1. 3:00 P.M. Agenda And Meeting Materials

Documents:

JUNE 16 PACKET.PDF

"NOTE CHANGE IN STARTING TIME & LOCATION"

POLK COUNTY BOARD
MEETING LOCATION:
POLK COUNTY TRANSFER STATION
320 INGERSOLL AVENUE, CROOKSTON, MN
AGENDA

JUNE 16, 2020

3:00 P.M. **MEETING OPEN/CONVENE**

CALL TO ORDER

PLEDGE ALLEGIANCE TO FLAG

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

1. **Approve Commissioner Warrants and Sign Audit List.**
2. **Approve the June 2, 2020 Board minutes.**
3. **Approve payment to US Bank, St. Louis, MO in the amount of $130,417.59 for procurement card purchases.**
4. **Approve payment to Card Member Services, St. Louis, MO in the amount of $3,302.01 for credit card purchases.**
5. **Approve payment to MN BCA, St. Paul, MN in the amount of $33.25 for backgrounding fees for an enhanced driver's license or Jennifer Perreault.**
6. **Approve payment to Hewlett Packard, Boston, MA in the amount of $2,441.21 for two lap top computers.**

COUNTY BOARD MEMBERS ISSUE FORUM

3:30 **APRIL SWENBY – SAND HILL RIVER WATERSHED DISTRICT**

1. **Resolution (2020-51) 2021 General Tax Levy Petition No. 1 Sand Hill River Watershed District**
2. **Resolution (2020-52) 2021 General Tax Levy Petition No. 2 Sand Hill River Watershed District**
3. **Resolution (2020-53) 2021 General Tax Levy Petition No. 3 Sand Hill River Watershed District**
4. **Annual Report**

3:50 **RICHARD SANDERS – HIGHWAY DEPARTMENT**

1. **Resolution (2020-50) Luane Tasa – Northwest District State Aid Engineer Retirement**
2. **GIS Software Upgrade**
3. **County Ditch Maintenance Request**

4:00 **JACOB SNYDER – PLANNING AND ZONING**

1. **Resolution (2020-54) Interim, Use Permit For Harvey Yoder To Allow For Homebased Cabinet/Furniture Making Business**
2. **Resolution (2020-55) Termination of Recorded Resolutions 2016-67, Document A000706833 Recorded September 23, 2005 and 2005-5-42, Document A000625365 Recorded January 5, 2017**

4:20 **JON STEINER – ENVIRONMENTAL SERVICES**

1. **CY 2021 Tip Fee Discussion**
2. **CY 2021 Steam Sales Discussion**
3. **CY 2021 Solid Waste Assessments**
4. **CY 2020 Solid Waste Fee Abatement Discussion**

4:50 **CHUCK WHITING - ADMINISTRATION**

1. **COVID-19 Operations Status**
2. **2021 Budget Discussion**
3. **Minnesota Counties Webinar**

RECESS UNTIL BOARD OF REVIEW

6:00 P.M. **BOARD OF REVIEW**

ADJOURN

If you need any type of accommodation to participate in the Polk County Board meeting, please contact Chuck Whiting at (218) 281-5408 at least 1 working day before the meeting. This board agenda is subject to change without notice.

JUNE 2, 2020
WEBEX PHONE CONFERENCE
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session via Webex phone conference at 8:00 o'clock a.m., June 2, 2020, Crookston, MN. Members present via Webex phone conference: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee and Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Other present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised June 2, 2020 agenda adding James Tadman, Sheriff and No. 3 under Chuck Whiting, Administration.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the June 2, 2020 consent agenda:

1. Approve Auditor Warrants.
2. Approve the May 19 and May 26, 2020 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the Dancing Sky Board on Aging meeting where the focus was financing. In addition, he participated in an MRC meeting where the focus was COVID-19 adverse financial impact. Discussion was brought forth regarding a discussion he had with Tom Hove a DNR representative which was focused on the enclosed boat lift issue on Maple Lake.
2. Commissioner Strandell brought forth discussion about the upcoming Polk County Building meeting where the construction on the East Grand Forks Human Center Building will be the focus.
3. Commissioner Willhite brought forth that he attended the Extension Committee meeting. He also participated in the Polk Norman Mahnomen Community Health Board meeting.
4. Commissioner Lee brought forth that she participated in an electronic Extension Committee meeting where updates were provided for 4-H, Ag Education and Statewide Programming. She also participated in a Polk Norman Mahnomen Community Health Board meeting where compensation for administration was addressed. In addition, she participated in the State Community Health Advisory Committee. Discussion was brought forth regarding calls of concern over a road.
5. Commissioner Diedrich brought forth that he had not participated in any meetings since the last Board meeting.

PUBLIC HEALTH

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

1. COVID-19 Update

An update was given to the Board regarding the COVID-19 virus.

ENVIRONMENTAL SERVICES

Jon Steiner, Environmental Services Director came before the Board with matters pertaining to his department:

1. **CY 2020 Solid Waste Fee Abatement Discussion**
   Discussion of issues and potential response options to current and future non-residential abatement requests and the potential impact of response options on revenues and operations were discussed with the Board.
2. **CY 2021 Polk and Regional County Fee Discussion**
   Discussion and recommendations for fee increases for CY 2021 involving tip fees, steam sales and solid waste assessments were discussed with the Board.

PROPERTY RECORDS

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

1. **Abatement Request(s)**
   Discussion along with Abatement Form/Tax Statement/E-mail handouts were presented to the Board regarding application for abatement of property tax for the following: RBJ's Restaurant/Kim Samuelson Owner requesting a reduction of the 1st half of the 2020 taxes by 50%. Twenty-five percent of the Tax and the Solid Waste fee is $3,310.00 and Drafts Sports Bar & Grill/Brent Melsa Owner requesting a reduction of 25% of the 2020 taxes. Twenty-five percent of the Tax and the Solid Waste fee is $4,892.90. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to deny the requested reduction for RBJ's Restaurant and Drafts Sports Bar and Grill. Bill Sparks of the Minnesota Department of Revenue advises against the approval of such abatements. The Board will continue to work on relief to restaurants and other commercial entities impacted by COVID-19/Governor Walz's orders with further examination of the Commercial Solid Waste Fees. (Handouts on file in the Administrator's Office)

SHERIFF

*James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. **Update On Assistance From Department**
   An update was given to the Board regarding the deployment of Polk County deputies to provide assistance to other counties and cities regarding the protestors.

ADMINISTRATION

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to his department:

1. **Review of SF 3745 Re: Use of Law Library Funds**
   The Board discussed the legislation signed by Governor Walz and how to proceed going forward with the Law Library Board. A handout pertaining to the SF 3745 bill was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to request the

Law Library Board to review the statute and agree to make the transfer necessary to cover Polk County costs for courtroom technology improvements. (Handout on file in the Administrator's Office)

2. **2021 Budget – Preliminary Goals and Objectives**
   Discussion regarding the 2021 preliminary budget goals and objectives along with handouts pertaining to the 2020 Polk County Adopted Budget and the 2020 Polk County Budget to Actual Report as of April 30, 2020 were presented to the Board. (Handouts on file in the Administrator's Office)
3. ****COVID-19 Operations Update**
   An update was given to the Board regarding the COVID-19 Operations.

AUDITOR WARRANTS

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

AUDITOR WARRANTS 05/05/2020

Vendor Name	Amount
BELTRAMI COUNTY SOLID WASTE	3,514.53
Chiller Systems Inc	5,800.00
Crookston City	31,724.68
Custom Aire	83,574.82
East Grand Forks City	45,650.49
Hardwick & Nelson Law PLLC	2,554.55
Hubbard Cty Solid Waste Mgmt	157,626.02
Kronos SaaShr Inc	3,583.55
Lenes Sand & Gravel Inc	31,723.28
Lenes Sand & Gravel Inc	4,477.98
Norman County Public Health	3,360.80
Polk County Administrator	16,912.81
Polk County Administrator	26,621.17
Polk County Public Health	6,956.76
15 Payments less than 2000	4,000.08
Final Total:	428,081.52

AUDITOR WARRANTS 05/12/2020

Vendor Name	Amount
Altru Health System	2,653.00
Diversified Contractors Inc	135,280.00
ELEMENTAL AIR	10,376.00
ENTERPRISE FM TRUST	5,466.69
Great Plains Natural Gas Co	6,682.94
Halstad Telephone Co	9,543.70
Herzog Roofing Inc	48,600.19
Lepier Oil Company Inc	2,268.17
Ottertail Power Co	2,381.23
University Of North Dakota	6,250.28
29 Payments less than 2000	14,464.03
Final Total:	243,966.23

AUDITOR WARRANTS 05/19/2020

Vendor Name	Amount
Clay County Public Health	2,500.00
Cole Papers Inc	2,748.83
ENTERPRISE FM TRUST	12,540.77
Fischer Rust, Stock & Rust, PLLC	2,465.00
Fosston Municipal Utilities	47,002.82
Garden Valley Technoligies	2,883.52
Kronos SaaShr Inc	3,563.23
Mn State Auditor	27,498.40
Norman County Public Health	13,656.30
Northwestern Mental Health Center	14,486.86
Ottertail Power Co	21,264.76
Polk County Public Health	53,967.26
Verizon Wireless	3,478.45
23 Payments less than 2000	11,194.00
Final Total:	219,250.20

AUDITOR WARRANTS 05/26/2020

Vendor Name	Amount
Crookston Water Department	3,301.92
Custom Aire	9,490.26
Dept Of Transportation	3,779.70
East Pc Soil & Water	21,560.00
East Polk Heritage Center	5,000.00
Egf Heritage Foundation	5,000.00
ENTERPRISE FM TRUST	6,892.12
Knife River Materials	859,134.30
Norman County Public Health	7,774.00
Occupational Development Ctr	7,500.00
Palmer Masonry & Concrete	7,722.40
Polk Co Historical Society	7,500.00
Polk County	71,442.55
Polk County Fair Assoc	20,000.00
Polk County Public Health	26,078.00
Tri- Valley Opportunity Council	7,000.00
University Of Minn R S V P	2,400.00
West Polk Soil & Water	21,560.00
15 Payments less than 2000	7,331.09
Final Total:	1,100,466.34

AUDITOR WARRANTS 05/26/2020

Vendor Name	Amount
Bremer Bank Na	1,676,399.95
Bremer Bank Na	557,728.61
School District 2176 Treas	223,012.48
School District 2311 Treas	147,734.85
School District 2609 Treas	710,699.51
School District 2906 Treas	113,134.12
School District 592 Treas	213,213.68
School District 593 Treas	1,514,573.83
School District 600 Treas	409,726.70
School District 601 Treas	894,728.50
School District 630 Treas	18,188.10
Final Total:	6,479,140.33

MANUAL WARRANTS 05/01/2020

Vendor Name	Amount
Internal Revenue Service	167,251.51
Minnesota Revenue	29,340.71
Final Total:	196,592.22

MANUAL WARRANTS 05/04/2020

Vendor Name	Amount
FURTHER	1,726.76
Final Total:	1,726.76

MANUAL WARRANTS 05/12/2020

Vendor Name	Amount
FURTHER	2,130.10
Final Total:	2,130.10

MANUAL WARRANTS 05/15/2020

Vendor Name	Amount
Internal Revenue Service	159,354.06
Minnesota Revenue	27,205.72
Final Total:	186,559.78

MANUAL WARRANTS 05/18/2020

Vendor Name	Amount
FURTHER	215.91
Final Total:	215.91

MANUAL WARRANTS 05/20/2020

Vendor Name	Amount
Northwest Service Cooperative	268,425.50
Final Total:	268,425.50

MANUAL WARRANTS 05/20/2020

Vendor Name	Amount
Mn Dept Of Revenue	1,145.00
Final Total:	1,145.00

MANUAL WARRANTS 05/20/2020

Vendor Name	Amount
Minnesota Revenue	4,470.00
Minnesota Revenue	433.49
Mn Dept Of Rev Tax Division	78,531.05
Mn Dept Of Revenue	1,257.00
Mn Dept Of Revenue	54.00
Final Total:	84,745.54

MANUAL WARRANTS 05/22/2020

Vendor Name	Amount
U.S. Bank Corporate Payment Systems	64.99
Final Total:	64.99

MANUAL WARRANTS 05/22/2020

Vendor Name	Amount
U.S. Bank Corporate Payment Systems	33,890.40
Final Total:	33,890.40

MANUAL WARRANTS 05/26/2020

Vendor Name	Amount
FURTHER	2,253.53
Final Total:	2,253.53

With no further business, the Board adjourned to reconvene at 3:00 p.m., June 16, 2020.

_____
Gary Willhite, Chair

_____
Charles S. Whiting, Polk County Administrator
Clerk of the Board

SAND HILL RIVER
WATERSHED DISTRICT

PO Box 584
Fertile, MN 56540
218.945.3204
www.sandhillwatershed.org

DATE: Wednesday, June 10, 2020

TO: Polk County Board of Commissioners

FROM: April Swenby, SHRWD Administrator

RE: 2021 Petitions for Taxing Authority Per M.S.A. 103D.905, Subd. 3

Attached, please find three (3) separate draft petitions for use of the above referenced taxing authority by the Sand Hill River Watershed District (SHRWD) in 2021. The funding was discussed at our regular monthly meeting held in Fertile on June 10, 2020. In accordance with said Statute, use of the funds must be petitioned for by a political subdivision within the watershed district or by petition of at least 50 resident owners whose property is within the watershed district.

Watershed Funding History.

The Sand Hill River Drainage and Conservancy was created in 1949. The duties and responsibilities of the Sand Hill River Drainage and Conservancy Board were given to the new District, Sand Hill River Watershed, on May 28, 1975 in accordance with the Minnesota Watershed Act.

In 1976, the SHRWD joined the Red River Watershed Management Board (RRWMB). Under this joint powers legislation, the SHRWD was able to tax up to a 2 mil levy (now determined as a percentage of the taxable market value). The SHRWD retained half the funds to be used for local projects/programs. The other half was sent to the RRWMB. In 1976, the total taxation for the RRWMB funding was approximately $60,000. To date, the total RRWMB taxation has grown to just over $581,000. In April of 2018, the SHRWD made a decision (for a variety of reasons) to no longer belong to the RRWMB. During the years we were a member of the RRWMB, the funding half retained by the SHRWD was used to support a variety of projects/programs, including the development of detention and diversion sites. For 2018, the RRWMB set their levy at 100% (0.0004836) based on their proposed budget, and the status of projects they are funding. The taxable market value for the SHRWD for 2020 is $1,248,250,119 If the Sand Hill were still a member of the RRWMB, the total taxation amount would be $603,656, at a levy rate of 100%. Of this amount, one half of the proceeds ($301,828) would have been kept by the SHRWD for projects/programs, and the other half remitted to the RRWMB to redistribute back to MN Watershed Districts with flood control projects that meet their criteria and benefit the Red River of the North.

SHRWD Joint Powers Withdrawal.

As discussed Counties in previous years with the County Commissioners of all three in the Sand Hill River Watershed District, the Sand Hill River Watershed District board of managers withdrew from the Joint Powers Agreement with the Red River Watershed Management board and as a result, the district is unable to levy an ad valorem tax of .04836 percent of taxable market value for 2020, collectible for 2021. This decision to withdraw and utilize MSA 103D.905 Subd. 3 has saved the taxpayers of our district an estimate of approximately $300,000 annually since 2018. Water quality, flood damage reduction and natural resource enhancement remain the forefront of the Sand Hill River Watershed District, and with the petitions brought forth by the Polk County Commissioners, we can continue our efforts. Board members continue to educate themselves regarding Basin issues by attending Basin meetings. The Sand Hill River Watershed District

continues with the mediation agreement and is evoking project team meetings for the upper portion of the Sand Hill River Watershed District. The Sand Hill River Watershed District board of managers uses MSA 103D.905 Subd. 3 as a measure to ensure local sustainability and success for water management within the boundaries of the Sand Hill River Watershed District.

History of the M.S.A. 103D.905, Subd. 3 Funding in our region.

Watershed Law allows the Managers to make an annual levy for the general fund in an amount not to exceed 0.00798 percent of the taxable market value for a period not to exceed 15 consecutive years to pay the cost attributable to the basic water management features of projects initiated by petition of a political subdivision within the Watershed District, or by petition of at least 50 resident owners whose property is within the Watershed District. After resigning from the RRWMB, the SHRWD was faced with a funding problem to continue the needed flood damage reduction (fdr), natural resource enhancement (nre) work, and water quality projects, along with a variety of other programs and studies. In 2006, the Buffalo-Red River Watershed District (who opted out of the Joint Powers Agreement in 2002) worked with the Legislature to increase the taxing authority under M.S.A. 103D.905, Subd. 3 to three times the amount listed in Statute, or equivalent to an approximate 1 mil levy, equaling the local share had they belonged to the RRWMB. That increased taxing authority was in effect for a three-year period (2007/2008/2009). The Buffalo Red has continued to work with our local Legislators since 2009 but their efforts have not resulted in the continued use of that increased general taxing authority. However, the Minnesota Board of Water and Soil Resources (BWSR) has an opinion that the use of the annual levy taxing authority (0.00798%) can be used for multiple concurrent projects and Clay County has fully supported the use of this statute in lieu of the RRWMB levy to support the efforts of the Buffalo Red River Watershed District.

2021 Taxing Authority.

At our June 10, 2020 regular monthly meeting, the SHRWD discussed three (3) separate petitions for use of the M.S.A. 103D.905, Subd. 3, taxing authority for 2021. The first petition ($99,610.36), which the maximum allowable by law (0.00798%), will provide funding to water management areas (construction, maintenance, beaver control, and information services related to specific projects within the Sand Hill River Watershed District. The second petition ($99,610.36) will be used for a variety of water quality and erosion efforts. The third petition ($99,610.36), will provide funds for continuing efforts related to watershed studies, education and agency support.

Summary.

We truly want to thank the Polk County Board of Commissioners for your openness to consider this as a viable option for taxpayers of the Sand Hill River Watershed District last year. We request your support for the use of these funds in 2021. To continue the good works and services that the district landowners enjoy, we need to use these types of levies on an annual basis to continue the valuable project/program work in the SHRWD.

If you should have questions or comments concerning the above or attached, please feel free to contact this office.

Attch: 2020 Draft General Levy Petitions (3)

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-51)

2021 General Tax Levy Petition No. 1
Sand Hill River Watershed District

The following resolution (2020-51) was offered by Commissioner:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value ($99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for the costs associated with the water management (technical assistance, construction, maintenance, beaver control, building upgrades, and information services related to specific projects within the Sand Hill River Watershed District.

NOW THEREFORE, BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will discuss at their, annual budget hearing.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

I, Charles S. Whiting County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 16th day of June 2020 and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 16th day of June 2020.

_____
Charles S. Whiting
County Administrator
Clerk of the Board

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-52)

2021 General Tax Levy Petition No. 2
Sand Hill River Watershed District

The following resolution (2020-52) was offered by Commissioner:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value ($99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds for a variety of water quality and erosion efforts that may include examples such as River Cleanup efforts, clean water fund projects such as sediment basins, targeted watershed grants/efforts, and rock riffles, and Erosion Control projects.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will be discussed at their annual budget hearing.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

I, Charles S. Whiting County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 16th day of June 2020 and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 16th day of June 2020.

_____
Charles S. Whiting
County Administrator
Clerk of the Board

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-53)

2021 General Tax Levy Petition No. 3
Sand Hill River Watershed District

The following resolution (2020-53) was offered by Commissioner:

WHEREAS, Pursuant to Minnesota Statutes Annotated (M.S.A.) 103D.905, Subd. 3, and any other applicable statutes, the Polk County Board of Commissioners hereby petitions for a one-year (2021) annual tax levy in an amount not to exceed 0.00798 percent of the taxable market value ($99,610.36) to pay the costs attributable to the basic water management features of project/programs within the Sand Hill River Watershed District (SHRWD); and

WHEREAS, The SHRWD per M.S.A. 103D.905, Subd. 3, will use these funds continuing efforts related to watershed studies, education and agency support which includes examples such as: The Red River Basin (produce studies that provide a unified voice for water quality, water supply and water quantity), International Water Institute (create and provide research/services/programs such as LiDar, alternative measures for viewing, River of Dreams program, and the Riverwatch Program), cost sharing for monitoring rivers and lakes, NRCS planning programs such as PL566, TMDL studies, and stream gauging for the various gages in the Sand Hill River Watershed District.

NOW THEREFORE BE IT RESOLVED, By the Polk County Board of Commissioners that the Board does hereby petition for the use of said levy by the Board of Managers, SHRWD, in 2021, as will be discussed at their annual budget hearing.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

I, Charles S. Whiting County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 16th day of June 2020 and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 16th day of June 2020.

_____
Charles S. Whiting
County Administrator
Clerk of the Board

Visit the Sand Hill River Watershed District!

The board of managers meets the first Tuesday of every month at 8 AM at the district office located at 219 North Mill. Minutes are posted on our web-site.

FOR MORE INFORMATION. CONTACT US

PO Box 584
Fertile, MN 56540

218.945.3204

april.swenby@sandhillwatershed.org
www.sandhillwatershed.org

SAND HILL RIVER
WATERSHED DISTRICT

2019 Annual Report

Long time Administrator Daniel Wilkens retires after 40 years of dedicated service to the district. April Swenby begins new role as Administrator.

Pg 01

The district continues their efforts towards water quality and fish passage by partnering with the Mn DNR & the Lessard Sams Outdoor Heritage Council.

Pg 03

The district moved forward with improving Ditch #80. Construction started later than anticipated, but progress was made towards completion.

Pg 04

The distirct introduces April Swenby as Administrator

January 1, 2019 marked the first day transitioning Administrators. Daniel Wilkens, who was with the district since the late 70's, retired and April Swenby, who began her career with the district in 2001 as the Administrative Assistant, began her role as Administrator.

Swenby came to this district in her new role with 17 1/2 years of watershed experience. With only two employees staffed by the district, Swenby was able to gain experience and knowledge in every facet of the district's endeavors. While her diverse education is primarily accounting, software, and marketing, her hands on - work experience as the Administrative Assistant prepared the district well for the transition of Administrators.

"The network of people I have built over the past 18 years has proven to be a valuable asset to future successes of the district. The relationships with partnering agencies such as the MnDNR, Board of Soil and Water Resources (BWSR), and the local SWCD's (Soil, Water and Conservation Districts) are immeasurable tools that the district uses to move the goals and missions forward. The goals of the district have always been drainage, but along with drainage, water quality increasingly moves into the spotlight. Relationships with partnering agencies are a necessity for local government units, and I have invested 18 years towards nurturing those relationships."

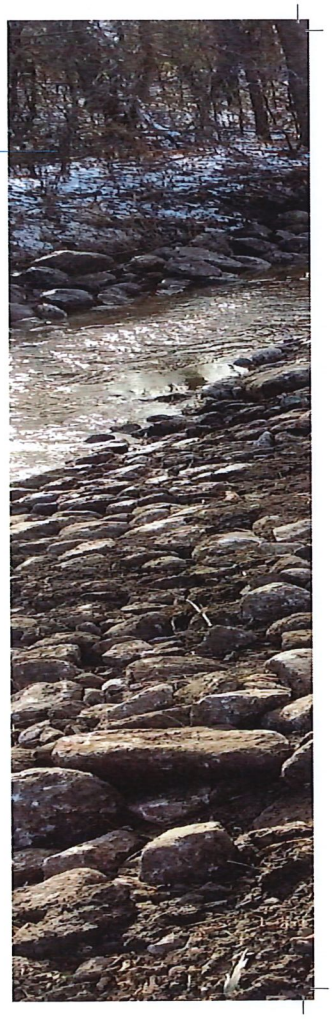
" Dan Wilkens has left me with big shoes to fill. He has also left the district with a recipe for success and has promised to assist in the transition during his retirement. Working by his side for nearly 20 years has given me a great start for continuing the goals and missions of the district."

April Swenby

2019
YEAR IN REVIEW

- The redetermination of benefits was completed for the Sand Hill River Watershed District Project # 5.
- The Sand Hill River Watershed District hired an architect to draft building plans with the goal of ensuring that the district office meets handicapped accessability guidelines.
- The district utilized the Fertile-Beltrami School by hiring a service learning student to perform entry level tasks at the district office.
- In February 2019, the district adopted revised Rules and Regulations. The adopted Rules can be found on the district web-site.
- The managers revised the "Beaver Bounty Program", increasing the bounty to $75 per beaver for participating townships.
- An on-line permit application process was implemented.
- The district opened a money market fund in August of 2019. As a result, average interest earnings increased by 8 times.
- Manager compensation rates increased from $75 to $125 per meeting.
- Various internal documents were created such as a travel policy, a manager compensation policy, and by-laws. The personnel policy was revised.
- Managers approved updating the district GIS mapping system.
- The district has completed Review Point No. 2 and Review Point No. 3, both of which are currently out for NRCS review. These review points will provide the Purpose and Need for the project and a summary of affected resources in the watershed. The SHRWD is currently evaluating alternatives to meet the project purpose.
- Thirty-one permits were received.

In addition to maintaing legal ditch systems and general drainage operations, the district's prioritized goals for 2020 include the completion of Ditch #80, multiple clean water fund grant applications, Kittleson Creek outlet, Sand Hill Lake Dam modifications, additional rock riffles in the Sand Hill River, and the Carlson Coulee tree snagging efforts.



Wright Construction began the work in November of 2019 and completed the project entirely before December of 2019.

Tree snagging efforts along the coulee are planned for 2020 by Kraulik Excavating.

CARLSON COULEE

The Carlson Coulee Project was a component of the Targeted Watershed Grant received by the SHRWD and East Polk SWCD that has a goal of reducing contaminant loading on impaired reaches of the Sand Hill River (as identified by the MPCA's 2014 303(d) list of Impaired Waters).

The Carlson Coulee historically had channel incision and erosion along it's outlet into the Sand Hill River. The project installed riprap grade stabilization along steep reaches of Carlson Coulee, and also removal of fallen trees adjacent to the channel.

Pollution reduction estimates for sediment (TSS) are 332.3 tons per year and 382.2 pounds per year of phosphorus. The project consists of 20 rock riffle structures.

Wright Construction was awarded installation of the rock riffles and completed installation in November of 2019.

Timber removal along the coulee has been awarded Kraulik Excavating and is anticipated to be completed in early 2020.

ABOUT **THE** DISTRICT

The Sand Hill River Watershed District, founded in 1975, encompasses approximately 495 square miles that drain to the Sand Hill River and the Red River. The District encompasses portions of Polk, Norman, and Mahnomen counties in northwestern Minnesota. Municipalities within the District include Fosston, Winger, Fertile, Nielsville, and Climax.

THE TOPOGRAPHY & LAND USE

The Sand Hill River Watershed District is characterized by rolling topography in the eastern and central portions of the District, flattening further to the west. There are many small lakes in the middle of the District between Fertile and Winger. These basins tend to be non-contributing or have poorly developed outlets. The primary land use for the District is agriculture.

BACK IN TIME **HISTORY**

The Sand Hill River in its natural state passed north of the City of Beltrami in a poorly defined channel and dispersed into marshes which extended westerly for over ten miles before reappearing as a river which flowed into the Red River of the North by Bygland.

In an effort to confine the Sand Hill River in a fixed channel, two state ditches were constructed during 1894-1898, substantially along the course now occupied by the present channel.

The improvements were not adequate and additional construction was completed in 1917.

As drainage and flood problems persisted, the Corp of Engineers began a study of the river in 1942. As a result the Sand Hill Drainage and Conservancy Board was established by an order of the District Court of Polk County, State of Minnesota, on the 18th day of May, 1949 to carry out the Corps project to improve the main channel. The overall purpose of the Board was for "flood control and improvement of the Sand Hill River channel." Construction work was completed in the fall of 1954. The process to establish the Sand Hill River Watershed District was a Court Hearing at Crookston, MN on August 28, 1974. The place of business of the Sand Hill River Watershed District was determined to be at Fertile, MN. The duties and responsibilities of the old Sand Hill River Drainage and Conservancy Board were given to the new District on May 28, 1975 in accordance with the Minnesota Watershed Act.

MEET OUR **MANAGERS**

JJ Hamre, Secretary
Beltrami, MN

Clayton Bartz, Treasurer
McIntosh, MN

Stuart Christian, Chair
Erskine, MN

Dan Vesledahl, Vice-Chair
Winger, MN

Roger Hanson, Manager
Beltrami, MN

The district thanks Roger Hanson for his service of over 40 years to the district. Hanson retired December 31, 2019. Craig Engelstad, Fertile, MN native, has been appointed to serve beginning January 1, 2020.

FISH PASSAGE

In 2015 the district was awarded the Lessard-Sams Outdoor Heritage Council LSOHC) Funding Opportunity grant. Enhancements were made on the channel West of Fertile, MN. Construction for the original fish passage restoration portion that was completed in prior years held costs were well below estimates.

The district continues to move forward and fish passage will be restored at two additional sites in the Sand Hill River watershed with the unspent funds.

The first barrier is the roadcrossing on Kittleson Creek, a tributary to the Sand Hill River (West of Fertile, MN). This culvert is nearly perched and velocities exceed the swimming limits for most species at normal flows. This restoration would replace the culvert with a structure more appropriately sized for the creek and at a lower elevation to accommodate fish passage. The second barrier is a dam on Sand Hill Lake. The dam will be removed and replaced with rock arch rapids to allow fish passage upstream into Sand Hill Lake.

Both of these crossings are upstream of the dams that were modified for fish passage in 2017. Restoration of fish passage at these two sites would expand the number of restored acres and river miles in the watershed. Numerous fish passage restoration projects have been conducted in the Red River basin, with almost immediate positive impacts to fish communities.

The projects were awarded in 2019 and construction is planned for 2020.

RIVER CLEAN UP

Funds were available for Conservation Corps crew labor only, on projects with the purpose of protecting, enhancing and restoring water quality in lakes, rivers and streams and/or protecting groundwater and drinking water sources from degradation. Project proposals were to demonstrate measurable outputs to achieve water quality objectives through the implementation of best management practices. In 2018, for the 2nd year in a row, the district was notified that they were the reicpient of this grant.

As a result, phase 2 of the river clean up efforts began in July of 2019. A crew of AmeriCorps members ages 18 to 25, based in Fergus Falls, removed fallen trees, garbage and cleared areas along a 6.3 mile stretch of the Sand Hill River between Rindahl and Polk County Highway 1. Multiple underwater beaver dams were broken up and removed along with tree snags and garbage debris such as tires and contaminates from human littering.

DITCH #80 IMPROVEMENT

Polk County Ditch 80 provides an outlet for approximately 4.2 square miles. The existing ditch consists of approximately 3.5 miles of open channel, and has over 45 feet of vertical fall. Flows frequently break out of the drainage area, and flow overland, impacting the adjacent Maple Creek. Landowners submitted a petition to the SHRWD to investigate improving the system and adding laterals to control break out flows.

In anticipation of the petition for Ditch 80, the SHRWD applied for funding through the Multipurpose Drainage Management Program, which is part of the Clean Water Fund administered by BWSR. The SHRWD was successful in securing funding for the installation of side inlet pipes along the ditch channel.

These practices will reduce the contribution of sediment into the ditch system, and also reduce the costs required by the benefitting landowners.

During the 2019 construction season, Davidson Construction performed ditch excavation starting from the outlet of Polk County Ditch 80 into Maple Creek, to ¼ mile east of 200th Ave. SW (1.8 miles in length). Lateral 1, which is in the middle of section 26, was excavated from Polk County Ditch 80 to 390th St. SW (0.5 miles to the south). Lateral 2, which is located on the east side of 200th Ave SW and the south side of 390th St. SW, was excavated from Polk County Ditch 80 to 390th St. SW (0.5 miles to the south). Temporary erosion control rock checks were placed in the bottom of the ditch just upstream of 200th Ave. SW, halfway between 200th Ave. SW and County Road 48, upstream of County Road 48, and at the outlet of Polk County Ditch 80. Several riprap drop structures and side inlets were also installed.

Due to getting a late start on construction in 2019, the improvements will be completed next spring. Davidson Construction will complete channel excavation on Polk County Ditch 80 (approximately 1.75 miles remain) and Lateral 2 (approximately 1.0 miles remain). Remaining construction items include spreading topsoil, seeding all disturbed areas, installing riprap drop structures and installing side inlets. Lastly, gravel will be added at the junction of 190th Ave. SW and 390th St SW to lessen the occurrence of water overtopping the road.

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 06-16-2020

AGENDA ITEM: Resolution (2020-50) Luane Tasa - NW District State Aid Engineer Retirement

SUMMARY:

1. Lou will be retiring July 7, 2020 from the MNDOT District State Aid Engineer position.
2. Lou has served all the counties in the NW district for the past 25+ years.
3. Highway Department has honored its employees (family) with a Board resolution and would like to honor Luane Tasa as well.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Approve Resolution (2020-50) as presented to the Board.

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

Luane Tasa – Northwest District State Aid Engineer Retirement

RESOLUTION (2020-50)

The following Resolution (2020-50) was offered by Commissioner:

WHEREAS, Luane Tasa will officially retire as The Northwest District State Aid Engineer, effective July 7, 2020, and;

WHEREAS, Luane Tasa has faithfully and diligently served the Counties and their residents of the Northwest District for the past 25+ years.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners does hereby recognize the retirement of Luane Tasa from the Northwest District State Aid Engineer position with regret, and;

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners wishes to extend a hearty thank you for a job well done, and;

BE FURTHER RESOLVED, That the Polk County Board of Commissioners want to extend to you best wishes for a long, active, and enjoyable retirement.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

I, Charles S. Whiting County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 16th day of June 2020 and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 16th day of June 2020.

_____
Charles S. Whiting
County Administrator
Clerk of the Board

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 06-16-2020

AGENDA ITEM: GIS Software upgrade

SUMMARY:

1. Polk County migrated to a fabric based software.
2. The software and licenses for the software need to be upgraded
3. Estimated costs for the upgrade is $12,272.54

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to purchase upgrade to GIS Software and Licenses.

PROJECT ESTIMATE

Polk County, MN
Parcel Fabric Update – Enterprise Deployment

Date: 5-29-2020

Client: Rick Thompson, GIS Coordinator
820 Old Highway 75 S
Crookston, MN 56716

218-470-8256
rick.thompson@co.polk.mn.us

Project Description

Polk County needs to update their current ArcMap parcel fabric to the latest ArcGIS Pro parcel fabric platform to take advantage of the latest technology and benefits such as using any editing tool with the parcel fabric editing.

Data Sources

The Upgrade requires the data source be the most current set of Polk County's parcel fabric data including the entire dataset in which the parcel fabric resides and any datasets in which the fabric data is published.

Polk County provided a sample set of data for review. These sources will need to be reviewed and discussed prior to commencing the project to ensure the best sources for each type of data is used. The listing of the received data is as follows:

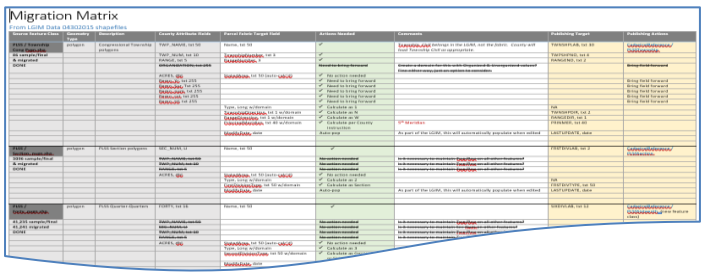
Source File	Notes
ParcelFabricData.gdb	Backup copy of the County's enterprise data
- Parcel Editing dataset	Pro-West is aware that there are other datasets in which data is published and will work with the County regarding the publishing script

Data Consultation

Every parcel fabric project begins with a consultation and creation of a schema matrix. The Polk County staff and Pro-West will discuss the needs of the data and the current state of the data.

During the initial consultation, Pro-West will obtain a copy of the most current Polk County data. This will be used to create the data matrix which will outline the current data, the final parcel fabric and the paths to get there.

The matrix for the migration is often a repeat of the existing attributes from the current Polk County data – same attribute field names, domains, etc. There often isn't a big change in the overall schema when taking existing parcel fabric data to the ArcGIS Pro platform. The matrix document serves as a historical account of what data was upgraded, where to and how.



Sample Matrix

Upon final agreement of the schema for the final parcel fabric, Pro-West will then develop a geodatabase in which the Parcel Fabric data will be upgraded.

Project Details

Project communication, known project challenges and recommendations are detailed in the following sections.

Communication

1. Kick-off call
    a. Review project contract and scope of work
    b. Review source data
2. Data Matrix consultation call
    a. 1-2 hours - Discuss matrix and clarifying questions
3. Upgrade Logistics
    a. Ensure final sign-off on matrix, after sign-off, no other changes can be made
    b. Discuss schedule for upgrade and halting of parcel updates by Polk County
    c. Discuss publishing script update logistics
4. Training Logistics
    a. Discuss schedule for training
    b. Discuss training topics

Recommended Enhancements to the Parcel Fabric

It is common that small changes to the Esri parcel fabric are necessary to ensure the geodatabase fulfills all the needs of the editors and end users. Enhancements to the standard structure would be to accommodate the County's business processes.

These enhancements are small changes, such as:

- Attribute field changes – the most common enhancement when upgrading to the ArcGIS Pro platform is to remove unnecessary attribute fields. The ArcMap platform produced so many fields to accommodate all the parcel types that are no longer necessary to retain for Polk County business practices
- Domain additions – there are occasions when adding a value to an existing domain is necessary to expand the options for a Polk County-specified feature – Railroad ROW, for example.

NOTE: Annotation

The parcel fabric in ArcGIS Pro does not automatically ship with feature-linked annotation, in fact, it does not ship with any annotation pre-set whatsoever. Any annotation that is currently used – whether feature linked or standard – will need to be upgraded to the ArcGIS Pro platform as well.

ONCE UPGRADED TO THE ARCGIS PRO PLATFORM, ANNOTATION IS NO LONGER VISIBLE IN ARCMAP.

However, it does not appear as though Polk County is actively using the feature-linked annotation in the maintenance of their parcel data . . . there are only 70 records of annotation & half of those were from training. Therefore, any upgrade to the parcel fabric will not affect the relationship to the annotation.

Plan for Incorporating Boundary Changes

The Parcel Fabric update will leave the County without the ability to incorporate changes from the time the data is sent to Pro-West, until the data is integrated into the County's enterprise structure. Any updates that come in during that time will need to be held until the training in which they can be used for both practice and real-time updates.

Parcel Fabric Upgrade

The Parcel Fabric upgrade is a multi-step process including data review, upgrade process steps into the ArcGIS Pro Parcel Fabric schema, and post-processing steps to ensure the final geodatabase is optimized for editing and production.

Data Review & Minor Clean-Up

The upgrade to Parcel Fabric for ArcGIS Pro does not require any data cleanup. The data is currently in a parcel fabric which is a strict editing environment in itself which does not allow for poor quality.

Features to Upgrade

Pro-West plans to upgrade the following features to the parcel fabric.

Features
PLSS Control Points
PLSS Sections
PLSS Quarters
PLSS Quarter-Quarters
PLSS Government Lots
Subdivisions
Lots
Tax Parcels
Encumbrances

Loading to the Fabric

Data is upgraded directly into the prepared ArcGIS Pro parcel fabric schema. Loading the data is conducted via COTS tools with variables set for standard practices.

Once the data is loaded, post-processing and quality control tools are used to improve, evaluate and report the success of the upgrade. The post-processing tools work to complete the parcel fabric and enable the fabric topology.

What Happens To . . .

Feature	Outcome
COGO	Unchanged, it migrates exactly as it is now.
Unclosed Parcels	Become connection lines
Orig to POB Lines	Become connection lines
Connector Lines	Stay connection lines
Annotation	Annotation is a separate upgrade process… - If annotation is currently feature-linked, the relationship will be broken during the data upgrade. The anno then needs to be upgraded separately and will need to be re-linked to the fabric after the data is migrated. - If annotation is currently standard annotation, it only needs to be upgraded to the Pro platform and can be maintained from there.
LSA Information	If LSA was used in the previous parcel fabric… - All adjustments will must be completed and saved. - All associated feature adjustments must be applied and saved. - No vectors are preserved during the migration, so all adjustments must be completed to the same date prior to upgrading.

Condo Table	The relationship is broken; however, the table can be brought over separately, and a new relationship created. The table houses the fabric parcel number and the related parcel number, so the relationship should be ready to go.
History	All history is retained and is migrated based on its fabric type.
Control	It is migrated into the Points class and attributed as "Is Fixed" to show that it is control.
Plans	Are migrated to "Records" and are now a spatial feature to be viewed. The <Map> plan will be removed.
User-added attribute fields	Unchanged – they migrate as they are in the existing parcel fabric.
Unjoined data	Not migrated
Related Tables	Not migrated. These need to be brought over separately and new relationship classes created. The original OID is brought over so the data can be re-linked.
System generated lines	Not migrated.
Line Points	Not migrated.

Quality Control

Quality control is essential to Pro-West's procedures to ensure data integrity and to limit data entry errors. Some of the procedures to be utilized include the following:

- Domains are used to control how data entry may occur utilizing "drop-down" lists that create a controlled environment for data entry, thus eliminating typographical errors and inconsistency.
- Geodatabase topology is now built in to the ArcGIS Pro parcel fabric and will be utilized as a quality assessment tool at any time since it validates spatial rules set forth between and among certain classes of features.
- Pro-West incorporates automated and manual analysis, both tabular and visual. Thus, each staff member who upgrades parcel data must adhere to a rigorous set of standards that is reviewed prior to data delivery.
- Quality assurance standards and technology are now built into the ArcGIS Pro parcel fabric platform, such as the implementation of the following tools and procedures:
    - Data Reviewer Extension to run batch checks which ensure the quality of the parcel fabric. The batch processes used by Pro-West include checks for items such as:
        - self-intersections or invalid geometries
        - attribute checks for domain values, unique names, or duplicate names
        - verify spatial indexes
        - check line/polygon coincidence

- Client review will be conducted by Polk County staff to verify that the data was upgraded successfully. The geodatabase will be supplied to the County via a file geodatabase format for review.

Data Publishing

Publishing Script

Pro-West has developed an ETL tool that is a Python publication script and defines which features to publish from the parcel fabric and where to put them. This script automates the publishing of the most current data from the parcel fabric to other feature classes which can then be accessed by web applications.

The automated export will be performed nightly, exporting parcel data from the Parcel Fabric. The nightly process will be triggered from the Windows Scheduled Tasks control panel and will provide basic logging and email notification of the script's actions and ultimate success or failure status.

To support the County's deployment goals, Pro-West will provide:

- Publishing script
- Service set-up
- Initial application configuration
- Training to maintain or update the data published

Assumptions

- County staff will provide access to the necessary servers and/or systems to implement the publishing script with permissions to modify the scheduled tasks
    - SQL(Enterprise geodatabase) and/or web servers. It is assumed the County has an enterprise geodatabase

- The LGIM geodatabase will be utilized as both the source and destination for the publication scripts – meaning the parcel fabric source and the published feature classes all reside in one geodatabase

- Pro-West will prepare the publishing script for the data migrated in this project. All other data to be published will be configured by County staff after all training is complete.

Delivery

The data will be delivered to Polk County as a file geodatabase format. The geodatabase will contain the dataset in which the parcel fabric features will reside. Polk County staff will then load the data from the file geodatabase to their enterprise geodatabase.

Training

Pro-West typically uses a two-step approach to training to give the editors a custom training from the ground up.

First, Pro-West typically requires trainees to take an Esri instructor-led course. However, the course for Parcel Fabric in ArcGIS Pro is not available at this time. Instead, Pro-West recommends the follow options to ensure the editors have the skills to work comfortably in ArcGIS Pro. Most of these are free if you are on the maintenance program with Esri.

Duration	Cost	Title	Link
50 minutes – web course	Free	ArcGIS Pro Basics	https://www.esri.com/training/catalog/5cad02469b1f4010cad9ac46/arcgis-pro-basics/
1 hour - seminar	Free	Going Pro: ArcGIS Pro Essentials for ArcMap users	https://www.esri.com/training/catalog/590901ecdb250232197d2326/going-pro%3A-arcgis-pro-essentials-for-arcmap-users/
1 hour – seminar	Req maint	Create & Share ArcGIS Pro Tasks	https://www.esri.com/training/catalog/57630431851d31e02a43ee58/create-and-share-arcgis-pro-tasks/
2 hours – web course	Req maint	Editing Basics in ArcGIS Pro	https://www.esri.com/training/catalog/5a9f11d1c5c7c34872fcc218/editing-basics-in-arcgis-pro/
3 hours - tutorial	Free	Get Started with ArcGIS Pro	https://www.esri.com/training/catalog/57660c6ebb54adb30c945412/get-started-with-arcgis-pro/
4 hours – web course	Req maint	Automating Workflows using ArcGIS Pro Tasks	https://www.esri.com/training/catalog/57957ed130a990c02999b51c/automating-workflows-using-arcgis-pro-tasks/
5.5 hours – web course	Free	Getting Started with ArcGIS Pro	https://www.esri.com/training/catalog/57630435851d31e02a43f007/getting-started-with-arcgis-pro/

2 day –online instructor led	$1300	Creating & Editing Data with ArcGIS Pro	https://www.esri.com/training/catalog/5a79e3260bc9886661e4e9df/creating-and-editing-data-with-arcgis-pro/

NOTE: the highlighted course is for cost. If the County chooses to take this course, be aware that the cost for this Esri training is **NOT included in the project price below**.

Secondly, for upgrade projects, Pro-West provides a custom 2-day training. During this in-person, on-site, hands-on training, Pro-West works with the County staff to perform actual edits with the County's newly migrated data. The custom course is to ensure that business needs are met and that the editing staff understand the details and nuances to match these needs. Pro-West will provide a variety of editing procedures and exercises to follow when the data is not perfect, how to complete edits that don't fit the typical workflow model, and what pitfalls to avoid when editing.

A hard-copy manual is provided to each student during the Pro-West onsite training. Exercises and training topics include the following:

- Overall understanding of the County's geodatabase structure and schema
- New Parcel Creation
- Parcel Splits and Combines
- New Subdivision (including Condominiums)
- Creation and Maintenance of Encumbrances
- Parcel Fabric quality maintenance & checks to perform

Typical training schedule

Day	Topics Covered
Day 1	• Parcel Fabric Structure & Schema • Review Data Matrix

Day 2	• Editing Environment Settings
	• Hands-On Exercises – with/without Tasks
	  • Merge Parcels
	  • Split Parcels

Day 3	• Hands-On Exercises –
	  • New Subdivision
	  • Importing CAD or other linework

Day 4	Hands-On Exercises – • Condominium relationships • Quality Control • Recommendations moving forward

The project is considered complete after training. Additional support will be charged at our current hourly rates after the training is complete.

Risks

The primary risk to the budget and timeline is scheduling. Pro-West and Polk County will work closely to determine the best time in which the data can be upgraded in conjunction with training dates.

In addition, if unknown issues arise during the project, budget and timeline would be discussed.

Project Assumptions

Overall Project

1. Polk County and Pro-West will communicate via telephone, email, and web meetings.
2. Pro-West will provide an FTP site for the duration of the project in which Polk County and Pro-West can transfer data.
3. Polk County and Pro-West will attend and participate in all scheduled kick-off and status meetings through the duration of the project.
4. Polk County will be available from time to time for unscheduled calls or meetings to discuss a specific topic.
5. Polk County will provide Pro-West with source data, documentation, remote access to necessary database systems, and with training as required to efficiently use those systems. This includes the following:
    a. All related GIS data
    b. Server access with permission to edit, store and create scheduled tasks
6. Pro-West will conduct all upgrade tasks at Pro-West offices and will deliver the data to Polk County.
7. Polk County is requesting training as part of the project.

Enterprise Deployment

The following minimum requirements must be in place prior to project delivery.

Pro-Standard/Advanced level, 2.4.2 or higher
Enterprise (10.7.1 minimum version)

- ArcGIS Server
- Portal for ArcGIS

Federation of ArcGIS Server and Portal for ArcGIS

- SSL Certificates for the domain that the machines reside on for federation

Named Users in Portal

- One that is a creator level for publishing services
- minimum of Editor user type for each user that is going to be editing the enterprise geodatabase.
    a. If you are using the creator license you can use the same license for editing and service publishing.

Enterprise geodatabase needs to be a RDMS that is compatible with Esri Version 10.7.1 and enterprise geodatabase needs to be of version 10.7.1

Publishing Scripts –

- There is an existing script that Pro-West created and installed.
- This script will be upgraded to work with the ArcGIS Pro parcel fabric.

Map services or apps that are currently using data will need to be updated by the County. Pro-West understands this cannot be accomplished until the data is delivered and is in the County's server.

Upgrade Assumptions

1. Pro-West will receive from Polk County all necessary source data.

    a. No annotation is expected to be upgraded.
2. Data clean-up is not a Pro-West task
3. COGO (coordinate geometry) will carry over based on current data.
    a. No comparison or correction to actual COGO values will be conducted
4. Polk County staff will be available for review or questions as needed throughout the migration process via email, phone, or online meeting as necessary

Training Assumptions

1. Training will follow the previous session format, meaning
    a. One-on-one training
    b. Located at workstation
    c. No need for projector or screen
2. Training will be provided for Polk County employees who have completed the required Esri training listed above and have the skills to use ArcGIS Desktop for general editing purposes
3. Polk County and Pro-West will communicate via telephone, email, and Microsoft Teams/online meetings in preparation for the training
4. Polk County will provide:
    a. Training space/room including tables or desks, chairs, etc. to accommodate students and Pro-West trainer (see assumption #1 above)
    b. Computers/laptops and peripherals for each student (Pro-West trainer will supply his/her own laptop)
    c. Software (installed and tested by Polk County prior to training)
        i. ArcGIS Pro 2.4.2+
        ii. Enterprise 10.7.1+
5. Software, Access to Servers & Data, & Editing Permissions tested on each computer to ensure capabilities to create published service, version the data, and edit (read & write)
    a. Each student should test accessing the database prior to training to ensure capabilities exist
6. Projector and screen to accommodate Pro-West trainer's laptop for demonstration (no need if assumption #1 is correct)

Project Management

Pro-West & Associates Project Manager: Kendis Scharenbroich
Phone: 320-207-6861
Email: kscharen@prowestgis.com

Client Project Manager: Rick Thompson, GIS Coordinator
Phone: 218-470-8256
Email: rick.thompson@co.polk.mn.us

Project Schedule: Specific timeline will be discussed upon contract signing.

Client Responsibilities

- Ensure all assumptions are correct
- Ensure deliverables will meet the County's needs
- Review all delivered items for acceptance
- Verify those items that Pro-West has indicated as County tasks, such as these examples
    - Update ArcGIS Online or other application data paths
    - Provide training facilities

*If assistance is needed with client responsibilities, additional costs may apply

Cost Estimate

$12,272.54

***Cost includes travel costs for Pro-West on-site custom training.**
***Cost does NOT include Esri online training.**

If the scope, objectives, or timeline change significantly before the project is completed, Pro-West & Polk County will agree to discuss any necessary modifications to our agreed-upon fee or to the scope, objectives, or timeline of the project.

* Payment is due within 45 days of an invoice date. If payments are not received within 45 days of the invoice date, a late fee of 1.5% of the invoice amount will be charged for each 45-day cycle that the payment is late.

** 3% convenience fee will be added for payment by credit card

To proceed with the described services in this estimate, please sign and date below and return to the Project Manager listed above.

Polk County
Acceptance Signature:

_____Date:_____

Pro-West & Associates
Signature:

_____Date:_____

Estimate valid for 90 days

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 06-16-2020

AGENDA ITEM: County Ditch Maintenance Request

SUMMARY:

1. Ditch Maintenance Requests have come in for County Ditch 55, Branch 1 – Section 6 of Rosebud Township, CD 54 – Section 23,24 of Grand Forks Township, County Ditch 68 Branch 1 – Section 29 of Queen Township.

2. Culvert Replacement and Ditch Cleaning requested.

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve the work in CD 55 and name Richard Sanders as engineer over the project.

Motion by _____ Seconded by _____ to approve the work in CD 54 and name Richard Sanders as engineer over the project.

Motion by _____ Seconded by _____ to approve the work in CD 68 Branch 1 and name Richard Sanders as engineer over the project.

PETITION FOR DITCH MAINTENANCE

Polk County Ag & Drainage Department
820 Old Highway 75 South - Crookston, MN 56716
Phone (218) 470-8263 Fax (218) 281-3976

Request Date: 5/13/2020 Drainage System No.: 68 Branch 1
Township Name: Queen Section No(s) of requested repair: 29
Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Request from the Queen Township Board to have ditch 68 Branch 1 Cleaned. Because it is starting cause road damage to 385 Ave SE

Request from Randy Rae

Queen Township Chairman

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

For the maintenance described above, signatures are required (below) from landowners that pay assessments into the drainage system needing the repair. If it is a cleaning, it's also required to get the signatures (below) of the landowners of where the spoil is going to be placed. Generally, it will be leveled in such a manner that it can be farmed over.

Request for Maintenance and Spoil Placement Signatures (below)

We the landowners who pay drainage assessments on J.D. / C.D._____ do respectfully request the Polk County Board of Commissioners, to spend money for the repair/cleaning/maintenance as described above.

Date	Landowner	Phone No.	Sect. No.	Township
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Reviewed by

County Highway Department _____ ☐ Approved
Engineer

County Board _____ ☐ Approved
District Commissioner

Ditch Authority _____ ☐ Approved
Chairperson

PETITION FOR DITCH MAINTENANCE

Polk County Ag & Drainage Department
820 Old Highway 75 South - Crookston, MN 56716
Phone (218) 470-8263 Fax (218) 281-3976

Request Date: 5/8/2020 Drainage System No.: Ditch 54
Township Name: Grand Forks Section No(s) of requested repair. 23 + 24
Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Survey and clean if needed.
- Ditch 54 from the Sullivan / GF Township line.
- Ditch is on the southside of 130th St. SW
- After survey, contact landowners / renters to the extent of project ~~before~~ before starting.

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

For the maintenance described above, signatures are required (below) from landowners that pay assessments into the drainage system needing the repair. If it is a cleaning, it's also required to get the signatures (below) of the landowners of where the spoil is going to be placed. Generally, it will be leveled in such a manner that it can be farmed over.

Request for Maintenance and Spoil Placement Signatures (below)

We the landowners who pay drainage assessments on J.D. / C.D. 54 do respectfully request the Polk County Board of Commissioners, to spend money for the repair/cleaning/maintenance as described above.

Date	Landowner	Phone No.	Sect. No.	Township
1.	Greg Weldinger Inc	Guy Weldinger 218-791-0489	23	G.F.
2.	Dean Curron Trust	David Thompson 218 779-5299	24	G F
3.	Michael Erickson	218 779-9986	24	G.F
4.				
5.	main contact			
6.				
7.				
8.				
9.				
10.				

Reviewed by

County Highway Department _____ ☐ Approved
Engineer

County Board _____ ☐ Approved
District Commissioner

Ditch Authority _____ ☐ Approved
Chairperson

PETITION FOR DITCH MAINTENANCE

Polk County Ag & Drainage Department
820 Old Highway 75 South - Crookston, MN 56716
Phone (218) 470-8263 Fax (218) 281-3976

Request Date: 5/13/20 Drainage System No.: C.D. 55 br. #1
Township Name: Rosebud Section No(s) of requested repair. SW Corn. 6
Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Replace 48" cmp at station 95+17 in C.D. 55 branch 1. 40' of barrel, 2:1 cut ends
Existing culvert is failing

(X) 6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

For the maintenance described above, signatures are required (below) from landowners that pay assessments into the drainage system needing the repair. If it is a cleaning, it's also required to get the signatures (below) of the landowners of where the spoil is going to be placed. Generally, it will be leveled in such a manner that it can be farmed over.

Request for Maintenance and Spoil Placement Signatures (below)

We the landowners who pay drainage assessments on J.D. / C.D._____ do respectfully request the Polk County Board of Commissioners, to spend money for the repair/cleaning/maintenance as described above.

Date	Landowner	Phone No.	Sect. No.	Township
1. 5/13/20	David Landsverk	701-739-2086	6	Rosebud
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Reviewed by

County Highway Department _____ ☐ Approved
Engineer

County Board _____ ☐ Approved
District Commissioner

Ditch Authority _____ ☐ Approved
Chairperson

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS
CHUCK WHITING, POLK COUNTY ADMIN.

FROM: Jacob Snyder - Planning & Zoning Administrator

MEETING DATE: June 16, 2020

AGENDA ITEM: Interim Use Permit – Harvey Yoder-Woodworking Business Parcel# 44.00112.00

SUMMARY:

1) PCZO Specified needing an interim use permit in section 12 PCZO (General Regulations);

   12.3048 Home Business in an Accessory Building

2) The applicant is requesting an Interim Use Permit to operate the cabinet and furniture making business on parcel #44.00112.00.

3) The property is approximately 27.53 acres in section 22 of King Township.

4) The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.

5) The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.

6) The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.

7) No comments have been received on this application.

8) Planning & Zoning Staff recommends approval of the IUP with several conditions:

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Resolution to approve/deny the IUP request of Harvey Yoder to operate a woodworking business on parcel # 44.00112.00 with Planning & Zoning Staff recommendations.

BOARD OF COMMISSIONERS

Harvey Yoder -Woodworking Business (IUP)
#45.00112.00
June 16, 2020

APPLICANT REQUEST:

Applicant is requesting an Interim Use Permit (IUP) to operate a cabinet and furniture making business in the General Agricultural District/ Shoreland District located in Section 22 of King Township.

ZONING ORDINANCE REQUIREMENTS:

Specified needing an interim use permit in section 12 PCZO (General Regulations);

12.3048Home Business in an Accessory Building

a. The business must be located on the homestead property of the business owner.

b. All business activities may be conducted within a maximum of 1,800 sq.ft. within one accessory structure. If the accessory building is to be used for non-business use (i.e. personal storage), **a partition wall or similar divider must be used to separate business from non-business use to identify compliance with the 1,800 sq. ft. maximum floor area. All work must be conducted within the Accessory Building.**

c. There may be no more than two (2) employees other than a member of the household residing on the premises.

d. There may be no sandblasting, chemical/paint spraying, or similar use associated with the business.

e. All signs must comply with Section 12 of the Zoning Ordinance.

f. Excessive noise, glare, odors, traffic or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.

g. The County may limit the daily hours of operation.

h. Any solid or liquid waste must be handled and disposed of according to any applicable County or State regulations.

i. The applicant and/ or property owner shall permit the County to inspect the property at any time.

PERTINENT FACTS:

1) The applicant is requesting an Interim Use Permit to operate the cabinet and furniture making business on parcel #45.00112.00.

2) The property is approximately 27.53 acres in section 22 of King Township.

3) The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.

4) The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.

5) The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.

COMMENT RECEIVED:

No comments have been received on this request.

STAFF RECOMMENDATION:

Staff recommends approval of the IUP with the following conditions:

1) The IUP shall remain valid for the operation of this business if all conditions of section 12.3048 PCZO are followed.

2) The operational plan shall be followed, any deviation from this plan will need to be approved by Polk County Planning & Zoning staff.

3) Stains, vanish & similar chemicals used in sealing or protecting the cabinets/furniture must be stored properly and excessive waste must be disposed of following hazardous waste regulations.

4) Patrons visiting the site must use off-street parking provided by the applicant.

5) Any IUP issued under this Ordinance is granted solely to the applicant and/ or the business entity named in the application, and for the premises named in the IUP application. No IUP of any sort granted pursuant to this Ordinance is transferable to any other person or premises. If a change of ownership, control, or location of any licensed premises occurs, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to this Ordinance.

6) Applicant is bound by all applicable rules in the Polk County Zoning Ordinance and those special conditions listed above as well as all State and Federal laws applying to this operation.

Application No. _____
Parcel No. _____
Fee Amount $125.00 - $300.00 if goes to a public hearing

SUPPLEMENTAL DATA FOR INTERIM USE PERMIT

Polk Co. Planning and Zoning
P.O. Box 375
320 Ingersoll
Crookston, MN 56716
Phone (218) 281-5700 or 6445
Fax (218) 281-6471

APPLICANT INFORMATION

NAME: Harvey Yoder (Haly's wood Creation)
ADDRESS: 28333 370th ST. SE
CITY, STATE, ZIP: Mc Intosh MN 56556
PHONE: 218-938-4124

The above named individual, firm or corporation hereby respectfully submits the following supplemental data in support of the preliminary information provided on the accompanying Zoning Application Summary Form (Form A) dated _____ for the purpose of securing a interim use permit.

PROJECT INFORMATION

1. Specify the section of the ordinance that applies to this project: 12.30 48
2. Brief narrative description of this request: woodworking shop / dwelling combination, indoor/outdoor furniture, stained + varnished, + painted products,
3. Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized: on site parking, quiet Motor noise, working hours from 8 A.M. to 5 P.M.
4. Check all additional supporting documents and data which are being submitted to help explain this project proposal: ( ) sketch plan, ( ) topographic map, (X) detailed narrative, (X) operation plans, ( ) engineering plans, ( ) floodplain hydraulic analysis, ( ) flood proofing plans and specifications, ( ) other (specify) _____

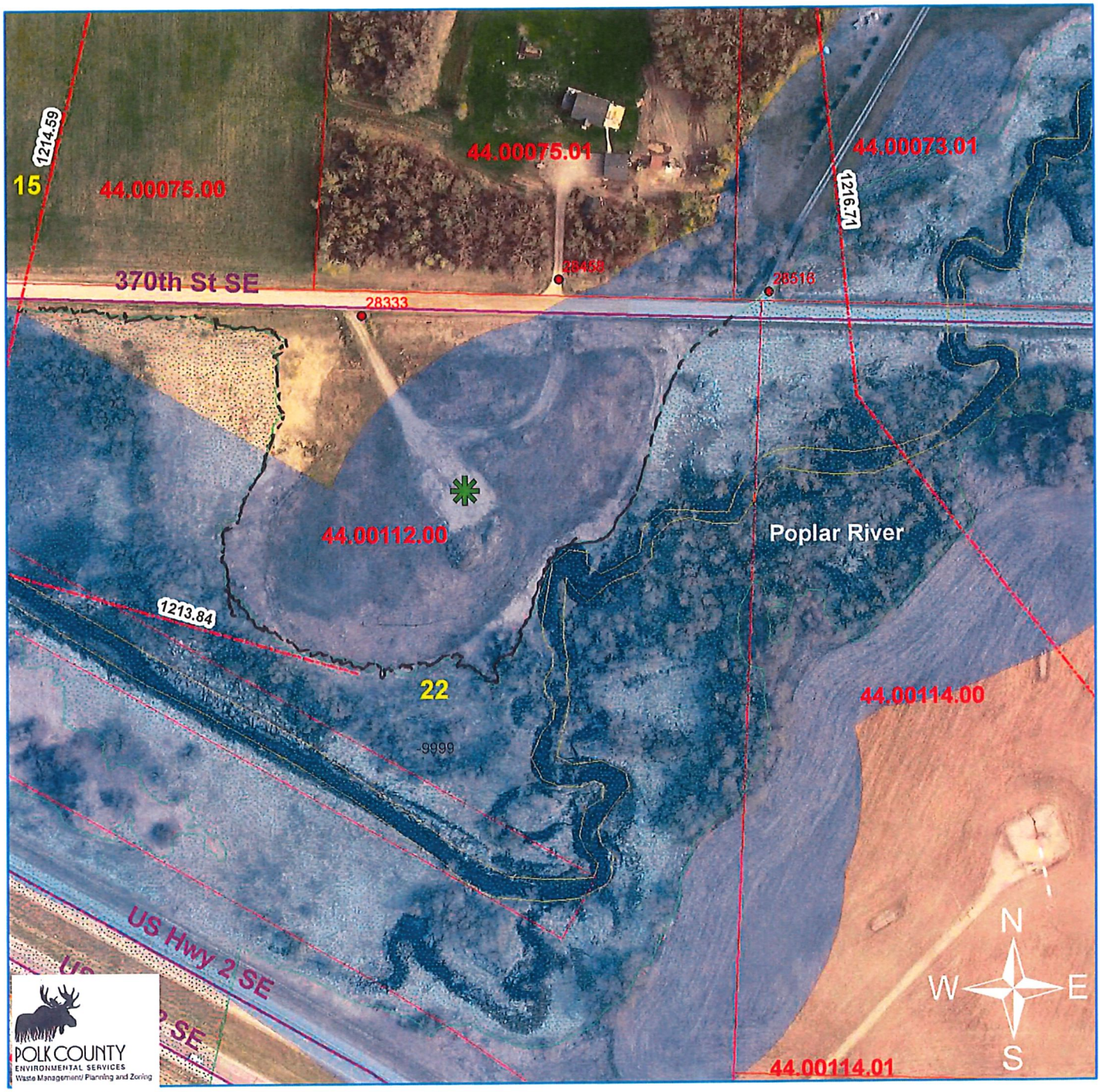
I hereby certify with my signature that all data on my application forms, Plans and specifications are true and correct to the best of my knowledge: Harvey Yoder 5-11-20
(Signature of Applicant) (Date)

INTERIM USE PERMIT

In accordance with _____ of the ***Polk County Zoning Ordinance,***
(Section of Ordinance)

the **Polk County Commissioners** hereby ( ) **approve,** ( ) **deny** the foregoing Application for a Interim Use Permit. If approved, said approval is subject to the following General and Special Provisions:

By: _____ _____ _____
(Authorized Signature) (Title) (Date)



Legend

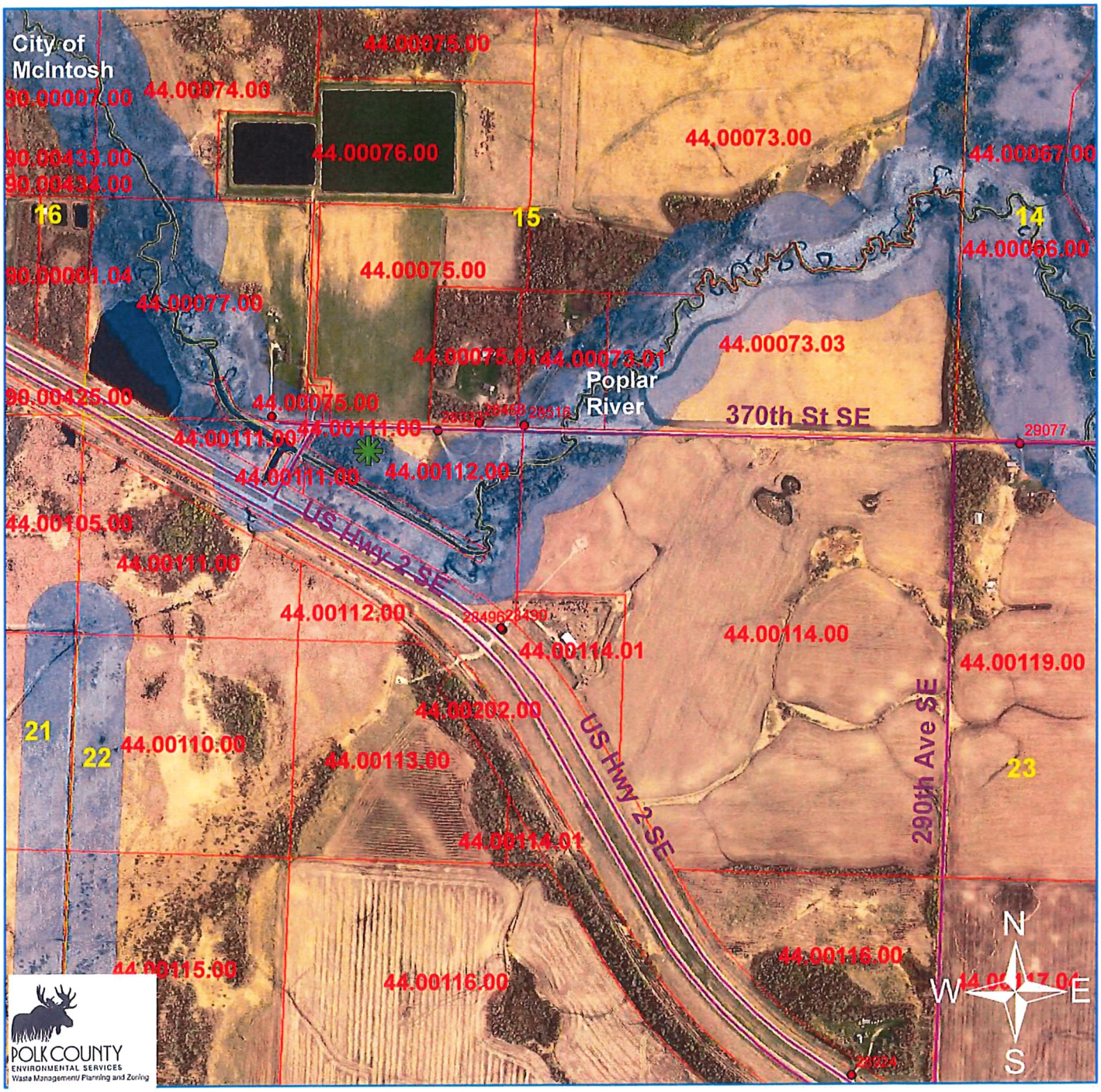
- E911_Road
- Polk_GIS.DBO.Parcels
- Shoreland District
- Sections
- Indicates Project Location
- 100 Year Floodplain

*NOTE: Proposed Project is entirely within the Shoreland District not 100-year floodplain

0 40 80 160 240 320 400 480 560 Feet

Interium Use Permit Request (Parcel #44.00112.00); Applicant is requesting an IUP to operate a woodworking business out of a 40' x 60' shop/ dwelling. The proposed use is a home based-business as defined in section 12.3048. The property is 21 acres in size located in King Township section 22 which contains portions of property located in the floodplain and shoreland district.

Map Created 5/13/2020
By: Jacob Snyder
Planning & Zoning Admin.



Legend

- E911_Road
- Polk_GIS.DBO.Parcels
- Shoreland District
- Sections
- Indicates Project Location

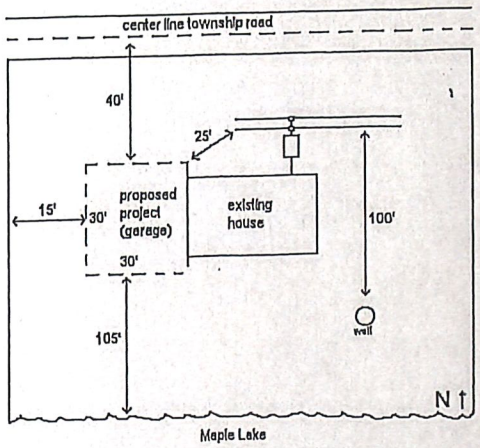
0 210 420 840 1,260 1,680 2,100 2,520 2,940 Feet

Interium Use Permit Request (Parcel #44.00112.00); Applicant is requesting an IUP to operate a woodworking business out of a 40' x 60' shop/ dwelling. The proposed use is a home based-business as defined in section 12.3048. The property is 21 acres in size located in King Township section 22 which contains portions of property located in the floodplain and shoreland district.

*NOTE: Proposed Project is entirely within the Shoreland District not 100-year floodplain

Map Created 5/13/2020
By: Jacob Snyder
Planning & Zoning Admin.

EXAMPLE
Sketch Plan



Sketch Plan Requirements

PLEASE INCLUDE THESE ITEMS IN YOUR SKETCH PLAN BELOW:

- ☐ North Arrow
- ☐ Lot Dimensions
- ☐ Distance of project to property line(s)
- ☐ Distance of project to road(s)
- ☐ Distance of project to lake(s)
- ☐ Show ALL other structures on property
- ☐ Well location
- ☐ Septic tank location and distances from well and other structures
- ☐ Drainfield location
- ☐ Structure locations, sizes and height

*Zoning setback information and aerial maps can be found on the Polk County Website at www.co.polk.mn.us

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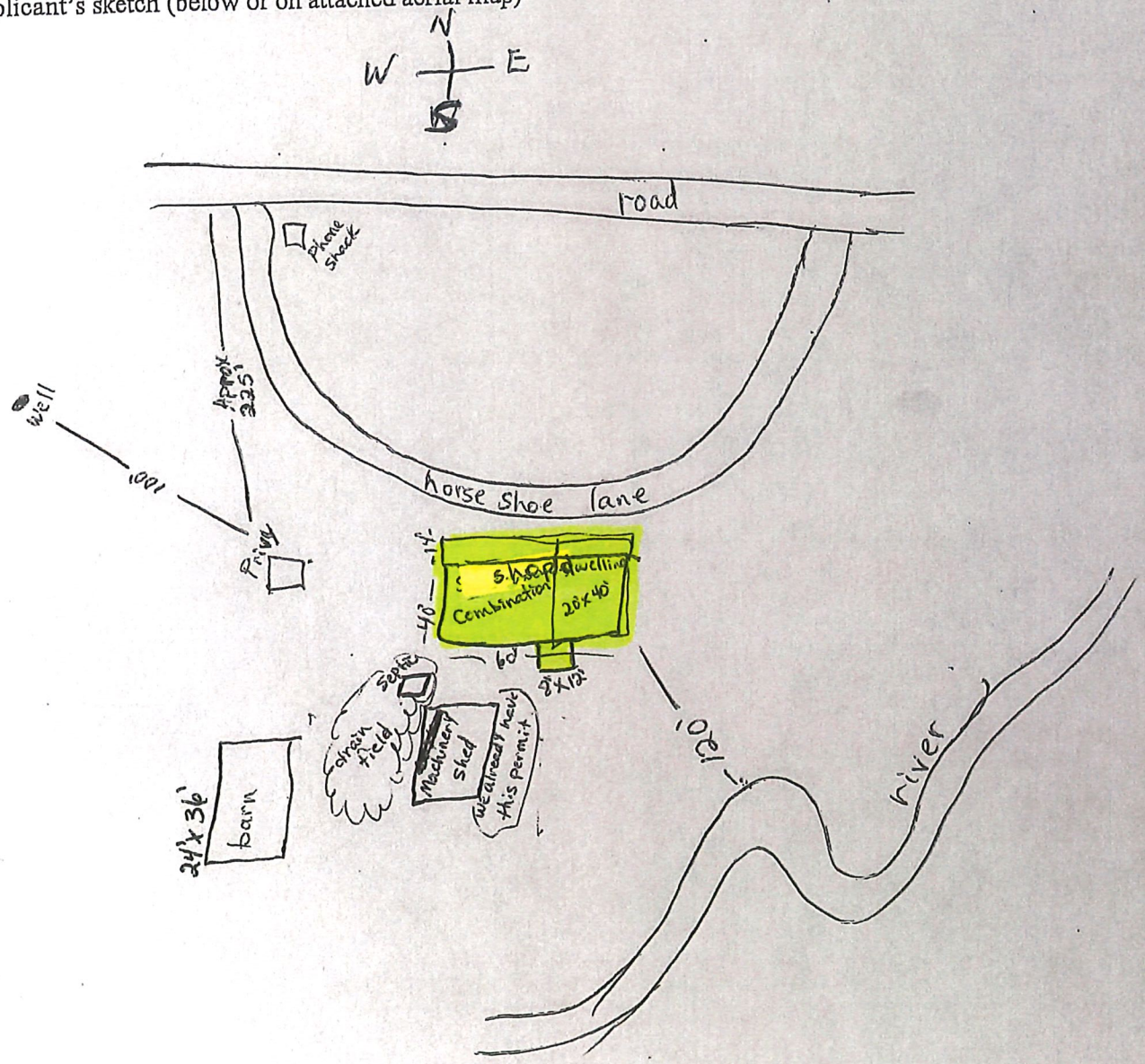
Applicant's sketch (below or on attached aerial map)



44.00112.00

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-54)

Interim, Use Permit For Harvey Yoder
To Allow For Homebased Cabinet/Furniture Making Business

The following resolution (2020-54) was offered by Commissioner:

WHEREAS, Polk County Zoning Ordinance, Section 12.3048 requires an Interim Use Permit to operate a homebased cabinet/furniture making business in the Agricultural District and;

WHEREAS, Harvey Yoder owns a parcel of land described as: The East Half of the Northwest Quarter (E ½ NW ¼), Section Twenty-two (22), Township One Hundred Forty-eight (148) North, Range Forty-one (41) West of the Fifth Principal Meridian, Less that part of the Southeast Quarter of the Northwest Quarter (SE ¼ NW ¼) of said Section, township and Range lying South of the Burlington Northern Right of Way, parcel #44.00112.00;

WHEREAS, Harvey Yoder's has a plan that meets all requirements of the Polk County Zoning Ordinances; and

WHEREAS, The Polk County Board of Commissioners finds:

1. The applicant is requesting an Interim Use Permit to operate a homebased cabinet and furniture making business on parcel #44.00112.00.

2. The property is approximately 27.53 acres in Section 22 of King Township.

3. The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.

4. The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.

5. The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.

6. The proposed use is an interim use expressly designated in the ordinance; and;

7. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.

8. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

9. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

10. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

11. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners grants an interim use permit to Harvey Yoder with the following conditions:

1. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.

2. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

6. That the use of the property shall at all times be in compliance with all

Federal, State of Minnesota, and County of Polk rules and regulations.

7. That all Federal, State and local regulations are followed regarding the handling and storage of hazardous materials.

8. The IUP shall remain valid for the operation of this business if all conditions of section 12.3048 of the PCZO are followed.

9. The operational plan shall be followed, any deviation from this plan will need to be approved by Polk County Planning & Zoning staff.

10. Stains, varnish & similar chemicals used in sealing or protecting the cabinets/furniture must be stored properly and excessive waste must be disposed of following hazardous waste regulations.

11. Patrons visiting the site must use off-street parking provided by the applicant.

12. Any IUP issued under this Ordinance is granted solely to the applicant and/or the business entity named in the application, and for the premises named in the IUP application. No IUP of any sort granted pursuant to this Ordinance is transferable to any other person or premises. If a change of ownership, control or location of any licensed premises occurs, whether pursuant to move, sale, transfer, assignment or otherwise, the owner must complete a new application subject to approval pursuant to this Ordinance.

13. Applicant is bound by all applicable rules in the Polk County Zoning Ordinance and those special conditions listed above as well as all State and Federal laws applying to this operation.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss
COUNTY OF POLK)

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 16th day of June, 2020, and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 16th day of June, 2020.

_____
Charles S. Whiting, Polk County Administrator
Clerk of the Board

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS
CHUCK WHITING, POLK COUNTY ADMIN.

FROM: JACOB SNYDER PLANNING & ZONING ADMIN.

MEETING DATE: June 16, 2020

AGENDA ITEM: Elizabeth Beltoya – Termination CUP (CUP #2016-67 & 2005-5-42) (Parcel# 45.00203.01)

SUMMARY:

1) The applicant proposes to terminate the campground operations at this site that was approved via CUP in 2005 and reopened in 2016.

2) The applicant stated in their letter that there is no longer an intent to operate this campground. The property is for sale and a possible purchaser has no desire to operate a campground.

3) The applicant has submitted a letter intending the County Board to terminate the prior Conditional Use Permit for operation of a campground on parcel #45.00203.01.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Resolution to Terminate the existing Campground CUP (#2016-67 #2005-5-42) in Section 27 of Knute Township parcel #45.00203.01.

JACOB SNYDER **MAY 31, 2020**

PLANNING AND ZONING ADMINISTRATOR

P.O. BOX 375

CROOKSTON, MN 56716

TERMINATION OF CONDITIONAL USE PERMIT FOR A CAMPGOUND

RECEIVED

JUN 09 2020

POLK COUNTY ENV. SVS.

Dear Mr. Snyder,

Per our conversation on the phone last month, this is my request to terminate the conditional use permit for the operation of a campground on my property at 38677 US. Hwy 59 S. E. McIntosh, MN 56556 parcel # 45.00203.01.

The property is for sale and the buyer has no intention of using it as a campground.

Enclosed please find the check for $46.00 to Polk County MN for this termination. Please call with any further questions.

Signed,

Elizabeth Beltoya

Elizabeth Beltoya

6715 27th Ave.

Kenosha, WI 53143

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-55)

**Termination of Recorded Resolutions 2016-67,
Document A000706833 Recorded September 23, 2005
and 2005-5-42, Document A000625365
Recorded January 5, 2017**

WHEREAS, The following resolution (2020-55) was offered by Commissioner:

WHEREAS, Elizabeth Beltoya, landowner of parcel 45.00203.01, wishes to terminate the operation of a campground as of June 16, 2020; and

WHEREAS, A Conditional Use Permit was issued on May 3, 2005 and reactivated via a Conditional Use Permit on December 20, 2016 to operate a campground; and

NOW THEREFORE BE IT RESOLVED, At the request of the landowner that the Polk County Board of Commissioners Terminate Resolutions 2016-67 and 2005-5-42.

Commissioner seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: NAYS:

STATE OF MINNESOTA)
) ss
COUNTY OF POLK)

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 16th day of June 2020, and that the same is a true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 16th day of June 2020.

_____
Charles S. Whiting
Polk County Administrator
Clerk of the Board

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: JON STEINER, ENV. SVS. ADMIN.

MEETING DATE: June 16, 2020

AGENDA ITEM: CY 2021 Tip Fee Discussion

SUMMARY:

1. Polk County uses a variety of revenue sources to fund solid waste operations at its Regional Solid Waste facilities at the Landfill Complex (LF) near Gentilly, Mn and Resource Recovery Facility (RRF) in Fosston, MN.

2. Revenue steams include: steam sales (RRF), recyclable material sales (LF & RRF) and tip fees (LF & RRF).

3. Steam sales are dependent upon steam customer consumption and the price of natural gas. The price for natural gas has been very low for many years, and does not appear to be trending upward in the near future. Steam consumption has been down due to steam customer issues, which look to be worsened by the Pandemic for 2020.

4. Material sales are dependent upon the price of energy and market demand. With low fuel pricing the last few years recycled materials have not competed well against virgin materials. Export markets (China) were closed in the last few years and domestic markets were flooded with recycled materials which drove prices to downward.

5. Tip Fees at both facilities have been stagnant for years – or decades. During that time all costs incurred by these facilities to operate have greatly increased, including: labor, equipment, materials and 3rd party service costs.

6. Innovation, diversification and expansion have allowed Polk Co to maintain the tip fees much longer than other facilities in MN. .

7. Tip fees for disposal at the RRF are 2nd lowest in MN (behind only Hennepin Co @ $55/ton). Neighboring RRF tip fees are 50% - 90% higher than Polk, and subject to annual, automatic increases.

8. The RRF is also processing Single Stream Recyclables for all partner Co's for $0/ton (free). All other places either own/operate their own processing facility or contract that service out. The cost of which is substantial ($30 - >$100/ton).

9. Tip fees for disposal at the LF are slightly higher than other neighboring LF's. However, the general trend in LF tip fees has been upwards whereas Polk's has remained flat. However, Polk's tip fee also covers the Ash Landfill and offers cheap outlets for clean wood, shingles and concrete other LF's do not. Polk's LF is also recently re-permitted and not facing the closure issues that many regional C&D LF's are currently facing.

10. However, the continued or worsening of the other revenue streams has necessitated that tip fees at these facilities be increased to cover expenses, and fee increases for 2021 will be required.

11. Discussions with the Solid Waste Administrators from the other partner Co's were held on May 26, 2020 and it was the consensus of the group to recommend a $75/ton increase for 2021.

12. Discussion with the Solid Waste Advisory Board comprised of the 6 Co's was held on June 10, 2020. Several Commissioners were not in attendance. Of those that were, the opinions provided supported the $75/ton tip fee for 2021.

13. At the Solid Waste Advisory Board meeting there was also mixed opinion on going to $80/ton due to MCIT communication on June 9, 2020 of a likely $215,000 - $265,000 insurance premium increase for 2021.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Set the tip fees for solid waste disposal for the RRF and LF for CY 2021.

Polk County Solid Waste

Tip Fee History

Year	Tip Fee	Increase / Decrease
1988	$45.00	$0.00
1989-1990	$55.00	$10.00
1991-1995	$60.00	$5.00
1996-1999	$65.00	$5.00
2000-2003	$70.00	$5.00
2004-2008	$55.00	-$15.00
2009-2012	$65.00	$10.00
2013-2014	$72.50	$7.50
2015-2020	$65.00	-$7.50

2021 TIP FEES
MN RRF TIP FEE COMPARISONS

RRF TIP FEE COMPARISIONS

CHARGE	OLMSTED COUNTY			PERHAM			POPE-DOUGLAS			POLK		
	PREVIOUS (2013)	CURRENT	NEXT	PREVIOUS (2019)	CURRENT	NEXT (2021)	PREVIOUS (2019)	CURRENT	NEXT (2021)	PREVIOUS (2013)	CURRENT	NEXT
RESIDENTIAL	$97.12	$107.07	Review 2021	$126.00	$129.20	$133.00	$80.08	$83.28	$86.81	$72.50	$65	Review
	$83/ton + 17%	$83/ton + 29%				2% Increase			4% Increase			
NON-RESIDENTIAL	$114.38	$124.50	Review 2021	$126.00	$129.20	$133.00	$80.08	$83.28	$86.81	$72.50	$65	Review
	$83/ton + 38%	$83/ton + 50%				2% Increase			4% Increase			
SELF-HAUL	Not Specified	$161.00	Review 2021	$126.00	$129.20	$133.00	$80.08	$83.28	$86.81	$72.50	$65	Review
		flat fee				2% Increase			4% Increase			
	*Olmstead serves Dodge & Olmsted Co's and operates off a tip fee collected at the gateplus a hauler-collected. (remitted to Olmsted Co) percent of tip fee ** Tip fee covers only the WTE for MSW in Rochester			* Perham (Prairie Lakes Solid Waste Management Dist) is comprised of Becker, Clay, Ottertail, Todd & Wadena Co's and the tip fee increases annually for inflation. ** Tip fee covers MRF & WTE for MSW in Perham			* Pope-Douglas serves Douglas, Grant, Pope, Stevens & Tri-County (Benton, Sherburne & Stearns) Co's - the tip fee increases annually by 4% for inflation through 2031. ** Tip fee covers MRF & WTE for MSW in Alexandria			*Polk serves Beltrami, Clearwater, Hubbard, Mahnomen, Norman & Polk Co's and operates off a flat tip fee charged to the county of waste origin from whom it was delivered. ** Tip fee covers MRF & WTE for MSW in Fosston + MRF for Recyclables in Fosston		

2021 TIP FEES

TIP FEE FORECASTS

POLK COUNTY REGIONAL
REVENUE PROJECTIONS

	AVE TONNAGE		TIP FEE @ $65/TON		TIP FEE @ $75/TON		TIP FEE @ $77.50/TON		TIP FEE @ $80/TON	
	LF	RRF	LF	RRF	LF	RRF	LF	RRF	LF	RRF
JAN	2,288.05	2,283.69	148,723.03	148,439.85	171,603.50	171,276.75	177,323.62	176,985.98	183,043.73	182,695.20
FEB	1,814.96	2,028.49	117,972.40	131,851.63	136,122.00	152,136.50	140,659.40	157,207.72	145,196.80	162,278.93
MAR	2,358.28	2,242.18	153,287.98	145,741.92	176,870.75	168,163.75	182,766.44	173,769.21	188,662.13	179,374.67
APR	3,010.17	2,322.35	195,660.83	150,952.53	225,762.50	174,176.00	233,287.92	179,981.87	240,813.33	185,787.73
MAY	3,891.71	2,394.95	252,960.93	155,671.97	291,878.00	179,621.50	301,607.27	185,608.88	311,336.53	191,596.27
JUN	3,992.58	2,266.49	259,517.92	147,321.85	299,443.75	169,986.75	309,425.21	175,652.98	319,406.67	181,319.20
JUL	4,342.90	2,142.38	282,288.72	139,254.92	325,717.75	160,678.75	336,575.01	166,034.71	347,432.27	171,390.67
AUG	3,726.56	2,631.46	242,226.18	171,044.68	279,491.75	197,359.25	288,808.14	203,937.89	298,124.53	210,516.53
SEPT	3,251.39	2,307.36	211,340.13	149,978.18	243,854.00	173,051.75	251,982.47	178,820.14	260,110.93	184,588.53
OCT	3,478.90	2,581.23	226,128.28	167,780.17	260,917.25	193,592.50	269,614.49	200,045.58	278,311.73	206,498.67
NOV	2,919.04	2,519.61	189,737.82	163,774.43	218,928.25	188,970.50	226,225.86	195,269.52	233,523.47	201,568.53
DEC	2,097.57	2,248.97	136,342.27	146,183.27	157,318.00	168,673.00	162,561.93	174,295.43	167,805.87	179,917.87
	-	-							-	-
Q1	6,461.28	6,554.36	419,983.42	426,033.40	484,596.25	491,577.00	500,749.46	507,962.90	516,902.67	524,348.80
Q2	10,894.46	6,983.79	708,139.68	453,946.35	817,084.25	523,784.25	844,320.39	541,243.73	871,556.53	558,703.20
Q3	11,320.85	7,081.20	735,855.03	460,277.78	849,063.50	531,089.75	877,365.62	548,792.74	905,667.73	566,495.73
Q4	8,495.51	7,349.81	552,208.37	477,737.87	637,163.50	551,236.00	658,402.28	569,610.53	679,641.07	587,985.07
	-	-							-	-
TOTAL	37,172.10	27,969.16	2,416,186.50	1,817,995.40	2,787,907.50	2,097,687.00	2,880,837.75	2,167,609.90	2,973,768.00	2,237,532.80
	TOTAL TONNAGE 65,141.26		TOTAL REVENUE @ $65/TON $4,234,181.90		TOTAL REVENUE @ $75/TON $4,885,594.50		TOTAL REVENUE @ $77.50/TON $5,048,447.65		TOTAL REVENUE @ $80/TON $5,211,300.80	
					TIP FEE CHANGE = $10/TON $651,412.60		TIP FEE CHANGE = $12.50/TON $814,265.75		TIP FEE CHANGE = $15/TON $977,118.90	

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: JON STEINER, ENV. SVS. ADMIN.

MEETING DATE: June 16, 2020

AGENDA ITEM: CY 2021 Steam Sales Discussion

SUMMARY:

1. Polk County uses a variety of revenue sources to fund solid waste operations at Resource Recovery Facility (RRF) in Fosston, MN.

2. Revenue steams include: steam sales, recyclable material sales and tip fees.

3. Steam sales are dependent upon steam customer consumption and the price of natural gas. The price for natural gas has been very low for many years, and does not appear to be trending upward in the near future.

4. The 10-year average natural gas price has been $5.40/mcf, down from the previous 10-year average of $7.23/mcf. In fact, 6 of the last 7 years the price of natural gas has been <$6.00/mcf.

5. The average annual steam consumption for the last 10-year period has been 80,296,912 lbs/yr of steam. This is up 17.2% from the previous average annual steam consumption from the previous 10-year period of 68,497,465 lbs/yr.

6. Despite the average annual steam sales being up over the last 10 years when compared to the previous 10 years, the gross revenue from the steam sales has decreased. The average gross revenue for steam sales was $572,990 over the last 10-year period, down from the previous 10-year average of $629,572.

7. In 2019 overall steam consumption was been down due to steam customer issues. Due to a continuation of some of those issues, and greatly worsened by the Pandemic, 2020 projects to be much more dire.

10. Steam contracts have traditionally been 3 year terms. The existing 3-year steam contract will expire on 12/31/20. Notification for the next steam contract is required by June 30, 2020.

11. In the cover letters of the previous two steam contracts offered it was stated that no price increase in the steam contract offered had been proposed. However, it did state the County reserved the right to do so in the next contract.

11. Discussions with the Solid Waste Administrators from the other partner Co's were held on May 26, 2020 and it was the consensus of the group to recommend a $6.00/mcf minimum be used in the formula for steam sales for 2021.

12. Discussion with the Solid Waste Advisory Board comprised of the 6 Co's was held on June 10, 2020. Several Commissioners were not in attendance. Of those that were, the opinions provided supported the $6/mcf minimum be used in the steam sales formula for 2021.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Board Action: Authorize the 2021 – 2023 Steam Sales Contract be offered with a $6.00/mcf minimum value for the steam sales formula.

STEAM SALES OPTION: NG FLOOR

ALTERNATIVE FUNDING OPTIONS - FORMULARY CHANGE TO MINIMUM NATURAL GAS RATES

STEAM CONSUMPTION - HISTORIC					STEAM SALES - HISTORIC			
YEAR	ANNUAL STEAM MDV	ANNUAL STEAM JRS	ANNUAL STEAM SPEC PROD	ANNUAL STEAM TOTAL USE	ANNUAL SALES MDV	ANNUAL SALES JRS	ANNUAL SALES SPEC PROD	ANNUAL SALES GROSS SALES
2008	16,283,554	33,172,440	11,939,520	61,395,514	$223,400	$477,498	$174,727	$875,625
2009	24,255,454	32,406,720	11,073,380	67,735,554	$241,401	$320,620	$109,318	$671,339
2010	24,109,539	37,247,370	12,901,120	74,258,029	$218,063	$334,369	$113,190	$665,622
2011	12,447,351	31,913,370	15,837,128	60,197,849	$121,832	$272,649	$138,686	$533,167
2012	22,667,022	34,240,610	17,561,407	74,469,039	$174,059	$256,961	$131,393	$562,412
2013	18,501,221	37,356,422	22,794,613	78,652,256	$144,266	$293,625	$176,912	$614,803
2014	18,872,143	43,241,410	23,304,733	85,418,286	$159,927	$391,956	$205,450	$757,333
2015	23,834,737	25,173,440	20,523,504	69,531,681	$178,449	$181,540	$154,985	$514,974
2016	18,852,535	31,964,110	24,115,270	74,931,915	$128,941	$215,113	$162,758	$506,812
2017	19,738,108	35,551,260	25,520,805	80,810,173	$133,018	$236,867	$167,930	$537,815

STEAM SALES - @ $6.00/mcf NG RATE

YEAR	STEAM SALES MDV	STEAM SALES TOTAL	NG PRICE ACTUAL AVE	NG PRICE w/$6.00 min	MDV REVENUE ACTUAL	TOTAL REVENUE ACTUAL	MDV REVENUE ADJUSTED - $6.00	TOTAL REVENUE ADJUSTED - $6.00
2008	16,283,554	61,395,514	$8.51	$8.51	$223,400	$875,625	$223,400	$875,625
2009	24,255,454	67,725,554	$10.30	$10.30	$241,401	$671,339	$241,401	$671,339
2010	24,109,539	74,258,029	$6.26	$6.26	$218,063	$665,622	$218,063	$665,622
2011	12,447,351	60,197,849	$6.11	$6.11	$121,832	$533,167	$121,832	$533,167
2012	22,667,022	74,469,039	$6.08	$6.08	$174,059	$562,412	$174,059	$562,412
2013	18,501,221	78,652,256	$5.14	$6.00	$144,266	$614,803	$158,582	$674,162
2014	18,872,143	85,418,286	$5.64	$6.00	$159,927	$757,333	$161,761	$732,157
2015	23,834,737	69,531,681	$6.03	$6.03	$178,449	$514,974	$178,449	$514,974
2016	18,852,535	74,931,915	$5.14	$6.00	$128,941	$506,812	$161,593	$642,274
2017	19,738,108	80,810,173	$4.52	$6.00	$133,018	$537,815	$169,184	$692,659

STEAM SALES OPTION: NG FLOOR

PROJECTIONS BASED ON LAST 3 YEARS CONSUMPTION/SALES						
CALENDAR YEAR	ACTUAL STEAM PURCHASED	ACTUAL GROSS STEAM REVENUE		PROJECTED GROSS STEAM REVENUE *	ACTUAL NG PURCHASED	PROJECTED NET STEAM REVENUE *
2017	80,810,173	$537,815		$713,913.72	$193,866	$520,047.72
2018	84,584,837	$580,076		$726,608.77	$236,452	$490,156.77
2019	72,895,806	$456,887		$572,301.04	$135,334	$436,967.04

** = Using NG Price of $6.00 Floor Rate vs. Actual*

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: JON STEINER, ENV. SVS. ADMIN.

MEETING DATE: June 16, 2020

AGENDA ITEM: CY 2021 Solid Waste Fee Assessment Discussion

SUMMARY:

1. Polk County uses a Solid Waste Fee to fund solid waste programs for Polk County residents and businesses.

2. This Solid Waste Fee is a special assessment that appears on the Tax Statement.

3. The Solid Waste Fee is a flat fee for residential properties and a volume-based fee for non-residential properties.

4. Non-residential Solid Waste Fees are based on hauler-reported volumes which are required to be submitted to the County each year as part of their license to operate in Polk County. The volume reported for the previous year is used to determine the current year assessment. The Non-residential Assessment makes up 40% of the total revenue derived from the Assessment annually.

5. Residential and various derivatives of the Residential Assessment (2nd Residential, Multiple Residential, etc.) are flat fees which do not increase with waste volume increases. The Residential Assessments make up 60% of the total revenue derived from the Assessment annually.

6. Adjustment to the Assessment generally coincides with changes in Tip Fees, or significant increases in costs for hauling, material processing or after long periods of time when inflation necessitates adjustment.

7. Over the last few years, and expected to continue in CY 2020 and CY 2021, tip fees, taxes, labor costs and required service increases will require adjustment to the SW Fee Assessment for CY 2021.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Discussion Only: Discuss options for increasing the CY 2021 Solid Waste Fee Assessment for Residential and/or Non-residential Assessments.

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: JON STEINER, ENV. SVS. ADMIN.

MEETING DATE: June 16, 2020

AGENDA ITEM: CY 2020 Solid Waste Fee Abatement Discussion

SUMMARY:

1. Polk County uses a Solid Waste Fee to fund solid waste programs for Polk County residents and businesses.

2. This Solid Waste Fee is a special assessment that appears on the Tax Statement.

3. The Solid Waste Fee is a flat fee for residential properties and a volume-based fee for non-residential properties.

4. Non-residential Solid Waste Fees are based on hauler-reported volumes which are required to be submitted to the County each year as part of their license to operate in Polk County. The volume reported for the previous year is used to determine the current year assessment – unless changes in scope, location, magnitude, operations or other similar event has occurred.

5. Solid Waste Abatements are allowed per Polk County Solid Waste Ordinance to deal with 'real-time' changes in operations, occupancy or use. These decisions are generally at the discretion of the Polk County Solid Waste Administrator.

6. The Pandemic – or more accurately the response to the Pandemic – has created some situations which qualify some sectors of non-residential assessment for abatement consideration (or partial abatement).

7. Because the Pandemic response was unilateral across some of these sectors, consideration of unilateral response for those sectors could be considered in lieu of individual request for abatement.

8. At the June 2, 2020 Polk County Board meeting it was requested that Polk County Environmental Services prepare additional information for Board consideration to address these issues.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Discussion Only: Continuation of discussion regarding non-residential abatement requests and the potential impact of response options on revenues and operations.

PANDEMIC RELIEF OPTION

	BAR	FOOD*	EDUC	OTHER
# OF PARCELS	16	18	13	2
TOTAL	$21,620.00	$24,050.00	$84,100.00	$2,200.00
25% REFUND **	$5,405.00	$6,012.50	$21,025.00	$550.00
TOTAL	$32,992.50			

* Restaurants & Café's that are primarily dine-in service which did minimal/no carry-out business.

Mid-April to Mid-June "Lock-down" = 25% of Calendar Year *

Assumes not pursuing relief for bottom-of-fee schedule parcels (25% reduction doesn't change rates)

Three Options to provide relief:

(1) Abatement of 2020 Assessment – Revised Tax Statement

(2) Credit to 2nd Half 2020 Assessment – Issued by Env Svs

(3) Direct Payment to Taxpayer – Leave Assessment As-is

All options have pro's & con's.

NON-RESIDENTIAL SOLID WASTE FEE ASSESSMENT			
TAX CODE	ASSESSMENT RANGE	PREVIOUS RATE	APPROVED RATE 9-15-09
SWC-001	0-1	88	120
SWC-002	1-1.5	280	350
SWC-003	1.5-2.5	560	700
SWC-004	2.5-3.5	850	1000
SWC-005	3.5-5	1300	1500
SWC-006	5-6.5	1600	2000
SWC-007	6.5-8	2100	2500
SWC-008	8-9.5	2600	3000
SWC-009	9.5-12	3200	3600
SWC-010	12-14.5	3800	4300
SWC-011	14.5-17	4600	5000
SWC-012	17-19.5	5200	5700
SWC-013	19.5-22	6000	6500
SWC-014	22-25	6700	7200
SWC-015	25-28	7500	8200
SWC-016	28-31	8500	9400
SWC-017	31-35	9500	10500
SWC-018	35-40	10500	12000
SWC-019	40-45	11800	13500
SWC-020	45-50	13200	15000
SWC-021	50-57.5	15000	17500
SWC-022	57.5-65	17000	20000
SWC-023	65-72.5	18800	22500
SWC-024	72.5-80	21000	25000
SWC-025	80-90	23500	27500
SWC-026	94	25500	30000

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: June 16, 2020

AGENDA ITEM: COVID-19 Operations Update

SUMMARY: I will give a general status report of County operations as changes are made to public access and work conditions.

1. We have opened the Government Center for public access to the Taxpayer Service Center and License Center. A control of the amount of people in any area has been set up along with plexiglass barriers and such. Commissioners are invited to inspect if interested.

2. Waiting as of this writing for details on a special legislative session, specifically action for distribution federal CARES funds from the state to local units of government. I have attached two programs from Hennepin and Freeborn counties with their plans to utilize local funding for small business loans. It remains to be seen if CARES funds can be utilized for this program but with our past discussions, thought I would share this as a possible option to address our concerns for local businesses.

3. It appears that the Governor's executive orders will continue to impose some restrictions on our normal work conditions, specifically I believe we should expect to continue for much of the summer under the work from home if viable approach. Workers have adjusted to this although a visible uptick in cars parked at the Government Center is noticeable. I see some minor issues that come up but so far nothing that I believe is inhibiting our abilities to get the work done.

4. As reported at a recent meeting, an area we are seeing impacts of the pandemic is in solid waste. Jon Steiner is monitoring closely and will report to the Board at the appropriate time.

5. The Board should determine how it would like to conduct its meetings the rest of the summer, either virtually, in person, and if in person, where. The Board room does not lend itself to appropriate social distancing at this point, not without some modification.

ACTION REQUESTED: No action needed, discussion only.

(https://growalbertlea.com/)

Freeborn County COVID-19 Relief Forgivable Loan

Through a partnership with the City of Albert Lea, Freeborn County, and Albert Lea Economic Development Agency (ALEDA) a new forgivable loan program has been created. Each entity has provided $150,000 to the fund for a total of $450,000. Additionally, Farmers State Bank and Home Federal Savings Bank have donated funds to help expand the program.

Businesses that are eligible to apply include small businesses of 25 or less employees that have been affected by Stay-at-Home orders related to COVID-19 and operate within Freeborn County. The fund will give preference to

businesses who have not received federal or state COVID-19 relief funds. Businesses who did receive these funds but have not received enough to meet their needs are still encouraged to apply.

Loan amounts awarded will range from $3,000 to $20,000 and will be based on how many employees the business had as of March 1, 2020. Businesses will need to demonstrate a loss of 50% or more in revenue to be eligible.

To apply, businesses will need to provide a completed application and attachments. Please click the link below to open and print the documents. Printed copies can be requested at the ALEDA offices at 132 N Broadway Ave, Albert Lea from 8:00 - 1:00 p.m. If you have any questions please call us at 507-373-3930.

The time to apply is now, application period closes on June 26, 2020.

Application - COVID-19 Relief Fund (https://growalbertlea.com/wp-content/uploads/2020/06/Freeborn-County-COVID19-Relief-Fund-Applications-w-template-.pdf)

Guidelines - COVID-19 Relief Forgivable Loan (https://growalbertlea.com/wp-content/uploads/2020/06/Freeborn-County-COVID19-Relief-Fund-Guidelines-FINAL.pdf)

Special thank you to the following community banks for contributing additional funds to the program;

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HENNEPIN COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY

Small Business Relief Fund

Guidelines for Self-Employed Entrepreneurs

May 14, 2020

The purpose of the Hennepin County Small Business Relief Fund (HC SBR) is to provide temporary financial support to small local businesses in Hennepin County adversely impacted by the COVID-19 pandemic. Our goals are to assist businesses in surviving the current economic crisis and neighborhoods in preventing blight. Grant funds must be used for eligible expenses incurred as a result of business interruption caused by required closures during the COVID-19 pandemic.

The HC SBR Fund is administered through Open to Business by the community-based non-profit organization, Metropolitan Consortium of Community Developers (MCCD), which provides technical assistance and access to capital to businesses throughout Hennepin County. Business owners with questions or who need assistance filling out the HC SBR Fund application are encouraged to contact one of the community-based business technical assistance navigators listed on our website.

Grant Amounts

- Grant minimum of $1,500 up to $3,000 for businesses with no employees other than an owner, self-employed entrepreneurs
- Amount will be based on eligible expenses of COVID-related business interruption that are not reimbursed by any other city, state, or federal funding sources

Eligibility

To be eligible, a business must be a locally owned and operated for-profit business located in Hennepin County with no additional employees and meet ALL of the following:

- Must demonstrate business interruption caused by COVID-19 required closures
- Must show eligible business expenses described below in excess of $1,500 that have not or will not be reimbursed under any city, state, or federal program, including Pandemic Unemployment Assistance (PUA), the Small Business Administration (SBA)

Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP)

- Must have gross annual revenue of $1 million or less
- Must have been operating for at least 6 months prior to March 20, 2020
- Must be licensed in good standing
- Must be current on property taxes prior to May 15, 2020, if applicable

Eligibility of home-based businesses:

- Home-based businesses may apply, but must be able to document that the home-based business is a primary source of income. Among home-based businesses, priority will be given to self-employed entrepreneurs who have not received Pandemic Unemployment Assistance (PUA) or Unemployment Insurance (UI) funds.
- Home-based businesses may only use funds for direct business expenses such as payments to suppliers and may not use funds toward living expenses.

Priority will be given to:

- Businesses and self-employed entrepreneurs with a physical establishment, which for the purposes of this fund include shared commercial space, multi-tenant space, co-working space, rented space in a salon or barbershop, within a commercial kitchen, or similar shared commercial setting.
- Businesses in industries required to close as a result of state-issued executive orders
- Businesses that have not received funding from another source

Ineligible businesses include:

- Non-profit organizations
- Corporate chains, multi-state chains
- Businesses that:
  - Have one or more full-time employees
  - Were in default conditions prior to February 29, 2020
  - Primarily derive income from gambling or adult entertainment
  - Derive income from passive investments or registered lobbying
  - Have no current or historical financial statements
  - Have received COVID related funding assistance from a city or from the Minnesota

Small Business Emergency Loan (SBEL) in excess of $2,500

Eligible Expenses

- Funds can be used for operating expenses from March 1, 2020-June 1, 2020, depending on the duration and degree of business interruption, including rent payments, mortgage payments, utilities, payments to suppliers, or other critical non-payroll business expenses as approved by the fund administrator.
- Other eligible expenses includes items allowing the business to adjust to business interruption and/or maintain some level of operations during the COVID-19 crisis, such as upgrades to online sales platforms, improvements allowing for social distancing, or other expenses as approved by the fund administrator.
- Loss of revenue, costs of living, and payment of local or state taxes, including property taxes are ineligible.

Application Process

- Applications will be accepted beginning May 19 through **May 29, 2020 at noon**
- Applicants are asked to complete an application form on our website.
- Please contact MCCD or one of the community-based business technical assistance navigators listed here if you need assistance filling out the electronic application form.
- If applications exceed the funding available, the fund administrator will select grant recipients using a randomized lottery system.
- Approved applicants will be notified by email on or before June 5, 2020.
- **Upon notice of an approved application**, applicants will be required to submit the following within 5 business days and prior to receiving funds:
  - 2019 Federal Business Tax Return or appropriate Business Tax Schedule. Applicants that have not yet completed a 2019 Federal Business Tax Return are eligible to apply and substitute other documentation of revenue, and will need to provide their 2019 Federal Return when completed to qualify for grant reimbursement.
  - Evidence of business interruption related to the COVID-19 pandemic. Applicants should submit documentation that best demonstrates the impact and is deemed acceptable by the fund administrator. Some examples of acceptable documentation

include Sales Tax Reporting, Period Statements from 3rd-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.

- Documentation of eligible expenses incurred, including proof of payment, if applicable.
- Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate grant documents, disburse grant proceeds, or meet program reporting requirements.
- Failure to submit required documentation will result in forfeiture of grant award.

Note: The Hennepin County Housing and Redevelopment Authority reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.

Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: June 16, 2020

AGENDA ITEM: 2021 Budget Discussion

SUMMARY: Following up from the last meeting, the Board can further discuss budget objectives for next year.

1. I've attached the summary of the strategic planning session the Board had two years ago. While circumstances certainly have changed since then, so has progress or the lack thereof on some of these items. It may be of assistance for planning the rest of the year and prepping for the 2021 budget before this Board term is complete.

2. I did meet with the department heads June 9 and reviewed the Board's discussion from June 2, noting a conservative approach to the 2021 budget will be the approach. I do instruct them to share all the items they feel should be addressed and to prioritize them for my review and that of the Board. The budget input spreadsheets will be forwarded by Finance June 23 with departments to complete and return later in July. Another week or so after that, once Finance can compile an initial County budget, Ron and I will meet with each department head to review their budgets.

3. As mentioned at the last meeting, some things to keep in mind for now is our wage grid is set for a 2.5% COLA and another $100 a month per employee for the cafeteria plan. We still have not resolved the Social Services AFSCME contract but have had some fruitful discussions, but will still have to wait and see. If there is progress warranting a Personnel Committee meeting, I will get that set up.

4. We need to be mindful too that the first payment of the 2020 capital improvements bond for the east side building and other projects is due next year. That will be an additional push on the levy.

5. Still unknown is what the Legislature will do in a special session. We expect to be reimbursed for COVID-19 costs which will help, it is just unknown yet as to the extent of that assistance.

ACTION REQUESTED: Discussion purposes only.

POLK COUNTY
Minnesota

DRAFT

Strategic Plan
June 2018

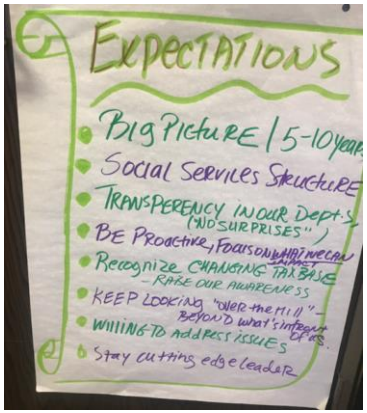
DRAFT

hue.life

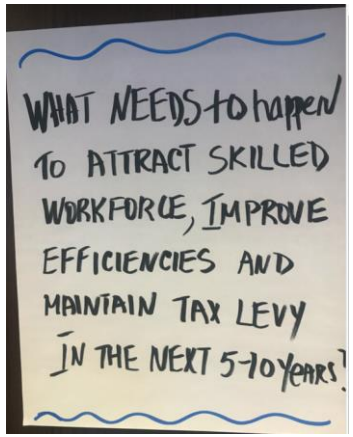
Strategic Planning Session

Expectations

- Big picture / 5-10 years
- Social service structure
- Transparency in our departments – no surprises
- Be proactive, focus on what we can impact
- Recognize changing tax base – raise our awareness
- Keep looking "over the hill" beyond what's in front of us
- Willing to address issues
- Stay cutting edge leader



Overarching Question



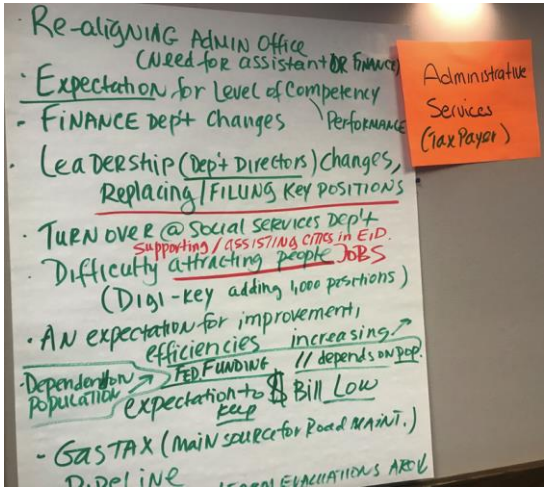
What needs to happen to attract a skilled workforce, improve efficiencies and maintain the tax levy in the next 5-10 Years?

Anticipated Changes

What changes are we anticipating in the next 5-10 years?

<u>Administrative and Tax Payer Services</u>:

- Re-aligning administration office (need for assistant and /or finance)
- Rising expectations around competency and performance
- Finance department changes/improvements (AEM recommendations)
- Filling key positions at the leadership level / department directors
- Turnover at social services department
- Difficulty attracting people
    - Competing with Digi-key (adding 1,000 positions)
    - Need jobs, but can't do much about it, it's Cities responsibility
- An overall public expectation for increased efficiencies and improvement at the county
- An expectation to keep tax bill low
- Gas tax impact on our ability to maintain roads
- Pipeline
- Tax evaluation/ farm evaluations are decreasing
- Federal and State funding depends on population, impacting the County's budget



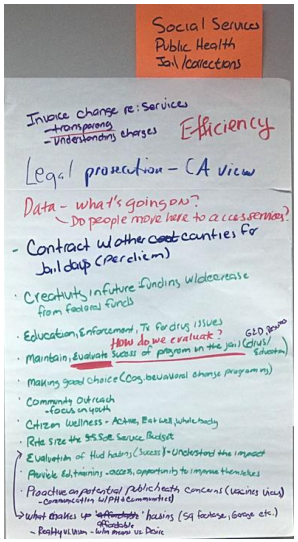
Anticipated Changes

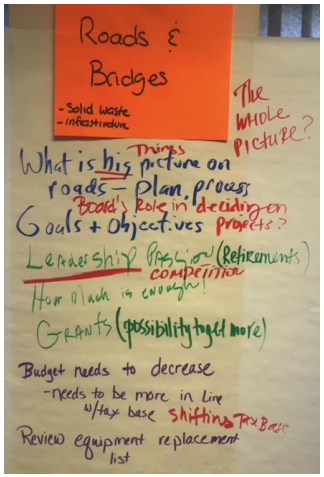
Social Services, Public Health, Jail and Corrections

- Invoice change re: services (transparency, understanding changes)
- Legal prosecution – County Attorney view
- We need data to understand what is going on? Do people move here to access services?
- Contract with other counties for jail days (per diem)
- Creativity in future funding with decrease from federal funds
- Education, enforcement, treatment for drug issues
- Maintain, evaluate success of program in the jail (drug education) – how do we evaluate?
- Making good choice (cognitive behavioral change program)
- Community outreach (youth focus)
- Citizens wellness – active, eat well, whole body
- Right size the social service budget
- Evaluation of HUD housing (success and understanding the impact)
    - What makes up "affordable" housing (sq. footage, garage, etc.)
    - Reality vs Vision (within means vs desire)
- Provide education, training access, opportunity to improve themselves
- Proactive on potential public health consensus (vaccines views)
    - Communication with PH and Communities

Roads and Bridges, Infrastructure and Solid Waste

- What is the BIG picture on roads – plan, process (What is the Board's role in deciding on projects? What is the whole picture?)
- Goals and objectives?
- Leadership passion (retirement and competition for talent)
- How much is enough?
- Budget needs to decrease – needs to be more in line with tax base
- Shifting tax base
- Review equipment replacement list





Practical Vision: What will be in place as a result of our actions in the next 5-10 years

Attractive Environment for Education and Work Opportunities		Competent and Efficient Leadership			Good Place to Life and Work	
Attractive Work Place Environment	**Education/ Career Opportunities for Young People**	**Quality Infrastructure**	**Regional Leadership**	**Streamlined Management Operations**	**Healthy, Affordable Place to Live and Work**	**Involvement Opportunities for all Community Members**
• Professional employment opportunities • More flexible hours for co. employees (social services)	• Expanded majors at UMC • High schools within County have 95% graduation rate	• Driverless vehicles in Hwy dept. • New service bay for P.W dept. • All of our hard surface roads increased to 10 ton	• New members in solid waste consortium • Expanded EM/911 office options	• Investment plan and strategy • Assistant admin position w/focus on finance • Updated HR policies • Replace admini-strator and other leadership vacancies • All of our records are digitized • Updated finance practices based on AEM report	• Great senior housing opportunities • Affordable housing • Accessible daycare • New dining locations in Polk County • Improved County parks • Top10 County for safety • Healthy living / life styles programs	• Public forums on specific current topics • Diverse non-elected committee members • Promoted youth activities (4H)

Underlying Contradictions: What is blocking us form moving toward our vision?

Competition with Digi-Key or other business options for benefits and salary

Workforce competition

Low priority to address unions

Social service finance capabilities and flexibilities

Social service finance outdated

Follow through

Management capabilities

Implementation of management upgrades

Reluctance to attend public forums – after hours

Unadvertised career opportunities

Unvoiced advantages – living, work, education here

Difficulty of supervision of flexible hours….work production?

Communications

Get new people involved

Unclear communication with public works

Inconsistent dynamics of decision & time

Loss or unclear purpose, direction accountability with employees

Unknown PW investments

Under radar PH leadership

Develop the "how" to attract regional partners

Unavailable/ not enough affordable housing

Uncooperative partners – college, school boards

Unwillingness Different plans/goals ideas

Limited control over local business decisions

Give up local control

Strategic Directions: What substantial actions can we accomplish in the next two year to move us toward our vision?

Develop Our Staff for Future
- Training for middle management staff – long term development
- Succession planning for key positions

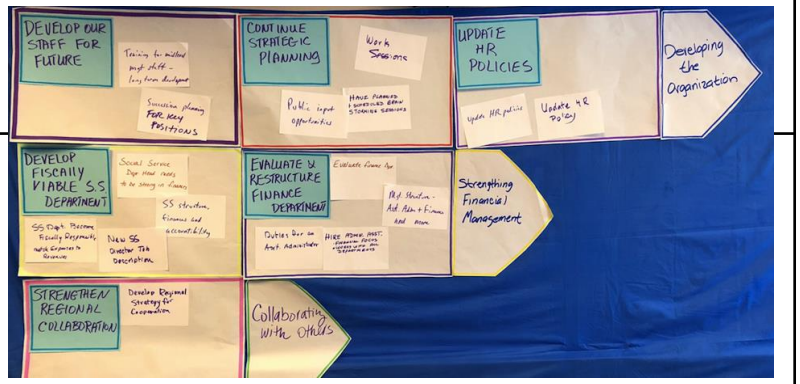
Continue Strategic Planning
- Work sessions
- Public input opportunities
- Have planned and scheduled brain storming sessions

Update HR Policies
- Update HR policies
- Consistencies between HR policies, contract agreements and labor laws/norms

Develop Fiscally Viable Social Service Department
- Social Service Director needs to be strong in finance
- SS structure finances and accountability
- New SS director job description
- SS dept become fiscally responsible, match expenses to revenues

Evaluate and Restructure Finance Department
- Evaluate finance dept
- Succession planning
- Mgt. structure – Asst. Adm. + Finance and more
- Options for Asst. Admin (financial focus, works with all departments)
- Duties for an Asst. Administrator

Strengthen Regional Collaboration
- Develop regional strategy for cooperation



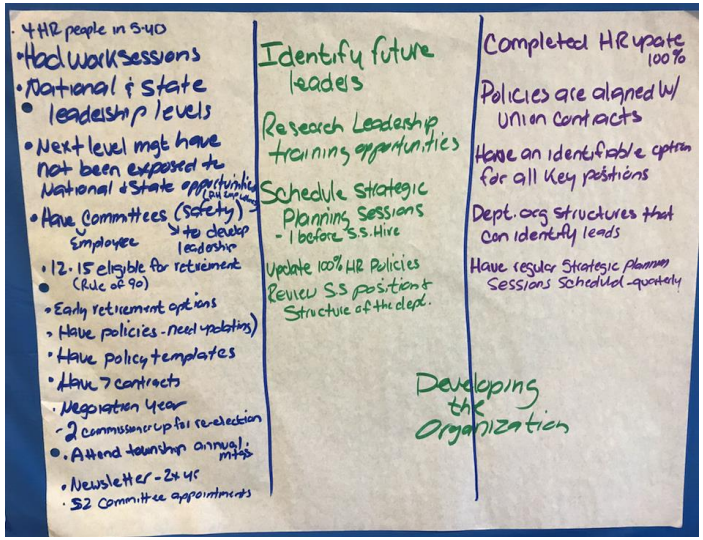
Developing the Organization

Strengthening Financial Management

Collaborating with Others

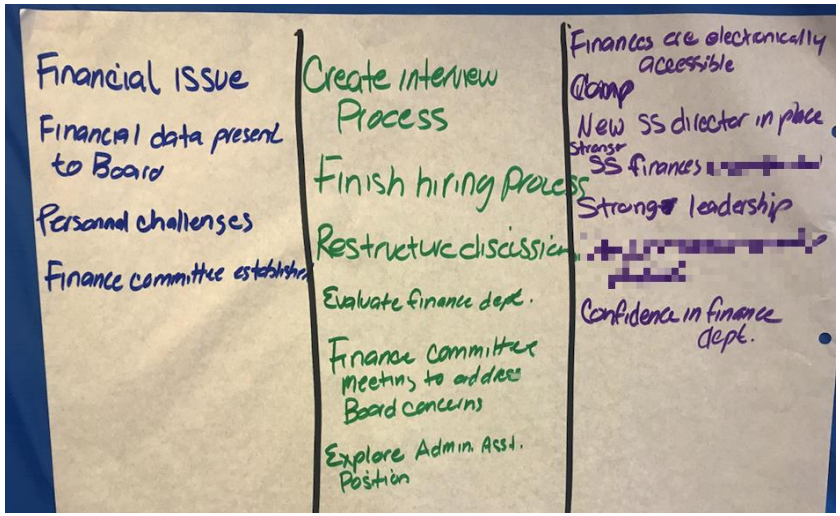
Developing the Organization

CURRENT REALITY	1ST YEAR ACCOMPLISHMENTS	SUCCESS INDICATORS
• 4 HR people in 5 years • Had work sessions • National & state leadership levels • Next level management have not been exposed to the national and state opportunities • Have employee committees to develop leadership (safety and employee wellness) • 12-15 eligible for retirement (rule of 90) • Early retirement options • Have policies – need updating • Have policy templates • Have 7 contracts • Neogation year • 2 Commissioners up for reelection • Attend township annual meetings • Newsletter 2x per year • 52 commissioner committee appointments	• Identify future leaders • Research leadership training opportunities • Scheduled strategic planning sessions • 1 before SS hire • Update 100% HR policies • Review Social Service positions and structure of the department	• Complete HR policies update 100% • Policies are aligned with union contracts • Have an identifiable option for all key positions • Department organizational structure that can identify leads • Have regular strategic planning sessions scheduled (quarterly)



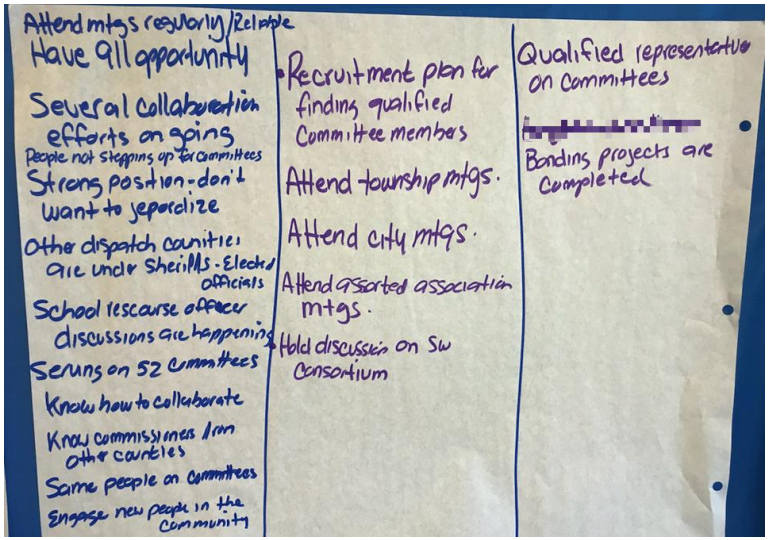
Strengthening Financial Management

CURRENT REALITY	1ST YEAR ACCOMPLISHMENTS	SUCCESS INDICATORS
• Financial issues • Financial data presented to Board • Personnel challenges • Finance committee established	• Create interview processes • Finish hiring process • Restructure options discussion • Evaluate finance department • Finance committee meeting to address Board concerns • Explore Asst. Administrator position options	• Finances are electronically accessible • New Social Services Director in place • Stronger Social Services finances • Strong leadership • Confidence in finance department



Collaborating with Others

CURRENT REALITY	1ST YEAR ACCOMPLISHMENTS	SUCCESS INDICATORS
• Attend meetings regularly/reliable • Have 911 opportunites • Several collaboration efforts going • People not stepping up for committees • Strong position – don't want to jeopardize • Other dispatch counties are under Sheriffs – elected officials • School resourse officer discussions are happening • Serving on 52 committees • Know how to collaborate • Know commissioners from other Counties • Some people on committees • Engage new people in the community	• Recruitment plan for finding qualified committee members • Attend township meetings • Attend city meetings • Attend assorted association meetings • Hold discussion on solid waste consortium	• Qualified representatives on committees • Bonding projects are completed



First year Timeline

Objectives	Quarter 3 July-September	Quarter 4 October-December	Quarter 1 2019 January-March	Quarter 2 2019 April-June
Developing the Organization	• Schedule strategic planning sessions (1 before SS hire)	• Review social service position and structure of the department	• Identify future leaders	•Update 100% HR policies •Research leadership training opportunities
Strengthening Financial Management	• Create interview process • Finish hiring process • Finance committee meeting to address Board concerns	• Restructure discussion • Explore Asst. Administrator position • Evaluate finance department		
Collaboration with Others			• Recruitment plan for finding qualified committee members	• Hold discussions on solid waste consortium

UNIVERSITY OF MINNESOTA EXTENSION

COVID-19 and Greater Minnesota's Economy

MAY 2020

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TODAY'S PLAN

- How is COVID-19 affecting rural Minnesota's economy?
- How does COVID-19 influence rural trends?
- Supporting your communities

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RURAL MINNESOTA

COVID-19's Economic Effects

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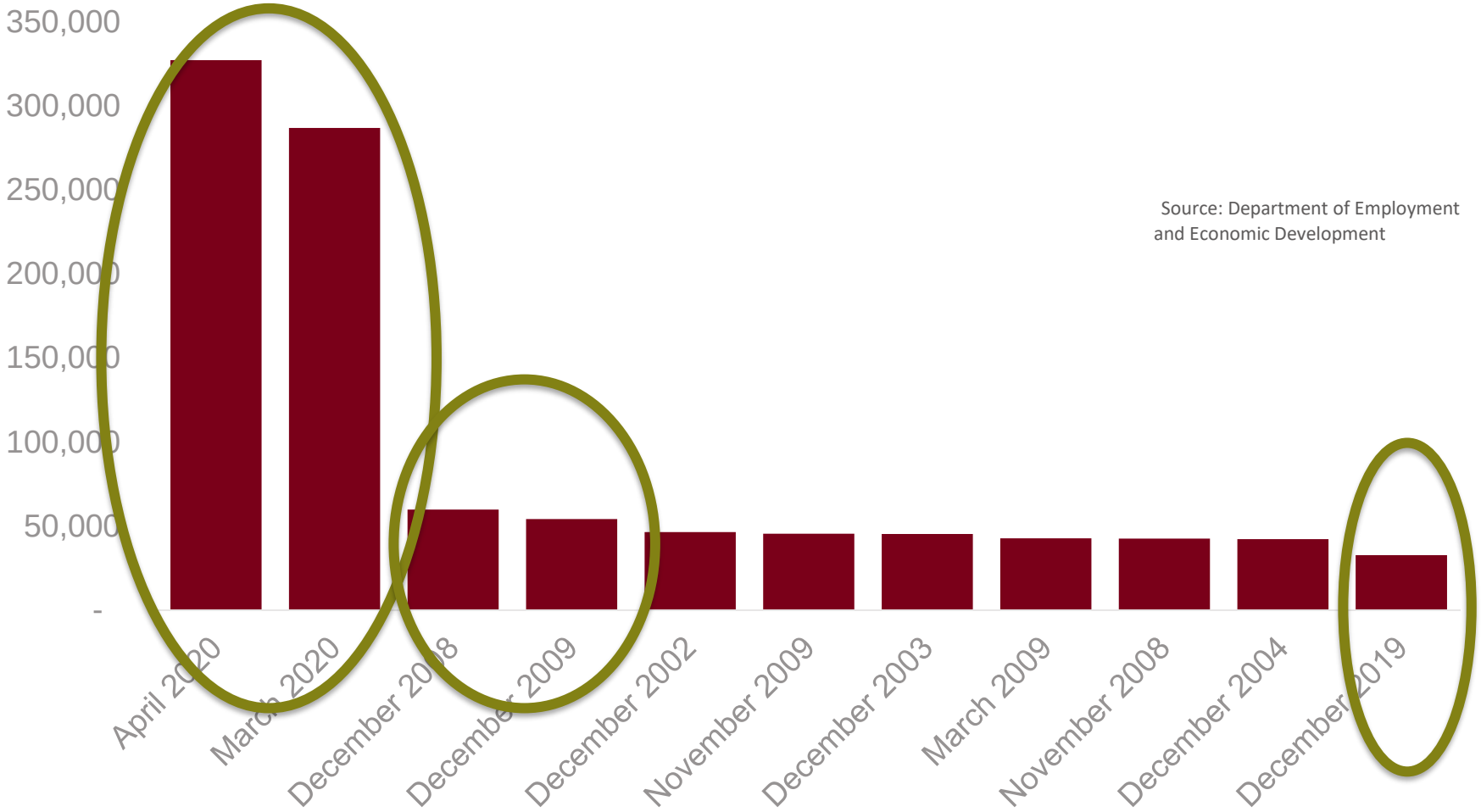
INITIAL UNEMPLOYMENT CLAIMS

Initial Unemployment Claims: Minnesota, Top Months (since 1999)



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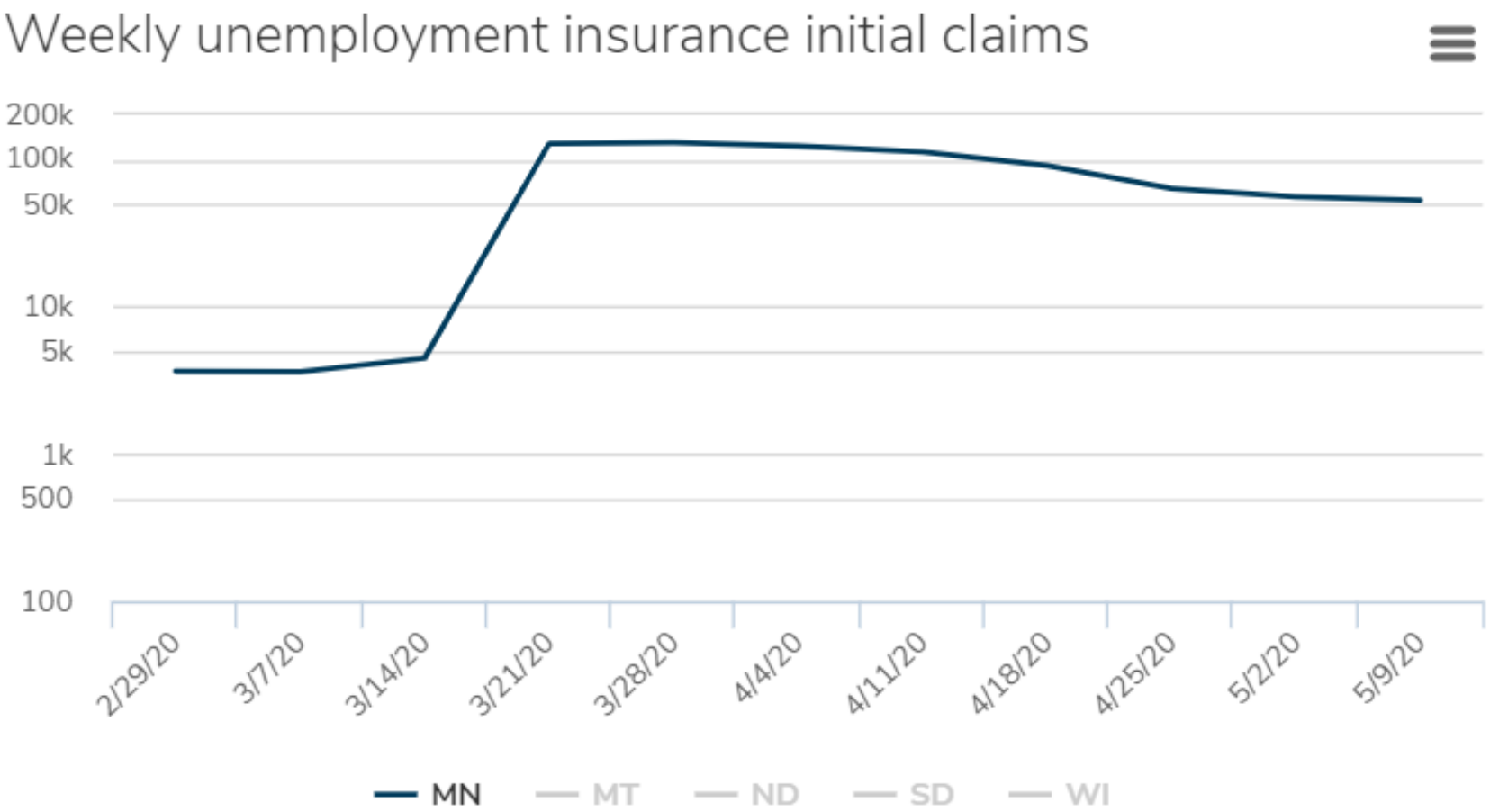
UNEMPLOYMENT DATA



Source: Department of Labor

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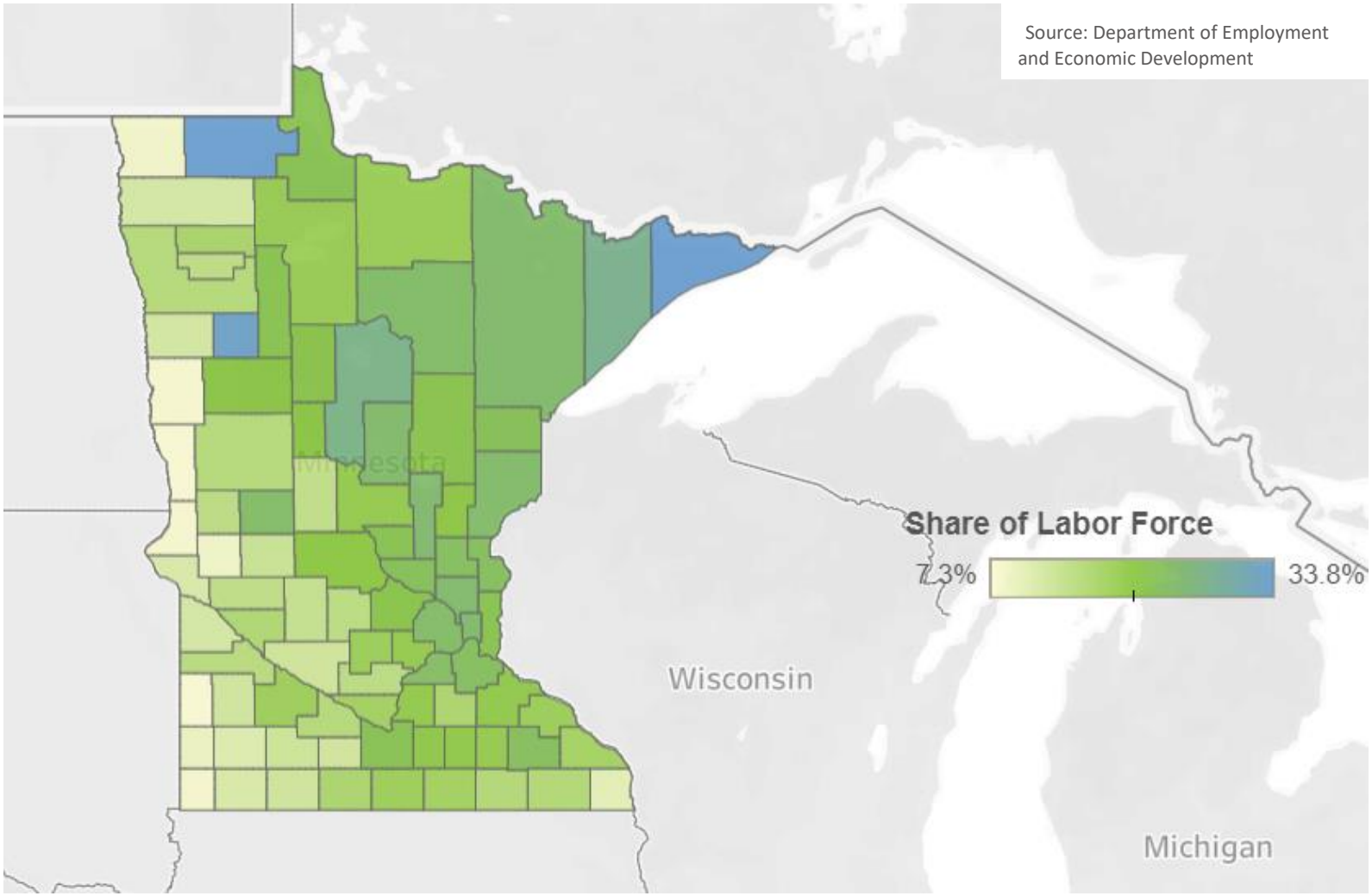
CLAIMS AS PERCENT OF JOBS



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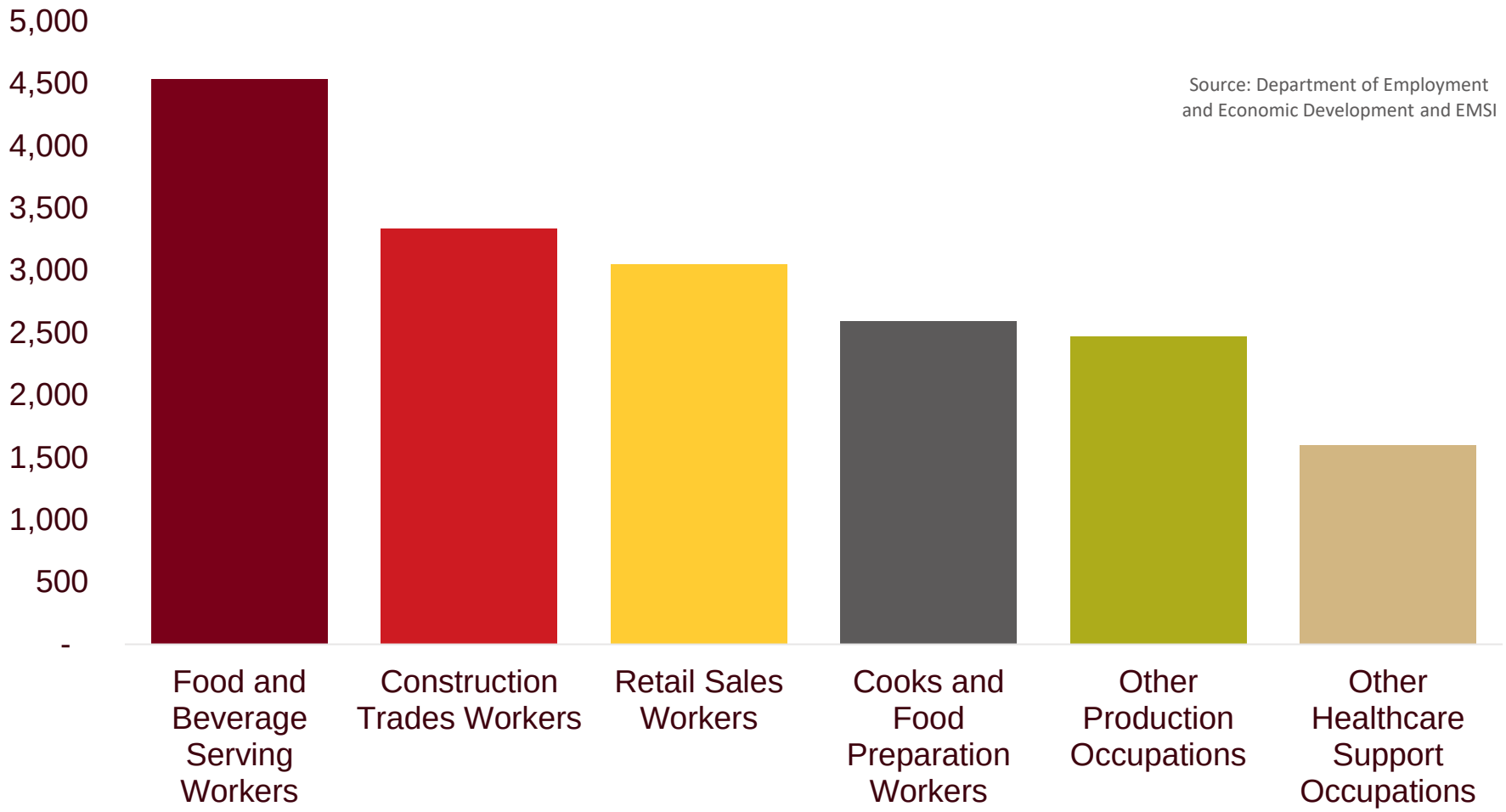
NORTHWEST MINNESOTA

Initial Claims by Occupation, Top Six, NW MN, May 22, 2020



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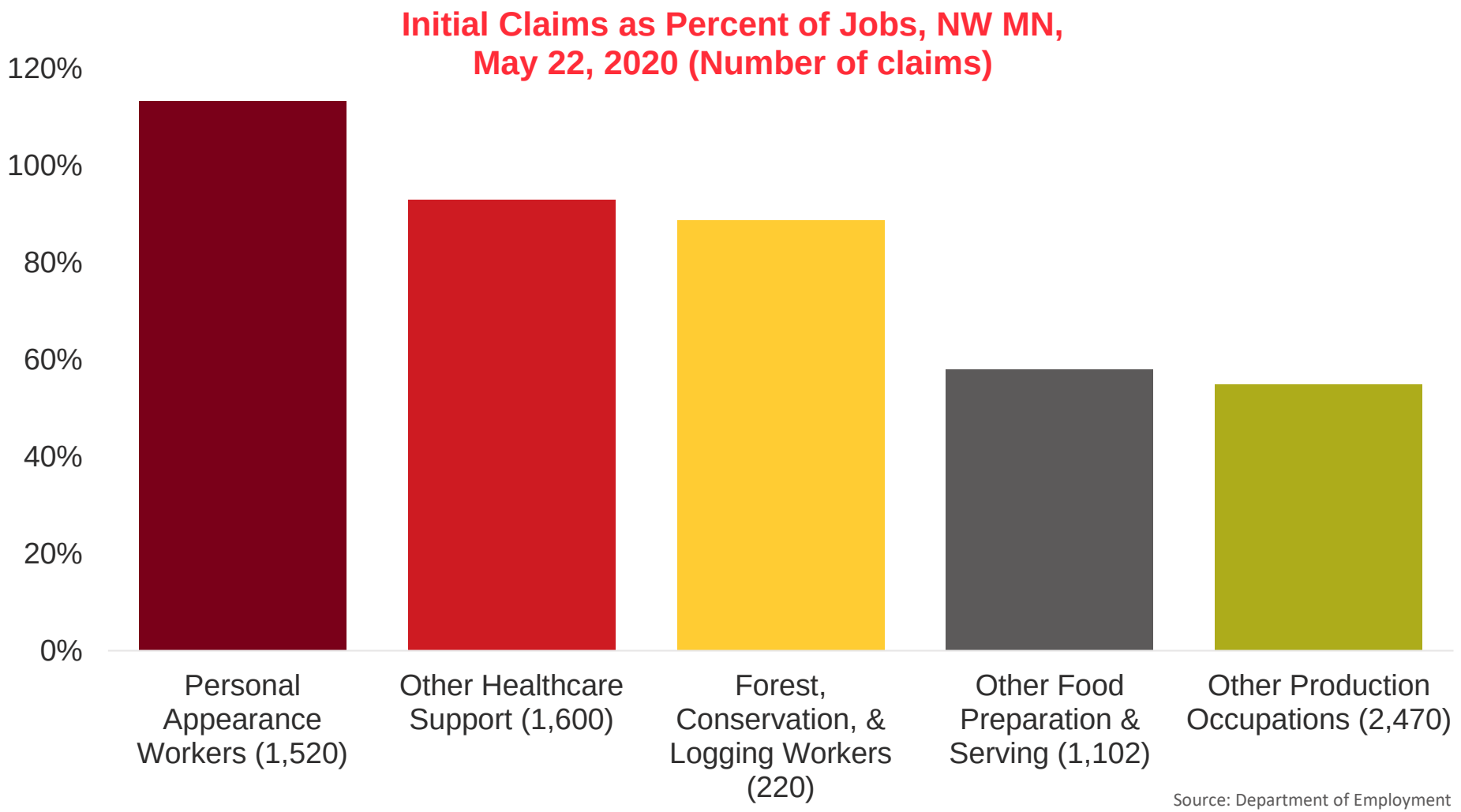
NORTHWEST MINNESOTA



Source: Department of Employment and Economic Development and EMSI

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LOCAL IMPACTS

Initial Unemployment Claims, Top 5 Occupations

Roseau

Occupation	Initial Claims	Average Hourly Wage
Other production	337	$18.56
Metal & plastic workers	233	$19.50
Assemblers & fabricators	167	$16.74
Engineers	129	$39.65
Retail sales	99	$13.51

Douglas

Occupation	Initial Claims	Average Hourly Wage
Food & beverage servers	448	$12.35
Retail sales	335	$13.51
Construction trades	272	$22.05
Cooks & food prep	263	$14.03
Health diagnosing & treating	210	$47.13

Source: Department of Employment and Economic Development and EMSI

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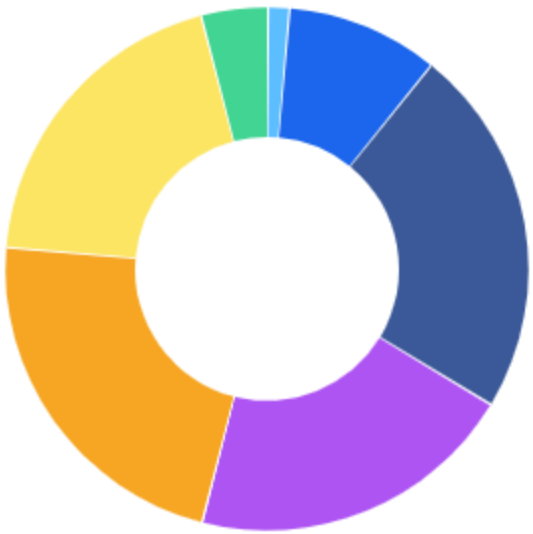
OTHER PRODUCTION OCCUPATIONS

Occupation Age Breakdown



	% of Jobs
14-18	1.3%
19-24	9.4%
25-34	22.8%
35-44	20.3%
45-54	22.3%
55-64	19.6%
65+	4.1%

46%

Source: EMSI

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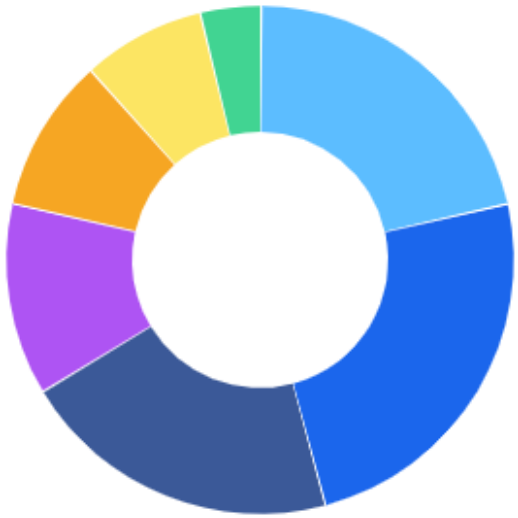
FOOD & BEVERAGE WORKERS

Occupation Age Breakdown



	% of Jobs
14-18	21.4%
19-24	24.4%
25-34	20.5%
35-44	12.2%
45-54	9.8%
55-64	7.8%
65+	3.9%

46%

Source: EMSI

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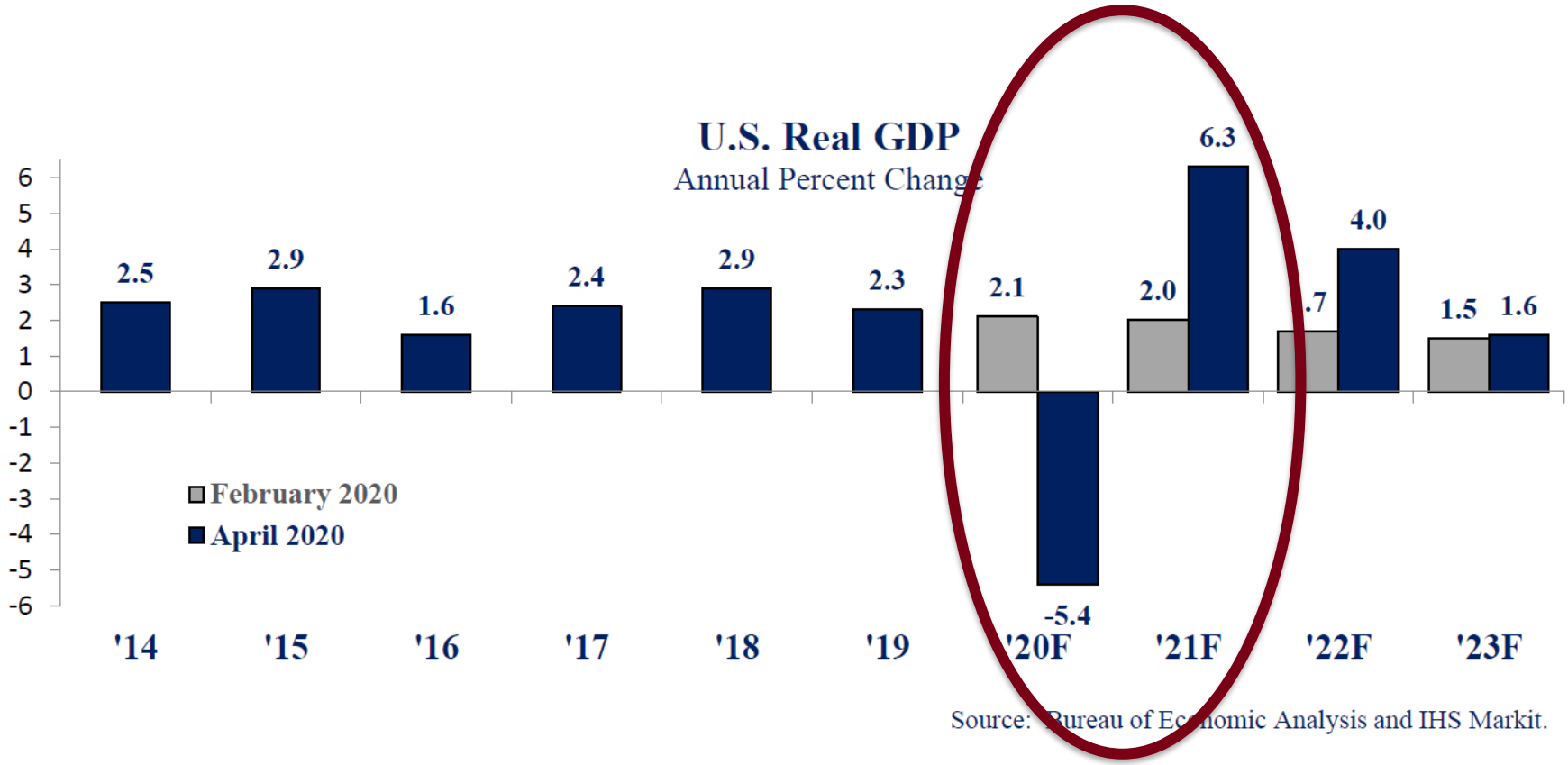
MINNESOTA'S ECONOMY



Full report at: https://www.house.leg.state.mn.us/comm/docs/8a88bcc4-5890-4ac1-9f4e-04ed194c9e1e.pdf

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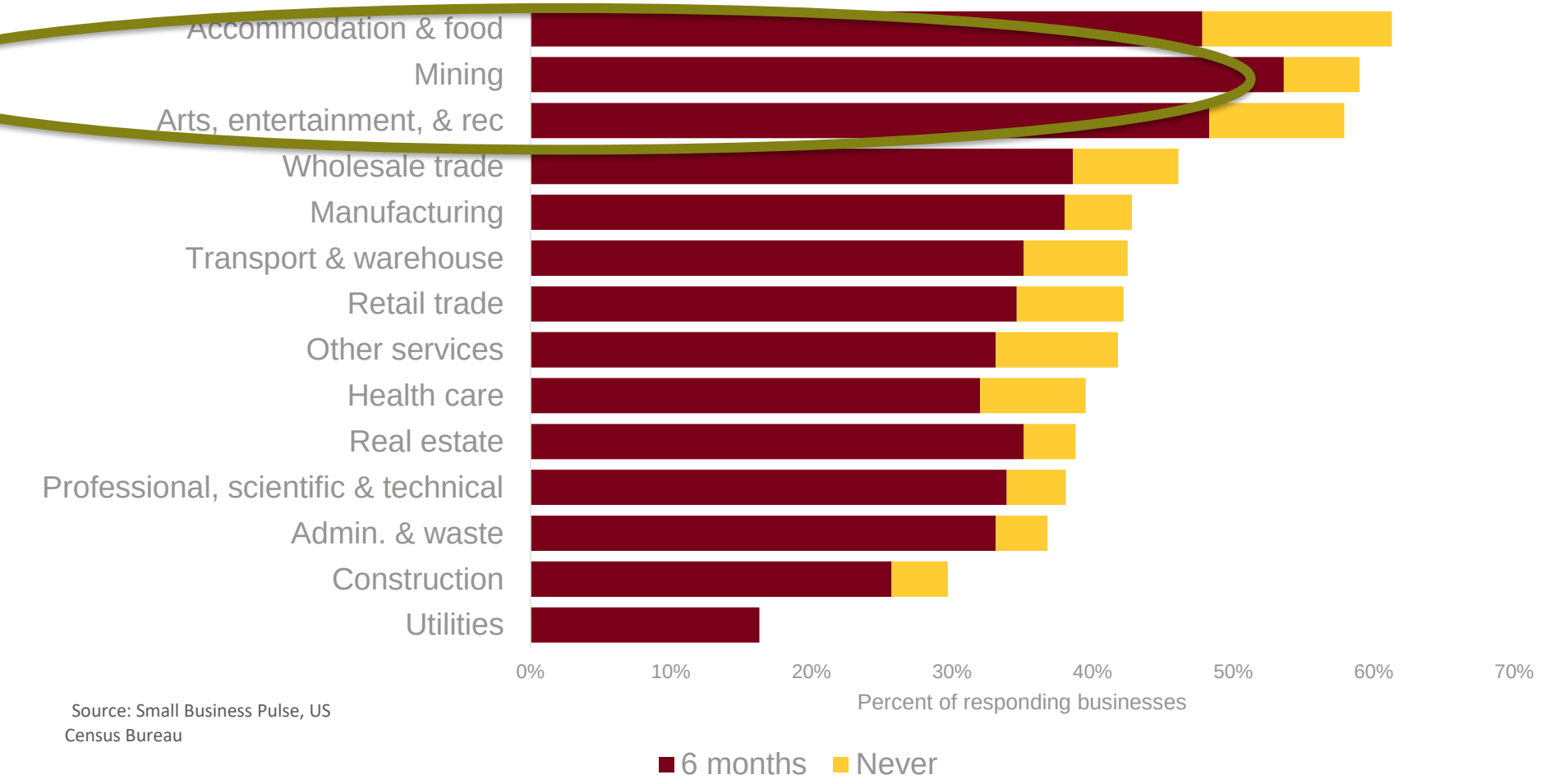
INDUSTRY RECOVERY

Estimated Length of Time Until Recovery of Business Operations, United States, May 2020



Source: Small Business Pulse, US Census Bureau

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THE INTERPLAY

Rural Trends and COVID-19

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REMOTE WORK

43% Employees who work away from their team members at least part of the time

37% Employees would change jobs to have the opportunity to work where they wanted part of the time

Gallup 2018

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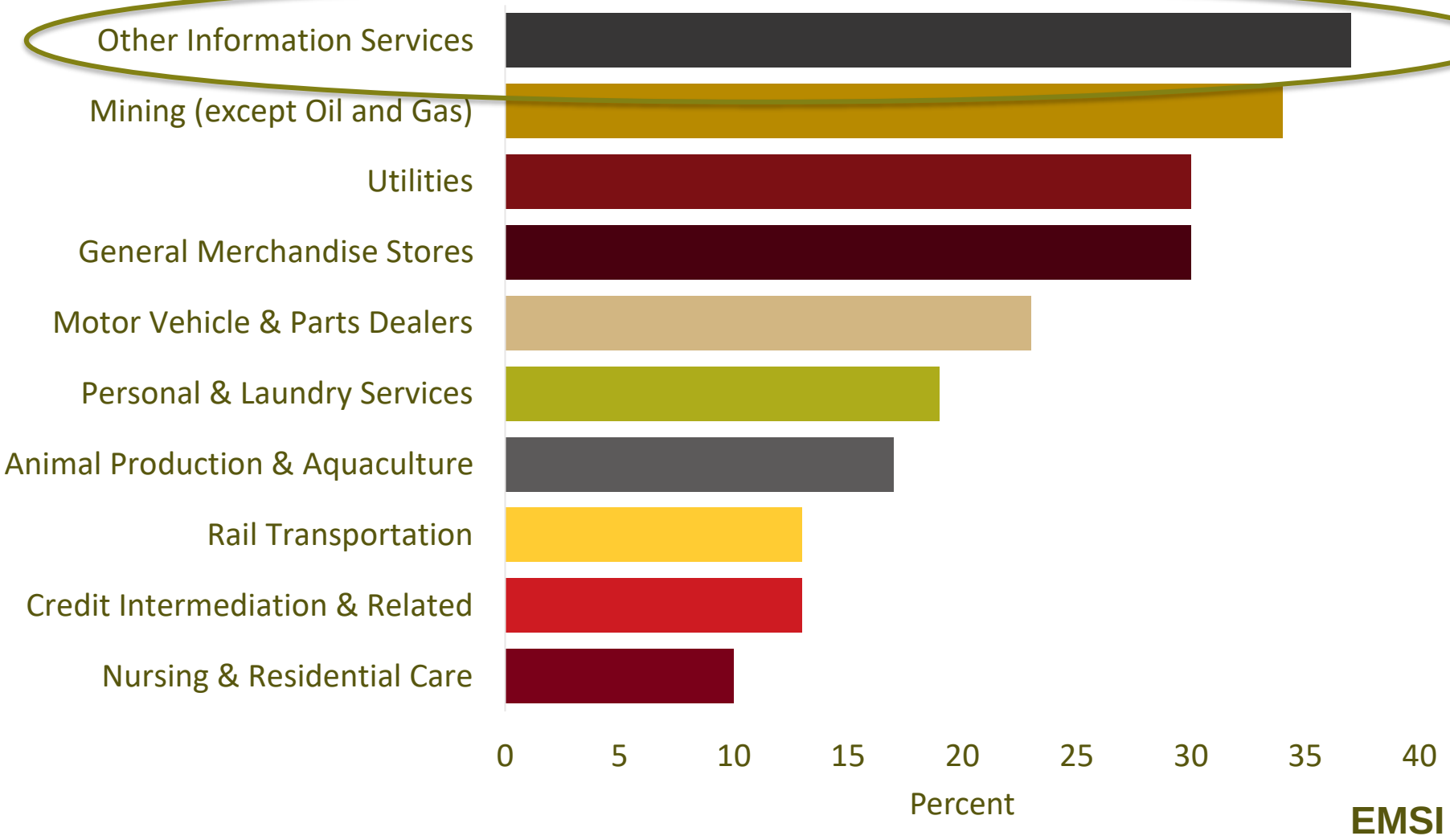
Chart 2: Minnesota Industries, Highest Percent Increase in Job Postings, Year Over Year, March 31, 2020



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RURAL LIFESTYLE

Rural newcomers:

63%

outdoor recreation very important in decision to move

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RURAL LIVING

Will Americans Trade-In Their Urban Lifestyles For Rural Ones In The Wake Of COVID-19?

April 29, 2020 / 276 Comments / in [Your] Land Blog, RLI Post, The Voices of Land

The COVID-19 pandemic will encourage a lot of people to rethink their urban lifestyles. In a time when social distancing and self-isolating play crucial roles in health, consumers living in urban centers find it nearly impossible to follow the rules for safety and are realizing they are at a much greater risk of being impacted by such an outbreak. The COVID-19 pandemic will, however, only add to subgroup of the population moving away from large, crowded cities to homes with more open lands in rural areas.

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SMALL BUSINESS SUCCESSION

60%

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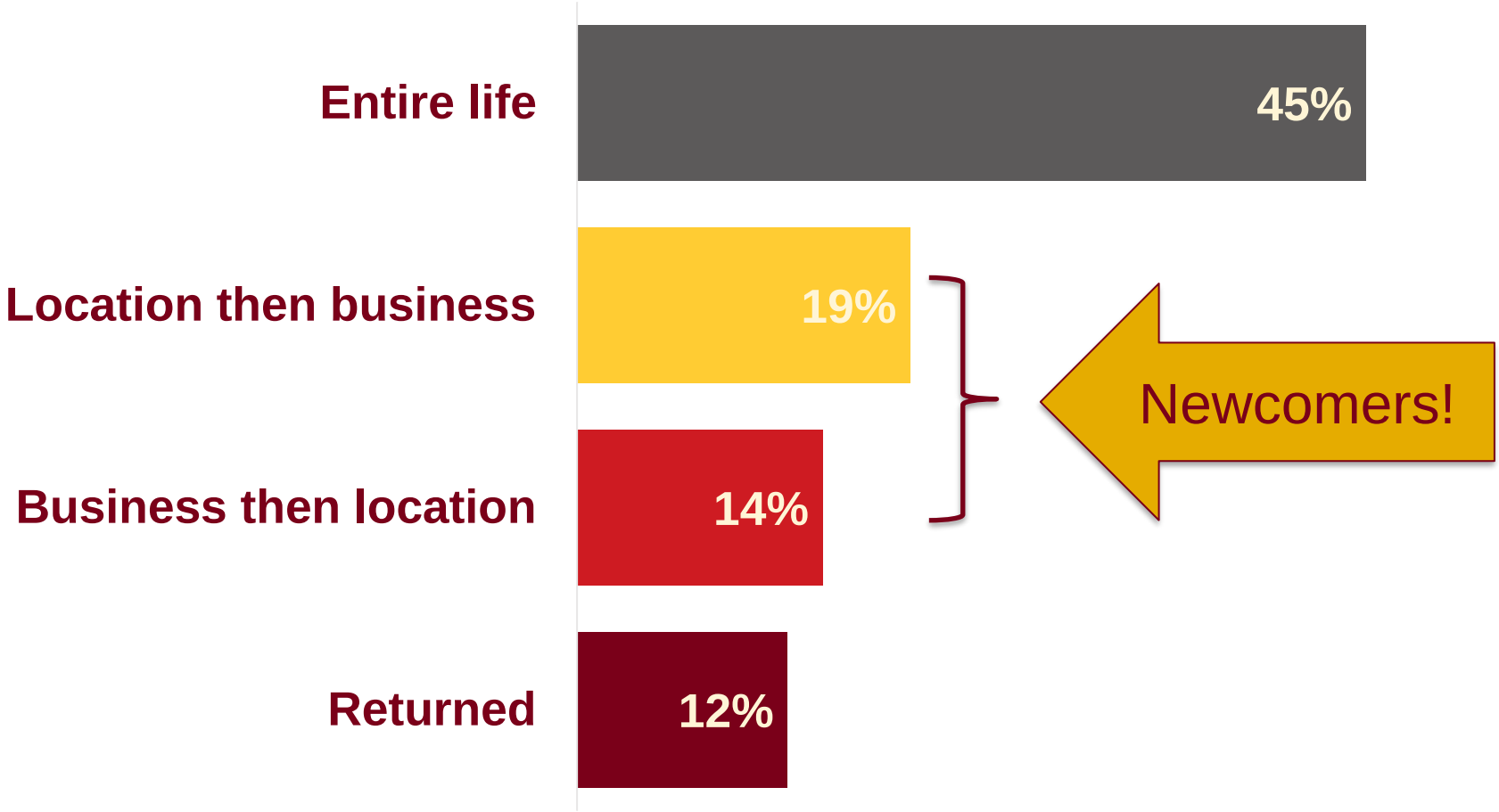
WHO IS BUYING RURAL BUSINESSES?



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COVID-19 AND THE ECONOMY

Supporting Your Community

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KNOW YOUR ECONOMY

Daily and Weekly Unemployment Insurance Statistics

County Map | Demographics | Occupations | County Details

Select a County:

All

EMPLOYMENT AND ECONOMIC DEVELOPMENT

Select a Category:

Gender

Demographics: Cumulative UI Application Counts from March 16

	All	Female	Male
Aitkin	1,579	843	736
Anoka	49,098	26,351	22,747
Becker	3,989	2,234	1,755
Beltrami	4,741	2,346	2,395
Benton	4,942	2,602	2,338
Big Stone	282	194	88
Blue Earth	9,066	5,217	3,849

https://mn.gov/deed/

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KNOW YOUR BUSINESSES

About business retention

> "Business retention is at the core of everything we do in economic development. It's the first thing on my list — to take care of our existing family of businesses."
>
> — Minnesota community leader for economic development

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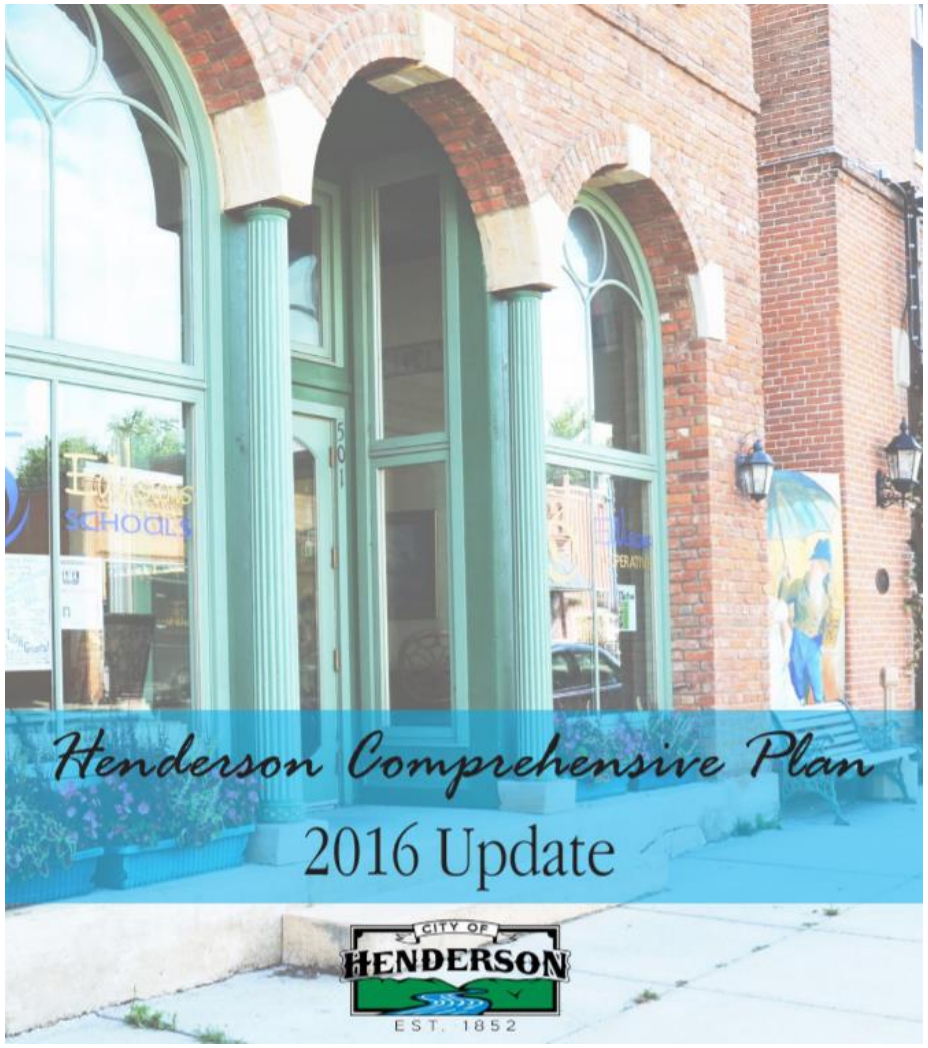
KNOW YOUR PLAN(S)



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BASICS OF COMMUNITY DEVELOPMENT

- Form a team (bonus: join an existing team!)
- Identify your community's strengths and vulnerabilities
- Develop strategies to enhance your strengths and build up your vulnerabilities

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COVID-19 AND THE ECONOMY

Additional Resources

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Webinar schedule

Special series: Retaining businesses during the pandemic

How is the COVID-19 pandemic affecting your community's economics and businesses? Extension's community economics team is hosting a series of webinars featuring positive community leadership for business retention. **Learn more and view details on past sessions.**

Upcoming webinars in this special series

Banking on local: How one small-town bank is supporting clients impacted by COVID-19

Friday, May 29, 2020

9:00 a.m. - 9:45 a.m.

Online

Register for webinar

https://extension.umn.edu/courses-and-events/community-economics-webinars

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Brigid Tuck, tuckb@umn.edu

https://extension.umn.edu/courses-and-events/community-economics-webinars

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The University of Minnesota is an equal opportunity educator and employer. This PowerPoint is available in alternative formats upon request. Direct requests to 612-625-8233.

Recap by Fund

Fund	AMOUNT	Name
1	102,326.26	General Revenue Fund
3	120,152.36	Public Works Fund
16	13,034.89	Public Safety Fund
18	6,267.77	Public Health Fund
25	282.70	Forfeited Tax Sale Fund
38	2,402.60	CAP Grant Project
40	3,935.00	Spec Assmnts (Ditch) Fund
48	7,880.53	Environmntal Services Fund
64	92,075.01	Resource Recovery Fund
65	11,506.98	Landfill Fund
All Funds	359,864.10	Total

Approved by, ...

.....

.....

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BOARD OF COMMISSIONERS

June 19 , 2020

PER DIEMS

Don Diedrich	GENERAL REVENUE - COMMISSIONER (1-001)	$	75.00	
		Total		$ 75.00
Gerald Jacobson	GENERAL REVENUE - COMMISSIONER (1-001)	$	450.00	
		Total		$ 450.00
Joan Lee	GENERAL REVENUE - COMMISSIONER (1-001)	$	750.00	
		Total		$ 750.00
Warren Strandell	GENERAL REVENUE - COMMISSIONER (1-001)	$	150.00	
		Total		$ 150.00
Gary Willhite	GENERAL REVENUE - COMMISSIONER (1-001)			
		Total		$ -
	GRAND TOTAL PER DIEMS			$ 1,425.00

MEAL REIMBURSMENTS

(w/o overnight lodging)

Melissa Perreault	Public Health	$ 35.86
	GRAND TOTAL MEALS	$ 35.86

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
1516	**A RIFKIN CO**						
	01- 064- 000- 0000- 6204		186.80	Canvas rolling containers	4203597	Freight Charges	N
	01- 064- 000- 0000- 6403		2,206.68	Canvas rolling containers	4203597	Misc. Supplies	N
1516	**A RIFKIN CO**		2,393.48	**2 Transactions**			
4307	**Acme Tools - Grand Forks**						
	01- 111- 000- 0000- 6565		6.40	Flex Plate 12/03/2019	7124906	other repair/mntc County	N
	01- 111- 000- 5555- 6566		104.94	screws/bearings/tools 05/19/20	7568318	Small Tools	N
	01- 111- 000- 5555- 6412		1,194.87	Covid 19 - supplies	7580925	Custodial Supplies	N
	01- 111- 000- 5555- 6412		2,586.24	Covid 19 Supplies/Hand sanitiz	7593883	Custodial Supplies	N
	01- 111- 000- 5555- 6412		29.94	Covid- 19 Supplies/spray bottle	7617355	Custodial Supplies	N
4307	**Acme Tools - Grand Forks**		3,922.39	**5 Transactions**			
847	**Advanced Tire & Auto Service**						
	16- 200- 000- 0000- 6364		318.56	Mileage/tow/hook Unit 224	20- 01933	Towing Charges (County Cars)	N
847	**Advanced Tire & Auto Service**		318.56	**1 Transactions**			
6979	**Alternative Sanitation**						
	03- 330- 000- 0000- 6303		93.60	Services	2692	Other Repair, Maintenance & Operatior	Y
6979	**Alternative Sanitation**		93.60	**1 Transactions**			
212	**Altru Health System**						
	16- 200- 000- 0000- 6266		91.00	PR OM Physical Level 1 MRN	24602481	Medical Evaluation	6
212	**Altru Health System**		91.00	**1 Transactions**			
3324	**Altru Health System**						
	18- 481- 000- 0000- 6285		420.00	ConsultDrDorman/May2020- 91	800000865	Consulting	Y
	18- 481- 000- 0000- 6285		420.00	ConsultDrDorman June 2020- 91	800000865	Consulting	Y
	18- 483- 464- 0000- 6272		160.00	AprilCntSvcs E.Andrews- 17	5145	Services	Y
	18- 483- 464- 0000- 6272		240.00	May CntrctSvcs E.Andrews- 17	5145	Services	Y
3324	**Altru Health System**		1,240.00	**4 Transactions**			
10146	**Ameripride Linen & Apparel Serv**						
	03- 330- 000- 0000- 6303		395.64	Services	C#161684011	Other Repair, Maintenance & Operatior	N
	65- 392- 000- 0000- 6412		249.10	Custodial Supplies	561200	Custodial Supplies	N
	65- 392- 000- 0000- 6425		215.20	Uniforms	561200	Clothing	N
	65- 392- 000- 0000- 6859		33.08	Sales Tax	561200	Sales Tax	N

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10146	**Ameripride Linen & Apparel Serv**		893.02	**4 Transactions**			
6050	**Ameripride Linen & Apparel Service**						
	64- 390- 000- 0000- 6412		417.42	Custodial Supplies- Mops,Mats	350442600	Custodial Supplies	N
	64- 390- 000- 0000- 6425		841.04	Uniforms	350442600	Clothing	N
	64- 390- 000- 0000- 6859		89.68	Sales Tax	350442600	Sales Tax	N
	64- 391- 000- 0000- 6412		132.32	Custodial Supplies- Mats,Rags,	350442601	Custodial Supplies	N
	64- 391- 000- 0000- 6425		604.34	Uniforms	350442601	Clothing	N
	64- 391- 000- 0000- 6859		52.50	Sales Tax	350442601	Sales Tax	N
6050	**Ameripride Linen & Apparel Service**		2,137.30	**6 Transactions**			
6504	**Anders Valley Publishing, LLC**						
	01- 041- 000- 0000- 6241		130.00	Delinquent Tax Insert	7592	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		59.80	Personnel AD	7659	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		36.80	Personnel AD	7741	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		36.80	Personnel AD	7785	Publishing - Advertising	N
6504	**Anders Valley Publishing, LLC**		263.40	**4 Transactions**			
9754	**Aramark**						
	64- 390- 000- 0000- 6417		441.18	COVID- 19 Safety Supplies	1306738	Safety Equipment & Supplies	N
	64- 390- 000- 0000- 6859		31.43	Sales Tax	1306738	Sales Tax	N
	64- 391- 000- 0000- 6417		152.74	COVID- 19 Safety Supplies	1306738	Safety Equipment & Supplies	N
	64- 391- 000- 0000- 6859		10.88	Sales tax	1306738	Sales Tax	N
	65- 392- 000- 0000- 6417		288.43	COVID- 19 Safety Supplies	1306738	Safety Equipment & Supplies	N
	65- 392- 000- 0000- 6859		20.55	Sales Tax	1306738	Sales Tax	N
9754	**Aramark**		945.21	**6 Transactions**			
5363	**Architectural Resourses Inc**						
	01- 111- 188- 1211- 6605		5,051.25	HSC EGF Reroof Proj	Y16133- 25	Building Improvements	N
	01- 111- 187- 0000- 6605		3,195.00	Gov Ctr Fire Alamr Proj Design	Y20021- 1	Building Improvements	N
5363	**Architectural Resourses Inc**		8,246.25	**2 Transactions**			
2765	**Auto Value - Crookston**						
	01- 111- 000- 0000- 6565		31.98	Wiper blades/08 Blue GMC	76162707	other repair/mntc County	N
	03- 330- 000- 0000- 6303		92.24	Supplies	C# 7642600	Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6564		737.68	Parts	C# 7642600	Machinery Parts	N
	03- 340- 000- 0000- 6303		166.99-	Supplies	C# 7642600	Other Repair, Maintenance & Operatior	N

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2765	**Auto Value - Crookston**		694.91	**4 Transactions**			
4590	**Auto Value Fosston**						
	64- 390- 000- 0000- 6301		104.28	Parts for Equipment	2587	Machinery & Equip. Repairs	N
	64- 390- 000- 7390- 6301		216.47	Parts/Repairs JD 544J Loader	2587	Machinery & Equip. Repairs	N
	64- 391- 000- 0000- 6301		21.39	Repairs/Supplies forklift	2587	Machinery & Equipment	N
4590	**Auto Value Fosston**		342.14	**3 Transactions**			
6460	**AXON ENTERPRISE INC**						
	16- 200- 000- 0000- 6454		1,276.50	35 Xtr Live Cart/2 Taser Targ	O- 0000016297	Law Enforcement Supplies	N
6460	**AXON ENTERPRISE INC**		1,276.50	**1 Transactions**			
721	**Beltrami Industrial Services**						
	64- 390- 392- 7210- 6301		33,454.54	Repairs- #2 Primary/Sec Chamber	29525	Machinery & Equip. Repairs	N
721	**Beltrami Industrial Services**		33,454.54	**1 Transactions**			
4313	**Bemidji Welders Supply**						
	64- 390- 000- 0000- 6565		218.00	Welding Supplies	57200	Other Repair & Maintenance Supplies	N
	64- 390- 000- 0000- 6859		15.53	Sales Tax	57200	Sales Tax	N
4313	**Bemidji Welders Supply**		233.53	**2 Transactions**			
4704	**Berhow Sodding Llc**						
	01- 520- 000- 0000- 6303		2,380.00	Services		Other Repair, Maintenance & Operatior	Y
4704	**Berhow Sodding Llc**		2,380.00	**1 Transactions**			
154	**Bertils Gravel & Excavation Llc**						
	48- 396- 000- 0000- 6302		283.00	- Class 5 Gravel- Compst Bnkr	6898	Grounds	Y
154	**Bertils Gravel & Excavation Llc**		283.00	**1 Transactions**			
5603	**Bibow/Emily**						
	18- 481- 519- 5110- 6331		269.10	COVID- 19 Mileage - 122		Mileage	N
	18- 482- 000- 0000- 6331		180.55	Correction Center Mileage - 53		Mileage	N
5603	**Bibow/Emily**		449.65	**2 Transactions**			
2397	**Biermaier Striping**						
	03- 330- 000- 0000- 6303		375.00	Paint Stripping	20- 04	Other Repair, Maintenance & Operatior	Y
	03- 340- 000- 0000- 6303		672.00	Paint Stripping	20- 03	Other Repair, Maintenance & Operatior	Y

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2397	**Biermaier Striping**		1,047.00	**2 Transactions**			
6667	**Bilyeu/Ashley**						
	48- 524- 000- 0000- 6331		427.80	Mileage	May- 20	Mileage	N
6667	**Bilyeu/Ashley**		427.80	**1 Transactions**			
3076	**Bob's Lawn Care**						
	25- 830- 000- 0000- 6304		75.00	82.00575.00 Mowing May 2020	9608 MFC	Labor Charges	Y
	25- 830- 000- 0000- 6304		126.96	82.02011.00 Mowing May 2020	9609 MFC	Labor Charges	Y
	25- 830- 000- 0000- 6304		80.74	82.001248.00 Mowing May 2020	9610M	Labor Charges	Y
3076	**Bob's Lawn Care**		282.70	**3 Transactions**			
11667	**Border States Electric Supply**						
	64- 391- 000- 0000- 6301		66.77	Parts for Conveyors	3939	Machinery & Equipment	N
11667	**Border States Electric Supply**		66.77	**1 Transactions**			
4745	**Brad's Electric**						
	01- 111- 190- 0000- 6303		465.75	LEC Roof AC Unit	153	other repair/maintenance non- county	Y
	01- 111- 190- 0000- 6304		187.50	Labor AC Unit	153	Labor Charges	Y
	01- 111- 187- 0000- 6303		88.56	Gov Ctr License Center	154	other repair & maintenance non- count	Y
	01- 111- 187- 0000- 6304		450.00	Labor Licenses Ctr	154	Labor Charges	Y
	01- 111- 190- 0000- 6303		1.46	Exhaust Fan LEC	155	other repair/maintenance non- county	Y
	01- 111- 190- 0000- 6304		75.00	Labor Exhaust Fan LEC	155	Labor Charges	Y
4745	**Brad's Electric**		1,268.27	**6 Transactions**			
11171	**Brandner Printing**						
	18- 481- 519- 5110- 6403		198.00	Thankyou Cards- 122	4018	Misc. Supplies	N
	18- 481- 519- 5110- 6403		285.00	Ag flyers- 122	4019	Misc. Supplies	N
11171	**Brandner Printing**		483.00	**2 Transactions**			
143	**Brost Chevrolet Inc**						
	16- 200- 000- 0000- 6303		49.95	Oil change/Tire Rotation U264	53168	Other Repair & Maintenance	N
	16- 200- 000- 0000- 6303		378.70	Unit 224 - Service	53319	Other Repair & Maintenance	N
143	**Brost Chevrolet Inc**		428.65	**2 Transactions**			
131	**Burggrafs Ace Hardware**						
	03- 330- 000- 0000- 6303		24.99	Supplies	C# 42933	Other Repair, Maintenance & Operatior	N

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	64- 390- 000- 0000- 6301		54.44	Mach/Equip Repairs	42974	Machinery & Equip. Repairs	N
	64- 390- 000- 0000- 6302		115.92	Ground Supplies/Repairs	42974	Grounds	N
	64- 390- 000- 0000- 6303		53.28	Building Supplies/Repairs	42974	Other Repair, Maintenance & Operatior	N
	64- 390- 000- 0000- 6305		3.99	Non- Taxable parts/supplies	42974	Equipment Repair Supplies\ Nontaxabl	N
	64- 390- 000- 0000- 6409		266.09	Two way radio/charger	42974	Office Furniture & Equipment	N
	64- 390- 000- 0000- 6412		53.49	Cleaning Supplies	42974	Custodial Supplies	N
	64- 390- 000- 0000- 6414		187.90	Shop Supplies	42974	Maintenance Supplies	N
	64- 390- 000- 0000- 6417		273.35	Covid- 19 Saftey Supplies	42974	Safety Equipment & Supplies	N
	64- 390- 000- 0000- 6564		9.99	Supplies- Recycling Center	42974	Machinery Parts	N
	64- 390- 000- 0000- 6565		114.82	Shop Supplies	42974	Other Repair & Maintenance Supplies	N
	64- 390- 000- 0000- 6566		110.97	Small Tools	42974	Small Tools	N
	64- 390- 000- 0000- 6859		83.06	Sales Tax	42974	Sales Tax	N
	64- 391- 000- 0000- 6301		22.77	Equipment Supplies	42974	Machinery & Equipment	N
	64- 391- 000- 0000- 6303		66.35	Building Repairs	42974	Other Repair,Maintenance & Operation	N
	64- 391- 000- 0000- 6417		22.95	COVID- 19 Safety Supplies	42974	Safety Equipment & Supplies	N
	64- 391- 000- 0000- 6566		149.98	Small Tools	42974	Small Tools	N
	64- 391- 000- 0000- 6859		18.68	Sales Tax	42974	Sales Tax	N
131	**Burggrafs Ace Hardware**		1,633.02	**18 Transactions**			
672	**Cardinal Health**						
	18- 483- 464- 5122- 6456		255.93	FP Med/ Medroxypro- 17	2492864	Miscellaneous Operating Supplies	N
672	**Cardinal Health**		255.93	**1 Transactions**			
9805	**Cariveau/George**						
	03- 320- 000- 0000- 6806		405.00	Temp Easement 60- 623- 019		Right Of Way	N
9805	**Cariveau/George**		405.00	**1 Transactions**			
5515	**Carlstrom/Darin**						
	03- 320- 000- 0000- 6331		143.75	Mileage		Mileage	N
5515	**Carlstrom/Darin**		143.75	**1 Transactions**			
4273	**Carslay/Ryan**						
	64- 390- 000- 0000- 6425		159.99	Boot Allowance	5.26.20	Clothing	N
4273	**Carslay/Ryan**		159.99	**1 Transactions**			
420	**Central States Wire Products Inc**						
	64- 391- 000- 0000- 6833		1,643.05	Bale Wire	44734	Supplies	N

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420	**Central States Wire Products Inc**		1,643.05	**1 Transactions**			
6128	**Cheryl's Cleaning Service**						
	48- 396- 000- 0000- 6345		600.00	May Cleaning	084294	Cleaning Agreement	Y
	64- 390- 000- 0000- 6345		780.00	Cleaning Services	84293	Cleaning Agreement	Y
	64- 391- 000- 0000- 6345		420.00	Cleaning Services	84293	Cleaning Agreement	Y
6128	**Cheryl's Cleaning Service**		1,800.00	**3 Transactions**			
5181	**Christian Brothers Ford Inc**						
	16- 200- 000- 0000- 6303		52.50	Unit 231 Replace Battery	39131	Other Repair & Maintenance	N
	16- 200- 000- 0000- 6303		967.20	Unit 224 Services	39189	Other Repair & Maintenance	N
	16- 200- 000- 0000- 6303		64.39	Unit 246 Oil Chg Tire Rotation	39196	Other Repair & Maintenance	N
	16- 200- 000- 0000- 6303		65.79	Unit 236 Oil Chg Tire Rotation	39343	Other Repair & Maintenance	N
5181	**Christian Brothers Ford Inc**		1,149.88	**4 Transactions**			
3627	**Christian Motors Inc**						
	03- 330- 000- 0000- 6303		30.29	Supplies	C# P16119	Other Repair, Maintenance & Operatior	N
3627	**Christian Motors Inc**		30.29	**1 Transactions**			
8960	**Church & Dwight Co Inc**						
	64- 390- 000- 0000- 6416		9,727.87	Chemicals- Sodium Bicarb	100007424	Boiler Chemicals/Salt	N
8960	**Church & Dwight Co Inc**		9,727.87	**1 Transactions**			
5969	**Clark Dailey Construction**						
	40- 648- 000- 0000- 6357		480.00	Ditch Work	388171	Ditch Services	Y
	40- 668- 000- 0000- 6357		960.00	Ditch Work	388172	Ditch Services	Y
	40- 777- 000- 0000- 6357		480.00	Ditch Work	388173	Ditch Services	Y
5969	**Clark Dailey Construction**		1,920.00	**3 Transactions**			
4878	**Code 4 Services Inc**						
	16- 200- 000- 0000- 6608		35.84	Power Relay Contractor U256	5510	Vehicles Purchased	N
	16- 200- 000- 0000- 6608		889.02	Remote Start Install U264,265	5512	Vehicles Purchased	N
4878	**Code 4 Services Inc**		924.86	**2 Transactions**			
12759	**Corona Services**						
	18- 493- 000- 0000- 6272		90.24	May Lawn Care/Lafromboise- 33		Services	Y

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12759	**Corona Services**		90.24	**1 Transactions**			
6770	**Cote/Michelle**						
	01- 041- 000- 0000- 6331		25.30	May 2020 Mileage Extension		Mileage	N
6770	**Cote/Michelle**		25.30	**1 Transactions**			
12605	**Crookston Building Center**						
	03- 330- 000- 0000- 6303		49.02	Supplies	A# 2049	Other Repair, Maintenance & Operatior	N
12605	**Crookston Building Center**		49.02	**1 Transactions**			
10669	**Crookston Collision Center LLC**						
	03- 330- 000- 0000- 6564		2,893.59	Parts	14387	Machinery Parts	Y
10669	**Crookston Collision Center LLC**		2,893.59	**1 Transactions**			
9749	**Crookston Fuel Company**						
	65- 392- 000- 0000- 6561		1,138.83	Fuel	3157	Fuels	N
	65- 393- 000- 0000- 6561		1,138.83	Fuel	3157	Fuels	N
9749	**Crookston Fuel Company**		2,277.66	**2 Transactions**			
12277	**Crookston Paint & Glass**						
	01- 111- 187- 5555- 6565		2,892.00	48X96 1/4 Plexi	55096	other repair & maintenance County	N
12277	**Crookston Paint & Glass**		2,892.00	**1 Transactions**			
12047	**Crookston Times**						
	01- 041- 000- 0000- 6241		25.55	COVID 19 - LC		Publishing - Advertising	N
	01- 061- 000- 0000- 6241		1,306.52	Personnel AD	Acct 923	Publishing - Advertising	N
	01- 064- 000- 0000- 6241		200.80	Notice of Offices 2020 General	59	Advertising	N
	03- 320- 000- 0000- 6241		351.40	Advertising	42 / 63	Publishing - Advertising	N
	18- 481- 000- 0000- 6242		99.00	1 yr subscription- 91	0472955	Subscriptions	N
12047	**Crookston Times**		1,983.27	**5 Transactions**			
4921	**Davidson/David**						
	01- 520- 000- 0000- 6303		36.80	Mileage		Other Repair, Maintenance & Operatior	N
	03- 310- 000- 0000- 6417		29.99	Clothing Allowance		Safety Equipment & Supplies	N
4921	**Davidson/David**		66.79	**2 Transactions**			
41000	**Diedrich/Don**						

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	01- 001- 000- 0000- 6351		807.70	Medical Reimbursement	May 2020	Insurance	N
41000	**Diedrich/Don**		807.70	**1 Transactions**			
5504	**Dietz/Mark**						
	01- 111- 000- 0000- 6331		285.28	Mileage 05/01/2020 05/08/2020		Mileage	N
	01- 111- 000- 0000- 6331		285.28	Mileage 05/09/2020 05/16/2020		Mileage	N
	01- 111- 000- 0000- 6331		285.28	Mileage 03/25/2020 04/01/2020		Mileage	N
	01- 111- 000- 0000- 6331		285.28	Mileage 04/02/2020 04/06/2020		Mileage	N
5504	**Dietz/Mark**		1,141.12	**4 Transactions**			
1722	**Docu Shred Inc**						
	01- 111- 187- 0000- 6304		40.00	PC Admin Gov't Center	60053	Labor Charges	N
	01- 111- 187- 0000- 6304		20.00	PCSS Gov't Center	60054	Labor Charges	N
1722	**Docu Shred Inc**		60.00	**2 Transactions**			
4162	**Driscoll/Brad**						
	03- 310- 000- 0000- 6417		83.93	Clothing Allowance		Safety Equipment & Supplies	N
4162	**Driscoll/Brad**		83.93	**1 Transactions**			
1086	**Ecolab Pest Elimination Division**						
	01- 111- 188- 0000- 6303		81.85	HSC Cockroach rodent program	9282051	other repair/maintenance non- county	N
	01- 111- 191- 0000- 6303		32.17	DAC/cockroach rodent program	9282192	other repair/maintenance non- county	N
	01- 111- 189- 0000- 6303		167.92	Hwy cockroach rodent program	9282193	other repair/maintenance non- county	N
1086	**Ecolab Pest Elimination Division**		281.94	**3 Transactions**			
9502	**Election Systems & Software Inc**						
	01- 064- 000- 0000- 6342		5,147.50	Automark Maintenance - 29	1088098	Maintenance Agreements	N
	01- 064- 000- 0000- 6612		250.00	DS200 Hardware Maint - 2	1088098	Voting Equipment	N
	01- 064- 000- 0000- 6612		160.00	DS200 Firmware Lic Renw- 2	1088098	Voting Equipment	N
	01- 064- 000- 0000- 6612		3,675.00	Election Ware Reporting	1088098	Voting Equipment	N
	01- 064- 000- 0000- 6204		103.80	Shipping Seals DS200 Paper	1134588	Freight Charges	N
	01- 064- 000- 0000- 6403		350.00	DS200 Thermal Paper (200)	1134588	Misc. Supplies	N
	01- 064- 000- 0000- 6403		44.00	Pull Tight seals (200)	1134588	Misc. Supplies	N

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9502	**Election Systems & Software Inc**		9,730.30	**7 Transactions**			
6446	**ENNIS PAINT INC**						
	03- 310- 000- 0000- 6530		21,040.00	Paint	393901	Traffic Paint & Beads	N
6446	**ENNIS PAINT INC**		21,040.00	**1 Transactions**			
6757	**Erdmann/Amy**						
	18- 481- 000- 0000- 6331		21.85	Staff Admin Mileage - 91		Mileage	N
	18- 481- 519- 5110- 6331		1.15	COVID- 19 Mileage- 122		Mileage	N
	18- 481- 519- 5110- 6403		31.26	COVID- 19 Suppl- Mrkrs- 122		Misc. Supplies	N
	18- 483- 464- 0000- 6331		13.80	Family Planning Mileage- 17		Mileage	N
6757	**Erdmann/Amy**		68.06	**4 Transactions**			
9803	**Erickson/Robin**						
	03- 320- 000- 0000- 6806		350.00	Temp Easement 60- 623- 019		Right Of Way	N
9803	**Erickson/Robin**		350.00	**1 Transactions**			
14164	**Erskine Echo**						
	01- 041- 000- 0000- 6241		110.00	Delinquent Tax List Insert	3429	Publishing - Advertising	N
	01- 043- 000- 0000- 6241		39.00	Appeals Changes	3430	Advertising	N
	01- 061- 000- 0000- 6241		1,189.50	Personnel Ads	3433	Publishing - Advertising	N
	03- 300- 000- 0000- 6241		339.30	Advertising	3432	Publishing - Advertising	N
	48- 123- 000- 0000- 6232		22.50	Dupont Notice	3431	Publishing	N
	48- 123- 000- 0000- 6232		22.50	Pierce Notice	3431	Publishing	N
14164	**Erskine Echo**		1,722.80	**6 Transactions**			
3412	**Fagerlund/Kirsten**						
	18- 481- 519- 5110- 6331		32.77	COVID- 19 Mileage- 122		Mileage	N
	18- 482- 475- 0000- 6331		56.35	SHIP Grant Mileage- 74		Mileage	N
3412	**Fagerlund/Kirsten**		89.12	**2 Transactions**			
5205	**Farmers Publishing**						
	64- 391- 000- 0000- 6241		212.24	Ad- Sorline Operator	55780- 55938	Publishing - Advertising	N
5205	**Farmers Publishing**		212.24	**1 Transactions**			
2302	**Ferguson Enterprise Inc 3093**						
	64- 390- 000- 0000- 6305		24.67	Non- Taxable Parts/Supplies	1972	Equipment Repair Supplies\ Nontaxabl	N

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2302	**Ferguson Enterprise Inc 3093**		24.67	**1 Transactions**			
15306	**Fertile Building Center Ltd**						
	03- 330- 000- 0000- 6303		7.36	Supplies	63834	Other Repair, Maintenance & Operatior	N
15306	**Fertile Building Center Ltd**		7.36	**1 Transactions**			
2188	**Fertile Hardware Hank**						
	03- 310- 000- 5555- 6417		1,060.00	Supplies - Hand Sanitizar		Safety Equipment & Supplies	N
	03- 330- 000- 0000- 6303		6.98	Supplies	716330	Other Repair, Maintenance & Operatior	N
	16- 200- 000- 0000- 6403		34.98	Supplies for Firearm Range		Misc. Supplies	N
2188	**Fertile Hardware Hank**		1,101.96	**3 Transactions**			
3510	**Fertile Oil Company**						
	03- 330- 000- 0000- 6562		354.75	Lubricants	182220	Lubricants	N
3510	**Fertile Oil Company**		354.75	**1 Transactions**			
9810	**Filipi/Karen**						
	03- 320- 000- 0000- 6806		450.00	Temp Easement 60- 623- 019		Right Of Way	N
9810	**Filipi/Karen**		450.00	**1 Transactions**			
6500	**Flaa/Patricia**						
	01- 043- 000- 0000- 6331		62.68	May 2020 MIleage		Mileage	N
	01- 043- 000- 0000- 6403		151.60	Supplies work from home/gas	Assessing	Misc. Supplies	N
6500	**Flaa/Patricia**		214.28	**2 Transactions**			
6438	**Fleet Services**						
	01- 111- 000- 0000- 6341		137.64	Unit 9714 2016 Toyota Lease 05/01/2020 05/31/2020	2020110035	Lease Agreements	N
	01- 111- 000- 0000- 6341		635.50	Unit 9855 2017 Explr Lease 05/01/2020 05/31/2020	2020110035	Lease Agreements	N
	01- 111- 000- 0000- 6859		53.15	Tax	2020110035	Sales Tax	N
6438	**Fleet Services**		826.29	**3 Transactions**			
589	**Fleet Supply**						
	01- 520- 000- 0000- 6303		31.97	Supplies	A# 3952	Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6564		21.45	Parts	A# 3952	Machinery Parts	N
	03- 330- 000- 0000- 6565		55.14	Equip Supplies	A# 3952	Other Repair & Maintenance Supplies	N

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	65- 392- 000- 0000- 6301		1,059.99	Fuel Pump	5419	Machinery & Equipment	N
	65- 392- 000- 0000- 6859		75.52	Tax	5419	Sales Tax	N
589	**Fleet Supply**		1,244.07	**5 Transactions**			
3739	**Fosston Auto**						
	03- 330- 000- 0000- 6303		47.96	Supplies	A# 1870	Other Repair, Maintenance & Operatior	N
	64- 390- 000- 0000- 6562		24.78	Equipment Lubricants	1880	Lubricants	N
3739	**Fosston Auto**		72.74	**2 Transactions**			
4043	**Fosston Tri- Coop**						
	64- 390- 000- 0000- 6254		131.00	Pest Control Supplies	750061	Other Utilities	N
	64- 390- 000- 0000- 6302		68.00	Yard Supplies	750061	Grounds	N
4043	**Fosston Tri- Coop**		199.00	**2 Transactions**			
2865	**Girdler/Kathy**						
	18- 483- 466- 0000- 6367		85.00	MN Nursing License Renewal- 11		Misc. License's & Permits	N
2865	**Girdler/Kathy**		85.00	**1 Transactions**			
4627	**Gopher State One Call**						
	03- 300- 000- 0000- 6272		63.45	Prof Services	51304	Services	N
4627	**Gopher State One Call**		63.45	**1 Transactions**			
2032	**Grainger**						
	01- 520- 000- 0000- 6303		247.80	Supplies	A# 824296818	Other Repair, Maintenance & Operatior	N
	01- 521- 000- 0000- 6303		43.23	Supplies	A# 824296818	Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6564		11.09	Parts	A# 824296818	Machinery Parts	N
	64- 390- 000- 0000- 6301		354.00	Equipment Repairs/Supplies	829311547	Machinery & Equip. Repairs	N
	64- 390- 000- 0000- 6303	T	91.44	Building Supplies	829311547	Other Repair, Maintenance & Operatior	N
	64- 390- 000- 0000- 6414		68.56	Operating Supplies	829311547	Maintenance Supplies	N
	64- 390- 000- 0000- 6564		105.98	Recycling Center Supplies	829311547	Machinery Parts	N
	64- 390- 000- 0000- 6565	T	165.50	Shop Supplies	829311547	Other Repair & Maintenance Supplies	N
	64- 390- 000- 0000- 6566	T	321.22	Tools	829311547	Small Tools	N
2032	**Grainger**		1,408.82	**9 Transactions**			
4027	**Grainger**						
	01- 111- 000- 5555- 6412		70.48	Handheld sprayers Covid 19	9539462839	Custodial Supplies	N

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4027	**Grainger**		70.48	**1 Transactions**			
671	**Grand Forks Welding**						
	03- 330- 000- 0000- 6564		11.55	Parts	240515	Machinery Parts	N
	03- 330- 000- 0000- 6303		313.54	Shop Repair	241560	Other Repair, Maintenance & Operatior	N
671	**Grand Forks Welding**		325.09	**2 Transactions**			
1366	**Hannaher's**						
	01- 111- 187- 0000- 6412		680.00	Deflecto supermat chair mats	60025	Custodial Supplies	N
1366	**Hannaher's**		680.00	**1 Transactions**			
9737	**Hanson/Heath**						
	16- 200- 000- 0000- 6332		94.45	Meal Reimb Training 5023		Reimbursed Meals	N
9737	**Hanson/Heath**		94.45	**1 Transactions**			
5619	**Hardware Hank Crookston**						
	01- 111- 177- 5555- 6414		9.28	V119 M/plate/hardware	50679/2	Maintenance Supplies	N
	01- 111- 000- 0000- 6414		31.96	Drain opener/maint supplies	50724/2	Maintenance Supplies	N
	01- 111- 197- 0000- 6414		32.54	Spray Paint/maint supplies	51116/2	Maintenance Supplies	N
	01- 111- 197- 0000- 6414		59.97	Clocks/.Maint supplies 6/1/20	51214/2	Maintenance Supplies	N
	01- 111- 190- 0000- 6414		44.94	Elbow hosw/couplings/tee hose	51244/2	Maintenance Supplies	N
	03- 330- 000- 0000- 6303		29.15	Supplies	C# 7751	Other Repair, Maintenance & Operatior	N
	65- 392- 000- 0000- 6414		30.97	Maintenance Supplies	7752	Maintenance Supplies	N
	65- 392- 000- 0000- 6859		2.21	Sales Tax	7752	Sales Tax	N
5619	**Hardware Hank Crookston**		241.02	**8 Transactions**			
4731	**Hardware Hank EGF**						
	01- 111- 197- 0000- 6414		18.43	Drain opener/misc hardware	225703/1	Maintenance Supplies	N
4731	**Hardware Hank EGF**		18.43	**1 Transactions**			
6454	**Hennen Equipment Inc**						
	64- 391- 000- 0000- 6301		1,730.47	Ballistic Parts	20273, 20294	Machinery & Equipment	N
6454	**Hennen Equipment Inc**		1,730.47	**1 Transactions**			
2828	**HN Quality Plumbing Inc**						
	01- 111- 198- 0000- 6414		17.74	Cover Plates	008780	Maintenance Supplies	N
	01- 111- 198- 0000- 6303		30.29	Repair Recirc.line/Jail	29017	other repair & maintenance non- count	N

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	01- 111- 198- 0000- 6304		85.00	Labor	29017	Labor Charges	N
	01- 111- 198- 0000- 6331		8.00	Mileage	29017	Mileage	N
	01- 111- 187- 0000- 6304		85.00	labor	29088	Labor Charges	N
	01- 111- 187- 0000- 6331		8.00	mileage	29088	Mileage	N
	01- 520- 000- 0000- 6303		52.08	Repairs	8755	Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6303		99.40	Repairs	29096	Other Repair, Maintenance & Operatior	N
2828	**HN Quality Plumbing Inc**		385.51	**8 Transactions**			
9814	**Holy Trinity Catholic Church of Tabor**						
	03- 320- 000- 0000- 6806		315.00	Hwy Easement 60- 623- 019		Right Of Way	S
9814	**Holy Trinity Catholic Church of Tabor**		315.00	**1 Transactions**			
3715	**Honek/Joseph**						
	03- 320- 000- 0000- 6806		450.00	Temp Easement 60- 623- 019		Right Of Way	N
3715	**Honek/Joseph**		450.00	**1 Transactions**			
9753	**Horak/Garrett**						
	48- 524- 000- 0000- 6331		380.08	Mileage	May- 20	Mileage	N
9753	**Horak/Garrett**		380.08	**1 Transactions**			
5110	**Horsley/Bramwell**						
	64- 390- 000- 0000- 6425		129.99	Boot Allowance	2020	Clothing	N
5110	**Horsley/Bramwell**		129.99	**1 Transactions**			
3499	**HP INC**						
	01- 065- 000- 0000- 6607		17.38	PCPH Melissa USBC USB adapt	9010318338	Equipment	N
3499	**HP INC**		17.38	**1 Transactions**			
6256	**Hruby/Megan**						
	18- 484- 491- 0000- 6272		228.76	May peer Grp Svcs- 108		Professional Services	Y
	18- 484- 491- 0000- 6403		35.00	May Phone- 108		Misc. Supplies	Y
6256	**Hruby/Megan**		263.76	**2 Transactions**			
9806	**Huderle/Douglas E**						
	03- 320- 000- 0000- 6806		365.00	Temp Easement 60- 623- 019		Right Of Way	N
9806	**Huderle/Douglas E**		365.00	**1 Transactions**			

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
6255	**Hudon/Meghan**						
	18- 484- 491- 0000- 6272		324.07	May Peer Grp Svcs- 108q		Professional Services	Y
	18- 484- 491- 0000- 6403		35.00	May Phone- 108		Misc. Supplies	Y
6255	**Hudon/Meghan**		359.07	**2 Transactions**			
6422	**Hwy 2 Car Wash**						
	16- 211- 000- 0000- 6272		25.00	5 Car Washes	148,159	Professional Services	N
6422	**Hwy 2 Car Wash**		25.00	**1 Transactions**			
6319	**Innovative Office Solutions LLC**						
	01- 043- 000- 0000- 6610		206.28	Post Cards	IN2968728	Office Furniture	N
	01- 063- 000- 0000- 6402		362.21	Office supplies	2989778	Office Supplies	N
	01- 063- 000- 0000- 6402		122.94	Office supplies	2991054	Office Supplies	N
6319	**Innovative Office Solutions LLC**		691.43	**3 Transactions**			
5924	**Interstate Billing Service**						
	03- 310- 000- 0000- 6564		187.63	Parts	98009G	Machinery Parts	N
	48- 396- 000- 0000- 6301		45.69	- 7004 Repairs	Acct 679240	Machinery & Equipment	N
	48- 396- 000- 0000- 6859		3.60	Tax	Acct 679240	Sales Tax	N
5924	**Interstate Billing Service**		236.92	**3 Transactions**			
6372	**Jacobson/Gerald A**						
	01- 001- 000- 0000- 6351		394.30	Medical Reimbursement	April 2020	Insurance	N
	01- 001- 000- 0000- 6351		394.30	Medical Reimbursement	May 2020	Insurance	N
6372	**Jacobson/Gerald A**		788.60	**2 Transactions**			
6257	**Jager/Tiffany**						
	18- 484- 491- 0000- 6272		129.63	May Peer Grp Svcs- 108		Professional Services	Y
	18- 484- 491- 0000- 6403		35.00	May Phone- 108		Misc. Supplies	Y
	18- 484- 491- 0000- 6403		400.00	may insurance/peergrpsvcs- 108		Misc. Supplies	Y
6257	**Jager/Tiffany**		564.63	**3 Transactions**			
3104	**Jemco Incorporated**						
	64- 390- 000- 0000- 6301		3,407.92	Compressor Supplies/Parts	1365	Machinery & Equip. Repairs	N
3104	**Jemco Incorporated**		3,407.92	**1 Transactions**			
19205	**Jim's Quality Floor Service**						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	48- 123- 000- 0000- 6345		355.26	May Floors/Cleaning	788934	Cleaning Agreement	Y
	48- 395- 000- 0000- 6345		394.74	May Floors/Cleaning	788934	Cleaning Agreement Account	Y
19205	**Jim's Quality Floor Service**		750.00	**2 Transactions**			
4760	**John Deere Financial**						
	03- 330- 000- 0000- 6565		1,158.14	Services	C# 62000	Other Repair & Maintenance Supplies	N
4760	**John Deere Financial**		1,158.14	**1 Transactions**			
10498	**Johnson/Beverly**						
	01- 041- 519- 5555- 6402		45.89	Ink - work from Home		Office Supplies	N
	01- 041- 519- 5555- 6859		3.26	Ink sales tax		Sales/Use Tax	N
10498	**Johnson/Beverly**		49.15	**2 Transactions**			
6087	**Jones/Annalee**						
	01- 043- 000- 0000- 6331		31.05	Mileage May 2020		Mileage	N
6087	**Jones/Annalee**		31.05	**1 Transactions**			
1787	**Jsb Engineered Solutions**						
	64- 390- 000- 0000- 6301		2,487.50	Unit #1 Soda feeder load cells	13016	Machinery & Equip. Repairs	N
1787	**Jsb Engineered Solutions**		2,487.50	**1 Transactions**			
4791	**Kennedy Scales**						
	65- 392- 000- 0000- 6301		82.02	LF Truck Scale Kiosk- Paper	136881	Machinery & Equipment	N
	65- 392- 000- 0000- 6859		5.84	Tax	136881	Sales Tax	N
4791	**Kennedy Scales**		87.86	**2 Transactions**			
6671	**Kiesler's Police Supply Inc**						
	16- 200- 000- 0000- 6454		88.00	8- Camelbak Squadbak	IN135114	Law Enforcement Supplies	N
6671	**Kiesler's Police Supply Inc**		88.00	**1 Transactions**			
6068	**KKCQ- FM**						
	48- 396- 000- 0000- 6834		300.00	- Environmental Minute	2523	Ed Supplies	N
6068	**KKCQ- FM**		300.00	**1 Transactions**			
5196	**Klasse/Michael**						
	64- 390- 000- 0000- 6815		30.00	Boiler License Fee	5.21.20	License/Permit Fees	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
5196	**Klasse/Michael**		30.00	**1 Transactions**			
1031	**Knute Township Treasurer**						
	01- 149- 000- 0000- 6851		12.50	3.2 Offsale Lic Union Sarah		Remittance Of Revenue	N
1031	**Knute Township Treasurer**		12.50	**1 Transactions**			
1357	**Korynta/Angel**						
	18- 481- 519- 5110- 6331		16.10	COVID- 19 Mileage - 122		Mileage	N
1357	**Korynta/Angel**		16.10	**1 Transactions**			
1036	**KROX- AM**						
	01- 041- 000- 0000- 6241		341.00	Taxes Due Ad 5/15/2020	Acct 176	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		290.00	Personnel Ads	Acct 809	Publishing - Advertising	N
	03- 310- 000- 0000- 6241		250.00	Advertising	2842005116220	Publishing - Advertising	N
	18- 481- 519- 5110- 6241		136.50	May Public Health Ads- 122	06202004115996	Publishing - Advertising	N
	48- 396- 000- 0000- 6834		200.00	- Environ Minute	235	Ed Supplies	N
	48- 397- 000- 0000- 6834		242.00	- HHW Ads	235	Ed Supplies	N
1036	**KROX- AM**		1,459.50	**6 Transactions**			
4163	**Kustom Kollision LLC**						
	01- 124- 000- 0000- 6368		4,968.28	Insurance Repairs	12769,12789	Deductable Payments (Insurance)	Y
4163	**Kustom Kollision LLC**		4,968.28	**1 Transactions**			
3350	**Landsverk/Mark**						
	01- 043- 000- 0000- 6331		105.23	May MIleage 2020		Mileage	N
3350	**Landsverk/Mark**		105.23	**1 Transactions**			
9811	**Legacie/Betty**						
	03- 320- 000- 0000- 6806		585.00	Hwy Easement 60- 623- 019		Right Of Way	S
9811	**Legacie/Betty**		585.00	**1 Transactions**			
5285	**Lehmann/Codi**						
	18- 481- 519- 5110- 6331		38.53	COVID- 19 Mileage- 122		Mileage	N
	18- 483- 467- 0000- 6331		36.80	CTC Outreach Mileage- 19		Mileage	N
5285	**Lehmann/Codi**		75.33	**2 Transactions**			
4187	**Lenes Sand & Gravel Inc**						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	64- 390- 000- 0000- 6272		1,612.50	2020 Snow Plowing/Removal	4252	Services	N
	64- 391- 000- 0000- 6272		1,612.50	2021 Snow Plowing/Removal	4252	Services	N
4187	**Lenes Sand & Gravel Inc**		3,225.00	**2 Transactions**			
1088	**Lepier Oil Company Inc**						
	03- 330- 000- 0000- 6303		600.00	Fuel	54996	Other Repair, Maintenance & Operatior	N
	64- 390- 000- 0000- 6561		68.92	Gas for Pickup	607	Fuels	N
1088	**Lepier Oil Company Inc**		668.92	**2 Transactions**			
6311	**LePier Shoreline & Outdoors Inc**						
	01- 520- 000- 0000- 6303		1,552.00	Services	16823	Other Repair, Maintenance & Operatior	N
6311	**LePier Shoreline & Outdoors Inc**		1,552.00	**1 Transactions**			
6831	**Lepier Tire & Auto**						
	16- 200- 000- 0000- 6303		28.00	Tire removal/disposal Unit 238	2926	Other Repair & Maintenance	N
	16- 200- 000- 0000- 6303		79.00	Oil Chg/Tire Rotation Unit 256	2955	Other Repair & Maintenance	N
	64- 391- 000- 0000- 6301		445.00	Hyster Forklift parts	2898	Machinery & Equipment	N
6831	**Lepier Tire & Auto**		552.00	**3 Transactions**			
5371	**Lexipol, LLC**						
	16- 200- 000- 0000- 6272		225.00	LE Impl Support 04/01/2020 04/30/2020	1417	Services	N
5371	**Lexipol, LLC**		225.00	**1 Transactions**			
6907	**Lien/Amanda**						
	18- 482- 475- 0000- 6331		14.95	SHIP Grant Mileage- 74		Mileage	N
6907	**Lien/Amanda**		14.95	**1 Transactions**			
11038	**Locators & Supplies Inc**						
	03- 330- 000- 0000- 6564		14.99	Parts	284409	Machinery Parts	N
11038	**Locators & Supplies Inc**		14.99	**1 Transactions**			
22620	**M & H Gas Station**						
	16- 200- 000- 0000- 6272		125.00	Car Washes	11	Services	N
22620	**M & H Gas Station**		125.00	**1 Transactions**			
22811	**Makin/Stephanie**						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	01- 061- 000- 0000- 6331		51.75	Mileage- Fosston Interviews		Mileage	N
22811	**Makin/Stephanie**		51.75	**1 Transactions**			
1543	**Martin- Mcallister Consulting**						
	16- 200- 000- 0000- 6266		550.00	Public Safety Assessment LT	13311	Medical Evaluation	N
1543	**Martin- Mcallister Consulting**		550.00	**1 Transactions**			
9816	**Maruska/Alan & Lana**						
	03- 320- 000- 0000- 6806		1,080.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6806		350.00	Temp Easement 60- 623- 019		Right Of Way	N
9816	**Maruska/Alan & Lana**		1,430.00	**2 Transactions**			
5315	**Mayo Manufacturing Co**						
	64- 391- 000- 0000- 6301		4,836.65	Fasteners/Belts for equipment	78830	Machinery & Equipment	N
5315	**Mayo Manufacturing Co**		4,836.65	**1 Transactions**			
3320	**MCCC**						
	01- 062- 000- 0000- 6265		175.25	2020 Q1 MCCC Tax User Grp	2005079	Data Processing (Software)	N
3320	**MCCC**		175.25	**1 Transactions**			
3999	**McIntosh Auto & Farm Repair**						
	16- 200- 000- 0000- 6303		89.99	Unit 224 Oil Change	776	Other Repair & Maintenance	Y
3999	**McIntosh Auto & Farm Repair**		89.99	**1 Transactions**			
6030	**McKesson Medical Surgical**						
	18- 481- 519- 5110- 6403		295.02	Fit Test Kit- 122	05700282	Misc. Supplies	N
	18- 483- 464- 0000- 6403		22.74	Lidocaine- 17	04177278	Misc. Supplies	N
6030	**McKesson Medical Surgical**		317.76	**2 Transactions**			
6889	**Mcmaster Carr Supply Co**						
	64- 390- 000- 0000- 6417		75.52	COVID- 19 Safety Supplies	212774300	Safety Equipment & Supplies	N
6889	**Mcmaster Carr Supply Co**		75.52	**1 Transactions**			
5893	**McNeilus Steel Inc**						
	64- 390- 000- 0000- 6301		899.14	Equipment Materials	0203309	Machinery & Equip. Repairs	N
5893	**McNeilus Steel Inc**		899.14	**1 Transactions**			

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2182	**Mn Dept Of Transportation**						
	03- 330- 000- 0000- 6272		1,077.42	Material Testing 60- 603- 007	P00011536	Services	N
2182	**Mn Dept Of Transportation**		1,077.42	**1 Transactions**			
1561	**Mn State Board Of Assessors**						
	01- 043- 000- 0000- 6805		680.00	Assessor Lic Renewal 2020	MN Dep Revenue	Staff Education	N
1561	**Mn State Board Of Assessors**		680.00	**1 Transactions**			
999999900	**Morgan/Don & Lori**						
	01- 520- 000- 0000- 6802		50.00	Refund of camping fees		Refunds And Reimbursements	N
999999900	**Morgan/Don & Lori**		50.00	**1 Transactions**			
277	**Napa Crookston Welding**						
	01- 111- 193- 0000- 6414		4.08	blue layflat hose clamp/supp	000425	Maintenance Supplies	N
	01- 111- 190- 0000- 6414		2.98	Elbow barb/gasket/maint supp	000525	Maintenance Supplies	N
	01- 111- 197- 0000- 6414		104.97	v- belts/maint supplies	000643	Maintenance Supplies	N
	01- 111- 197- 5555- 6565		5.38	Heating Line plugs/Rasmassen	999249	other repair & maintenance County	N
	01- 111- 000- 0000- 6414		6.82	Paint pen/maint supplies	999350	Maintenance Supplies	N
	03- 320- 000- 0000- 6303		11.39	Shipping	A# 4917	Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6303		22.45	Supplies	A# 4917	Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6564		849.56	Parts	A# 4917	Machinery Parts	N
	16- 200- 000- 0000- 6303		18.79	Shipping Return 5006 flashlgt	999025	Other Repair & Maintenance	N
	64- 390- 000- 0000- 6272		466.44	Services- Machine Shop	04921	Services	N
	65- 392- 000- 0000- 6301		377.46	Parts for Equipment	04921	Machinery & Equipment	N
	65- 392- 000- 0000- 6414		2.29	Maintenance Supplies	04921	Maintenance Supplies	N
	65- 392- 000- 0000- 6565		161.57	Shop Supplies	04921	Other Repair & Maintenance Supplies	N
277	**Napa Crookston Welding**		2,034.18	**13 Transactions**			
999999900	**Nass/May**						
	01- 521- 000- 0000- 5517		3.96	Refund of Park Fees		Fees - Park	N
999999900	**Nass/May**		3.96	**1 Transactions**			
5719	**Nelson/Debra**						
	01- 111- 000- 0000- 6331		177.10	Mileage 04/01- 05/29/2020		Mileage	N
5719	**Nelson/Debra**		177.10	**1 Transactions**			
23613	**Nephew/Doug**						

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	18- 493- 000- 0000- 6272		150.00	May Lawn Care/ Ade- 33		Services	Y
23613	**Nephew/Doug**		150.00	**1 Transactions**			
23054	**Nords Pharmacy & Gifts**						
	64- 390- 000- 0000- 6859		9.76	Sales Tax Covid- 19		Sales Tax	N
	64- 390- 000- 0000- 6417		226.95	COVID- 19 Supplies	1618	Safety Equipment & Supplies	N
	64- 391- 000- 0000- 6859		9.17	Sales Tax Covid- 19		Sales Tax	N
	64- 391- 000- 0000- 6417		128.47	CONVID- 19 Supplies	1618	Safety Equipment & Supplies	N
23054	**Nords Pharmacy & Gifts**		374.35	**4 Transactions**			
5817	**Northdale Oil Inc**						
	01- 111- 190- 0100- 6561		562.63	911 Generator Fuel 5/15/20	33709R	Fuels	N
	01- 111- 198- 0100- 6561		210.65	Generator Fuel 05/15/20	33710	Fuels	N
5817	**Northdale Oil Inc**		773.28	**2 Transactions**			
6066	**Northdale Oil Inc**						
	64- 390- 000- 0000- 6561		1,309.32	Fuel for Loaders	21214	Fuels	N
6066	**Northdale Oil Inc**		1,309.32	**1 Transactions**			
23293	**Northern Lumber**						
	01- 111- 000- 5555- 6566		37.98	1/4 router bits/tool	227550	Small Tools	N
	01- 111- 000- 5555- 6566		18.99	3/16 router bits/tool	227577	Small Tools	N
	01- 111- 197- 5555- 6565		6.81	2X6 10' board	227789	other repair & maintenance County	N
	01- 111- 188- 1212- 6565		71.04	4X4 12' boards	227870	other repair & maintenance County	N
	01- 111- 197- 5555- 6565		38.03	2X4 10' board	227920	other repair & maintenance County	N
	01- 111- 197- 5555- 6565		42.93	2X4 8' screws/covid screens	227978	other repair & maintenance County	N
	03- 310- 000- 0000- 6515		44.75	Misc Sign Materials	C# 3952	Traffic Signs	N
23293	**Northern Lumber**		260.53	**7 Transactions**			
2972	**Northern Safety Co Inc**						
	64- 390- 000- 0000- 6417		356.67	COVID- 19 Safety Supplies	7583347	Safety Equipment & Supplies	N
	64- 390- 000- 0000- 6859		25.41	Sales Tax Covid- 19	7583347	Sales Tax	N
	64- 391- 000- 0000- 6859		12.69	Sales Tax Covid- 19		Sales Tax	N
	64- 391- 000- 0000- 6417		178.07	COVID- 19 Safety Supplies	7583347	Safety Equipment & Supplies	N
2972	**Northern Safety Co Inc**		572.84	**4 Transactions**			
9819	**Novacek/Wilbur**						

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	03- 320- 000- 0000- 6806		450.00	Temp Easement 60- 623- 019		Right Of Way	N
9819	**Novacek/Wilbur**		450.00	**1 Transactions**			
209	**Novak/James & Cheryl**						
	03- 320- 000- 0000- 6806		370.00	Temp Easement 60- 623- 019		Right Of Way	Y
209	**Novak/James & Cheryl**		370.00	**1 Transactions**			
9807	**Novak/Robert & Marcella**						
	03- 320- 000- 0000- 6806		495.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6808		560.00	Damages for Trees 60- 623- 019		Damages	Y
9807	**Novak/Robert & Marcella**		1,055.00	**2 Transactions**			
9804	**Novak/Ryan & Kristina**						
	03- 320- 000- 0000- 6806		350.00	Temp Easement 60- 623- 019		Right Of Way	N
9804	**Novak/Ryan & Kristina**		350.00	**1 Transactions**			
1806	**Office Depot**						
	18- 481- 000- 0000- 6403		54.60	Office Supplies- 91	482438184001	Misc. Supplies	N
	18- 481- 000- 0000- 6403		8.06	Office Supplies- 91	484390250002	Misc. Supplies	N
	18- 481- 000- 0000- 6403		44.57	Office Supplies- 91	48439025001	Misc. Supplies	N
1806	**Office Depot**		107.23	**3 Transactions**			
5380	**OK Tire Stores**						
	16- 200- 000- 0000- 6303		261.24	Tire	537013	Other Repair & Maintenance	N
5380	**OK Tire Stores**		261.24	**1 Transactions**			
3336	**Oliver/Terri**						
	18- 481- 519- 5110- 6331		1.73	COVID- 19 Mileage- 122		Mileage	N
3336	**Oliver/Terri**		1.73	**1 Transactions**			
1546	**Olson & Sons Excavating**						
	40- 655- 000- 0000- 6357		160.00	Ditch Work	5759	Ditch Services	Y
	40- 665- 000- 0000- 6357		145.00	Ditch Work	5758	Ditch Services	Y
	40- 672- 000- 0000- 6357		240.00	Ditch Work	5741	Ditch Services	Y
	40- 722- 000- 0000- 6357		120.00	Ditch Work	5743	Ditch Services	Y
1546	**Olson & Sons Excavating**		665.00	**4 Transactions**			

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6566	**Olson/Pamela**						
	18- 483- 467- 0000- 6331		60.38	School Health Mileage- 12		Mileage	N
6566	**Olson/Pamela**		60.38	**1 Transactions**			
7655	**Olson/Randy**						
	03- 310- 000- 0000- 6417		160.86	Clothing Allowance		Safety Equipment & Supplies	N
7655	**Olson/Randy**		160.86	**1 Transactions**			
6321	**Ophus/Judy**						
	18- 481- 519- 5110- 6331		43.12	COVID- 19 Mileage - 122		Mileage	N
	18- 483- 466- 0000- 6331		4.60	NFP Exp Grant Mileage- 114		Mileage	N
6321	**Ophus/Judy**		47.72	**2 Transactions**			
4816	**Opp Construction Llc**						
	03- 310- 000- 0000- 6505		1,681.40	Bituminous Materials	42618	Aggregates,Sand,Patching Material	Y
4816	**Opp Construction Llc**		1,681.40	**1 Transactions**			
6968	**Pellenc ST American**						
	64- 391- 000- 0000- 6607		295.00	Halogen Tub	524	Equipment	N
6968	**Pellenc ST American**		295.00	**1 Transactions**			
1741	**Pemberton Law PLLP**						
	01- 061- 000- 0000- 6272		3,501.15	Professional Services	Stmt 153	Professional Services	Y
	01- 061- 000- 0000- 6272		2,344.00	Professional Services	Stmt 154	Professional Services	Y
	01- 061- 000- 0000- 6272		5,492.00	Professional Services	Stmt 3 & 4	Professional Services	Y
1741	**Pemberton Law PLLP**		11,337.15	**3 Transactions**			
5070	**Pioneer Research Corporation**						
	64- 391- 000- 0000- 6303		209.40	Enviro Pro	258025	Other Repair,Maintenance & Operation	N
5070	**Pioneer Research Corporation**		209.40	**1 Transactions**			
9172	**Polk County**						
	48- 396- 000- 0000- 6301		183.29	- Loader parts/Rprs	20- 5035	Machinery & Equipment	N
	48- 396- 000- 0000- 6302		10.36	- Keys	20- 5035	Grounds	N
	48- 396- 000- 0000- 6412		207.74	- Trash bags/Towels/Glass Clean	20- 5035	Custodial Supplies	N
	48- 396- 000- 0000- 6419		159.98	- Sump Pump	20- 5035	Equipment	N
	48- 396- 000- 0000- 6561		225.75	Fuel	20- 5035	Fuels	N

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	48- 396- 000- 0000- 6859		26.94	Tax	20- 5035	Sales Tax	N
	48- 396- 000- 5555- 6412		12.29	- Cleaning Wipes C- 19	20- 5035	Custodial Supplies	N
	48- 396- 000- 5555- 6859		0.88	Tax	20- 5035	Sales/Use Tax	N
9172	**Polk County**		827.23	**8 Transactions**			
7726	**Polk County Environmental Services**						
	64- 390- 000- 0000- 6331		165.03	Mileage- Reimburse COVID- 19	JON	Mileage	N
	64- 390- 000- 0000- 6417		71.72	COVID19 Masks	Tailoredwear	Safety Equipment & Supplies	N
	64- 391- 000- 0000- 6417		71.72	COVID- 19 Masks	Tailoredwear	Safety Equipment & Supplies	N
	65- 392- 000- 0000- 6331		323.15	Mileage- Reimburse Covid 19	Jon	Mileage	N
	65- 392- 000- 0000- 6417		25.31	COVID- 19 Masks	Tailoredwear	Safety Equipment & Supplies	N
7726	**Polk County Environmental Services**		656.93	**5 Transactions**			
1606	**Polk County Highway Department**						
	01- 102- 000- 0000- 6303		1,442.89	Services	5- 17	Other Repair, Maintenance & Operatior	N
	01- 140- 000- 0000- 6303		139.72	Fuel	5- 13	Other Repair, Maintenance & Operatior	N
	01- 520- 000- 0000- 6303		4,141.05	Services	5- 10	Other Repair, Maintenance & Operatior	N
	01- 520- 000- 0000- 6303		4,296.12	Services	5- 15	Other Repair, Maintenance & Operatior	N
	01- 521- 000- 0000- 6303		852.36	Services	5- 15	Other Repair, Maintenance & Operatior	N
	48- 398- 000- 0000- 6561		769.47	May Fuel	5- 19- 2020	Fuels	N
	65- 393- 000- 0000- 6561		29.82	Gasoline	5- 14- 20	Fuels	N
1606	**Polk County Highway Department**		11,671.43	**7 Transactions**			
6416	**Polk County IS Department**						
	03- 300- 000- 0000- 6611		209.55	Office Equip	IS- 20064	Office Machines	N
6416	**Polk County IS Department**		209.55	**1 Transactions**			
565	**Polk County Recorder**						
	48- 123- 000- 0000- 6403		92.00	- O'Neill & Dupont Var Reso	149445 149446	Misc. Supplies	N
565	**Polk County Recorder**		92.00	**1 Transactions**			
3234	**Polk County Solid Waste**						
	01- 065- 000- 0000- 6202		120.00	May 2020 Inc Data Circuit	100993850	Communications, Phone & Data	N
3234	**Polk County Solid Waste**		120.00	**1 Transactions**			
25531	**Polk County Transfer Station**						
	01- 111- 197- 0000- 6254		39.45	Non- OCB ballast 4' & Under	15728	Other Utilities	N

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	01- 111- 187- 0000- 6254		19.50	Fluorescents 4' & Under	15780	Other Utilities	N
	01- 111- 187- 0000- 6254		35.00	Fluorescents 4' & Under	15843	Other Utilities	N
	01- 111- 187- 0000- 6254		8.70	Bypass	15857	Other Utilities	N
	01- 111- 187- 0000- 6859		1.48	tax	15857	Sales/Use Tax	N
	01- 111- 187- 0000- 6254		11.60	Bypass	15958	Other Utilities	N
	01- 111- 187- 0000- 6254		1.97	tax	15958	Other Utilities	N
	01- 111- 187- 0000- 6254		8.70	Bypass	16161	Other Utilities	N
	01- 111- 187- 0000- 6859		1.48	Tax	16161	Sales/Use Tax	N
	01- 111- 187- 0000- 6254		35.50	Fluorescents 4' & under	16263	Other Utilities	N
	01- 111- 187- 0000- 6254		14.50	Bypass	16378	Other Utilities	N
	01- 111- 187- 0000- 6859		2.47	Tax	16378	Sales/Use Tax	N
	01- 111- 187- 0000- 6254		191.10	HHW paints /Gov Center	16383	Other Utilities	N
25531	**Polk County Transfer Station**		371.45	**13 Transactions**			
6980	**POMPS Tire**						
	16- 200- 000- 0000- 6303		278.45	1 245/55ZR 18 Firehawk GTZ	Units 247/248	Other Repair & Maintenance	N
6980	**POMPS Tire**		278.45	**1 Transactions**			
1351	**Potters Industries Inc**						
	03- 310- 000- 0000- 6530		15,224.00	Glass Beads for Paint	91279828	Traffic Paint & Beads	N
1351	**Potters Industries Inc**		15,224.00	**1 Transactions**			
5713	**Powerphone Inc**						
	16- 222- 000- 0000- 6816		3,103.00	Dispatch Training	67067	Training	N
5713	**Powerphone Inc**		3,103.00	**1 Transactions**			
9765	**Powerplan OIB**						
	03- 330- 000- 0000- 6564		24.00	Parts	A# 3952006	Machinery Parts	N
	64- 390- 000- 7390- 6301		171.08	Repairs- JD Loader	8850492420	Machinery & Equip. Repairs	N
9765	**Powerplan OIB**		195.08	**2 Transactions**			
5201	**Powers/Mike**						
	48- 123- 000- 0000- 6331		32.20	Mileage	May- 20	Mileage	N
5201	**Powers/Mike**		32.20	**1 Transactions**			
3990	**Praxair Distribution Inc**						
	65- 392- 000- 0000- 6565		227.20	Shop Supplies	71742172	Other Repair & Maintenance Supplies	N

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	65- 392- 000- 0000- 6859		16.20	Tax	71742172	Sales Tax	N
3990	**Praxair Distribution Inc**		243.40	**2 Transactions**			
5236	**PRECISE MRM LLC**						
	03- 330- 000- 0000- 6265		470.89	Service - GPS Software	200- 10261000	Data Processing (Software)	N
5236	**PRECISE MRM LLC**		470.89	**1 Transactions**			
9802	**Pribula/Victoria**						
	03- 320- 000- 0000- 6806		2,700.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6806		450.00	Temp Easement 60- 623- 019		Right Of Way	Y
9802	**Pribula/Victoria**		3,150.00	**2 Transactions**			
5738	**Pro West & Associates Inc**						
	01- 102- 000- 0000- 6265		158.99	Data Processing	4273	Data Processing	N
	01- 102- 000- 5555- 6272		5,000.00	Web Development COVID 19	4288	Professional Services	N
5738	**Pro West & Associates Inc**		5,158.99	**2 Transactions**			
5799	**Productivity Plus Account**						
	03- 330- 000- 0000- 6564		15,131.43	Parts	A#3367094	Machinery Parts	N
	03- 330- 000- 0000- 6565		379.26	Labor	A#3367094	Other Repair & Maintenance Supplies	N
5799	**Productivity Plus Account**		15,510.69	**2 Transactions**			
1626	**Proulx Refrigeration**						
	01- 111- 193- 0000- 6303		25.00	Recharge AC	11625	other repair & maintenance non- count	N
	01- 111- 193- 0000- 6304		94.00	Labor	11625	Labor Charges	N
1626	**Proulx Refrigeration**		119.00	**2 Transactions**			
4493	**Purchase Power**						
	18- 481- 000- 0000- 6203		1,007.81	Postage- 91	80009090059595	Postage & Box Rent	N
4493	**Purchase Power**		1,007.81	**1 Transactions**			
4993	**Quill Corporation**						
	64- 390- 000- 0000- 6403		134.55	Misc Office Supplies	3189600	Misc. Supplies	N
	64- 390- 000- 0000- 6412		593.23	TP/Pull Towels/Trash Bags	3189600	Custodial Supplies	N
	64- 390- 000- 0000- 6417		31.87	COVID- 19 Safety Supplies	3189600	Safety Equipment & Supplies	N
	64- 390- 000- 0000- 6859		53.10	Sales Tax	3189600	Sales Tax	N
	64- 391- 000- 0000- 6412		390.23	Custodial Supplies	3189600	Custodial Supplies	N

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	64- 391- 000- 0000- 6859		27.80	Sales Tax	3189600	Sales Tax	N
4993	**Quill Corporation**		1,230.78	**6 Transactions**			
4416	**R M Cotton Company**						
	64- 390- 000- 0000- 6301		1,541.61	Parts- Motor	117972	Machinery & Equip. Repairs	N
4416	**R M Cotton Company**		1,541.61	**1 Transactions**			
9808	**Ralph & Rhea Larson Revocable Living Tst**						
	03- 320- 000- 0000- 6806		1,170.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6806		350.00	Temp Easement 60- 623- 019		Right Of Way	N
9808	**Ralph & Rhea Larson Revocable Living Tst**		1,520.00	**2 Transactions**			
94	**Rasch/Nathan**						
	40- 614- 000- 0000- 6357		150.00	Ditch Work CD14		Ditch Services	Y
	40- 665- 000- 0000- 6357		150.00	Ditch Work CD 65		Ditch Services	Y
	40- 668- 000- 0000- 6357		450.00	Ditch Work CD 68		Ditch Services	Y
	40- 672- 000- 0000- 6357		225.00	Ditch Work CD 72		Ditch Services	Y
	40- 740- 000- 0000- 6357		375.00	Ditch Work CD 140		Ditch Services	Y
94	**Rasch/Nathan**		1,350.00	**5 Transactions**			
3880	**RDO Truck Centers**						
	03- 330- 000- 0000- 6564		1,499.88	Parts	A# G112000	Machinery Parts	N
3880	**RDO Truck Centers**		1,499.88	**1 Transactions**			
27202	**Regional Sanitation Service Inc**						
	01- 520- 000- 0000- 6303		243.07	Services	A# 262	Other Repair, Maintenance & Operatior	N
	01- 520- 000- 0000- 6859		90.97	Sales Tax	A# 262	Sales Tax	N
27202	**Regional Sanitation Service Inc**		334.04	**2 Transactions**			
27317	**Richards Publishing**						
	01- 001- 000- 0000- 6241		143.75	Minutes 04/21/20	00536463	Publishing - Advertising	N
	01- 001- 000- 0000- 6241		157.50	Board Minutes 4/28/20	00536529	Publishing - Advertising	N
	01- 001- 000- 0000- 6241		190.00	Board Minutes 5/5/20	00536849	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		60.00	Personnel Ad	536576	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		118.80	Personnel Ad	536754	Publishing - Advertising	N
	01- 064- 000- 0000- 6241		90.00	Pub Notice of Office 2020 Gen	00536462	Advertising	N
	01- 064- 000- 0000- 6241		101.25	Publication Candidate Filing	00536602	Advertising	N

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	03- 300- 000- 0000- 6241		40.50	Advertising	C# 6332	Publishing - Advertising	N
27317	**Richards Publishing**		901.80	**8 Transactions**			
4165	**Rivards Turf & Forage Inc**						
	03- 310- 000- 0000- 6565		536.40	Supplies	38721	Other Repair & Maintenance Supplies	N
4165	**Rivards Turf & Forage Inc**		536.40	**1 Transactions**			
2346	**RJ Zavoral & Sons Inc**						
	03- 310- 000- 0000- 6360		1,200.00	Debris Removal	2848	Miscellaneous Charges	N
2346	**RJ Zavoral & Sons Inc**		1,200.00	**1 Transactions**			
6529	**Road Machinery and Supplies Co.**						
	64- 390- 000- 0000- 6301		9,982.54	Parts/Services to Sennebogen	POLKCO09	Machinery & Equip. Repairs	N
	65- 393- 000- 0000- 6301		163.03	Senebogen Parts	POLKCO09	Machinery & Equipment	N
6529	**Road Machinery and Supplies Co.**		10,145.57	**2 Transactions**			
999999900	**Roth/Christian**						
	01- 520- 000- 0000- 6802		91.06	Refund Camping Fees		Refunds And Reimbursements	N
999999900	**Roth/Christian**		91.06	**1 Transactions**			
3803	**Royal Tire**						
	03- 330- 000- 0000- 6565		23.76	Repair	C# 306550	Other Repair & Maintenance Supplies	N
3803	**Royal Tire**		23.76	**1 Transactions**			
3907	**RTVision Inc**						
	03- 320- 000- 0000- 6303		250.00	Bid Vault 60- 596- 003	2020- 101087	Other Repair, Maintenance & Operatior	N
3907	**RTVision Inc**		250.00	**1 Transactions**			
4431	**Safety Kleen Systems Inc**						
	64- 390- 000- 0000- 6565		199.88	Parts Washer	PO18374	Other Repair & Maintenance Supplies	N
	64- 390- 000- 0000- 6859		14.24	Sales Tax	PO18374	Sales Tax	N
4431	**Safety Kleen Systems Inc**		214.12	**2 Transactions**			
6316	**Scan Air Filters Inc**						
	01- 111- 197- 5555- 6204		73.46	Freight	148894	Freight Charges	N
	01- 111- 197- 5555- 6414		1,401.77	Air Return Filters 5/18/20	148894	Maintenance Supplies	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
6316	**Scan Air Filters Inc**		1,475.23	**2 Transactions**			
6928	**Schmitz/Elizabeth**						
	01- 520- 000- 0000- 6303		66.70	Mileage to Park		Other Repair, Maintenance & Operatior	N
6928	**Schmitz/Elizabeth**		66.70	**1 Transactions**			
4883	**Schumacher/Kayla**						
	01- 101- 519- 5555- 6331		27.14	Bank,mail,Gov Ctr COVID 19		Mileage	N
4883	**Schumacher/Kayla**		27.14	**1 Transactions**			
6290	**Seaberg Solar Salt**						
	01- 111- 197- 0000- 6204		20.00	Deliver Fee	4336	Freight Charges	N
	01- 111- 197- 0000- 6254		1,715.00	Softener salt Justice Ctr	4336	Other Utilities	N
6290	**Seaberg Solar Salt**		1,735.00	**2 Transactions**			
28732	**Service Pro Parts Inc.**						
	01- 520- 000- 0000- 6303		83.00	Supplies		Other Repair, Maintenance & Operatior	N
	03- 330- 000- 0000- 6564		41.02	Parts	133790/133453	Machinery Parts	N
28732	**Service Pro Parts Inc.**		124.02	**2 Transactions**			
6713	**Setco**						
	64- 390- 000- 7390- 6301		1,839.97	Blade for 2008 JD	216983	Machinery & Equip. Repairs	N
	64- 390- 000- 7393- 6301		1,508.88	Blade for 2018 938M Cat Ldr	216983	Machinery & Equip. Repairs	N
6713	**Setco**		3,348.85	**2 Transactions**			
9813	**Shereck/Ronald & Elsie**						
	03- 320- 000- 0000- 6806		765.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6806		350.00	Temp Easement 60- 623- 019		Right Of Way	Y
9813	**Shereck/Ronald & Elsie**		1,115.00	**2 Transactions**			
50027	**Solid Bottom**						
	01- 521- 000- 0000- 6303		150.00	Septic Services	1522	Other Repair, Maintenance & Operatior	N
50027	**Solid Bottom**		150.00	**1 Transactions**			
2306	**Steiner/Jon**						
	48- 395- 000- 0000- 6331		52.90	Mileage	Apr- May	Mileage	N
	48- 395- 000- 0000- 6851		349.60	Mileage RRF/LF Meetings	Apr- May	Remittance Of Revenue	N

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	48- 395- 000- 0000- 6851		333.50	COVID- 19 Mileage bill out	Apr- May	Remittance Of Revenue	N
	48- 396- 000- 0000- 6331		17.83	SSOM Grant MIleage- Bagley	Apr- May	Mileage	N
2306	**Steiner/Jon**		753.83	**4 Transactions**			
4786	**Stericycle Inc**						
	01- 111- 000- 0000- 6805		77.44	PCPH/Facilities Trng Agrmt 6/1	4009382610	Staff Education	N
	16- 200- 000- 0000- 6272		419.71	2nd Qtr 2020 fees	4009345432	Services	N
4786	**Stericycle Inc**		497.15	**2 Transactions**			
4923	**Sterling Carpet One**						
	01- 111- 000- 5555- 6414		12,470.40	.250 Plexiglass clear 1/4"	CG012334	Maintenance Supplies	N
4923	**Sterling Carpet One**		12,470.40	**1 Transactions**			
733	**Stoneridge Software**						
	48- 395- 000- 0000- 6404		10.00-	- Rebate/Coupon Card	coupon	Data Processing Supplies	N
	48- 395- 000- 0000- 6404		1,925.00	- Upgrade Assistnc/Review	PIV- 000027321	Data Processing Supplies	N
733	**Stoneridge Software**		1,915.00	**2 Transactions**			
6544	**Stout/Benjamin**						
	16- 200- 000- 0000- 6332		69.83	Meal Reimb Training		Reimbursed Meals	N
6544	**Stout/Benjamin**		69.83	**1 Transactions**			
28463	**Strandell/Warren**						
	01- 001- 000- 0000- 6351		336.20	Medical Reimbursement	May 2020	Insurance	N
28463	**Strandell/Warren**		336.20	**1 Transactions**			
7987	**Streicher's**						
	16- 200- 000- 0000- 6454		128.00	Launcher Deployment bag	1430420	Law Enforcement Supplies	N
7987	**Streicher's**		128.00	**1 Transactions**			
6623	**Strutz/Sabrina**						
	16- 200- 000- 0000- 6207		26.87	Meal Reimb transport		Prisoner Conveyance - Meals	N
6623	**Strutz/Sabrina**		26.87	**1 Transactions**			
1923	**Stuhaug Sanitation**						
	03- 330- 000- 0000- 6303		30.42	Services	111584	Other Repair, Maintenance & Operatior	N

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1923	**Stuhaug Sanitation**		30.42	**1 Transactions**			
5224	**Sylvester/Kathy**						
	18- 483- 466- 0000- 6331		123.05	Family Health Mileage- 11		Mileage	N
5224	**Sylvester/Kathy**		123.05	**1 Transactions**			
2096	**Tabor Township Treasurer**						
	03- 320- 000- 0000- 6806		450.00	Hwy Easement 60- 623- 019		Right Of Way	S
2096	**Tabor Township Treasurer**		450.00	**1 Transactions**			
4473	**Tadman/James**						
	16- 200- 000- 0000- 6332		43.43	Meals 5001 Duluth MN		Reimbursed Meals	N
	16- 200- 000- 0000- 6333		113.24	Lodging 5001		Lodging	N
4473	**Tadman/James**		156.67	**2 Transactions**			
3355	**Tailoredwear Inc**						
	01- 046- 000- 5555- 6417		30.00	Face Masks	2258	Safety Equipment & Supplies	N
	03- 310- 000- 5555- 6417		750.00	Safety Equp Covid 19	2264	Safety Equipment & Supplies	N
3355	**Tailoredwear Inc**		780.00	**2 Transactions**			
14071	**The Exponent**						
	01- 041- 000- 0000- 6241		63.00	Taxes Due Ad 1st Half	2.10536	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		168.00	Personnel Ad	2.10527	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		336.00	Personnel Ad	2.10533	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		224.00	Personnel Ad	2.10567	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		105.16	Personnel Ad	2.10569	Publishing - Advertising	N
	01- 064- 000- 0000- 6241		241.68	Pub of Offices 2020General	2.10534	Advertising	N
	01- 064- 000- 0000- 6241		181.26	Pub Candidate filing ad	2.10566	Advertising	N
	03- 310- 000- 0000- 6241		362.52	Advertising	2.10542	Publishing - Advertising	N
	03- 310- 000- 0000- 6241		80.56	Advertising	2.10556	Publishing - Advertising	N
14071	**The Exponent**		1,762.18	**9 Transactions**			
29026	**The Thirteen Towns**						
	01- 041- 000- 0000- 6241		51.20	Taxes Due Ad 05/15/2020	14115	Publishing - Advertising	N
	01- 061- 000- 0000- 6241		588.80	Personnel Ads	14115	Publishing - Advertising	N
	01- 064- 000- 0000- 6241		370.80	2020 NOtice of Offices to fill	14115	Advertising	N
	01- 064- 000- 0000- 6241		128.00	2020 Candidate FIling Info5/18	14115	Advertising	N

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	01- 064- 000- 0000- 6241		128.00	2020 Candidate FIling Info5/26	14115	Advertising	N
	03- 330- 000- 0000- 6241		889.60	Advertising	14039/13996	Publishing - Advertising	N
29026	**The Thirteen Towns**		2,156.40	**6 Transactions**			
3771	**Titan Machinery**						
	65- 393- 000- 0000- 6301		7.90	Parts for Grinder	3367051	Machinery & Equipment	N
3771	**Titan Machinery**		7.90	**1 Transactions**			
29347	**Todd's Landscaping**						
	18- 483- 000- 0000- 6272		30.08	April Snow Removal/Ade	4769	Services	Y
29347	**Todd's Landscaping**		30.08	**1 Transactions**			
10522	**Todd's Tire Service Inc**						
	03- 330- 000- 0000- 6561		98.28	Fuel		Fuels	N
	03- 330- 000- 0000- 6563		2,328.65	Tire		Tires, Tubes, Batteries & M.V. Parts	N
	16- 200- 000- 0000- 6303		25.00	Tire Repair RR- Unit 247	17774	Other Repair & Maintenance	N
	65- 393- 000- 0000- 6301		484.24	TIre Repairs	15878	Machinery & Equipment	N
	65- 393- 000- 0000- 6859		24.25	Sales Tax	15878	Sales Tax	N
10522	**Todd's Tire Service Inc**		2,960.42	**5 Transactions**			
4823	**True North Steel**						
	03- 310- 000- 0000- 6520		23,937.32	Culverts	FP0016878	Culverts	N
4823	**True North Steel**		23,937.32	**1 Transactions**			
12216	**True Value Hardware**						
	01- 520- 000- 0000- 6303		17.98	Supplies	A# 5030	Other Repair, Maintenance & Operatior	N
	16- 200- 000- 0000- 6454		8.07	Keys	B146958	Law Enforcement Supplies	N
12216	**True Value Hardware**		26.05	**2 Transactions**			
5480	**Uline**						
	01- 111- 197- 0000- 6204		100.20	Freight	120131148	Freight Charges	N
	01- 111- 197- 0000- 6414		1,800.00	Carpet Chair mats 46X60 - 30	120131148	Maintenance Supplies	N
	01- 111- 197- 0000- 6414		22.00	4" floor scraper replc blades	120131148	Maintenance Supplies	N
	01- 111- 197- 0000- 6414		134.00	Hard surface chair mat 60X72	120131148	Maintenance Supplies	N
	01- 111- 198- 5555- 6204		33.72	Freight	120136611	Freight Charges	N
	01- 111- 198- 5555- 6412		44.00	Lambswool Duster	120136611	Custodial Supplies	N
	01- 111- 198- 5555- 6412		180.00	Rubbermaid trash cans	120136611	Custodial Supplies	N

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5480	**Uline**		2,313.92	**7 Transactions**			
60	**UPS**						
	64- 390- 000- 0000- 6301		17.87	Shipping Parts	40TT30	Machinery & Equip. Repairs	N
60	**UPS**		17.87	**1 Transactions**			
4244	**US Bank Voyager Fleet Sys**						
	16- 200- 000- 0000- 6205		456.89	Transport/Security fuel	86908- 8468	Prisoner Conveyance - Mileage & Airfa	N
	16- 200- 000- 0000- 6561		2,274.08	SO- Fuel	86908- 8468	Fuels	N
	16- 211- 000- 0000- 6561		279.42	Fosston - Fuel	86908- 8468	Fuels	N
4244	**US Bank Voyager Fleet Sys**		3,010.39	**3 Transactions**			
5020	**Valley Electric Of Crookston LLC**						
	01- 111- 198- 0000- 6303		394.01	Materials/data cables	5304	other repair & maintenance non- count	N
	01- 111- 198- 0000- 6304		982.50	Labor	5304	Labor Charges	N
	01- 520- 000- 0000- 6303		102.00	Services	5323	Other Repair, Maintenance & Operatior	N
5020	**Valley Electric Of Crookston LLC**		1,478.51	**3 Transactions**			
5889	**Van Den Einde/Amy**						
	18- 483- 464- 0000- 6331		50.03	Family Planning Mileage- 17		Mileage	N
	18- 483- 467- 0000- 6331		81.64	School Health Mileage- 12		Mileage	N
5889	**Van Den Einde/Amy**		131.67	**2 Transactions**			
9818	**Vanek/Jerome**						
	03- 320- 000- 0000- 6806		225.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6806		450.00	Temp Easement 60- 623- 019		Right Of Way	N
9818	**Vanek/Jerome**		675.00	**2 Transactions**			
9809	**Vasek/George & Marion**						
	03- 320- 000- 0000- 6806		1,350.00	Hwy Easement 60- 623- 019		Right Of Way	S
	03- 320- 000- 0000- 6806		445.00	Temp Easement 60- 623- 019		Right Of Way	Y
9809	**Vasek/George & Marion**		1,795.00	**2 Transactions**			
4939	**Volker/David**						
	03- 310- 000- 0000- 6417		29.98	Tool Allowance		Safety Equipment & Supplies	N
4939	**Volker/David**		29.98	**1 Transactions**			

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345	**Warren Sheaf**						
	03- 310- 000- 0000- 6241		418.50	Advertising	3302	Publishing - Advertising	N
345	**Warren Sheaf**		418.50	**1 Transactions**			
3722	**Wenck Associates Inc**						
	38- 384- 382- 0000- 6272		344.00	TS- F CAP I Mtgs/Design/Admin	12002710	Professional Services	N
	38- 385- 381- 0000- 6851		1,858.20	Hubbard CAP II Grant Mtgs	12002710	Remittance Of Revenue	N
	38- 385- 383- 0000- 6272		200.40	TS- C CAP II Mtgs/Design/Admin	12002710	Professional Services	N
	65- 392- 000- 0000- 6272		2,569.37	Services/Monitoring/Reporting	12002711	Services	N
	65- 393- 000- 0000- 6272		2,569.36	Services/Monitoring/Reporting	12002711	Services	N
3722	**Wenck Associates Inc**		7,541.33	**5 Transactions**			
2226	**Widseth Smith Nolting & Assoc**						
	03- 320- 000- 0000- 6269		5,590.00	Prof Services Fisher Ave	204536	Surveying	N
2226	**Widseth Smith Nolting & Assoc**		5,590.00	**1 Transactions**			
6147	**Wilde- Olson/Casey**						
	01- 041- 000- 0000- 6331		67.83	Election Mileage April 2020		Mileage	N
	01- 041- 000- 0000- 6331		98.33	Delinquent tax miles Apr 2020		Mileage	N
6147	**Wilde- Olson/Casey**		166.16	**2 Transactions**			
6159	**Winter Truck Line Inc**						
	64- 391- 000- 0000- 6371		1,349.40	Hauling Scrap Metal	439665- 666	Hauling Charges	N
6159	**Winter Truck Line Inc**		1,349.40	**1 Transactions**			
128	**Winzer Corporation**						
	64- 390- 000- 0000- 6414		217.39	Brake Cleaner	208069	Maintenance Supplies	N
128	**Winzer Corporation**		217.39	**1 Transactions**			
33004	**Ye Ole Print Shoppe**						
	48- 123- 000- 0000- 6403		29.50	- Purchase Orders	41775	Misc. Supplies	N
	48- 395- 000- 0000- 6403		29.50	- Purchase Orders	41775	Misc. Supplies	N
33004	**Ye Ole Print Shoppe**		59.00	**2 Transactions**			
2311	**Ziegler Inc**						
	48- 398- 000- 0000- 6301		154.63	- T604 Filters	Acct 7161500	Machinery & Equipment	N
	64- 390- 000- 7380- 6301		352.60	Repairs- CAT 906 Recy ctr Ldr	7162300	Machinery & Equip. Repairs	N

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	65- 392- 000- 0000- 6301		185.26	Repairs to Sennebogen	7162300	Machinery & Equipment	N
2311	**Ziegler Inc**		692.49	**3 Transactions**			

Final Total ..... 359,864.10 **227 Vendors** **522 Transactions**

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