

1. 9:30 A.M. Agenda And Meeting Materials

Documents:

[AUGUST 18 PACKET.PDF](#)

***REVISED
POLK COUNTY BOARD**

**MEETING LOCATION:
POLK COUNTY ENVIRONMENTAL SERVICES (TRANSFER STATION)
320 INGERSOLL AVENUE
CROOKSTON, MN**

AGENDA

AUGUST 18, 2020

9:30 A.M. MEETING OPEN/CONVENE

CALL TO ORDER

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

1. Approve Commissioner Warrants and Sign Audit List.
2. Approve the July 21, July 28, August 4, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$41,141.37 for procurement card purchases.
4. Approve for payment Lost Warrant No. 47415 dated May 22, 2020 issued to PPC Industries in the amount of \$276.34.
5. Approve for payment Lost Warrant No. 536899 dated May 22, 2020 issued to Regional Sanitation in the amount of \$190.20.

COUNTY BOARD MEMBERS ISSUE FORUM

10:00 MARK DIETZ – FACILITIES

1. Polk County Facilities/Enterprise Vehicle Leases

10:10 JIM TADMAN - SHERIFF

1. Post To Hire Vacant Clerk Typist Cashier III Position
2. Resolution (2020-70) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Skyler Berg
3. Resolution (2020-71) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Bremer Bank, Crookston

10:15 SARAH REESE – PUBLIC HEALTH

1. Advertisement and Hiring a Roster Nurse Position
2. Altru Physician Collaborative Agreement
3. UMC Services Agreement
4. COVID Update

10:30 RACHEL KLEIN – EAST POLK SOIL & WATER CONSERVATION DISTRICT

1. 2021 East Polk SWCD Budget
2. Draft MOA Planning Phase
3. East Polk SWCD Program Update 2020
4. WASCOD (Water and Sediment Control Basin) Projects in East Polk 2011-2019

10:45 TAMMY FROHLICH – RETIRED & SENIOR VOLUNTEER PROGRAM (RSVP)

1. RSVP Programming

11:00 CHARITY BRAULT – NORTHWEST MINNESOTA MULTI-COUNTY HRA

1. Housing & Redevelopment 2020 Levy & Program Review

11:15

RICHARD SANDERS – HIGHWAY

1. CD 55 Tile Replacement
2. Polk County/Columbia Township Cooperative Contract
3. Motor Grader Rental Quote
4. Polk County Wideseth Agreement
5. *County Ditch 111 – Minor Alteration To County Ditch 111 Public Hearing Recinded

11:30

CHUCK WHITING - ADMINISTRATOR

1. Filling Administrative Assistant I Vacancy (TPSC – Assessor)
2. Approval of Social Services AFSCME Local 1353 Collective Bargaining Agreement
3. CARES Funds Status
4. 2021 Budget
 - a. Appropriations Requests
 - b. Review of Preliminary Levy Options
 - c. September 15 and 16 Department Budgets Schedule
5. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(a)) – Evaluate the Performance of Individual Subject to the Board’s Authority, County Administrator Chuck Whiting
 1. Action to Convene in Closed Session
 2. Reconvene Into Open Session
 3. Report Conclusion of Closed Session Evaluation

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.

JULY 21, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., July 21, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN. Members present: 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.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the July 21, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the consent agenda for July 21, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$95,501.19; Public Works Fund, \$152,761.44; Public Safety Fund, \$61,964.25; Public Health Fund, \$12,069.11; Forfeited Tax Sale Fund, \$446.13; CAP Grant Project, \$1,305.80; Speical Assessments (Ditch) Fund, \$11,801.55; Environmental Services Fund, \$8,759.40; Resource Recovery Fund, \$111,092.23; Landfill Fund, \$30,195.78; Agency Fund, \$3,033.80, Per Diems, \$2,250.00; Meal Reimbursement (without overnight lodging), \$179.99and Sign Audit List.
2. Approve the June 23, 2020 and the July 7, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$52,597.96 for procurement card purchases.
4. Approve payment to Card Member Services, St. Louis, MO in the amount of \$829.56 for credit card purchases.
5. Approve for payment Lost Warrant No. 46702 dated January 24, 2020 issued Ross Olsen in the amount of \$25.00.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth discussion about calls received regarding road concerns and damage that occurred because of grading. Another call was received with concern regarding gravel pits and ground water affecting an adjacent property. He also received another call regarding potential wheelage tax. Discussion was brought forth regarding a Maple Lake concerned resident Fern Letnes. He attended no meetings since the prior Board meeting.
2. Commissioner Strandell brought that he attended an MPO meeting. As a follow-up to the meeting, the location of the MPO office was reviewed. Discussion was brought forth regarding Northwest Regional Development Commission and the separation of the Northwest Arts from the Commission.
3. Commissioner Willhite brought forth that he attended the Polk County Building Committee meeting where the focus was the East Grand Forks Human Service Center Building. He also attended the Polk Norman Mahnomen Public Health meeting.

4. Commissioner Lee brought forth that she participated in a Polk County and City of Fosston Law Enforcement meeting. The City of Fosston indicated they have been happy with the agreement and the deputies assigned to the area. She also did her monthly radio “Food For Thought” programming at the Fosston Radio station. She spent time visiting with business owners regarding how they have been impacted by COVID-19. In addition, she participated in an EPA Small Committee Advisory Board meeting. She also participated in an East Polk Soil and Water Conservation meeting where finances were the focus in addition to State resolutions, as well as the sloughing on Cameron Lake impacting two homes. She also had a DAC meeting where finances were the focus in addition to COVID-19 funding. In addition, she also attended the Polk Norman Mahnomen Public Health meeting where COVID-19 was the focus. Discussion was brought forth regarding a call she received from Representative Kiel focused on DAC funding. She also participated in Farm Bureau interviews of incumbent of Representative Kiel and Cynthia Ansbacher her challenger.
5. Commissioner Diedrich brought forth discussion about shared Highway Engineer Services between Kittson and Marshall County. Discussion was brought forth regarding a call received from Denis Schulz, Supervisor for Euclid Township with County Road 19 concerns. He attended no meetings since the prior Board meeting.

FACILITIES

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

1. Fill Open Maintenance I Position - FTE

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve filling the open Maintenance I position – FTE in the Facilities Department.

VETERANS SERVICE

Kurtis Ellefson, Veterans Services Officer came before the Board with matters pertaining to his department:

1. Resolution (2020-62) Veterans Service Office Operational Enhancement Grant Program 2021 CVSO Grant

RESOLUTION (2020-62)

Veterans Service Office Operational Enhancement Grant Program

The following resolution (2020-62) was offered by Commissioner Strandell:

BE IT RESOLVED, By Polk County that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified

in Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, By the Polk County Board of Commissioners that Kurtis Ellefson, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, The above resolution was adopted at a monthly meeting of the County Board of Commissioners this 21st day of July 2020.

Authorized Signature and Title

Date

Commissioner Diedrich seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None.

SOCIAL SERVICES

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

1. Office Support Specialist Replacement Request

Due to a resignation a motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to refill an Office Support Specialist position and any internal subsequent position vacancies occurring because of this action.

2. Social Worker – Child Protection Specialist (CPS) Replacement Request

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to refill the Social Worker – Child Protection Specialist position and any internal subsequent position vacancies occurring because of this action.

HIGHWAY

Richard Sanders, Polk County Highway Department came before the Board with matters pertaining to his department:

1. County Ditch 19 Maintenance Request

Ditch Maintenance request has come in for County Ditch 19, Sections 4,5,8,9 of Vineland Township. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the work in CD 19 and name Richard Sanders as Engineer over the project.

2. 2021 Equipment Replacement

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the start of the 2021 lease process ordering (7) pickups from Enterprise and getting quotes for motor graders and tandem trucks for the Highway Department.

WEST POLK SOIL & WATER CONSERVATION DISTRICT

Nicole Bernd, West Polk Soil & Water Conservation District Manager came before the Board with matters pertaining to WPSWCD:

1. WPSWCD 2021 Budget Proposal

The West Polk Soil & Water Conservation District Budget Proposal was presented and discussed with the Board. (Budget Proposal on file in the Administrator’s Office)

2. Wild Rice-Marsh 1 WIP Summary

The Wild Rice-Marsh 1 WIP Summary was presented and discussed with the Board. (Summary on file in the Administrator’s Office)

ADMINISTRATION

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

1. CARES Funds and Options

CARES options and preference for use of these funds were discussed with the Board. A handout was also presented to the Board regarding the Coronavirus Relief Fund Frequently Asked Questions Updated As Of July 8, 2020. (Handout on file in the Administrator’s Office)

2. County Administrator Review Process

The Board conducts an annual performance evaluation of the Polk County Administrator. The process and selection of a meeting date for the actual evaluation meeting date was discussed with the Board.

3. 2021 Budget Status

Discussion was held with the Board regarding the 2021 budget status.

COMMISSIONER WARRANTS

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

COMMISSIONER WARRANTS

DATED 07/22/2020

APPROVED 07/21/2020

(See Next Page)

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	2,499.40
Ameripride Linen & Apparel Service	2,538.13
Association of Mn Counties	2,249.00
Beltrami Industrial Services	42,247.77
Brost Chevrolet Inc	2,050.34
Burggrafs Ace Hardware	2,243.13
Chiller Systems Inc	7,074.56
Church & Dwight Co Inc	19,455.74
Clark Dailey Construction	4,320.00
Clay County Public Health	2,000.00
Code 4 Services Inc	6,200.29
County Pet Foods, LLC	5,409.18
Crookston Fuel Company	5,216.30
Domson BG Service	2,967.00
Donarski Brothers Inc	27,450.00
ENNIS PAINT INC	42,515.00
Falls Electric Inc	4,912.15
Galls LLC	2,155.66
Grainger	2,396.84
Higher Ground	3,370.00
HN Quality Plumbing Inc	6,307.24
Johnson Controls	2,677.41
Kiesler's Police Supply Inc	9,367.00
KNOWiNK	9,500.00
Mn Dept Of Transportation	5,507.01
Mn Resource Recovery Assoc	4,200.00
Morris Electronics Inc	12,220.00
Northern Lumber	3,193.33
Northland Business Systems Inc	26,187.01
Nutrien Ag Solutions Inc	6,875.00
Opp Construction Llc	3,596.60
Pemberton Law PLLP	5,199.00
Polk County Highway Department	15,215.61
Polk County IS Department	4,621.64
POMPS Tire	3,044.21
Potters Industries Inc	15,224.00
PSI Engineering LLC	8,158.63
Red Lake County Treasurer	9,209.38
Sampletech	10,365.00
SeaChange Printing & Marketing	10,813.58
Tailoredwear Inc	4,500.00
Titan Machinery	3,217.46
Todd's Tire Service Inc	6,860.58
US Bank Voyager Fleet Sys	3,733.74
Wenck Associates Inc	8,076.75
218 Payments less than 2000	101,790.11
Final Total:	488,930.78

With no further business the Board adjourned to reconvene at 8:00 a.m., July 28, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

JULY 28, 2020
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., July 28, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN. Members present: 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 Jacobson and adopted by unanimous vote of the Board to approve the July 28, 2020 revised agenda adding Mark Holy.

CONSENT AGENDA

No Consent Agenda Items.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth discussion regarding a new plat for residential development in the City of Fertile where property lines of an adjacent plat are under scrutiny. In addition, he participated in a Northwestern Mental Health Center meeting where the focus was potential layoffs.
2. Commissioner Strandell brought forth that he attended no meetings since the prior Board meeting.
3. Commissioner Willhite brought forth that he participated in the Polk County Planning Commission meeting.
4. Commissioner Lee brought forth that she participated in a 21st Century Public Health meeting where the focus was the direction of Public Health and the impact of COVID-19. She also participated in a Polk County Personnel Committee meeting where a union mediation was held. She also participated in two Inter County Community Council meetings. The first focused on finance and auditing where RFPs were reviewed for auditing services. The second was the regularly scheduled meeting where CARES funding was the focus. Discussion was brought forth regarding businesses reaching out regarding the COVID-19 impact.
5. Commissioner Diedrich brought forth that he participated in a Northwestern Mental Health Center meeting. Discussion was brought forth regarding a call of concern from Mark Holy in reference to County Ditch No. 39.

SHERIFF

Jim Tadman, Polk County Sheriff, Sergeant Brian Lundeen and Chief Deputy Mike Norland came before the Board with matters pertaining to the Sheriff's Office:

1. Polk County Sheriff's Vehicles Order

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve going forward and ordering eight new patrol vehicles from Enterprise for the 2021 budget.

2. Resolution (2020-64) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company

Resolution Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From American Crystal Sugar Company

RESOLUTION (2020-64)

The following resolution (2020-64) was offered by Commissioner Diedrich:

WHEREAS, American Crystal Sugar Company awarded a \$5,000.00 Community Grant to support the Polk County Sheriff's Office in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept this financial grant on behalf of Polk County Sheriff's Office and be used for Polk County Sheriff's Office K9 Program.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk County, Minnesota as follows:

1. The grant from American Crystal Sugar Company, which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office.

Commissioner Jacobson seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: one.

3. Monthly Sheriff Reports

The June Monthly Sheriff Reports were discussed and presented to the Board. (Monthly reports on file in the Administrator's Office)

ENVIRONMENTAL SERVICES

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

1. Resolution (2020-65) Solid Waste – Pandemic Relief

Solid Waste Fee – Pandemic Relief
RESOLUTION (2020-65)

The following resolution (2020-65) was offered by Commissioner Diedrich:

WHEREAS, A global pandemic occurred in CY2020 which triggered Federal and State actions which prescribed various measures to be taken to protect public health, welfare and safety; and

WHEREAS, On March 13, 2020 the Governor of the State of Minnesota declared a Peacetime Emergency in order to activate various emergency protocols to address the Pandemic. Multiple extensions to that declaration have since been issued; and

WHEREAS, On March 16, 2020 the Governor of the State of Minnesota issued Executive Order #20-04 to order the closure of ‘places of accommodation’ which included, but not limited to, the following: restaurants, food courts, cafes, coffeehouses, bars, taverns, clubs, lounges, theaters, other indoor/outdoor entertainment venues, gyms, fitness centers, and other facilities for sports, athletics, activities or recreation. Multiple new Orders, as well as modification, extension, expansion or contraction of the scope existing Orders have since been issued; and

WHEREAS, The impact of Executive Order #20-04 and all subsequent Executive Orders had a profound negative impact on ‘places of accommodation’ within Polk County which resulted in the loss of revenue and drop in waste generation from these entities; and

WHEREAS, Polk County Board of Commissioners desires to provide financial relief from the Pandemic and the associated governmental responses to it; and

WHEREAS, Polk County Solid Waste Ordinance Section 5.2000 titled ‘Service Charges’ allows for a Solid Waste Assessment which appear on the Polk County property tax statements each year as a special assessment. Said Assessment is used by Polk County to fund solid waste programs and expenses necessary to protect the public health, safety and environment; and

WHEREAS, Polk County Solid Waste Ordinance Section 5.2600 titled ‘Appeals from Assessment’ allows for the owner of real property or business to file for an appeal of their Assessment on a form provided by the Department if the Assessment is not equitable. Said appeals shall be made prior to the July 1st deadline; and

WHEREAS, The Polk County Board of Commissioners desires to provide the option for immediate relief from the impact of the Pandemic and the associated government responses to it, including the option for said ‘places of accommodation’ to appeal their Assessment.

THEREFORE BE IT RESOLVED, The Polk County Board of Commissioners finds the Pandemic, and the associated governmental responses to it, presents a unique circumstance for which to justify modification to the appeal process as prescribed by the Solid Waste Ordinance for the CY2020 Assessment; and

BE IT FURTHER RESOLVED, The Polk County Board of Commissioners hereby extends the deadline to file and appeal of the CY2020 Assessment until October 1, 2020; and

BE IT FURTHER RESOLVED, Said relief measures shall apply to those ‘places of accommodation’ which are located in Polk County Solid Waste District #2, excluding the incorporated legal boundaries of any unit of government which was a recipient of dispersed CARES Funding directly from the Federal Government or the State of Minnesota.

BE IT FURTHER RESOLVED, The Board directs the Environmental Service Department to review each application for abatement to avoid duplication of services which may be encountered if participation in other CARES Act Funding or similar programs has already provided relief that could be used for payment of the CY 2020 Assessment.

Commissioner Willhite seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None.

2. CY2021 Waste & Special Material Fee Schedules

The CY2021 Waste & Special Material Fee Schedule was presented and discussed with the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the CY2021 Waste & Special Materials Fee Schedule as presented effective beginning January 1, 2021 unless later modified. (CY2021 Waste & Special Material Fee Schedule on file in the Administrator’s Office)

3. Solid Waste Program Updates

General updates on projects and permits for the Transfer Station, Landfill and Resource Recovery Facility were discussed with the Board.

PLANNING AND ZONING

Jacob Snyder, Environmental Specialist/Planning and Zoning Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Resolution (2020-66) Conditional Use Permit For Minnkota Power Cooperative Inc. For Reconstruction, Maintenance & Operation Of An Electrical Substation

Resolution (2020-66) was offered by Commissioner Strandell seconded by Commissioner Jacobson and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-66) on file in the Administrator’s Office.)

2. Resolution (2020-67) Conditional Use Permit For Jonathan Olson For Hooking A Septic System To An Accessory Structure

Resolution (2020-67) was offered by Commissioner Diedrich seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-67) on file in the Administrator’s Office.)

3. Resolution (2020-68) Conditional Use Permit For Jay Holm An Accessory Structure That Bring The Total Square Footage Over 2500 Sq. Ft. On A Parcel Less Than 5 Acres In Size, But Greater Than 2

Resolution (2020-68) was offered by Commissioner Strandell seconded by

Commissioner Jacobson and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-68) on file in the Administrator's Office.)

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

- 1. Certificate of Performance/Final Acceptance SP 060-090-003 Fosston Bike Trail**
Gordon Construction, Mahnomen, MN has completed the work on the Fosston Bike Trail project. A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Certificate of Performance/Certificate of Final Acceptance for SP 060-090-003 in the amount of \$213,068.13 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.
- 2. Mower Tractor Purchase**
A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve purchasing one mower from Valley Plains Implement, Crookston, MN in the amount of \$147,000.00.
- 3. Approve MNDOT Agreement 1044384**
MNDOT is doing work along TH 2 near Mentor, MN. As part of the project they will need to remove and replace the intersection light at the corner of TH 2 and CSAH 10. A motion was made by Commissioner Lee seconded by Commissioner Jacobson to approve MNDOT Cooperative Construction Agreement 1044384 in the amount of \$11,943.18 and have the County Administrator and County Board Chair sign the Agreement as presented to the Board. (Agreement on file in the Administrator's Office)
 - a. Approve Resolution (2020-63) MnDOT Agreement No. 1044384 With The State Of Minnesota - Department Of Transportation**

RESOLUTION (2020-63)

MnDOT Agreement No. 1044384 **With The State Of Minnesota - Department Of Transportation**

The following resolution (2020-63) was offered by Commissioner Lee:

IT IS RESOLVED, That Polk County enter into MnDOT Agreement No. 1044384 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the County to the State of the County's share of the costs of the lighting replacement construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 2 (E.B.L.) from 0.84 miles west of Trunk Highway No. 32 to 0.39 miles west of County State Aid Highway No. 34 and on Trunk Highway No. 2 (E.B.L.) from 0.49 miles east of

Trunk Highway No. 59 to 1.04 miles east of Trunk Highway No. 59 under State Project No. 6004-26 (T.H. 2=008).

IT IS FURTHER RESOLVED, That Gary Willhite, Chair of the Polk County Board and Charles S. Whiting, Polk County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Commissioner Jacobson seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell, Jacobson NAYS: None.

4. NG 911 Data Cleanup and Readiness

Discussion and handouts (work plan) pertaining to the NG 911 Data Cleanup & Readiness was presented to the Board. To comply with NG 911 (next generation), the County needs to ensure its GIS data (road centerlines, address points, and ESN zones) and legacy 911 databases (MSAG and ALI) all represent the same information. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve contracting with ProWest and Associates in the amount of \$40,000.00 to complete the work listed in the work plan as presented. (Handouts on file in the Administrator's Office)

5. Polk County Park – Maple Lake Vendor Fee's

Discussion was held with the Board regarding Polk County Park – Maple Lake Vendor Fee's. Polk County has been requested to allow vendors to sell goods at East Shore and Polk County Campground and the necessary Conditional Use Permit.

SOCIAL SERVICES

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

1. Family Based Service Provider Replacement Request

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to refill the Family Based Service Provider position, and any internal subsequent position vacancies occurring because of this action.

PUBLIC HEALTH

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

1. COVID Update

An update was given to the Board regarding CDC changes and Governor Walz's signed Executive Order 20-18.

2. Tobacco 21

Discussion was held with the Board regarding Minnesota, starting August 1, 2020 the minimum Legal Sales Age increases from 18 to 21 for all commercial tobacco products including tobacco-related devices, electronic delivery devices (natural or synthetic nicotine and non-nicotine substances) and nicotine delivery products. The statewide Tobacco 21 Law is the latest step in the movement to reduce youth access to addictive tobacco products, including e-cigarettes.

FINANCE

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

1. 2020 Budget Information

Discussion along with handouts pertaining to Polk County Budget to Actual Comparison as of June 30, 2020 Report and the Second Quarter Comparisons 2016-2017-2018-2019-2020 Report was presented to the Board. (Reports on file in the Administrator's Office)

PROPERTY RECORDS

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

1. Extension Committee Appointee

Due to Scott Balstad, Extension Committee Member/Commissioner District V resigning from his Extension Committee appointment. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to appoint Marlys Balstad to fill Scott Balstad's unexpired term. This term will end on December 31, 2020.

2. Deputy Registrar – License Center

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Commissioner of Public Safety appointment of Michelle M. Cote as Deputy Registrar #008.

3. Election CARES Grant Application

A motion was made by Commissioner Diedrich seconded by Commissioner Lee to authorize applying for the 2020 Election CARES Grant. (This is a collaborative grant that requires agreements with townships and cities maintaining a polling place for the 2020 election cycle).

a. Resolution (2020-69) Election CARES Act Grant

RESOLUTION (2020-69) **Election CARES Act Grant**

The following resolution (2020-69) was offered by Commissioner Diedrich:

WHEREAS, The COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, The Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and

WHEREAS, Grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, The funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, Those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, The county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation as determined by the Secretary and provided in Section G of the grant application; and

WHEREAS, The grant application is to be completed by the staff of the auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, The grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Section H of the grant application; and

WHEREAS, Laws 2020, Chapter 77, Section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and

WHEREAS, The grant agreement will reflect the grant application for each county; and

WHEREAS, Additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated for these purposes by the Legislature; and

WHEREAS, There are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and

WHEREAS, Time is of the essence;

THEREFORE BE IT RESOLVED, That the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State is hereby approved; and

BE IT FURTHER RESOLVED, That the Board hereby appropriates the required match amount as indicted in the application for the purposes set forth in the grant application.

[ALTERNATIVE: BE IT FURTHER RESOLVED, That the Board directs the spending of existing county funds in an amount equivalent to the required match indicated in the application on the purposes for which the grant is received]

BE IT FURTHER RESOLVED, That the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, That when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, That the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020.

Commissioner Lee seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None.

***POLK COUNTY RESIDENT**

Mark Holy, Polk County Resident and others (Dan Driscoll, Keystone Township and Charlie Hotvedt, Sullivan Township) came before the Board with matters pertaining to the Red Lake Watershed Ditch 39 Process:

1. Red Lake Watershed District - County Ditch 39 Improvement Process

Discussion was held with the Board regarding the Red Lake Watershed District proposed improvement of County Ditch 39 process regarding a petition process for improvement for County Ditch 39. The final hearing was held on July 23, 2020. The 30 day appeal process is in effect. It is Mr. Holy's opinion that drainage statute in the proposed improvement of County Ditch 39 process were not upheld. It would be his request to set up a meeting with the County Attorney regarding this during the appeal process.

ADMINISTRATION

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

1. CARES Funds and Options

Discussion along with handouts pertaining to the CARES Act Funding Guide for Counties and the CARES Act Support Document and Commonly Asked Questions was presented to the Board. (Handouts on file in the Administrator's Office)

2. 2021 Budget Status

The 2021 budget was discussed with the Board.

With no further business the Board adjourned to reconvene at 8:00 a.m., August 4, 2020.

Gary Willhite, Chair

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

AUGUST 4, 2020
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., August 4, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN. Members present: 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.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the August 4, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the August 4, 2020 consent agenda:

1. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he met with Myron Jesme, Administrator of the Red Lake Watershed District regarding a water/drainage issue in his District. In addition, he watched the video of the final hearing of County Ditch 39 Potential Improvement.
2. Commissioner Strandell brought forth that he received a phone call from John Reitmeier regarding an upcoming business venture. He brought forth discussion regarding the Northwest Arts Council confirming the departure from the Northwest Regional Development Commission.
3. Commissioner Willhite brought forth that he participated in a Building Committee meeting where the East Grand Forks Human Service Center Building project was the topic of discussion.
4. Commissioner Lee brought forth that she attended no meetings since the prior Board meeting.
5. Commissioner Diedrich brought forth that he received calls from Mark Holy regarding his concerns with County Ditch 39.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised August 4, 2020 agenda adding No. 5 under Highway.

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. 2021 Motor Grader Purchase (2)

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve purchasing (1) 2020 Cat 160AWD Motor Grader from Ziegler, Crookston, MN in the amount of \$253,250.00.

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve purchasing (1) 2020 John Deere 872GP Motor Grader from RDO, Grand Forks, ND in the amount of \$265,019.00.

2. County Ditch 111 – Minor Alteration to CD 111

MNDOT is doing a construction project on TH 2 between Mentor and TH 32. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to set the hearing date for August 25, 2020 at 10:00am to review work as proposed by MNDOT.

3. JD 60 Lateral 4 Maintenance Request

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the work in JD 60 Lateral 4 in Section 13 of Crookston Township and name Richard Sanders as Engineer over the project.

4. Polk County Highway Funding Options

Discussion was held with the Board regarding the lack of driving/purchasing new vehicles; Polk County Highway is estimated to take a 1.4 million dollar decrease in 2021 CSAH Funds due to COVID-19. The impact of enacting a \$20.00 Wheelage Tax for transportation purposes and a .50% sales tax were discussed. A handout was also presented to the Board regarding Polk County Highway Local Option Sales Tax/Wheelage Tax Discussion. (Handout on file in the Administrator’s Office) No action taken.

5. *County Road 20 Culvert Failure.

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase of a replacement concrete 84” culvert from Forterra, Hawley, MN to repair a culvert failure on County Road 20 in the amount of \$47,851.00.

ARCHITECTURAL RESOURCES

Mark Dietz, Facilities Management Director along with Scott Sosalla, Architectural Resources came before the Board with matters pertaining to the Human Service Center (EGF):

1. Human Service Center (EGF) Project Change Orders

Discussion and handouts pertaining to change orders and a change order log regarding the Human Service Center in East Grand Forks, MN remodel was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the change orders PR001 through PR014 as presented with a net change amount of \$66,324.00 as presented. (Change Order information/log on file in the Administrator’s Office)

ADMINISTRATION

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

1. 2021 Budget

Discussion was held with the Board regarding the 2021 Budget.

2. CARES Funding Status

Discussion along with a handout pertaining to MN Management & Budget/COVID-19 Funding was presented to the Board. (Handout on file in the Administrator’s Office)

3. County Attorney Ditch #39 Follow-Up

Discussion and questions from residents regarding the Red Lake Watershed District proposed improvement of County Ditch 39 process regarding a petition process for improvement for County Ditch 39 were brought to the Board at the July 28, 2020 Board meeting. This project led to Attorney Widseth’s review. County Attorney Widseth’s review of the County’s role and responsibilities in the Red Lake Watershed’s Ditch #39 project was presented to the Board. His conclusion is the project and petition process is not within the jurisdiction of the Polk County Board of Commissioners. (County Attorney Widseth’s full review is on file in the Administrator’s Office)

AUDITOR WARRANTS

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

AUDITOR WARRANTS 07/07/2020

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	2,000.00
Halstad Telephone Co	9,498.75
Mn State Treasury	7,830.00
Plante Plumbing	3,988.00
Polk County Public Health	27,234.73
Stone's Security Systems Inc	3,945.00
Tyler Technologies Inc	3,968.00
University Of North Dakota	6,250.28
16 Payments less than 2000	5,197.00
Final Total:	69,911.76

AUDITOR WARRANTS 07/14/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	2,552.22
Diversified Contractors Inc	464,930.00
ENTERPRISE FM TRUST	4,819.57
Garden Valley Technologies	2,702.38
Great Plains Natural Gas Co	3,898.84
Innovative Office Solutions LLC	4,626.59
JT's Station	2,076.04
Lepier Oil Company Inc	5,938.78
Norman County Public Health	5,141.00
Northside Express	5,663.73
Ottertail Power Co	38,417.16
Polk County Administrator	36,858.00
Polk County Environmental Services	175,000.00
Polk County Public Health	20,252.04
Sather Law Office Ltd	8,581.95
SeaChange Printing & Marketing	7,387.20
Tri County Community Corr	1,317,874.25
Wild Rice Elec Co- Op Inc	2,469.56
32 Payments less than 2000	17,861.17
Final Total:	2,129,703.48

AUDITOR WARRANTS 07/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Crookston Water Department	2,836.64
ENTERPRISE FM TRUST	3,185.83
Fosston Municipal Utilities	46,784.27
GreatAmerica Financial Services	9,825.32
Knife River Materials	364,628.25
Lake Agassiz Regional Library	68,505.00
Norman County Public Health	8,958.68
Northdale Oil Inc	13,243.00
Polk County Administrator	7,400.00
Polk County Public Health	27,138.11
University Of North Dakota	6,250.28
Verizon Wireless	5,512.11
27 Payments less than 2000	11,797.66
Final Total:	576,065.15

AUDITOR WARRANTS 07/28/2020

<u>Vendor Name</u>	<u>Amount</u>
Fertile Oil Company	15,900.00
Fischer Rust, Stock & Rust, PLLC	2,380.00
Gladen Construction Inc	155,792.40
Kinetic Leasing	3,226.09
Knife River Materials	48,784.19
Middle- Snake- Tamarac Rivers Wtrshd Di	5,508.50
Mn State Treasury	9,500.50
Norman County Public Health	5,701.96
Pictometry International Corp	93,135.88
Polk County Public Health	7,916.41
Red Lake Watershed District	5,370.50
Reynolds Harbott Knutson & Larson PLLP	2,567.00
Ryans's Backhoe Service LLC	9,169.75
Sand Hill River W S District	4,109.50
Sather Law Office Ltd	3,557.95
15 Payments less than 2000	8,749.00
Final Total:	381,369.63

MANUAL WARRANTS 07/06/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	732.22
Final Total:	732.22

MANUAL WARRANTS 07/10/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	165,982.98
Minnesota Revenue	28,585.59
Final Total:	194,568.57

MANUAL WARRANTS 07/13/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,901.05
Final Total:	2,901.05

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	261,088.50
Final Total:	261,088.50

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,935.55
Final Total:	1,935.55

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,285.00
Final Total:	1,285.00

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	1,315.85
Minnesota Revenue	4,888.00
Mn Dept Of Revenue	268.00
Mn Dept Of Revenue	659.00
Mn Dept Of Revenue	572.00
Final Total:	7,702.85

MANUAL WARRANTS 07/24/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	50,598.25
Final Total:	50,598.25

MANUAL WARRANTS 07/24/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,686.28
Final Total:	1,686.28

MANUAL WARRANTS 07/24/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	167,019.80
Minnesota Revenue	28,731.98
Final Total:	195,751.78

MANUAL WARRANTS 07/27/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	499.95
Final Total:	499.95

MANUAL WARRANTS 07/28/2020

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	362,949.99
U S Bank	36,523.75
U S Bank	48,553.48
Final Total:	448,027.22

With no further business, the Board adjourned to reconvene at 9:30 a.m., August 18, 2020.

Gary Willhite, Chair

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
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COMMISSIONERS

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COUNTY ADMINISTRATOR
CHARLES S. WHITING

TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Mark Dietz, Director, Polk County Facilities Management Department

MEETING DATE: 8/18/2020

AGENDA ITEM: Polk County Facilities / Enterprise Vehicle Leases

SUMMARY: Leasing Two Vehicles in 2021

- 1) Review Proposed Open-End Lease Rate Quote for one 2021 Chevrolet Silverado attached
- 2) Proposed Traverse Lease Expense not available but not to exceed \$545.00/month
- 3) Review the Polk County Facilities Management Department Vehicle List attached
- 4) Review 2020 Facilities/Enterprise Lease Expense attached
- 5) Review 2020 Fleet Services Lease Expense attached

- 6) Oral report by Polk County Facilities Management Director, Mark Dietz

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Please make the motion to move forward with the proposed additional 2021 lease expense not to exceed (\$1,012.10) One Thousand, Twelve Dollars and ten cents.

Prepared For: Polk County, MN – Facilities
Dietz, Mark

Date 08/05/2020
AE/AM QDN/C1S

Unit #

Year 2021 **Make** Chevrolet **Model** Silverado 1500
Series Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB

Vehicle Order Type Ordered **Term** 60 **State** MN **Customer#** 604856

\$ 26,575.73	Capitalized Price of Vehicle ¹
\$ 2,029.07 *	Sales Tax <u>7.1250%</u> State <u>MN</u>
\$ 352.75 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 300.00	Other:Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive(Taxable Incentive Total : \$0.00)
<hr/>	
\$ 26,875.73	Total Capitalized Amount (Delivered Price)
\$ 362.82	Depreciation Reserve @ <u>1.3500%</u>
<hr/>	
\$ 104.28	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Summit White
Interior Color	(0 I) Jet Black w/Cloth Seat Trim
Lic. Plate Type	Tax Exempt
GVWR	0

\$ 467.10 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment
Liability Limit \$0.00

\$ 0.00 Physical Damage Management

Comp/Coll Deductible 0 / 0

\$ 35.55 Full Maintenance Program³ Contract Miles 60,000
Incl: # Brake Sets (1 set = 1 Axle) 0

OverMileage Charge \$ 0.0000 Per Mile

Tires 0 Loaner Vehicle Not Included

\$ 35.55 Additional Services SubTotal

\$ 0.00 Sales Tax 7.1250%

State MN

\$ 502.65 Total Monthly Rental Including Additional Services

\$ 5,106.53 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 12,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.
Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Polk County, MN – Facilities

BY	TITLE	DATE
_____	_____	_____

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

VEHICLE INFORMATION:

2021 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - US

Series ID: CK10753

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 34,307.70	\$ 35,700.00 (Est.)
Total Options	\$ 2,305.03	\$ 2,533.00 (Est.)
Destination Charge	\$ 1,595.00	\$ 1,595.00
Total Price	\$ 38,207.73	\$ 39,828.00 (Est.)

SELECTED COLOR:

Exterior: GAZ - (0 P) Summit White
 Interior: H1T - (0 I) Jet Black w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP	
1WT	Preferred Equipment Group 1WT	NC	NC	(Est.)
8S3	SEO: 97 Decibels Back-Up Alarm	\$ 125.58	\$ 138.00	(Est.)
A68	Rear 60/40 Folding Bench Seat (Folds Up)	Included	Included	(Est.)
AE7	40/20/40 Front Split Bench Seat	Included	Included	(Est.)
AKP	Solar Absorbing Tinted Glass	Included	Included	(Est.)
AQQ	Remote Keyless Entry	Included	Included	(Est.)
AU3	Power Door Locks	Included	Included	(Est.)
AXG	Power Front Windows w/Driver Express Up/Down	Included	Included	(Est.)
BG9	Rubberized-Vinyl Floor Covering	Included	Included	(Est.)
BLUE	Bluetooth For Phone	Included	Included	(Est.)
C5W	GVWR: 7,000 lbs (3,175 kg)	STD	STD	(Est.)
CGN	Chevytec Spray-On Black Bedliner	\$ 495.95	\$ 545.00	(Est.)
CLOTH	Cloth Seat Trim	NC	NC	(Est.)
DEN	Black Manual Outside Mirrors	Included	Included	(Est.)
DLF	Heated Power-Adjustable Outside Mirrors	Included	Included	(Est.)
FE9	Federal Emissions Requirements	NC	NC	(Est.)
GAZ_01	(0 P) Summit White	NC	NC	(Est.)
GRILL	Black Grille	Included	Included	(Est.)
GU6	3.42 Rear Axle Ratio	STD	STD	(Est.)
H1T_01	(0 I) Jet Black w/Cloth Seat Trim	NC	NC	(Est.)
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD	(Est.)
K05	Engine Block Heater	\$ 91.00	\$ 100.00	(Est.)
K34	Electronic Cruise Control	Included	Included	(Est.)
KW7	170 Amp Alternator	Included	Included	(Est.)
LV3	Engine: 4.3L EcoTec3 V6	Included	Included	(Est.)
MYC	Transmission: Electronic 6-Speed Automatic w/OD	STD	STD	(Est.)
N33	Manual Tilt Wheel Steering Column	Included	Included	(Est.)
NP0	Single-Speed Transfer Case	Included	Included	(Est.)
NZZ_	Skid Plates	\$ 136.50	\$ 150.00	(Est.)
PAINT	Solid Paint	STD	STD	(Est.)
QDV	Tires: 265/70R17 AT BW	\$ 182.00	\$ 200.00	(Est.)
QT5	EZ Lift Power Lock & Release Tailgate	Included	Included	(Est.)
R9Y	Fleet Free Maintenance Credit	\$ -40.95	\$ -45.00	(Est.)
RD6	Wheels: 17" x 8" Ultra Silver Painted Steel	Included	Included	(Est.)
STDSU	Heavy Duty Suspension	STD	STD	(Est.)
UDC	3.5" Diagonal Monochromatic Display	Included	Included	(Est.)
V76	Front Frame-Mounted Black Recovery Hooks	Included	Included	(Est.)
VH6	Black (Semi-Gloss) Front Bumper	Included	Included	(Est.)

VJG	Black (Semi-Gloss) Rear Bumper	Included	Included	(Est.)
VK3	Front License Plate Kit	NC	NC	(Est.)
VXH	6" Rectangular Chromed Assist Steps (LPO)	\$ 682.50	\$ 750.00	(Est.)
ZLQ	WT Fleet Convenience Package	\$ 632.45	\$ 695.00	(Est.)

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Skid Plates: skid plates
Side Steps: yes
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Rear Step Bumper: rear step bumper
Front Tow Hooks: 2 front tow hooks
Front License Plate Bracket: front license plate bracket
Bed Liner: bed liner
Box Style: regular
Body Material: galvanized steel/aluminum body material
Grille: black grille

Convenience Features:

Air Conditioning: manual air conditioning
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with front and rear 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Trunk FOB Controls: keyfob trunk/hatch/door release
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Front Cupholder: front cupholder
Overhead Console: mini overhead console with storage
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 2 seatback storage pockets
Dashboard Storage: dashboard storage
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

radio: AM/FM stereo with seek-scan
Radio Data System: radio data system
Speakers: 6 speakers
1st Row LCD: 1 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Auto-levelling Headlights: auto-leveling headlights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Voltmeter: voltmeter
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer

Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning
Brake Pad Wear: brake pad wear

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Panic Alarm: panic alarm
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front and rear seat upholstery
Door Trim Insert: vinyl door panel trim
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Cabbback Insulator: cabbback insulator
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob

Interior Accents: chrome interior accents

Standard Engine:

Engine 285-hp, 4.3-liter V-6 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual

Polk County Facilities Management Department Vehicle List

Customer Vehicle ID**	Driver**	Maint Cost Code	Vehicle	VIN	Year	Make	Model	Series	Polk County Vehicle Number	Plate Number	
Facilities	P.C. Veterans Service	Facilities	23C8KZ	1GNEVLKW9LJ195452	2020	Chevrolet	Traverse	LS w/1FL All-wheel Drive	20202	962763	
Facilities	Polk County Public Health	Facilities	23C8L4	1GNEVLKW5LJ195464	2020	Chevrolet	Traverse	LS w/1FL All-wheel Drive	20201	962-764	
Facilities	Facilities Management Staff	Facilities	23C8LD	1GCRYAEH2LZ209292	2020	Chevrolet	Silverado 1500	Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB	PCFM20203	962-760	
Facilities	Facilities Management Staff	Facilities	23C8LF	1GCRYAEH5LZ210419	2020	Chevrolet	Silverado 1500	Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB	PCFM20205	962767	
Facilities	Facilities Management Staff	Facilities	23C8LJ	1GCRYAEH3LZ210208	2020	Chevrolet	Silverado 1500	Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB	PCFM20204	962761	
Facilities	Polk County Public Health	Facilities	23DJFR	3GCUKREC9EG159301	2015	Chevrolet	Silverado 1500	LT w/1LT 4x4 Crew Cab 6.5 ft. box 153 in. WB	115	966-722	
Facilities	Facilities Management Staff	Facilities	23DJDK	1GNNDT13S882160338	2008	Chevrolet	Trailblazer	LT w/1LT 4x4	106	948-759	This Vehicle Is sold - Please remove
Facilities	Facilities Management Staff	Facilities	23DJFH	1GCEK19T13Z305512	2003	Chevrolet	Silverado 1500	LT 4x4 Extended Cab 6.6 ft. box 143.5 in. WB	104		This Vehicle Is sold - Please remove
Facilities	Facilities Management Staff	Facilities	23DJCL	1FTWF31568ED08325	2008	Ford	F-350	XL 4x4 SD Super Cab 158 in. WB SRW	103	921-150	
Facilities	Information Systems	Facilities	23DJ9S	1GKEV13768J288395	2008	GMC	Acadia	SLE-1 All-wheel Drive	509	921-157	To Be Replaced in 2021
Facilities	Facilities Management Staff	Facilities	23DJDR	1GTEK19J88Z185214	2008	GMC	Sierra 1500	SLE1 4x4 Crew Cab 5.75 ft. box 143.5 in. WB	105	921-164	
Facilities	Facilities Management Staff	Facilities	23DJCR	1GTEK19Z56Z268618	2006	GMC	Sierra 1500	SLE1 4x4 Crew Cab 5.75 ft. box 143.5 in. WB	107		This Vehicle Is sold - Please remove
Facilities	Facilities Management Staff	Facilities	23C8LM	1GC2YLE71LF227921	2020	Chevrolet	Silverado 2500HD	Work Truck 4x4 Double Cab 6.75 ft. box 149.4 in. WB	PCFM20206	962789	
Facilities	Polk County Public Health	ARI Lease		1FM5K8B82HGD4428	2017	Ford	Explorer		17	952400	
Facilities	Facilities Management Staff	ARI Lease		4T1BD1FK2GV197716	2016	Toyota	Camry	Hybrid	9714	952400	To Be Replaced in 2021



FLEET MANAGEMENT

Remittance Advice - Consolidated Invoice
Please Return With Payment

Page: 1
Customer Number: 604856
Consolidated Invoice No: FBN3992447
Invoice Date: 07/03/2020

Customer:
POLK COUNTY, MN - FACILITIES

Mail Payment To:
ENTERPRISE FM TRUST
Enterprise Fleet Management Customer Billing
PO BOX 800089
Kansas City MO 64180-0089

Due upon receipt, late if not paid by 20th of July
Total Charges: \$ 3,185.83

Amount Remitted _____

For billing questions, please email ARBilling@efleets.com or call
the Billing Solutions Team directly at: 1-866-658-5018

Line	Cust Ref	Unit #	Invoice Number	Date	Description	Charges	Amount Paid/Comments
1	604856	23C8KZ1	23C8KZ-0720-MR	07/03/20	MONTHLY LEASE CHARGES	530.11	
2	604856	23C8L41	23C8L4-0720-MR	07/03/20	MONTHLY LEASE CHARGES	528.09	
3	604856	23C8LD1	23C8LD-0720-MR	07/03/20	MONTHLY LEASE CHARGES	507.28	
4	604856	23C8LF1	23C8LF-0720-MR	07/03/20	MONTHLY LEASE CHARGES	508.16	
5	604856	23C8LJ1	23C8LJ-0720-MR	07/03/20	MONTHLY LEASE CHARGES	507.28	
6	604856	23C8LM1	23C8LM-0720-MR	07/03/20	MONTHLY LEASE CHARGES	579.91	
7	604856	23DJ9S	23DJ9S-0720-MM	07/03/20	MAINTENANCE CHARGES	5.00	
8	604856	23DJCL	23DJCL-0720-MM	07/03/20	MAINTENANCE CHARGES	5.00	
9	604856	23DJDK	23DJDK-0720-MM	07/03/20	MAINTENANCE CHARGES	5.00	
10	604856	23DJDR	23DJDR-0720-MM	07/03/20	MAINTENANCE CHARGES	5.00	
11	604856	23DJFR	23DJFR-0720-MM	07/03/20	MAINTENANCE CHARGES	5.00	
Total Due						3,185.83	

09140112 F0020 C601 0073 E/S





Prepared For: Polk County, MN – Facilities
Dietz, Mark

Date 08/17/2020
AE/AM QDN/C1S

Unit #

Year 2021 Make Chevrolet Model Traverse

Series LS w/1FL All-wheel Drive

Vehicle Order Type Ordered Term 60 State MN Customer# 604856

\$ 28,072.10	Capitalized Price of Vehicle ¹
\$ 2,063.41	* Sales Tax 7.1250% State MN
\$ 352.75	* Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	* Other:Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00	* Tax on Gain On Prior
\$ 0.00	* Security Deposit
\$ 0.00	* Tax on Incentive(Taxable Incentive Total : \$0.00)

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) Summit White
Interior Color (0 I) Jet Black w/Premium Cloth Seat Trim
Lic. Plate Type Government
GVWR 0

\$ 28,072.10	Total Capitalized Amount (Delivered Price)
\$ 378.97	Depreciation Reserve @ 1.3500%
\$ 96.23	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 475.20 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment
Liability Limit \$0.00

\$ 0.00 Physical Damage Management

Comp/Coll Deductible 0 / 0

\$ 0.00 Full Maintenance Program³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0

OverMileage Charge \$ 0.0000 Per Mile

Tires 0 Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 7.1250% State MN

\$ 475.20 Total Monthly Rental Including Additional Services

\$ 5,333.90 Reduced Book Value at 60 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.
Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Polk County, MN – Facilities
BY TITLE County Administrator DATE 8-18-2020

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

VEHICLE INFORMATION:

2021 Chevrolet Traverse LS w/1FL All-wheel Drive - US

Series ID: 1NV56

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 34,248.60	\$ 35,900.00 (Est.)
Total Options	\$ 5.69	\$ 6.25 (Est.)
Destination Charge	<u>\$ 1,195.00</u>	<u>\$ 1,195.00</u>
Total Price	\$ 35,449.29	\$ 37,101.25 (Est.)

SELECTED COLOR:

Exterior: GAZ - (0 P) Summit White

Interior: H1T - (0 I) Jet Black w/Premium Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1FL	Preferred Equipment Group 1FL (Fleet)	NC	NC (Est.)
ABC	8-Passenger Seating (2-3-3 Seating Configuration)	STD	STD (Est.)
FE9	Federal Emissions Requirements	NC	NC (Est.)
FXC	3.49 Axle Ratio	STD	STD (Est.)
GAZ_01	(0 P) Summit White	NC	NC (Est.)
H1T_02	(0 I) Jet Black w/Premium Cloth Seat Trim	NC	NC (Est.)
IOR	Radio: Chevrolet Infotainment System AM/FM Stereo	STD	STD (Est.)
LFY	Engine: 3.6L V6 SIDI VVT	STD	STD (Est.)
M3V	Transmission: 9-Speed Automatic	STD	STD (Est.)
PAINT	Monotone Paint Application	STD	STD (Est.)
PXJ	Wheels: 18" Bright Silver Painted Aluminum	STD	STD (Est.)
QO5	Tires: P255/65R18 AS BW	STD	STD (Est.)
R9Y	Fleet Free Maintenance Credit	\$ -30.71	\$ -33.75 (Est.)
STDGV	GVWR: 6,160 lbs.	STD	STD (Est.)
STDTM	Premium Cloth Seat Trim	STD	STD (Est.)
VK3	Front License Plate Bracket Mounting Package	\$ 36.40	\$ 40.00 (Est.)
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC (Est.)

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Convex Driver Mirror: convex driver and passenger mirror
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
Body Side Cladding: black bodyside cladding
Grille: chrome grille
Exhaust Tip: chrome tip exhaust

Convenience Features:

Air Conditioning automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Auto Locking: auto-locking doors
Passive Entry: proximity key
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors
Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
Front Cupholder: front and rear cupholders
Floor Console: full floor console with covered box
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 2 seatback storage pockets
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio AM/FM stereo with seek-scan
Radio Data System: radio data system
Equalizer: automatic equalizer
Audio Theft Deterrent: TheftLock audio theft deterrent
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: 4G LTE Wi-Fi Hotspot capable internet access
TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off projector beam high intensity low/high beam headlamps
Auto-Dimming Headlights: IntelliBeam auto high-beam headlights
Front Wipers: variable intermittent wipers
Rear Window wiper: fixed interval rear window wiper with heating wiper park
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade

Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Voltmeter: voltmeter
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Rear Park Assist rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Front Pedestrian Braking: pedestrian detection
Following Distance Indicator: following distance alert
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Clock: in-radio display clock
Systems Monitor: systems monitor
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: compact spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Security System: security system
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: StabiliTrak electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints

3rd Row Headrests: 2 fixed third row head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 8

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 2-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear manual reclining 60-40 split-bench seat

Rear Seat Fore/Aft: manual rear seat fore/aft adjustment

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

3rd Row Seat Type: fixed third row 60-40 split-bench seat

3rd Row Electric Control: fold into floor third row seat

Leather Upholstery: cloth front and rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Shift Knob Trim: urethane shift knob

Floor Mats: carpet front and rear floor mats

Interior Accents: chrome/metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 310-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 9-speed automatic w/ OD and auto-manual



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Sheriff James Tadman

MEETING DATE: August 18, 2020

AGENDA ITEM:

1. Post to hire vacant Clerk Typist Cashier III position.

SUMMARY:

1. Clerk Typist Cashier III resigned from their position in the Sheriff's Office.
This hire is to backfill the position.

ACTION REQUESTED:

1. Motion and approve backfill for open Clerk Typist Cashier III position.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Sheriff James Tadman

MEETING DATE: August 18, 2020

AGENDA ITEM:

Resolution (2020-70) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Skyler Berg

SUMMARY:

1. Polk County Sheriff's Office received a \$252.00 donation to be used for K9 Program.

ACTION REQUESTED:

1. Approve Resolution (2020-70) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Skyler Berg for the K9 Program.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Sheriff James Tadman

MEETING DATE: August 18, 2020

AGENDA ITEM:

Resolution (2020-71) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Bremer Bank, Crookston

SUMMARY:

1. Polk County Sheriff's Office received a \$500.00 donation from Bremer Bank, Crookston to be used for K9 Program.

ACTION REQUESTED:

1. Approve Resolution (2020-71) Accepting Financial Donation On Behalf Of Polk County Sheriff's Office From Bremer Bank, Crookston



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: August 18, 2020

AGENDA ITEM: Advertisement and Hiring

SUMMARY:

Last fall our Roster Nurse (*Part Time – up to 150 hours per year*) retired.

After consulting our Department Admin Team, County Administrator and Human Resources Director I decided to hold off on requesting to refill the position at that time as the job duties mainly happen in the fall (ex. Flu Shots/Vaccine Clinics).

This is a request for approval to advertise and post a Roster Nurse position (up to 150 hours per year) within Polk County Public Health. This request aligns with our upcoming needs. We are gearing up for fall flu shots and vaccine clinics which of course will look very different, operations wise, from prior years. Further, practicing/adjusting workflows through Flu Shot clinics in preparation for a Covid vaccine.

ACTION REQUESTED: Motion to approve advertisement and posting of a Roster Nurse position (up to 150 hours per year) within Polk County Public Health.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: August 18, 2020

AGENDA ITEM: Altru Physician Collaborative Agreement

SUMMARY:

The Nurse Practitioner has full practice authority; however, MN Nurse Practice law requires that a NP has a collaborative agreement for the initial 2080 hours of practice. Collaborative agreement is a mutually agreed upon plan for the overall working relationship between a nurse practitioner and a licensed physician to successfully manage the care or make referrals of patients.

ACTION REQUESTED: Approve Nurse Practitioner Collaborating Physician Agreement for initial 2080 hours with Altru Health System.

ALTRU HEALTH SYSTEM
AGREEMENT FOR INDEPENDENT CONTRACTED
SERVICES
(PCPH - Physician Collaboration)

Agreement made this _____ day of _____, 2020 by and between (Polk County Public Health - PCPH and Altru Health System, a non-profit 501-C3 corporation under the law of the State of North Dakota dba (e.g. Altru Health System – Crookston Clinic).

SECTION 1. PURPOSE OF CONTRACT

Physician Collaborative Agreement for PCPH NP - *Jami Mathews*

SECTION 2. ACCEPTANCE OF TERMS AND CONDITIONS OF CONTRACT.

PCPH accepts the contract and will render to the best of their ability the services described in Section 4 during the term of this contract.

SECTION 3. COMPENSATION

As compensation for services rendered, PCPH will pay Altru – Crookston Clinic the sum of \$500.00 per month for Physician Collaboration performed by Dr. Roshan Ghimire, to be billed monthly. Any services in addition to these are subject to separate/individual agreement(s).

SECTION 4. SCOPE OF SERVICES

Altru Health System shall assist PCPH in providing the following services:

1. Physician collaboration of the PCPH Nurse Practitioner (*Jami Mathews*) until the 2080 hours of collaboration from start date are satisfied by the MN Board of Nursing. If additional time is needed to satisfy the hours both parties must agree to ongoing services and will be satisfied by another addendum contract/agreement.
2. AHS is contracting these services in cooperation with PCPH in that PCPH is responsible for verifying services provided to their employee is a licensed individual working within the scope of his/her privileges/practice.
3. The Contracting parties working under this agreement will maintain the required amount of liability insurance needed.

SECTION 5. TERMS OF CONTRACT

1. Term of Contract. The initial term of the contract shall be effective from Jami Mathews employment start date (tentatively September 2020) through the completion of 2080 hours of collaboration as identified by said agreement/contract.

SECTION 6. AGREEMENTS OUTSIDE OF CONTRACT

This agreement contains the complete agreement concerning the right and responsibilities of PCPH and Altru Health System. This agreement may only be modified by the parties by written agreement signed by both authorizing parties.

SECTION 7. INDEPENDENT CONTRACTOR

Altru Health System shall provide services to PCPH under this agreement acting only as an Independent contractor. It is agreed that nothing contained is intended or should be construed in any manner as creating or establishing the relationship of agents, partners, joint ventures, or associates between the parties or constituting the Contractor as the employee of Altru Health System.

SECTION 8. INDEMNIFICATION

Any and all claims that arise or may arise against the Contractor, its agents or employees as a consequence of any act or omission on the part of the Contractor while engaged in the performance of the Contract shall in no way be the obligation or responsibility of Altru Health System. The Contractor shall indemnify, hold harmless Altru Health System against any and all liability, loss, costs, damages, expenses arising of or by reason of any act or omission of the Contractor in the execution, performance or failure to adequately perform the obligations pursuant to this contract.

SECTION 9. HIPAA COMPLIANCE AND DATA PRIVACY

PCPH agrees to comply with the terms of the Health Insurance Portability and Accountability Act (HIPAA) with regard to all data received and maintained by PCPH as a result of the performance of services under this contract. PCPH agrees to indemnify and hold Altru Health System, its agents and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of any provision of HIPAA by contractor or its agents or employees, including legal fees and disbursements paid or incurred to enforce this provision of this contract. PCPH also agrees to maintain and protect data on individuals received, or to which PCPH has access.

SECTION 10.

Medicare obligation to comply with the Omnibus Reconciliation Act of 1980, Section 952 of Public Law 96-499

"All parties to the contract agree to provide reasonable access to records for at least four years after the furnishing of the services provided under this agreement upon the request of CMS (Centers for Medicare and Medicaid) to the extent necessary for Altru Health System to comply with Title 42, United States Code, Section 1395X (v) (I) (I) for all transactions related to this agreement."

SECTION 11. NOTICE

Any notice required by this Agreement must be in writing and made by certified mail or personal delivery to the following individuals:

SHAYLA SOLBERG -Altru Clinic Crookston Manager

SARAH REESE -Polk County Public Health Director

Notice is deemed effective upon delivery to the person(s) noted above.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as provided above.

ALTRU HEALTH SYSTEM - (DBA - Altru Clinic Crookston)

By: _____
(Shayla Solberg)

Date: _____

CONTRACTED PARTY - (Polk County Public Health)

By: _____
(Sarah Reese)

Date: _____

Approved as to form and execution this ____ day of _____, 2020.

(Signature of Authority)



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: August 18, 2020

AGENDA ITEM: UMC Services Agreement

SUMMARY:

Recommendation to enter into a Business Associate Agreement with the University of MN Crookston. Request for Public Health to provide 15-20 hours per week of Health Services support to the University of MN Crookston for August – October 2020 while they are refilling their Health Services position. The contracted rate to be \$50 per hour.

ACTION REQUESTED: Motion to approve the Regents of the University of Minnesota - Crookston Campus Business Associate Agreement for interim health services.



Internal University Use Only
Corresponding Financial Document No.:
(i.e., PVA, POT, CPS, etc.)

UNIVERSITY OF MINNESOTA

BUSINESS ASSOCIATE AGREEMENT

between

Regents of the University of Minnesota

by and through its Crookston Campus (“University”)

and

Polk County Public Health (“Business Associate”)

THIS BUSINESS ASSOCIATE AGREEMENT (“Agreement”) by and between University and Business Associate is effective as of the year and date written below (“Effective Date”) and shall remain in effect pursuant to the terms set forth in section 5.1 of this Agreement.

WHEREAS, University is a Covered Entity pursuant to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and its implementing regulations, all as may be amended from time to time (collectively “HIPAA”); and

WHEREAS, University and Business Associate have entered into a certain agreement whereby Business Associate is providing certain services to University (“Services Agreement”) which require Business Associate, on behalf of University, to create, receive, maintain or transmit protected health information, as that term is defined under HIPAA (“PHI”), or which otherwise require University to disclose PHI to Business Associate to perform its obligations pursuant to the Services Agreement; and

WHEREAS, University and Business Associate intend to protect the privacy and provide for the security of PHI pursuant to the terms of this Agreement and in compliance with HIPAA, the Health Information Technology for Economic and Clinical Health Act, Public Law No. 111-5 and its implementing regulations, all as may be amended from time to time (collectively “HITECH”), and all other applicable laws.

NOW, THEREFORE, University and Business Associate agree as follows:

1. Definitions. Terms used but not otherwise defined in this Agreement shall have the meaning given the terms in HIPAA and HITECH at 45 CFR Parts 160-164.

2. Permitted Uses and Disclosures of PHI.

2.1 Except as otherwise limited in this Agreement, Business Associate may create, receive, maintain, transmit, use or disclose PHI on behalf of, or to provide services to, University to perform its obligations pursuant to the Services Agreement, provided that such action: (a)

would not violate HIPAA or HITECH if undertaken by University; and (b) would not violate any policies and procedures of the University, as communicated to and made available to Business Associate by University.

2.2 Except as otherwise limited in this Agreement, Business Associate may use PHI to provide Data Aggregation services to University as permitted by 45 CFR § 164.504 (e)(2)(i)(B).

2.3 Except as otherwise limited in this Agreement, Business Associate may use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

2.4 Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR § 164.502(j)(1).

3. Business Associate agrees that it shall:

3.1 not use or disclose PHI other than as permitted by this Agreement or as Required By Law;

3.2 use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent use or disclosure of PHI other than as provided for in this Agreement;

3.3 implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the PHI it creates, receives, maintains, transmits, uses or discloses on behalf of University;

3.4 mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement;

3.5 report to University any security incident involving the PHI described in this Agreement of which it becomes aware as soon as is reasonably possible under the circumstances, recognizing the need to minimize damage that could result from a delay in reporting. In any event, Business Associate shall report incidents no later than two (2) business days from the time when it becomes aware of the incident. For purposes of this Agreement, a “security incident” is defined as any use or disclosure of PHI of which Business Associate becomes aware that is not permitted by this Agreement and the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations. A loss of data is considered to be a security incident under this definition. This definition does not include incidents that occur on a daily basis, such as scans, “pings,” or unsuccessful attempts to penetrate computer networks or servers maintained by Business Associate;

3.6 report to University in writing any use or disclosure of PHI of which it becomes aware that is not permitted by this Agreement or Required By Law within ten (10) days of becoming aware of such use or disclosure;

3.7 ensure that any subcontractors that create, receive, maintain or transmit PHI on behalf of Business Associate agree in writing to the same restrictions, conditions and requirements that apply to Business Associate with respect to such PHI under this Agreement;

3.8 make available PHI in a Designated Record Set to University or such third party as University may direct, at the request of University, and in the time and manner designated by University as necessary to satisfy University's obligations under 45 C.F.R. § 164.524;

3.9 make amendments to PHI in a Designated Record Set as directed or agreed to by University pursuant to 45 CFR § 164.526, or take other measures as necessary to satisfy University's obligations under 45 CFR § 164.526;

3.10 maintain and make available the information required to provide an accounting of disclosures to University or to such other party as University may direct, all as necessary to satisfy University's obligations under 45 CFR § 164.528;

3.11 to the extent Business Associate is to carry out one or more of University's obligations under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to University in the performance of such obligations;

3.12 make available to the Secretary of the Department of Health and Human Services Business Associate's internal practices, books and records for purposes of determining compliance with HIPAA and HITECH;

3.13 use standard transactions and code sets for all transactions covered by 45 CFR § 162; and

3.14 in the event that Business Associate pursuant to its obligations under the Services Agreement uses or maintains an Electronic Health Record of information of or about an individual, then Business Associate shall provide an electronic copy (at the request of University, and in the time and manner designated by University) of the PHI to University or, when and as directed by University, to an individual or a third party designated by the individual, all in accordance with 42 U.S.C. § 17935(e).

4. Notice by University. University shall notify Business Associate of any limitations in its Notice of Privacy Practices, agreed upon restrictions to uses or disclosures of PHI and changes in or revocation of permission by any individual to use and disclose PHI, to the extent that Business Associate's use or disclosure of PHI is affected.

5. Term and Termination.

5.1 Term. The terms of this Agreement shall be effective as of the Effective Date and shall remain in effect until all PHI provided by University to Business Associate, or created or received by Business Associate on behalf of University is destroyed or returned to University. The protections of this Agreement shall apply until all PHI is returned or destroyed in accordance with section 5.3 of this Agreement.

5.2 Termination for Cause. Upon University's knowledge of a material breach of this Agreement by Business Associate, University shall provide an opportunity for Business Associate to cure the breach or end the violation. If efforts to cure the breach or end the violation are not successful within the time period specified by University, University shall terminate this Agreement. University shall immediately terminate this Agreement if University determines cure of the breach is not possible. If the breach is not cured, University shall be entitled to terminate the Services Agreement. If neither termination nor cure is feasible, University shall report the violation to the Secretary.

5.3 Effect of Termination.

(a) Except as provided in paragraph (b) of this section, upon termination of this Agreement for whatever reason, Business Associate shall return or destroy all PHI received from University, or created or received by Business Associate on behalf of University, including PHI in the possession of its subcontractors or agents. No copies of the PHI shall be retained by Business Associate or its subcontractors or agents.

(b) In the event that Business Associate determines that return or destruction of the PHI is infeasible because of other obligations or legal requirements, Business Associate shall notify University of the conditions that make return or destruction infeasible. Upon mutual agreement of University and Business Associate that return or destruction of PHI is infeasible, the protections of this Agreement shall apply until all PHI is returned or destroyed. Business Associate shall limit further uses or disclosures of PHI to the purposes that make return or destruction of the PHI infeasible.

6. Amendments. University and Business Associate agree to take such action as is necessary to amend this Agreement as necessary for University to comply with the requirements of HIPAA and HITECH. Any amendment shall be in writing and executed by authorized representatives of the parties.

7. Penalties, Investigations and Cooperation. In addition to any damages recoverable under this Agreement, the parties acknowledge that certain breaches or violations of this Agreement may result in litigation or investigations resulting in civil liability and/or criminal penalties pursued by federal or state governmental authorities of the United States. Each party shall cooperate in good faith in all respects with the other party in connection with any request by a federal or state government authority for additional information and documents or any governmental investigation, complaint, action or other inquiry.

8. No Third-Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, upon any person other than the parties hereto any rights, remedies, obligations or liabilities whatsoever.

9. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits University to comply with HIPAA and HITECH.

10. Indemnification. Each party will be responsible for its own acts and behavior and the results thereof. If any claim or cause of action is asserted against a party in connection with the performance of this Agreement, that party shall promptly notify the other party of the claim or cause of action. The parties shall reasonably cooperate with each other in the defense of claims and causes of action arising out of the performance of this Agreement. University's liability is limited to the extent of its insurance coverage pursuant to the Minnesota State Tort Claims Act, Minn. Stat. § 3.736.

11. No Agency. Nothing express or implied in this Agreement or the Services Agreement is intended to create any agency relationship between University and Business Associate. Business Associate has no authority to act as an agent of University, and Business Associate shall not represent itself as acting as an agent of University.

12. Prior Business Associate Agreements. The parties agree that this Agreement replaces and supersedes any and all other Business Associate Agreements entered into between the parties prior to the Effective Date hereof.

13. Survival. The respective rights and obligations of Business Associate under section 5.3 of this Agreement shall survive the termination of this Agreement.

14. Notices. Any notices pertaining to this Agreement shall be given in writing and be deemed duly given when: (a) delivered by facsimile or electronic mail (provided such delivery is confirmed); (b) personally delivered to a party or a party's authorized representative as listed below; (c) sent by means of overnight carrier; or (d) sent by certified mail, return receipt requested, postage prepaid. A notice sent by certified mail shall be deemed given on the date of receipt or refusal of receipt. All notices shall be addressed as follows:

If to University:	University of Minnesota Attn: Chief Health Information Compliance Officer 420 Delaware Street SE, Mayo Mail Code 501 Minneapolis, MN 55455 Facsimile No.: 612-626-2111 E-mail: privacy@umn.edu Phone: 612-624-7447
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If to Business Associate:	Polk County Public Health Attn: Sarah Reese 816 Marin Ave, Suite 125 Crookston, MN 56716 Facsimile No.: E-Mail: sarah.reese@co.polk.mn.us
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IN WITNESS WHEREOF, the authorized representative(s) of the parties hereto execute this Agreement with an Effective Date of August 25, 2020 as follows:

August 10, 2020

Regents of the University of Minnesota

By: _____

Name: Sarah Reese

Title: PNM CHS Administrator / Public Health Director

Date: _____

By: _____

Name: Tricia Sanders

Title: Director of Finance-

Date: _____

By: _____

Name: Lori Ketola

Title: Chief Health Information Compliance Officer

Date: _____

NOTE: This Agreement should be executed by Business Associate before University begins the execution process.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: August 18, 2020

AGENDA ITEM: Covid Update

SUMMARY:

- 1) Situational Update
- 2) Schools
 - a) 14 Case Rate/Data
 - b) Safe Learning Plans
- 3) Long Term Care – Visitation Guidance

ACTION REQUESTED: *Information only.*

2021 East Polk SWCD Budget

County Revenue (NRBG)	
Local Water Management	\$10,428
Feedlots	\$7,951
Wetland Conservation Act	\$21,640
County Allocation	\$43,120
Total County Revenue	\$83,139

Distirct Revenue	
Tree Program	\$8,000
Total District Revenue	\$8,000

State Grants (BWSR) Revenue	
Buffer Law	\$25,000
Capacity	\$114,600
Conservation Delivery	\$18,828
State Cost Share	\$10,293
Easement Delivery (RIM)	\$139
Total State Revenue	\$168,860

Total Revenue	\$259,999
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County Expenses (NRBG)	
Local Water Management	\$10,428
Feedlots	\$7,951
Wetland Conservation Act	\$21,640
County Allocation	\$43,120
Total County Expenses	\$83,139

Distirct Expenses	
Tree Program	\$8,000
Total District Expenses	\$8,000

State Grants (BWSR) Expenses	
Buffer Law	\$25,000
Capacity	\$114,600
Conservation Delivery	\$18,828
State Cost Share	\$10,293
Easement Delivery (RIM)	\$139
Total State Expenses	\$168,860

Total Expenses	\$259,999
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Net	\$0
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Memorandum of Agreement Template - Planning Phase

The attached Memorandum of Agreement (MOA) template contains all the basic elements for a collaborative decision-making process among the participating local units of government that meets the One Watershed, One Plan guiding principles. While this template applies specifically to the Planning Phase of One Watershed, One Plan, the participating organizations could modify it to apply to their on-going relationships during plan implementation.

A few items to consider in adapting this template for a specific watershed:

- This is just one example of a MOA; many other formats exist and may be used as long as the MOA and associated bylaws clearly outline the decision-making process to be used by the representatives of participating local units of government for plan development and submittal.
- In the template, highlighted italicized text indicates where information specific to the particular watershed must be entered.
- Participants are strongly encouraged to obtain assistance from the appropriate local government legal counsel in the development of any agreements and bylaws.
- Item 5b. Submittal of the Plan outlines two possible methods for an integrated review process intended to: meet statutory requirements for the plans being replaced; streamline the formal review process through joint submittal to the Board of Water and Soil Resources (BWSR); and ensure local adoption and implementation of the final watershed-based plan. Planning partners may propose a different method to BWSR, but that method must address these three factors.
- This template sets up a Policy Committee as the decision-making body during the Planning Phase. Local government partners that adopt the MOA must also designate a member of their governing board to serve on the Policy Committee. Some points about Policy Committee responsibilities to include In a cover letter and/or presentation to the boards of the respective parties:

Policy Committee Membership Expectations

1. Actively attend and participate in all scheduled meetings of the Policy Committee. Consider also including an anticipated meeting schedule and frequency, for example “first meeting of the Policy Committee will be in.... The committee will meet approximately monthly through....” Also consider including a generalized outline of anticipated decision points during the process to build interest and provide an expectation of progress.
2. Actively engage in the decision-making process for watershed-based planning with the understanding that goals, objectives, and action items of the water plan must be prioritized, targeted, and measurable.
3. Help to keep board members and constituents apprised of the status and progress of the watershed-based planning process.
4. Utilize the technical resources of their respective entities to assist and inform their decisions in the water planning process.

This Page is for reference purposes only

MEMORANDUM OF AGREEMENT

This agreement (Agreement) is made and entered into by and between:

The Counties of Clearwater, Pennington, Polk, and Red Lake by and through their respective County Board of Commissioners,

The Clearwater, East Polk, Pennington, and Red Lake County Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, and the Red Lake Watershed District, by and through their respective Board of Managers;

Collectively referred to as the “parties.”

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the Watershed Districts of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out conservation of the natural resources of the state by land use controls, flood control, and other conservation projects for the protection of the public health and welfare and the provident use of the natural resources, pursuant to Minnesota Statutes Chapters 103B, 103D, 103E, and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan *in the Clearwater River Watershed* to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

WHEREAS, pursuant to Minnesota Statutes Section 103B.101 Subd. 14, the Board of Water and Soil Resources (BWSR) “may adopt resolutions, policies, or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved and adopted, according to chapter 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan,” also known as the “One Watershed, One Plan”; and

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

Approved _____, 2020

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Clearwater River Watershed (Attachment A). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this agreement will be collectively referred to as Clearwater River Planning Partnership

This Agreement does not establish a joint powers entity but set outs the terms and provisions by which the parties "may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised." Minnesota Statutes Section 471.59. As is permitted under the joint exercise of powers statute, Minnesota Statutes Section 471.59, the parties agree that under this Agreement, and as agreed upon and directed by the Policy Committee, one or more of the parties may exercise any power common to them on behalf of the other participating units, such as they have done under the Memorandum of Agreement where _____ is the fiscal agent and provides the day-to-day administrative duties of the Clearwater River Planning Partnership.

2. **Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan; and will remain in effect until adoption of the plan by all parties, unless canceled according to the provisions of this Agreement or earlier terminated by law.
3. **Adding Additional Parties:** A qualifying party within the Clearwater River Watershed that is responsible for water planning and resource management according to Minnesota State Statutes desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution by the time of the first Policy Committee meeting that includes a request to the Policy Committee to join the Clearwater River Planning Partnership, a representative appointed to the Policy Committee, and a statement that the party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
4. **Withdrawal of Parties:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 180 days in advance of leaving the Agreement. A party that leaves the membership of the Agreement remains obligated to complying with the terms of any grants the Clearwater River Planning Partnership has at the time of the party's notice to leave membership and is obligated until the grant has ended.

5. **General Provisions:**

- a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
- b. **Indemnification:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity.” It is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.
- c. **Employee Status:** The parties agree that the respective employees or agents of each party shall remain the employees or agents of each individual respective party.
- d. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity’s records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the agreement shall be subject to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and the Official Records Act (Minnesota Statutes Section 15.17). At the time this agreement expires, all records will be turned over to the _____ for continued retention.
- e. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
- f. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.
- g. **Termination:** The Parties anticipate that this Agreement will remain in full force and effect through the term of the grant agreement with BWSR and until cancelled by all parties. The parties acknowledge their respective and applicable obligations, if any, under Minnesota Statutes Section 471.59, Subd. 5 after the purpose of the Agreement has been completed.

6. Administration:

- h. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board, to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.
 - i. The parties agree that the Policy Committee established under the Memorandum of Agreement for the purpose of developing the Clearwater River Watershed Comprehensive Water Management Plan shall continue to operate cooperatively, but not as a single entity, for the purpose of implementation of the Clearwater River Watershed Comprehensive Water Management Plan. The Policy Committee will meet quarterly or as needed to decide on the content of the plan. Each Policy Committee member will serve as a liaison to their respective governing boards, act on behalf of their respective boards, and have the responsibility to inform their governing board on actions taken by the Policy Committee. Each representative shall have one vote and shall have the authority to act on behalf of the party they represent in the following matters: grant applications for grants the Policy Committee has voted to apply for/request on behalf of the Clearwater River Planning Group; report review and approval, payments under Clearwater River Planning Group grant(s).
 - ii. Each governing board may choose an alternate to serve on the Policy Committee as needed in the absence of the designated member.
 - iii. The Policy Committee will establish bylaws within 90 days of the execution of this document to describe the functions and operations of the committee(s).
 - iv. The Advisory Committee will meet quarterly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan. Members of the Advisory Committee may not be a current board member of any of the Parties without unanimous approval by Policy Committee.
 - v. **The Planning Workgroup.** The parties agree that the Planning Workgroup shall continue and shall consist of the One Watershed One Plan Coordinator, local water planners, and the WD Administrator for the purposes of logistical and day-to-day decision-making. The Planning Workgroup will meet quarterly or as needed.
- i. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this agreement. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for

submission by each party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.

- j. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.
6. **Fiscal Agent:** The Policy Committee shall appoint annually one of the parties to the Agreement to be the Fiscal Agent for the Clearwater River One Watershed One Plan. The Fiscal Agent agrees to:
 - a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
 - b. Perform financial transactions as part of grant agreement and contract implementation.
 - c. Pursuant to Minnesota Statutes Section 471.59, Subd. 3, provide for strict accountability of all funds and report of all receipts and disbursements and annually provide a full and complete audit report. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
 - d. Retain fiscal records consistent with the agent's records retention schedule until termination of the agreement (at that time, records will be turned over to the One Watershed One Plan Coordinator).
7. **Grant Administration:** The Policy Committee shall appoint annually a "Grant Administrator" to handle the administrative work of the Clearwater River One Watershed One Plan. "In the circumstance that the Grant Administrator position is vacated, the Policy Committee shall appoint one of the parties to the Agreement to fill this role until the position is re-filled." The party that is the Grant Administrator handling the administration agrees to provide the following to the Clearwater River Planning Group for the purposes of this Agreement:
 - a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
 - b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.
 - c. Assist the Policy Committee and the Planning Workgroup with the administrative details to oversee implementation of the watershed-based plan.
 - d. Maintain the Clearwater River One Watershed One Plan webpage
 - e. Perform other duties to keep the Policy Committee, the Advisory Committee, and the Planning Workgroup informed about the implementation of the watershed-based plan.

8.

Authorized Representatives: The following persons will be the primary contacts for all matters concerning this Agreement:

Clearwater County

Mark Larson

213 Main Ave N.

Bagley, MN 56621

Telephone: 218 684-6520

Clearwater SWCD

Chester Powell

312 Main Ave N. Suite 3

Bagley, MN 56621

Telephone: 218 694-6845 ext 4

Pennington County

Neil Peterson

101 Main Ave. N.

Thief River Falls, MN 56701

Telephone: 218 683-7000

Pennington SWCD

Bryan Malone

201 Sherwood Ave. S.

Thief River Falls, MN, 56701

Telephone: 218 683-7075

Polk County

Chuck Whiting

County Administrator

612 N Broadway Room 211

Crookston, MN 56716

Telephone: 218 281-5408

East Polk SWCD

Rachel Klein

District Manager

240 Cleveland Ave, P.O. box 57

McIntosh, MN 56556

Telephone: 218 563-2778

Red Lake County

Robert Schmitz

County Auditor

124 Langevin Ave. P.O. Box 367

Red Lake Falls, MN 56750

Telephone: 218 253-2598

Red Lake County SWCD

Tanya Waldo

District Manager

2606 Wheat Dr. Suite 103

Red Lake Falls, MN 56750

Telephone: 218 253-2593

Red Lake Watershed District

Les Torgerson

1000 Pennington Avenue S

Thief River Falls, MN 56701

Telephone: 218 681-5800

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.
(Repeat this page for each participant)

PARTNER: **Clearwater County**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: **Clearwater SWCD**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.
(Repeat this page for each participant)

PARTNER: **Pennington County**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.
(Repeat this page for each participant)

PARTNER: **Pennington SWCD**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: **East Polk SWCD**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: **Red Lake County**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: **Red Lake County SWCD**

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

IN TESTIMONY WHEREOF the Parties have duly executed this agreement by their duly authorized officers.

PARTNER: Red Lake Watershed District

APPROVED:

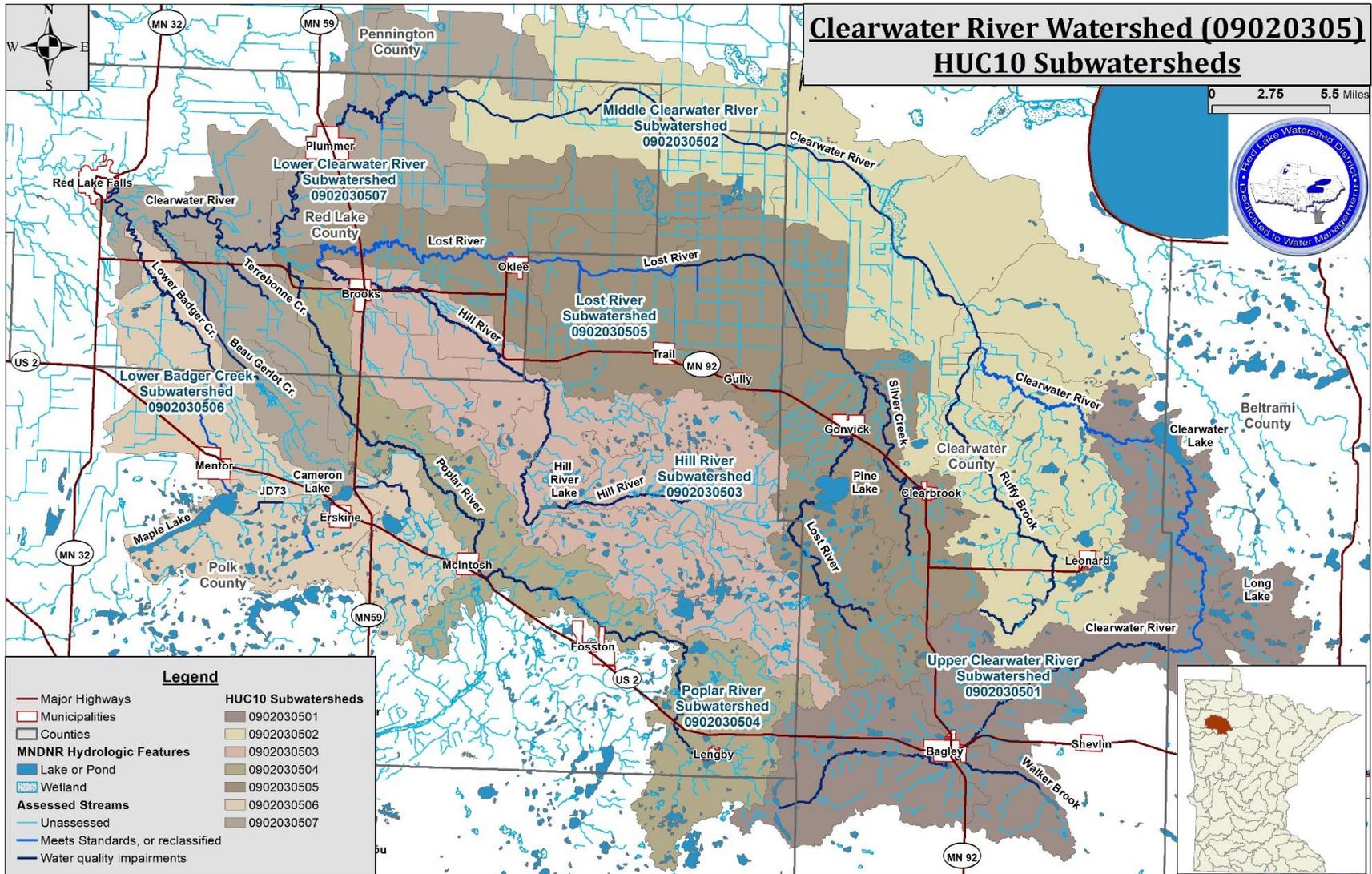
BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date

APPROVED AS TO FORM *(use if necessary)*

BY: _____
County Attorney Date

Attachment A



Attachment B

Scope of Services Provided by the

Fiscal Agent

The _____ will have the following duties (*the following are examples and should be modified to meet local need, including additional attachments if services are split between multiple parties*):

1. Coordination of Policy Committee meetings, including:
 - a. Provide advance notice of meetings;
 - b. Prepare and distribute the Agenda and related materials;
 - c. Prepare and distribute Policy Committee Minutes;
 - d. Maintain all records and documentation of the Policy Committee;
 - e. Provide public notices to the counties and watershed district for publication; and
 - f. Gather public comments from public hearing and prepare for submittal.
2. Coordination of Advisory Committee meetings, including the technical and citizen subcommittees, including:
 - a. Provide advance notice of meetings;
 - b. Prepare and Distribute the Agenda and related materials;
 - c. Prepare and Distribute Minutes; and
 - d. Maintain all records and documentation of the committees.
3. Administration of the grant with BWSR for the purposes of developing a watershed-based plan, including:
 - a. Submit this Agreement, work plan, and other documents as required;
 - b. Execute the grant agreement;
 - c. Account for grant funds and prompt payment of bills incurred;
 - d. Complete annual eLINK reporting;
 - e. Present an annual audit of grant funds and their usage; and
 - f. Maintain all financial records and accounting.
4. Contracting for services with the chosen consultant for plan preparation and writing of the watershed-based plan, including:
 - a. Execute the Contract for Services agreement;
 - b. Oversee expenditures incurred by the consultant;
 - c. Provide prompt payment for services rendered; and
 - d. Serve as primary contact person with the consultant.

East Polk SWCD Program Update 2020

District Programs Delegate to the SWCD by the County:

WCA

- In 2019 there was 175 wetland related landowner contacts. (These numbers are up from previous years)
 - o 6 Applications
 - o 20 potential WCA violation sites
 - o 10 enforcement actions taken
- Since January 1, 2020 there have been 4 applications that were approved, one replacement plan and three delineation concurrences.
- Currently 3 applications recently submitted that are going through the decision process.
- There are currently 13 ongoing violations sites investigated were 3 enforcement actions were taken and currently working on another 5 enforcement actions.
- We have two landowners that are working through the wetland banking process and one that is in the monitoring phase.

County Feedlot Officer

- Rachel Klein is the County Feedlot Officer for all of Polk County
- East Polk County currently has 77 registered feedlots and West Polk has 16 registered feedlots.
- We complete 6-7 routine inspections every year as required by our work plan.

Lake Elevations – Local Water Plan

- Lake elevations are used to determine lake levels. Monitoring is done weekly May through October.
- Badger Lake, Cable Lake, Cameron Lake, Cross Lake, Hill River Lake, Maple Lake, Popular Lake, Lake Sarah, Spring Lake, Turtle Lake, Union Lake, and Whitefish Lake

Stream Monitoring Program – Local Water Plan

- Monitoring is done weekly from May through October. We measure transparency, appearance, recreational suitability, precipitation, and stream stage.
- Sand Hill River, Popular River, Lost River, Hill River (two locations), and Clearwater River

Rainfall Monitoring

- Area landowners volunteer to record the rainfall amounts and submit them to our office.
- We turn the data into an electronic form and submit to the State Climatology Office.

District Programs:

Buffers

- Assist landowners with implementing the buffer program on their farms and report the work we that is being done in Buffer Compliance and Tracking Tool
- We are currently working on compliance monitoring and assisting landowners that have received enforcement letters get into compliance.

Water and Sediment Control Basin Projects (See included map)

- Between Clean Water Funds and a Targeted Watershed Grant we have put in 133 basins since 2011 with an additional 28 basins being completed this fall. It is estimated that the 133 sediment control basins keep 5,540 tons of sediment, equivalent of 426 dump truck loads, and 4,120lbs of phosphorus out of the Sand Hill River each year.
- We are always getting requests to do more water and sediment control basins and other projects but the ability to have them installed is dependent on funding.

Lakes Program

- We monitor a total of 13 lakes. Water samples are collected and analyzed by RMB Labs in Detroit Lakes. Parameters assessed are Total Phosphorus and Chlorophyll-A. Other information gathered is Clarity and Lake Levels
- Lakes are monitored monthly May through September
- SHRWD Lakes: Kittleson Lake, Sand Hill Lake, Union Lake, and Lake Sarah
- RLWD Lakes: Cameron Lake, Hill River Lake, Cross Lake, Oak Lake, Whitefish Lake, Poplar Lake, Turtle Lake, Spring Lake and Badger Lake
- Maple Lake is monitored by the Lake Association

DNR Ob Wells

- Monitor three wells quarterly for groundwater levels.

Education **Currently working on developing virtual options for some of these events******

- Envirothon: Highschool kids at Rydell beginning of May
- Water Festival: Two locations, Warren and Fertile, in the fall for 4th Graders
- Pennington Education Days: September for 6th Graders
- Arbor Day
- County Fair

AgBMP Loans

- Low interest rate loans available from MDA to producers and landowners for any projects or equipment that will benefit water quality.
- Pennington SWCD is the administer for the NW but we assist landowners with the applications and submit them to Pennington for approval.

Tree Program

- Offer a variety of trees for sale to the residents of East Polk
- This spring we sold 4460 trees

ReInvest in MN (RIM)

- We monitor sites that have been enrolled in RIM, which is a permanent easement, to make sure the conditions in their contract are still being upheld.

State Cost-Share

- Funding provided through BWSR so the districts can help local landowners offset the costs of installing conservation practices that protect and improve water quality by controlling soil erosion and reducing sedimentation.
- The projects are selected based on our priority areas for erosion and water quality problems.
- Can provide up to 75% cost share on projects.

Minnesota Ag Water Quality Certification Program (MAWQCP)

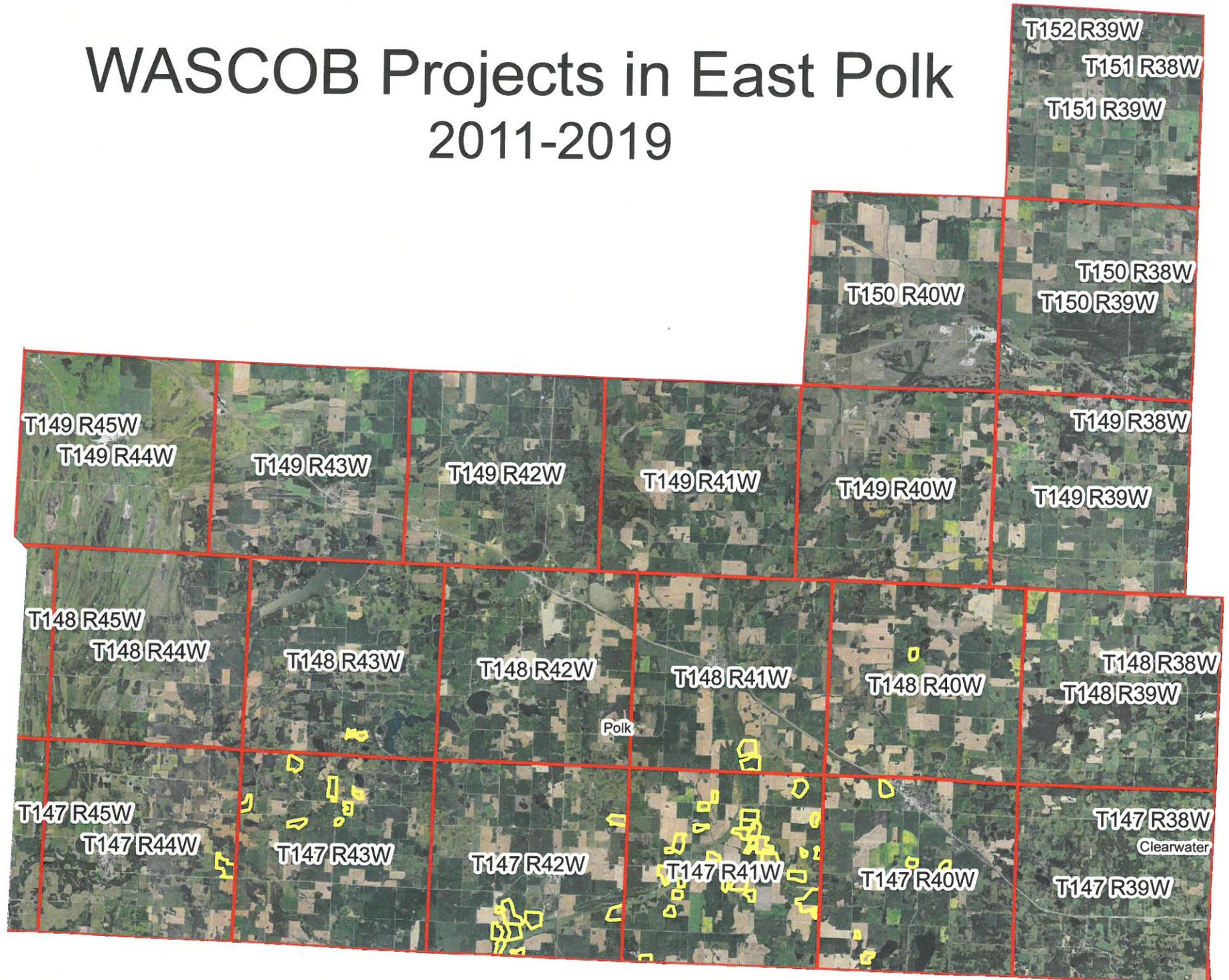
- We are the host district for the Area Certification Specialist, Glen Kajewski, for the NW area.
- This program is a whole farm assessment that looks at water quality and conservation. This is a voluntary opportunity for farmers and agricultural landowners to take the lead in implementing conservation practices that protect our water.
- Those who implement and maintain approved management practices will be certified and in turn obtain regulatory certainty for a period of ten years.

MN Geological Survey Atlas

- Locating and mapping wells in ArcGIS for the MN Geological Survey Atlas. We recently just received another round of well data to be located and mapped.
- This is what the recent increase in county allocations has been funding.

WASCOB Projects in East Polk

2011-2019



July 27, 2020

Chuck Whiting, County Administrator
Polk County Commissioners
612 North Broadway
Crookston, MN 56716

Dear Mr. Whiting and County Commissioners:

“Loneliness is the new smoking.” Researchers have found that loneliness is as lethal as smoking 15 cigarettes a day! Isolation and loneliness in rural NW Minnesota is a common happening, particularly among aging adults. Throw in a pandemic and the issue becomes extremely current and vital.

For 40+ years, Polk County RSVP volunteers have been supporting communities through impactful programs of service. While many of our programs (and volunteering itself) aim to meet physical needs, it is increasingly evident that mental and emotional needs are benefited as well. Leveraging the skills, experiences and compassion among senior volunteers, RSVP programs and partnerships helps individuals and communities according to current needs.

COVID-19 precipitated changes among all aspects of life; RSVP and our volunteers responded quickly to advance food security and staying at home well-being. A seven day meal kit project, funded by NW MN Foundation and NW Regional Sustainable Development Partnership, was implemented and provided 70 kits throughout the region. Twenty nine Groceries to Go volunteers continued to provide service despite their own hesitancy being part of a “vulnerable group.” RSVP Stay Active and Independent for Life volunteer trainers received COVID-related Wellness Way flyers each month to share with participants while classes were suspended. Many volunteers reached out to isolated participants and neighbors as a ‘check in’ and an ongoing social connection.

I look forward to presenting a more detailed report of RSVP happenings at the August 18th County Commissioner Board meeting. Your ongoing support of RSVP volunteers and the programs in which they serve meets vital needs, establishing a community that takes care of its aging residents. Your support is always appreciated!

Sincerely,

Tammy Frohlich, Program Director
RSVP of the RRV

2019-2020 RSVP OUTCOMES

Groceries to Go: 100% G2G clients agreed the service enhanced their feelings of social connection and enabled them to live independently longer.

Home Delivered Meals: 79% of Home delivered meals recipients reported they felt the service enabled them to live independently longer, while 85% of Home Delivered Meals recipients felt greater social support.

Handyman: 100% of surveys returned indicated the service increased their sense of social support; 83% felt they were able to live alone longer.

Food Shelves: 100% felt increased food security.

Stay Active and Independent for Life: 100% reported living independently was enhanced, while 99.5% agreed the class was a benefit to their socialization. Of those reporting on bone density, 79% indicated an improvement or no change!

Reading Buddies: 95.5% young learners showed literacy improvement.

From the Kitchen of RSVP



- Recipe For: Wednesday, Sept. 2, 2020...
“Drive by Pie” Volunteer Recognition Event!
- Servings: Polk County Volunteers... “The apples of our pies”
- Total Time: 9:30—11:00 am at Downtown Square, Crookston
12:30—1:30 pm at Lake Cameron Park, Erskine
2:30—3:30 pm at Fertile-Beltrami School parking lot, Fertile
- Ingredients: YOU... Polk County RSVP Volunteers; RSVP Pastry Chef Tammy and
Sous Pastry Chef Jennifer; Pie and Coffee (to go)
- Directions: “Don’t go baking our hearts...” Please “roll” into Crookston, Erskine or
Fertile for our Drive by Pie Volunteer Celebration!

This invite is your Drive by Pie ticket! Please sign your name on the backside and bring with you to claim your pie and coffee!



STAYING SAFE AND WELL

RSVP FREE 7 DAY MEAL KITS

We are excited about the opportunity to implement an emergency food project to help meet essential food needs during this period of social distancing.

RSVP has partnered with local rural grocers throughout the 7 County region to assemble 7 day meal kits that are non-perishable, nutritionally balanced and available at NO COST. They are intended for seniors 60+ and those affected by COVID job loss, on a first come, first served basis

An RSVP volunteer taskforce is available throughout the region to pick up meal kits and deliver to recipients using non-contact and social distancing practices.

If you or someone you know could use a meal kit, **please contact** Program Director Tammy at: tsykes@umn.edu or 218-281-8289, or Coordinator Jennifer Erdmann at jkerdman@umn.edu, or 289-3832.

Veteran Assistance during COVID-19—Two grants available

A Disaster Relief Grant and Special Needs Grant are available to Veterans and families of Veterans. The \$1000.00 one time grants are aimed at mitigating the negative effects and economic impact COVID-19 has had on Veterans and their families. To qualify for the COVID-19 Grants, applicants must be:

- * A Veteran or the surviving spouse (who has not remarried) of a deceased veteran as defined by MN Statute 197.447, and
- * A Minnesota Resident, and
- * Has been negatively financial impacted by COVID-19.* Note: Two Veterans married to each other are both authorized to apply for and receive the disaster relief grant. For more information, contact your County Veterans Service Officer!

Items Covered by COVID-19 Special Needs Grant

• Utility Bills

• Security Deposits

• Auto Repairs

Source:
[https://
mn.gov/](https://mn.gov/)



- **Combination of Grains/Flours:** All purpose, whole wheat pastry flour, oats, wheat berries... will keep a year in plastic storage bag or Tupperware. Will keep longer if in freezer.
- **Beans/Pulses:** Can store for a long time; Lentils.. Super packed with nutrients and quick to cook; Canned beans have same nutritional content as dried, but with more salt.
- **Nuts/seeds:** High protein with healthy fat and minerals... walnuts, almonds, pistachios; Dried fruits are ok but more expensive; Try prunes, figs and raisins.
- **Canned:** Diced tomatoes... diced gives you more for your money; Tomato paste.. Separate into Tablespoons and store in freezer; Fishes: Tuna, Salmon, anchovies, etc.
- **Vinegars/Soy Sauce:** Good for salad dressings; Apple cider, rice vinegar (milder), balsamic.
- **Fats/Oils:** Olive oil, sunflower or canola, Peanut oil for Asian style dishes.
- **Spices/Herbs:** Dried essentials: Cumin, Coriander, Chili powder, paprika, dried mustard; Salt and pepper; Fresh: Sage, Rosemary, Thyme, Oregano; Grow your own: Basil and Cilantro.
- **Dairy:** Milk and cream; Parmesan and other hard cheeses; Eggs; Substitute 1 Tbls. Vinegar in 1 Cup of milk for buttermilk.



- **Fresh Produce:** Kale lasts longer and more nutrients; Be mindful of items most perishable to avoid waste; Low humidity storage drawer in fridge will keep longer.
- **Dry Storage Veggies:** Onions, garlic, potatoes; Store onions and potatoes separately; Remove spoiled vegg quickly before rest of bag gets spoiled.
- **Freezer:** Fruits and veggies; Meats and poultry will last 6-12 in freezer.

FACEMASKS... BEWARE OF A FALSE SENSE OF SECURITY

Wearing cloth facemasks has become a directive during this pandemic... a good idea to protect us from spreading or catching germs. However, Polk County Public Health Director, Sarah Reese, suggests we be mindful about it, as it can provide a false sense of security.

- We may forget about social distancing.
- We may forget about frequent handwashing.





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205 Garfield Ave.
P.O. Box 128
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Phone: 218-637-2431
Fax: 218-637-2433

Satellite Office
1708 River Road NW
East Grand Forks, MN 56721
Phone: 218-773-2371
Fax: 218-773-9331

To: Polk County Board of Commissioners

**From: Mark Finstad, Polk County HRA Board Vice Chair
Charity Brault, Executive Director
Heather Harbott, Financial Manager**

Date: August 11, 2020

RE: HRA 2020 levy and program review



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August 11, 2020

Gary Willhite, Chair
Polk County Commissioners
612 N. Broadway, Suite 211
Crookston, MN 56716

Dear Mr. Willhite,

Another year has passed and we're looking forward to meeting with the Polk County Board to give an update of activities the HRA is involved with in the county. As you are aware the HRA has levied a portion of the taxable market value since 2008 with a goal to use the levy funds to add leverage when applying to various funding sources that may benefit the county and cover development costs associated with the HRA operations.

The HRA, which was founded by Bill Seeger, has served northwestern Minnesota with housing needs since 1972. For over 40 years the HRA has been instrumental in creating numerous housing opportunities for the region. Such as; 972 units of Section 8 rental assistance funded by HUD with payments made directly to private/public landlords; rental, commercial and owner occupied rehabilitation increasing the value of their properties and help increase the tax base; down payment assistance that has benefited over 1,000 families in buying a home; development of market rate housing allowing area residents with more housing options and community development projects improving the living conditions for its residents.

The HRA continues to search for opportunities to improve the quality of life for our residents in the region. We look forward to working with county leaders on future projects and we thank you for allowing the HRA to play a vital role in the housing industry for the past 40+ years.

We've attached a brief overview of HRA programs operated in the region. Contact me at 218-637-2431 with questions or need additional information.

Sincerely,

Charity Brault
Executive Director

Cc: County Auditor/Administrator
HRA Board

**Northwest Minnesota Multi-County
Housing and Redevelopment Authority**
205 Garfield Ave – PO Box 128 – Mentor, MN 56736

www.nwmnhra.org

Our Mission

**“To improve the lives of residents in our service area
through affordable housing and community development.”**

Our Vision

**"To be an innovative leader, creating affordable housing opportunities and
strengthening northwest Minnesota communities”**

History of the HRA

After much effort and persistence by Bill Seeger, the HRA was organized in September 1972. The area of operation included the counties of Kittson, Polk, Marshall, Pennington, and Red Lake. In September of 1973, Roseau County was added making up the present six county area of Northwestern Minnesota. In addition, we contracted with various counties to operate housing programs on their behalf.

On August 29, 1975, the HRA began with a program called Section 8 Existing Housing Rental Assistance. This program made assistance available to elderly and low-income families who live in existing standard approved rented houses or apartments. Very often these are the homes that they already occupy. We now operate over 750 units for rent assistance to low-income families in our seven county area.

In 1979 and 1980, HUD authorized the HRA to construct Public Housing units. The HRA constructed 24 scattered site three-bedroom homes and 50 units of one-bedroom elderly apartments located in Fertile, Fisher, & Climax.

In 1982, approval was received for 44 additional elderly units sited in Badger, Fosston, and Middle River. The Public Housing project differs from the Section 8 program in that the HRA actually owns the project units as opposed to private ownership. Presently the HRA owns and operates 118 Public Housing units.

The HRA also has been very active with pursuing and operating Minnesota Housing Finance Agency funds. The HRA uses MHFA funds to do numerous rental and homeowner grant programs. In addition, we have received funds for the Community Revitalization Fund program where private and public investors team with MHFA to assist with down payment to prospective homeowners.

In 1996, the HRA established a 501C4 Community Housing Development Organization to assist area residents with homeownership and create new housing opportunities for our citizens. Also, in 1997 the HRA organized a management company by creating a 501C3 for that specific purpose. The company was organized to manage the affordable rental units that were funded by essential function bonds. Summerfield Apartments, as they are called today, are located in 17 communities. Greater Minnesota Management Company has increased their portfolio other than Summerfield and manages over 600 rental units in the region.

In 2005, 2008, 2011 and 2012 the HRA also acquired and completed extensive rehab on rental properties located in Fosston, Mentor, Bagley and Thief River Falls. In 2015 the HRA completed a refinance of the Summerfield rental properties consisting of 501 units located in 17 communities. May of 2016 the HRA sold Foxtail Townhomes to a local foundation to increase housing opportunities for NCTC college students. The HRA continues to work with cities and counties to assist with their economic and community development needs.

April 2017 the HRA purchased the Red Cross Building in East Grand Forks and converted into an office building and 3 rental units designated for 55+. The office space was occupied March 1, 2018 with the 3 rental units occupied by May 1, 2018.

April & July 2019 the HRA purchased 17 rental units (8 duplex units and 9 multi-family units) from McIntosh Homes in McIntosh. These 17 units were built in the late 60's and early 70's using USDA funds and subsidized under the Rural Development program. The City of McIntosh is approved a rental rehab grant through the MN Department of Employment and Economic Development (DEED) in June 2020.

August 2019 the HRA purchased Goodridge Retirement Homes in Goodridge paying the back taxes, completed renovation of 2 duplexes into 2 single family homes in May 2020. Purchase agreements executed for both homes by May 12, 2020.



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June 5, 2020

Chuck Whiting
Polk County Administrator
Polk County Government Center
612 N. Broadway, Room 211
Crookston, MN 56716-1452

Dear Mr. Whiting,

As you are aware the HRA board of commissioners can approve up to 25% of the maximum levy allowed with discretion from the County Board of Commissioners to levy any additional funds as they deem appropriate.

I've attached a copy of the 2020 HRA levy resolution passed by the HRA board at its May 2020 meeting. I will contact you by the end of July to schedule a time to meet with the county board to review the levy and what the HRA is accomplishing in the region to address community and housing development needs.

If you have any questions or comments, please call me at 218-637-2431 or email charity@nwmnhra.org.

Sincerely,

Charity Brault
Executive Director

Cc: HRA Board

Resolution 5-20-1

**RESOLUTION APPROVING 2020 NORTHWEST MINNESOTA
MULTI-COUNTY HRA LEVY in POLK COUNTY**

WHEREAS, the NW MN Multi-County (HRA) Board of Commissioners has determined that the availability of accessible affordable housing is a necessary component of a vital, sustainable economy in NW Minnesota; and

WHEREAS, there continues to be a substantial gap between the need for affordable housing in NW Minnesota and availability of such units; and

WHEREAS, the HRA is authorized by statute to levy an amount up to 25% of 0.0185 per cent of taxable market value, with the approval of the HRA Board of Commissioners; and

WHEREAS, the additional levy authorized by state law would provide leverage funds for other public and private sector investments in housing and economic development in NW Minnesota; and

NOW, THEREFORE, BE IT RESOLVED, that for taxes payable in 2021, the HRA Board of Commissioners hereby approves the adoption of a levy of 25% of 0.0185 percent of taxable market value for the purpose of leveraging additional funds for housing and economic development activities in Polk County;

BE IT FURTHER RESOLVED, that the NW MN Multi-County HRA will at least annually report to the Polk County Board of Commissioners on use of levy funds.

Ayes:

Nays:

SIGNED:


Chairman, Kermit Genereux

WITNESSED:


Secretary, Tammy Johnson

Date: May 20, 2020

Equal Opportunity Employer

NW MN Multi-County HRA
Mentor, MN

2019 Taxable Market Values

County		Maximum Levy	25% of Max Levy	25% of possible assessment for:	
				\$100,000 House	\$150,000 House
Kittson	\$1,366,698,800	\$252,839	\$63,210	\$5.00	\$8.00
Marshall	\$2,462,867,466	\$455,630	\$113,908	\$5.00	\$8.00
Pennington	\$1,485,741,000	\$274,862	\$68,716	\$5.00	\$8.00
Polk	\$5,556,063,800	\$1,027,872	\$256,968	\$5.00	\$8.00
* Crookston	\$326,699,100	\$60,439			
* East Grand Forks	\$681,286,100	\$126,038			
Red Lake	\$662,061,790	\$122,481	\$30,620	\$5.00	\$8.00
Roseau	\$1,422,856,800	\$263,229	\$65,807	\$5.00	\$8.00
Totals	\$12,956,289,656	\$2,396,914	\$599,228		

5/14/2020

* Crookston and East Grand Forks amounts are not included in the Polk County value.

HRA & Legislation Approved Levy 2008 - 2019 Levy						
	Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs	Available Levy
Kittson	502,219	495,253	34,362	103,108	242,641	115,142
Marshall	904,060	895,091	147,500	130,319	441,086	176,186
Polk	1,705,795	1,658,157	60,000	692,669	811,618	93,870
Pennington	549,744	549,912	5,435	279,889	268,721	-4,133
Red Lake	245,195	256,949	50,000	75,093	126,336	5,520
Roseau	577,067	577,465	73,750	167,199	280,207	56,309
Total	4,484,080	4,432,827	371,047	1,448,278	2,170,608	442,894

HRA & County Levy 2020 - 2024 Levy						
	Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs-50%	Available Levy
	63,210	-	-	-	-	-
	113,908	66,467	-	-	33,234	33,234
	256,968	110,381	-	-	55,191	55,191
	68,716	-	-	-	-	-
	30,620	19,298	-	-	9,649	9,649
	65,807	34,866	-	-	17,433	17,433
	599,229	231,013	-	-	115,507	115,507

2013 & 2014-2019 & 2020-2024)	
Total available levy	
\$	115,142
\$	209,420
\$	149,061
\$	(4,133)
\$	15,169
\$	73,742
\$	558,400

Kittson	\$7,500 NWCAA & \$20,000 Lake Bronson Deed app, \$6,862 homeowner rehab
Marshall	\$5,000 RBEG & \$40,000 Alvarado & Middle River application & \$7,500 Wynne Consulting, \$35,000 Grygla & \$20,000 Warren, \$45,000 Arygle deed
Polk	\$30,000 Committed for Polk Co Down Payment Assistance, \$30,000 committed for McIntosh Deed app
Pennington	\$30,000 TRF 2016 SCDG Grant & \$20,000 down payment assistance (\$1435 left of the \$20,000)
Red Lake	\$50,000 Red Lake Falls Deed
Roseau	\$7,500 Wynne Consulting, \$37,500 Down Payment Assistance (\$250 left of the \$37,500), \$20,000 Greenbush deed, \$35,000 Roseau deed, \$6000 Roseau County Housing Study

List of funding in the following Counties:

<u>Year</u>	<u>Activity/Source of Funding</u>		<u>Total Project Funding</u>
Kittson County- The HRA levy contributes \$7,500 per year towards grant writing services from the NW Community Action Agency, located in Badger, MN for Kittson County. In addition the HRA levy can pledge leverage funds for other needs if available.			
2009	City of Karlstad/Greenbush - Housing Rehab (DEED)	\$	191,862
2010	Kittson County - Acquisition/Demolition (DEED) (1 Home)	\$	87,505
2011	County wide single family Owner Rehab (13 homes) (DEED)	\$	346,375
2011	Lancaster-Community Center (DEED-other)	\$	822,100
2012	City of Hallock Application for Owner/Commercial rehab	\$	949,176
2012	City of Karlstad Application for water system & Housing rehab		not funded
2013	City of Karlstad Application - Housing Rehab		not funded
2013	City of Kennedy Application - Housing Rehab Will reapply in 2014		not funded
2014	Kennedy/Karlstad DEED grant	\$	506,000
2014	DEED Broadband-Wikstrom	\$	425,000
2014	Friends of the Park, Lake Bronson	\$	24,918
2015	Lancaster SCDP DEED-Comprehensive	\$	572,125
2015	Kittson County Revolving rehab loan-Lake Bronson	\$	41,300
2015	DEED Broadband - Wikstrom	\$	54,956
2017	DEED Broadband - Wikstrom	\$	129,960
2019	City of Lake Bronson- Housing Rehab (DEED)	\$	379,500
2020	Karlstad home rehab (Nordin)	\$	13,724

Marshall County-The HRA levy contributes \$7,500 annually to Wynne Consulting to assist county with costs associated with grant writing services.

2008	City of Newfolden-Commercial/Rental Rehab (DEED)	\$	279,900
2010	City of Oslo/Alvarado-Home Owner Housing Rehab (DEED)	\$	386,550
2010	City of Middle River-Sewer Treatment Upgrade (DEED)	\$	538,028
2011	Marshall County-Acquisition/Demo. (DEED) 16 homes	\$	972,608
2012	City of Stephen/Argyle-Housing/Commercial Rehab (DEED)	\$	625,704
2012	City of Warren-Housing/Commercial Rehab (DEED)	\$	997,464
2012	Cities of Alvarado/Oslo Application for Rental/Comm. rehab		not funded
2014	City of Oslo Commercial/rental/housing	\$	533,308
2014	RBEG-Business loans- USDA	\$	99,900
2015	City of Olso -DEED-Water System Improvements	\$	600,000
2017	Marshall County (Broadband Grant) Wikstrom	\$	327,893
2017	Alvarado/Middle River-DEED-(20) Home Owner rehab	\$	487,340
2018	Warren-Manufactured home loan 1 unit	\$	200,000
2019	City of Grygla Housing/Commercial/Rental rehab (DEED)	\$	382,375
2019	City of Warren Housing rehab (DEED)	\$	241,500
2019	Marshall County HRA Business (L&R Foods)	\$	21,188
2020	City of Argyle-homeowner, rental, commercial (DEED)	\$	1,080,000

Pennington County-The HRA also manages program income for the City of Thief River Falls and Pennington County.

2009	City of Thief River Falls/Goodridge-Homeowner/Rental Rehab 18 units TRF 4 units Goodridge	\$	496,680.00
2012	City of Thief River Falls-Homeowner/Rental Rehab (DEED)	\$	750,520.00
2014	Pennington County rehab-Using levy funds from match	\$	150,000.00
2014	Rehab loan match - Keith - St. Hilaire	\$	42,605.00
2016	Thief River Falls DEED home owner rehab	\$	735,600.00
2018	Penn. County levy for down payment assistance	\$	130,000.00
2019	Penn. County levy for Goodridge Homes	\$	21,912.00 \$97k aprox rehab

Polk County- The HRA contracts with various cities to write housing grants and administer funded grants in the county and communities. The HRA has administered grants in the City of Crookston (who received DEED funds in 2012 to do rental/commercial rehab in a downtown target area) but do not use levy funds in the cities of Crookston and East Grand Forks since they have City HRA's and are excluded from the HRA levy. Also assist with business loans as needed.

2010	City of Winger-Commercial Rehab (6 Businesses) (DEED)	\$	278,063
2010	Cities of McIntosh and Erskine- Housing Rehab-24 homes (DEED)	\$	667,600
2011	City of Fosston-Housing & Commercial Rehab- (DEED)	\$	400,000
2013	City of Fosston Application for Homeowner rehab		not funded
2014	McIntosh Homes - Rental Rehab	\$	17,500
2014	City of Climax Application for sanitary sewer improvements	\$	320,000
2014	City of Fosston Downtown Redevelopment	\$	900,000
2014	City of Fosston Single Family Home (spec Home)	\$	195,000
2015	Rural Winger Home owner rehab (FHLB-MHFA-HPG)	\$	38,177
2015	Rural Trail- single family home rehab-(MHFA-HPG-FHLB)	\$	50,000
2015	City of Fosston DEED grant-Rental rehab	\$	252,770
2016	Fosston Revolving with FHLB Home owner rehab	\$	24,090
2017	Fosston-Homark Manufactured Home spec	\$	59,572
2017	McIntosh-Purchase/rehab contract for deed sale to low income buyer	\$	88,931
2017	Rural EGF Home rehab (P)	\$	21,650
2018	Fosston mobile home 10% loan purchase assistance	\$	510,000
2018	Fosston rehab-single family unit (Davis)	\$	10,000
2018	McIntosh 2-4 plexs rental rehab (Schultz)	\$	11,000
2018	Rural McIntosh home rehab (Strom)	\$	45,000
2018	Mentor Dairy Queen- commercial rehab (Peralta)	\$	400,000
2019	Rural Erskine home rehab (Lindseth)	\$	19,827
2019	Rural Crookston home rehab (Wilkins)	\$	30,580
2020	Rural Mentor home rehab (Kazmierczak)	\$	43,200
2020	City of McIntosh-rental rehab (DEED)	\$	394,450 plus other match funds committed app

Red Lake County-The HRA contracts with various cities to write housing grants and administer funded grants in the county and communities.

2014	RBEG-County wide business loans from USDA	\$	119,900
2014	City of Oklee -- DEED 15 housing rehab	\$	380,000
2014	Homeowner rehab using program income	\$	200,000

2015	Plummer-DEED 20 Owner/Occupied rehab	\$	568,000
2017	Red Lake Falls DEED funding for housing/Commercial rehab	\$	593,400
2017	CRF home rehab - Brooks - Lok.	\$	20,705
2018	Red Lake Falls-business shared loan w/ NWRDC & lender	\$	135,000
2018	Rural Red Lake Falls CRF Rehab	\$	20,000

Roseau County-The HRA levy contributes \$7,500 annually to Wynne Consulting to assist the county with costs associated with grant writing services.

2008	City of Roseau Rental Rehab-Sunburst Acres (DEED)	\$	53,400
2010	Badger Fire Dept.-Firefighting gear & equipment (FEMA)	\$	86,800
2010	Badger Community Hall-Heating system (DOE-EECBG)	\$	26,555
2010	Warroad Library- Window replacement (DOE-EECBG)	\$	170,590
2010	Warroad City Hall-Historical Society-Painting & repairs	\$	36,000
2011	Badger Commercial Rehab-(DEED)	\$	407,861
2012	Roseau County (non-City) (RBEG) Business loans	\$	104,300
2012	Roseau County-Victim Services Grant	\$	40,000
2012	Roseau County housing study \$4,000 share w/NWMNF/MNHP	\$	18,000
2012	City of Wannaska-Community Center (local)	\$	100,000
2012	Roseau County-Crime Victim Services Grant	\$	40,000
2012	City of Roseau Application for Rental rehab		not funded
2012	City of Warroad Application for com./Rental/HO rehab		not funded
2012	Roseau County application for Homeowner/Rental rehab		not funded
2013	City of Roseau Rental rehab and conversion	\$	817,500
2013	City of Warroad Comm./Rental/OO rehab	\$	1,315,532
2013	City of Warroad-USDA-RBEG-Business loans	\$	145,270
2014	Badger/Greenbush DEED grant Rental rehab (12 units)	\$	223,104
2014	Roseau County, Down Payment Assistance	\$	20,000
2014	Roseau River Water shed district (mapping)	\$	25,000
2014	Warroad Fire Department (equipment)	\$	22,800
2015	City of Roosevelt-Hsg. Rehab	\$	218,175
2015	Broadband Grant-Roseau County (Sjoberg & Wikstrom)	\$	448,428
2016	Roseau County \$5,200 Homeowner rehab loan	\$	31,000
2017	Broadband Grant-Roseau Count (Sjoberg)	\$	354,740
2017	Broadband Grant-Roseau County (Wikstrom)	\$	360,074
2017	Homeowner Rehab	\$	6,324
2018	Warroad-Rental and Owner Occupied rehab DEED & MHFA	\$	3,600,000 600k DEED leveraged 3+ million MHFA
2019	USDA Business Development application: Roseau County		not funded
2019	Roseau County Down Payment Assistance	\$	37,250
2020	Roseau County Broadband Grant (Border to Border)	\$	1,000,000 (plus)
2020	Roseau County housing study \$6,000 share w/NWMNF/MNHP	\$	16,500

2020	City of Roseau-Homeowner & Commercial Rehab (DEED)	\$	625,000
2020	City of Greenbush-Homeowner, Rental, Commercial Rehab (DEED)	\$	1,105,000.00
Total funds leveraged from 2008-2020 using HRA levy funds		\$	32,915,194
Return for every \$1 levy funds invested		\$	7.71
(HRA Levy funds collected thru 6-30-2020)		\$	4,271,728.00
• Estimated 2020/2021 HRA applications submitted including FHLB, DEED and other resources using levy leveraged funding			\$1,040,750

The HRA covers an 8 county area (including Norman and Lake of the Woods) with other HUD and non HUD financed housing programs that serve the low and moderate income residents. The HRA has been in existence since 1973 serving the region that had a humble beginning in a converted garage on Maple Lake a few miles from Mentor, MN and has grown to have a major impact with creating housing and community development throughout the region. Due to state and federal funding reductions the region has greatly benefited from the approval by the 2008 legislation that was extended by the 2013 and 2019 legislators allowing the NW MN Multi County HRA Board to levy.

Federal Home Loan Bank	2008 Homeowner Rehab 74 units	\$	495,000.00
Federal Home Loan Bank	2012 Homeowner Rehab 45 units	\$	295,000.00
Federal Home Loan Bank	2014 Homeowner Rehab 30 units	\$	195,000.00
Federal Home Loan Bank	2016 Homeowner Rehab application 30 units	\$	255,000.00 Not funded
Federal Home Loan Bank	2017 Homeowner Rehab application 35 units	\$	367,500.00 Not funded
Federal Home Loan Bank	2018 Homeowner Rehab application 35 units (4/9- reduce award to 18 units)	\$	162,000.00 (from \$315k)
Small Cities Application - 2021 City of Badger		\$	400,000.00
Small Cities Application- 2021 City of Hallock		\$	750,000.00
Small Cities Application- 2021 City of Karlstad		\$	400,000.00
Small Cities Application- 2021 City of Newfolden		\$	350,000.00

The HRA is blessed and thankful to have had the opportunity to serve the residents of northwest Minnesota since its inception in 1972. We look forward to continue our service with future funding opportunities enhanced by the HRA levy.

All Counties CRF Funds					
County	CRF Funds	Investor Dollars	Levy	New & Existing Construction	Number of Units
Beltrami	\$ 168,221	\$ 123,795	\$ -	\$ 2,238,497	26
Kittson	\$ 169,208	\$ 93,450	\$ -	\$ 3,444,077	56
Marshall	\$ 412,794	\$ 192,900	\$ 70,150	\$ 10,543,263	116
Norman	\$ 176,273	\$ 91,500	\$ -	\$ 2,849,937	36
LOW	\$ -	\$ 50,000	\$ -	\$ 1,407,027	16
Pennington	\$ 275,468	\$ 185,000	\$ 114,640	\$ 13,951,575	141
Polk	\$ 413,110	\$ 235,575	\$ -	\$ 13,092,895	142
Red Lake	\$ 883,695	\$ 433,350	\$ 23,109	\$ 14,112,180	155
Roseau	\$ 952,948	\$ 849,946	\$ -	\$ 43,082,602	468
Totals	\$ 3,451,717	\$ 2,255,516	\$ 207,899	\$ 104,722,054	1156

07/01/20

Note: \$30.34 private dollars for every \$1.00 invested by the state
1156 units of housing completed

HRA Properties Managed by Greater Minnesota Management

July 1, 2020

COUNTY/CITY	PROPERTY NAME	STATUS	NUMBER OF BEDROOMS			
			1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
Clearwater County:						
City of Clearbrook	Summerfield Place	Market Rate	4	10	2	
Hubbard County:						
City of Park Rapids	Summerfield Place	Market Rate	28	64	4	
Lake of the Woods County:						
City of Baudette	Summerfield Place	Market Rate	11	27	4	
Norman County:						
City of Ada	Summerfield Place	Market Rate	7	24		
City of Shelly	Summerfield Place	Market Rate		8		
Pennington County:						
City of Thief River Falls	Summerfield Place	Market Rate	21	54	8	
Polk County:						
City of Crookston	Summerfield Place	Market Rate	21	45	4	
City of Erskine	Summerfield Place	Market Rate	2	8		
City of Fertile	Summerfield Place	Market Rate	8	6		
City of Fisher	Summerfield Place	Market Rate		12	2	
City of Fosston	Summerfield Place	Market Rate	6	16	2	
Marshall County:						
City of Argyle	Summerfield Place	Market Rate		8		
City of Newfolden	Summerfield Place	Market Rate	2	6		
City of Warren	Summerfield Place	Market Rate	4	12		
Roseau County:						
City of Badger	Summerfield Place	Market Rate	2	6		
City of Greenbush	Summerfield Place	Market Rate	2	10		
City of Roseau	Summerfield Place	Market Rate	6	27	8	
TOTAL APARTMENTS = 501			124	343	34	0

Properties Managed by Northwest Minnesota Multi-County HRA
July 1, 2020

COUNTY/CITY	PROPERTY NAME	STATUS	NUMBER OF BEDROOMS		
			1 Bdrm	2 Bdrm	3 Bdrm
Kittson County:					
Lancaster, Hallock	11 - 3 Bdrm Homes	Subsidized			11
Kennedy & Lake Bronson					
Marshall County:					
Oslo, Newfolden	4 - 3 Bdrm Homes	Subsidized			4
Middle River	Royal Manor Apts	Subsidized	20		
Pennington County:					
St. Hilaire	2 - 3 Bdrm Homes	Subsidized			2
Polk County:					
Climax, Erskine	5 - 3 Bdrm Homes	Subsidized			5
East Grand Forks	River Road Apts	Market Rate	1	2	
Fertile	2 - 3 Bdrm Homes	Subsidized			2
Fertile	Sunshine Court Apts	Subsidized	20		
Fisher	Prairie View Apts	Subsidized	15		
Fosston	Evergreen Apts	Subsidized	12		
Fosston	Fosston Homes (7 Duplex)	Market Rate	12	2	
McIntosh	McIntosh Homes	Market Rate	4	4	
McIntosh	McIntosh Cottage Apts	Subsidized	7	2	
Mentor	Maplewood Apts	Subsidized	8		
Mentor	2 Office Buildings				
Mentor	Maintenance Bldg				
Roseau County:					
Badger	Badger Creek Apts	Subsidized	12		
TOTAL UNITS = 145			111	10	24

Kittson County July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	6	\$ 1,827.00
Aug-19	6	\$ 1,827.00
Sep-19	5	\$ 1,537.00
Oct-19	5	\$ 1,537.00
Nov-19	6	\$ 1,780.00
Dec-19	6	\$ 1,780.00
Jan-20	6	\$ 1,780.00
Feb-20	6	\$ 1,780.00
Mar-20	6	\$ 1,780.00
Apr-20	6	\$ 1,849.00
May-20	6	\$ 1,849.00
Jun-20	6	\$ 1,857.00
Total	70	\$ 21,183.00

Marshall July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	22	\$ 7,215.00
Aug-19	25	\$ 8,759.00
Sep-19	25	\$ 8,088.00
Oct-19	25	\$ 8,267.00
Nov-19	24	\$ 7,804.00
Dec-19	24	\$ 7,806.00
Jan-20	25	\$ 8,416.00
Feb-20	24	\$ 8,063.00
Mar-20	25	\$ 8,719.00
Apr-20	26	\$ 9,095.00
May-20	27	\$ 9,433.00
Jun-20	27	\$ 9,505.00
Total	299	\$ 101,170.00

Pennington County July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	106	\$ 35,005.00
Aug-19	104	\$ 34,404.00
Sep-19	105	\$ 33,753.00
Oct-19	103	\$ 32,186.00
Nov-19	105	\$ 33,325.00
Dec-19	105	\$ 32,769.00
Jan-20	102	\$ 33,026.00
Feb-20	104	\$ 33,955.00
Mar-20	103	\$ 34,124.00
Apr-20	104	\$ 35,336.00
May-20	108	\$ 36,949.00
Jun-20	108	\$ 37,851.00
Total	1257	\$ 412,683.00

Polk County July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	526	\$ 253,477.00
Aug-19	528	\$ 252,565.00
Sep-19	526	\$ 250,225.00
Oct-19	533	\$ 254,545.00
Nov-19	531	\$ 253,726.00
Dec-19	534	\$ 253,084.00
Jan-20	533	\$ 257,507.00
Feb-20	534	\$ 256,617.00
Mar-20	541	\$ 261,031.00
Apr-20	536	\$ 263,970.00
May-20	543	\$ 279,069.00
Jun-20	548	\$ 282,893.00
Total	6413	\$ 3,118,709.00

Red Lake County July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	17	\$ 3,909.00
Aug-19	17	\$ 4,073.00
Sep-19	17	\$ 4,069.00
Oct-19	18	\$ 4,107.00
Nov-19	19	\$ 4,657.00
Dec-19	19	\$ 4,649.00
Jan-20	19	\$ 5,297.00
Feb-20	19	\$ 5,340.00
Mar-20	19	\$ 5,336.00
Apr-20	19	\$ 5,336.00
May-20	19	\$ 5,348.00
Jun-20	17	\$ 4,445.00
Total	219	\$ 56,566.00

Roseau County July 2019- June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	65	\$ 20,234.00
Aug-19	66	\$ 20,412.00
Sep-19	64	\$ 18,909.00
Oct-19	63	\$ 18,966.00
Nov-19	62	\$ 18,701.00
Dec-19	63	\$ 18,906.00
Jan-20	66	\$ 20,401.00
Feb-20	65	\$ 19,349.00
Mar-20	68	\$ 20,432.00
Apr-20	66	\$ 19,718.00
May-20	66	\$ 20,935.00
Jun-20	67	\$ 21,434.00
Total	781	\$ 238,397.00
Partial Month		\$ 450.00

Norman County July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	46	\$ 14,042.00
Aug-19	44	\$ 13,515.00
Sep-19	43	\$ 13,357.00
Oct-19	42	\$ 13,314.00
Nov-19	42	\$ 13,806.00
Dec-19	43	\$ 14,489.00
Jan-20	43	\$ 14,717.00
Feb-20	41	\$ 14,487.00
Mar-20	41	\$ 13,918.00
Apr-20	40	\$ 13,656.00
May-20	41	\$ 14,368.00
Jun-20	41	\$ 14,091.00
Total	507	\$ 167,760.00

Lake of the Woods County July 2019 - June 2020

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	2	\$ 362.00
Aug-19	2	\$ 362.00
Sep-19	2	\$ 362.00
Oct-19	2	\$ 362.00
Nov-19	2	\$ 362.00
Dec-19	2	\$ 362.00
Jan-20	2	\$ 386.00
Feb-20	2	\$ 384.00
Mar-20	2	\$ 384.00
Apr-20	2	\$ 384.00
May-20	3	\$ 589.00
Jun-20	3	\$ 589.00
Total	26	\$ 4,888.00

Note: The information gathered for all individual counties is taken from the County/City Report in HDS.

Ports July 2019- June 2020

Month	Portable Vouchers Per Month	Portable Vouchers Paid HAP	Partial Month Paid	Total
July-19	48	\$ 45,190.00	\$ 1,266.00	\$ 46,456.00
Aug-19	48	\$ 45,032.00	\$ 505.00	\$ 45,537.00
Sep-19	53	\$ 48,228.00	\$ 2,873.00	\$ 51,101.00
Oct-19	53	\$ 45,426.00		\$ 45,426.00
Nov-19	54	\$ 46,850.00	\$ 453.00	\$ 47,303.00
Dec-19	54	\$ 45,996.00	\$ -	\$ 45,996.00
Jan-20	52	\$ 42,092.00	\$ 2,631.00	\$ 44,723.00
Feb-20	41	\$ 32,188.00	\$ 1,393.00	\$ 33,581.00
Mar-20	41	\$ 33,526.00	\$ 714.00	\$ 34,240.00
Apr-20	35	\$ 33,469.00		\$ 33,469.00
May-20	35	\$ 33,556.00		\$ 33,556.00
Jun-20	36	\$ 36,054.00		\$ 36,054.00
Total	550	\$ 487,607.00	\$ 9,835.00	\$ 497,442.00

Note: The port information is taken from the HUD-52681-B Report used for VMS reporting.

Note: Partial month paid is when the HAP reimbursement amount is prorated for a number of days less than a full month. The initial start date of the port lease-up is not on the 1st of the month.

Note: Admin reimbursement is not included in any of the amounts listed for ports.

Polk**July 2019 - June 2020**

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-19	526	\$ 253,477.00
Aug-19	528	\$ 252,565.00
Sep-19	526	\$ 250,225.00
Oct-19	533	\$ 254,545.00
Nov-19	531	\$ 253,726.00
Dec-19	534	\$ 253,084.00
Jan-20	533	\$ 257,507.00
Feb-20	534	\$ 256,617.00
Mar-20	541	\$ 261,031.00
Apr-20	536	\$ 263,970.00
May-20	543	\$ 279,069.00
Jun-20	548	\$ 282,893.00
Total	6413	\$ 3,118,709.00

The Section 8 Housing Choice Voucher Program is a federal funded program that assists qualifying individuals/families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. A housing subsidy is paid to the landlord directly by the Housing Authority on behalf of the participating family. The family pays the difference between the actual rent charged by the landlord and the amount subsidized by the Housing Authority.

The above information provides statistics for the County on the number of voucher holders that received rental assistance during a given month and the total dollar amount paid out each month for rental assistance payments.



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: 08-18-2020

AGENDA ITEM: CD 55 Tile Replacement

SUMMARY:

1. Drain Tile on County Ditch 55 collapsed as part of the 2019 flood.
2. Received approval from FEMA, Watershed to replace with 48” x 1060 feet of 48” RCP Culvert and 2 aprons.
3. Received quote from Forterra Concrete of Hawley, MN to furnish culvert and aprons for \$112,581.00

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve purchasing 48” x 1060 feet RCP and 2 aprons from Forterra Concrete of Hawley, MN in the amount of \$112,581.00

Hawley Office
 401 Michael St South
 Hawley, MN 56549
 218-486-5885
 Fax: 218-486-5889
www.forterrapeandprecast.com



Hawley Plant: 218-486-5885

QUOTATION

LETTING DATE: August 5, 2020
 LETTING TIME:
 PROJECT: Polk County - CD55 Tile Repair
 LETTING AGENT: Polk County
 ENGINEER: Polk County

CONTACT INFORMATION
 Sales: Paul Tobkin, P. E.
 218-689-0141
 Estimating: Kevin Buntrock
 218-491-1555
 Quote No. **Private**

<u>ITEM</u>	<u>SIZE</u>	<u>CLASS</u>	<u>DESCRIPTION</u>	<u>QUAN</u>	<u>PRICE</u>	<u>UNIT</u>	<u>TOTAL</u>
REVISED 8/5 WITH NEW PIPE LENGTH							
48"	3		RCP W/O GASKET	1060	\$96.00	FT	\$101,760.00
			42" - 54" ADJUSTABLE EYE BOLT TIE RODS	268	\$22.00	EA	\$5,896.00
NOTE: JOINT SEAL IS INCLUDED IN THE ABOVE CULVERT PIPE PRICES							
48"			FLARED END SECTION	2	\$1,900.00	EA	\$3,800.00
			FILTER FABRIC (25" X 540' ROLL)	5	\$225.00	EA	\$1,125.00
GRAND TOTAL (estimated)							\$112,581.00

TERMS AND CONDITIONS OF SALE:

- A. Terms - Net 30 DAYS from invoice
- B. These prices are firm for 60 days after the bid letting and do not include state and local taxes. Delivery date to be negotiated.
- C. The above quantities are not guaranteed to be correct. Any additions or deletions are the purchaser's responsibility to let us know in a timely manner
- D. Unless noted, the above prices are FOB jobsite on our truck as near as possible under its own power and are based on full truck load quantities.
- E. A minimum drop charge of \$75 will apply on less than full truckload quantities.
- F. All product returns are subject to a freight delivery charge and/or a return freight delivery charge.
- G. The contractor will be required to unload all items not suitable for our pipe unloaders.

ACCEPTANCE

Subject to being awarded the contract and subject to the terms and conditions on the attached,

COMPANY NAME: _____
 BY: _____
 TITLE: _____
 DATE: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
FORTERRA BUILDING PRODUCTS

BY: _____
Paul A. Tobkin, P.E.



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: 08-18-2020

AGENDA ITEM: Polk County/Columbia Township Cooperative Contract

SUMMARY:

- A. Polk County has been requested to be the lead agency in replacing Bridge L7619 over the BNSF Railroad Tracks in Columbia Township
- B. Columbia Township has already approved and signed the contracts.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

- A. A motion was made/seconded by _____ to approve the agency contract between Polk County and Columbia Township and have the Administrator, Board Chair and County Attorney sign the Contract.

POLK COUNTY DEPARTMENT OF HIGHWAYS
AGENCY CONTRACT WITH
Township of Columbia

This agreement made and entered into by and between the Township of **Columbia** hereinafter referred to as the "Township" and the County of Polk of the State of Minnesota hereinafter referred to as the County",
WITNESSETH:

WHEREAS, pursuant to M.S. 164 the Township of **Columbia** desires the County to act as its agent for the purpose of the statute in accepting federal and state aid on the Townships behalf, for road and bridge construction and in contracting for the construction, improvement or maintenance of roads or bridges financed either in whole or part with federal and state moneys:

NOW, THEN, IT IS AGREED:

That pursuant to M.S. 164, the Township does hereby appoint the County its agent with respect to all federally and state bridge replacement funded projects described herein, to accept and receive all Federal and State Bridge replacement funds made available for said projects and to let contracts pursuant to law for the construction and improvement of County roads.

Each project to be covered by this agreement shall be programmed by the submission to the County a certified copy of the resolution of the Town Board requesting the County to obtain federal and/or State approval for the project(s).

Each contract will be in accordance with plans and special provisions for said projects on file in the Polk County Highway Department, Crookston, Minnesota 56716, and the most current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and all amendments thereof, which said plans, special provisions and specifications are made a part of this agreement by reference as though fully set forth herein.

In the letting of said contract, it is hereby agreed that the following procedure shall be as follows, to wit:

(a) The County of Polk shall cause for advertisements for bids to be published in the officially designated newspaper of the County, which said local newspaper is hereby designated by the County to be the Fertile Journal published at Fertile, Minnesota. Said advertisement or call for bids, shall specify that sealed

proposals or bids, will be received by the County Auditor of Polk County, on behalf of the County of Polk, as agent of said Township. Proposals, plans and specifications shall be available for inspection of prospective bidders at the office of the Polk County Highway Department, Crookston, Minnesota 56716, and the advertisements for bids shall be opened for and on behalf of the County of Polk by the County Engineer or such other engineer as designated by the County. After said bids shall have been opened, the County Board of the County of Polk shall first consider the same and shall duly cause all of said bids to be tabulated in accordance with law and shall thereupon determine who is the lowest responsible bidder or shall reject all bids.

(b) The County shall supervise and have charge of the Construction of said projects after the same has been set. The County agrees to furnish said projects after the same has been let. The County agrees to furnish its County Highway Engineer or such other competent registered engineer and assign him to the active supervision and direction of the work to be performed under any contract for the aforesaid projects.

Said engineer so assigned shall act under the supervision and directions of the County of Polk. The County further agrees to furnish such other men, services, supplies and equipment as shall be necessary in order to properly supervise and carry on said work.

(c) The County may make such changes in the plans or the character of the work as shall be recommended by the engineer in charge of the work. If he concurs in such recommendations, the County may enter into for and on behalf of the Township Supplemental Agreements with the contractor for the performance of any extra work occasioned by any necessary, advantageous or desirable change in plans or construction.

(d) The County hereby authorizes its County Highway Engineer for and on behalf of the County to, from time to time, during the progress of the work on said projects, request the Commissioner of Transportation to furnish for use on said projects specific engineering services to be performed by skilled employees of the Department of Transportation. The Commissioner may but is not obligated to furnish the services so requested. If the Commissioner of Transportation in compliance with such request shall furnish for the use of the County on said projects the services of any Minnesota Department of Transportation employee, then and in that event, the County agrees to reimburse the Trunk Highway Fund for the full cost and expense of the furnishing of such services including all costs and expenses of any kind or nature whatsoever arising out of, connected with, or incidental to the furnishing of such services.

(e) The County shall receive the funds to be paid by the Township and the funds to be paid by the grant monies from the State and/or Federal agencies, for said projects and to pay there from when due any and all sums that may become due the contractor to whom the contract is awarded, and upon final completion and acceptance of the work, to pay from said funds the final estimate to said contractor for said work.

(f) The County shall perform on behalf of the Township all other acts and things necessary to cause said projects to be completed in a satisfactory manner.

(g) The County may enter into any agreement for and on behalf of the Township with the United States or State of Minnesota or any officer or agent thereof that may be required or necessary for the purpose of procuring and actually causing to be paid the Federal and/or State Funds available for said projects and to that end to bind and commit the Township in such agreement to the performance of any and all things required by any law of the United States or the State of Minnesota or of any rule or regulation issued by competent Federal and/or State authority pertaining thereto necessary for the purpose of procuring and having paid the Federal and/or State funds available for said project.

(h) The County may perform on behalf of the Township any other and further acts as may be necessary or required under any law of the United States of the State of Minnesota or of any rule or regulation issued by proper Federal and/or State authority in order to cause said projects to be completed and to obtain and receive the Federal and/or State Funds available therefore.

The County agrees that it will from time to time, after the execution of these presents to make such reports, keep such records and perform such work in such manner and time as the Commissioner of Transportation shall from time to time request and direct so as to enable the County as its agent to collect for it the Federal and/or State sought. Said records and reports shall be retained by the county in accordance with the Commissioners of Transportation record retention schedule.

It is contemplated that the Federal and/or State Government will pay to the County of Polk as the agent of the Township the Federal and/or State Funds available to said Township toward the construction of said projects. It is further contemplated that the contracts to be let by the County as the agent of the township for the construction of said projects shall provide that the contractor, as the work progresses, shall, from time to time, be paid partial payment designated in said contract as partial estimates and on the completion and acceptance

of said work to be paid a final payment designated in said contract as a final estimate for all work performed.

Upon determination of the final costs on each contract, the Township will be requested to deposit the remaining share of their obligation pursuant to the terms of the contracts let for and on behalf of the County for the construction of said contracts. At regular monthly intervals after the contractors shall have started work under the contracts let by the County as agent for the Township for the construction of said projects, the engineer duly assigned to and in charge of said work shall prepare a partial estimate in accordance with the terms of said contracts let for said projects and the procedures established by the MnDOT State Aid Division. Each such partial estimate, shall be duly certified by the engineer duly assigned to and in charge of said work shall also prepare and submit to the MnDOT State Aid Division the final estimate data, together with the required project records in accordance with the terms of said contracts let for said projects. Quantities listed on said partial and final estimates shall be documented in accordance with the guidelines set forth in the applicable documentation manual. In addition to said foregoing partial estimate payments the Township agrees to pay to the County that amount which will be sufficient together with the Federal and/or State Funds actually allowed and received to pay the final estimate after the same has been prepared and submitted to the MnDOT State Aid Division, approved by the District Engineer or his assistant. The foregoing provisions as to the time and amounts of particular payments shall in no way limit or qualify the Township's obligation to pay all of the cost of said projects not paid by way of Federal and/or State Funds.

When the contractor shall have completed the work on said projects, the County agrees to inspect the same and forthwith upon the completion of said inspection advise the Commissioner of Transportation whether or not the work performed should be, by the County as its agent, accepted as being performed in a satisfactory manner. In the event the County should, after said inspection, recommend to the Commissioner of Transportation that he should not accept said work, then the County shall at the time such recommendation is made specify in particularity the defects in said work and the reasons why the work should not be accepted. It is further agreed that any recommendations made by the County are not binding on the Commissioner of Transportation but that he shall have the right to determine whether or not the work has been acceptably performed and to accept or reject the work performed under any said contract.

It is further agreed that the decision of the County on the several matters herein set forth shall be final,

binding and conclusive on the parties hereto.

It is contemplated that the entire cost of said projects is to be paid from funds made available by the United States and/or the State of Minnesota by way of Federal and/or State Funds and by the Township. If for any reason the United States and/or the State of Minnesota fail to pay any part of the cost or expense of said projects, then and in that event the Township agrees to pay the same. The township further agrees to pay any and all claims or demands of any kind or nature whatsoever arising out of or incidental to the performance of the work under any contract let for said projects in the event that the Federal and/or State Government does not pay the same, and in all events, agrees to save the County of Polk harmless and to pay all expenses and costs connected with said projects or the construction thereof which the Federal and/or State Government does to pay. In addition, all expenses for technical services incurred by Polk County during the design and construction of said projects are considered as reimbursable costs which the Township agrees to pay in full if requested by the County.

Be it resolved that pursuant to Chapter 164, Minnesota Statutes, 1953, the County of Polk be appointed as agent of the Township of **Columbia** to let as its agent contracts for the construction of portions of Township roads and the chairman and the clerk are hereby authorized and directed for and on behalf of the Township to execute and enter into a contract with Polk County prescribing the terms and conditions of such contracts in the form as set forth and contained in Polk County Highway Agency Contract Form a copy of which said form was before the Board, assuming on behalf of the Township all of the contractual obligations therein contained.

Be it resolved that the County of Polk be and hereby is authorized and requested to take such steps and perform such acts on behalf of the Township of **Columbia**, Polk County, as may be necessary to have the constructions and improvements of the bridges hereinafter described properly approved by the Minnesota Department of Transportation as Township bridge replacement projects eligible for the expenditure of Township bridge funds thereon and eligible for present construction and the letting of a contract therefore.

Replace Br. L7619 over the BNSF Railroad, Section 19/30, T147N, R39W.

C E R T I F I C A T I O N

I, _____, Clerk of Township of **COLUMBIA**, Polk County, Minnesota do hereby Certify that the above is a true and correct copy of a resolution adopted by the Board of Supervisors of said Township at a meeting duly held on the _____ day of _____ .

Witness my hand and seal at _____, Minnesota, the _____ day of _____ , 2020.

Township Clerk

The County accepts this said appointment as agent of the Township and agrees to act in accordance herewith.

DATE: _____ **TOWNSHIP OF COLUMBIA**

BY _____
Chairman of Town Board

ATTEST: _____
Township Clerk

COUNTY OF POLK

BY _____
Chairman of County Board

DATE _____

ATTEST: _____
County Administrator

Approved as to Form and Execution this _____ day of _____, 2020.

Polk County Attorney



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: 08-18-2020

AGENDA ITEM: Motor Grader Rental Quote

SUMMARY:

1. Received 2 quotes for rental of Motor Grader for EGF Shop
2. RDO Equipment is the lowest responsible quote at \$5610 per month for 500 hours total plus an overtime rate of \$40 per hour for anything over 500 hours.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to award RDO Equipment the motor grader rental quote at a base quote of \$5610 per month for 6 months with a total usage not to exceed 500 hours. If we do exceed 500 hours the rate of the overtime hours is \$40 per hour.



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: 08-18-2020

AGENDA ITEM: Polk County/Widseth Agreement

SUMMARY:

- A. Polk County has been requested to be the lead agency in replacing Bridge L7619 over the BNSF Railroad Tracks in Columbia Township
- B. Polk County isn't able to design span bridges in house.
- C. Polk County has received a RFP from Widseth.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

- A. A motion was made/seconded by _____ to approve contracting with Widseth for the Columbia Township Bridge Replacement Design and have County Engineer sign the agreement.

CONFIRMATION OF REQUEST FOR ENGINEERING SERVICES

Alexandria

610 Fillmore Street
Alexandria MN 56308

320.762.8149

Alexandria@Widseth.com
Widseth.com

CLIENT: Polk County Highway Department

LOCATION: Crookston, Minnesota

SERVICE REQUESTED BY: Rich Sanders, PE

DATE: June 30, 2020

PROJECT: Replacement of Bridges L7619

DESCRIPTION OF WORK INVOLVED: Prepare bridge survey sheet, set road profile and alignment for different design speeds and review options with County. Coordinate Geotechnical report. Complete Preliminary and Final bridge plans for county and MnDot review. Submit final bridge plan package with supporting documentation including Engineer's Estimate, Bridge Rating, Stool Height worksheets and SB specifications.

ESTIMATED ENGINEERING COSTS:

WSN LABOR & EXPENSES

Prelim layout and Bridge plans

5% of construction cost

TIME SCHEDULE FOR SERVICES: Complete Bridge Plans by March 2021, can be accelerated if requested by County.

BILLING METHOD:

- Hourly
- Percentage
- Lump Sum
- Other

BILLING SCHEDULE:

- Monthly
- Phased
- Upon Completion

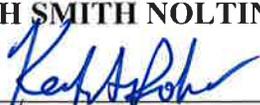
REMARKS: Billing to be on a percent of construction basis per attached Fee Schedule and General Provisions. Work by others includes field survey, permits coordination with and approach design.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

APPROVED:

WIDSETH SMITH NOLTING

BY: 
Kent A. Rohr, Vice President

BY: _____

DATE: _____



2020 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
<u>Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer</u>	
Level I	\$110.00
Level II	\$135.00
Level III	\$160.00
Level IV	\$170.00
Level V	\$185.00
<u>Technician</u>	
Level I	\$ 73.00
Level II	\$ 92.00
Level III	\$110.00
Level IV	\$125.00
Level V	\$140.00
Computer Systems Specialist	\$150.00
Senior Funding Specialist	\$125.00
Marketing Specialist	\$110.00
Funding Specialist	\$ 95.00
Administrative Assistant	\$ 70.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

Reproduction Costs	RATE
Black & White Copies: 8 ½ x 11	\$0.10
Black & White Copies: 11 x 17	\$0.50
Black & White Copies: 24 x 36	\$3.00
Color Copies: 8 ½ x 11	\$2.00
Color Copies: 11 x 17	\$4.00
Color Copies: 24 x 36	\$12.00
Color Plots: 42 x 48	\$22.00

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting, a Minnesota Corporation, hereinafter referred to as WSN, and a CLIENT, wherein the CLIENT engages WSN to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WSN Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WSN.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WSN shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WSN have an understanding of the expected work to be performed.

If WSN is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WSN

A. Compensation to WSN for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WSN's services shall apply to all or parts of a work scope where WSN's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on an estimated percentage of completion of WSN's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WSN's services shall apply to all or parts of a work scope where WSN's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WSN shall be paid for the actual hours worked on the Project by WSN technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WSN's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WSN to CLIENT upon which to base periodic payments to WSN.
3. In addition to the foregoing, WSN shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WSN.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WSN in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the



date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WSN shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WSN may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WSN has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WSN shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WSN's resumption of services, the time for performance of WSN's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WSN. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WSN to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WSN under this Agreement except for payment of an amount for WSN's anticipated profit on the value of the services not performed by WSN and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WSN shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WSN or its consultants are Instruments of Service and shall remain the property of WSN or its consultants, respectively. WSN and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WSN and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WSN shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WSN shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WSN for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WSN. CLIENT shall indemnify, defend and hold harmless WSN from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WSN. This indemnity shall survive the termination of this Agreement.

Should WSN choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WSN. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WSN makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WSN to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WSN.

ARTICLE 7. CLIENT'S RESPONSIBILITIES

- A. To permit WSN to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WSN:
1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
 2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WSN's services.
 3. Furnish, as required for performance of WSN's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
 4. Provide access to, and make all provisions for WSN to enter upon publicly or privately owned property as required to perform the work.
 5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
 6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WSN, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WSN.
 7. Give prompt written notice to WSN whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of WSN's services or any defect in the work of Construction Contractor(s), Consultants or WSN.
 8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.
- If WSN encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WSN shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WSN do not include identification of asbestos or pollution, and WSN has no duty to identify or attempt to identify the same within the area of the Project.
- With respect to the foregoing, CLIENT acknowledges and agrees that WSN is not a user, handler, generator, operator, treator, storer, transporter or disposer of asbestos or pollution which may be encountered by WSN on the Project. It is further understood and agreed that services WSN will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WSN's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WSN and WSN's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WSN. This indemnification shall survive the termination of this Agreement.
9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WSN may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

- B. WSN may use any CLIENT provided information in performing its services. WSN shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WSN finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WSN shall endeavor to notify the CLIENT. However, WSN shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WSN's experience and qualifications and represent WSN's judgment as an experienced design professional. It is recognized, however, that WSN does not have control over the cost of labor, material, equipment or services furnished by others over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WSN's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WSN does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WSN to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WSN's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WSN is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WSN will not be responsible for, and CLIENT shall indemnify and hold WSN, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WSN, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WSN has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WSN may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WSN's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WSN's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WSN's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WSN's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WSN's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WSN has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WSN will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WSN's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WSN shall be entitled to compensation for Additional Services for WSN's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WSN will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WSN to become generally familiar with the Work. WSN shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WSN shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WSN shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WSN that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WSN's negligence, a required item or component of the Project is omitted from the construction documents, WSN shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WSN be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WSN shall not be required to sign any documents, no matter by who requested, that would result in WSN having to certify, guarantee or warrant the existence of conditions whose existence WSN cannot ascertain. CLIENT agrees not to make resolution of any dispute with WSN or payment of any amount due to WSN in any way contingent upon WSN signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WSN agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WSN, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WSN with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WSN shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WSN shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WSN is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WSN as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WSN or CLIENT. WSN's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WSN because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WSN's services in connection with the Project shall not subject WSN's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WSN, a Minnesota corporation, and not against any of WSN's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WSN, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed WSN's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WSN will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WSN. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

Pursuant to the Agreement WSN will be performing services in connection with improvements of real property and may contract with subconsultants or subcontractors as appropriate to furnish labor, skill and/or materials in the performance of the work. Accordingly, CLIENT is entitled under Minnesota law to the following Notice:

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for its contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.



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 ADMINISTRATOR

FROM: Chuck Whiting on behalf of Michelle M. Cote, Director of Property
Records

MEETING DATE: August 18, 2020

AGENDA ITEM: Filling Administrative Assistant I vacancy

SUMMARY: Due to a resignation I am seeking authorization to fill the upcoming vacant Administrative Assistant I position and any subsequent vacancies occurring as a result of filling this position.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

A motion was made by Commissioner, seconded by Commissioner and adopted by unanimous vote of the Board to authorize the posting, advertising and filling of the Administrative Assistant I position and any subsequent internal vacancies occurring as a result of this action.



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: August 18, 2020

AGENDA ITEM: Approval of Social Services AFSCME Local 1353 Collective
Bargaining Agreement

SUMMARY: The Social Services union has voted affirmatively on the first collective bargaining agreement with the County, meaning it is ready for Board action.

1. The contract is attached and I will have a signed copy from the union by meeting time. This contract is based on but not entirely the same as the other AFSCME contract for the Government Center support employees. Recognizing the need to transition from the County's Personnel Policies to this contract, there is a time period until the end of 2021 to transition vacation carryover amounts, and since employees earned their severance differently under the existing Personnel Policies, they will continue to have the credited amount earned through December 31, 2019, and will continue with the 1.5 days per year until they are eligible for severance and have the amount coverage with their available sick leave balance.
2. This contract has the same wage and benefit schedule of all other groups and employees in the County. The contract is effective January 1, 2020 and expires December 31, 2021. Wages and benefits earned to date will be paid retroactively, including employees who have left County service. This will be done in a separate payroll run after the Board approves.
3. Attached but not needing Board action is the Memorandum of Understanding for the vacation carryover. The County Administrator and Human Resources Director sign off on MOUs like this on behalf of the County. It is included for the Board's awareness due to the transition it covers as noted above.
4. The Board should recognize that the negotiations had reached an impasse last winter and a mediation was scheduled but cancelled due to the pandemic. In the interim a workable agreement was reached on what was the main issue at the time, that of severance. It can

be noted that all severance goes into a retirement health savings account, not a direct paid payout to the employee.

5. I would like to take this moment to thank our labor attorney Mike Rengel for helping wrap this up. This is the last contract Mike will work with us on as he is now retired. I would also like to thank the Personnel Committee and HR Director for supporting the continued efforts to get this resolved. I think we have a good contract for all involved.

ACTION REQUESTED: Approval of Social Services AFSCME Local 1353 collective bargaining agreement.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

POLK COUNTY, CROOKSTON, MINNESOTA

AND

**LOCAL 1353
MINNESOTA COUNCIL NO. 65
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, NASHWAUK, MINNESOTA**

**REPRESENTING
POLK COUNTY SOCIAL SERVICES DEPARTMENT**

**COMMENCING JANUARY 1, 2020
THROUGH DECEMBER 31, 2021**

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**ARTICLE I.
PURPOSE**

This Agreement is entered into between POLK COUNTY, CROOKSTON, MINNESOTA, (hereinafter referred to as the "Employer") and Local 1353 of MINNESOTA COUNCIL NO. 65, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, NASHWAUK, MINNESOTA, (hereinafter called the "Union"), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, (hereinafter called "PELRA") to provide the terms and conditions of employment for the following described unit during the duration of this Agreement:

All employees of the Polk County Social Services Department, Crookston, Minnesota, who are public employees within the meaning of Minn. Stat. §179A.03, Subd. 14, excluding supervisory and confidential employees. (BMS Case No. 19PCE0814).

**ARTICLE II.
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

A. To the extent required by PELRA, the Employer recognizes the Union as the exclusive representative for the unit. The Union shall have those rights allowed by PELRA and provided by this Agreement and those duties prescribed by PELRA plus those provided by this Agreement.

B. The Employer will not enter into any agreements, either individually, or collectively, with employees covered by this Agreement which in any way conflicts with the terms and conditions established by this Agreement.

**ARTICLE III.
DEFINITIONS**

A. Terms and conditions of employment shall mean the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits, and the Employer's personnel policies affecting the working conditions of the employees.

B. Union shall mean Local 1353, Minnesota Council No. 65, American Federation of State, County and Municipal Employees, Nashwauk, Minnesota.

C. Employee shall mean a member of the exclusively recognized bargaining unit, except those explicitly excluded herein.

D. Employer designee shall mean a person or persons appointed by the County Administrator and confirmed by the County Board.

E. Union steward shall mean a representative designated by the members of the bargaining unit.

F. Union representative shall mean the exclusive representative assigned by AFSCME Council 65.

G. A regular part-time employee shall be defined as any employee working more than 1,560 hours per year or who averages more than 30 hours per week during a calendar year.

H. Days shall mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statutes.

I. Pro rata shall mean that the percentage rate will be based on the average hours worked over a period of the previous six months and shall be applied for the following six months.

J. Employee's family shall mean employee's spouse, child, daughter-in-law, son-in-law, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren of the employee or employee's spouse, step-parents, step-children, or other relatives living in the same household as the employee.

K. Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE IV. EMPLOYER'S RIGHTS

The Employer maintains inherent managerial policy rights which matters include but are not limited to areas of discretion or policy, functions and programs, the right to operate and manage all manpower, facilities and equipment; to establish functions in programs; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; establish work schedules, to perform any inherent managerial function and to comply with all

laws of the State and Federal Government including but not limited to the Civil Rights Act of 1964 as amended, the Occupational Safety and Health Act and the Equal Employment Opportunity Act. Failure of the Employer to exercise a managerial right at any point does not create a past practice and does not preclude exercising any managerial right in the future.

ARTICLE V. UNION DUES

A. The Employer shall deduct from the wages of the employees an amount necessary to cover monthly Union dues and other Union approved deductions. After the first thirty (30) days of employment, employees shall indicate their desire for dues deduction by submitting a signed dues authorization card. Monthly dues, together with a list of employees from whom deductions were made and the amount of such deductions, shall be forwarded to the Council 65 office in Nashwauk, Minnesota. This financial arrangement shall begin with the first payroll following an employee's first thirty (30) days of employment.

B. Any employee notifying the Union of their desire to no longer be a member of the Union shall not be required to pay a service fee. Employees may choose to pay a service fee and "opt in" by filling out the proper form with AFSCME Council 65. A copy of the opt in form shall be delivered to the Employer and the Employer shall deduct a service fee for non-members who opt in and give their authorization in writing. Any dispute by an employee as to the amount of the service fee shall be resolved by the employee and Union and shall not be subject to grievance under this Agreement.

C. The Union hereby warrants and covenants that it will defend, indemnify and save the Employer and all members of its board and all of its administrators harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated which any person may have or claim to have now or in the future arising out of or by reason of the deduction of the service fee specified herein, including payment of attorney's fees incurred in such defense whether or not a legal action is commenced.

ARTICLE VI. GRIEVANCE PROCEDURE

A. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and

conditions of this Agreement. A probationary employee is not entitled to utilize the grievance procedure to grieve a discharge.

B. Definitions.

1. Days mean calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statute.
2. Service means personal service or by certified mail.
3. Reduced to writing means a concise statement outlining the nature of the grievance, the provisions of the contract in dispute, and the relief requested.
4. Answer means a concise response outlining the Employer's position on the grievance.

C. All disputes or grievances shall be handled in the following manner:

1. Step I: Whenever any employee has a grievance, he/she shall meet with his/her Employer designee in an attempt to resolve the grievance within ten (10) days after the action/inaction leading to the grievance occurred. If the grievance is not resolved within five (5) days of the first informal meeting, the grievance may be reduced to writing by the grievant and served upon the County Administrator. Service must be made within five (5) days of the last informal meeting.
2. Step II: The County Administrator and Employer designee, if any, shall meet with the grievant within ten (10) days after receipt of the written grievance. The parties shall endeavor to mutually resolve the grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached with the grievance and shall be signed by all parties. If no Agreement is reached within fifteen (15) days of the first Step II meeting the grievant, if they elect to proceed with the grievance, must proceed with Step III by serving a proper notification on the County Administrator. The notification shall contain a concise statement indicating the

intention of the party to proceed with the grievance, an outline of the grievance, the provisions of the contract in dispute and the relief requested.

3. Step III: If a grievance is properly appealed from Step II, the County Administrator shall meet with the designated official of the unit and the grievant within ten (10) days after receiving notice of intention to proceed with the grievance pursuant to Step II. Within five (5) days after the meeting, the Employer shall issue its decision in writing to the parties involved.
4. After exhaustion of the grievance procedure through Steps I through III and prior to arbitration and before requesting arbitration, employee, Union representative or Union may request mediation of the grievance by the Minnesota Bureau of Mediation Services. Such request must be made within ten (10) days following the decision in Step III. The time limit for requesting arbitration is tolled during mediation and if mediation does not resolve the grievance within 30 days, arbitration may commence as hereinafter provided.
5. Step IV: In the event that the employee and the Employer are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:
 - a. Subd. 1. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the County Administrator within ten (10) days following the decision in Step III or within ten (10) days following the decision of the Employer as provided in paragraph 7 or, if in the case of mediation, not more than thirty (30) days following the decision of Level 3 of Step III.
 - b. Subd. 2. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If the Employer and grievant are unable to agree on an arbitrator, they

may request from the Director of the Bureau of Mediation Services, State of Minnesota, a list of 5 names. The list maintained by the Director of the Bureau of Mediation Services shall be made up of qualified arbitrators who have submitted an application to the Bureau. The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name the question shall be decided by flip of the coin.

c. Subd. 3. Prior Procedure Required: The arbitrator shall first determine whether the grievance has been duly processed by the employee in accordance with the grievance procedure and appeal provisions. If he/she determines that it has not been, he/she shall not consider the grievance further. Employer, employee and exclusive representative shall join in requesting the arbitrator to make such determination within ten (10) days after receipt of the documents enabling the arbitrator to make such determination, but no party shall be prejudiced if the arbitrator fails to make the determination within such time.

d. Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, either party may submit to the arbitrator a written statement of its position. The party which submits such a written statement of position shall provide a copy thereof to the other party, simultaneously upon presenting the position statement to the arbitrator.

e. Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

f. Subd. 6. Decision: The decision of the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties to the extent, but not beyond the extent required by PELRA.

g. Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator. The cost of the transcript or recording shall be borne by the party requesting it, or equally, if requested by both parties.

h. Subd. 8. Jurisdiction: The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be solely on the arbitrator's interpretation or application of the express terms of this Agreement to the facts of the grievance presented.

6. If a grievance is not presented within the time limit set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any

agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limit, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written Agreement of the Employer and the Union in each step.

7. The County Administrator reserves the right to reverse or modify any decision issued under Step I or II. Such a review must be completed and a notice of the County Administrator's action given to the employee within five (5) days after notice of intent to review has been given. If the County Administrator exercises its right to review, the grievance shall proceed as upon Step III and there shall be no further proceedings at Steps I and II.
8. Choice of Remedy: If, as a result of the written Employer response in Step III, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed to either Step IV of Article VI or a procedure such as Civil Service, Veterans Preference, etc. If appealed to any procedure other than in Step IV of Article VI, the grievance is not subject to the arbitration procedure as provided in Step IV of Article VI. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step IV of Article VI or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step IV of Article VI.
9. The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstance is held invalid, it shall not affect any other provision or paragraph of this grievance procedure or the application of any provision or paragraph thereof under different circumstances.

**ARTICLE VII.
RATES OF PAY**

A. Schedules A and B attached hereto and incorporated herein by reference as fully as if restated verbatim herein specify the compensation which shall be paid to employees within the unit and within those listed classifications for services rendered by them as follows:

1. Schedule A for the term January 1, 2020, through December 31, 2020.
2. Schedule B for the term January 1, 2021, through December 31, 2021.

Employees eligible for an annual step increase will receive it on their anniversary date.

B. Employees who are assigned by the Employer to be "on-call" at times outside of their scheduled working shift shall be compensated at the rate of \$1.00 per hour for the hours that the employee is "on-call." An employee who is called and physically returns to work during this "on-call" time shall receive a minimum of two (2) hours pay at the rate of one and one-half (1½) times the normal base pay rate. An employee who is called and physically returns to work during this "on-call" time shall not receive the \$1.00 per hour "on-call" compensation during the time the employee is being compensated for working. An extension or early report to a regularly scheduled shift does not qualify the employee for the two (2) hours minimum or premium rate. This provision will also apply to an employee who is called and physically returns to work outside of the regularly scheduled shift even though the employee is not "on-call."

**ARTICLE VIII.
INSURANCE**

A. Cafeteria Benefits Plan. In addition to salary, the Employer offers a Cafeteria Benefits Plan to employees. Effective dates will be determined by plan provisions. The employee must complete a Cafeteria Benefits Enrollment Form at least 15 days prior to the effective date of eligibility for the Plan. Employees working 30 hours or more per week and on average more than 1,560 hours per year shall receive a pro rata portion of the monthly contribution by the Employer. Employees working less than 30 hours per week or less than 1,560 hours per year are not eligible for participation in the Cafeteria Benefits Plan. Effective January 1, 2020, the Employer contribution to the premium costs

shall be \$1,100.00 per month. Effective January 1, 2021, the Employer contribution to the premium costs shall be \$1,200.00 per month.

B. New employees employed more than 1,560 hours per year will be required to participate and enroll in the Blue Cross/Blue Shield Comprehensive Major Medical Plan, at a maximum deductible rate determined by plan providers.

C. Employees at their own discretion may elect to provide coverage for eligible dependents under the Employer's group health and hospitalization insurance plan provided such plan allows dependent coverage and further provided that the employee pays for any additional premium for such dependent coverage which premium may be paid by payroll deduction upon receipt of a written authorization card from the employee to the Employer within thirty (30) days prior to the date such payment shall be made.

D. If an employee has a spouse who is employed by Polk County and eligible to participate in the Cafeteria Benefits Plan, the two Polk County employees that are married may coordinate the benefit and apply the coordinated amount toward the dependent premium amount and any difference over that amount in the total premium cost of dependent coverage will be borne by the married couple. If, however, either one of the parties is no longer employed by the Employer or is on leave and would not be eligible for single Cafeteria Benefits Plan, then the Employer will only be obligated to pay a single Cafeteria Benefits Plan amount. If the marriage of the employed couple is dissolved, only the single Cafeteria Benefits Plan will be paid to the eligible employee or employees.

E. Affordable Care Act. Final regulations have not been issued under many provisions of the Patient Protection and Affordable Care Act (ACA) or its successor. This creates considerable uncertainty regarding the Employer's financial obligations with regard to its employees and this Agreement. This Agreement may be reopened and all material terms of compensation, hours, and fringe benefits (including health benefits) may be subject to negotiation and change as reasonably necessary to comply with the ACA or its successor and to address any increase in cost that the ACA or its successor may require. Any potential changes will be mutually agreed to.

**ARTICLE IX.
PROBATIONARY PERIOD**

The first twelve (12) months or 2,080 hours of employment shall be regarded as a probationary period. This period shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to his or her position, and for removing any employee whose performance does not meet the required work standards. Vacation benefits shall be earned during a probationary period, but may not be used until after six (6) months or 1,040 hours of such probationary period. Probationary employees shall not be entitled to leaves of absence. If employment is terminated during an employee's probationary period, there will be no vacation or other benefits due him or her.

**ARTICLE X.
OUTSIDE EMPLOYMENT**

A. Employees may not engage in any outside occupation, employment or business which might hinder their impartial or objective performance of their public duties, embarrass the county government, be incompatible with their county employment, or impair their efficiency on the job.

B. Outside work shall be regarded as secondary to regular county employment and shall not interfere with the availability of an employee for emergency or call-in duty. There shall be no workman's compensation or sick leave payments to any individual injured in the course of outside employment.

**ARTICLE XI.
TRANSFERS**

A. When a non-probationary employee transfers from one county department to another, he or she shall carry with him or her to the new department any accumulated sick leave and vacation benefits, as well as his or her seniority as a county employee for purposes of earning vacation and sick leave on his or her seniority.

B. When an employee transfers from one county department to another, and when both departments are under the terms of this contract, such transfer shall not be regarded as permanent until a six-month trial period has passed. The employee, however, may use earned sick leave, vacation, and other benefits during this six-month period.

ARTICLE XII.
SICK LEAVE

A. The employees regularly employed twelve (12) months per year shall be eligible for sick leave at their regular rate of pay.

B. Sick leave at the rate of .0463 hour shall be granted for each regularly-scheduled hour worked, up to 2,080 hours per year, not including earned overtime, accumulated compensatory time, etc.

C. Sick leave shall be earned by an employee during the first twelve (12) months or 2,080 hours of his or her employment and such leave shall accrue and may be used by the employee to the extent earned.

D. Any part-time employee who works over 14 hours per week or 35 percent of the normal work week and more than 67 days per year shall receive pro rata sick leave based on the number of hours worked per month by that employee.

E. Sick leave with pay will be granted for bona fide personal illness, medical examination, medical treatment, or in case of a work connected injury where an employee is eligible for Worker's Compensation, and at the election of the employee the Employer will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave. A deduction shall be made from the employee's accumulated sick leave used to supplement Worker's Compensation. In no event shall the additional compensation paid to the employee by virtue of sick leave result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

F. Employees claiming sick leave may be required to file competent written evidence that they have been absent as authorized. If employees have been incapacitated, for the period of absence or a major part thereof, they may be required to prove evidence of again being physically able to perform their duties. Sick leave is a privilege designed for the purposes stated herein. Each employee and his or her department head shall be held accountable for the reasonable, prudent and bona fide use of sick leave privileges.

G. Up to three (3) days of sick leave may be allowed and used by an employee at any one time, which days shall be deducted from accumulated sick leave for illness of a member of an employee's family. The specific amount of leave allowed is subject to the discretion of the County Administrator, depending on the circumstances.

H. The employee must notify the department head of the need for leave at the earliest possible moment and preferably before the start of scheduled working hours. Failure to make diligent effort to give such notification may result in payroll deduction of such time taken.

I. Employees using earned sick leave shall be considered to be working for the purpose of accumulating additional vacation leave or sick leave except that the total consecutive sick leave used may not exceed the maximum accumulation allowed. Only hours which an employee would normally have worked will be charged against his or her sick leave account.

J. Sick leave for an employee may accrue to a maximum of eight hundred eighty (880) hours.

K. Upon accumulation of eight hundred eighty (880) hours of unused sick leave, an employee shall continue to accrue an additional four (4) hours for each additional eight (8) hours of sick leave accumulated over eight hundred eighty (880) hours. Such additional accrual shall be credited toward a catastrophic illness bank to be used upon exhaustion of the eight hundred eighty (880) hours of sick leave, while the employee's illness and/or disability prevents return to work; however, the catastrophic illness bank shall not exceed a total of three hundred twenty (320) hours.

L. The use of leave under Article XII may require an employee to comply with the provisions of the Family Medical Leave Act.

ARTICLE XIII. VACATION

A. Non-probationary employees shall be granted the following vacation schedule:

1. Employees commencing employment through six (6) years of employment shall earn vacation at the rate of .0463 hours per hours worked.

2. Employees with six (6) years, one (1) day through ten (10) years of service shall earn vacation at the rate of .0578 hours per hours worked.
3. Employees with ten (10) years, one (1) day of service through seventeen (17) years of service shall earn vacation at the rate of .0694 hours per hours worked.
4. Employees with seventeen (17) years, one (1) day or more of service shall earn vacation at the rate of .0809 hours per hours worked.
5. Vacation hours only accrue on regularly-scheduled hours, up to 2,080 hours, not including earned overtime, accumulated compensatory time, etc.

B. Employees earning vacation shall be encouraged to use that vacation in the year in which it is earned. However, an employee may accumulate and carry forward no more than a total of one hundred twelve (112) hours of vacation. One hundred sixty (160) continuous hours of vacation may be taken only if efficient operation of a department can be continued and must be approved by the County Administrator or his or her designee. All employees, regardless of service time, shall be permitted to carry over one hundred twelve (112) hours of vacation credit into the new vacation year, provided such carry-over vacation is used prior to December 31. Employees must have reduced their unused vacation to no more than one hundred twelve (112) hours of unused vacation on December 31 of each year.

C. New employees shall earn vacation benefits from the start of their employment, but may not use vacation until the completion of six (6) months or 1,040 hours of employment. No vacation time or pay shall be due an employee leaving employment during the first twelve (12) months or 2,080 hours of employment. Each year the County Administrator will consult with all employees eligible for vacations. From such consultation, the County Administrator will establish working and vacation schedules with first consideration given to the efficient operation of the department and second to the wishes of employees as vacation time.

D. Part-time employees shall be eligible for vacation on a pro rata basis provided they work an average of 20 or more hours per week and 1,040 hours or more per year. Employees hired prior to January 1, 2000 shall continue to earn pro rata vacation.

**ARTICLE XIV.
HOLIDAYS**

A. The following holidays, or days observed as such, shall be considered as holidays to all employees covered by this Agreement:

New Year's Day
President's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day (as declared by the State of Minnesota)
Thanksgiving Day
Day After Thanksgiving Day
December 25

B. When January 1, July 4, or December 25 occurs on a Saturday, the preceding Friday is a holiday, and when they occur on Sunday, the following Monday is a holiday.

C. Employer may require employees to work on said holidays but the employee shall receive regular pay in addition to time and a half to the extent of the hours worked during a holiday.

D. When December 24 occurs on a Monday, Tuesday, Wednesday, or Thursday when an employee is scheduled to work, the employee shall receive one-half day of holiday pay in the afternoon and will not be required to work in the afternoon.

**ARTICLE XV.
PARENTING LEAVE**

Parenting leave will be granted consistent with state and federal laws.

**ARTICLE XVI.
DISCIPLINE**

A. Oral reprimands, written reprimands, suspensions, transfers to a lower wage classification, demotions, and dismissals shall be administered in the sole discretion of the Employer and made only for just cause, with all attempts to utilize progressive discipline. Discipline shall not be administered in

any particular order, but dependent upon the severity of the offense as determined by the Employer.

B. Fifteen (15) calendar days shall constitute proper notice for an employee who is planning to resign in good standing his or her employment with Polk County.

**ARTICLE XVII.
OVERTIME PAY/COMPENSATORY TIME**

A. Overtime is hours worked in excess of 40 per week for the Employer.

B. Overtime pay shall be computed on the basis of one and one-half (1½) times the basic hourly rate for any hours worked in excess of 40 hours per week.

C. An employee may accrue up to forty (40) hours of compensatory time at any one given point. Compensatory time may be used at a time that is mutually agreeable between the employee and their supervisor. An employee's accrued compensatory time shall be paid out in full prior to an employee's change in pay status, including an anniversary step. In addition, all accrued compensatory time shall be paid to the employee in conjunction with the first pay period in December of each year.

D. Employees receiving approval from their supervisor will be allowed to work alternate, expanded work schedules and flex time schedules (8, 9, or 10 hours per day) defined as work schedules outside normal operating office hours provided that it does not affect the daily operation of the Employer. In the event that an employee works additional hours during the week, they will have the option to have the additional hours paid as overtime, receive compensatory time (at the rate of 1.5 times), or, with supervisor approval, be allowed to flex all their additional hours that week (i.e. come in late/leave early/attend an appointment during the work day). Approval or denial of flex time schedules will be determined by the supervisor(s). Any issues regarding scheduling are not grievable.

**ARTICLE XVIII.
FUNERAL LEAVE**

Up to three (3) days shall be allowed, the days to be deducted from sick leave, for death in an employee's family. The specific

amount of leave allowed is subject to the discretion of the County Administrator depending on the circumstances.

ARTICLE XIX.
SEVERANCE PAY

A. All non-probationary employees of the bargaining unit shall be entitled to severance pay as follows:

1. Any employee who has served or been employed by Employer for a minimum period of fifteen (15) years will receive severance pay equal to one and one half (1½) days per year multiplied by the total number of years the employee was employed through December 31, 2019.
2. Any employee, upon retirement or if they become disabled so that they must terminate their employment, will receive payment of unused sick leave as severance pay equal to a maximum of one and one half (1½) days per year multiplied by the total number of years the employee was employed after January 1, 2020. Retirement is defined as an employee having been employed by Employer for a minimum period of fifteen (15) years and having attained the age of fifty-five (55) or eligible and receiving disability annuities from PERA.
3. For employees who have less than thirty-five (35) years of service at the time of retirement, the total severance payouts combined under subparagraphs 1 and 2 will be a maximum of four hundred forty (440) hours. For employees who have thirty-five (35) years or more of service at the time of retirement, the payout will be a maximum of four hundred eighty (480) hours.
4. Severance shall not be granted to any employee who is discharged by Employer.

B. In the event of death, the severance pay shall be paid to the surviving spouse. If there is no surviving spouse, then it shall be paid to the Personal Representative of the deceased employee's estate.

C. In applying these provisions, an employee's hourly rate of pay shall be the basic hourly rate at the time of retirement or

disability as provided in the salary schedule for the year, and shall not include any additional compensation or longevity pay.

D. An employee who is eligible for severance pay may apply those benefits toward the payment of insurance premiums of the Cafeteria Benefits Plan provided the plan allows a retired employee or employee who has resigned to participate in the plan. An employee shall provide written direction to the Employer to apply such benefits toward premium payments, and any premium payments in excess of the amount of employee benefit plan payments shall be paid by the employee, and the Employer shall not be responsible to make up any deficit. Proceeds from the severance pay will be subject to the applicable tax rules and regulations regarding reporting of income to the employee. The Employer shall not be responsible for any tax consequences of deferring payment or applying payment on Cafeteria Benefits Plan premiums.

ARTICLE XX. SENIORITY/LAYOFFS

A. Establishment of seniority lists: Within 30 days after this Agreement has been signed by both parties, the Employer shall prepare and post seniority lists, one for each classification. Each list shall contain in descending order of seniority the name, date of employment, and job title of each employee of that classification. An updated list shall be posted on each January 15 and July 15 thereafter.

1. Subd. 1. Any person who disagrees with the manner of placement of his/her name on his/her classification seniority list shall have 10 working days from the date of posting to supply written documentation, proof, and request for seniority change to Employer. Employees failing to do so waive any claim to seniority different from that shown on the list. If Employer does not agree with the request for change of seniority, the matter shall be resolved under the grievance procedure. Within 10 working days after closing of time for request of change in seniority, Employer will post a final seniority list which, except with respect to unresolved requests for change previously made, shall be final and binding upon each employee on such list, upon Union, and upon Employer.
2. Subd. 2. Employer shall keep posted an updated seniority list for each classification reflecting

any changes resulting from retirement, death, resignation, or other cessation of services or adding of new employees. An employee whose name is added to the seniority list after its initial creation shall have the rights specified in Subd. 1 during the 10 working days after the initial posting or subsequent postings and thereafter shall be bound according thereto.

3. Subd. 3. Temporary employees and seasonal employees do not have seniority and shall not be listed on the seniority lists.
4. Subd. 4. Seniority shall be based upon length of continuous employment by Employer from the first day work is done. Termination of employment terminates seniority and a rehired employee shall be treated as an employee who has never worked for Employer.
5. Subd. 5. New employees shall be on a twelve (12) month probationary period for all positions, except Office Support Specialist which will be six (6) months or 1,040 work hours, and shall attain status as a regular employee after satisfactory completion of such probationary period. During the probationary period, probationary employees cannot avail themselves of the grievance procedure in Article VI contesting any termination process.

B. Layoffs.

1. Subd. 1. Employer may layoff any employee because of discontinuance of position, lack of work, financial limitations, or as otherwise necessary to manage its affairs properly.
2. Subd. 2. Employees in any classification shall be laid off in inverse order of their seniority in that classification in the seniority list in effect at that time.
3. Subd. 3. In the event of a layoff affecting employees whose seniority is of identical length, Employer shall select the employee to be laid off based on performance, training, experience, and skills.

4. Subd. 4. In the event of a layoff, a reduction in force, or the elimination of a position, an employee affected by a reduction in force shall have the right to displace an employee with less bargaining unit seniority in the same classification or any classification provided the employee has the necessary qualifications to perform the job.
5. Subd. 5. An employee who accepts a lower paid bargaining unit position in lieu of layoff shall retain his or her hourly rate of pay unless it exceeds the highest hourly rate of pay for the new class, in which the employee shall be paid the maximum hourly rate of the lower classification.
6. Subd. 6. For the purposes of recall, the layoff date is to be considered the date the employee was first notified in writing of the impending layoff and not the employee's final day of employment.
7. Subd. 7. No new employee shall be employed by Employer to work in any classification while a qualified employee thereof is laid off unless the procedure hereafter specified is followed. Employees laid off from a classification shall be reinstated to the same position in the department from which they were laid off or any available position in the department for which they are qualified. The order of reinstatement shall be in inverse order in which employees were laid off.
8. Subd. 8. A laid off employee shall leave their name and address to which any notice of reinstatement or availability of position shall be mailed with Employer at the main office. Proof of depositing in the United States mail a notice of reinstatement and availability of position shall be sufficient to discharge Employer's duty to notify the laid off employee. The laid off employee shall have 10 working days from the date of mailing of such notice to accept the re-employment. Failure to reply within such 10-day period shall constitute a waiver and forfeiture by the employee of any right to re-employment. If the laid off employee refuses a position which is an equal position to the one in

which the employee previously held, this shall constitute a waiver and forfeiture by the employee to any reinstatement rights. If the laid off employee refuses an offer of reinstatement to a lesser position than previously held, the employee shall retain all reinstatement rights and position on seniority and recall lists. Employee's seniority date is restored upon acceptance of re-employment offer. The employee's name shall remain on the recall list for up to one (1) year from the layoff date.

9. Subd. 9. Reinstatement rights shall automatically cease from the date layoff was commenced and no further right to reinstatement shall exist thereafter and the employee shall be dropped from the seniority list permanently.

C. Vacancies.

1. Notice of vacancies and newly created positions in the unit shall be posted by the County Administrator's office. Employees in the Polk County Social Services Department shall have three (3) days after the posting in which to apply to fill a vacancy or new position within the department they are presently employed. If there is no application by a person presently employed in the department for such new position or vacancy, then an additional three (3) days of posting shall be allowed for other members of the unit to apply for the position. The employee highest in seniority within the department making application to fill in the newly created position or vacancy shall be transferred to fill such vacancy or new position provided he or she is qualified to perform the duties. However, final determination will be made by the County Administrator on the basis of aptitude, ability to perform the work, and ability to work with fellow employees and the general public.
2. If there is no employee within the department who qualifies or if no employee within the department applies for such position, then other members of the unit who applied for such position as hereinbefore set out based on the employee with the

highest seniority shall be considered to such position and shall be transferred to fill such vacancy or new position provided he or she is qualified to perform the duties and final determinations shall be made by the County Administrator on the basis of aptitude, ability to perform the work, and ability to work with fellow employees and the general public.

3. The employee shall be given a trial period of thirty (30) working days before permanent assignment. If it is determined that such employee is not qualified within this 30-day period, then further selection to fill such position shall be by seniority under like conditions upon re-posting.
4. It is further understood that when a vacancy is filled or a new position is filled by an applicant who is currently employed by Polk County, Polk County will post the resulting vacancy but shall not be required to post any additional vacancies which occur due to the shifting of employees to fill the original vacancy and the first resulting vacancy.

**ARTICLE XXI.
TERM OF CONTRACT**

This contract for the purpose of payroll schedules shall commence as of January 1, 2020. The contract will terminate on December 31, 2021. Both parties acknowledge that there are no existing grievances outstanding and undecided as of the date of this contract. Either party desiring to change this Agreement must notify the other party in writing at least ninety (90) days prior to the expiration date as specified above.

IN WITNESS WHEREOF, The parties have executed this Agreement
this _____ day of _____, 2020.

For POLK COUNTY
Crookston, Minnesota

For MINNESOTA COUNCIL NO. 65
Nashwauk, Minnesota

By _____

By _____

and _____

and _____

MTR:sb
2003-3713
8/5/2020

SCHEDULE A

2020 Pay Plan				% Between Grades:		6%					
				% Between Steps:		3.0%		Range:	26.68%		
				Starting midpoint:		13.90					
	Step										
Grade	1	2	3	4	5	6	7	8	9		
1	12.31	12.69	13.08	13.48	13.90	14.32	14.75	15.19	15.64		
2	13.04	13.45	13.86	14.29	14.73	15.18	15.63	16.10	16.58		
3	13.83	14.25	14.70	15.15	15.62	16.09	16.57	17.07	17.58		
4	14.66	15.11	15.58	16.06	16.56	17.05	17.56	18.09	18.63		
5	15.54	16.02	16.51	17.02	17.55	18.07	18.62	19.18	19.75		
6	16.47	16.98	17.50	18.04	18.60	19.16	19.73	20.33	20.94		
7	17.46	18.00	18.55	19.13	19.72	20.31	20.92	21.55	22.19		
8	18.50	19.08	19.67	20.27	20.90	21.53	22.17	22.84	23.52		
9	19.61	20.22	20.85	21.49	22.15	22.82	23.50	24.21	24.94		
10	20.79	21.43	22.10	22.78	23.48	24.19	24.91	25.66	26.43		
11	22.04	22.72	23.42	24.15	24.89	25.64	26.41	27.20	28.02		
12	23.36	24.08	24.83	25.59	26.39	27.18	27.99	28.83	29.70		
13	24.76	25.53	26.32	27.13	27.97	28.81	29.67	30.56	31.48		
14	26.25	27.06	27.90	28.76	29.65	30.54	31.45	32.40	33.37		
15	27.82	28.68	29.57	30.48	31.43	32.37	33.34	34.34	35.37		
16	29.49	30.40	31.34	32.31	33.31	34.31	35.34	36.40	37.49		
17	31.26	32.23	33.22	34.25	35.31	36.37	37.46	38.59	39.74		
18	33.14	34.16	35.22	36.31	37.43	38.55	39.71	40.90	42.13		
19	35.12	36.21	37.33	38.49	39.68	40.87	42.09	43.35	44.65		
20	37.23	38.38	39.57	40.79	42.06	43.32	44.62	45.96	47.33		
21	39.47	40.69	41.94	43.24	44.58	45.92	47.29	48.71	50.17		
22	41.83	43.13	44.46	45.84	47.25	48.67	50.13	51.64	53.18		
23	44.34	45.72	47.13	48.59	50.09	51.59	53.14	54.73	56.38		
24	47.00	48.46	49.96	51.50	53.09	54.69	56.33	58.02	59.76		
25	49.82	51.37	52.95	54.59	56.28	57.97	59.71	61.50	63.34		
26	52.81	54.45	56.13	57.87	59.66	61.45	63.29	65.19	67.14		
27	55.98	57.71	59.50	61.34	63.24	65.13	67.09	69.10	71.17		
28	59.34	61.18	63.07	65.02	67.03	69.04	71.11	73.25	75.44		
29	62.90	64.85	66.85	68.92	71.05	73.18	75.38	77.64	79.97		
30	66.68	68.74	70.86	73.06	75.32	77.58	79.90	82.30	84.77		

IN ADDITION TO SCHEDULE A, LONGEVITY WILL BE PAID ON THE FOLLOWING BASIS:

- STARTING WITH THE SIXTH YEAR OF SERVICE \$35.00 PER MONTH
- STARTING WITH THE ELEVENTH YEAR OF SERVICE \$45.00 PER MONTH
- STARTING WITH THE SIXTEENTH YEAR OF SERVICE \$60.00 PER MONTH
- STARTING WITH THE TWENTY-FIRST YEAR OF SERVICE \$75.00 PER MONTH

SCHEDULE B

2021 Pay Plan				% Between Grades:		6%					
				% Between Steps:		3.0%		Range:	26.68%		
				Starting midpoint:		13.90					
	Step										
Grade	1	2	3	4	5	6	7	8	9		
1	12.62	13.01	13.41	13.82	14.25	14.68	15.12	15.57	16.04		
2	13.37	13.79	14.21	14.65	15.11	15.56	16.02	16.51	17.00		
3	14.17	14.61	15.07	15.53	16.01	16.49	16.99	17.50	18.02		
4	15.03	15.49	15.97	16.46	16.97	17.48	18.01	18.55	19.10		
5	15.93	16.42	16.93	17.45	17.99	18.53	19.09	19.66	20.25		
6	16.88	17.40	17.94	18.50	19.07	19.64	20.23	20.84	21.46		
7	17.90	18.45	19.02	19.61	20.21	20.82	21.44	22.09	22.75		
8	18.97	19.56	20.16	20.78	21.43	22.07	22.73	23.41	24.12		
9	20.11	20.73	21.37	22.03	22.71	23.39	24.10	24.82	25.56		
10	21.31	21.97	22.65	23.35	24.08	24.80	25.54	26.31	27.10		
11	22.59	23.29	24.01	24.75	25.52	26.29	27.07	27.89	28.72		
12	23.95	24.69	25.45	26.24	27.05	27.86	28.70	29.56	30.45		
13	25.38	26.17	26.98	27.81	28.67	29.53	30.42	31.33	32.27		
14	26.91	27.74	28.60	29.48	30.39	31.31	32.25	33.21	34.21		
15	28.52	29.40	30.31	31.25	32.22	33.18	34.18	35.21	36.26		
16	30.23	31.17	32.13	33.13	34.15	35.18	36.23	37.32	38.44		
17	32.05	33.04	34.06	35.11	36.20	37.29	38.40	39.56	40.74		
18	33.97	35.02	36.10	37.22	38.37	39.52	40.71	41.93	43.19		
19	36.01	37.12	38.27	39.45	40.67	41.89	43.15	44.45	45.78		
20	38.17	39.35	40.57	41.82	43.11	44.41	45.74	47.11	48.53		
21	40.46	41.71	43.00	44.33	45.70	47.07	48.48	49.94	51.44		
22	42.89	44.21	45.58	46.99	48.44	49.90	51.39	52.94	54.52		
23	45.46	46.87	48.32	49.81	51.35	52.89	54.48	56.11	57.80		
24	48.19	49.68	51.21	52.80	54.43	56.06	57.75	59.48	61.26		
25	51.08	52.66	54.29	55.97	57.70	59.43	61.21	63.05	64.94		
26	54.14	55.82	57.54	59.32	61.16	62.99	64.88	66.83	68.84		
27	57.39	59.17	61.00	62.88	64.83	66.77	68.78	70.84	72.97		
28	60.84	62.72	64.66	66.66	68.72	70.78	72.90	75.09	77.34		
29	64.49	66.48	68.54	70.66	72.84	75.03	77.28	79.60	81.98		
30	68.36	70.47	72.65	74.90	77.21	79.53	81.91	84.37	86.90		

IN ADDITION TO SCHEDULE B, LONGEVITY WILL BE PAID ON THE FOLLOWING BASIS:

- STARTING WITH THE SIXTH YEAR OF SERVICE \$35.00 PER MONTH
- STARTING WITH THE ELEVENTH YEAR OF SERVICE \$45.00 PER MONTH
- STARTING WITH THE SIXTEENTH YEAR OF SERVICE \$60.00 PER MONTH
- STARTING WITH THE TWENTY-FIRST YEAR OF SERVICE \$75.00 PER MONTH

Grade	Title
5	Office Support Specialist
7	Support Enforcement Aide
9	Accounting Technician (SS)
9	Case Aide
9	Eligibility Worker
9	Family Based Service Provider
10	Child Support Officer
10	Fiscal Officer
11	Lead Eligibility Worker
13	Social Worker
14	Social Worker (CPS)

MEMORANDUM OF UNDERSTANDING

BETWEEN

**POLK COUNTY
CROOKSTON, MINNESOTA**

AND

**LOCAL 1353
MINNESOTA COUNCIL NO. 65
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, NASHWAUK, MINNESOTA
(POLK COUNTY SOCIAL SERVICES DEPARTMENT)**

WHEREAS, AFSCME Local 1353 is the Exclusive Representative for the following employees: "All employees of the Polk County Social Services Department, Crookston, Minnesota, who are public employees within the meaning of Minn. Stat. §179A.03, Subd. 14, excluding supervisory and confidential employees. (BMS Case No. 19PCE0814)."

WHEREAS, there exists a Collective Bargaining Agreement between Polk County and AFSCME Local 1353, with said contract in effect from January 1, 2020 through December 31, 2021.

WHEREAS, the parties to said Collective Bargaining Agreement wish to enter into a Memorandum of Understanding, subject to the terms and conditions outlined below.

NOW THEREFORE, it is mutually agreed and understood as follows:

There exists a contract provision in Article XIII, Vacation, Section B, which reads as follows:

- B. Employees earning vacation shall be encouraged to use that vacation in the year in which it is earned. However, an employee may accumulate and carry forward no more than a total of one hundred twelve (112) hours of vacation. One hundred sixty (160) continuous hours of vacation may be taken only if efficient operation of a department can be continued and must be approved by the County Administrator or his or her designee. All employees, regardless of service time, shall be permitted to carry over one hundred twelve (112) hours of vacation credit into the new vacation year, provided such carry-over vacation is used prior to December 31. Employees must have reduced their unused vacation to no more than one hundred twelve (112) hours of unused vacation on December 31 of each year.

The parties to this Memorandum of Understanding agree that members of this bargaining group will have until December 31, 2021 to reduce their unused vacation to no more than one hundred twelve (112) hours. Any and all unused vacation above one hundred twelve (112) hours will be reduced to one hundred twelve (112) hours on December 31, 2021.

All other terms and conditions of said Collective Bargaining Agreement between Polk County and AFSCME Local 1353 remain in effect.

POLK COUNTY

AFSCME LOCAL 1353

Date: _____

Date: _____

Date: _____

Date: _____

MTR:sb
2003-3713
8/5/2020

2021 Appropriations Requests

NAME	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Received	Administrator
NEW REQUESTOR			Adopted							Requested	Request	
RETIRED SEN. VOL. PROGRAM - RSVP	\$ 2,000	\$ 2,000	\$2,000	\$2,200	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	Yes	\$ 2,400
COMMITTEE ON AGING	\$ 2,500	\$ 2,000	\$2,200	\$2,400	\$2,500	\$2,500	\$2,500	\$2,200	\$0	\$0		
*MN RED RIVER VALLEY DEV. ASSOCIATION	\$ 1,500	\$ 1,600	\$0	\$1,600	\$1,600	\$1,600	\$800	\$1,600	\$1,600	\$1,600	Not yet	\$ 1,600
E. POLK SOIL & WATER	\$ 39,200	\$ 39,200	\$41,160	\$39,200	\$39,200	\$39,200	\$39,200	\$43,120	\$43,120	\$43,120		\$ 46,000
E. POLK SOIL & WATER (NR BLOCK GRANT)	\$ -	\$ -	\$16,000	\$16,000	\$16,000	\$17,808	\$16,045	\$17,773	\$16,045			\$ 17,000
W. POLK SOIL & WATER	\$ 39,200	\$ 39,200	\$39,200	\$39,200	\$39,200	\$39,200	\$39,200	\$47,040	\$43,120	\$43,120		\$ 46,000
W. POLK SOIL & WATER (NR BLOCK GRANT)	\$ -	\$ -	\$16,000	\$16,000	\$16,000	\$17,808	\$16,045	\$17,773	\$16,045			\$ 17,000
POLK COUNTY FAIR ASSN.	\$ 18,000	\$ 20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$50,000	Yes	\$ 20,000
OCCUP. DEV. CENTER	\$ 7,500	\$ 7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$23,000	Yes	\$ 7,500
HISTORICAL SOCIETY	\$ 14,500	\$ 15,000	\$15,000	\$25,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$20,000	Yes	\$ 15,000
TRI-VALLEY TRANS. (HRTLAND EXPRESS/BUS)	\$ 6,149	\$ 7,170	\$6,250	\$6,500	\$6,750	\$6,750	\$6,750	\$6,750	\$7,000	\$7,000	Yes	\$ 7,000
VALLEY CHORE (HOUSEKEEPING)	\$ 14,340	\$ 16,730	\$0									
VETERAN'S POSTS, MEMORIAL DAY	\$ 840	\$ 840	\$840	\$840	\$850	\$840	\$800	\$800	\$800	\$800	Yes	\$ 800
E.G.F. HERITAGE FOUNDATION	\$ 4,000	\$ 4,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	Yes	\$ 5,000
EAST POLK HERITAGE CENTER (FOSSTON)	\$ 4,000	\$ 4,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	Yes	\$ 5,000
RED RIVER BASIN ASSOCIATION				\$0		\$784	\$0	\$784	\$784	\$784	Yes	\$ 784
RIVERLAND ASSOCIATION						\$280	\$0					
POLK COUNTY HUMANE SOCIETY						\$0						
DUI Court						\$10,000	\$10,000	\$10,000				
TOTAL	\$ 153,729	\$ 159,240	\$ 174,150	\$ 186,440	\$ 177,000	\$ 191,670	\$ 186,240	\$ 202,740	\$ 183,414	\$ 197,824	\$ -	\$ 191,084
LARL levy Request (2020 state cert. min \$181,967)				\$ 246,050	\$ 252,495	\$ 259,205	\$ 259,205	\$ 264,090	\$ 274,020	\$ 280,570		
NWRDC levy in Polk County				\$ 91,189	\$ 97,182	\$ 102,462	\$ 104,537	\$ 108,907	\$ 110,887	\$ 110,887		
TOTAL	\$ 153,729	\$ 159,240	\$ 174,150	\$ 186,440	\$ 177,000	\$ 191,670	\$ 186,240	\$ 202,740	\$ 183,414	\$ 197,824		\$ 191,084

2012 APPROP. APPROVED 12-20-11
 2013 APPROP. APPROVED 11-27-12
 2014 APPROP. APPROVED 11-27-13
 2015 APPROP. APPROVED 12-17-2014
 2016 APPROP. APPROVED 12-15-2015
 2017 APPROP. APPROVED 12-17-2016
 2018 APPROP. APPROVED 12-19-2017
 2019 APPROP. APPROVED 12-19-2017
 2020 APPROP.

my office on the 22nd day of September, 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 22nd day of September 2020.

Charles S. Whiting
County Administrator
Clerk of the Board

POLK COUNTY BOARD
MEETING LOCATION: GOVERNMENT CENTER, CROOKSTON, MN

COMMISSIONERS ROOM

AGENDA

SEPTEMBER 15, 2020

9:30 A.M. MEETING OPEN/CONVENE

CALL TO ORDER

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

1. Approve Commissioner Warrants and Sign Audit List.
2. Approve payment to US Bank, St. Louis MO in the amount of \$ ____ for procurement card purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

10:00

1.

10:30

2020 DEPARTMENT BUDGET REVIEWS

1. General Overview of Budget Issues – Chuck Whiting, County Administrator

10:45

***GREG WIDSETH – COUNTY ATTORNEY**

1. Review of 2021 County Attorney Budget

11:00

RICHARD SANDERS – COUNTY HIGHWAY ENGINEER

1. Review of 2021 Highway Department Budgets

LUNCH

1:20 P.M.

KURT ELLEFSON – VETERANS SERVICES OFFICER

1. Review of 2021 Veterans Services Budget

1:45

JON STEINER – ENVIRONMENTAL SERVICES DIRECTOR

1. Review of 2021 Environmental Services Budget

3:00

MARK DIETZ – FACILITIES DIRECTOR

1. Review of 2021 Facilities Budget

4:15

CHUCK WHITING – COUNTY ADMINISTRATOR

1. Review of 2021 Administration Budgets
2. Budget Summary and 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.

SPECIAL MEETING
POLK COUNTY BOARD
MEETING LOCATION: TRANSFER STATION, CROOKSTON, MN
AGENDA
SEPTEMBER 16, 2020

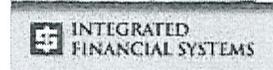
- 8:00 A.M.** **MEETING OPEN/CONVENE**
CALL TO ORDER
PLEDGE ALLEGIANCE TO FLAG
REVIEWAL & APPROVAL OF THE AGENDA
- 2021 DEPARTMENT BUDGET REVIEWS**
- 8:15** **SARAH REESE – DIRECTOR OF PUBLIC HEALTH**
1. Review of 2021 Public Health Department Budgets
- 9:15** **ANDREW LARSON – DIRECTOR OF TCCC**
1. Review of 2021 Tri-County Community Corrections Department Budget
- 9:45** **BREAK**
- 10:00** **EVAN BRUGGEMAN – DIRECTOR OF MIS**
1. Review of 2021 Management Information Systems Department Budget
- 10:30** **ALECIA HELMS – HUMAN RESOURCES DIRECTOR**
1. Review of 2021 Human Resources Department Budget
- 11:00** **RON DENISON – FINANCE DIRECTOR**
1. Review of 2021 Finance Department Budgets
- NOON** **LUNCH BREAK**
- 1:15** **MICHELLE COTE – TAXPAYER SERVICE CENTER**
1. Review of 2021 TPSC Department Budgets
2. Extension Budget Request – Lisa Loegering, Extension Regional Director
- 2:00** **JIM TADMAN - SHERIFF**
1. Review of 2021 Sheriff’s Department Budgets
- 3:00** **CHUCK WHITING – COUNTY ADMINISTRATOR**
1. Budget Summary and Review
2. Draft Resolution (2020-xx) Setting the Preliminary 2020 Preliminary Property Tax Levy
- 4:30** **ADJOURN**

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

DARCY
8/11/20 6:42PM
Landfill Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	116,784.40	General Revenue Fund
	3	236,290.50	Public Works Fund
	16	32,806.01	Public Safety Fund
	18	18,825.12	Public Health Fund
	25	2,092.88	Forfeited Tax Sale Fund
	38	2,236.00	CAP Grant Project
	40	5,066.50	Spec Assmnts (Ditch) Fund
	48	51,516.63	Environmntal Services Fund
	64	79,187.03	Resource Recovery Fund
	65	91,847.34	Landfill Fund
All Funds		636,652.41	Total

Approved by,

.....

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BOARD OF COMMISSIONERS

August 21, 2020

PER DIEMS

Don Diedrich	GENERAL REVENUE - COMMISSIONER (1-001)	\$ -	
	<i>Total</i>		\$ -
Gerald Jacobson	GENERAL REVENUE - COMMISSIONER (1-001)	\$ -	
	<i>Total</i>		\$ -
Joan Lee	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 600.00	
	<i>Total</i>		\$ 600.00
Warren Strandell	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 300.00	
	<i>Total</i>		\$ 300.00
Gary Willhite	GENERAL REVENUE - COMMISSIONER (1-001)	\$ -	
	<i>Total</i>		\$ -
GRAND TOTAL PER DIEMS			\$ 900.00

MEAL REIMBURSMENTS

(w/o overnight lodging)

Brian Lundeen	Sheriff Department	\$ 16.18
GRAND TOTAL MEALS		\$ 16.18

DARCY
8/11/20 6:42PM
Resource Recovery Fund

*** Polk County ***

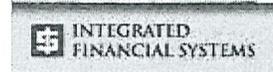
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4305	Acme Electric Companies						
	64-390-000-0000-6301		1,475.00	Parts for JLG	16513	Machinery & Equip. Repairs	N
	64-390-000-0000-6859		105.09	Sales Tax	16513	Sales Tax	N
4305	Acme Electric Companies		1,580.09	2 Transactions			
4307	Acme Tools - Grand Forks						
	01-111-188-1212-6414		359.90	2 STIHL AP300 - Batteries	7749198	Maintenance Supplies	N
	01-111-000-5555-6412		1,467.00	spray bottles with trigger	7807901	Custodial Supplies	N
	48-398-000-0000-6419		569.99	2HP 30-Gal Air Compressor	7781760	Operational Equipment	N
4307	Acme Tools - Grand Forks		2,396.89	3 Transactions			
847	Advanced Tire & Auto Service						
	16-200-000-0000-6364		186.06	Unit 257 - Services	41588	Towing Charges (County Cars)	N
847	Advanced Tire & Auto Service		186.06	1 Transactions			
6979	Alternative Sanitation						
	01-521-000-0000-6303		170.24	Services	3895	Other Repair, Maintenance & Operator	Y
	03-330-000-0000-6303		93.60	Services	3891	Other Repair, Maintenance & Operator	Y
6979	Alternative Sanitation		263.84	2 Transactions			
3324	Altru Health System						
	18-482-000-0000-6285		420.00	Consult Dr. Dorman/ Aug 2020	800000865	Consulting	Y
	18-483-464-0000-6272		2,000.00	JulyContractSvcs/EA- CC- 17	5145	Services	Y
3324	Altru Health System		2,420.00	2 Transactions			
14	American Solutions For Business						
	01-064-519-5555-6204		21.25	Freight AB Application mailing	04804760	Freight Charges	N
	01-064-519-5555-6272		3,817.25	2020 Absentee Ballot Apps	04804760	Professional Services	N
14	American Solutions For Business		3,838.50	2 Transactions			
10146	Ameripride Linen & Apparel Serv						
	65-393-000-0000-6412		249.10	Custodial Supplies	5612-00	Custodial Supplies	N
	65-393-000-0000-6425		215.25	Uniforms	5612-00	Clothing	N
	65-393-000-0000-6859		33.08	Sales Tax	5612-00	Sales Tax	N
10146	Ameripride Linen & Apparel Serv		497.43	3 Transactions			
6050	Ameripride Linen & Apparel Service						

DARCY
8/11/20 6:42PM
Resource Recovery Fund

*** Polk County ***



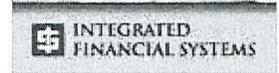
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		468.96 Custodial Supplies	350442600	Custodial Supplies	N
		1,331.66 Uniforms	350442600	Clothing	N
		128.27 Sales Tax	350442600	Sales Tax	N
		158.76 Custodial Supplies	350442601	Custodial Supplies	N
		874.02 Uniforms	350442601	Clothing	N
		73.59 Sales Tax	350442601	Sales Tax	N
6050 Ameripride Linen & Apparel Service		3,035.26 6 Transactions			
6504 Anders Valley Publishing, LLC					
01-064-519-5555-6241		469.63 2020 Primary Elec Ballot	8301	Publishing - Advertising	N
01-064-000-0000-6241		333.13 Notice 2020 Primary Election	8324	Advertising	N
6504 Anders Valley Publishing, LLC		802.76 2 Transactions			
5363 Architectural Resources Inc					
01-111-188-1211-6605		3,670.00 Human Svs EGF Reroof Project	Y16133-26	Building Improvements	N
5363 Architectural Resources Inc		3,670.00 1 Transactions			
6733 Association for Nonsmokers-MN					
18-485-469-0000-6272		4,500.00 Regional ATOD training- 69		Professional Services	N
6733 Association for Nonsmokers-MN		4,500.00 1 Transactions			
2765 Auto Value - Crookston					
03-330-000-0000-6303		116.99 Supplies	C#7642600	Other Repair, Maintenance & Operator	N
03-330-000-0000-6564		609.86 Parts	C#7642600	Machinery Parts	N
2765 Auto Value - Crookston		726.85 2 Transactions			
4590 Auto Value Fosston					
03-330-000-0000-6564		17.47 Parts	C#13002585	Machinery Parts	N
64-390-000-0000-6301		278.14 Parts for Equipment	13002587	Machinery & Equip. Repairs	N
64-390-000-0000-6305		29.52 Non- Taxable Parts/Supplies	13002587	Equipment Repair Supplies\ Nontaxabl	N
64-390-000-0000-6562		238.97 Lubricants for Equipment	13002587	Lubricants	N
64-391-000-0000-6301		17.99 Repairs/Supplies for forklift	13002587	Machinery & Equipment	N
4590 Auto Value Fosston		582.09 5 Transactions			
6917 Bearings and More of Wadena					
64-390-000-0000-6301		612.45 Ash Belt Conveyor Parts	435-6501	Machinery & Equip. Repairs	N

DARCY
8/11/20 6:42PM
Resource Recovery Fund

***** Polk County *****

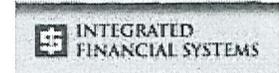
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
6917 Bearings and More of Wadena		612.45		1 Transactions	
721 Beltrami Industrial Services					
64-390-392-7110-6301		13,133.64	29608	Repairs to #1 Primary	Machinery & Equip. Repairs N
64-390-392-7210-6301		13,133.64	29608	Repairs to #2 Primary Chamber	Machinery & Equip. Repairs N
721 Beltrami Industrial Services		26,267.28		2 Transactions	
4313 Bemidji Welders Supply					
64-390-000-0000-6565		204.79	57200	Welding Supplies	Other Repair & Maintenance Supplies N
64-390-000-0000-6859		14.59	57200	Sales TAX	Sales Tax N
4313 Bemidji Welders Supply		219.38		2 Transactions	
6818 Benge/Matthew					
16-200-000-0000-6207		46.69		Meal Reimb - Transports	Prisoner Conveyance - Meals N
6818 Benge/Matthew		46.69		1 Transactions	
7940 Bert's Truck Equip Of Moorhead					
03-330-000-0000-6564		12,135.28	87644/584/657	Parts	Machinery Parts N
7940 Bert's Truck Equip Of Moorhead		12,135.28		1 Transactions	
5012 Best Used Trucks Of Mn					
03-330-000-0000-6564		19.28	C1015895	Parts	Machinery Parts N
5012 Best Used Trucks Of Mn		19.28		1 Transactions	
6667 Bilyeu/Ashley					
48-524-000-0000-6331		472.65	July-20	Mileage	Mileage N
6667 Bilyeu/Ashley		472.65		1 Transactions	
5067 Blue Tarp Financial Inc					
03-330-000-0000-6303		466.97	A#145049	Supplies	Other Repair, Maintenance & Operator N
5067 Blue Tarp Financial Inc		466.97		1 Transactions	
3076 Bob's Lawn Care					
25-830-000-0000-6304		211.60		Mowing-07/2020 82.02011.00	Labor Charges Y
25-830-000-0000-6304		125.00	9860M	Mowing-07/2020 82.00575.00	Labor Charges Y
25-830-000-0000-6304		161.48	9861M	Mowing-07/2020 82.001248.00	Labor Charges Y

DARCY
8/11/20 6:42PM
Forfeited Tax Sale Fund

*** Polk County ***



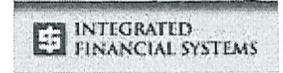
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3076 Bob's Lawn Care		498.08		3 Transactions	
11667 Border States Electric Supply					
01-111-000-0000-6414		56.40	FL T8/Maint supplies	920285682	Maintenance Supplies N
01-111-000-0000-6414		269.00	T4X2 26W/maint Supplies	920377649	Maintenance Supplies N
11667 Border States Electric Supply		325.40		2 Transactions	
4745 Brad's Electric					
01-111-190-0000-6303		30.00	Parking Lot light/photo cell	160.	other repair/maintenance non- county Y
01-111-190-0000-6304		75.00	Labor	160.	Labor Charges Y
01-111-197-0000-6303		19.50	Replace Ballast	161	other repair & maintenance non- count Y
01-111-197-0000-6304		75.00	Labor	161	Labor Charges Y
01-111-187-0000-6204		21.64	Freight	162	Freight Charges Y
01-111-187-0000-6303		562.20	Materials/Break room remod	162	other repair & maintenance non- count Y
4745 Brad's Electric		783.34		6 Transactions	
11171 Brandner Printing					
01-043-000-0000-6402		337.00	Envelopes & Transfer Cards	4123/4124	Stationery & Forms N
01-064-519-5555-6402		81.98	Mailing Labels (2)	48627	Office Supplies N
01-064-519-5555-6402		31.98	Mailing Labels (2)	48693	Office Supplies N
01-064-519-5555-6402		81.98	Colored Paper.(2)	48714	Office Supplies N
16-200-000-0000-6403		76.03	Business Cards	4140	Misc. Supplies N
18-481-000-0000-6403		61.45	AV. Business Cards - 91	4034	Misc. Supplies N
18-481-000-0000-6403		14.27	Office Supplies- 91	48774	Misc. Supplies N
18-483-464-0000-6403		66.00	Intimate Violence Cards- 17	4137	Misc. Supplies N
11171 Brandner Printing		750.69		8 Transactions	
143 Brost Chevrolet Inc					
16-200-000-0000-6303		634.45	Services Many units		Other Repair & Maintenance N
143 Brost Chevrolet Inc		634.45		1 Transactions	
2367 Brule/Randy					
64-391-000-0000-6301		195.00	Tarp Repairs for Fines Roll of	414477	Machinery & Equipment N
2367 Brule/Randy		195.00		1 Transactions	
10635 Building Systems Corporation					
01-111-187-0000-6303		3,078.00	Asbestos Removal 02/26/2020	107- 20	other repair & maintenance non- count N

DARCY
8/11/20 6:42PM
General Revenue Fund

*** Polk County ***

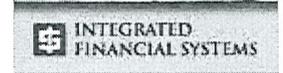


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10635 Building Systems Corporation		Asbestos Removal 07/22/2020 2 Transactions	148-20	other repair & maintenance non- count	N
10538 Bureau Of Criminal Apprehension		2nd Qtr 2020 - Permit to carry	60-000065	Remittance Of Revenue	N
10538 Bureau Of Criminal Apprehension		1 Transactions			
131 Burggrafs Ace Hardware					
16-200-000-0000-6272	18.13	Supplies for Gun Range	394474	Services	N
64-390-000-0000-6302	67.98	Grounds supplies	42974	Grounds	N
64-390-000-0000-6303	12.99	Building Repairs	42974	Other Repair, Maintenance & Operator	N
64-390-000-0000-6305	4.45	Non taxable supplies	42974	Equipment Repair Supplies\ Nontaxabl	N
64-390-000-0000-6403	14.99	Calculator	42974	Misc. Supplies	N
64-390-000-0000-6412	74.29	Cleaning Supplies	42974	Custodial Supplies	N
64-390-000-0000-6414	146.66	Shop supplies	42974	Maintenance Supplies	N
64-390-000-0000-6417	44.93	CONVIE- 19 Safety Supplies	42974	Safety Equipment & Supplies	N
64-390-000-0000-6566	20.00	Tool repairs	42974	Small Tools	N
64-390-000-0000-6859	25.78	Sales Tax	42974	Sales Tax	N
64-391-000-0000-6409	430.89	Two Way Radios	42974	Office Furniture & Equipment	N
64-391-000-0000-6412	81.95	Cleaning Supplies	42974	Custodial Supplies	N
64-391-000-0000-6414	95.78	Maintenance Supplies	42974	Maintenance Supplies	N
64-391-000-0000-6417	35.94	COVID- 19 Safety Supplies	42974	Safety Equipment & Supplies	N
64-391-000-0000-6566	44.97	Small Tools	42974	Small Tools	N
64-391-000-0000-6859	45.93	Sales Tax	42974	Sales Tax	N
131 Burggrafs Ace Hardware	1,165.66	16 Transactions			
672 Cardinal Health					
18-483-464-5122-6456	39.97	FP Meds- 17	3666034	Miscellaneous Operating Supplies	N
18-483-464-5122-6456	281.68	FP Meds Medroxypro, Naproxen17	3701584	Miscellaneous Operating Supplies	N
672 Cardinal Health	321.65	2 Transactions			
5515 Carlstrom/Darin					
03-320-000-0000-6331	48.88	Mileage		Mileage	N
5515 Carlstrom/Darin	48.88	1 Transactions			
5986 Carlstrom/Haylie					
03-330-000-0000-6303	125.00	Service	2	Other Repair, Maintenance & Operator	Y
03-340-000-0000-6303	150.00	Services	2	Other Repair, Maintenance & Operator	Y

DARCY
8/11/20 6:42PM
Public Works Fund

*** Polk County ***

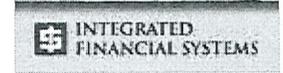


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>	
5986 Carlstrom/Haylie		275.00	2 Transactions		
12337 Cass County Sheriff's Dept					
01-091-000-0000-6261		26.00	Service Fee C Haddock	Sh#20005234	Service & Filing Fees N
12337 Cass County Sheriff's Dept		26.00	1 Transactions		
420 Central States Wire Products Inc					
64-391-000-0000-6833		2,955.88	Bale Wire	45819	Supplies N
420 Central States Wire Products Inc		2,955.88	1 Transactions		
6128 Cheryl's Cleaning Service					
48-396-000-0000-6345		700.00	July Cleaning	084298	Cleaning Agreement Y
64-390-000-0000-6345		910.00	Cleaning Services	84297	Cleaning Agreement Y
64-391-000-0000-6345		490.00	Cleaning Services	84297	Cleaning Agreement Y
6128 Cheryl's Cleaning Service		2,100.00	3 Transactions		
5181 Christian Brothers Ford Inc					
16-200-000-0000-6303		1,749.55	Services Many units		Other Repair & Maintenance N
5181 Christian Brothers Ford Inc		1,749.55	1 Transactions		
3627 Christian Motors Inc					
03-330-000-0000-6303		27.46	Supplies	C#P16119	Other Repair, Maintenance & Operator N
3627 Christian Motors Inc		27.46	1 Transactions		
8960 Church & Dwight Co Inc					
64-390-000-0000-6416		9,245.74	Chemicals- Sodium Bicarb	100007424	Boiler Chemicals/Salt N
8960 Church & Dwight Co Inc		9,245.74	1 Transactions		
4878 Code 4 Services Inc					
16-280-000-0000-6303		500.00	Services 2020 Trailer	5636	Other Repair & Maintenance N
16-280-000-0000-6607		1,756.08	Services 2020 Trailer	5636	Equipment N
16-280-000-0000-6611		500.00	Services 2020 Trailer	5636	Office Machines N
4878 Code 4 Services Inc		2,756.08	3 Transactions		
7548 Cole-Parmer Instrument Co					
64-390-000-0000-6418		150.00	Testing Equipment	2322825	Testing Equipment N

DARCY
8/11/20 6:42PM
Resource Recovery Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
<u>Amount</u>					
7548 Cole- Parmer Instrument Co		1 Transactions			
12759 Corona Services					
18- 493- 000- 0000- 6272	120.32	July Lawn care/ Lafromboise- 33		Services	Y
12759 Corona Services	120.32	1 Transactions			
12605 Crookston Building Center					
03- 330- 000- 0000- 6303	48.96	Supplies	A#2049	Other Repair, Maintenance & Operator	N
12605 Crookston Building Center	48.96	1 Transactions			
9749 Crookston Fuel Company					
65- 392- 000- 0000- 6561	1,866.35	Fuel	3157	Fuels	N
65- 393- 000- 0000- 6561	1,866.35	Fuel	3157	Fuels	N
9749 Crookston Fuel Company	3,732.70	2 Transactions			
12277 Crookston Paint & Glass					
01- 111- 197- 5555- 6412	420.00	4X8 Plex/crt#1	55389	Custodial Supplies	N
01- 111- 187- 5555- 6412	723.00	4X8 Plexi - Gov Center	55430	Custodial Supplies	N
01- 111- 187- 0000- 6204	56.21	Freight	55432	Freight Charges	N
01- 111- 187- 0000- 6412	150.00	Rolls Floor Protector	55432	Custodial Supplies	N
01- 111- 187- 0000- 6412	21.98	Rolls of Tape	55432	Custodial Supplies	N
12277 Crookston Paint & Glass	1,371.19	5 Transactions			
12047 Crookston Times					
01- 061- 000- 0000- 6241	722.52	Personnel Ads	Acct 923	Publishing - Advertising	N
01- 064- 519- 5555- 6241	225.90	Notice of Primary Elec 07/13	83	Publishing - Advertising	N
01- 064- 519- 5555- 6241	301.20	Sample Ballot Pub Primary	88	Publishing - Advertising	N
01- 064- 519- 5555- 6241	31.38	Notice of Public Accuracy	89	Publishing - Advertising	N
12047 Crookston Times	1,281.00	4 Transactions			
326 Crookston Township Treasurer					
03- 310- 000- 0000- 6525	780.00	Overbilled Calcium Chloride		Road Salt,Dust Chem.,Weed Chem.	N
326 Crookston Township Treasurer	780.00	1 Transactions			
4258 Custom Stripes Inc					
16- 200- 000- 0000- 6303	270.00	Unit 266 Markings & Graphics	1541	Other Repair & Maintenance	N

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Public Safety Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
<u>4258 Custom Stripes Inc</u>	<u>270.00</u>	<u>1 Transactions</u>			
13218 Dakota County Sheriff 16-200-000-0000-6272	70.00	Warrant Service	20000761	Services	N
13218 Dakota County Sheriff	70.00	1 Transactions			
2216 Dakota Wholesale Tire 16-200-000-0000-6303	522.48	Tires for Squad	495595	Other Repair & Maintenance	N
2216 Dakota Wholesale Tire	522.48	1 Transactions			
1267 Desrosier/Connie 01-064-000-0000-6331	16.56	Bank- Mail July- August		Mileage	N
1267 Desrosier/Connie	16.56	1 Transactions			
6752 Dessellier/Andrew 01-043-000-0000-6331	335.81	June & July 2020 Mileage		Mileage	N
01-043-000-0000-6805	80.93	Meals - Assessment Admin	St Cloud	Staff Education	N
6752 Dessellier/Andrew	416.74	2 Transactions			
41000 Diedrich/Don 01-001-000-0000-6331	69.00	July 2020 Mileage		Mileage	N
01-001-000-0000-6351	807.70	Medical Reimbursement	July 2020	Insurance	N
41000 Diedrich/Don	876.70	2 Transactions			
13950 Digi- Key Corporation 64-390-000-3041-6301	95.54	Parts	75174620	Machinery & Equip. Repairs	N
13950 Digi- Key Corporation	95.54	1 Transactions			
1722 Docu Shred Inc 01-091-000-0000-6360	20.00	Document Destruction	61126	Miscellaneous Charges	N
01-111-187-0000-6304	40.00	PC Admin Gov't Center	61111	Labor Charges	N
01-111-197-0907-6304	20.00	PCPH Crookston	61127	Labor Charges	N
1722 Docu Shred Inc	80.00	3 Transactions			
6692 Domson BG Service 03-330-000-0000-6303	1,775.00	Supplies	PI0000832	Other Repair, Maintenance & Operator	N

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Public Works Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
6692 Domson BG Service		1,775.00		1 Transactions	
4584 Donarski Brothers Inc					
03-310-000-0000-6505		69,568.96	Aggregate	7082020/32020	Aggregates,Sand,Patching Material N
4584 Donarski Brothers Inc		69,568.96		1 Transactions	
6693 Dude's Custom Seat Covers					
03-330-000-0000-6565		10.00	Equip Supplies	574330	Other Repair & Maintenance Supplies Y
6693 Dude's Custom Seat Covers		10.00		1 Transactions	
5081 Ecolab					
01-111-187-0000-6303		166.12	Gov't C Cockroach/rodent prog	9658558	other repair & maintenance non- count N
01-111-190-0000-6303		192.00	LEC Cockroach Rodent Prog	9658560	other repair/maintenance non- county N
01-111-189-0000-6303		167.92	Hwy- cockroach program	9658561	other repair/maintenance non- county N
01-111-198-0000-6303		209.15	Tri- county Corr cockroach prog	9658564	other repair & maintenance non- count N
5081 Ecolab		735.19		4 Transactions	
6347 Ellefson/Kurtis					
01-121-000-0000-6332		11.40	Meal during Veteran Transport		Reimbursed Meals N
6347 Ellefson/Kurtis		11.40		1 Transactions	
6757 Erdmann/Amy					
18-481-000-0000-6331		20.70	Staff Admin Mileage- 91		Mileage N
18-482-000-0000-6331		3.45	H/P Mileage- 51		Mileage N
18-483-464-0000-6331		10.35	F/P Mileage- 17		Mileage N
6757 Erdmann/Amy		34.50		3 Transactions	
14164 Erskine Echo					
01-041-000-0000-6241		117.00	1st Half Taxes Due	2455	Publishing - Advertising N
01-041-000-0000-6241		135.00	Delinquent Tax Lis Pub Insert	2457	Publishing - Advertising N
01-061-000-0000-6241		429.00	Personnel Ads	2457	Publishing - Advertising N
01-064-000-0000-6241		124.80	Notice of Offices to be filled	2455	Advertising N
01-064-519-5555-6241		117.00	Candidate filing ad	2455	Publishing - Advertising N
03-300-000-0000-6241		81.90	Advertising	2456	Publishing - Advertising N
14164 Erskine Echo		1,004.70		6 Transactions	
5060 Evenaire Systems Inc					

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Resource Recovery Fund

*** Polk County ***

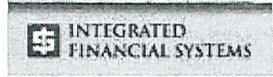


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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64-390-000-7120-6301		Repairs- #1 Secondary Chamber	12662	Machinery & Equip. Repairs	N
64-390-000-7220-6301		Repairs to #2 Secondary Chambe	12662	Machinery & Equip. Repairs	N
64-390-000-0000-6301		Repairs to Condensor	12663	Machinery & Equip. Repairs	N
5060 Evenaire Systems Inc		3 Transactions			
5857 Fargo Freightliner					
03-330-000-0000-6564	49.18	Parts	C#11860	Machinery Parts	N
5857 Fargo Freightliner	49.18	1 Transactions			
2302 Ferguson Enterprise Inc 3093					
64-390-000-0000-6305	823.54	Non Taxable Supplies/Parts	1972	Equipment Repair Supplies\ Nontaxabl	N
64-390-000-7140-6301	216.16	Repairs- #1 Boiler	1972	Machinery & Equip. Repairs	N
64-390-000-7240-6301	216.16	Repairs- #2 Boiler	1972	Machinery & Equip. Repairs	N
2302 Ferguson Enterprise Inc 3093	1,255.86	3 Transactions			
3510 Fertile Oil Company					
03-330-000-0000-6562	354.75	Lubricants	183942	Lubricants	N
3510 Fertile Oil Company	354.75	1 Transactions			
6500 Flaa/Patricia					
01-043-000-0000-6331	247.25	July 2020 Mllege		Mileage	N
6500 Flaa/Patricia	247.25	1 Transactions			
589 Fleet Supply					
01-111-197-0907-6412	12.58	Cable Ties/Maint supplies	74673	Custodial Supplies	N
03-330-000-0000-6303	105.51	Supplies	A#3952	Other Repair, Maintenance & Operator	N
03-330-000-0000-6564	3.19	Parts	A#3952	Machinery Parts	N
589 Fleet Supply	121.28	3 Transactions			
6523 Folz/Belinda					
03-330-000-0000-6303	200.00	Service	3824-21	Other Repair, Maintenance & Operator	Y
6523 Folz/Belinda	200.00	1 Transactions			
15276 Forx Radiator					
03-330-000-0000-6565	142.98	Repair	105942	Other Repair & Maintenance Supplies	N
15276 Forx Radiator	142.98	1 Transactions			

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Environmntal Services Fun

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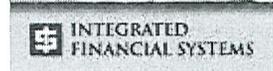
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
5202 Franks/Robert		36.80	Mileage	July-20	Mileage	N
5202 Franks/Robert		36.80	1 Transactions			
6479 FSSolutions		167.08	Pre-Employment Screens	FL00382894	Professional Services	N
01-061-000-0000-6272		110.70	Pre-Employment Screens	FL00388521	Professional Services	N
01-061-000-0000-6272		386.66	Prof Services	FL00382894	Services	N
03-300-000-0000-6272		664.44	3 Transactions			
6479 FSSolutions		664.44	3 Transactions			
7910 Fuel 'n Things		4.17	Windshield Washer Fluid		Other Repair & Maintenance	N
16-200-000-0000-6303		4.17	1 Transactions			
7910 Fuel 'n Things		4.17	1 Transactions			
5611 Gagner/Rolland		39.10	Mileage	July-20	Mileage	N
48-123-000-0000-6331		39.10	1 Transactions			
5611 Gagner/Rolland		39.10	1 Transactions			
2947 Galls LLC		274.29	TACSELL Accessories	15985074	Law Enforcement Supplies	N
16-200-000-0000-6454		63.99	Equipment Belt	15989174	Law Enforcement Supplies	N
16-200-000-0000-6454		184.80	2- Badges	16087585	Law Enforcement Supplies	N
16-200-000-0000-6454		15.99	Flashligh Holder	16102846	Law Enforcement Supplies	N
2947 Galls LLC		539.07	4 Transactions			
2865 Girdler/Kathy		1.73	H/P Mileage- 51		Mileage	N
18-482-000-0000-6331		1.73	1 Transactions			
2865 Girdler/Kathy		1.73	1 Transactions			
4627 Gopher State One Call		267.25	Prof Services	71309	Services	N
03-300-000-0000-6272		267.25	1 Transactions			
4627 Gopher State One Call		267.25	1 Transactions			
8990 Government Forms and Supplies		67.52	Marriage/Birth wallet shipping	322759	Freight Charges	N
01-101-000-0000-6204		320.00	Marriage Cert Wallets 500	322759	Stationery & Forms	N
01-101-000-0000-6402		410.00	Birth Cert Wallets 500	322759	Stationery & Forms	N
01-101-000-0000-6402						

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General Revenue Fund

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8990 Government Forms and Supplies		3 Transactions			
	797.52				
3819 Government Mgmt Group Inc					
01-149-000-0000-6272	5,000.00	2019 Cost Allocation plan	1948	Services	N
3819 Government Mgmt Group Inc	5,000.00	1 Transactions			
5998 GP Excavating LLC					
40-672-000-0000-6357	560.00	Ditch Work CD# 72	1020	Ditch Services	N
40-706-000-0000-6357	1,120.00	Ditch Work CD # 106	1023	Ditch Services	N
40-731-000-0000-6357	840.00	Ditch Work CD#131	1021	Ditch Services	N
40-740-000-0000-6357	1,120.00	Ditch Work CD# 140	1018/1019	Ditch Services	N
5998 GP Excavating LLC	3,640.00	4 Transactions			
2032 Grainger					
64-390-000-0000-6301	28.60	Air Hose for Equipment	280829311547	Machinery & Equip. Repairs	N
64-390-000-0000-6303	48.60	Building Supplies	829311547	Other Repair, Maintenance & Operator	N
64-390-000-0000-6417	192.78	Eye Wash Station	829311547	Safety Equipment & Supplies	N
2032 Grainger	269.98	3 Transactions			
4027 Grainger					
01-111-198-0000-6412	75.30	Adhesive Sealant	9596148883	Custodial Supplies	N
4027 Grainger	75.30	1 Transactions			
7555 Grove Mechanical Inc					
01-111-187-0000-6565	137.98	Parts Fabricated 3"X48"	209204	other repair/mnct County	N
03-330-000-0000-6303	1,569.70	Service	36607-6/607-2	Other Repair, Maintenance & Operator	N
7555 Grove Mechanical Inc	1,707.68	2 Transactions			
5498 Handyman's Inc					
64-390-000-7140-6301	201.44	#1 Boiler parts	484	Machinery & Equip. Repairs	N
64-390-000-7240-6301	201.44	#2 Boiler parts	484	Machinery & Equip. Repairs	N
5498 Handyman's Inc	402.88	2 Transactions			
6802 Hansen/April					
16-200-000-0000-6207	11.22	Meal Reimb for Transport		Prisoner Conveyance - Meals	N
16-200-000-0000-6207	37.68	Meal Reimb for Transport		Prisoner Conveyance - Meals	N

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6802 Hansen/April		48.90	2 Transactions		
5619 Hardware Hank Crookston					
01-111-197-0000-6414		49.98	Wall Clock/Round up	52402/2	Maintenance Supplies N
01-111-197-0000-6566		32.11	cut off wheel/tool	52402/2	Small Tools N
01-111-000-0000-6414		11.18	Spray paint	52479/2	Maintenance Supplies N
01-111-000-5555-6414		7.19	Quick snaps/flags	52583/2	Maintenance Supplies N
01-111-197-0000-6414		275.88	Wall Clocks	52583/2	Maintenance Supplies N
03-330-000-0000-6303		151.96	Supplies	C#7751	Other Repair, Maintenance & Operatio N
65-392-000-0000-6414		29.58	Maintenance Supplies	7752	Maintenance Supplies N
65-392-000-0000-6417		17.97	COVID-19 Safety Supplies	7752	Safety Equipment & Supplies N
65-392-000-0000-6566		199.99	Small Tools	7752	Small Tools N
65-392-000-0000-6859		16.36	Sales Tax	7752	Sales Tax N
65-392-000-0000-6859		1.28	COVID-19 Sales tax	7752	Sales Tax N
5619 Hardware Hank Crookston		793.48	11 Transactions		
6597 Hawkes Manufacturing Inc					
03-330-000-0000-6565		970.00	Painting	29418	Other Repair & Maintenance Supplies N
6597 Hawkes Manufacturing Inc		970.00	1 Transactions		
9753 Horak/Garrett					
48-524-000-0000-6331		718.75	Mileage	July-20	Mileage N
9753 Horak/Garrett		718.75	1 Transactions		
6853 Hove/Ralph & Geraldine					
03-320-000-0000-6806		455.00	Temp Easement 060-603-009		Right Of Way Y
6853 Hove/Ralph & Geraldine		455.00	1 Transactions		
6256 Hruby/Megan					
18-484-491-0000-6272		217.32	July Peer Grp Svcs-108		Professional Services Y
18-484-491-0000-6403		35.00	July Phone-108		Misc. Supplies Y
6256 Hruby/Megan		252.32	2 Transactions		
6255 Hudon/Meghan					
18-484-491-0000-6272		396.51	July Peer Grp Svcs-108		Professional Services Y
18-484-491-0000-6403		35.00	July Phone-108		Misc. Supplies Y
18-484-491-0000-6403		22.57	Supplies-108		Misc. Supplies Y

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Public Health Fund

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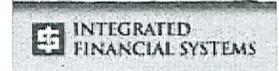


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6255 Hudon/Meghan		454.08 3 Transactions			
4860 Hugo's #4					
01-093-097-0000-6361		75.00 Food Vic St v A Thompson	2811554	Direct Client Assitance	N
4860 Hugo's #4		75.00 1 Transactions			
6422 Hwy 2 Car Wash					
16-211-000-0000-6272		10.00 2 car washes		Professional Services	N
6422 Hwy 2 Car Wash		10.00 1 Transactions			
5731 Inmate Services Corporation					
16-200-000-0000-6209		1,325.00 Prisoner Conveyance	27231	Prisoner Conveyance - Transport Servi	N
5731 Inmate Services Corporation		1,325.00 1 Transactions			
6319 Innovative Office Solutions LLC					
01-063-000-0000-6402		44.64 Office supplies	3029819	Office Supplies	N
01-063-000-0000-6402		132.20 Office supplies	3036020	Office Supplies	N
01-063-000-0000-6402		97.53 Office supplies	3036050	Office Supplies	N
01-063-000-0000-6402		20.80 Office supplies	3037191	Office Supplies	N
01-064-519-5555-6402		45.52 Paper AB Special instructions	3029945	Office Supplies	N
01-064-519-5555-6402		67.86 Labels for AB's	3029945	Office Supplies	N
6319 Innovative Office Solutions LLC		408.55 6 Transactions			
9775 J & R Wastewater Inc					
03-310-000-0000-6520		500.00 Clean Catch Basin	785	Culverts	N
9775 J & R Wastewater Inc		500.00 1 Transactions			
8809 J & S Gravel Inc					
03-310-000-0000-6525		13,342.42 Gravel	23688/23722	Road Salt,Dust Chem.,Weed Chem.	N
40-731-000-0000-6357		1,024.00 Ditch Work CD#131	23723	Ditch Services	N
8809 J & S Gravel Inc		14,366.42 2 Transactions			
6372 Jacobson/Gerald A					
01-001-000-0000-6331		57.50 July 2020 - Mileage	July	Mileage	N
01-001-000-0000-6351		394.30 Medical Reimbursement	July 2020	Insurance	N
6372 Jacobson/Gerald A		451.80 2 Transactions			

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Public Health Fund

*** Polk County ***

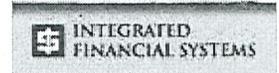


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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	Amount				
6257 Jager/Tiffany		July Peer Grp Svcs- 108		Professional Services	Y
18- 484- 491- 0000- 6272	76.26				
18- 484- 491- 0000- 6272	35.00	July Phone- 108		Professional Services	Y
6257 Jager/Tiffany	111.26	2 Transactions			
19205 Jim's Quality Floor Service		July Floors/Cleaning	870261	Cleaning Agreement	Y
48- 123- 000- 0000- 6345	355.26				
48- 395- 000- 0000- 6345	394.74	July Floors/Cleaning	870261	Cleaning Agreement Account	Y
19205 Jim's Quality Floor Service	750.00	2 Transactions			
5630 John Deere Financial		Parts	A#6002442	Machinery Parts	N
03- 330- 000- 0000- 6564	2,132.75				
5630 John Deere Financial	2,132.75	1 Transactions			
999999900 Johnson/Neil		ROW Permit Refund #14990		Misc. License's & Permits	N
03- 300- 000- 0000- 6367	200.00				
999999900 Johnson/Neil	200.00	1 Transactions			
6087 Jones/Annalee		Mileage for July 2020		Mileage	N
01- 043- 000- 0000- 6331	109.83				
6087 Jones/Annalee	109.83	1 Transactions			
5899 Jore/Paul		Mileage	July- 20	Mileage	N
48- 123- 000- 0000- 6331	49.45				
5899 Jore/Paul	49.45	1 Transactions			
1787 Jsb Engineered Solutions		RO System Valve	13023	Machinery & Equip. Repairs	N
64- 390- 000- 0000- 6301	1,446.22				
1787 Jsb Engineered Solutions	1,446.22	1 Transactions			
1096 K & L Inc		Repairs #2 Hydraulics	72063	Machinery & Equip. Repairs	N
64- 390- 000- 0000- 6301	877.45				
64- 391- 000- 0000- 6301	420.00	Trommel Parts	72062	Machinery & Equipment	N
1096 K & L Inc	1,297.45	2 Transactions			
6671 Kiesler's Police Supply Inc		Handguns	138991	Equipment	N
16- 200- 000- 0000- 6607	186.20				

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6671 Kiesler's Police Supply Inc		Department Handgun 2 Transactions	139138	Equipment	N
6068 KKCQ- FM		- Environmental Minute 1 Transactions	2523	Ed Supplies	N
1036 KROX- AM		Personnel Ads July Public Hlth Ads- 91 July C&TC Hlth Ads- 19 - Environ Minute - HHW Ads TS Operator Ads 6 Transactions	Acct 809 06202007116732 01972000711630 235 235 235	Publishing - Advertising Publishing - Advertising Publishing - Advertising Ed Supplies Ed Supplies Publishing - Advertising	N N N N N N
2194 Kurita America Inc		Boiler Chemicals 1 Transactions	10842000	Boiler Chemicals/Salt	N
4163 Kustom Kollision LLC		Unit 224 - Repairs 1 Transactions	12939	Other Repair & Maintenance	Y
5697 Laminator.com		Laminating Film - 122 1 Transactions	244245	Misc. Supplies	N
9774 Landsverk/Jean Marie		Temp Easement 060- 603- 009 1 Transactions		Right Of Way	N
3350 Landsverk/Mark		Region 8 Dues July 2020 Mileage 2 Transactions		Registration Fees Mileage	N N

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General Revenue Fund

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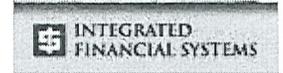


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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
5770 Lee/Joan		Mileage July 2020		Mileage	N
		1 Transactions			
5770 Lee/Joan		70.15			
		70.15			
5285 Lehmann/Codi		COVID- 19 Response Mileage- 122		Mileage	N
		CTC Grant Mileage- 19		Mileage	N
		2 Transactions			
5285 Lehmann/Codi		27.60			
		65.55			
		93.15			
1088 Lepier Oil Company Inc		Gas for Pickup	607	Fuels	N
		1 Transactions			
1088 Lepier Oil Company Inc		53.31			
		53.31			
6831 Lepier Tire & Auto		Services Unit 223	3285	Other Repair & Maintenance	N
		1 Transactions			
6831 Lepier Tire & Auto		60.00			
		60.00			
6803 Lundeen/Cole		Meal Reimb Transport		Prisoner Conveyance - Meals	N
		1 Transactions			
6803 Lundeen/Cole		11.52			
		11.52			
22811 Makin/Stephanie		Mileage - Interviews		Mileage	N
		1 Transactions			
22811 Makin/Stephanie		51.75			
		51.75			
6890 Matson/Gerald & Helen		Temp Easement 060- 603- 009		Right Of Way	Y
		1 Transactions			
6890 Matson/Gerald & Helen		450.00			
		450.00			
6849 Matson/Sheldon & Judy		Temp Easement 060- 603- 009		Right Of Way	Y
		1 Transactions			
6849 Matson/Sheldon & Judy		370.00			
		370.00			
5315 Mayo Manufacturing Co		Equipment Parts	78830	Machinery & Equipment	N
		1 Transactions			
5315 Mayo Manufacturing Co		2,660.12			
		2,660.12			

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General Revenue Fund

***** Polk County *****

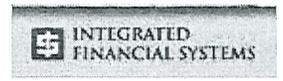


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3320 MCCC Lockbox					
01- 046- 000- 0000- 6265		2020 3rd Qtr Paymate support	2007083	Data Processing (Software)	N
3320 MCCC Lockbox		1 Transactions			
22726 MCCC MI 33					
18- 481- 000- 0000- 6265		3rd Qtr Jul 1 - Sept 30 - 91	2007084	Data Processing (Software)	N
18- 481- 000- 0000- 6265		Lynda.com 1 year renewal- 91	2007154	Data Processing (Software)	N
22726 MCCC MI 33		2 Transactions			
6030 McKesson Medical Surgical					
18- 481- 519- 5110- 6403		Antiseptic,Avagardsanitizer122	65138814	Misc. Supplies	N
18- 483- 464- 0000- 6403		Sound, Uterine- 17	09756720	Misc. Supplies	N
18- 483- 464- 0000- 6403		Preg.Test,CaltrateTab,TheraTab	71217035	Misc. Supplies	N
6030 McKesson Medical Surgical		3 Transactions			
6889 McMaster Carr Supply Co					
64- 390- 000- 0000- 6301		Parts for Equipment	212774300	Machinery & Equip. Repairs	N
6889 McMaster Carr Supply Co		1 Transactions			
5893 McNeilus Steel Inc					
64- 390- 000- 0000- 6301		Equipment Materials	0203309	Machinery & Equip. Repairs	N
5893 McNeilus Steel Inc		1 Transactions			
4429 MN Counties Intergov'l Trust					
01- 124- 000- 0000- 6351		Add Motor Grader - Equipment	4270	Insurance	N
4429 MN Counties Intergov'l Trust		1 Transactions			
2182 Mn Dept Of Transportation					
03- 320- 000- 0000- 6272		Material Testing 60- 603- 007	P00011855	Services	N
03- 320- 000- 0000- 6272		Material Testing 060- 603- 009	P00011855	Services	N
03- 320- 000- 0000- 6272		Material Testing 60- 610- 013	P00011855	Services	N
2182 Mn Dept Of Transportation		3 Transactions			
4502 MNCVSO Assistants					
01- 121- 000- 0000- 6243		2020 Membership Dues		Membership Dues	N
4502 MNCVSO Assistants		1 Transactions			

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Public Safety Fund

*** Polk County ***

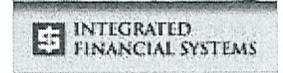


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES Page 20

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		Amount			
6815 Moreno/Michael					
16-200-000-0000-6207		29.58		Prisoner Conveyance - Meals	N
6815 Moreno/Michael		29.58		1 Transactions	
22571 Morris Electronics Inc					
01-065-000-0000-6265		2,055.00	20158235	Data Processing (Software)	N
01-065-000-5555-6265		822.00	20158235	Data Processing (Software)	N
01-065-000-0000-6265		8,520.86	20158385	Data Processing (Software)	N
22571 Morris Electronics Inc		11,397.86		3 Transactions	
6701 Munter/Joann					
18-482-000-0000-6403		21.82		Misc. Supplies	N
6701 Munter/Joann		21.82		1 Transactions	
277 Napa Crookston Welding					
01-111-187-0000-6412		21.42	003296	Custodial Supplies	N
01-111-193-0000-6412		6.98	003747	Custodial Supplies	N
03-330-000-0000-6303		151.81	A#4917	Other Repair, Maintenance & Operator	N
03-330-000-0000-6564		200.19	A#4917	Machinery Parts	N
16-200-000-0000-6204		19.59	003437	Freight Charges	N
16-200-000-0000-6204		15.38	004059	Freight Charges	N
16-200-000-0000-6403		250.91	004629	Misc. Supplies	N
65-392-000-0000-6301		5.94	04921	Machinery & Equipment	N
65-392-000-0000-6414		102.90	04921	Maintenance Supplies	N
277 Napa Crookston Welding		775.12		9 Transactions	
23613 Nephew/Doug					
18-493-000-0000-6272		160.00		Services	Y
23613 Nephew/Doug		160.00		1 Transactions	
6066 Northdale Oil Inc					
64-391-000-0000-6561		2,143.58	21214	Fuels	N
6066 Northdale Oil Inc		2,143.58		1 Transactions	
23165 Northern Fire Equipment Servic					
01-111-176-0000-6303		36.00	21862	other repair & maintenance	N
64-390-000-0000-6417		174.50	22035	Safety Equipment & Supplies	N

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Resource Recovery Fund

*** Polk County ***

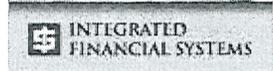


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
23165 Northern Fire Equipment Servic		210.50	2 Transactions			
23293 Northern Lumber						
01-111-197-5555-6412		16.85	2X4 8' / Maint supplies	228679	Custodial Supplies	N
23293 Northern Lumber		16.85	1 Transactions			
6124 Northern Propane						
03-330-000-0000-6253		712.50	Propane Heating	48765	Natural Gas & Heating Fuel	N
03-330-000-0000-6562		524.70	Lubricants	48895	Lubricants	N
6124 Northern Propane		1,237.20	2 Transactions			
2972 Northern Safety Co Inc						
64-390-000-0000-6417		445.04	COVID- 19 Safety Supplies	7583347	Safety Equipment & Supplies	N
64-390-000-0000-6859		31.73	Sales Tax COVID- 19	7583347	Sales Tax	N
64-391-000-0000-6417		825.50	CONVID 19 Safety Supplies	7583347	Safety Equipment & Supplies	N
64-391-000-0000-6859		58.82	Sales Tax COVID- 19	7583347	Sales Tax	N
2972 Northern Safety Co Inc		1,361.09	4 Transactions			
12654 Northern Sky Bank						
01-044-000-0000-6360		129.62	Deposit Ticket Order	80420	Miscellaneous Charges	N
12654 Northern Sky Bank		129.62	1 Transactions			
999999900 Novacek/Paul						
03-300-000-0000-6367		200.00	Refund ROW Permit # 15960		Misc. License's & Permits	N
999999900 Novacek/Paul		200.00	1 Transactions			
24224 Oakes/Melanie						
01-043-000-0000-6331		607.78	July 2020 Mileage		Mileage	N
01-043-000-0000-6403		49.22	Ink for Printer		Misc. Supplies	N
01-043-000-0000-6805		67.86	Assessment Admin class	St Cloud	Staff Education	N
24224 Oakes/Melanie		724.86	3 Transactions			
1806 Office Depot						
18-481-000-0000-6403		95.03	Office Supplies- 91	106749656001	Misc. Supplies	N
1806 Office Depot		95.03	1 Transactions			
1431 Office Supplies Plus						

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General Revenue Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
01- 551- 000- 0000- 6402		Credit memo - paper	1343CM	Stationery & Forms	N
01- 551- 000- 0000- 6402		Envelopes/Paper	37417	Stationery & Forms	N
01- 551- 000- 0000- 6402		Paper	37572	Stationery & Forms	N
1431 Office Supplies Plus		3 Transactions			
4879 Ohio Calibration Laboratories					
16- 200- 000- 0000- 6204		Shipping	28297	Freight Charges	N
16- 200- 000- 0000- 6303		Microwave Assembly	28297	Other Repair & Maintenance	N
4879 Ohio Calibration Laboratories		2 Transactions			
1004 Oian/Wesly					
01- 043- 000- 0000- 6331		June & July Mileage		Mileage	N
1004 Oian/Wesly		1 Transactions			
1546 Olson & Sons Excavating					
40- 665- 000- 0000- 6357		Ditch Work CD#65	5827	Ditch Services	Y
40- 672- 000- 0000- 6357		Ditch Work CD#72	5828	Ditch Services	Y
1546 Olson & Sons Excavating		2 Transactions			
9777 Olson/Darcie					
01- 091- 000- 0000- 6264		Transcript Plea Hrg Sundquist		Transcripts	Y
9777 Olson/Darcie		1 Transactions			
4724 Olson/Stephanie					
18- 484- 000- 0000- 6331		WIC Admin Mileage- 25		Mileage	N
18- 484- 000- 0000- 6367		Dietician License Renewal- 25		Misc. License's & Permits	N
4724 Olson/Stephanie		2 Transactions			
6165 Omega Laboratories Inc					
18- 482- 000- 0000- 6272		(8) Hair Follicle Testing- 51	180607- 2020	Services	N
6165 Omega Laboratories Inc		1 Transactions			
6321 Ophus/Judy					
18- 483- 466- 0000- 6331		NFP Exp Grant Mileage- 114		Mileage	N
6321 Ophus/Judy		1 Transactions			
6970 OSEN/BRITTNEY					

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Public Health Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
18-483-466-0000-6331		25.88		Mileage	N
6970 OSEN/BRITTNEY		25.88			
4850 Pahlen/William					
03-310-000-0000-6417		526.95		Safety Equipment & Supplies	N
03-310-000-0000-6417		183.37		Safety Equipment & Supplies	N
4850 Pahlen/William		710.32			
25336 Palmer Masonry & Concrete					
03-310-000-0000-6303		21,860.01	119839	Other Repair, Maintenance & Operator	N
25336 Palmer Masonry & Concrete		21,860.01			
3357 Pbbs Equipment Corporation					
64-390-000-0000-6301		1,053.39	537847	Machinery & Equip. Repairs	N
3357 Pbbs Equipment Corporation		1,053.39			
1827 Pederson/Keith					
18-493-000-0000-6272		90.24		Services	Y
18-493-000-0000-6272		150.40		Services	Y
1827 Pederson/Keith		240.64			
1741 Pemberton Law PLLP					
01-061-000-0000-6272		5,399.50	Stmt 6	Professional Services	Y
1741 Pemberton Law PLLP		5,399.50			
1214 Peterson Sheet Metal Inc					
64-390-000-0000-6272		2,174.67	94736	Services	N
1214 Peterson Sheet Metal Inc		2,174.67			
6478 PetroChoice					
65-392-000-0000-6562		935.08	50288222	Lubricants	N
65-392-000-0000-6859		24.50	50288222	Sales Tax	N
65-393-000-0000-6562		519.60	50288368	Lubricants	N
65-393-000-0000-6859		37.02	50288368	Sales Tax	N
6478 PetroChoice		1,516.20			
5263 Phillips/Arlet					

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Environmntal Services Fun

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5263 Phillips/Arlet		Mileage 1 Transactions	July- 20	Mileage	N
5070 Pioneer Research Corporation		Enviro Pro 1 Transactions	258306	Other Repair, Maintenance & Operator	N
5070 Pioneer Research Corporation					
4611 Pitney Bowes Global		Postage Machine Rental 4th Qtr 1 Transactions	3104104183	Postage & Box Rent	N
4611 Pitney Bowes Global					
9172 Polk County					
48-396-000-0000-6301		- Straps - Rec Bins	20-6045	Machinery & Equipment	N
48-396-000-0000-6302		- Snow Removal	20-6045	Grounds	N
48-396-000-0000-6561		Fuel	20-6045	Fuels	N
48-396-000-0000-6562		Grease	20-6045	Lubricants	N
48-396-000-0000-6565		- Rubber Mallet	20-6045	Other Repair & Maintenance Supplies	N
48-396-000-0000-6859		Tax	20-6045	Sales Tax	N
48-396-000-5555-6417		- C-19 Face Msks/Therm/Glovs	20-6045	Safety Equipment & Supplies	N
48-396-000-5555-6859		C-19 Tax	20-6045	Sales/Use Tax	N
9172 Polk County		8 Transactions			
7726 Polk County Environmental Services					
25-830-000-0000-6360		2019 Tax Forfeit Expense	Remaining	Miscellaneous Charges	N
64-390-000-0000-6331		Mileage Reimburse COVID-19	Jon	Mileage	N
65-392-000-0000-6331		Mileage Reimburse	Jon	Mileage	N
7726 Polk County Environmental Services		3 Transactions			
1606 Polk County Highway Department					
01-111-000-0000-6561		Unit 9714 Toyota 07/01/2020 07/31/2020		Fuels	N
01-111-000-0000-6561		Unit 103 2008F350 07/01/2020 07/31/2020		Fuels	N
01-111-000-0000-6561		Unit 103 2008F350 07/01/2020 07/31/2020		Fuels	N
01-111-000-0000-6561		Unit 2020 07/01/2020 07/31/2020		Fuels	N
01-111-000-0000-6561		Unit 20204		Fuels	N

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 General Revenue Fund

*** Polk County ***

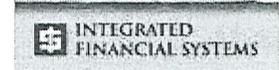


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES Page 25

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
01-111-000-0000-6561		165.38	07/01/2020 07/31/2020	Fuels	N
01-111-000-0000-6561		125.20	07/01/2020 07/31/2020	Fuels	N
01-111-000-0000-6561		40.08	07/01/2020 07/31/2020	Fuels	N
01-122-000-0000-6561		36.04	MM - fuel	Fuels	N
01-140-000-0000-6303		2,060.15	Fuel & Services	7- 34 Other Repair, Maintenance & Operatio	N
01-520-000-0000-6303		3,436.34	Services	7- 26 Other Repair, Maintenance & Operatio	N
01-521-000-0000-6303		60.64	Services	7- 26 Other Repair, Maintenance & Operatio	N
01-525-000-0000-6303		739.65	Services	7- 31 Other Repair, Maintenance & Operatio	N
16-200-000-0000-6205		611.86	Transports - Fuel	Prisoner Conveyance - Mileage & Airfa	N
16-200-000-0000-6561		3,469.82	SO- Diesel	Fuels	N
16-200-000-0000-6561		86.18	Security - fuel	Fuels	N
16-200-000-0000-6265		10,000.00	Eagleview - PCSO Share	7- 25- 20 Data Processing (Software)	N
16-211-000-0000-6561		19.64	Fossto - Fuel	Fuels	N
16-280-000-5555-6403		187.65	COVID Safety Glasses	2546836 Misc. Supplies	N
48-123-000-0000-6272		10,000.00	PZ Pictometry Pmt	7- 23- 20 Services	N
48-123-000-0000-6272		30,000.00	BUFFER Pictometry Pmt	7- 24- 20 Services	N
48-398-000-0000-6561		767.09	July Fuel	7- 36- 20 Fuels	N
65-392-000-0000-6561		66.07	Gasoline	7- 33- 20 Fuels	N
65-392-000-0000-6302		1,750.00	Calcium Chloride	CC 2020- 58 Grounds	N
65-393-000-0000-6302		1,750.00	Calcium Chloride	CC 2020- 58 Grounds	N
1606 Polk County Highway Department		65,858.03	25 Transactions		
6416 Polk County IS Department					
48-123-000-0000-6404		166.18	- Conf Room Cables	IS- 20082 Data Processing Supplies	N
48-395-000-0000-6404		166.19	- Conf Room Cables	IS- 20082 Data Processing Supplies	N
6416 Polk County IS Department		332.37	2 Transactions		
565 Polk County Recorder					
48-123-000-0000-6403		92.00	- Block/LaPlante CUP Reso	150289 Misc. Supplies	N
48-123-000-0000-6403		138.00	- Olsn/Holm/Minnkota CUP Reso	150681 Misc. Supplies	N
565 Polk County Recorder		230.00	2 Transactions		
25531 Polk County Transfer Station					
01-111-190-0000-6254		65.08	Bypass	17721 Other Utilities	N

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General Revenue Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
01-111-190-0000-6859		Tax	17721	Sales/Use Tax	N
01-111-187-0000-6254		Fluorescents 4' & under	17734	Other Utilities	N
01-111-187-0000-6254		Demolition	17777	Other Utilities	N
01-111-187-0000-6859		demo tax	17777	Sales/Use Tax	N
01-111-187-0000-6254		Demolition	17784	Other Utilities	N
01-111-187-0000-6859		Demo tax	17784	Sales/Use Tax	N
03-330-000-0000-6303		Service	17227	Other Repair, Maintenance & Operator	N
25531 Polk County Transfer Station		8 Transactions			
9765 Powerplan OIB					
03-330-000-0000-6564		Parts	A#3952006	Machinery Parts	N
9765 Powerplan OIB		1 Transactions			
5201 Powers/Mike					
48-123-000-0000-6331		Mileage	July-20	Mileage	N
5201 Powers/Mike		1 Transactions			
3990 Praxair Distribution Inc					
65-392-000-0000-6565		Shop Supplies	71742172	Other Repair & Maintenance Supplies	N
65-392-000-0000-6859		Sales Tax	71742172	Sales Tax	N
3990 Praxair Distribution Inc		2 Transactions			
1686 Premier Specialty Vehicles Inc					
16-122-000-0000-6403		Ambulance Cot Unit 268	4924	Misc. Supplies	N
16-200-000-0000-6403		Ambulance Cot Unit 268	4924	Misc. Supplies	N
1686 Premier Specialty Vehicles Inc		2 Transactions			
5738 Pro West & Associates Inc					
01-102-000-5555-6272		Data Services for COVID Hub	4408	Professional Services	N
5738 Pro West & Associates Inc		1 Transactions			
5799 Productivity Plus Account					
03-330-000-0000-6303		Supplies	A#3367094	Other Repair, Maintenance & Operator	N
03-330-000-0000-6564		Parts	A#3367094	Machinery Parts	N
03-330-000-0000-6565		Services	A#3367094	Other Repair & Maintenance Supplies	N
5799 Productivity Plus Account		3 Transactions			

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General Revenue Fund

*** Polk County ***

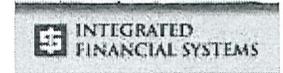
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1626 Proulx Refrigeration					
01- 111- 197- 0000- 6304		94.00	Labor	12042	Labor Charges N
01- 111- 198- 0000- 6304		117.50	Labor/Jail Kitchen	12055	Labor Charges N
1626 Proulx Refrigeration		211.50	2 Transactions		
3525 PS Garage Doors					
03- 330- 000- 0000- 6303		342.22	Service	C#108495	Other Repair, Maintenance & Operator N
3525 PS Garage Doors		342.22	1 Transactions		
4993 Quill Corporation					
64- 390- 000- 0000- 6412		514.20	TP/Pull Towels/Trash Bags	3189600	Custodial Supplies N
64- 390- 000- 0000- 6859		36.64	Sales tax	3189600	Sales Tax N
4993 Quill Corporation		550.84	2 Transactions		
6171 R & S Northeast LLC					
18- 483- 464- 5122- 6456		205.65	FP contraceptives- 17	247841	Miscellaneous Operating Supplies N
18- 483- 464- 5122- 6456		266.70	FP contraceptives- 17	252182	Miscellaneous Operating Supplies N
6171 R & S Northeast LLC		472.35	2 Transactions		
3880 RDO Truck Centers					
03- 330- 000- 0000- 6564		405.69	Parts	A#G112000	Machinery Parts N
3880 RDO Truck Centers		405.69	1 Transactions		
7102 Red Lake County Co Op					
65- 392- 000- 0000- 6253		25.00	Propane tank rental	44373	Gas N
65- 393- 000- 0000- 6253		25.00	Propane tank rental	44373	Natural Gas & Heating Fuel N
7102 Red Lake County Co Op		50.00	2 Transactions		
1768 Red River Valley					
03- 320- 000- 0000- 6272		1,500.00	Hwy C#060- 599- 279	303	Services N
1768 Red River Valley		1,500.00	1 Transactions		
2163 Regents Of The Univ Of Mn					
01- 551- 000- 0000- 6104		3,211.04	Temp Support Staff Reimb	300025473	Other Salaries N
01- 551- 000- 0000- 6403		152.00	Printed Envelopes	460007148	Misc. Supplies N
2163 Regents Of The Univ Of Mn		3,363.04	2 Transactions		

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General Revenue Fund

*** Polk County ***

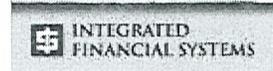


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
Amount					
27202 Regional Sanitation Service Inc					
01- 520- 000- 0000- 6303		450.83 Services	A#262	Other Repair, Maintenance & Operator	N
01- 520- 000- 0000- 6859		84.24 Sales Tax	A#262	Sales Tax	N
48- 396- 000- 0000- 6371		280.00 - Jun- Jul Iron Haul	70011	Hauling Charges	N
27202 Regional Sanitation Service Inc		815.07 3 Transactions			
27602 Remme/Nathan					
18- 493- 000- 0000- 6272		60.16 May Lawn Care/ Alcozar- 33		Services	N
18- 493- 000- 0000- 6272		60.16 May Lawn Care/ Jaffee- 33		Services	N
18- 493- 000- 0000- 6272		60.16 May lawn care/Wagoner- 33		Services	N
18- 493- 000- 0000- 6272		60.16 June lawn care/Wagoner- 33		Services	N
18- 493- 000- 0000- 6272		60.16 July Lawn Care / Wagoner- 33		Services	N
18- 493- 000- 0000- 6272		45.12 May Lawn Care/ Opperud- 33		Services	N
18- 493- 000- 0000- 6272		60.16 June Lawn Care/ Opperud- 33		Services	N
18- 493- 000- 0000- 6272		60.16 July Lawn Care/ Opperud- 33		Services	N
27602 Remme/Nathan		466.24 8 Transactions			
27317 Richards Publishing					
01- 061- 000- 0000- 6241		260.25 Personnel Ads	537584	Publishing - Advertising	N
01- 061- 000- 0000- 6241		78.00 Personnel Ads	537715	Publishing - Advertising	N
01- 061- 000- 0000- 6241		271.25 Personnel Ads	537734	Publishing - Advertising	N
01- 061- 000- 0000- 6241		301.50 Personnel Ads	537908	Publishing - Advertising	N
01- 064- 000- 0000- 6241		144.00 Pub- Notice 2020 Primary	00537583	Advertising	N
01- 064- 000- 0000- 6241		128.25 Pub- Notice 2020 PrimaryBallot	00537861	Advertising	N
16- 280- 296- 0000- 6241		31.50 Canary Display ADs	6644	Publishing - Advertising	N
48- 123- 000- 0000- 6232		37.50 Olson Notice	537477	Publishing	N
48- 123- 000- 0000- 6232		37.50 Holm Notice	537477	Publishing	N
48- 123- 000- 0000- 6232		25.00 Minnkota Notice	537477	Publishing	N
48- 123- 000- 0000- 6232		22.50 Altendorf Notice	537477	Publishing	N
27317 Richards Publishing		1,337.25 11 Transactions			
1084 Riverview Healthcare Assoc					
03- 300- 000- 0000- 6272		134.00 Prof Services	G#30013128	Services	Y
1084 Riverview Healthcare Assoc		134.00 1 Transactions			
2346 RJ Zavoral & Sons Inc					
65- 392- 000- 0000- 6607		36,613.58 Leachate System - MSW Phase 9	2979	Equipment	N
65- 392- 000- 0000- 6607		28,039.92 Installation of Leachate Syste	2980	Equipment	N

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Landfill Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
2346 RJ Zavoral & Sons Inc		64,653.50		2 Transactions	
6529 Road Machinery and Supplies Co.					
64- 390- 000- 0000- 6301		923.51	Parts/Service to Sennebogen	POLKCO09	Machinery & Equip. Repairs N
6529 Road Machinery and Supplies Co.		923.51		1 Transactions	
999999900 Roth/Christian					
01- 520- 000- 0000- 6802		446.72	Refund Camping Fee		Refunds And Reimbursements N
999999900 Roth/Christian		446.72		1 Transactions	
27350 Roto- Rooter					
01- 111- 193- 0000- 6303		160.00	Service Call	76590	other repair & maintenance non- count N
01- 111- 193- 0000- 6331		75.00	Mileage	76590	Mileage N
01- 111- 187- 0000- 6303		160.00	Service Call	76663	other repair & maintenance non- count N
01- 111- 187- 0000- 6331		75.00	Mileage	76663	Mileage N
27350 Roto- Rooter		470.00		4 Transactions	
3803 Royal Tire					
03- 330- 000- 0000- 6563		23.76	Repair	C#306550	Tires, Tubes, Batteries & M.V. Parts N
3803 Royal Tire		23.76		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	
6728 Sandberg/Erik					
48- 397- 000- 0000- 6417		74.99	- Steel Toe Boots	Fleet 7/24	Safety Equipment & Supplies N
48- 398- 000- 0000- 6417		75.00	- Steel Toe Boots	Fleet 7/24	Safety Equipment & Supplies N
6728 Sandberg/Erik		149.99		2 Transactions	
357 Sannes Jr/Kenneth					
03- 310- 000- 0000- 6367		15.00	CDL License		Misc. License's & Permits N
03- 310- 000- 0000- 6417		107.17	Clothing/Tool Allowance		Safety Equipment & Supplies N
357 Sannes Jr/Kenneth		122.17		2 Transactions	
5785 Satrom/Bethany					

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Public Health Fund

*** Polk County ***

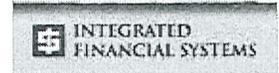


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name	
5785 Satrom/Bethany		27.60	SHIP Grant Mileage- 74	Mileage	N
		27.60	1 Transactions		
6928 Schmitz/Elizabeth					
01- 520- 000- 0000- 6303		37.95	Mileage	Other Repair, Maintenance & Operator	N
01- 520- 000- 0000- 6303		37.95	Mileage	Other Repair, Maintenance & Operator	N
6928 Schmitz/Elizabeth		75.90	2 Transactions		
3821 Schulz Carpeting					
01- 111- 187- 0000- 6303		5,382.50	Install Kardean 81T Break Room	7/24/2020	other repair & maintenance non- count N
01- 111- 187- 0000- 6304		337.50	Labor	7/24/2020	Labor Charges N
3821 Schulz Carpeting		5,720.00	2 Transactions		
6293 Schulz/Micheal					
48- 123- 000- 0000- 6331		31.63	Mileage	July- 20	Mileage N
6293 Schulz/Micheal		31.63	1 Transactions		
5647 SeaChange Printing & Marketing					
01- 064- 000- 0000- 6272		11,846.68	Mail Ballot 20 Primary Svs	33661- R	Services N
01- 064- 000- 0000- 6204		334.57	2020 Election Supplies freight	514553	Freight Charges N
01- 064- 000- 0000- 6402		2,430.40	MB Voter Postcard Notification	514553	Stationery & Forms N
01- 064- 000- 0000- 6402		11,980.00	2020 Election Supplies	514553	Stationery & Forms N
5647 SeaChange Printing & Marketing		26,591.65	4 Transactions		
4606 Seeger/Julie					
18- 482- 000- 0000- 6331		17.25	H/P Mileage- 51		Mileage N
4606 Seeger/Julie		17.25	1 Transactions		
28732 Service Pro Parts Inc.					
01- 520- 000- 0000- 6303		9.75	Supplies		Other Repair, Maintenance & Operator N
01- 521- 000- 0000- 6303		160.79	Supplies		Other Repair, Maintenance & Operator N
03- 330- 000- 0000- 6303		17.44	Supplies		Other Repair, Maintenance & Operator N
65- 393- 000- 0000- 6272		12.95	Parts for Lawn Equip	136143	Services N
65- 393- 000- 0000- 6859		0.92	Tax	136143	Sales Tax N
28732 Service Pro Parts Inc.		201.85	5 Transactions		
6713 Setco					

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Resource Recovery Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
64-391-000-0000-6301		Sennobogen Parts	217650	Machinery & Equipment	N
6713 Setco		1 Transactions			
		Amount			
		1,375.90			
		1,375.90			
16-200-000-0000-6403		Misc Supplies		Misc. Supplies	N
7750 Shafer/Nancy		1 Transactions			
		55.31			
		55.31			
01-521-000-0000-6303		Septic Services	2081	Other Repair, Maintenance & Operator	N
50027 Solid Bottom		1 Transactions			
		150.00			
		150.00			
03-300-000-0000-6367		ROW Permit Refund 14517		Misc. License's & Permits	N
999999900 Sollie/Larry		1 Transactions			
		200.00			
		200.00			
18-481-519-5110-6331		COVID- 19 Response Mileage- 122		Mileage	N
18-493-000-0000-6331		Care Coord Mileage- 33		Mileage	N
6046 Sonstelie/Jill		2 Transactions			
		6.90			
		13.23			
		20.13			
64-390-000-0000-6301		Building Supplies	326608	Machinery & Equip. Repairs	N
64-390-000-0000-6859		Sales Tax	326608	Sales Tax	N
9192 St Hilaire Supply Co		2 Transactions			
		96.00			
		6.60			
		102.60			
48-395-000-0000-6331		Mileage	July	Mileage	N
48-395-000-0000-6851		Mileage- RRF/LF Meetings	July	Remittance Of Revenue	N
48-395-000-0000-6851		COVID- 19 Mileage- bill out	July	Remittance Of Revenue	N
2306 Steiner/Jon		3 Transactions			
		57.79			
		423.48			
		175.38			
		656.65			
01-111-000-0000-6805		PH/Facilities Training Agrmnt	4009504677	Staff Education	N
4786 Stericycle Inc		1 Transactions			
		77.44			
		77.44			
16-200-000-0000-6332		Meal Reimb for training		Reimbursed Meals	N
6544 Stout/Benjamin					
		21.83			

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Public Safety Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

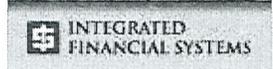


Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
6544 Stout/Benjamin		21.83		1 Transactions	
28463 Strandell/Warren					
01-001-000-0000-6331		57.50		July 2020 Mllege	Mileage N
01-001-000-0000-6351		336.20		Medical Reimbursement	Insurance N
28463 Strandell/Warren		393.70		2 Transactions	
7987 Streicher's					
16-200-000-0000-6454		270.00		LE Supplies	1442802 Law Enforcement Supplies N
7987 Streicher's		270.00		1 Transactions	
6623 Strutz/Sabrina					
16-200-000-0000-6207		2.05		Meal Reimb Transport	Prisoner Conveyance - Meals N
6623 Strutz/Sabrina		2.05		1 Transactions	
1923 Stuhaug Sanitation					
03-330-000-0000-6303		30.42		Service	112931 Other Repair, Maintenance & Operatio N
16-200-000-0000-6272		32.76		Dumpster Rental	112113,112778 Services N
1923 Stuhaug Sanitation		63.18		2 Transactions	
4239 Surplus Center Inc					
03-330-000-0000-6303		44.28		Supplies	155878 Other Repair, Maintenance & Operatio N
4239 Surplus Center Inc		44.28		1 Transactions	
17482 Swenson - Hill/Amber					
01-043-000-0000-6331		452.53		June- July 2020 Mileage	Mileage N
17482 Swenson - Hill/Amber		452.53		1 Transactions	
5224 Sylvester/Kathy					
18-482-000-0000-6331		42.55		H/P Mileage- 51	Mileage N
18-483-466-0000-6331		117.30		Family Health Mileage- 11	Mileage N
18-483-466-0000-6331		14.95		TANF Home Visit Mllege- 22	Mileage N
18-483-466-0000-6367		176.00		CLC Renewal- 11	Misc. License's & Permits N
5224 Sylvester/Kathy		350.80		4 Transactions	
4473 Tadman/James					
16-200-000-0000-6332		9.52		Meal Reimbursement Training	Reimbursed Meals N

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 Public Safety Fund

*** Polk County ***

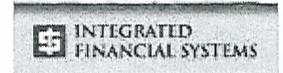
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		116.22 Reimb LE Supplies		Law Enforcement Supplies	N
		65.94 Reimb LE Supplies Fosston		Law Enforcement Supplies	N
4473 Tadman/James		191.68 3 Transactions			
14071 The Exponent					
01-061-000-0000-6241		75.60 Personnel Ads	2.10623	Publishing - Advertising	N
01-061-000-0000-6241		75.60 Personnel Ads	2.10643	Publishing - Advertising	N
01-061-000-0000-6241		75.60 Personnel Ads	2.10644	Publishing - Advertising	N
01-061-000-0000-6241		75.60 Personnel Ads	2.10645	Publishing - Advertising	N
01-064-000-0000-6241		438.05 Publication Notice of Primary	2.10627	Advertising	N
01-064-000-0000-6241		704.90 Pub 2020 Primary Ballot	2.10651	Advertising	N
14071 The Exponent		1,445.35 6 Transactions			
29026 The Thirteen Towns					
01-061-000-0000-6241		444.80 Personnel Ads	14361	Publishing - Advertising	N
01-061-000-0000-6241		238.19 Personnel Ad	14432	Publishing - Advertising	N
01-064-000-0000-6241		360.50 Pub 2020 Primary Ballot	14432	Advertising	N
29026 The Thirteen Towns		1,043.49 3 Transactions			
5235 THE TRAILER CONNECTION					
01-111-000-0000-6607		6,205.00 Enclosed Trailer	7023	Equipment	N
5235 THE TRAILER CONNECTION		6,205.00 1 Transactions			
7346 Thygeson Construction Co					
03-310-000-0000-6505		21,617.60 Agregate CSAH 63		Aggregates,Sand,Patching Material	N
7346 Thygeson Construction Co		21,617.60 1 Transactions			
6312 Tiedemann/Mike					
03-300-000-0000-6367		200.00 ROW Permit Refund16785		Misc. License's & Permits	N
6312 Tiedemann/Mike		200.00 1 Transactions			
3771 Titan Machinery					
16-200-000-0000-6303		184.36 Ranger	14306509GS	Other Repair & Maintenance	N
3771 Titan Machinery		184.36 1 Transactions			
5716 Titan Machinery					
65-393-000-0000-6301		1,104.27 2005 Bomag Parts	14267439	Machinery & Equipment	N

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Landfill Fund

*** Polk County ***



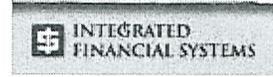
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
65-393-000-0000-6301		1,617.08 Bomag Parts/Repairs	1428626,142938	Machinery & Equipment	N
65-393-000-0000-6859		17.40 Sales tax	14293807	Sales Tax	N
5716 Titan Machinery		2,738.75 3 Transactions			
10522 Todd's Tire Service Inc					
01-140-000-0000-6303		931.07 Tires		Other Repair, Maintenance & Operator	N
03-330-000-0000-6561		74.25 Fuel		Fuels	N
03-330-000-0000-6563		991.80 Tires		Tires, Tubes, Batteries & M.V. Parts	N
10522 Todd's Tire Service Inc		1,997.12 3 Transactions			
5521 Total Lawn Care & Landscaping					
03-340-000-0000-6303		1,270.00 Lawn Services	3434	Other Repair, Maintenance & Operator	Y
5521 Total Lawn Care & Landscaping		1,270.00 1 Transactions			
9779 True North Equipment					
64-390-000-0000-6301		31.28 Lawn Mower Parts	10095078	Machinery & Equip. Repairs	N
64-390-000-0000-6859		2.15 Sales tax	10095078	Sales Tax	N
9779 True North Equipment		33.43 2 Transactions			
4823 True North Steel					
03-310-000-0000-6520		45,023.52 Culverts	FP017479	Culverts	N
03-340-000-0000-6303		3,005.00 Culvert w/ends	FP0015430	Other Repair, Maintenance & Operator	N
4823 True North Steel		48,028.52 2 Transactions			
5480 Uline					
01-111-193-0000-6204		53.72 Freight	122475162	Freight Charges	N
01-111-193-0000-6414		279.00 Carpet Mats	122475162	Maintenance Supplies	N
5480 Uline		332.72 2 Transactions			
6702 Ulman/Melissa					
18-493-000-0000-6331		29.90 Care Coordination Mileage- 33		Mileage	N
6702 Ulman/Melissa		29.90 1 Transactions			
1577 Urt Llc					
48-396-000-0000-6836		150.00 - Freight Credit C	ARCRD17658	Recycling	N
48-396-000-0000-6836		3,535.26 - E- Waste Proc (1 ld) C	ARINV157548	Recycling	N

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Environmntal Services Fun

*** Polk County ***

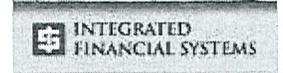
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1577 Urt Llc		3,385.26	2 Transactions		
4244 US Bank Voyager Fleet Sys					
16-200-000-0000-6204		396.30	Transport/Security fuel		Freight Charges N
16-200-000-0000-6561		3,123.13	SO- Fuel	86908-8468	Fuels N
16-211-000-0000-6561		371.45	Fosston - fuel		Fuels N
4244 US Bank Voyager Fleet Sys		3,890.88	3 Transactions		
5020 Valley Electric Of Crookston LLC					
01-111-197-0000-6303		24.00	Materials/Repair chiller JC	5454	other repair & maintenance non- count N
01-111-197-0000-6304		630.00	Labor	5454	Labor Charges N
5020 Valley Electric Of Crookston LLC		654.00	2 Transactions		
5889 Van Den Einde/Amy					
18-481-519-5110-6331		21.28	COVID- 19 Response Mileage- 122		Mileage N
18-482-000-0000-6331		16.10	H/P Mileage- 51		Mileage N
18-483-464-0000-6331		0.43	F/P Mileage- 17		Mileage N
5889 Van Den Einde/Amy		37.81	3 Transactions		
5954 Vonasek/Len					
48-123-000-0000-6331		26.45	Mileage	July- 20	Mileage N
5954 Vonasek/Len		26.45	1 Transactions		
3631 Wallace/Jay					
03-310-000-0000-6417		55.93	Clothing Allowance		Safety Equipment & Supplies N
3631 Wallace/Jay		55.93	1 Transactions		
1897 Wallwork Truck Center					
03-330-000-0000-6564		237.25	Parts	A#66224	Machinery Parts N
1897 Wallwork Truck Center		237.25	1 Transactions		
6941 Wavra/Breanna					
01-101-000-0000-6331		26.91	Bank- Mail Jan- March 2020		Mileage N
6941 Wavra/Breanna		26.91	1 Transactions		
3722 Wenck Associates Inc					
38-384-380-0000-6851		516.00	Beltrami CAP I Grant Mtgs	12004561	Remittance Of Revenue N

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CAP Grant Project

*** Polk County ***

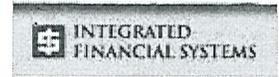


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
38-384-382-0000-6272		- TS- F CAP I Mtgs/Design/Admin	12004561	Professional Services	N
38-385-381-0000-6851		Hubbard CAP II Grant Mtgs	12004561	Remittance Of Revenue	N
38-385-383-0000-6272		TS- C CAP II Mtgs/Design/Admin	12004561	Professional Services	N
65-392-000-0000-6272		Services/Monitoring/Reporting	12004562	Services	N
65-393-000-0000-6272		Services/Monitoring/Reporting	12004562	Services	N
3722 Wenck Associates Inc		6 Transactions			
	11,245.00				
9778 Wickham Tree- N- Stump Service LLC					
64-390-000-0000-6302		Yard Work	87	Grounds	N
64-390-000-0000-6859		Sales Tax	87	Sales Tax	N
9778 Wickham Tree- N- Stump Service LLC		2 Transactions			
	321.38				
2226 Widseth Smith Nolting & Assoc					
03-320-000-0000-6269		Prof Services Fisher Ave	201996	Surveying	N
03-320-000-0000-6269		Prof Services CSAH 8	204034	Surveying	N
2226 Widseth Smith Nolting & Assoc		2 Transactions			
	20,547.97				
5768 Widseth/Nan					
18-481-519-5110-6331		COVID- 19 Response Mileage- 122		Mileage	N
18-482-000-0000-6331		Perinatal Hep B Mileage- 110		Mileage	N
18-482-000-0000-6331		PH Service Day Mileage- 90		Mileage	N
5768 Widseth/Nan		3 Transactions			
	37.49				
5517 Wilkens Inc/Lyle					
65-392-000-0000-6602		Compost Gas Trench Project	846	Ground Improvements	N
5517 Wilkens Inc/Lyle		1 Transactions			
	4,525.93				
734 Win- E- Mac Travel Center Inc					
16-200-000-0000-6272		Car Washes	PC Sheriff	Services	N
734 Win- E- Mac Travel Center Inc		1 Transactions			
	30.00				
6159 Winter Truck Line Inc					
64-391-000-0000-6371		Hauling Scrap Metal	POLSOL	Hauling Charges	N
6159 Winter Truck Line Inc		1 Transactions			
	2,809.95				
2254 Woodside Township Treasurer					
03-310-000-0000-6303		Overbilled on Calcium Chloride		Other Repair, Maintenance & Operator	N
	400.00				

DARCY
 8/11/20 6:42PM
 Public Works Fund

***** Polk County *****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>	
2254 Woodside Township Treasurer		400.00	1 Transactions		
3477 Wright/Donovan					
48-123-000-0000-6331		35.65	Mileage	July- 20	Mileage N
3477 Wright/Donovan		35.65	1 Transactions		
4246 Ye Ole Print Shoppe					
01-064-519-5555-6403		10.00	Tri- folding	16075	Misc. Supplies N
01-064-519-5555-6204		10.00	Tri- folding	16078	Freight Charges N
4246 Ye Ole Print Shoppe		20.00	2 Transactions		
2311 Ziegler Inc					
01-111-198-0100-6303		3,736.38	Service Work 08/04/2020	SW050344921	other repair & maintenance N
65-392-000-0000-6301		121.70	Parts for Equipment	7162300	Machinery & Equipment N
2311 Ziegler Inc		3,858.08	2 Transactions		
Final Total		636,652.41	250 Vendors	544 Transactions	