

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
October 25, 2016**

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

Mitch Lentz - First District

Harry Root - Third District

Randy Dahl - Second District

Duane Bakke - Fourth District

Marc Prestby - Fifth District

Pledge of Allegiance

9:00 a.m. Approve Agenda

Approve Consent Agenda:

1. October 11, 2016 minutes
2. Tobacco licenses for the period of October 1, 2016 through September 30, 2017 for the following: Preston Motor Mart d/b/a S & A Petroleum, Inc., Preston, MN; Shari Lynn Gartner d/b/a Shooters of Wykoff, LLC; Family Dollar, Inc., Preston, MN; Goodies Gas, LLC, Wykoff, MN; and American Legion Post 526, Peterson, MN.
3. Merit increase for Denise Zwart, Eligibility Worker, to Merit Grade 28/Step 8 (H) effective November 20, 2016 as recommended by the Social Services Manager.

Approve Commissioners' Warrants

Review Auditor's Warrants

9:05 a.m. Neva Beier, Social Services Manager – Community Services

1. Consider approval of Memorandum of Understanding Amendment – Region 10 Contracting Services

9:15 a.m. Sheila Craig, Southeast Minnesota Wastewater Initiative Community Facilitator and Brett Grabau, Stantec Consulting Services Inc.

1. Consider approval of the Technical Assistance Grant Agreement with Minnesota Public Facilities Authority, Small Communities Wastewater Treatment Program for Cherry Grove
2. Consider approval of contract with Stantec Consulting Services Inc. for Cherry Grove Community Assessment Report
3. Consider approval of estimate from Davidson Septic Service LLC for soil verifications for the Cherry Grove Community Assessment
4. Consider approval of estimate from Scheevel for digging services for soil verifications

9:30 a.m. Citizen's Input

9:35 a.m. Michael Cruse, Ag Educator, Minnesota Extension

1. Consider purchase of a public address system

9:45 a.m. Jon Martin, Solid Waste Administrator and Ron Gregg, Highway Engineer

1. Discussion and possible action regarding RFPs for waste and recycling services
2. Discussion and possible action regarding extension agreement with Waste Management regarding RFP timeline
3. Discussion with possible action regarding Solid Waste Department structure and future operation

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

1. Consider resignation of Jessica Erickson, Director of Nursing effective November 14, 2016

FILLMORE COUNTY BOARD OF COMMISSIONERS

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10:20 a.m. Cristal Adkins, Zoning Administrator

1. Consider access permit for Jerry D. Gingerich and Rebecca Gingerich, Section 27, Amherst Township to move existing driveway as approved by the Zoning Administrator and County Engineer

OTHER ADMINISTRATIVE ITEMS:

1. Consider quote from Canton Heating & Cooling LLC in the amount of \$2,963.90 for water bottle filler station at Preston Highway Shop to be paid through Wellness Program and SHIP funds as recommended by the Wellness Committee.
2. Consider Southeast Service Cooperative's 2017 City, County, and Other Government Agencies (CCOGA) Wellness Incentive program funding amount of approximately \$17,000.

Announcements, calendar review and committee reports

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

Monday, October 24	6:00 p.m.	Zumbro Valley Health Center, Rochester
Tuesday, October 25	7:00 a.m.	Solid Waste, Commissioners' Board Room, Courthouse, Preston
	7:30 a.m.	Community Services, Commissioners' Board Room, Courthouse, Preston
	9:00 a.m.	County Board – Special Meeting, Commissioners' Board Room, Courthouse, Preston
	11:00 a.m.	Highway, Highway Office, Preston
Tuesday, November 1	9:00 a.m.	County Board – Special Meeting, Commissioners' Board Room, Courthouse, Preston
Wednesday, November 2	9:00 a.m.	Southeast MN Water Resources Advisory, Rochester
Friday, November 4	8:00 a.m.	Wellness

This is a preliminary draft of the October 11, 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 regular session this 11th day of October, 2016 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Randy Dahl, Mitch Lentz, Duane Bakke and Harry Root. Also present were: Bobbie Vickerman, Coordinator/Clerk; Ronald Gregg, Highway Engineer; Kristina Kohn, Human Resources Officer; Thomas Kaase, Sheriff; Cristal Adkins, Zoning Administrator; Bonita Underbakke; Karen Reisner, Fillmore County Journal; and Gretchen Mensink-Lovejoy, Republican-Leader.

The Pledge of Allegiance was recited.

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

On motion by Bakke and seconded by Dahl, the Board unanimously approved to remove the October 4, 2016 board minutes from the Consent Agenda.

On motion by Bakke and seconded by Dahl, the Board unanimously approved to amend the October 4, 2016 board minutes to state: "the Board unanimously approved to remove from the warrant list the invoice from Hovey Oil Co. for a tank purchase in the sum of \$945.00 as it is over \$500 and was not sent out for bids quotes."

On motion by Dahl and seconded by Root, the Board unanimously approved the amended Consent Agenda:

1. ~~October 4, 2016 County Board minutes.~~
2. Payment of Stantec invoice # 1105893 in the amount of \$776.25 for professional services for the Greenleafon Community Sanitary project.
3. Successful completion of probation for Kelli Jo Dornink, Social Worker, effective 11/13/2016 as recommended by the Social Services Manager.
4. Merit increase for Kelli Jo Dornink, Social Worker, to Merit Grade 32/ Step 2 (B) effective 11/13/2016 as recommended by the Social Services Manager.
5. Tobacco licenses for the period of October 1, 2016 through September 30, 2017 for the following: Casey's Retail Company DBA Casey's General Stores #2993 (Preston), Kwik Trip, Inc. DBA Harmony Kwik Trip #848, and CHS Rochester (Chatfield).
6. Payment of 3rd quarter invoice of \$14,769.77 to Mayo Clinic for medical examiner/autopsy services in accordance with agreement and 2016 budget.

On motion by Dahl and seconded by Lentz, the Board unanimously pulled the invoice from Hovey Oil Co. from the Commissioners' warrants for a tank purchase in the sum of \$945.00 due to no response regarding last week's request.

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

WARRANTS

Highway Engineer Gregg entered the meeting and discussion ensued regarding the Hovey Oil Co. invoice. Gregg apologized for not responding or notifying anyone, however, he did research and found out that

there was a leak in the existing tank and the tank was at least 16 years old. He stated that the Shop Foreman had sought quotes and due to the leak a decision was made to replace the tank.

On motion by Bakke and seconded by Root the Board unanimously approved to pay the invoice from Hovey Oil Co. and asked Gregg to provide to the Board quotes along with the date they were received.

The Auditor's warrants were reviewed.

Kristina Kohn, Human Resources Officer, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the hire of a temporary employee in the Veteran Services Office up to 370 hours to be paid with the County Veterans Service Office Operational Enhancement Grant dollars.

Bakke had questions regarding the approval that has already been given for projects within the Veteran Services.

Thomas Kaase, Sheriff, was present.

On motion by Dahl and seconded by Root, the Board unanimously approved the hire of one or two additional intermittent dispatchers through the normal hiring process as necessary to fill the roster as recommended by the Sheriff.

On motion by Dahl and seconded by Bakke, the Board unanimously approved the hire of one or two intermittent deputies through the normal hiring process as necessary to fill the roster as recommended by the Sheriff.

Cristal Adkins, Zoning Administrator, was present.

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

RESOLUTION 2016-057: Conditional Use Permit for Randy and Debbie Ristau for an agricultural tourism business, Preston Township

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

RESOLUTION 2016-058: Conditional Use Permit for Charles and Joan O'Connor for an agricultural tourism business, Bristol Township

The Citizen's Input portion of the meeting was opened and closed at 9:30 a.m. as no one was present to speak.

A review of the calendar was done and the following committee reports and announcements were given: Bakke noted he has not been receiving AMC notices and asked other Commissioners if they have been receiving notices; Historical Society annual meeting this Saturday, will be attending the AMC District meeting; Lentz – Radio Board and Development Achievement Center (DAC); Root – None; Dahl – Department Head – discussed items such as insurance, centralized purchasing, copy machines, goals, audit and more consistent meetings, Airport – met with consultant –the airport committee working well with the staff and consultant. Some issues were noted during inspections regarding the recently installed lights and future replacements; and Prestby – Department Head, October 24th is the Zumbro Valley Health Annual meeting at the Rochester Event Center, should be receiving invites, and Highway Committee will meet immediately after the Board meeting on October 25 but will be scheduled at 11 a.m.

On motion by Lentz and seconded by Root, the Chair adjourned the meeting at 9:49 a.m.

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number: 3571548

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number, Period covered, Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter, Through vending machine, Both

Print or type

Licensee's legal name, Business trade name, Complete address, City, State, Zip code, Federal employer ID number, Daytime phone, Other phone number, Fax number, Mailing address, Email address

Type of legal organization (check one):

Sole proprietor, Partnership, Other, Minnesota corporation, Out-of-state corporation, Are you registered to do business in Minnesota?

Business information

Corporate officers or partners (attach a list if necessary)

Name, Title, Address, City, State, Zip code for Jeff Schwichtenberg and Rich Frisk

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Statement of understanding

Licensee signature, Title, Print name, Date, Daytime phone, Licensing agent's signature, Title, Print name, Date, Daytime phone

Sign here

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number
9724846

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

- Over counter
Through vending machine
Both

Print or type

Licensee's legal name: Shari Lynn Gartner
Business trade name: SMOOTERS OF WYKOFF, LLC
Complete address of business location: 113 N Gold St. Wykoff Mn. 55990, Fillmore Co
City: Wykoff Mn 55990
Mailing address: P.O. Box 74 Wykoff Mn. 55990
Federal employer ID number: 26-3803990
Daytime phone: 507-352-2281
Other phone number: 507-951-9404
Fax number:
Email address: gartnershari@gmail.com

Business information

Type of legal organization (check one):

- Sole proprietor
Partnership
Other (describe)
Minnesota corporation
Out-of-state corporation
Are you registered to do business in Minnesota? Yes No

Corporate officers or partners (attach a list if necessary)

Name, Title, Address, City, State, Zip code for corporate officers or partners.

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee's signature: Shari Gartner, Title: Owner, Print name: Shari Gartner, Date: 9/27/16, Daytime phone: 507-352-2281

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota tax ID number
 3931297

The Minnesota tax ID must be issued in the same legal name of the licensee below.

License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter Through vending machine Both
 Goodies & Gas LLC

Licensee's legal name " "	Federal employer ID number (FEIN) 47-3388555
Business trade name (doing business as) 104 East Front Street	Daytime phone 507-352-2421
Complete address of business location (permit location) Wykoff	Other phone number
City PO Box 155	Fax number
Mailing address (if different than business address)	Email address goodiesanagas@yahoo.com

Type of legal organization (check one):

Sole proprietor Minnesota corporation: Enter date of incorporation 2015
 Partnership Out-of-state corporation: State of incorporation _____
 Other (describe) _____ Are you registered to do business in Minnesota? Yes No

Corporate officers or partners (attach a list if necessary)

Name Spencer Goodman	Title owner
Address 135 gold Street South	City Wykoff
	State MN
	Zip code 55990

As a licensed tobacco products or cigarette retailer, I understand that:

- I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
- I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
- I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
- I may not purchase from or exchange cigarettes or tobacco products with another retailer.
- I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
- I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
- I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee signature Spencer Goodman	Title owner	Print name Spencer Goodman	Date 10/14/16	Daytime phone 507-352-2421
Licensing agent's signature	Title	Print name	Date	Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail or fax a copy of approved form to:
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Print or type

Business information

Statement of understanding

Sign here

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Print or type

Applicant's Minnesota tax ID number
3570005

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter Through vending machine Both

Licensee's legal name Family Dollar, Inc.			Federal employer ID number (FEIN) 56-2056614
Business trade name (doing business as) Family Dollar (#30453)			Daytime phone (507) 481-2002
Complete address of business location (permit location) 710 Highway 52 North		County Fillmore	Other phone number (757) 321-5000
City Preston	State MN	Zip code 55965	Fax number (757) 321-5214
Mailing address (if different than business address) 500 Volvo Parkway	City Chesapeake	State VA	Zip code 23320-1604
			Email address

Business Information

Type of legal organization (check one):

Sole proprietor Minnesota corporation: Enter date of incorporation _____
 Partnership Out-of-state corporation: State of incorporation NC
 Other (describe) _____ Are you registered to do business in Minnesota? Yes No

Corporate officers or partners (attach a list if necessary)

Name	Title		
See attached list			
Address	City	State	Zip code
Name	Title		
Address	City	State	Zip code

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

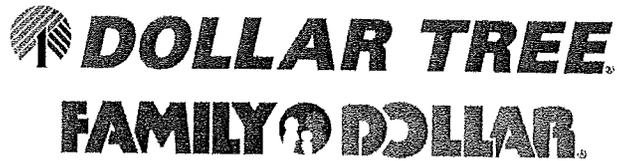
- I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
- I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
- I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
- I may not purchase from or exchange cigarettes or tobacco products with another retailer.
- I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
- I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
- I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee's signature 	Title Manager of Licensing, Shelly Butler (10/12/2016)	Print name Shelly Butler	Date 10/12/2016	Daytime phone (757) 321-5520
Licensing agent's signature	Title	Print name	Date	Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail or fax a copy of approved form to:
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



Gary Philbin

Chief Operating Officer
10301 Monroe Road
Matthews, NC 28105
SSN: XXX-XX-4819
DOB: 11-15-1956

William A. Old, Jr.

Senior Vice President
General Counsel & Secretary
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-2298
DOB: 08-14-1953

Deborah Miller

Vice President
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-7683
DOB: 11-28-1957

Roger Dean

Vice President - Treasurer
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-8278
DOB: 10-17-1971

Bruce A. Walters

Vice President
500 Volvo Parkway
Chesapeake, VA 23320
SSN: XXX-XX-8042
DOB: 04-03-57

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Print or type

Applicant's Minnesota tax ID number

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number, Period covered, Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter, Through vending machine, Both

Licensee's legal name, Business trade name, Federal employer ID number, Daytime phone, Complete address of business location, Mailing address, City, State, Zip code, Other phone number, Fax number, Email address

Business information

Type of legal organization (check one):

Sole proprietor, Partnership, Other, Minnesota corporation, Out-of-state corporation, Are you registered to do business in Minnesota?

Corporate officers or partners (attach a list if necessary)

Name, Title, Address, City, State, Zip code for James Loren, Lee Roy, Duane Hegland, Peterson

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee signature, Title, Print name, Date, Daytime phone, Licensing agent's signature, Title, Print name, Date, Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



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		
82132	Fillmore Co Journal 01-003-000-0000-6233		10.00	9/13 Board minutes 10/10/2016 10/10/2016	78868	Publications
	01-003-000-0000-6233		9.50	Board Minutes 9/27/16	78990	Publications
82132	Fillmore Co Journal		19.50	2 Transactions		
	111 Fillmore Co Treasurer- Credit Card/ACH 01-003-000-0000-6337		635.76	Lodging - AMC Conf DB & ML 09/14/2016 09/16/2016		Other Travel Expense
	111 Fillmore Co Treasurer- Credit Card/ACH		635.76	1 Transactions		
3	DEPT Total:		655.26	Board Of Commissioners	2 Vendors	3 Transactions
11	DEPT			District Court		
5398	Additional Testing, Inc 01-011-000-0000-6285		650.00	6/9/16 Pub defender	23CR15642	Professional Fees
5398	Additional Testing, Inc		650.00	1 Transactions		
4145	Luhmann Law, LLC 01-011-000-0000-6261		180.00	Guardianship of 23-PR-16-619 10/06/2016 10/11/2016	10026	Court Appointed Attorneys
4145	Luhmann Law, LLC		180.00	1 Transactions		
5992	Suhler,Jr,Atty/Frederick S 01-011-000-0000-6261		2,650.00	1/25-10/7/16 fees	23-PR-09-1209	Court Appointed Attorneys
5992	Suhler,Jr,Atty/Frederick S		2,650.00	1 Transactions		
11	DEPT Total:		3,480.00	District Court	3 Vendors	3 Transactions
14	DEPT			Law Library		
437	Thomson Reuters-West Payment Center 01-014-000-0000-6451		539.78	9/1-9/30 West info chgs	834816072	Reference Materials
	01-014-000-0000-6451		364.75	Plan charges 09/05/2016 10/04/2016	834891874	Reference Materials
437	Thomson Reuters-West Payment Center		904.53	2 Transactions		

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
14	DEPT Total:		904.53	Law Library	1 Vendors	2 Transactions
41	DEPT			Auditor/Treasurer		
5399	Affeldt/Lori 01-041-000-0000-6335		117.72	Sept mileage-tax trng-St Paul		Employee Automobile Allowance
5399	Affeldt/Lori		117.72		1 Transactions	
82132	Fillmore Co Journal 01-041-000-0000-6241		254.94	10/10/16 MN prop taxes due	78919	Advertising
82132	Fillmore Co Journal		254.94		1 Transactions	
111	Fillmore Co Treasurer- Credit Card/ACH 01-041-000-0000-6337		66.31	passprt trng overnight- SM		Other Travel Expense
	01-041-000-0000-6337		66.31	Passport trng overnight LA		Other Travel Expense
	01-041-000-0000-6337		66.31	Passport trng overnight-SN		Other Travel Expense
111	Fillmore Co Treasurer- Credit Card/ACH		198.93		3 Transactions	
41	DEPT Total:		571.59	Auditor/Treasurer	3 Vendors	5 Transactions
45	DEPT			Accounting Services		
5138	Eide Bailly LLP 01-045-000-0000-6285		4,500.00	Final Billing-12/31/15	E100434154	Professional Fees
5138	Eide Bailly LLP		4,500.00		1 Transactions	
45	DEPT Total:		4,500.00	Accounting Services	1 Vendors	1 Transactions
60	DEPT			Information Systems		
6687	Fillmore Co Resource Recovery Center 01-060-000-0000-6377		219.50	Disposal of Computers 03/02/2016 09/26/2016		Fees And Service Charges
6687	Fillmore Co Resource Recovery Center		219.50		1 Transactions	
111	Fillmore Co Treasurer- Credit Card/ACH 01-060-000-0000-6377		225.00	Siteground-Sept-Nov		Fees And Service Charges
111	Fillmore Co Treasurer- Credit Card/ACH		225.00		1 Transactions	
2545	Marco,Inc 01-060-000-0000-6640		80.00	Server upgrade	INV3705234	Equipment Purchased

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-060-000-0000-6640		560.00	10/11/2016 10/11/2016 Server upgrade	INV3709708	Equipment Purchased
	01-060-000-0000-6640		40.00	10/12/2016 10/12/2016 Server service	INV3713784	Equipment Purchased
2545	Marco, Inc		680.00	10/14/2016 10/14/2016 3 Transactions		
60	DEPT Total:		1,124.50	Information Systems	3 Vendors	5 Transactions
61	DEPT			Data Processing		
3288	MCCC, MI 33					
	01-061-000-0000-6366		3,400.00	Annual nws support plus	1273593	Payment Support
	01-061-000-0000-6362		8,709.00	4th qtr-prop tax support	2Y1610025	Property Tax Support
	01-061-000-0000-6362		412.50	4th qtr 2016 tax-beta testing	2Y1610025	Property Tax Support
	01-061-000-0000-6362		600.00	4th qtr prop tax Enhncmnt fund	2Y1610025	Property Tax Support
	01-061-000-0000-6366		1,116.50	4th qtr paymate support	2Y1610025	Payment Support
	01-061-000-0000-6371		3,132.00	4th qtr Cama mntc & suppt	2Y1610025	Cama
	01-061-000-0000-6639		383.25	4th qtr Capital assets sftwre	2Y1610025	Asset Inventory
	01-061-000-0000-6362		53.46	Tax user group-shared mtg exp	2Y1610107	Property Tax Support
	01-061-000-0000-6371		32.04	Cama user group mtg exp shared	2Y1610107	Cama
3288	MCCC, MI 33		17,838.75	9 Transactions		
61	DEPT Total:		17,838.75	Data Processing	1 Vendors	9 Transactions
62	DEPT			Elections		
3599	DS Solutions, Inc.					
	01-062-000-0000-6462		6,244.50	E2 Pull Election Supply Bags	11375	Other Election Supplies
	01-062-000-0000-6461		1,480.50	Gen'l Election test deck	11456	Ballots
3599	DS Solutions, Inc.		7,725.00	2 Transactions		
7712	MN Dept Of Human Services					
	01-062-000-0000-6377		82.45	Sept PVC mailings	A300IC23163I	Fees And Service Charges
7712	MN Dept Of Human Services		82.45	1 Transactions		
4430	SEACHANGE PRINTING & MARKETING SE					
	01-062-000-0000-6461		5,597.90	Primary Ballots	10259	Ballots
				06/17/2016 06/17/2016		
	01-062-000-0000-6461		14,488.75	General Election Ballots	10461	Ballots

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4430	SEACHANGE PRINTING & MARKETING SE		20,086.65	09/21/2016 09/21/2016	2 Transactions	
62	DEPT Total:		27,894.10	Elections	3 Vendors	5 Transactions
91	DEPT			County Attorney		
5294	RELX Inc.DBA LexisNexis 01-091-000-0000-6451		360.50	7/31-8/31/16 ref -3090622146&	3090654067	Reference Materials
5294	RELX Inc.DBA LexisNexis		360.50		1 Transactions	
3501	Stanton/Marla 01-091-000-0000-6335		43.20	mileage to Rochester & return		Employee Automobile Allowance
3501	Stanton/Marla		43.20	10/18/2016 10/18/2016	1 Transactions	
91	DEPT Total:		403.70	County Attorney	2 Vendors	2 Transactions
100	DEPT			County Recorder Equipment		
4568	US Bank Equipment Finance 01-100-000-0000-6310		179.00	Copies lease - Ricoh MP C3003	315167304	Contract Repairs And Maintenance
4568	US Bank Equipment Finance		179.00		1 Transactions	
100	DEPT Total:		179.00	County Recorder Equipment	1 Vendors	1 Transactions
103	DEPT			Assessor		
82132	Fillmore Co Journal 01-103-000-0000-6241		32.10	Prop Appraiser Emplymnt ad 9/5	78099	Advertising
82132	Fillmore Co Journal		32.10		1 Transactions	
106	Fillmore Co Treasurer 01-103-000-0000-6561		80.04	Sept 2016 fuel expense		Gasoline Diesel And Other Fuels
106	Fillmore Co Treasurer		80.04		1 Transactions	
111	Fillmore Co Treasurer- Credit Card/ACH 01-103-000-0000-6241		249.00	Prop appraiser employment ad		Advertising
	01-103-000-0000-6245		475.00	2016 Fall MAAO conf		Registration Fees
111	Fillmore Co Treasurer- Credit Card/ACH		724.00		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 #	
103 DEPT Total:		836.14	Assessor	3 Vendors 4 Transactions
106 DEPT			Unallocated Recording Fee	
8110 Information Systems Corp				
01-106-000-0000-6408		448.65	ink for Canon printer	24285 Other Office Supplies
8110 Information Systems Corp		448.65		1 Transactions
4781 Pro-West & Associates, Inc				
01-106-000-0000-6637		61.25	Tech support	000894 Software Expenses
4781 Pro-West & Associates, Inc		61.25		1 Transactions
106 DEPT Total:		509.90	Unallocated Recording Fee	2 Vendors 2 Transactions
111 DEPT			Facilities Mtce	
3435 DALCO				
01-111-000-0000-6580		189.91	new brush motor for vacuum	3086106 Other Repair And Maintenance Supplies
			10/11/2016 10/11/2016	
01-111-000-0000-6580		400.00	Carpet tiles	3086387 Other Repair And Maintenance Supplies
			10/11/2016 10/11/2016	
3435 DALCO		589.91		2 Transactions
3370 Haakenson Electric Inc				
01-111-000-0000-6317		55.00	Replace Ballast at Courthouse	3258 Building Maintenance
3370 Haakenson Electric Inc		55.00		1 Transactions
1340 Mensink Landscaping				
01-111-000-0000-6316		50.00	10/1/16 Weed control-FCOB	8170 Grounds Maintenance
01-111-000-0000-6316		65.00	Weed control-cthse-10/1/16	8171 Grounds Maintenance
1340 Mensink Landscaping		115.00		2 Transactions
5717 MN Dept Of Labor & Industry				
01-111-000-0000-6377		100.00	Elevator annual permit Courtho	Fees And Service Charges
01-111-000-0000-6377		100.00	Elevator annual permit FCOB	ALR00660991 Fees And Service Charges
5717 MN Dept Of Labor & Industry		200.00		2 Transactions
3448 Reliable Pest Management				
01-111-000-0000-6377		45.00	Rodent control-FCOB	3877 Fees And Service Charges

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3448	Reliable Pest Management		45.00		1 Transactions	
111	DEPT Total:		1,004.91	Facilites Mtce	5 Vendors	8 Transactions
125	DEPT			Veteran Services		
110	Fillmore Co Treasurer 01-125-000-0000-6561		304.50	September Fuel		Gasoline Diesel And Other Fuels
110	Fillmore Co Treasurer		304.50		1 Transactions	
125	DEPT Total:		304.50	Veteran Services	1 Vendors	1 Transactions
149	DEPT			Other General Government		
4928	1Source 01-149-000-0000-6408		35.65	County office supplies	173617-0	County Shared Office Supplies
	01-149-000-0000-6408		190.04	County office supplies	173621-0	County Shared Office Supplies
4928	1Source		225.69		2 Transactions	
5420	Bay West 01-149-000-0000-6285		4,465.47	Meth Lab Cleanup 04/15/2016	16s-002218 04/15/2016	Professional Fees
5420	Bay West		4,465.47		1 Transactions	
3133	Bjorklund Compensation Consulting Llc 01-149-000-0000-6285		140.00	Professional Services 10/16	00003707	Professional Fees
3133	Bjorklund Compensation Consulting Llc		140.00		1 Transactions	
111	Fillmore Co Treasurer- Credit Card/ACH 01-149-000-0000-6205		2,500.00	mail machine postage at FCOB 10/14/2016		Postage And Postal Box Rent
111	Fillmore Co Treasurer- Credit Card/ACH		2,500.00		1 Transactions	
3169	Pohlman/Brenda L 01-149-000-0000-6372		22.58	Wellness-grilling exp for sala		Wellness Grant Expenses
3169	Pohlman/Brenda L		22.58		1 Transactions	
81511	Preston Foods 01-149-000-0000-6372		357.48	Health Grilling Wellness 9/29 09/27/2016	3098 09/27/2016	Wellness Grant Expenses

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
81511	Preston Foods		357.48		1 Transactions	
149	DEPT Total:		7,711.22	Other General Government	6 Vendors	7 Transactions
201	DEPT			Enhanced 911 System		
2970	Farm & Home Publishers,Ltd 01-201-000-0000-6310		435.00	Platbooks - Fillmore (14) 09/23/2016 09/23/2016	611395	Contract Repairs And Maintenance
2970	Farm & Home Publishers,Ltd		435.00		1 Transactions	
4441	Independent Emergency Services, LLC 01-201-000-0000-6310		100.00	October 911 Service		Contract Repairs And Maintenance
4441	Independent Emergency Services, LLC		100.00		1 Transactions	
201	DEPT Total:		535.00	Enhanced 911 System	2 Vendors	2 Transactions
202	DEPT			Sheriff		
3424	DIGITAL-ALLY 01-202-000-0000-6455		395.00	Wireless Mic 10/05/2016 10/05/2016	1089237	Law Enforcement Supplies
3424	DIGITAL-ALLY		395.00		1 Transactions	
2970	Farm & Home Publishers,Ltd 01-202-000-0000-6455		67.40	Platbooks - Fillmore - Houston 09/23/2016 09/23/2016	611395	Law Enforcement Supplies
2970	Farm & Home Publishers,Ltd		67.40		1 Transactions	
110	Fillmore Co Treasurer 01-202-000-0000-6561		2,310.72	September Fuel		Gasoline Diesel And Other Fuels
110	Fillmore Co Treasurer		2,310.72		1 Transactions	
5947	Intoximeters Inc 01-202-000-0000-6455		210.00	Dry gas 10/12/2016 10/12/2016	545585	Law Enforcement Supplies
5947	Intoximeters Inc		210.00		1 Transactions	
83550	Kelly Printing & Signs 01-202-000-0000-6311		89.00	Wraps to fix Durango	24972	Miscellaneous Repairs And Maintenance

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
83550	Kelly Printing & Signs		89.00	09/27/2016 09/27/2016	1 Transactions	
4795	KUEHN MOTOR COMPANY 01-202-000-0000-6311		44.95	Service 2016 Dodge Durango 09/07/2016 09/07/2016	1 Transactions	Miscellaneous Repairs And Maintenance
4795	KUEHN MOTOR COMPANY		44.95		1 Transactions	
9403	Menards Rochester South 01-202-000-0000-6311		157.81	Squad maintenance supplies 10/07/2016 10/07/2016	2311	Miscellaneous Repairs And Maintenance
9403	Menards Rochester South		157.81		1 Transactions	
6007	O'Donnell/John 01-202-000-0000-6337		29.16	Bailiff mileage 10/13/2016 10/13/2016		Other Travel Expense
	01-202-000-0000-6337		28.08	Bailiff Mileage 09/20/2016 09/20/2016		Other Travel Expense
6007	O'Donnell/John		57.24		2 Transactions	
8897	Taser International 01-202-000-0000-6455		1,219.13	Taser Cartridges 10/10/2016 10/10/2016	SI1455283	Law Enforcement Supplies
8897	Taser International		1,219.13		1 Transactions	
202	DEPT Total:		4,551.25	Sheriff	9 Vendors	10 Transactions
251	DEPT			County Jail		
4026	Bob Barker Company, Inc 01-251-000-0000-6455		438.50	Mattresses 09/21/2016 09/21/2016	NC1001312233	Law Enforcement Supplies
	01-251-000-0000-6455		438.50	Mattresses 09/21/2016 09/21/2016	NC1001312234	Law Enforcement Supplies
4026	Bob Barker Company, Inc		877.00		2 Transactions	
3435	DALCO 01-251-000-0000-6411		63.58	Air care 10/06/2016 10/06/2016	3084101	Custodial Supplies

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3435	DALCO		63.58		1 Transactions	
83550	Kelly Printing & Signs 01-251-000-0000-6402		95.81	Request for time off forms 09/30/2016 09/30/2016	25011	Stationary And Forms
83550	Kelly Printing & Signs		95.81		1 Transactions	
2465	Mayo Clinic 01-251-000-0000-6431		345.21	3-764-870 visit 6222 - E McKay	93-259-997	Drugs And Medicine
2465	Mayo Clinic		345.21		1 Transactions	
7156	Midwest Monitoring & Surveillance 01-251-000-0000-6285		14.75	Drug Testing 09/29/2016 09/29/2016	Sep Lab/UA	Professional Fees
7156	Midwest Monitoring & Surveillance		14.75		1 Transactions	
3569	Uniforms Unlimited Inc 01-251-000-0000-6173		398.54	Uniforms - Greg Melartin 10/10/2016 10/10/2016	44748-1	Uniform Allowance
	01-251-000-0000-6173		575.38	Uniforms - Megan Taylor 10/10/2016 10/10/2016	44755-1	Uniform Allowance
	01-251-000-0000-6173		177.84	Uniforms - Greg Melartin 10/12/2016 10/12/2016	45024-1	Uniform Allowance
3569	Uniforms Unlimited Inc		1,151.76		3 Transactions	
251	DEPT Total:		2,548.11	County Jail	6 Vendors	9 Transactions
441	DEPT			Public Health		
4096	Canton Heating & Cooling LLC 01-441-000-0000-6448		5,086.88	Bottle filler 09/05/2016 09/05/2016	1556	Ship Grant Expenses
4096	Canton Heating & Cooling LLC		5,086.88		1 Transactions	
7764	Fillmore Central SD # 2198 01-441-000-0000-6448		1,968.75	Standing desks (7)	1556	Ship Grant Expenses
	01-441-000-0000-6448		1,241.25	Bottle Filler-Elem-SHIP grant	44980	Ship Grant Expenses
	01-441-000-0000-6448		1,025.25	Bottle filler-Kingsley install	46124	Ship Grant Expenses
7764	Fillmore Central SD # 2198		4,235.25		3 Transactions	

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5097	Fillmore County Auditor/Treasurer 01-441-000-0000-6448		2,752.42	Sit Stand work stations	10012016	Ship Grant Expenses
5097	Fillmore County Auditor/Treasurer		2,752.42	1 Transactions		
5415	Play wtih a Purpose 01-441-000-0000-6448		685.60	Beam,Stones,Bouncer/SHIP grant 09/22/2016 09/22/2016	9221505	Ship Grant Expenses
5415	Play wtih a Purpose		685.60	1 Transactions		
3169	Pohlman/Brenda L 01-441-000-0000-6448		32.94	9/23/16 - 10/06/16 mileage		Ship Grant Expenses
	01-441-000-0000-6448		21.60	September 2016 Mileage		Ship Grant Expenses
	01-441-000-0000-6449		28.08	September 2016 Mileage		Prpardeness Grant
3169	Pohlman/Brenda L		82.62	3 Transactions		
5124	Root River Trail Towns 01-441-000-0000-6448		500.00	Bike Fleet Maintenance	10172016	Ship Grant Expenses
5124	Root River Trail Towns		500.00	1 Transactions		
441	DEPT Total:		13,342.77	Public Health	6 Vendors	10 Transactions
442	DEPT			Wic Program		
5417	Playscapes 01-442-000-0000-6639		469.00	WIC Play Equip/Cherry Tree 09/29/2016 09/29/2016	2Y1610026	Equipment Purchased
5417	Playscapes		469.00	1 Transactions		
442	DEPT Total:		469.00	Wic Program	1 Vendors	1 Transactions
443	DEPT			Nursing Service		
82132	Fillmore Co Journal 01-443-000-0000-6241		49.60	Help wanted - FT Nurse/Social 09/05/2016 09/12/2016	77768	Advertising
82132	Fillmore Co Journal		49.60	1 Transactions		
4177	GATZKE/MICHELE 01-443-000-0000-6335		402.84	September 2016 Mileage		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
4177	GATZKE/MICHELE		402.84		1 Transactions	
3288	MCCC, MI 33					
	01-443-000-0000-6419		5,408.00	4th Qtr PH-DOC support	2Y1610026	PH Doc Software Support
	01-443-000-0000-6419		89.16	3rd Qtr CHS guide share mtg ex	2Y1610108	PH Doc Software Support
3288	MCCC, MI 33		5,497.16		2 Transactions	
3315	Melver/Paula					
	01-443-000-0000-6335		282.31	September 2016 Mileage		Employee Automobile Allowance
3315	Melver/Paula		282.31		1 Transactions	
3169	Pohlman/Brenda L					
	01-443-000-0000-6335		8.10	9/23/16 - 10/6/16 Mileage		Employee Automobile Allowance
	01-443-000-0000-6335		15.12	September 2016 Mileage		Employee Automobile Allowance
3169	Pohlman/Brenda L		23.22		2 Transactions	
2237	Thiss/Kathy					
	01-443-000-0000-6335		30.24	September Mileage 2016		Employee Automobile Allowance
	01-443-000-0000-6437		57.24	September Mileage 2016		C & Tc Supplies
	01-443-000-0000-6445		172.80	September Mileage 2016		TANF Home Visits
2237	Thiss/Kathy		260.28		3 Transactions	
443	DEPT Total:		6,515.41	Nursing Service	6 Vendors	10 Transactions
444	DEPT			Home Health		
4176	ABILITY NETWORK INC					
	01-444-000-0000-6310		174.00	Medicare Billing Jan 2016	16M-0009886	IT Upkeep
4176	ABILITY NETWORK INC		174.00		1 Transactions	
1901	Aske/Nancy J					
	01-444-000-0000-6335		27.65	HHA Auto expense 09/19/2016	09/30/2016	Employee Automobile Allowance
1901	Aske/Nancy J		27.65		1 Transactions	
3801	Bergo/Doreen					
	01-444-000-0000-6335		84.24	HHA Auto expense 09/19/2016	09/30/2016	Employee Automobile Allowance
3801	Bergo/Doreen		84.24		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
2508	Clark/Evelyn 01-444-000-0000-6335		11.66	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance
2508	Clark/Evelyn		11.66		1 Transactions	
2810	Decision Health 01-444-000-0000-6233		227.95	HHICD 10 Manual 08/29/2016 08/29/2016	SI-000356	Publications
2810	Decision Health		227.95		1 Transactions	
5388	Drogemuller/Samantha 01-444-000-0000-6335		81.00	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance
5388	Drogemuller/Samantha		81.00		1 Transactions	
3070	Kallis/Sara 01-444-000-0000-6335		164.70	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance
3070	Kallis/Sara		164.70		1 Transactions	
8660	Lopez/Debbilyn 01-444-000-0000-6335		21.33	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance
8660	Lopez/Debbilyn		21.33		1 Transactions	
1814	Martin/Debra 01-444-000-0000-6335		30.78	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance
1814	Martin/Debra		30.78		1 Transactions	
5997	Ostby/Helen 01-444-000-0000-6335		66.96	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance
5997	Ostby/Helen		66.96		1 Transactions	
3647	Swenson/Karin 01-444-000-0000-6335		54.00	HHA Auto expense 09/19/2016 09/30/2016		Employee Automobile Allowance

CHUFFMAN

10/20/16 4:04PM

1 County Revenue Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
3647	Swenson/Karin		54.00	1 Transactions	
3429	Tienter/Lesa				
	01-444-000-0000-6335		185.76	HHA Auto expense	Employee Automobile Allowance
				09/19/2016 09/30/2016	
3429	Tienter/Lesa		185.76	1 Transactions	
444	DEPT Total:		1,130.03	Home Health	12 Vendors 12 Transactions
1	Fund Total:		97,009.67	County Revenue Fund	112 Transactions

CHUFFMAN
 10/20/16 4:04PM
 12 INFRA FUND

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
111 DEPT		Facilites Mtce		
5037 KARR TUCKPOINTING, LLC 12-111-000-0000-6625		26,470.00	Tuckpointing on Jail & FCOB 10/13/2016 10/13/2016	Building Improvement
5037 KARR TUCKPOINTING, LLC		26,470.00	1 Transactions	
5421 Perfection In Every Direction 12-111-000-0000-6625		1,200.00	Outside patching of courthouse 10/14/2016 10/14/2016	Building Improvement
5421 Perfection In Every Direction		1,200.00	1 Transactions	
111 DEPT Total:		27,670.00	Facilites Mtce	2 Vendors 2 Transactions
12 Fund Total:		27,670.00	INFRA FUND	2 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
300	DEPT			Highway Administration		
110	Fillmore Co Treasurer 13-300-000-0000-6205		107.20	POSTAGE 102816	SEPTEMBER	Postage And Postal Box Rent
110	Fillmore Co Treasurer		107.20	1 Transactions		
300	DEPT Total:		107.20	Highway Administration	1 Vendors	1 Transactions
310	DEPT			Highway Maintenance		
1891	Bruening Rock Products, Inc. 13-310-000-0000-6505		9,947.21	ROCK 102816	27187	Aggregate
	13-310-000-0000-6505		2,220.38	ROCK 102816	28685	Aggregate
	13-310-000-0000-6505		164.49-	ROCK 102816	29225	Aggregate
1891	Bruening Rock Products, Inc.		12,003.10	3 Transactions		
5751	Fastenal Company 13-310-000-0000-6580		388.33	HOIST INSPECTION 102816	69511	Other Repair And Maintenance Supplies
	13-310-000-0000-6466		14.99	SAFETY SUPPLIES 102816	69512	Safety Materials
	13-310-000-0000-6515		61.86	SIGN SUPPLIES 102816	69569	Traffic Signs
5751	Fastenal Company		465.18	3 Transactions		
145	G & K Services 13-310-000-0000-6293		383.76	UNIFORMS 102816	1491208	Uniform Expense
145	G & K Services		383.76	1 Transactions		
3632	Milestone Materials Inc 13-310-000-0000-6505		1,447.23	ROCK 102816	24774	Aggregate
	13-310-000-0000-6505		232.84	ROCK 102816	24775	Aggregate
	13-310-000-0000-6505		373.30	ROCK 102816	24776	Aggregate
	13-310-000-0000-6505		153.25	ROCK 102816	24777	Aggregate
	13-310-000-0000-6505		1,261.93	ROCK 102816	24778	Aggregate
	13-310-000-0000-6505		111.86	ROCK 102816	24779	Aggregate
	13-310-000-0000-6505		79.53	ROCK 102816	24780	Aggregate
	13-310-000-0000-6505		66.33	ROCK 102816	24781	Aggregate
3632	Milestone Materials Inc		3,726.27	8 Transactions		
2428	Mn Fall Maintenance Expo 13-310-000-0000-6245		75.00	REGISTRATIONS 102816	FILLMORE CO	Registration Fees
2428	Mn Fall Maintenance Expo		75.00	1 Transactions		



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4142	MN Pipe & Equipment 13-310-000-0000-6520		459.00	CULVERT-FLOOD 102816	367326	Culverts
4142	MN Pipe & Equipment		459.00	1 Transactions		
3276	O'connell Excavating & Plumbing Inc 13-310-000-0000-6342		185.00	PACKER RENTAL 102816		Machinery And Equipment Rental
3276	O'connell Excavating & Plumbing Inc		185.00	1 Transactions		
2990	Sorum & Sons/Orval 13-310-000-0000-6505		1,940.63	ROCK 102816	4837	Aggregate
	13-310-000-0000-6505		2,278.13	ROCK 102816	4844	Aggregate
2990	Sorum & Sons/Orval		4,218.76	2 Transactions		
310	DEPT Total:		21,516.07	Highway Maintenance	8 Vendors	20 Transactions
320	DEPT			Highway Construction		
6916	American Engineering Testing Inc 13-320-000-0000-6265		6,987.00	CONSULTING 102816	117909	Consulting
6916	American Engineering Testing Inc		6,987.00	1 Transactions		
5218	Kuehn Brothers Properties LLC 13-320-000-0000-6363		4,776.33	EASEMENT 102816		Right Of Way Costs
	13-320-000-0000-6363		123.76	EASEMENT 102816		Right Of Way Costs
5218	Kuehn Brothers Properties LLC		4,900.09	2 Transactions		
320	DEPT Total:		11,887.09	Highway Construction	2 Vendors	3 Transactions
330	DEPT			Equipment Maintenance Shops		
3691	Bauer Built Inc 13-330-000-0000-6516		200.00	LABOR 102816	23621	Tires & Repairs
	13-330-000-0000-6516		15.00	TIRES/PARTS 102816	23621	Tires & Repairs
	13-330-000-0000-6516		35.00	LABOR 102816	23704	Tires & Repairs
	13-330-000-0000-6516		15.00	TIRES/PARTS 102816	23704	Tires & Repairs
	13-330-000-0000-6516		12.00	LABOR 102816	23737	Tires & Repairs
	13-330-000-0000-6516		8.50	TIRES/PARTS 102816	23737	Tires & Repairs
	13-330-000-0000-6516		35.00	LABOR 102816	23743	Tires & Repairs
	13-330-000-0000-6516		15.00	TIRES/PARTS 102816	23743	Tires & Repairs



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3691	Bauer Built Inc		335.50		8 Transactions	
4545	Brown's Tire & Battery Inc 13-330-000-0000-6516		101.99	TIRES/PARTS 102816	156818	Tires & Repairs
4545	Brown's Tire & Battery Inc		101.99		1 Transactions	
5411	CF Welding and Manufacturing, Inc. 13-330-000-0000-6575		900.00	PARTS 102816	6788	Machinery Parts
5411	CF Welding and Manufacturing, Inc.		900.00		1 Transactions	
6617	Chatfield Parts House 13-330-000-0000-6575		38.49	PARTS 102816	605039	Machinery Parts
6617	Chatfield Parts House		38.49		1 Transactions	
5005	Cintas Corporation- First Aid & Safety 13-330-000-0000-6576		104.33	SUPPLIES 102816	10147800	Shop Supplies & Tools
5005	Cintas Corporation- First Aid & Safety		104.33		1 Transactions	
4598	Class C Solutions Group 13-330-000-0000-6576		147.44	SUPPLIES 102816	167283	Shop Supplies & Tools
4598	Class C Solutions Group		147.44		1 Transactions	
5826	Culligan Water Conditioning 13-330-000-0000-6317		34.95	DRINKING WATER 102816	913778	Building Maintenance
5826	Culligan Water Conditioning		34.95		1 Transactions	
5751	Fastenal Company 13-330-000-0000-6576		511.76	SUPPLIES 102816	69065	Shop Supplies & Tools
	13-330-000-0000-6575		466.63	PARTS 102816	69261	Machinery Parts
	13-330-000-0000-6576		3.84	SUPPLIES 102816	69344	Shop Supplies & Tools
	13-330-000-0000-6576		6.80	SUPPLIES 102816	69613	Shop Supplies & Tools
5751	Fastenal Company		989.03		4 Transactions	
145	G & K Services 13-330-000-0000-6576		252.42	SUPPLIES 102816	1491208	Shop Supplies & Tools
145	G & K Services		252.42		1 Transactions	
155	Hammell Equipment Inc 13-330-000-0000-6561		13.93	FUEL ADDITIVE 102816	1183224	Gasoline Diesel And Other Fuels



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
155 Hammell Equipment Inc		13.93	1 Transactions	
2669 Hammell Equipment Inc				
13-330-000-0000-6575		2.00	PARTS 102816	HI33307 Machinery Parts
13-330-000-0000-6575		3.80	PARTS 102816	HI33503 Machinery Parts
2669 Hammell Equipment Inc		5.80	2 Transactions	
532 Herman's Service				
13-330-000-0000-6575		75.00	LABOR 102816	62174 Machinery Parts
13-330-000-0000-6575		59.95	LABOR 102816	62625 Machinery Parts
13-330-000-0000-6575		115.95	PARTS 102816	62625 Machinery Parts
13-330-000-0000-6575		140.00	LABOR 102816	62629 Machinery Parts
13-330-000-0000-6575		211.60	PARTS 102816	62629 Machinery Parts
13-330-000-0000-6516		13.50	TIRES/PARTS 102816	62660 Tires & Repairs
13-330-000-0000-6575		110.00	LABOR 102816	626600 Machinery Parts
532 Herman's Service		726.00	7 Transactions	
3714 Hovey Oil Co Inc				
13-330-000-0000-6561		1,302.16	#2 DIESEL 102816	94461 Gasoline Diesel And Other Fuels
13-330-000-0000-6561		1,491.10	#2 DIESEL 102816	94470 Gasoline Diesel And Other Fuels
13-330-000-0000-6561		723.12	#2 DIESEL 102816	94516 Gasoline Diesel And Other Fuels
13-330-000-0000-6561		1,533.88	#2 DIESEL 102816	94518 Gasoline Diesel And Other Fuels
3714 Hovey Oil Co Inc		5,050.26	4 Transactions	
170 Hyland Motor Company				
13-330-000-0000-6575		59.50	FILTERS 102816	133881 Machinery Parts
170 Hyland Motor Company		59.50	1 Transactions	
2343 Kingsley Mercantile				
13-330-000-0000-6576		17.97	SUPPLIES 102816	16 Shop Supplies & Tools
2343 Kingsley Mercantile		17.97	1 Transactions	
5726 Kohn/Brent				
13-330-000-0000-6561		22.00	FUEL REIMBURSEMENT 102816	Gasoline Diesel And Other Fuels
5726 Kohn/Brent		22.00	1 Transactions	
4884 Mac Queen Equipment Inc				
13-330-000-0000-6575		197.39	PARTS 102816	P01860 Machinery Parts



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4884 Mac Queen Equipment Inc		197.39	1 Transactions	
4338 Manahan Machine Shop Inc				
13-330-000-0000-6575		136.10	PARTS 102816	61777 Machinery Parts
13-330-000-0000-6575		1,336.50	LABOR 102816	61778 Machinery Parts
13-330-000-0000-6575		118.70	PARTS 102816	61778 Machinery Parts
4338 Manahan Machine Shop Inc		1,591.30	3 Transactions	
253 Morem Electric Inc				
13-330-000-0000-6317		1,161.12	BLDG MAINT 102816	36372 Building Maintenance
253 Morem Electric Inc		1,161.12	1 Transactions	
3541 Nuss Truck Group Inc				
13-330-000-0000-6575		404.94	PARTS 102816	1159603P Machinery Parts
13-330-000-0000-6575		152.66	PARTS 102816	1159623P Machinery Parts
3541 Nuss Truck Group Inc		557.60	2 Transactions	
5988 Preston Auto Parts				
13-330-000-0000-6575		58.65	PARTS 102816	482939 Machinery Parts
13-330-000-0000-6576		27.34	SUPPLIES 102816	482982 Shop Supplies & Tools
13-330-000-0000-6576		61.38	SUPPLIES 102816	482983 Shop Supplies & Tools
13-330-000-0000-6576		23.39	SUPPLIES 102816	483028 Shop Supplies & Tools
13-330-000-0000-6576		8.54	SUPPLIES 102816	483820 Shop Supplies & Tools
13-330-000-0000-6575		14.18	FILTERS 102816	484514 Machinery Parts
13-330-000-0000-6575		14.68	PARTS 102816	484524 Machinery Parts
13-330-000-0000-6575		22.47	PARTS 102816	484579 Machinery Parts
13-330-000-0000-6575		87.39	PARTS 102816	484613 Machinery Parts
13-330-000-0000-6576		113.46	SUPPLIES 102816	484637 Shop Supplies & Tools
13-330-000-0000-6576		37.00	SUPPLIES 102816	485003 Shop Supplies & Tools
13-330-000-0000-6575		11.09	PARTS 102816	485310 Machinery Parts
13-330-000-0000-6575		11.09	PARTS 102816	485347 Machinery Parts
13-330-000-0000-6576		35.97	SUPPLIES 102816	485347 Shop Supplies & Tools
13-330-000-0000-6575		7.47	PARTS 102816	485478 Machinery Parts
13-330-000-0000-6565		28.47	OIL 102816	485495 Motor Oil And Lubricants
13-330-000-0000-6575		18.32	PARTS 102816	485495 Machinery Parts
13-330-000-0000-6575		7.59	PARTS 102816	485498 Machinery Parts
13-330-000-0000-6575		130.65	PARTS 102816	485608 Machinery Parts
5988 Preston Auto Parts		719.13	19 Transactions	

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
303	Preston Equipment Co 13-330-000-0000-6561		69.63	FUEL ADDITIVE 102816	01-14756	Gasoline Diesel And Other Fuels
	13-330-000-0000-6575		80.72	PARTS 102816	01-15126	Machinery Parts
	13-330-000-0000-6575		4.25	PARTS 102816	01-15726	Machinery Parts
303	Preston Equipment Co		154.60	3 Transactions		
5753	RDO Equipment Co 13-330-000-0000-6575		532.29	PARTS 102816	P59970	Machinery Parts
	13-330-000-0000-6575		919.44	PARTS 102816	P60657	Machinery Parts
5753	RDO Equipment Co		1,451.73	2 Transactions		
2332	Rislov/Ken 13-330-000-0000-6317		11.52	BLDG MAINT 102816		Building Maintenance
2332	Rislov/Ken		11.52	1 Transactions		
7757	Universal Truck Equipment Inc 13-330-000-0000-6575		338.26	PARTS 102816	42315	Machinery Parts
	13-330-000-0000-6575		337.60	PARTS 102816	42424	Machinery Parts
	13-330-000-0000-6575		223.66	PARTS 102816	42425	Machinery Parts
7757	Universal Truck Equipment Inc		899.52	3 Transactions		
3368	Western Petroleum Company d/b/a Tran 13-330-000-0000-6565		692.16	SUPPLIES 102816	117502	Motor Oil And Lubricants
3368	Western Petroleum Company d/b/a Tran		692.16	1 Transactions		
330	DEPT Total:		16,235.68	Equipment Maintenance Shops	26 Vendors	72 Transactions
340	DEPT			Local Option Sales Tax		
3440	Hancock Concrete Products Co Inc 13-340-000-0000-6520		11,137.10	CULVERT SUPPLIES 102816	1243970	Culverts
3440	Hancock Concrete Products Co Inc		11,137.10	1 Transactions		
5413	Nash/LaDonna M 13-340-000-0000-6363		2,625.00	EASEMENT 102816		Right Of Way Costs
	13-340-000-0000-6363		499.20	EASEMENT 102816		Right Of Way Costs
5413	Nash/LaDonna M		3,124.20	2 Transactions		

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13 County Road & Bridge

*** 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
340	DEPT Total:		Local Option Sales Tax	2 Vendors	3 Transactions
13	Fund Total:		County Road & Bridge		99 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
390	DEPT			Resource Recovery Center		
2988	Bluff Country Newspaper Group 14-390-000-0000-6241		531.38	HHW ad 9/29/16	00056312	Advertising
2988	Bluff Country Newspaper Group		531.38	1 Transactions		
2322	Carquest 14-390-000-0000-6580		135.08	Hub Assembly 10/12/2016 10/12/2016	1537-226110	Other Repair And Maintenance Supplies
2322	Carquest		135.08	1 Transactions		
4666	Dynamic Recycling 14-390-000-0000-6456		2,862.98	Recycling e-waste	order#I-20278	Recycling Materials
4666	Dynamic Recycling		2,862.98	1 Transactions		
82132	Fillmore Co Journal 14-390-000-0000-6241		220.92	9/26/16 HHW ad	78601	Advertising
	14-390-000-0000-6241		2.00	RFP - Transportation&Disposal 10/17/2016 10/17/2016	78998	Advertising
82132	Fillmore Co Journal		222.92	2 Transactions		
110	Fillmore Co Treasurer 14-390-000-0000-6561		167.06	Gas & Diesel - September		Gasoline Diesel And Other Fuels
110	Fillmore Co Treasurer		167.06	1 Transactions		
145	G & K Services 14-390-000-0000-6377		31.39	Shirt, Jean, Shirts Services 09/03/2016 09/03/2016		Fees And Service Charges
145	G & K Services		31.39	1 Transactions		
8757	OSI Environmental, Inc 14-390-000-0000-6377		100.00	Used oil - collection fee 09/30/2016 09/30/2016	2060724	Fees And Service Charges
	14-390-000-0000-6377		100.00	Filters - Uncrushed 09/30/2016 09/30/2016	2060734	Fees And Service Charges
8757	OSI Environmental, Inc		200.00	2 Transactions		
303	Preston Equipment Co 14-390-000-0000-6316		30.62	Hyyrolic fittings	01-15192	Grounds Maintenance

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 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
303	Preston Equipment Co		30.62	1 Transactions		
3206	S & A Petroleum					
	14-390-000-0000-6561		69.98	2 #4 LP(2 forklift)	0159117	Gasoline Diesel And Other Fuels
3206	S & A Petroleum		69.98	1 Transactions		
361	Thompson Motors Of Wykoff Inc					
	14-390-000-0000-6580		1,242.21	Parts - 5th Wheel & Misc	1-243170	Other Repair And Maintenance Supplies
				10/11/2016 10/11/2016		
361	Thompson Motors Of Wykoff Inc		1,242.21	1 Transactions		
390	DEPT Total:		5,493.62	Resource Recovery Center	10 Vendors	12 Transactions
14	Fund Total:		5,493.62	Sanitation Fund		12 Transactions

*** Fillmore County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description		
No. Account/Formula	Accr	Amount	Service Dates	Invoice #	Account/Formula Description	On Behalf of Name
350 DEPT			County Airport			
3691 Bauer Built Inc						
23-350-000-0000-6305		50.00	Airport mower tire	0740022808		Machinery And Equipment Repairs
			07/18/2016 07/18/2016			
3691 Bauer Built Inc		50.00		1 Transactions		
110 Fillmore Co Treasurer						
23-350-000-0000-6316		488.40	CenturyLink reimb			Grounds Maintenance
23-350-000-0000-6316		650.00	West side tree removal			Grounds Maintenance
110 Fillmore Co Treasurer		1,138.40		2 Transactions		
83550 Kelly Printing & Signs						
23-350-000-0000-6377		14.79	C van check out forms	24760		Fees And Service Charges
			08/27/2016 08/27/2016			
83550 Kelly Printing & Signs		14.79		1 Transactions		
350 DEPT Total:		1,203.19	County Airport	3 Vendors		4 Transactions
351 DEPT			Airport Fuel Sales			
4524 SynTech Systems						
23-351-000-0000-6377		495.00	Fuel System cust support	132532		Fees And Service Charges
			09/09/2016 09/08/2017			
4524 SynTech Systems		495.00		1 Transactions		
351 DEPT Total:		495.00	Airport Fuel Sales	1 Vendors		1 Transactions
23 Fund Total:		1,698.19	County Airport Fund			5 Transactions
Final Total:		195,878.82	134 Vendors	230 Transactions		

*** Fillmore County ***



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	97,009.67	County Revenue Fund	
	12	27,670.00	INFRA FUND	
	13	64,007.34	County Road & Bridge	
	14	5,493.62	Sanitation Fund	
	23	1,698.19	County Airport Fund	
	All Funds	195,878.82	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
3219	Centurylink 01-149-000-0000-6203		140.09	September 2016 - Courthouse 08/24/2016 09/23/2016	1388523179	Telephone
	01-149-000-0000-6203		189.02	September 2016 - FCOB 08/24/2016 09/23/2016	1388525164	Telephone
3219	Centurylink		329.11	2 Transactions		
85440	Centurylink 01-102-000-0000-6203		48.73	Service at 909 Houston ST NW 09/26/2016 10/25/2016		Telephone
	01-149-000-0000-6203		3,558.38	local 9/26-10/25 Courthouse 09/26/2016 10/25/2016		Telephone
85440	Centurylink		3,607.11	2 Transactions		
5154	EO JOHNSON 01-602-000-0000-6310		51.13	Toshiba copier 08/28/2016 09/27/2016	CNIN874291	Contract Repairs And Maintenance
5154	EO JOHNSON		51.13	1 Transactions		
4574	Hanson/Robert G. 01-125-000-0000-6377		195.00	Van trip to VA hospital 09/20/2016 09/30/2016		Fees And Service Charges
4574	Hanson/Robert G.		195.00	1 Transactions		
695	Hauser/John 01-125-000-0000-6377		195.00	Van trip to VA hospital 09/07/2016 09/28/2016		Fees And Service Charges
695	Hauser/John		195.00	1 Transactions		
4504	Laughlin/Ronald D. 01-125-000-0000-6377		455.00	Van trip to VA hospital 09/08/2016 09/27/2016		Fees And Service Charges
4504	Laughlin/Ronald D.		455.00	1 Transactions		
2545	Marco,Inc 01-106-000-0000-6640		17,926.00	Datapac replacement FCOB	INV3669485	Fixed Asset
	01-060-000-0000-6640		440.00	server - cisco	INV3679308	Equipment Purchased
	01-060-000-0000-6640		320.00	FCEX installed windows 2012 R2 10/05/2016 10/05/2016	INV3686797	Equipment Purchased
	01-060-000-0000-6640		600.00	SAN update & XIO support	INV3687309	Equipment Purchased

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 1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-060-000-0000-6640		200.00	10/05/2016 10/05/2016 Server support	INV3687838	Equipment Purchased
2545	Marco,Inc		19,486.00	10/06/2016 10/06/2016 5 Transactions		
84358	Mayo Clinic-Mrl 01-230-000-0000-6285		14,769.77	3rd Qtr Autopsy Service	0000002342	Professional Fees
84358	Mayo Clinic-Mrl		14,769.77	1 Transactions		
6094	MN Energy Resources Corporation 01-111-000-0000-6255		271.57	Natural gas at FCOB 08/24/2016 09/26/2016	1686049068	Gas
6094	MN Energy Resources Corporation		271.57	1 Transactions		
5397	MN Office Of Enterprise Technology 01-060-000-0000-6639		259.00	September 2016 SPAM	16070479	Asset Inventory
	01-149-000-0000-6203		1,300.00	September 2016 WAN	DV16090421	Telephone
5397	MN Office Of Enterprise Technology		1,559.00	2 Transactions		
1 Fund Total:			40,918.69	County Revenue Fund	10 Vendors	17 Transactions

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 12 INFRA FUND

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
3679	Stantec Consulting Services, Inc (SCSI) 12-610-000-0000-6273		776.25	Prof Service 8/13-9/16	1105893	Professional Fees
				08/13/2016 09/16/2016		
3679	Stantec Consulting Services, Inc (SCSI)		776.25	1 Transactions		
12 Fund Total:			776.25	INFRA FUND	1 Vendors	1 Transactions

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 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
85440	Centurylink 13-300-000-0000-6203		47.44	TELEPHONE 101416	301264100	Telephone
	13-300-000-0000-6203		189.66	TELEPHONE 101416	301269901	Telephone
	13-300-000-0000-6203		212.12	TELEPHONE 101416	301269908	Telephone
85440	Centurylink		449.22	3 Transactions		
7542	Fillmore Co Treasurer 13-330-000-0000-6561		941.64	SEPTEMBER FUEL TAX 101416		Gasoline Diesel And Other Fuels
7542	Fillmore Co Treasurer		941.64	1 Transactions		
423	Tri-County Electric Cooperative 13-330-000-0000-6251		163.76-	ELECTRICITY 101416	0504008000	Electricity
	13-300-000-0000-6306		39.10	ELECTRICITY 101416	1407003000	Radio Tower Repair & Services
	13-310-000-0000-6251		41.52	ELECTRICITY 101416	1908001000	Electricity
	13-330-000-0000-6251		21.33	ELECTRICITY 101416	8500771401	Electricity
	13-330-000-0000-6251		66.09	ELECTRICITY 101416	8500773101	Electricity
	13-330-000-0000-6251		147.44	ELECTRICITY 101416	8901996001	Electricity
	13-330-000-0000-6251		24.89	ELECTRICITY 101416	8901997001	Electricity
423	Tri-County Electric Cooperative		176.61	7 Transactions		
13 Fund Total:			1,567.47	County Road & Bridge	3 Vendors	11 Transactions

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 10/13/16 3:18PM
 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
							<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1487	Waste Management - WI-MN 14-391-000-0000-6861			5,524.70	Recycling	08/26/2016 09/25/2016	3136640-2760-1	Recycling Operation Expense
1487	Waste Management - WI-MN			5,524.70		1 Transactions		
14 Fund Total:				5,524.70	Sanitation Fund		1 Vendors	1 Transactions

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 10/13/16 3:18PM
 23 County Airport Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3219	Centurylink 23-350-000-0000-6203		7.91	Telephone 08/24/2016 09/23/2016		Telephone
3219	Centurylink		7.91		1 Transactions	
85440	Centurylink 23-350-000-0000-6203		124.85	Telephone 909 Houston St NW 09/26/2016 10/25/2016		Telephone
85440	Centurylink		124.85		1 Transactions	
423	Tri-County Electric Cooperative 23-350-000-0000-6251		371.60	Electricity 08/01/2016 09/01/2016		Electricity
423	Tri-County Electric Cooperative		371.60		1 Transactions	
23 Fund Total:			504.36	County Airport Fund	3 Vendors	3 Transactions

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 73 Greenleafton Septic Projec

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
423	Tri-County Electric Cooperative 73-611-000-0000-6251			40.79	Grinder pumps 09/01/2016 10/01/2016		Electricity
	73-611-000-0000-6251			291.80	Treatment Plant 09/01/2016 10/01/2016		Electricity
423	Tri-County Electric Cooperative			332.59	2 Transactions		
73 Fund Total:				332.59	Greenleafton Septic Project	1 Vendors	2 Transactions

smensink
 10/13/16 3:18PM
 87 State Revenue And School

*** 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>
1859 MN Department Of Finance			1,324.00	September 2016 Vitals		Due To Other Governmental Agencies
87-000-000-0000-2100			3,108.00	September 2016 RE Surcharge		Real Estate Surcharge
87-000-000-0000-2313				09/01/2016 09/30/2016		
1859 MN Department Of Finance			4,432.00		2 Transactions	
5993 Mn Dept Of Health			170.00	September 2016 well cert		Well Management Funds
87-000-000-0000-2312				09/01/2016 09/30/2016		
5993 Mn Dept Of Health			170.00		1 Transactions	
87 Fund Total:			4,602.00	State Revenue And School Fund	2 Vendors	3 Transactions
Final Total:			54,226.06	21 Vendors	38 Transactions	

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	40,918.69	County Revenue Fund	
	12	776.25	INFRA FUND	
	13	1,567.47	County Road & Bridge	
	14	5,524.70	Sanitation Fund	
	23	504.36	County Airport Fund	
	73	332.59	Greenleafon Septic Project	
	87	4,602.00	State Revenue And School Fund	
	All Funds	54,226.06	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
85440	Centurylink 01-203-000-0000-6203		42.44	Spring Valley phone 09/26/2016 10/25/2016		Telephone
	01-251-000-0000-6203		461.59	Phones 09/26/2016 10/25/2016		Telephone
	01-251-000-0000-6203		65.66	Phones 09/26/2016 10/25/2016		Telephone
85440	Centurylink		569.69	3 Transactions		
5660	De Lage Landen Financial Services 01-251-000-0000-6310		165.78	Copier lease - October	51791856	Contract Repairs And Maintenance
	01-125-000-0000-6377		61.35	October copy machine lease	51963787	Fees And Service Charges
5660	De Lage Landen Financial Services		227.13	2 Transactions		
5109	E.O. Johnson Co.,Inc 01-602-000-0000-6310		124.25	Copy machine lease Toshiba	19536543	Contract Repairs And Maintenance
5109	E.O. Johnson Co.,Inc		124.25	1 Transactions		
5343	Loffler Companies - 131511 01-443-000-0000-6310		233.03	Copier usage 9/9/16 - 10/8/16	2344116	Contract Repairs & Maintenance
5343	Loffler Companies - 131511		233.03	1 Transactions		
308	Preston Public Utilities 01-111-000-0000-6251		2,887.47	Utilities for FCOB 08/30/2016 09/28/2016		Electricity
	01-111-000-0000-6251		4,500.02	Utilites for courthouse 08/31/2016 09/29/2016		Electricity
	01-251-000-0000-6251		1,985.59	Electric for Jail 08/30/2016 09/28/2016		Electricity
308	Preston Public Utilities		9,373.08	3 Transactions		
423	Tri-County Electric Cooperative 01-251-000-0000-6251		94.38	Radio Tower Electric 09/01/2016 10/01/2016		Electricity
423	Tri-County Electric Cooperative		94.38	1 Transactions		
2357	Verizon Wireless 01-202-000-0000-6652		665.27	Squad Mobiles 10/02/2016 11/01/2016		Squad Car Technology
	01-281-000-0000-6203		70.04	Data Lines - E.M.		Telephone

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 10/21/16 9:06AM
 1 County Revenue Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
01-441-000-0000-6449		9.56	10/02/2016 11/01/2016	9772993185 Prpardeness Grant
01-442-000-0000-6203		8.52		9772993185 Telephone
01-443-000-0000-6203		60.31		9772993185 Telephone
01-125-000-0000-6203		18.04		9773026000 Telephone
2357 Verizon Wireless		831.74	6 Transactions	
1 Fund Total:		11,453.30	County Revenue Fund	7 Vendors 17 Transactions

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4704 Hewlett-Packard Company					
13-300-000-0000-6270	1,186.20	CHRIS' COMPUTER 102116	56984764	Data Processing	
13-300-000-0000-6270	127.49	CHRIS' COMPUTER 102116	57045143	Data Processing	
13-300-000-0000-6270	25.49-	CHRIS' COMPUTER 102116	57099923	Data Processing	
4704 Hewlett-Packard Company	1,288.20	3 Transactions			
308 Preston Public Utilities					
13-330-000-0000-6251	433.08	UTILITIES 102116	4458327	Electricity	
13-330-000-0000-6251	44.23	UTILITIES 102116	4459875	Electricity	
13-330-000-0000-6251	41.41	UTILITIES 102116	4473A342	Electricity	
13-330-000-0000-6251	683.85	UTILITIES 102116	4473B341	Electricity	
308 Preston Public Utilities	1,202.57	4 Transactions			
324 Rochester Sand & Gravel Inc					
13-320-000-0000-6343	461,137.87	615-16 R/C #1		Regular Construction Contracts	
324 Rochester Sand & Gravel Inc	461,137.87	1 Transactions			
13 Fund Total:	463,628.64	County Road & Bridge	3 Vendors	8 Transactions	

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 10/21/16 9:06AM
 14 Sanitation Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
85440	Centurylink 14-390-000-0000-6203		51.52	Resourse Recovery Center Phone 09/26/2016 10/25/2016		Telephone
85440	Centurylink		51.52	1 Transactions		
308	Preston Public Utilities 14-390-000-0000-6251		287.58	Electric for Transfer Station 08/30/2016 09/28/2016		Electricity
308	Preston Public Utilities		287.58	1 Transactions		
1487	Waste Management - WI-MN 14-390-000-0000-6374		17,295.39	Transfer Station September2016	0674666-2760-0	Landfill Tipping Fees
1487	Waste Management - WI-MN		17,295.39	1 Transactions		
5882	Winneshiek County Landfill 14-390-000-0000-6374		1,214.04	10/10/16 Household 10/10/2016 10/10/2016	21061	Landfill Tipping Fees
5882	Winneshiek County Landfill		1,214.04	1 Transactions		
14 Fund Total:			18,848.53	Sanitation Fund	4 Vendors	4 Transactions

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 10/21/16 9:06AM
 23 County Airport Fund

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
423 Tri-County Electric Cooperative				
23-350-000-0000-6251		19.72	Electricity 9/1/16 - 10/1/16	Electricity
23-350-000-0000-6251		298.93	Electricity 9/1/16-10/1/16	1132001001 Electricity
423 Tri-County Electric Cooperative		318.65	2 Transactions	
23 Fund Total:		318.65	County Airport Fund	1 Vendors 2 Transactions

smensink
 10/21/16 9:06AM
 87 State Revenue And School

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
110 Fillmore Co Treasurer				
87-000-000-0000-2470		42,824.79	Mortgage Reg Tax - September	Mortgage Reg Tax-State
87-000-000-0000-2471		21,490.35	Deed Tax - September	State Deed Tax-State
110 Fillmore Co Treasurer		64,315.14	2 Transactions	
87 Fund Total:		64,315.14	State Revenue And School Fund	1 Vendors 2 Transactions
Final Total:		558,564.26	16 Vendors	33 Transactions

*** Fillmore County ***



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	11,453.30	County Revenue Fund	
	13	463,628.64	County Road & Bridge	
	14	18,848.53	Sanitation Fund	
	23	318.65	County Airport Fund	
	87	64,315.14	State Revenue And School Fund	
	All Funds	558,564.26	Total	Approved by,
			
			

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 10/25/2016

Amount of time requested (minutes): 5 minutes

Department: Social Services

Requested By: Neva Beier

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

Request for approval for MOU Region 10 contracting services.

1. Effective January 1, 2017, change Senior Case Aide FTE from .5 to .3
2. Effective January 1, 2017 through December 31, 2017, the budget amounts in Attachment A will be implemented.

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.**

**MEMORANDUM OF UNDERSTANDING AMENDMENT
REGION 10 CONTRACTING SERVICES**

WHEREAS, the Participating Counties of Fillmore County, Freeborn County, Goodhue County, Houston County, Minnesota Prairie County Alliance, Mower County, Wabasha County, Winona County and the Host County, Olmsted County signed a Memorandum of Understanding (MOU) for Region 10 Contracting Services effective January 1, 2016 through December 31, 2018; and

WHEREAS, Section IV of the MOU specifies that any changes to the terms of the MOU shall only be binding when put in writing and signed by all counties;

NOW, THEREFORE, in signing this Amendment the Participating Counties listed below agree to amend the MOU as follows:

1. Effective January 1, 2017, change Senior Case Aide FTE from .5 to .3
2. Effective January 1, 2017 through December 31, 2017, the budget amounts in Attachment A will be implemented.

Other than the aforementioned amendments above, the Participating Counties agree that all of the terms and conditions of the original MOU remain in full force and effect.

Approved and Accepted for:

Fillmore County

Date

Mower County

Date

Freeborn County

Date

Wabasha County

Date

Goodhue County

Date

Winona County

Date

Houston County

Date

Olmsted County (Host County) Date

Minnesota Prairie County Alliance

Date

Sept 2017 proposal

Investment needed is \$95,688 for 1.18 F.T.E plus \$15,039 for fixed overhead costs, furniture, computer, hook up, etc .

County	Population*	% share	2016 Proposal		Increase/(Decrease)	
			2017 \$ share	Old Rate 2016		
Fillmore	20,834	6.9%	\$7,588	\$7,355	\$233	3%
Freeborn	30,613	10.1%	\$11,150	\$10,919	\$231	2%
Goodhue	46,435	15.3%	\$16,913	\$16,436	\$477	3%
Houston	18,773	6.2%	\$6,838	\$6,634	\$204	3%
MnPrairie (Dodge/	76,108	25.0%	\$27,721	\$26,890	\$831	3%
Mower	39,116	12.9%	\$14,247	\$13,922	\$325	2%
Wabasha	21,239	7.0%	\$7,736	\$7,563	\$173	2%
Winona	50,885	16.7%	\$18,534	\$18,090	\$444	2%
Total	304,003	100%	\$110,727	\$107,809	\$2,918	3%
Increase/(Decrease) for 2017			2,918.23			
New Annual Total for Region X			110,727			

New Annual Total for Olmsted County \$156,693



*US Census 7/1/2015 population estimates (<http://www.census.gov/quickfacts/table>)

This is as of July 1, 2015

Fillmore	20834	-	-
Freeborn	30613		
Goodhue	46435		
Houston	18773		
Dodge	20364	76108	
Waseca	18989		
Steele	36755		
Mower	39116		
Wabasha	21239		
Winona	50885		

<https://www.censes.gov/quickfacts/table>

MINNESOTA PUBLIC FACILITIES AUTHORITY
SMALL COMMUNITIES WASTEWATER TREATMENT PROGRAM
TECHNICAL ASSISTANCE GRANT AGREEMENT

MPFA-SCTA-G-044-FY17

This Agreement is made October 17, 2016 between the Minnesota Public Facilities Authority (the "Authority"), and **Fillmore County** (the "Grantee").

ARTICLE I - GRANT TERMS AND CONDITIONS

Section 1.1. Terms. Pursuant to MN Statutes Section 446A.075, as amended (the "Law"), the Authority hereby commits, subject to the availability of funds and the conditions hereinafter set forth, to grant the sum of **THIRTY SEVEN THOUSAND DOLLARS (\$37,000)** from the Small Communities Wastewater Treatment Program (the "Grant") to the Grantee for the purpose of funding eligible costs to: (a) contract with a licensed professional for preliminary site evaluations and analysis of the feasibility of installing new soil-based treatment systems, and (b) contract for technical assistance services as described in the Grant application which is herein incorporated (the "Technical Assistance Project"). The term of this Agreement is from October 17, 2016 to June 30, 2020, and no disbursements of the Grant will be made after that date.

Section 1.2. Authority Source of Funds. The Project financing provided by the Authority is from the Clean Water Legacy Fund.

Section 1.3. Disbursements. (a) The Grant will be disbursed to the Grantee pursuant to this Agreement, based on disbursement requests submitted by the Grantee to the Authority for approval in accordance with applicable laws and regulations. The Authority shall disburse Grant funds for eligible costs authorized by Section 446A.075, as amended.

(b) For each disbursement request, the Grantee must submit supporting invoices, billing statements and a signed disbursement request form to the Authority for completed work on the Technical Assistance Project.

(c) Disbursements must be made by the Authority to the Grantee within 30 days of receipt of the Grantee's request made in the form, and at the times, determined by the Authority, unless the Authority determines to withhold disbursement in accordance with the provisions of this Agreement. The Authority will endeavor to pay disbursement requests submitted by Borrower not later than the 15th of the month by the 25th of the same month.

(d) If the final eligible costs of the Technical Assistance Project are less than **\$37,000** the Grant amount will be reduced accordingly.

ARTICLE II - THE PROJECT

Section 2.1. Grantee's Responsibilities. The Grantee agrees that it shall complete the Technical Assistance Project with reasonable diligence before June 30, 2020 in accordance with all applicable state and local statutes, rules, regulations, ordinances and reporting requirements.

ARTICLE III - FUNDS, FINANCIAL RECORDS AND REPORTS

Section 3.1. Financial Recordkeeping. For all expenditures of funds made pursuant to this Agreement, the Grantee shall keep financial accounts and records in accordance with generally accepted government accounting principles including invoices, contracts, receipts, vouchers and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures. Such accounts and records shall be accessible and available for a minimum of six years from June 30, 2020 for examination by authorized representatives of: the Authority, the Legislative Auditor, and the Office of the State Auditor.

Section 3.2. Annual Financial Reports. The Grantee shall provide the Authority with an acceptable annual financial report conducted in accordance with Minnesota Statutes, Section 471.697 or 471.698, as appropriate, for the years in which the Grantee receives Grant funds from the Authority. All financial reports must be submitted within 30 days after completion of the financial report but no later than one year after the end of the financial report period.

Section 3.3. Reports. The Grantee shall submit a copy of all written reports to the Authority within 30 days of completion that are prepared as the result of the work done under the Technical Assistance Project.

ARTICLE IV – GOVERNMENT DATA PRACTICES

Section 4.1. General. The Borrower agrees with respect to any data that it possesses regarding the Project, to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Chapter 13 of the Minnesota Statutes that exists as of the date of this Agreement and as such may subsequently be amended, modified or replaced from time to time.

ARTICLE V - ADMINISTRATION

Section 5.1. Notices. In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing, and shall be sufficient if personally served or sent by prepaid, certified mail (return receipt requested), to the address of the party to whom it is directed. Such address shall be that address specified below or such different address as may hereafter be specified, by either party by written notice to the other:

In the case of the Authority:

Minnesota Public Facilities Authority
Attention: Executive Director
332 Minnesota Street, Suite W820
St. Paul, MN 55101-1378

In the case of the Grantee:

Fillmore County
Attention: Board Chair
P.O. Box 466
Preston, MN 55965

Section 5.2. Amendments. Any amendments to this Agreement must be in writing and executed by the Grantee by the same officials, which signed this Agreement, or their successors.

Project Number: MPFA-SCTA-G-044-FY17
Grantee Name: Fillmore County

The Authority and the Grantee have caused this Agreement to be duly executed by their duly authorized undersigned representatives. Statutory Cities must execute this Agreement as provided in Minnesota Statutes, Section 412.201, as amended. Home Rule Charter Cities must execute this Agreement as provided in Minnesota Statutes, Chapter 410, as amended.

GRANTEE: We have read and we agree to all of the above provisions of this agreement.

By _____
Mark Prestby
Title Board Chair
Date _____

By _____
Bobbie Vickerman
Title County Policy Coordinator
Date _____

**MINNESOTA PUBLIC FACILITIES
AUTHORITY:**

By _____
Shawntera Hardy, or delegate
Title Chair
Date _____

ENCUMBERED:
Minnesota Public Facilities Authority

By _____
Date Encumbered B2401 3-1810 10/18/2016
(Individual signing certified that funds have been encumbered as required by Minnesota Statute 16A)

DRAFT



PROFESSIONAL SERVICES AGREEMENT

Stantec

THIS AGREEMENT is made and entered into effective October 10, 2016 (the "Agreement Date") by and between:

"CLIENT"

Name: FILLMORE COUNTY
Address: Courthouse, 101 Fillmore Street, P.O. Box 466, Preston, MN 55965
Phone: (507) 765-4566 Fax: (507) 765-2803
Representative: Ms. Bobbie Vickerman, County Coordinator

"Stantec"

Name: STANTEC CONSULTING SERVICES INC.
Address: 6188 Rome Circle NW, Rochester, MN 55901
Phone: (507) 282-2100 Fax: (507) 282-3100
Representative: Mr. Brett Grabau, PE

PROJECT NAME (the "PROJECT"):

Cherry Grove Community Assessment Report

DESCRIPTION OF WORK: Stantec shall render the services described in Attachment "A" (hereinafter called the "SERVICES") in accordance with this AGREEMENT. Stantec may, at its discretion and at any stage, engage subconsultants to perform all or any part of the SERVICES. The CLIENT and Stantec by written amendment to this AGREEMENT may from time to time make changes to the SERVICES. All changed work shall be carried out under this AGREEMENT. The time for completion of the SERVICES shall be adjusted accordingly.

COMPENSATION: Charges for the SERVICES rendered will be made in accordance with the CONTRACT PRICE indicated in Attachment "A", or, if no CONTRACT PRICE is indicated, in accordance with Stantec's Schedule of Fees and Disbursements in effect from time to time as the SERVICES are rendered.

Invoices shall be paid by the CLIENT in the currency of the jurisdiction in which the SERVICES are provided without deduction or setoff upon receipt. Failure to make any payment when due is a material breach of this Agreement and will entitle Stantec, at its option, to suspend or terminate this Agreement and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days @ 8 percent per annum.

REPRESENTATIVES: Each party shall designate in the space provided above a representative who is authorized to act on behalf of that party and receive notices under this AGREEMENT. Such representatives have complete authority to act on behalf of their principals in respect to all matters arising under this AGREEMENT.

NOTICES: All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party. All notices required by this AGREEMENT to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail, telegram, email, facsimile or telex, addressed to the regular business address of such party as identified above.

CLIENT'S RESPONSIBILITIES: The CLIENT shall provide to Stantec in writing, the CLIENT's total requirements in connection with the PROJECT, including the PROJECT budget and time constraints. The CLIENT shall make available to Stantec all relevant information or data pertinent to the PROJECT which is required by Stantec to perform the SERVICES. Stantec shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the CLIENT, including information and data originating with other consultants employed by the CLIENT whether such consultants are engaged at the request of Stantec or otherwise. Where such information or data originates either with the CLIENT or its consultants then Stantec shall not be responsible to the CLIENT for the consequences of any error or omission contained therein.

When required by Stantec, the CLIENT shall engage specialist consultants directly to perform items of work necessary to enable Stantec to carry out the SERVICES. Whether arranged by the CLIENT or Stantec, these services shall be deemed to be provided under direct contracts to the CLIENT unless expressly provided otherwise.

The CLIENT shall give prompt consideration to all documentation related to the PROJECT prepared by Stantec and whenever prompt action is necessary shall inform Stantec of CLIENT's decisions in such reasonable time so as not to delay the schedule for providing the SERVICES.

When applicable, the CLIENT shall arrange and make provision for Stantec's entry to the PROJECT site as well as other public and private property as necessary for Stantec to perform the SERVICES. The CLIENT shall obtain any required approvals, licenses and permits from governmental or other authorities having jurisdiction over the PROJECT so as not to delay Stantec in the performance of the SERVICES.

STANTEC'S RESPONSIBILITIES: Stantec shall furnish the necessary qualified personnel to provide the SERVICES. Stantec represents that it has access to the experience and capability necessary to and agrees to perform the SERVICES with the

reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the SERVICES at the time when and the location in which the SERVICES were performed. This undertaking does not imply or guarantee a perfect PROJECT and in the event of failure or partial failure of the product of the SERVICES, Stantec will be liable only for its failure to exercise diligence, reasonable care and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure Stantec's performance. There are no other representations or warranties expressed or implied made by Stantec. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the SERVICES provided by Stantec nor shall Stantec warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond Stantec's reasonable control. Stantec does not warrant the SERVICES to any third party.

In performing the SERVICES under this AGREEMENT, Stantec shall operate as and have the status of an independent contractor and shall not act as, or be an employee of the CLIENT.

The SERVICES performed by Stantec shall be subject to the inspection and the review of the CLIENT at all times but such inspection and review shall not relieve Stantec from its responsibility for the proper performance of the SERVICES.

TERMINATION: Either party may terminate this AGREEMENT without cause upon thirty (30) days' notice in writing. If either party breaches this AGREEMENT, the non-defaulting party may terminate this AGREEMENT after giving seven (7) days' notice to remedy the breach. On termination of this AGREEMENT, the CLIENT shall forthwith pay Stantec for the SERVICES performed to the date of termination. Non-payment by the CLIENT of Stantec's invoices within 30 days of Stantec rendering same is agreed to constitute a material breach of this AGREEMENT and, upon written notice as prescribed above, the duties, obligations and responsibilities of Stantec are terminated. In the event Stantec terminates without cause, CLIENT shall be entitled to use the documents prepared by Stantec to complete the project under the direction and assumption of the professional responsibility of another professional.

SUSPENSION OF SERVICES: If the project is suspended for more than thirty (30) calendar days in the aggregate, Stantec shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the PROJECT is suspended for more than ninety (90) days, Stantec may, at its option, terminate this agreement upon giving notice in writing to the CLIENT.

ENVIRONMENTAL: Except as specifically described in this AGREEMENT, Stantec's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS: Stantec shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, Stantec shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES ("LAWS"). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of Stantec, through no fault of Stantec, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

EQUAL OPPORTUNITY: Stantec shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

COST AND SCHEDULE OF CONSTRUCTION WORK: In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor Stantec has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on Stantec's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT's budget or schedule or from any opinion of probable cost or project schedule prepared by Stantec. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

LIMITATION OF LIABILITY: The CLIENT releases Stantec from any liability and agrees to defend, indemnify and hold Stantec harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the negligence or willful misconduct of Stantec.

It is further agreed that the total amount of all claims the CLIENT may have against Stantec under this AGREEMENT or arising from the performance or non-performance of the SERVICES under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to \$90,000. No claim may be brought against Stantec in contract or tort more than six (6) years after the cause of action arose, or within the applicable statute of limitations, whichever is shorter. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against Stantec and not against any of Stantec's employees, officers or directors.

Stantec's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and Stantec shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets.

INDEMNITY FOR MOLD CLAIMS: It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, Stantec knowingly encounters any such substances, Stantec shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against Stantec, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold Stantec harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of Stantec. Stantec and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

DOCUMENTS: All documents prepared by Stantec or on behalf of Stantec in connection with the PROJECT are instruments of service for the execution of the PROJECT. Stantec retains the property and copyright in these documents, whether the PROJECT is executed or not. Payment to Stantec of the compensation prescribed in this AGREEMENT shall be a condition precedent to the CLIENT's right to use documentation prepared by Stantec. These documents may not be used for any other purpose without the prior written agreement of Stantec. The CLIENT shall have a permanent non-exclusive, royalty-free license to use any concept, product or process which is patentable or capable of trademark, produced by or resulting from the SERVICES rendered by Stantec in connection with the PROJECT, for the life of the PROJECT. The CLIENT shall not use, infringe upon or appropriate such concepts, products or processes without the express written agreement of Stantec. In the event Stantec's documents are subsequently reused or modified in any material respect without the prior consent of Stantec, the CLIENT agrees to indemnify Stantec from any claims advanced on account of said reuse or modification.

Any document produced by Stantec in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Stantec, which may be withheld at Stantec's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Stantec's standard form reliance letter.

Stantec cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold Stantec, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Stantec, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Stantec's written consent.

AUDITS: All books, records, documents, and accounting procedures and practices of Stantec or other party, that are relevant to this contract or transaction, shall be subject to examination by the county and the legislative auditor, state auditor, or private auditor as appropriate, for a minimum of six years. In the event that the County of Fillmore requests that the auditor examine the books, records, documents, and accounting procedures and practices of Stantec or other party pursuant to this provision, Fillmore County shall be liable for the cost of the examination. In the event Stantec, or other party requests that the auditor examine all books, records, documents, and accounting procedures and practices related to this contract, Stantec or other party that requested examination shall be liable for the cost of the examination.

PROJECT PROMOTION: Where the Client has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the Client agrees to include Stantec in such Project Promotion.

FORCE MAJEURE: Any default in the performance of this AGREEMENT caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

GOVERNING LAW: This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed.

DISPUTE RESOLUTION: If requested in writing by either the CLIENT or Stantec, the CLIENT and Stantec shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ATTORNEYS FEES: In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

ASSIGNMENT AND SUCCESSORS: Neither the CLIENT nor Stantec shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

PROTECTION OF PRIVACY LAWS: Stantec will comply with its statutory obligations respecting the collection, use, disclosure, access to, correction, protection, accuracy, retention and disposition of personal information that may be collected or created under this AGREEMENT. Stantec will refer any request for access to or correction of personal information that is made under statute to the CLIENT and will comply with any directions from the CLIENT respecting the access request, or respecting correction and annotation of personal information. Stantec will, at reasonable times and on reasonable notice, allow the CLIENT to enter its premises and inspect any personal information of the CLIENT's that is in the custody of Stantec or any of Stantec's policies or practices relevant to the management of personal information subject to this AGREEMENT.

ENTIRE AGREEMENT: This AGREEMENT constitutes the sole and entire agreement between the CLIENT and Stantec relating to the PROJECT and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties, whether express or implied, shall form a part hereof. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and Stantec. All attachments referred to in this AGREEMENT are incorporated herein by this reference; however, in the event of any conflict between attachments and the terms and conditions of this AGREEMENT, the terms and conditions of this AGREEMENT shall take precedence.

SEVERABILITY: If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and Stantec.

THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.

The Parties, intending to be legally bound, have made, accepted and executed this AGREEMENT as of the Agreement Date noted above:

FILLMORE COUNTY

STANTEC CONSULTING SERVICES INC.

Print Name and Title

Joseph Palen, Senior Associate

Print Name and Title

Per: _____

Per:  _____



Stantec

PROFESSIONAL SERVICES AGREEMENT ATTACHMENT "A"

Attached to and forming part of the AGREEMENT

BETWEEN:

FILLMORE COUNTY
(hereinafter called the "CLIENT")

- and -

STANTEC CONSULTING SERVICES INC.
(hereinafter called "Stantec")

EFFECTIVE: October 10, 2016

This Attachment details the SERVICES, CONTRACT TIME, CONTRACT PRICE, ADDITIONAL CONDITIONS and ADDITIONAL ATTACHMENTS forming part of the above described AGREEMENT.

SERVICES: Stantec shall perform the following SERVICES:

See Attachment Appendix A - Consultant's Services

(hereinafter called the "SERVICES")

CONTRACT TIME: Commencement Date: Upon execution of the agreement.

Estimated Completion Date: March 1, 2017

CONTRACT PRICE: Subject to the terms below, CLIENT will compensate Stantec as follows:

In accordance with Appendix A, Part 4.

Project specific charges, such as subconsultants; travel, accommodations and meals; project-specific printing of deliverables; consumables; usage charges for specialized field equipment and company-owned, leased or rented project vehicles; external testing lab charges and other external services charges; specialized computer software costs; and other significant project-specific expenses will be invoiced in addition to labor fees.

Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third party charges will be charged as invoiced to Stantec with a zero percent (0%) markup.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

Where the SERVICES or services conditions change, Stantec shall submit to the CLIENT in a timely manner, documentation of the revisions to Attachment "A" adjusting the Contract Services Time and Price as required.

Unless otherwise specified, charges for SERVICES are based on Stantec's hourly billing rate table ("2016 Billing Rate Schedule"), attached In Appendix B. The Rate Schedule is subject to escalation from time to time.

ADDITIONAL CONDITIONS: The following additional conditions shall be read in conjunction with and constitute part of this AGREEMENT: NO ADDITIONAL CONDITIONS

ADDITIONAL ATTACHMENTS: The following additional attachments shall be read in conjunction with and constitute part of this AGREEMENT:

Appendix A – Consultant's Services

Appendix B – 2016 Billing Rate Schedule

Appendix C – Estimated Hours and Expenses



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PROFESSIONAL SERVICES AGREEMENT

ATTACHMENT "A"

**INSURANCE
REQUIREMENTS:**

Before any services are provided under this agreement, Stantec shall procure, and maintain in effect during the term of this agreement, insurance coverage in amounts and on terms not less than set forth below.

General Liability: Commercial general liability insurance for personal and bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence and not less than \$3,000,000 in the aggregate.

Automobile Liability: Automobile liability insurance for bodily injury, including death, and property damage in the amount of \$1,000,000 each occurrence.

Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by Stantec in the amount of \$2,000,000 per claim and in the aggregate.

Workers' Compensation: As prescribed by applicable law.

Certificates: Upon request, Stantec shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage therein afforded shall not be cancelled except with sixty (60) days prior written notice to the CLIENT.



1. Project Description

Cherry Grove is located in York and Forestville Townships, Fillmore County and relies on individual soil-based systems for wastewater treatment and disposal. We understand that there are 24 systems serving residential properties and two systems serving non-residential buildings within the area.

Fillmore County (County) has applied to receive a Technical Assistance Grant from the Minnesota Public Facilities Authority (PFA) to evaluate the condition of the existing sewage treatment systems in Cherry Grove, and determine the most viable long-term sewage treatment solution for the community. The stated project goal is to evaluate the feasibility of replacing the 26 non-compliant and failed systems with individual and/or clustered soil-based treatment systems or determine if an alternate sewage collection / treatment option is a better option. The purpose of the project is to provide the County information that will be helpful in determining the best long-term sewage treatment solution for each property within the area.

2. Project Approach

The Project approach outlined is to evaluate the operational condition of the existing septic tanks, and the suitability of each lot for the construction of a compliant replacement system. If selected for the project, Stantec will work with County staff; and the SE Minnesota Wastewater Initiative Community Sewage Treatment Facilitator throughout the project research, field inspections, report preparation, and analysis of wastewater treatment options.

Based on a windshield tour and our preliminary review of soils maps, it appears very likely that numerous homes in the community will have no reasonable onsite treatment solution. We will evaluate a potential cluster site to determine its suitability and limitations for use in achieving a community solution for these properties. If selected for this project, Stantec would look to County staff to aid in the identification of, and arrangement of access to, sites where it would be politically and administratively possible to construct a potential large cluster system. Stantec would then evaluate the technical feasibility of these options.

3. Basic Services

MAPPING

Based our Community Assessment experience, we envision mapping to be a significant component of the project. Both a community map and individual parcel maps are required. Individual parcel maps would identify the estimated boundaries of each parcel; lot improvements; wells; existing septic tanks and drainfields; applicable setbacks; easements; slope direction and percent; disturbed, compacted or non-soil areas; and an area 40 feet by 60 feet suitable to construct a soil treatment system (if such suitable area exists). Please note that our Basic Services do not include any title work of the type that would be required to identify legal easements; however, this work could be provided as a Supplemental Service.

Since it will not be possible to determine setbacks from lot lines that are in question, some resolution of those boundaries will be necessary. We will look to homeowner input, occupation lines, aerial photographs, plats; and any land surveys and legal property descriptions provided to us to resolve the



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issue of property boundaries to a level of detail necessary to complete the study. We do not anticipate the need for legal boundary surveys at this time and no land surveying is included in our Basic Services. However, Stantec employs numerous Minnesota-Registered Land Surveyors and survey field crews, so surveying could be provided as a Supplemental Service.

COMMUNITY MEETING

If chosen, Stantec will prepare jointly with Southeast Minnesota Wastewater Initiative Facilitator to hold a community meeting at the conclusion of the project to present the results and conclusions of the Community Assessment.

INSPECTIONS

Stantec will “Identify any parcels which currently have a compliant, properly functioning standard Type I individual septic system”. Therefore, a SSTS compliance inspection will need to be performed for each property, and a performance evaluation will be needed for systems found to meet the minimum technical standards for regulatory compliance. It is possible that there are construction records for a few of the systems in the community. One or more of these systems may be technically compliant if less than five years old or inspected within the past three years; however, since an identification of properly functioning systems is requested, some type of performance evaluation for these systems will also be required.

Prior to the initiation of field activities, Stantec will contact Gopher State One Call and request that they make arrangements for the appropriate public utility companies to determine the locations of public underground utilities at the sites. We request that Fillmore County, the property owner, or the property owner’s authorized representative notify Stantec of the presence and locations of any underground objects which are not the responsibility of public utility companies. Stantec will make every reasonable effort to avoid damaging underground objects, but will not be responsible for damage to miss-located objects or objects not called to our attention prior to the initiation of field activities. The mapping of underground utilities and construction obstructions will be completed. The accuracy and completeness of this mapping exercise is wholly dependent on the accuracy and completeness of the information provided by the public utility locating company(s) and the homeowners.

Normally when conducting a compliance inspection, we would look at the components in an order from most likely to fail and most easily evaluated, to least likely to fail and more costly to evaluate. Typically, we would evaluate the soil treatment area first and then pump the tank only if system met separation, or if reuse of the tank was desired in a replacement system. Past RFP’s have stated that “The Designer needs to determine if *any* [italics added] properties have properly functioning, compliant tanks”. This implies that for every tank in the community, technical compliance with the minimum County standards must be verified and operational performance must be evaluated. To achieve this objective, at least one manhole (if present) on every tank in the community would have to be opened to allow the tank to be cleaned and inspected. In our view, making this a compulsory step of the assessment is premature, and its value to the community assessment is disproportional to its cost and the resulting property disturbance. Given the comparatively low cost of replacement septic tanks, we don’t believe that the County’s decision should be influenced by the condition of any of the existing septic tanks in the community. We have not included the costs of pumping tanks in the base of our proposal but have provided a line-item budget as requested. We would strongly recommend pumping tanks on an as-needed basis. Please note that the quoted Community Assessment cost and per-tank pumping cost does not include the cost of attempting to locate and uncover buried manholes. Manholes not already extending to the surface would be located and exposed (if present) as a Supplemental Service on a time and materials basis; and only with the express written permission of the property owner consenting to



the resulting property disturbance. Alternately, the homeowner or County personnel may perform this excavation work. Please note that failure to expose at least one manhole on each tank will limit our ability to conduct the assessment of tank condition and operational performance as requested in the RFP.

The soil treatment system will also need to be inspected. The first step in inspecting a system with a soil treatment area will be to locate the soil treatment area. The next step will be to determine the depth to and/or elevation of the bottom of the distribution media, which we would typically do by soil probing. One or more soil observations (soil borings) will then be conducted adjacent to the soil treatment system to determine the separation between the bottom of the distribution media and periodically saturated soil or other limiting condition. If the system fails to meet the required separation, the system fails to meet this compliance criterion.

If no existing soil treatment area can be located and no above-ground soil treatment system is apparent, then we must assume there is either an in-ground system or no soil treatment system at all. Soil borings conducted as a component of the site evaluation would indicate whether or not an in-ground system on the property could maintain separation from periodically saturated soil (based on tank outlet invert depth). If there is no mound or at-grade system, and the soils at the property are not suitable for the installation of an in-ground system at the depth the tank would discharge, non-compliance can be assumed.

For systems that meet separation, an attempt will be made to determine if the system is hydraulically overloaded or failing using one or more of the methods outlined in the Minnesota Pollution Control Agency's (MPCA's) Compliance Inspection Form for Existing Subsurface Sewage Treatment Systems.

SITE EVALUATIONS

A site evaluation will be conducted at each lot with a non-compliant system in general accordance with the requirements of Minnesota Rules Chapter 7080.1710 and 7080.1720, the specifics of which are included here by reference. We assume that the relevant and necessary preliminary evaluation information specified in Ch. 7080.1710 will be provided in the homeowner questionnaire provided by the County.

A field evaluation will be conducted at each property in accordance with the requirements of Ch. 7080.1720. The field evaluation will include a sufficient number of soil observations (soil borings) to identify one 40-foot by 60-foot soil treatment area on each property, or a sufficient number of soil observations to conclude that such a soil treatment area cannot be re-constructed on the property. Borings will be advanced using a manually-operated bucket auger with a 3.5-inch diameter steel barrel. Each of the borings will be advanced to the depth of the periodically-saturated layer, bedrock, or a depth three feet below the proposed depth of the system, whichever is less. As soil samples are returned to the surface, the sample depth, soil texture, and soil color will be noted along with any other observable characteristic such as disturbance or soil compaction that may affect percolation rates and/or the treatment of effluent.

Typically, potential cluster sites would be evaluated with test pits, if necessary. We have not included the costs of test pit excavation in the base of our proposal but have provided a line-item budget for your reference. If percolation tests are required to determine the soil sizing factor, they will be conducted in accordance with Ch. 7080.1720, Subp. 6, item B as a Supplemental Service on a time and materials basis.



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CONCEPTUAL DESIGN

Upon completion of the site evaluation a conceptual design will be completed for a potential onsite replacement system. This will be a preliminary conceptual design only and will identify a possible onsite treatment solution. These may include a new drain field, a new mound, or possibly a Type III, Type IV or Type V system.

While it may be the objective of the study to determine if wastewater generated at each lot can be treated on that lot, our preliminary review suggests that there are likely lots with non-conforming systems for which there is no onsite treatment alternative. For these lots the only alternative will be an off site solution. If it appears that one or more of the lots are large enough to support a soil treatment area for a combined or cluster system, or if other property upon which a combined system could logically be constructed can be identified by the County, a preliminary evaluation of the soils in that area will be conducted. This area will be indicated on our Site Map and a general recommendation for a cluster group and a preliminary system design and cost estimate will be provided. Our costs include evaluating potential cluster sites with hand auger borings. The County would be responsible for contacting property owners, and gaining permission for site exploration such as hand auger borings, and test pits if they are required by the MPCA.

REPORT PREPARATION

Upon completion of the site evaluations, a written report will be prepared describing the findings of the assessment. It will include a comprehensive community map(s) illustrating the 28 individual parcels on a large, color coated map(s). The maps will illustrate approximate parcel boundaries; lot improvements; wells; existing septic tank and system locations; applicable setbacks; apparent easements; contours; soil observation locations; disturbed, compacted or non-soil areas; and, an area 40 feet by 60 feet suitable to construct a soil treatment system (if such suitable area exists). Please note that our Basic Services includes collecting "survey quality" geospatial data with a sub-meter GPS unit, but does not include any land surveying or title work.

The report will summarize the site evaluation findings; describe SSTS options; present our replacement system recommendations; and, provide an estimate of the anticipated replacement costs. The report will specifically identify properties for which there is no standard (Type I) soil-based treatment option due to lot size, setbacks, soil conditions, or other factors; and, properties that could support a standard soil-based treatment system sized for the existing property use. Potential cluster sites; the results of our evaluation of those sites; recommended cluster groups; and recommended collection and treatment technologies will be discussed in a detail appropriate to meet the objectives of the study.

All treatment options will include an estimate of the construction and project costs associated with each proposed alternative.

DELIVERABLES

Project Deliverables include 10 bound copies of the final report and one CD of the report in electronic – pdf format.

4. Compensation

We proposed to complete the work as outlined in the detailed scope of services on an hourly-not to exceed basis, plus reimbursable expenses for a total estimated cost of \$28,622.40. Our cost will not



**APPENDIX A – CONSULTANT SERVICES
PROFESSIONAL SERVICES AGREEMENT**

Stantec

exceed this amount unless written authorization from the County Board of Commissioners is obtained to complete supplemental services. Our work will be billed on an hourly basis.



**APPENDIX B – 2016 BILLING RATE SCHEDULE
PROFESSIONAL SERVICES AGREEMENT**

Stantec

**2016
RATE SCHEDULE**

Classification

Senior Principal
Principal
Specialist*
Project Manager
Senior Engineer| Scientist | Architect |Landscape Architect | Planner
Architect | Landscape Architect
Land Surveyor
Engineer | Planner | Scientist
Designer | GIS | Landscape Designer |Graphics | Senior Technician
Engineering Technician
Project Technician
Field Supervisor
Crew Chief
Inspector
Survey Technician

		2016	
\$ 132.00	-	\$ 169	
\$ 125.00	-	\$ 158	
\$ 115.00	-	\$ 240	
\$ 122.00	-	\$ 166	
\$ 117.00	-	\$ 155	
\$ 106.00	-	\$ 128	
\$ 96.00	-	\$ 170	
\$ 90.00	-	\$ 128	
\$ 90.00	-	\$ 130	
\$ 70.00	-	\$ 107	
\$ 46.00	-	\$ 72	
\$ 97.00	-	\$ 159	
\$ 74.00	-	\$ 130	
\$ 73.00	-	\$ 102	
\$ 49.00	-	\$ 73	

GPS Survey Equipment

\$ 38

Total Station Equipment

\$ 28

GIS Workstation Equipment

\$ 22

GPS Submeter Unit (per use)

\$ 80

Air Detection Equipment (per half day)

\$ 25

* Specialist: Experts in highly technical disciplines including Principal Planners, Market Analysts and Certified Industrial Hygienist.

These rates are adjusted annually in accordance with the normal review procedures of Stantec.



**APPENDIX C – ESTIMATED HOURS AND EXPENSES
PROFESSIONAL SERVICES AGREEMENT**

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Fillmore County
Community Assessment Report
Community of Cherry Grove
Summary of Total Estimated Hours and Fees

Major Tasks	Client Services Manager/ Design Engineer	SSTS Designer/ Inspector	Senior Technician	Admin./ Clerical	Total Hours	Cost
Team Members	Brett Grabau, PE	Clint Jordahl	Ken Hames	Ann Kellogg		
Task 1: Project Management and Coordination	50	10	4	6	70	\$7,428.00
Task 2: Site Inspections and Evaluations	8	40	48		96	\$9,024.00
Task 3: Conceptual Design and Report Preparation	48	40	16	6	110	\$10,820.00
Labor Hours Subtotal (Hourly Not to Exceed)	106	90	68	12	276	\$27,272.00
Hourly Rates 2016	\$116.00	\$80.00	\$102.00	\$70.00		
Stantec Reimbursable Expenses						
Mileage						\$950.40
Lodging						\$400.00
Total Stantec Reimbursable Expenses						\$1,350.40
Total Cherry Grove CAR Engineering Services and Expenses =						\$28,622.40
Estimated Additional Subcontracted Costs						
Pumping of Septic Tanks (28 at \$150/ Tank)						\$4,200.00
Excavating and Filling of Test Pits (6 at \$250/ Pit)						\$1,500.00
Total Estimated Subcontractor Costs						\$5,700.00



Fillmore County
Community Assessment Report
Community of Cherry Grove

Tasks	Client Services Manager/ Design Engineer	SSTS Designer/ Inspector	Senior Technician	Admin./ Clerical	Total Hours
Team Members	Brett Grabau, PE	Clint Jordahl	Ken Hames	Ann Kellogg	
<i>Task 1: Project Management and Coordination</i>					
1.1 - Project Management Activities	16				16
1.2 - Coordination with MPCA, Wastewater Initiative Facilitator and Fillmore County staff.	14				14
1.3 - Gopher State One Call Coordination.			4		4
1.4 - Solicitation of review comments as required by the MPCA, and resolution of comments.	10			4	14
1.5 - Community Engagement and Meeting. (one meeting)	10	10		2	22
Total Task 1:	50	10	4	6	70
<i>Task 2: Site Inspections and Evaluations</i>					
2.1 - Project Site Inspections and Evaluations	8	40	48		96
- Compilation of all existing County records for systems within the community. (Assume assistance by Southeast Wastewater Initiative)					
- Locating of all soil treatment areas within the community.					
- Site Soil Probing					
- Evaluate Hydraulic Loading					
- CAD Mapping of Existing Conditions, System Layouts and Utilities.					
- Tank Inspections.					
Total Task 2:	8	40	48		96
<i>Task 3: Conceptual Design and Report Preparation</i>					
3.1 - Conceptual Design and Report Preparation	48	40	16	6	110
- Layout of individual systems where conditions allow.					
- Evaluate Cluster/ Community System Options, both collection and treatment.					
- CAD Mapping of Conceptual Design Options					
- Indexing of all relevant historical data and site evaluation worksheets.					
- Project and Construction cost estimates for all alternatives proposed for consideration.					
- Drafting of CAR Report					
- Executive Summary of the CAR for Fillmore County					
Total Task 3:	48	40	16	6	110
Total Tasks 1-3	106	90	68	12	276



Fillmore County
Community Assessment Report
Estimated Reimbursable Expenses

	Reimbursable Expenses
Travel	
Mileage (1,760 miles at \$0.54/mile)	\$950.40
Lodging (4 nights at \$100/ night)	\$400.00
Total Reimbursable Expenses	\$1,350.40

Davidson Septic Service LLC

P.O Box 581
St. Charles, MN 55972
507-923-8382

Estimate

Date	Estimate#
10/17/2016	254

<u>Name/Address</u>
Fillmore County
101 Fillmore St.
Preston, MN 55965

Description	QTY	Cost	Total
Soil Verification for site 1 with travel Cherry Grove, MN	1	150.00	150.00
Soil Verification Site 2 with no travel if Needed. Done with site 1 if needed.	1	50.00	50.00
If Site 2 is done at a later date estimate will be the same as site 1.			
Thank you for your business.	Total		

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 10/25/2016

Amount of time requested (minutes): 5-10 min

Department: Extension

Requested By: Michael Cruse, Local Extension Educator

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

The Extension office needs to purchase a new public address (PA) system as the old system stopped working during county fair and could not be fixed. The Extension PA system has historically been used by multiple groups within the county including county offices, local school programs as well as by those affiliated with the Extension office. The last PA system purchased by the office lasted well over 10 years, so this is a purchase we would not anticipate having to make again for some time. The 2016 Extension budget has a few line items that are not currently used and we would be willing to spend that money to cover a portion of this purchase. We do not have enough money in the budget to cover the entirety of this purchase which is approximately \$1,300 to \$1,600. This is a specific piece of equipment that is not widely sold. The additional documentation for this County Board Request will include prices from multiple suppliers of this equipment.

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.**

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Click delete to remove an item from the cart.

Qty	Part No	Description	Options	Unit price	Unit discount	Line total	Update	Delete
1	GG-BPDUAL	Go Getter DUAL Basic Package	Mic 1 <input type="text" value="Hand-held"/> ▾ Mic 2 <input type="text" value="Lapel"/> ▾	\$1,512.00	\$181.44	\$1,330.56	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Apply Discount Code - Call 888.736.6005 8AM-4PM PST

Net Order Amount	
Sub-Total	\$1,330.56

Shipping Method	Shipping Charge	Total US \$
FedEx Ground - Contl US	\$0.00	\$1,330.56
FedEx Express Saver	\$107.86	\$1,438.42
FedEx 2Day Air	\$180.54	\$1,511.10
FedEx Std Overnight	\$247.64	\$1,578.20

Note: Sales Tax will be applied to all California shipping destinations

Proceed to Billing Screen - Select shipping method later

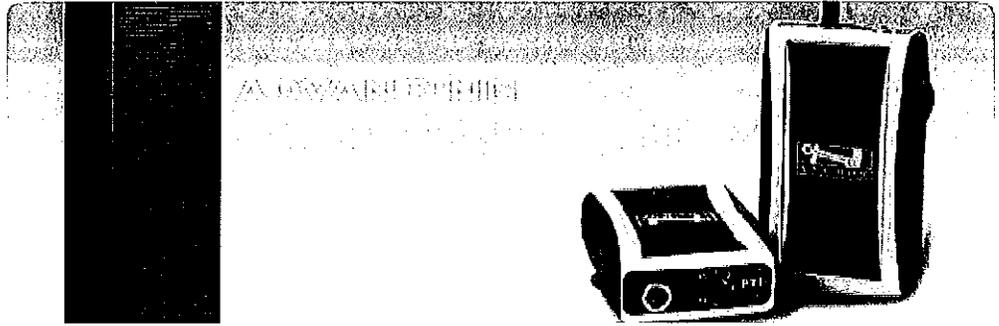
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GG-BPDUAL GG-8000CU2 with built-in Bluetooth and CD/MP3 combo player and 2 wireless receivers, SS-550 Stand; and 2 wireless mics. MIC: WH-8000 hand held mic MIC: LM-60 Lapel w/ Beltpack Review Item	1	\$1,512.00	\$1,512.00
Total			\$1,512.00
Coupon			
Shipping ****FREE SHIPPING**** ▼			
**Free Shipping within continental US. Customers will be contacted in regards to additional freight charges for orders shipping outside the continental US. Please call us at 888/312-6246 with questions.			
Sales Tax 9.00% added to orders shipping to CA			
Grand Total			\$1,512.00
To remove an item, change the Qty to Zero, then click "Recalculate"			
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You Pay \$1,512.00

Item Total: \$1,512.00

Cart ID: #2583729645

Begin Checkout

or



September 29, 2016

Mr. Jon Martin
Fillmore County Administrator
Fillmore County
P.O. Box 466
Preston, MN 55965

Dear Mr. Martin,

At this time, Waste Management would agree to an extension of the "Temporary Agreement and First Amendment for the Landfill Services and Recycling, Processing and Marketing Services", that was entered into on May 23, 2016. The extension between Waste Management of Minnesota, Inc. and Fillmore County, shall include the updated pricing as listed below, for the duration of the extension beginning November 1, 2016.

Pricing for MSW Transportation to Winneshiek County Landfill:

Pricing for MSW Transportation to Winneshiek County Landfill is based on the 12 month average of 18.02 tons per haul.

\$21.21 per ton, with a minimum of \$382.20 per haul

Pricing for MSW Transportation and Disposal to Central landfill:

Pricing for MSW Transportation and Disposal to Central Landfill is based on the 12 month average of 18.36 tons per haul.

\$72.03 per ton, with a minimum of \$1322.47 per haul

Recycling Service and Transportation:

Pricing for the Recycling Service, Transportation and Processing.

\$133.94 per ton, with a minimum of \$468.79 per haul. Non-Compacted

\$57.03 per ton, Compacted

Please contact me if the extension will be needed. At this time we ask that the pricing included within this proposal remain confidential and only discussed between those essential to the decision making process for Fillmore County and Waste Management representatives. This letter does not constitute an offer, and any agreement to pricing and services after October 31, 2016 are contingent about the execution of a separate amendment mutually agreed upon by both parties.

Sincerely,

Jason Nieson
Public Sector Services Representative
WASTE MANAGEMENT
(612) 430-4780 -- Mobile
jnieson@wm.com

SOLID WASTE DEPARTMENT

What does a Solid Waste Department Do?

- Provide a place to dispose of municipal solid waste.
- Provide disposal opportunities for household hazardous waste: -paint, antifreeze, adhesives, used oil, wood preservatives, moth balls, pesticides, battery acid, car care products, bug spray, gasoline & diesel fuel, stains & varnishes, florescent light bulbs, etc.
- Provide disposal of appliances.
- Provide disposal of electronics including but not limited to TV, computers, monitors, phones, answer machines, etc.
- Provides the citizens of Fillmore County a place to recycle their paper, plastics, cardboard, glass, etc. Recycle disposal sites throughout Fillmore County.
- Educate Fillmore County residence about the importance of proper disposal of waste and the dangers of improper handling of waste.

In short the Solid Waste Department provides a vital service for the residence of Fillmore County and protects our environment.

Thanks to the Solid Waste Department.

What is the Future of the Solid Waste Department?

Fillmore County has lost a key employee of the Solid Waste Department with the retirement of Fillmore County Solid Waste Administrator Jon Martin.

Much thought was given to the combining of the Solid Waste Department with the Highway Department and form a Public Works Department.

Current County Engineer Ron Gregg has experience in Solid Waste as the Solid Waste Administrator for Cottonwood County, MN.

County Engineer Ron Gregg indicated to the County Board that he would bring a proposal to the personnel committee for the combination of Highway and Solid Waste Department.

Currently the Highway Department is combined with the County Airport and is overseen by the County Engineer. By combining the Solid Waste department under this umbrella each individual department can draw on the strengths of the others in equipment, knowledge, experience and workforce.

The location of the Resource Recovery Facility in Preston and in close proximity to the Highway shop is a big plus in sharing equipment and workforce.

The Solid Waste Department could undergo some restructuring when combined with the Highway Department.

Restructuring of the Solid Waste Department

Staffing:

The County Engineer will take over the position of the Solid Waste Administrator by overseeing the operations and program.

The department will consist of two full time employee entitled Solid Waste Program Director and Transfer Station Operator. Two back up transfer station operators to be drawn from the highway department maintenance workers. The remaining duties such as billing, payroll, account receivables, etc. will be absorbed into the Highway Department.

The two full time positions are described as follows:

Solid Waste Program Director

Duties:

1. Oversee the daily waste collection activities.
2. Manager the transfer station work hours from 7:30 AM to 3:30 PM.
3. See that billings and payroll is received at the Highway Department.
4. See that Cash is received at the Auditor/Treasure office.
5. Manage the stream of waste which includes but not limited to:
 - a. Recycling
 - b. Appliances
 - c. Used oil
 - d. Electronics
 - e. Florescent Blub

Solid Waste Program Director (cont.)

6. Conduct Household Hazardous Waste collections twice a year with the possibility of year round collection.
7. Conduct Electronic collections twice a year.
8. Produce the annual Score report which is required to receive Score Funding.
9. Oversee the grounds maintenance such as mowing and snow removal.
10. Must have or obtain within the first year of employment:
 - a. Landfill Operators Certification.
 - b. MN Hazardous Waste Categorization Certification.

Report directly to the County Engineer/Public Works Director.

11. Take on the responsibility of the County Recycle Educator.

Transfer Station Operator:

Duties:

1. Operate the transfer Station daily.
2. Maintain all the equipment at the Transfer Station.
3. Provide service to the customers and handle money transactions.
4. Clean the transfer station building including the restroom.
5. Record keeping of the waste received.
6. Have Landfill Operators certification or obtain within one year of employment.
7. Assist in grounds maintenance such as mowing and snow removal.
8. Assist in the recycling processing when needed.

Report directly to the Solid Waste Program Director

Two Back up positions:

Duties:

1. Capable of performing all duties of the Transfer Station Operator in his/her absence.
2. Required to become certified as a Landfill Operator.

The combining of the Solid Waste Department into the Highway Department adds additional responsibilities to the County Engineer in term of oversight, supervision of additional employees and dealing with another governmental agency (MPCA). The County Engineer is requesting additional compensation for the increase duties.

FILLMORE COUNTY JOB DESCRIPTION

Solid Waste Administrator

DEPARTMENT: Sanitation		JOB TITLE OF SUPERVISOR: County Board
PAY GRADE/RANGE: 11	BARGAINING UNIT: Not Represented	FLSA STATUS: Exempt

GENERAL PURPOSE OF JOB

Provide Fillmore County residents with a safe, environmentally sound solid waste management plan by administering overall operation of resource recovery center, supervising departmental employees, managing departmental budget, reporting to county board, and ensuring that waste is handled and disposed of in accordance with applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

FREQUENCY

Reviews, interprets, and implements federal, state, and local policy regulations. Educates, trains, and monitors employees to determine that all rules and regulations are followed and that the facility operates in a safe manner.	Daily 15%
Develops, recommends and monitors the budget by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish goals. Recommends purchases of all equipment and supplies. Submits financial and operational reports as requested and reports to County Board.	Monthly 10%
Supervises the activities of staff responsible for carrying out the functions of the department. Supervision includes assignment and review of projects, providing assistance, evaluating performance, administering discipline, and making hiring, termination and pay change recommendations.	Daily 40%
Keeps abreast of waste management trends, environmental protection funding sources, recycling markets, and compost markets. Uses this information to educate the public and staff on waste reduction and safe handling of solid waste. Communicates with various community groups, governmental agencies, and represents district at various meetings.	Weekly 15%
Develops long term (5 year plan) Solid Waste goals, monitors progress on goals, updates cost projections, recommends changes to achieve objectives, and submits reports to Office of Environmental Assistance.	Annually 10%
Oversees maintenance of equipment, buildings, and grounds at the Resource Recovery Center by conducting inspections and assessing the need for repairs.	Monthly 5%
Assists County Board with bargaining agreement negotiations.	Varies 5%
Performs other duties of a similar nature or level.	As required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of Bachelor's degree (B.A.) in environmental science from a four-year college or university; and two years solid waste or supervisory experience and/or training; or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- Minnesota Drivers License or evidence of equivalent mobility
- MN Hazardous Waste Categorization Certificate

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Knowledge of federal, state, and local solid waste handling regulations
- Waste management trends
- Recycling and compost markets
- Basic Accounting procedures
- Fiscal and operating reporting procedures
- Basic knowledge of supervisory approaches and methods
- Familiarity with bargaining agreement negotiation, mediation and arbitration procedures

REQUIRED SKILLS *(position requirements at entry)* skill in:

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, governmental regulations, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires a high degree of skill in developing, motivating, fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually loud.

CLASSIFICATION HISTORY

Prepared By: Debra Bryan/Bjorklund Compensation Consulting (BCC)	Date: 10-1999
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FILLMORE COUNTY JOB DESCRIPTION

Solid Waste Program Director

DEPARTMENT: Sanitation		JOB TITLE OF SUPERVISOR: County Engineer
PAY GRADE/RANGE:	BARGAINING UNIT: Not Represented	FLSA STATUS: Non-Exempt

GENERAL PURPOSE OF JOB

Provide Fillmore County residents with a safe, environmentally sound solid waste management plan by administering overall operation of resource recovery center, supervising departmental employees, and ensuring that waste is handled and disposed of in accordance with applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

FREQUENCY

Reviews, interprets, and implements federal, state, and local policy regulations. Educates, trains, and monitors employees to determine that all rules and regulations are followed and that the facility operates in a safe manner.	Daily 15%
Recommends purchases of all equipment and supplies. Submits financial and operational reports as requested and reports to the County Engineer.	Monthly 5%
Supervises the activities of internal staff and carries out the functions of the department. Supervision includes assignment and review of projects and providing assistance.	Daily 25%
Keeps abreast of waste management trends, environmental protection funding sources, and recycling markets. Uses this information to educate the public and staff on waste reduction and safe handling of solid waste. Communicates with various community groups, governmental agencies, and represents district at various meetings.	Weekly 10%
Develops long term (10 year plan) Solid Waste goals, monitors progress on goals, updates cost projections, recommends changes to achieve objectives, and submits reports to Office of Environmental Assistance.	Annually 10%
Oversees maintenance of equipment, buildings, and grounds at the Resource Recovery Center by conducting inspections and assessing the need for repairs.	Monthly 5%
Develops and presents presentations to schools, civic groups and the public regarding the importance of recycling and waste reduction.	Annually 5%
Produces Annual SCORE report, which is required for SCORE funding.	Annually 5%
Manages all waste streams that come into the transfer station.	Daily 15%
Performs other duties of a similar nature or level.	As required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires a high school diploma or equivalent; and two years supervisory experience and/or training; or equivalent combination of education and experience. Solid waste experience a plus.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- Minnesota Drivers License or evidence of equivalent mobility
- MN Hazardous Waste Categorization Certificate (must be able to obtain within 1 year of employment)
- Landfill Operator Certification (must be able to obtain within 1 year of employment)

REQUIRED SKILLS *(position requirements at entry)* skill in:

- Ability to read, analyze and interpret common scientific and technical journals, financial reports, governmental regulations, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires a high degree of skill in developing, motivating, fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the County and speaking on behalf of the County.

PHYSICAL DEMANDS

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

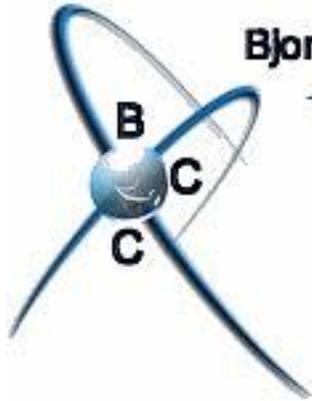
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While performing the duties of this job, moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually loud.

CLASSIFICATION HISTORY

Prepared By:	Date: 10-2016
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Bjorklund Compensation Consulting, LLC

Serving The HR Needs Of The Public Sector

18979 Elle Lane
Eden Prairie, MN 55348
Direct: 952-974-9787
Cell: 612-617-1727
Fax: 952-980-4843
Web Site: www.bcc-llc.net
Email: rbjorklund@earthlink.net

October 16, 2016

Bobbie Vickerman
County Coordinator
101 Fillmore Street West
PO Box 466
Preston, MN 55965

Dear Bobbie:

You have requested the assistance of BCC in reviewing and reevaluating the duties and responsibilities of the Solid Waste Program Director. This position was previously a distinct County Department and has since been restructured to fall under the direction and overall management of the County Engineer. Given the restructuring, the relative value of the job should be impacted both respect to the authority and independence of action, overall budgetary control and control overall planning and direction program initiatives.

Accordingly, I have reviewed the provided job description and evaluated the job using the County's job evaluation system and noted below:

<u>Job Title:</u>	<u>Total Points:</u>	<u>Recommended Grade:</u>
Solid Waste Program Director	320	Grade 8

<u>Factor:</u>	<u>Degrees</u>	<u>Points:</u>
Know-How:	C:II:2:M	152
Accountability	D:2:S:H	116
Problem-Solving	D:2:22%	33
Working Conditions	B:3:II:M	19

Total Points: 320 points
Grade: 8



Job related information provided that in part influenced my rating outcome includes:

- Minimum qualifications call for a HS Diploma and 2 years supervisory experience. Certification requirements are not minimum to gain entry into the job but rather are stated as certifications required within a year to “maintain employment”.
- The job clearly has supervisory authority but full authority to initiate actions are limited under the new organizational hierarchy within the Highway Department. This hierarchy also impacts matters pertaining to budget, long range planning and initiatives within the program and Department. Matters impacting the County Engineer’s budget, programs, or any new initiatives would under the organizational structure require within department approval of actions prior to Board actions.
- Position has a significant amount of public interaction, some public speaking and informational programs/events/communications.
- Working conditions associated with the job appear unchanged due to the reorganization.

Should you have any questions, concerns or issues, please feel free to call or email me. Thank you for allowing me to review this position and provide my advice.

Respectfully,



Robert Bjorklund
BCC, LLC

The Personnel Committee asked Ron Gregg and I to work together to come up with a job description for the suggested position that Ron has in his recommendation. We did put that together and we sent it off to Bjorklund. It is enclosed as well. Below is what was sent to the Personnel Committee based on that recommendation:

Here is the recommendation from Bjorklund along with the job description that Ron and I put together. Please let me know your thoughts.

He is recommending a Grade 8 for this position which is as follows:

year
10 year
Beg
1 year
3 year
5 year
7

GRADE 8	Hourly	\$21.1313	\$22.0879	\$23.5600	\$25.6579	\$26.5041	\$27.9762
Engineering Technician	Monthly	\$3,662.76	\$3,924.30	\$4,185.84	\$4,447.37	\$4,708.91	\$4,970.45
Building Maintenance Supervisor	Annual	\$43,953.15	\$47,091.60	\$50,230.04	\$53,368.49	\$56,506.93	\$59,645.38

PC/Network Technician

Recycling Education Coordinator

Bobbie Vickerman
 Fillmore County Coordinator
 Fillmore County
 PO Box 466
 Preston, MN 55965
 507.765.4566

REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 10/25/16

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:

1. Merit increase for Denise Zwart, Eligibility Worker, to Merit Grade 28/Step 8(H) effective 11/20/2016 as recommended by the Social Service Manager.

REGULAR AGENDA:

1. Resignation of Jessica Erickson, Director of Nursing, effective November 14, 2016
- 2 years of service

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.**

REQUEST FOR COUNTY BOARD ACTION

AGENDA DATE: _____ 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 would like the County Commissioners to review an Access Permit for Jerry and Rebecca Gingerich. Mr. & Mrs. Gingerich would like to relocate an existing field drive on their property to better access a newly constructed barn on their property. Fillmore County Highway Engineer Ron Gregg has reviewed the site and recommended approval with the following specifications:

- Existing driveway must be removed;
- Must install an 18" culvert, approximately 65 feet long
- Finished inslopes shall be 4:1 slope.

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.

ACCESS PERMIT APPLICATION FILLMORE COUNTY

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

(1) Name of all Landowners: Jerry D. Fringerich Phone #: 1-507-676-1950
Rebecca Fringerich Phone #: _____
Phone #: _____

Mailing Address: 17111 Co 23 Centon Ma. 55922
Address City State Zip

(2) Parcel #: 100275000 Permit # _____

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

SE/SE

Section: 27 (4) Township: 102 (5) Range: 9

Permission is being applied for to construct an access to County Road 23 at the following location

(qtr/qtr) SE Section 27 Township Name Amherst

Reason for Access Make 160' to south of existing driveway take out old driveway

TOTAL FEE: \$200.00 (NON-REFUNDABLE)

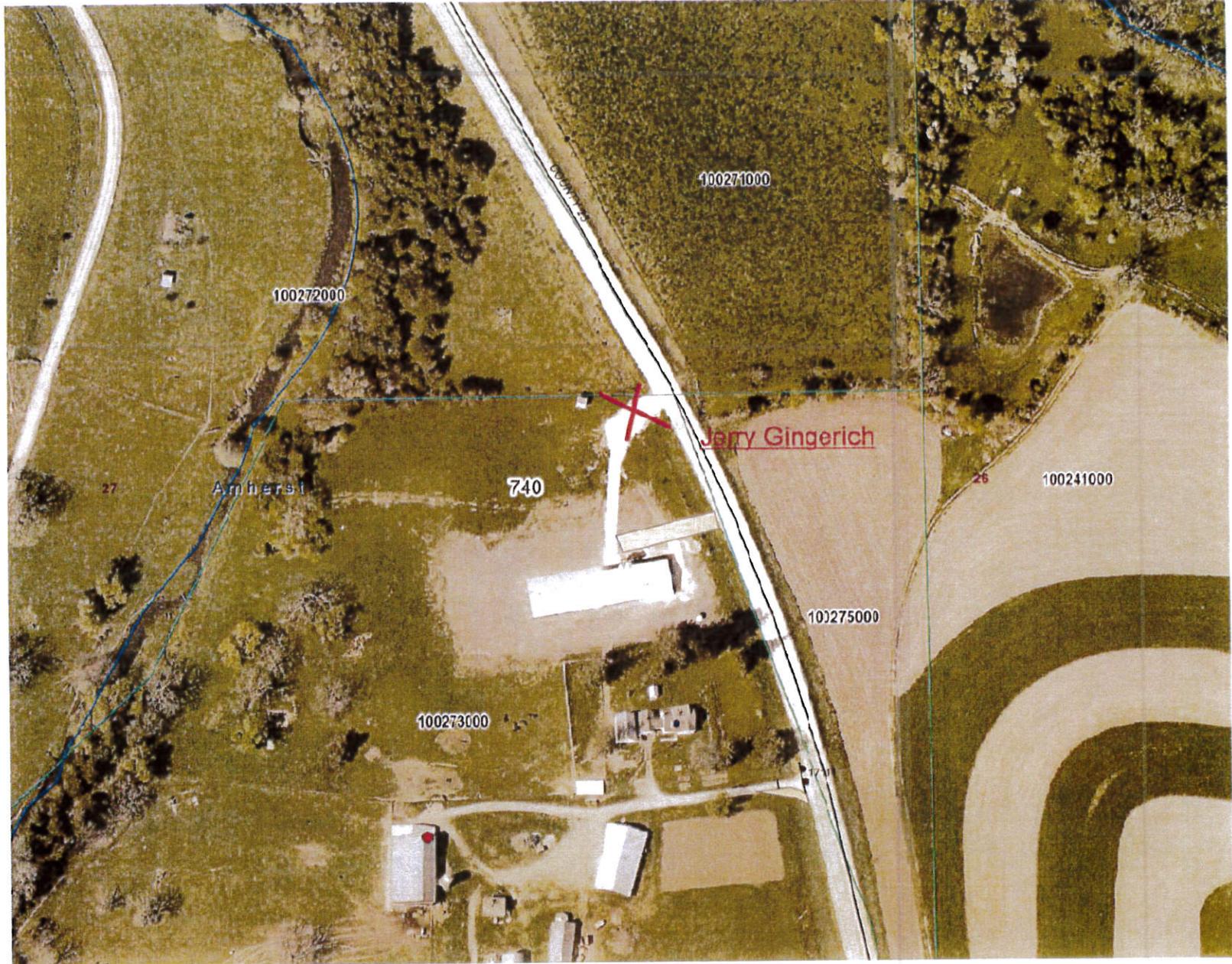
(4) Signature of all Landowners: Jerry D. Fringerich Date: 9-29-16
Rebecca Fringerich Date: 9-29-16
Date: _____

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

Specifications/Conditions: NEW EXISTING DRIVEWAY TO THE NORTH MUST BE REMOVE,
NEW DRIVEWAY WILL REQUIRE A 18" CULVERT APPROX. 65' LONG,
FINISHES IN SLOPES SHALL BE 4:1 SLOPE
10-14-16
County Engineer _____ Date _____ Zoning Administrator _____ Date _____

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

Board Chairman _____ Date _____ County Auditor _____ Date _____





Canton Heating & Cooling LLC

100 S Main
PO Box 98
Canton, MN 55922

Estimate

Date	Estimate #
10/3/2016	158

Name / Address
Fillmore County Courthouse Attn: Terry Schultz PO Box 466 Preston, MN 55965

			Project
Description	Qty	Rate	Total
Supply and install: ELKLZS8WSL Water Cooler ELKLZWSR bottle filler Remove existing unit and disposal Water and drain connections		1,560.90	1,560.90
Hellendbrand always fresh 5 stage filter	2	589.00	1,178.00
Labor		225.00	225.00
Total			\$2,963.90

Phone #
507-450-1534

E-mail
cantonheatingandcooling@gmail.com