: none"> ▪ LPH liability and other standard insurance coverage should be included in the administrative portion of the grant budget ▪ Worker’s compensation insurance should be included in the taxes / benefits section of the personnel budget 	<ul style="list-style-type: none"> ▪ Liability insurance to maintain a community garden, park or other similar project ▪ Liability insurance for partner sites
Memberships	<ul style="list-style-type: none"> ▪ One-time membership fees to become part of the Minnesota Farmers Market Association for start-up farmers markets ▪ One-time membership fees to chambers of commerce 	<ul style="list-style-type: none"> ▪ Magazine subscriptions ▪ Fitness club memberships ▪ On-going membership fees for any organization or program
Per Diems	<ul style="list-style-type: none"> ▪ Allowable per diem expenses for travel include transportation, meals and hotel accommodations while traveling in the state (refer to travel expenses on page 10 – rates are subject to changes) 	<ul style="list-style-type: none"> ▪ Out-of-country travel ▪ Out-of-state travel that was not preapproved by MDH
Printing	<ul style="list-style-type: none"> ▪ Printing of SHIP materials, promotions and advertisements 	<ul style="list-style-type: none"> ▪ On-going printing costs associated with a program or partner project
Programs	<ul style="list-style-type: none"> ▪ Start-up costs of cost-effective, evidence-based programs <ul style="list-style-type: none"> ○ The program must directly contribute to the implementation of a selected strategy ○ Sustainable funding source/s must be pre-identified for the program’s on-going costs ○ Grantees must indicate how the program contributes to the implementation of the selected strategy and the program must be listed as an action step in the grantee’s application 	<ul style="list-style-type: none"> ▪ Programmatic efforts that do not directly contribute to the implementation of a selected strategy ▪ Funds cannot be used for the start-up of a non-profit or private business venture
School Health	<ul style="list-style-type: none"> ▪ Grantees may spend up to \$1,500 once per school, (see 	<ul style="list-style-type: none"> ▪ May not exceed \$500 per person (typically for the

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Category	Allowable	Unallowable
Councils	<p>limitations for these funds at right) for the start up or reconvening of a school health council or a school health team. A council that is currently meeting regularly is not eligible for these funds. The funds support the work of the school health council in convening meetings, assessment and planning.</p> <ul style="list-style-type: none"> ▪ Cost of meeting supplies 	<p>“wellness champion”)</p> <ul style="list-style-type: none"> ▪ May not exceed \$50/per hour wage for School Health Council participants
Signage	<ul style="list-style-type: none"> ▪ Way-finding signage (including the metal pole) for bike trails, parks, etc. ▪ Indoor signage to direct people to walk the stairs, find recreational facilities and other similar signage ▪ Signage displaying rules for a particular establishment or activity related to SHIP strategies ▪ Lighted, flashing, solar-powered signs (partnerships for cost-sharing are strongly encouraged) <p>The SHIP logo does not have to be included on permanent road signage if using SHIP funds. Standard signs are acceptable.</p>	<ul style="list-style-type: none"> ▪ Any costs associated with lighted, flashing or solar powered signage (e.g., maintenance, light bulbs), other than the cost of the sign ▪ Designated smoking area sign
Speakers/ Trainers/ Facilitators	<ul style="list-style-type: none"> ▪ Speaker/facilitator fees ▪ Trainer fees for trainers who are contracted to “train-the-trainer” (with MDH prior approval if \$3,000 or more) ▪ Out of state travel costs for trainers must be preapproved by MDH 	<ul style="list-style-type: none"> ▪ Instructors for one-on-one or group fitness classes ▪ Training for a specific class or program that will not result in PSE change ▪ Contracts for speakers, trainers and facilitators that are \$3,000 or more without MDH prior approval
Sponsorships	<p>Sponsorships of projects, events, trainings, advertisements, etc. as long as the sponsorship is directly related to the grantee’s SHIP activities. For example, if a SHIP grantee has selected to implement community-based tobacco strategies, it may sponsor an anti-tobacco ad at a community event. Other examples:</p>	<ul style="list-style-type: none"> ▪ Sponsorships of events, trainings, advertisements that are not directly related to the grantee’s type of SHIP funding ▪ Sponsorship (subsidy) of ongoing programmatic efforts such as a walking club

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Category	Allowable	Unallowable
	<ul style="list-style-type: none"> ▪ Anti-tobacco signage in a school gymnasium ▪ Subsidizing a portion of an event focused on making environmental changes to the worksite <p>All sponsorships require pre-approval from MDH.</p>	
Staff and Benefits	<ul style="list-style-type: none"> ▪ Staffing costs that are allowable include SHIP staff time (e.g. LPH staff, contractors and consultants) dedicated to implementing the approved SHIP work plan ▪ SHIP staff time for conducting community engagement ▪ SHIP Staff time to attend trainings that will help increase capacity to conduct SHIP work (e.g. Traffic Safety 101) ▪ SHIP staff time (not to exceed 5 percent of individual staff time) to conduct trainings/classes (e.g. LCI trainings, Traffic Skills, Child Care trainings, etc.) ▪ SHIP grantees may spend up to \$1,500 per site for partner staff time to develop and implement PSE strategies, but may not exceed \$500 per person. 	<ul style="list-style-type: none"> ▪ Teaching/facilitating fitness or activity classes ▪ Installation and/or construction ▪ On-going staff time for implementation work/projects at partner sites (e.g. worksite wellness coordinator, school garden coordinator, etc.) ▪ Staff time beyond 5 percent of individual time to lead trainings (SHIP staff are encouraged to conduct train the trainer courses with partners/sites to ensure sustainability of training programs in their communities) <p>Please work with your CS if you need a variance for SHIP staffing structure.</p>
Subsidies	<p>Subsidies that enhance accessibility to recreational activities or other healthy behaviors are acceptable if they are targeted to an entire population group, are not ongoing, and are used in the context of promoting the availability of a resource. Examples:</p> <ul style="list-style-type: none"> ▪ Subsidizing a free equipment rental day ▪ Subsidizing Farmer’s Market vouchers (one-time expense per Farmer’s Market) ▪ Subsidizing the cost of healthy food in a vending machine or workplace cafeteria for a trial period - <p>Please discuss amounts ahead of time with your CS.</p>	<ul style="list-style-type: none"> ▪ Entrance fees to parks or recreational facilities for individuals or small groups ▪ Ongoing subsidies of rental fees for equipment use at a recreational center or park ▪ Subsidizing the purchase of smoking cessation supplies or pharmaceuticals ▪ Subsidizing the ongoing cost of a weight loss program or group ▪ Ongoing subsidies of healthy food alternatives in vending machines, school lunches or workplaces
Supplies and	Supplies must be directly related to a sustainable active	Supplies not directly tied to policy, systems and

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Category	Allowable	Unallowable
Materials	<p>living, healthy eating or smoking cessation effort. Supplies and small equipment should be purchased according to the respective grantee purchasing guidelines. Examples:</p> <ul style="list-style-type: none"> ▪ Start-up gardening supplies such as shovels, rakes, hoses, seeds, starter plants and dirt ▪ Paint for a bike lane, cross walk, community room ▪ Office supplies necessary to conduct the work of the SHIP project ▪ Reasonable costs for photocopying, printing, postage and office supplies 	<p>environmental change or office operations. If you have a question about whether or not something is allowable, please follow the procedures for approval on page 19.</p>
Surveys / Evaluation	<ul style="list-style-type: none"> ▪ Grantees may use funds to cover costs associated with local surveillance that includes 11 core behavioral risk factor questions. Prior MDH approval is required. ▪ Payment to contractors for survey planning, design, implementation and synthesis ▪ Incentives must be directly related to a SHIP strategy and tied to PSE change; may not exceed \$50 per person per year; may not be provided in the form of cash 	
Training / Certifications	<p><i>Please see the “staff and benefits” section to review allowable SHIP staff training expenses.</i></p> <ul style="list-style-type: none"> ▪ Trainings for start-up activities such as the <i>I Can Prevent Diabetes</i> program and other evidence-based programs ▪ Trainings/certifications for SHIP staff that would directly impact skills/abilities to <u>coordinate</u> SHIP work ▪ SHIP staff time (not to exceed 5 percent of individual staff time) to conduct trainings/classes (e.g. LCI trainings, Traffic Skills, Child Care trainings, etc.) ▪ Trainings/certifications for non-SHIP staff that would provide information, skills, and opportunities to implement SHIP work/inform PSE change (training costs should be limited to a total of \$3,000 per site per 	<ul style="list-style-type: none"> ▪ Teaching/facilitating fitness or activity classes ▪ Implementation costs for an on-going training or course ▪ Staff time beyond 5 percent of individual time to lead trainings (SHIP staff are encouraged to conduct train the trainer courses with partners/sites to ensure sustainability of training programs in their communities)

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Category	Allowable	Unallowable
	year unless preapproved by your CS) <ul style="list-style-type: none"> ▪ Stipends and substitute pay to make it possible for teachers/school staff to attend trainings ▪ Train the Trainer fees for community partners 	
Travel	<ul style="list-style-type: none"> ▪ Travel costs for SHIP required or related trainings, workshops and conferences ▪ Travel expenses include costs for hotel accommodations, mileage or airfare and meals ▪ Per diem and/or travel policies of each grantee should be followed 	<ul style="list-style-type: none"> ▪ Travel out of the country ▪ Out-of-state travel not pre-approved by MDH
Web Site	Develop and maintain a SHIP-related website (maintenance not to exceed \$5,000)	Expenses to maintain a website not directly related to SHIP work

Equipment

Equipment accounted for the vast majority of requests during the previous funding cycles of SHIP. Equipment purchases less than \$3,000 do not require MDH prior approval as long as they meet the following conditions:

- Less than \$3,000 should be spent on equipment PER partner site, per year. **If you are layering multiple strategies at one partner site, please connect with your CS.**
- Consistent with Table 2. Examples of Allowable/Unallowable Equipment Expenditures below.
- Must be clearly tied to the strategy and PSE change.
- Directly promoted to a significant proportion of the targeted populations.
- When necessary, appropriate safety gear (e.g. bike helmets) should accompany the equipment and be donated whenever possible by partner organizations/agencies such as public safety, parks and recreation, or public works. These items should not be purchased with SHIP funds unless there is no other way to acquire them.
- The equipment would be owned by a government unit or a community group that provides access to a large number of people.
- Repair or maintenance costs of the following items purchased with SHIP funds: bicycles, hydration stations, sit/stand work stations, heart rate monitors, etc. are not allowable expenditures.
- Equipment installation is not an allowable expenditure.
- Sites receiving funds for the purchase of appliances are encouraged to contribute their own funds towards the cost of large appliances.

Table 2. Examples of Allowable and Unallowable Equipment Expenditures

Category	Allowable	Unallowable
<i>Breastfeeding Room</i>	<ul style="list-style-type: none"> ▪ Chairs/rockers for a designated breastfeeding room or space ▪ Tables, bulletin boards, lamps, for a designated room or space ▪ Small refrigerator for breastmilk ▪ Breast pumps ▪ Signage 	<ul style="list-style-type: none"> ▪ Magazine and newspaper subscriptions
<i>Child Care</i>	<ul style="list-style-type: none"> ▪ Portable physical activity/play equipment to accompany staff training to implement strategies (e.g. balls, parachutes, hula hoops, beanbags, tumbling mats) ▪ Tricycles ▪ Storage tubs for equipment 	<ul style="list-style-type: none"> ▪ Fixed or permanent equipment (e.g. playground equipment)
<i>Electronics (high-tech)</i>	<ul style="list-style-type: none"> ▪ Computer for each FTE staff person directly assigned to the SHIP grant ▪ Other electronic equipment deemed necessary for each FTE staff person should be discussed with your CS ▪ Software to track health behavior changes, print nutrition labels, etc. <p>MDH prior approval is required for high-technology electronics expenditures.</p>	<ul style="list-style-type: none"> ▪ Printers and fax machines, photocopiers, postage meters (office equipment that should be available for the grantee for other purposes) ▪ Electronic hardware for partner sites ▪ Video gaming systems, equipment, and related accessories (Wii Fit) ▪ Smartboards ▪ Service Plans ▪ iPad, iTouch and similar items ▪ Electronic Pedometers (e.g. Fitbits)

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<p><i>Food Preparation and Storage</i></p>	<ul style="list-style-type: none"> ▪ Small appliances - steamers, dehydrators, display carts, healthy vending, small refrigerators, canning equipment, pressure cooker and toaster ovens ▪ Large appliances - ovens and stove tops, refrigerator/freezer ▪ Snack carts and bins for school healthy eating activities ▪ Hydration Stations or Water Bottle Filling Stations (costs of installation and maintenance are not allowed) 	<ul style="list-style-type: none"> ▪ Water filtration systems (e.g., Brita) ▪ Vending machines
<p><i>Active Living & Active Schools</i></p>	<ul style="list-style-type: none"> ▪ Benches along trails ▪ Bicycles for use by low-income youth ▪ Bicycle accessories, racks and safety equipment, such as helmets (if other funding is not available), helmet lights, air pumps and wrenches ▪ Storage units for equipment ▪ Stability balls to use in lieu of desk chairs in the school setting ▪ Small portable exercise equipment that is clearly tied to a sustainable active school day activities ▪ Heartrate monitors for use in Quality PE within the school setting ▪ Disc Golf Course materials at the school setting for use in Quality PE (should be preapproved) ▪ Wiki-maps 	<ul style="list-style-type: none"> ▪ Stationary exercise equipment such as treadmills ▪ Playground equipment, climbing wall ▪ Fitness stations, such as stepping posts, chin-up and climbing bars, along a path or course ▪ Heartrate monitors (unless preapproved for use in the school setting) and electronic pedometers ▪ Disc Golf Courses in the Community Setting
<p><i>Community and School Based Agriculture</i></p>	<ul style="list-style-type: none"> ▪ Hoop houses and greenhouses, including grow lights and heaters for plants ▪ Portable sheds – 8’ x 12’ or smaller ▪ Fencing ▪ Materials to construct garden beds ▪ Watering equipment, such as water hose, meters, pumps, troughs ▪ Rental fees for rototiller or similar equipment ▪ Composter 	<ul style="list-style-type: none"> ▪ Labor to install greenhouses, sheds and fences ▪ Water utility bills ▪ Leasing or renting space for a garden

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	<ul style="list-style-type: none"> ▪ Worm composting 	
<i>Health Screening Equipment</i>	<ul style="list-style-type: none"> ▪ BMI/weight scales under \$100 per scale ▪ Stethoscope/blood pressure cuff 	<ul style="list-style-type: none"> ▪ Recliners, bariatric chairs ▪ Individual-based biometric screenings (cholesterol, BP, BMI check) ▪ Drawing blood/blood testing at a worksite ▪ Nicotine replacement therapy
<i>Workplace Wellness</i>	<ul style="list-style-type: none"> ▪ Stability balls to use in lieu of desk chairs ▪ Small portable exercise equipment that is clearly tied to a sustainable comprehensive workplace wellness initiative ▪ Sit/Stand workstations that are preapproved for the workplace setting 	<ul style="list-style-type: none"> ▪ Shower facilities

Invoice Procedures

All grantees are required to submit monthly invoices within 45 days of the end of the month using the standard SHIP invoicing forms. Failure to submit timely invoices may result in the withholding of funds. Grantees will receive customized invoice forms from their CS. These forms should be completed and signed by the grantee's fiscal agent. Invoices should be submitted electronically to your assigned CS. Per the grant agreement with MDH: If grant deliverables are not completed satisfactorily, the State has the authority to withhold and/or recover SHIP funds as well as to terminate the project agreement. Please see your grant agreement for more details and information.

All financial transactions will be on a reimbursement basis only. From Office of Grants Management Policy 08-08, a "cost reimbursement payment" is a type of grant payment in which the grantee incurs the expenses before requesting repayment from the grantor. This means the cost must be paid by the grantee before it can be reimbursed. Expenditures on the invoice submitted to MDH should agree with expenditure accounting records. Source: http://mn.gov/admin/images/grants_policy_08-08.pdf.

- Grantees shall follow this policy for payment of contracts and mini-grants.
Example: worksite partners receiving funds through a mini-grant shall invoice the SHIP grantee for reimbursement after expenses have been incurred. Grantees may invoice MDH after payment of that expense. Please contact your CS with questions.

Grantee requests for reimbursement must correspond to the line items in the approved grant budget (i.e. personnel costs, indirect costs, equipment costs). The Community Specialist shall review each invoice for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. MDH reserves the right not to honor invoices that are submitted more than 30 days after the submission date specified below.

Overview of Invoicing

Monthly invoices shall be submitted within 45 days after the end of the month according to the following schedule:

<u>Month</u>	<u>Invoice Submission Date</u>
November 1, 2015 – November 30, 2015	January 15, 2016
December 1, 2015 – December 31, 2015	February 15, 2016
January 1, 2016 – January 31, 2016	March 15, 2016
February 1, 2016 – February 28, 2016	April 15, 2016
March 1, 2016 – March 31, 2016	May 15, 2016
April 1, 2016 – April 30, 2016	June 15, 2016
May 1, 2016 – May 31, 2016	July 15, 2016
June 1, 2016 – June 30, 2016	August 15, 2016
July 1, 2016 – July 31, 2016	September 15, 2016
August 1, 2016 – August 31, 2016	October 15, 2016
September 1, 2016 – September 30, 2016	November 15, 2016
October 1, 2016 – October 31, 2016	December 15, 2016
November 1, 2016 – November 30, 2016	January 15, 2017
December 1, 2016 – December 31, 2016	February 15, 2017
January 1, 2017 – January 31, 2017	March 15, 2017
February 1, 2017 – February 28, 2017	April 15, 2017
March 1, 2017 – March 31, 2017	May 15, 2017
April 1, 2017 – April 30, 2017	June 15, 2017
May 1, 2017 – May 31, 2017	July 15, 2017
June 1, 2017 – June 30, 2017	August 15, 2017
July 1, 2017 – July 31, 2017	September 15, 2017
August 1, 2017 – August 31, 2017	October 15, 2017
September 1, 2017 – September 30, 2017	November 15, 2017
October 1, 2017 – October 31, 2017	December 15, 2017

Grantees will list monthly expenditures incurred **by setting**. Settings will be further broken down by whether or not they are tobacco related. Grantee budgets represent the amount *anticipated* to be spent on a given setting, whereas the SHIP invoice will collect the *actual* amount spent on a setting based on the amount paid. Although some expenditures may be allocated across settings (i.e., administration), it is an expectation that actual expenditures are reported by setting. This level of detailed information will be used by MDH to ensure appropriate use of SHIP funds, determine the true cost of implementation by setting, evaluate the cost effectiveness of strategies and report to the legislature.

For the first invoice of the grant period (November 2015): CSs will send grantees their monthly invoice document (in Excel) that has been customized based on setting. Grantees will use the same document every month throughout the grant period. Every month, grantees will update the invoice with monthly expenditures and details and **save the document as “Grantee Name_Monthly Invoice_MonthYear”**.

For more information about Monthly Invoicing, see Appendix B: Monthly Invoice Q&A.

Instructions for Completing and Submitting Monthly Invoice

1. Please complete all fields highlighted in yellow for each tab included in the document. Every invoice has the following spreadsheets (tabs):
 - a. Tab for every setting selected
 - b. Summary – **this is where you will include signature and date**

2. Under “Invoice Information” section on each tab:

- Time Period of Invoice - Beginning the first of the month, grantees may begin completing the invoice for the month before (e.g., on Jan. 1, 2016, grantees may begin completing the invoice for Dec. 1-Dec. 31, 2015).

- Salary and Fringe
- Contractual Services
- Travel (In-state or Out-of-state)
- Equipment and Supplies
- Other
- Indirect Costs



Enter the amount of grant funds spent for each of these categories.

Enter a brief description of the expense. If in-kind match was provided, indicate the actual cost.

Salary and Fringe

For each staff person paid with SHIP funds, indicate the position/title, hours worked for the respective month, the actual expense paid and any in-kind match.

Contractual Services

For each contract, indicate the name of the contractor, a brief description of the service, the actual expense paid and any in-kind match. Mini-grants should be invoiced under this category.

Travel

Indicate the name of the person traveling, event name, purpose and destination, the actual expense paid and any in-kind match. Reimbursement requested should be no greater than the amount provided under the Commissioner’s Plan promulgated by the Commissioner of Minnesota Management and Budget, or the actual expense, whichever is less.

Equipment and Supplies

Provide details of the item and description as well as the actual expense paid and any in-kind match.

Other

Provide details of the item and description as well as the actual expense paid and any in-kind match.

Indirect Costs

MDH will accept up to the grantee's current federally approved indirect cost rate for federal and state funded grant programs. Grantees must submit proof of their federally approved rate to MDH grant programs and proof shall be retained in the grant file.

If a grantee does not have a federally approved indirect cost rate, MDH will allow up to 10 percent of the total grant award for indirect costs on federal and state funded grant programs. Organizations without a federally approved indirect cost rate must submit a list of expenses that will be covered by indirect in their budget narrative to ensure expenses such as rent, administrative salaries, etc. are not already listed in other directly billed budget line item categories.

Administrative costs are the expenses of doing business that are necessary for the overall operation of the organization and the conduct of the activities it performs. Administrative costs incurred as part of the grant program should be reasonable to provide necessary program support and directly billed to the appropriate budget line item (i.e. salaries and fringe for accounting support, human resources or administrative staff and general office supplies and expenses) and not included as part of an organization's indirect costs.

Grantees are responsible for maintaining records (including, but not limited to time certifications or time studies, payroll and purchase records) verifying the portion of administrative costs that are attributable to a specific grant program. These expenses are considered direct expenses of the grant, not indirect costs, and should be reflected on the appropriate budget line items (salaries and fringe, travel, office expense and supplies, etc.).

3. The last tab will be the summary, where automatic calculations are done to total the invoice. Confirm the total SHIP expenditures, sign, date and email the invoice to Health.SHIP-Invoices@state.mn.us by the submission date noted above. **The subject line of the email should read (grantee name)-(month)-Invoice.**
4. Your Community Specialist will review invoice. If approved, the CS will print and sign the invoice and send to Financial Management (FM) at MDH for processing. If the CS has questions about invoice expenditures, he/she will follow-up to clarify and revise as needed.

FM will process the invoice and submit reimbursement to the fiscal agent within 30 days from the date they receive it. Note: by statute, the State has 30 days from the receipt of the invoice at MDH to issue payment to the vendor.

Appendix A: Terminology

Frequently Used Acronyms and Abbreviations

CHB – Community Health Board

CS – Community Specialist

FM – Financial Management

FTE – Full-time equivalent

GAAP – Generally Accepted Accounting Principles

MDH – Minnesota Department of Health

RFP – Request for Proposals

PSE – Policy, systems and environmental change

SHIP - Statewide Health Improvement Program of the Minnesota Department of Health

Definitions

Administrative Costs: the expenses of doing business that are necessary for the overall operation of the organization and the conduct of the activities it performs. Administrative costs incurred as part of the grant program should be reasonable to provide necessary program support and directly billed to the appropriate budget line item (i.e. salaries and fringe for accounting support, human resources or administrative staff and general office supplies and expenses) and not included as part of an organization’s indirect costs.

Allowable Cost: a cost incurred by a grantee that is reasonable for the performance of the approved activities; in conformance with any limitations or exclusions set forth in this guidance; consistent with grantee policies and procedures; accorded consistent treatment; and determined in accordance with GAAP.

Application: request for SHIP funding submitted by a grantee to MDH.

Appropriated Funds: funds authorized by the Minnesota Legislature and signed by the Governor that provides authority to permit MDH to incur obligations or to make payments for specified purposes.

Approved Budget: financial expenditure plan, including any revisions approved by MDH for the grant-supported project. The approved budget consists of SHIP grant funds and non-SHIP matching funds.

Award: funds provided to a grantee to carry out SHIP activities.

Budget Period: the interval of time into which the project period is divided for budgetary and funding purposes. SHIP budget periods for this funding cycle are: Nov. 1, 2015-Oct. 31, 2016 (Year 1) and Nov. 1, 2016-Oct. 31, 2017 (Year 2).

Capital Improvements: permanent structural improvements or restoration that increase the property's value or useful life.

Cash Match: money spent for grant-related costs not borne by SHIP. Cash match for SHIP may come from county or city levy, tribal funds or funds contributed by partners or other third-party sources. Grantees cannot use state or federal funds as cash match for SHIP.

Contractual Services: includes subcontracts and mini-grants to other organizations and governmental units to perform work associated with SHIP activities and strategies.

Closeout: the process by which MDH determines if all applicable administrative actions and all work required by the grant have been completed by the recipient and the awarding agency for a project.

Direct Cost: a cost that can be identified specifically with a particular SHIP activity (e.g., grant, contract, project, or function).

Equipment: tangible nonexpendable property (other than land or buildings) that is of a more or less durable nature. Non-expendable means that the item is not consumed by use (used-up). Equipment is generally higher in monetary value than supplies. Examples of equipment include laptops, GPS units, bicycles and composter.

Environmental Changes: environmental change is a physical or material change to the economic, social or physical environment. Examples are incorporating sidewalks, walking paths and recreation areas into community development design; and an elementary school making healthy snacks and beverages available in all of its vending machines.

Fiscal Agent: the organization responsible for providing and maintaining fiscal oversight of grant expenditures and meeting all the requirements related to such oversight. Also refers to the individual assigned by grantee to perform the required financial reporting and monitoring.

Funding Restrictions: items for which SHIP funds cannot be used.

Grant: a financial assistance mechanism whereby funding is provided to carry out approved activities.

Grantee: the CHB or Tribal Government to which a SHIP grant is awarded, and which is responsible and accountable for the use of the funds provided and for the performance of grant-supported activities.

Indirect Cost: Expenses of doing business that cannot be directly attributed to a specific grant program or budget line item. These costs are often allocated across an entire agency and may include: executive and/or supervisory salaries and fringe, rent, facilities maintenance, etc.

If a grantee does not have a federally approved indirect cost rate, MDH will allow up to 10 percent of the total grant award for indirect costs on federal and state funded grant programs. Organizations without a federally approved indirect cost rate must submit a list of

expenses that will be covered by indirect in their budget narrative to ensure expenses such as rent, administrative salaries, etc., are not already listed in other directly billed budget line item categories.

In-Kind Match: a non-cash contribution of the fair market value of goods or services provided to support grant activities by the grantee, partners or other third parties. Examples of in-kind match for SHIP include the time contributed by a SHIP staff supervisor and the Community Leadership Team, donated meeting space and donated printing. **More details are listed in Appendix B.**

Leveraged funds: grant awards or cash that come from outside partners or funding agencies, and support SHIP grant activities. **More details are listed in Appendix B.**

Matching: the value of allowable third party in-kind contributions to the allowable costs of a SHIP project not borne by the SHIP grant.

Monitoring: a process whereby the programmatic and business management performance of a grant are continuously reviewed through the collection and assessment of information gathered from audit, financial, and interim and annual reports; continuation applications; correspondence; and grantee corrective action, as needed.

Outlays or Expenditures: charges made to the SHIP grant, which may be reported on a cash or accrual basis.

Per Diem: a specific amount of money that an organization allows an individual to spend per day, to cover living (meals and lodging) and traveling expenses in connection with work.

Pre-/Prior Approval: the written permission provided by MDH before the grantee may deviate from the approved budget and/or program plans for certain expenditures.

Policy Changes: may be laws, resolutions, mandates, regulations or rules. Examples are laws and regulations that restrict smoking in public buildings and organizational rules that promote healthy food choices in a worksite. Policy change refers not only to the enactment of new policies, but also to a change in or enforcement of existing policies.

Programs: services targeted to individuals that teach behavioral skills to reduce tobacco use and exposure, increase physical activity and/or improve nutrition. Include activities, individual or group instruction, curricula, counseling and training.

Project Period: the total time for which support of a project has been approved. The SHIP project period is Nov. 1, 2015, through Oct. 31, 2020.

Reimbursement Basis Only (or Cost Reimbursement Payment): a type of grant payment in which the grantee incurs the expenses before requesting repayment from the grantor. This means the cost must be paid by the grantee before it can be reimbursed. Expenditures on the invoice submitted to MDH should agree with expenditure accounting records.

Reports (Interim and Final): a grantee report which contains information on the comparison of actual accomplishments to objectives established for the period.

Supplies: tangible, expendable property items. Expendable means that the item is consumed by use (used-up). Supplies are generally lower in monetary value than equipment. Examples of supplies include: office products, pens/pencils and paint.

Suspension: a temporary withdrawal of the grantee's authority to obligate grant funds pending corrective action by the grantee as specified by MDH or a decision by MDH to terminate the grant.

Systems Changes: changes that impact all elements of an organization, institution or system; they may include a policy or environmental change strategy. Two examples include a school district implementing healthy lunch menu options in all school cafeterias in the district and a local public health department implementing a healthy meeting policy that allows only healthy snacks and beverages at all meetings that take place at the health department.

Termination: permanent withdrawal of a grantee's authority to obligate previously awarded grant funds before that authority would otherwise expire, including the voluntary relinquishment of that authority by the grantee.

Terms of Award: all legal requirements imposed on a grantee by MDH, whether by statute, regulation or terms in the grant agreement. The grant agreement includes both standard and SHIP specific provisions that are necessary to attain the objectives of the grant, facilitate post-award administration of the grant, conserve grant funds or otherwise protect MDH's interests.

Unallowable Cost: a proposed cost that may not be purchased nor reimbursable with SHIP funds.

Unobligated Balance: portion of the SHIP grant funds that have not been obligated by the recipient at the close of the budget period.

Appendix B: Leveraged and In-Kind

In-Kind and Leveraged Funds

What is the difference?

In-kind amount is the dollar equivalent of resource contributions provided by the grantee or outside partners toward costs of the grant activities. These contributions are in the form of:

- volunteer time
- staff time not paid for by SHIP
- donated materials
- donated rent, office or meeting space
- donated food

Leveraged funds are grant awards or cash that come from outside partners or funding agencies, and support SHIP grant activities. Examples may include:

- Blue Cross Blue Shield Active Living for All funds
- MnDOT Safe Routes to School funds
- USDA Farm to School Funds
- UCARE
- Other foundations

Your 10 percent match requirement for SHIP 4 may come from in-kind or leveraged funds.

Why does MDH ask for this – why is it important to document?

In-kind and leveraging important to our stakeholders because:

- It shows that others support the work.
- It addresses the issue of sustainability, because those who sign on as partners at the start have an incentive to continue supporting the project after the grant ends.
- Collaboration adds partners/stakeholders to the project.

Reporting more than a 10 percent match is a good thing and encouraged. Stakeholders appreciate knowing how much support and how many partnerships are cultivated as a result of SHIP funds.

All in-kind and leveraged funds, must be documented. This means that:

- Volunteers must sign in or otherwise account for donated time. For example: Sign-in sheets at CLT meetings.
- Goods and supplies are valued at fair market rates.
- Goods and services must directly support the grant work plan. For example: Fencing provided by the local hardware store for the Farm to School effort may be counted as in-kind funds.

- Meeting space may be counted at the rate rent would be charged per square foot in a particular location.
- Meals and coffee should be recorded and valued at fair market rates.
- Grants received as a result of your SHIP work should be itemized and counted as leveraged funds. Those include: Blue Cross Blue Shield Active Living for All funds, MnDOT Safe Routes to School funds, USDA Farm to School Funds, etc.
- Professional fees may be counted for a person's time when working in their field. That is, the hours a physician spends in a Motivational Interviewing training are credited at the rate a physician could expect to be paid for that amount of time; if that same physician volunteers to work in the local food hub, those hours are credited at the federal volunteer rate.

Other things to note:

- Any resources or time that are donated to complete a project must directly support the SHIP work plan.
- If you have questions about these guidelines, please talk with your Community Specialist.
- A tracker is available to help you log your in-kind and leveraged funds. If you have questions regarding how to use the tracker, please contact your Community Specialist. Get a copy of the tracker here: <http://www.health.state.mn.us/healthreform/ship/in-kind-tracker.xlsx>.

Appendix C: Grantee Contract Cover Sheet

Contract & Mini-Grant Coversheet

Grantees must submit this coversheet along with a copy of any contract or mini-grant with an amount of \$3,000 or more for review by their Community Specialist. This includes contracts and mini-grants that were described in grant applications. Community Specialists will strive to review contracts within 5 business days.

Grantee Name: [Click here to enter text.](#)

Mini-Grant Recipient: [Click here to enter text.](#)

Contractor Name: [Click here to enter text.](#) **Contract Amount:** [Click here to enter text.](#)

Contract Match Total: [Click here to enter text.](#)

Contract start date: [Click here to enter text.](#) **Contract end date:** [Click here to enter text.](#)

Date submitted to Community Specialist for review: [Click here to enter text.](#)

Please answer the following questions for each contract sent for review:

1. Who is the intended recipient of the contract (organization, person, title)?
[Click here to enter text.](#)
2. Which strategy/strategies will the contract support? What are the intended PSE outcomes?
[Click here to enter text.](#)
3. What is the rationale for the contract? Why is the mini-grant/contract necessary? Please limit your answer to 3-5 sentences.
[Click here to enter text.](#)

4. What duties will the contractor perform? What measures of success have been established?

[Click here to enter text.](#)

5. How will the contract be monitored and managed? How frequently will you be in contact with the contractor?

[Click here to enter text.](#)

6. What other funds have been leveraged (e.g. in-kind, other grants) to support this work?

[Click here to enter text.](#)

7. Please attach documents (i.e. contracts or mini-grant applications) with the following information included:

Contract information to be provided annually must include:

- Description of services (i.e. deliverables) to be contracted for;
- Anticipated contractor/consultant's name (if known) or selection process to be used;
- Length of time the services will be provided;
- Total amount to be paid to contractor; and
- The setting/strategy under which the contract falls.

Mini-grant information to be provided annually must include:

- Partner site work plan or action plan;
- Description of the PSE change the mini-grant will support;
- Timeline for project completion;
- Total amount to be awarded and a line item budget for spending (that includes at least a 10 percent match from the partner site/awardee; and
- The setting/strategy under which the mini-grant falls.
- At least one documented progress report/site visit after disbursement of mini-grant funds to partners.

FOR OFFICE USE ONLY

- Reviewed by Community Specialist
- Approved
- Denied
- Needs Follow-up: [Click here to enter text.](#)

Appendix E: Questions & Answers

The following is a list of commonly asked questions.

Q: Can you provide rationale for why we are being asked to invoice by setting?

A: As stewards of the State’s SHIP funds, we are accountable for use of these funds in a manner that meets auditing requirements as well as to assure good program and fiscal management. In the past, the Legislature asked OSHII for information on how much was spent by SHIP grantees on one or more specific strategies/settings. Based upon past expenditure reporting practices, we have been unable to produce that information with any degree of accuracy. Assuming that the Legislature will continue to appropriate funds for SHIP, MDH needs to be able to refine the way it awards future SHIP grants so that funds are targeted to those strategies/settings which are yielding the most impact. We cannot do that without having a better information about and understanding of the investments that are needed to yield specific health improvement outcomes.

Q: Can you provide rationale for why we are being asked to invoice monthly?

A: The State requires all financial transactions to be on a reimbursement basis only. Since we are not permitted to distribute advance payments to cover start-up costs, grantees will be reimbursed as often as they submit invoices. We opted for monthly invoicing (vs. quarterly) to ensure that grantees receive reimbursements on a regular basis.

Q: Can you share examples of the kinds of questions you’re asked to respond to from the Legislature or other interested parties?

A: While we cannot anticipate the kinds of questions we will be asked in the future, here are a few examples of questions we’ve received in the past:

- Estimate how much SHIP spent on a specific strategy (across all grantees);
- Provide budget information for a single county’s SHIP expenditures that was part of a multi-county collaboration
- Estimate how much SHIP spent on administrative costs/staffing across all grantees.

Q: What does “reimbursement basis only” mean?

A: From Office of Grants Management Policy 08-08, a “Cost Reimbursement Payment” is a type of grant payment in which the grantee incurs the expenses before requesting repayment from the grantor. Expenditures on the invoice submitted to MDH should agree with expenditure accounting records. Cost Reimbursement Payment also applies to partners receiving mini-grants and for contractors.

Source: http://www.admin.state.mn.us/documents/grants_policy_08-08.pdf

Q: Completing monthly invoicing by setting will require more time from SHIP Coordinators as well as accounting in which case we may need to revise our budget to reflect these changes. Is there any other alternative to this method?

A: No, unfortunately there are no alternatives. MDH is being held to greater accountability by the Legislature and State administration for SHIP funding. Setting-specific budgets were required for SHIP applications. We ask that grantees account for these funds in the same manner in which you budgeted, by setting up internal processes to track your sub-contracts and other variable expenses. Fixed expenses can be built into your monthly expenditure reports; however, you will need to assure that your methodology meets public accounting and auditing standards. We recognize that adjusting to this new system will take time and resources and we appreciate your cooperation.

Q: Is it necessary to track in-kind matches after minimum requirement is met either for reporting or to illustrate partner buy-in?

A: Yes, continue to track after the minimum is met. It is important for SHIP to have accurate in-kind matches and funds leveraged to communicate to the Legislature. Grantees have also found it helpful for communications, securing additional resources and forging new partnerships.

Q: It can be burdensome for partners to track their in-kind match for time spent. Do we have to ask them to do this?

A: Yes, if a partner's in-kind match was included in the budget they will need to track their in-kind match.

Q: Some of our contractors invoice quarterly which means monthly invoices will not be representative of the actual costs we've incurred that month.

A: This shouldn't be a problem (see definition of "reimbursement basis only"). For example, if a grantee invoices MDH for January expenses, but receives a contractor's invoice for January, February and March and pays it in April, they can submit that invoice for reimbursement in April. They will not have spent anything in January, February or March.

Q: What do I do if there are issues with my invoice template?

A: Contact your Community Specialist.

SHIP Project Summary:

- Support funding within the MDH SHIP financial guidelines to move work forward with the following projects. Funding not to exceed \$3,000 per entity while maintaining budget levels.
- Pedestrian and Bicycle Education: Funding for pedestrian and bicycling educational materials to use at local events planned for Farm Safety Day Camp, Lanesboro Health Fair, Kingsland Health Fair, etc.
- City of Harmony: Completion of community supported agriculture work surrounding access to raised beds for people with limited mobility and disabilities. Purchase of soil, perennial fruiting plants, small equipment.
- Fillmore County: Support for water bottle fillers and additional sit-stand stations for worksite wellness.
- Semcac: Support for bicycles for active workplaces. Employees will use the bicycles for breaks and to travel to in-town meetings. Education regarding bicycling will also take place.
- Jail Garden: Additional support for perennial fruiting plants and additional equipment as needed.
- Lanesboro Child Care Center: Development of policy, systems, and environmental changes to support little ones with healthy eating and physical activity. Funding to be used for CATCH curricula and equipment.
- Lanesboro School District: Working toward wellness policy revisions. Funding to support enhanced health and physical activity curricula, active classrooms and healthy school snacks and lunches.
- Rushford-Peterson School District: Funding to support healthy school food and physical activity. Funding for equipment to support physical education, active classrooms, and recess.

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REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/3/2016

Amount of time requested (minutes): 5

Department: Coordinator

Requested By: Kristina Kohn

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

CONSENT AGENDA:

REGULAR AGENDA:

1. Request to hire temporary summer help, not to exceed 67 days in the Highway department at Grade 1/ Step 1 as recommended by the County Engineer
2. Request to add Mary Maureen Anderson, PHN to list of roster nurses in the Community Services- Public Health effective May 4, 2016 at Grade 10/ Step 1 as recommended by the Community Services Director

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

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

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