

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

Documents:

[OCTOBER 20 PACKET.PDF](#)

**POLK COUNTY BOARD**  
**MEETING LOCATION:**  
**POLK COUNTY ENVIRONMENTAL SERVICES (TRANSFER STATION)**  
**320 INGERSOLL AVENUE**  
**CROOKSTON, MN**  
**AGENDA**  
**OCTOBER 20, 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 \$247,216.56 for procurement card purchases.
- COUNTY BOARD MEMBERS ISSUE FORUM**
- 10:00**      **JODY BEAUCHANE – EMERGENCY MANAGEMENT**
1. Resolution (2020-86) Amendment To the Polk County All Hazard Mitigation Plan
- 10:10**      **KAREN WARMACK – SOCIAL SERVICES**
1. Department of Employment and Economic Development (DEED) Contract
  2. Contract For Transportation & Senior Companion Program With Tri-Valley Inc.
  3. Contract With Tri-County Community Corrections – Transition Program
  4. Contract With Tri-County Community Corrections – Residential Services
  5. Social Worker-Child Protection Specialist (CPS) Replacement Request
  6. Resolution (2020-88) Accepting Financial Donation On Behalf Of Polk County Social Services From Ultima Bank
- 10:20**      **RICHARD SANDERS - HIGHWAY**
1. County Ditch 115 Maintenance Request
  2. Certificate Of Performance/Final Acceptance SAP 060-610-013 CSAH 10 (East Shore Project)
  3. Resolution (2020-90) Safe Routes To School (SRTS) Project – City Of Fosston
    - a. Letter of Support To Act As Sponsor For The City Of Fosston
  4. Monarch Candidate Conservation Agreement
- 10:30**      **SARAH REESE – PUBLIC HEALTH**
1. Inter-County Head Start Nurse Consultant & Nutrition Consultant Renew Service Contracts
  2. 2021 Budget
  3. Public Health Partnerships CARES Allocation & Distribution
- 10:50**      **MICHELLE COTE – PROPERTY RECORDS**
1. Resolution (2020-87) Re-Appointment Of Mark Landsverk County Assessor (Polk County Assessor)
  2. Recorder Compliance Certification
- 10:55**      **CHUCK WHITING - ADMINISTRATOR**
1. Joint Powers Agreement Northwest Workforce Service Area
  2. Resource Recovery Facility – Facility Yard Operator Job Opening
  3. AMC 2021 Legislative Priority Items Ballot
  4. CARES Funds Status
    - a. Resolution (2020-89) Resolution Of The Polk County Board Of Commissioners Awarding CARES Funds Grants To Rural Polk County Businesses
  5. Review of Employee Health Insurance Options
  6. 2021 Budget Status

**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.



## Board of Commissioners

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

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

**FROM:** JODY BEAUCHANE – EMERGENCY MANAGEMENT.

**MEETING DATE:** October 20, 2020

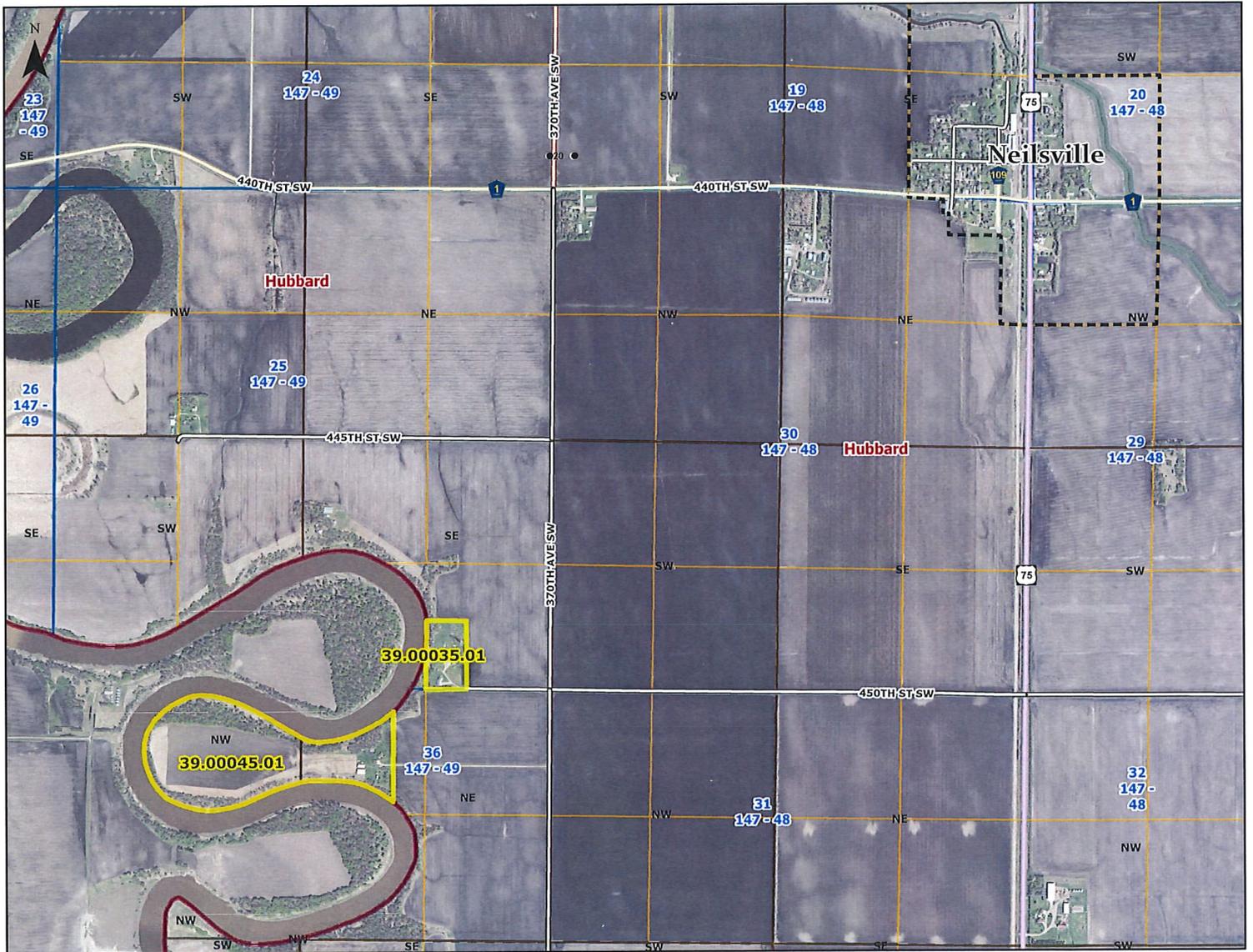
**AGENDA ITEM:** Resolution (2020-86) Amendment To The Polk County All Hazard Mitigation Plan

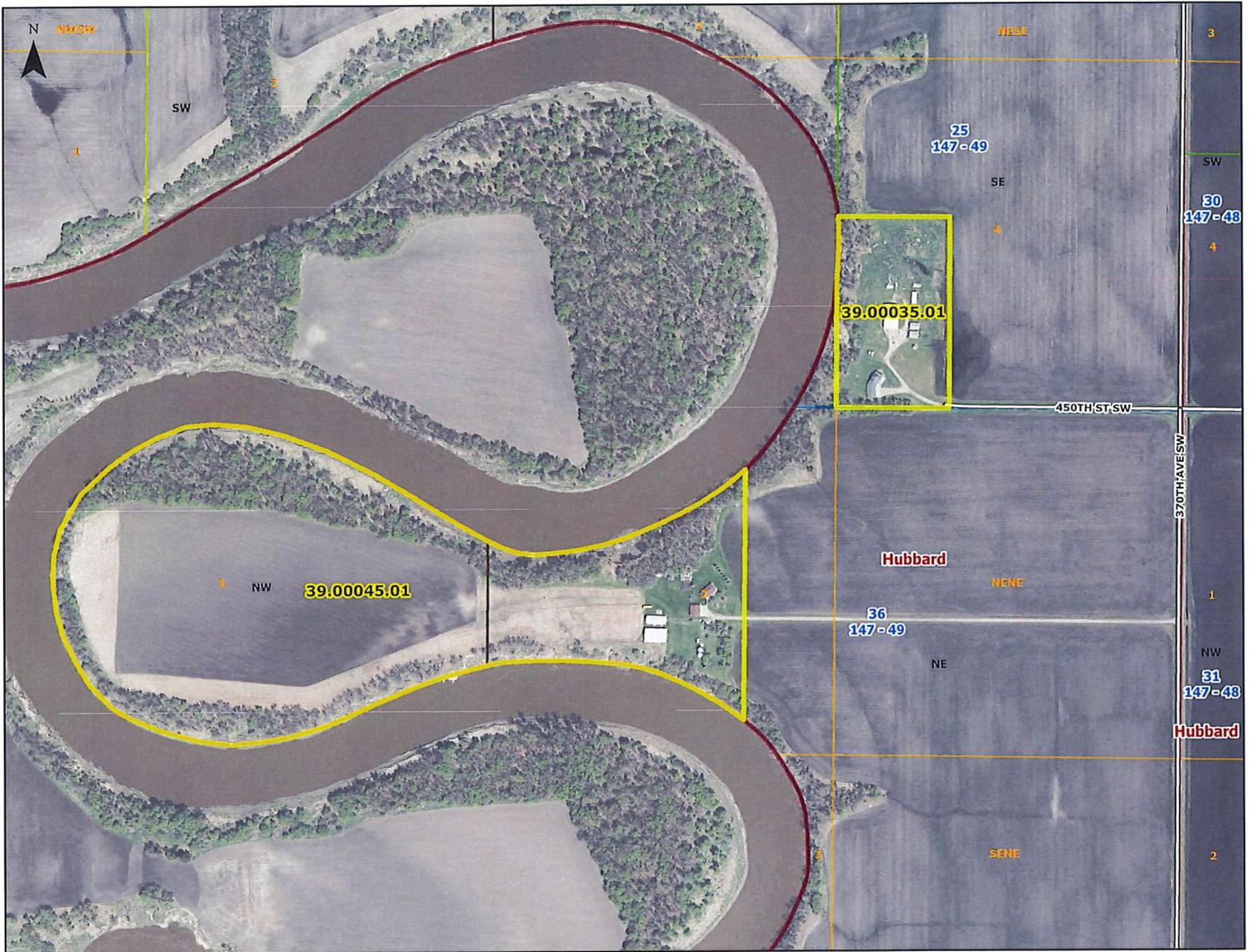
**SUMMARY:**

- 1) Requesting permission to modify Polk County's current Hazard Mitigation Plan.
- 2) The Wild Rice Watershed District (WRWD) has two landowners with property located near Neilsville who are willing to participate in a FEMA funded buyout.
- 3) The state mitigation program requires the Polk County Hazard Mitigation plan to be amended to qualify the WRWD to receive FEMA funding for projects located in Polk County.
- 4) The WRWD has already passed a resolution to both amend and adopt the Polk County Plan on September 9, 2020.
- 5) The Polk County Board would need to adopt the resolution to allow WRWD to receive FEMA funding for projects located in Polk County.
- 6) The documentation from both Polk County and the WRWD will then be sent to HSEM for review and then forwarded to FEMA for approval.

**ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)**

- 1) Approve Resolution (2020-86) Amendment To The Polk County All Hazard Mitigation Plan





Objectives: 8. Educate residents about fire prevention. 8.2. Protect people from drought related damage. 8.3. Participate in regional water shortage study.					
Projects	Implementation Coordinator	Priority	Timeline	Estimated Cost	Potential Funding Source(s)
Identify sources of water that could be provided if shortages occur	Cities, Emergency Management	Medium (3)	Long-Term	\$15,000 (2)	Local
Implementation Area: Beltrami, Climax, Crookston, East Grand Forks, Erskine, Fertile, Fisher, Fosston, Gully, Lengby, McIntosh, Mentor, Nielsville, Trail, Winger, and Polk County			Cost Benefit: 6		

Objectives: 9. Identify At-Risk Structures. 9.2. Investigate Local Drainage Systems. 9.3. Decrease flooding damage in the 100-year floodplain. 9.4. Continue Municipal Flooding Projects.					
Projects	Implementation Coordinator	Priority	Timeline	Estimated cost	Potential Funding Source(s)
Look at levee construction as a tool for flood mitigation	Cities, FEMA, DNR, State, USACE, USDA, Watersheds	High (1)	Long-Term	\$20,000 (2)	Budgets, HMGP, Grants, FEMA
Implementation Area: Crookston, East Grand Forks, Beltrami, and Nielsville			Cost Benefit: 2		
Continue plans for the protection of Crookston, including levees and the protection for the Chase-Loring and Sampson's Additions.	Crookston, FEMA, DNR	High (1)	Ongoing, Short-Term	\$100,000 (3)	Budgets, HMGP
Implementation Area: Crookston and Polk County			Cost Benefit: 3		
Identify sites to utilize the ring dike program, when funds are program is available.	Emergency Management, Landowners	High (1)	Ongoing, Short-Term	\$1M (3)	State, DNR, Watershed, Landowner, County
Implementation Area: Beltrami, Climax, Crookston, East Grand Forks, Erskine, Fertile, Fisher, Fosston, Gully, Lengby, McIntosh, Mentor, Nielsville, Trail, Winger, and Polk County			Cost Benefit: 3		
Buyout willing landowners if located in the floodplain and or are repetitively damaged properties.	Emergency Management, Land/Homeowner	High (1)	Ongoing, Short-Term	\$1M (3)	State/County Budget, FEMA, HMGP
Implementation Area: Beltrami, Climax, Crookston, East Grand Forks, Erskine, Fertile, Fisher, Fosston, Gully, Lengby, McIntosh, Mentor, Nielsville, Trail, Winger, and Polk County			Cost Benefit: 3		
Enforce current floodplain ordinances	Emergency Management, Cities, Polk County	High (1)	Ongoing, Long-Term	\$100,000(3)	Local
Implementation Area: Beltrami, Climax, Crookston, East Grand Forks, Erskine, Fertile, Fisher, Fosston, Gully, Lengby, McIntosh, Mentor, Nielsville, Trail, Winger, and Polk County			Cost Benefit: 3		

RESOLUTION OF The Wild Rice Watershed District regarding the AMENDMENT TO  
THE POLK COUNTY MULTI-HAZARD MITIGATION PLAN

WHEREAS, Wild Rice Watershed District has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a Multi-Hazards Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Polk County Multi-Hazards Mitigation Plan includes a risk assessment including past hazards, hazards that threaten structures located within the floodplain, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Polk County Multi-Hazards Mitigation Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Polk County Multi-Hazards Mitigation Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Polk County and the Wild Rice Watershed District will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Polk County Multi-Hazards Mitigation Plan will make the watershed district eligible to receive FEMA hazard mitigation assistance grants; and

NOW THEREFORE BE IT RESOLVED that Wild Rice Watershed District Board of Managers supports the hazard mitigation planning effort and wishes to adopt the Amendment to the Polk County Multi-Hazards Mitigation Plan and the entirety of the Polk County Multi-Hazards Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Gregory Holmvik, Chairman, Wild Rice Watershed District Board of Managers and attested to by Curt Johannsen, Secretary, Wild Rice Watershed District Board of Managers, this 9<sup>th</sup> day of September, 2020.

Attest:


RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS

**Amendment To The**  
**Polk County All-Hazard Mitigation Plan**

**RESOLUTION (2020-86)**

The following resolution (2020-86) was offered by Commissioner:

WHEREAS, Polk County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, The Act establishes a framework for the development of a Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, The Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, The Polk County Plan includes a risk assessment including past hazards, hazards that threaten Polk County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, The Polk County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, The Polk County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Polk County will maintain public participation and coordination; and

WHEREAS, The Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, The Polk County All-Hazard Mitigation Plan will make the county eligible to receive FEMA hazard mitigation assistance grants; and

NOW THEREFORE BE IT RESOLVED, That Polk County supports the hazard mitigation planning effort and wishes to adopt the Wild Rice Watershed District Amendment to the All-Hazard Mitigation Plan.

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

STATE OF MINNESOTA    )  
                                  ) ss.  
COUNTY OF POLK        )

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 20<sup>th</sup> day of October 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 20<sup>th</sup> day of October 2020.

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Charles S. Whiting  
County Administrator  
Clerk of the Board



## **POLK COUNTY SOCIAL SERVICES**

612 North Broadway, Room 302, Crookston, MN 56716-1452

Phone (218) 281-3127 \* Fax (218) 281-3926

Toll Free (877) 281-3127

[www.co.polk.mn.us](http://www.co.polk.mn.us)

**TO:** Polk County Board of Commissioners

**FROM:** Karen Warmack, Director

**MEETING DATE:** October 20, 2020

**AGENDA ITEM:** Contract with Department of Employment and Economic Development  
(DEED)

**SUMMARY:**

Contract with Department of Employment and Economic Development (DEED) to provide SNAP Employment and Training program in the amount of \$14,577.00 for the period of October 1, 2020 through September 30, 2021.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

1. Approval of the contract with Department of Employment and Economic Development in the amount not to exceed \$15, 577.00 for the SNAP program. The contract period is from October 1, 2020 through September 30, 2021.

## **Supplemental Nutrition Assistance Program (SNAP) Joint Powers Agreement**

THIS AGREEMENT, by and between Polk County Social Services, 612 N Broadway, Crookston, MN 56716, hereinafter referred to as "Agency" and the State of Minnesota acting through its Commissioner of the Department of Employment and Economic Development (DEED) as delivered by Job Services, at the CareerForce location in Thief River Falls, 1301 Hwy 1 E, Thief River Falls, MN 56701, hereinafter referred to as the "Provider".

### WITNESSETH:

WHEREAS, the State of Minnesota is empowered to enter into this agreement under Minnesota Statute § 471.59, subdivision 10; and

WHEREAS, funds have been made available to the Agency for the purpose of providing SNAP Employment and Training (E & T) Program services; and

WHEREAS, Provider meets the state and/or federal standards for providing SNAP E & T services to persons and data reporting services; and

WHEREAS, the Polk County Human Services Committee of the County Board wishes to purchase SNAP Employment and Training services from the Provider.

The Provider and Agency agrees as follows:

1. Provider's Duties

Provider agrees to furnish the following services outlined below:

<b>SNAP E&amp;T Program:</b>	Referral Assessment Orientation Individual Plan Job Readiness Support Services Job Placement
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Provider will be flexible in scheduling meetings with employed program participants so that their work schedules are respected.

Provider will be responsible for Workforce One reporting of SNAP E&T services as required.

For further details see Exhibit A, which is attached and incorporated into this agreement.

Services will be provided at:  
CareerForce location in Crookston  
2015 Sahlstrom Dr, Suite 5  
Crookston, MN 56716

CareerForce location in East Grand Forks  
1424 Central Ave NE  
East Grand Forks, MN 56721

Or at other locations as agreed to by both parties.

2. Term of Agreement

- A. The Effective date: October 1, 2020, or the date the Agency and State obtain all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- B. The Expiration date: September 30, 2021, or until all obligations have satisfactorily fulfilled, whichever occurs first.

3. Payments and Delivery of Services

- A. Agency will pay Provider for services required under the SNAP E & T Programs. All payments for services will not exceed **\$14,577.00**. No more than 7.5% of billed services will be for Administrative expenses. Payment for supportive services shall not exceed **\$1,216.00**. For further details see Exhibit B, which is attached and incorporated into this agreement.
- B. Provider will submit monthly invoices to the County identifying the individual registrants stating the services provided to that individual.
- C. Provider will notify the Agency immediately of SNAP referrals who fail to attend orientation.
- D. Provider will notify the Agency of SNAP participants who fail to comply with SNAP requirements.
- E. Agency and the Provider agree to monitor utilization and expenditures on a monthly basis. If expenditures are substantially above or below projection, Agency and Provider may consider modifications to the terms of this agreement Agency agrees to approach the Department of Health Services (DHS) for additional funds should the Provider's services exceeds the original funding available.

4. Authorized Representative

The Provider's authorized representative is:  
Lorrie Janatopoulos, CareerForce Director, or her successor  
332 Minnesota Avenue, Suite E200  
St. Paul, MN 55101  
651-259-7572

The Agency's authorized representative is:  
Karen Warmack, Director, Polk County Social Services, or her successor  
612 North Broadway, Room 302  
Crookston, MN 56716  
218-399-8522

5. Eligibility for Services

- A. Provider's determination of participant eligibility shall be completed in accordance with procedures in DHS Combined Manual.
- B. Any change in eligibility will initiate a notice by either Agency or the Provider within 14 days to the other party.

6. Payment Process

- A. Agency's obligation to make payment hereunder is subject to review by the Polk County Board of Commissioners to ensure that payment is for a referred individual and has not previously been made and is subject to audit by the Agency or their duly authorized designee. Nothing herein shall limit the right of either party to collect from the other any sums improperly paid or improperly withheld.
- B. Payment for services provided shall be made according to procedures outlined in Section 3 *Payment and Delivery*.
- C. Provider will promptly reimburse Agency any payments received in excess of required payments hereunder.
- D. Agency shall not be obligated to honor claims, nor shall Provider claim for any services furnished or costs incurred by Provider, which are not specifically provided for hereunder or requested by Agency in writing during the term of this Agreement.

7. Audits and Record Disclosure

Under Minn.Stat.16C.05 subd. 5, the Agency's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

8. Debarment, Suspension, and Responsibility Certification

Federal Regulation 45 CFR 92.35 prohibits the State from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Department. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Provider certifies that it and its <sup>1</sup>Principals and Employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- B. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract: 2) violated any federal or state antitrust statutes: or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

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<sup>1</sup> "Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- E. Shall immediately give written notice to the Contracting Officer should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

9. Safeguard of Client Information

- A. The use or disclosure by any party of any private information concerning a client, in a violation of any rule of confidentiality or for any purpose not directly connected with the administration of Agency or the Provider's responsibility with respect to the Purchased Services, is prohibited without the written consent of the client or responsible parent or guardian.
- B. Provider agrees to comply in all respects with the Minnesota Government Data Practices Act, Minn. Stat. Section 13.01 - 13.48, and Provider further agrees to comply with any requests of Board, which are necessitated by Agency obligations under said Act. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Agency or the Provider.
- C. Provider agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minn. Stat., Chapter 13, Health Insurance Portability and Accountability Act (HIPAA) requirements, and all other applicable state or federal laws, rules, regulations, or orders pertaining to privacy or confidentiality. Provider understands that all of the data created, collected, received, stored, used, maintained or disseminated by Provider in performing those functions that the Agency would perform as a government entity, is subject to the requirements of Chapter 13, and Provider must comply with those requirements as if it were a government entity. HIPAA Protocol - The Provider assures the Agency that it will comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the County; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosures; release applicable records to the Agency or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

10. Fair Hearing Appeal  
Any determination, action, or inaction on the part of Agency relating to an individual's participation in the program is subject to the notice and hearing procedures in Minn. Stat. 256.045 and 256.86.
11. Equal Employment Opportunity and Civil Rights Clause  
Each party agrees to comply with the Civil Rights Act of 1964, Executive Order No. 11246 as amended, the Minnesota Human Rights Act, and all applicable federal and state laws, rules, regulations, and orders prohibiting discrimination in employment, facilities and services. Provider shall not discriminate in employment, facilities, and in the rendering of purchased services hereunder on the basis of race, color, religion, age, sex, disability, marital status, public assistance status, creed, or national origin.
12. Rehabilitation Act Clause  
Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84). And all guidelines and interpretations issued pursuant thereto.
13. Liability and Worker's Compensation  
Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The Provider's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. § 3.736 and other applicable law. Pursuant to Minnesota law, Provider is self-insured for Worker's Compensation Insurance.
14. Right to Rescind  
Agency reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against Provider.
15. Certification that Federal Funds do not Supplant or Replace Local or State Funds  
Provider hereby certifies that the federal funds to be used under this Agreement do not replace or supplant in any way state or local funds. The Provider certifies that the amount to be expended in this Agreement results in increased expenditures by the Provider for services of the type being purchased to individuals of the type included under the Agreement.
16. Conditions of the Parties' Obligations
  - A. It is understood and agreed that in the event the reimbursement by Agency from state and federal sources is not obtained and continued at an aggregate level sufficient to allow for the continued purchase of services, the obligations of each party hereunder shall thereupon be terminated.
  - B. Agency may at any time evaluate the performance of the Provider in regard to the terms of this Agreement to determine whether such performance merits continuation of this Agreement.
  - C. Any alterations, variations, modifications or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
  - D. In the event of a revision in federal regulations which might make this Agreement ineligible for federal financial participation, all parties will review this Agreement.

Changes shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

- E. Provider agrees to cooperate fully with Agency and its designated representatives in the development and implementation of Provider's services. Evaluated data collected will be used by Agency in its funding decisions and will be shared with the Provider and community.
- F. Provider agrees that in any reports, news releases, and public service announcements or publications regarding the Provider's program, Agency will be identified as a funding source.
- G. Agency agrees that any publicity regarding the subject matter of this Agreement must not be released without prior written approval from the Provider's authorized representative.
- H. This agreement contains all negotiations and agreements between the Agency and the Provider. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

17. Subcontracting

Provider may enter into subcontracts for the performance of any of the responsibilities under this Agreement, subject to the approval of Agency.

18. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, govern this agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Legal Compliance

Provider and Agency will comply with all applicable state and federal laws, rules and regulations.

20. Termination

The Provider or the Agency may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

21. Termination for Insufficient Funding

The Provider may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Agency. The Provider is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Agency will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The Provider will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The Provider must provide the Agency notice of the lack of funding within a reasonable time of the Provider's receiving that notice.

22. E-Verify Certification

For services valued in excess of \$50,000, the Provider certifies that as of the date of services performed on behalf of the State, the Provider and all its subcontractors will have implemented

or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. The Provider is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

IN WITNESS WHEREOF, Agency and Provider have signed this Agreement on the dates written below:  
**1. POLK COUNTY**

\_\_\_\_\_  
Gary Willhite, Chair, Polk County Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charles Whiting, County Administrator / Clerk of Board

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Karen Warmack, Director, Polk County Social Services

10-30-2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Greg Widseth, County Attorney, Polk County

\_\_\_\_\_  
Date

**2. STATE AGENCY**

By: \_\_\_\_\_  
(With Delegated Authority)

Name & Title: Lorrie Janatopolous, CareerForce Director

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**  
(As Delegated to the Office of Procurement)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

# NW MN DEED SNAP Work Plan – Polk County; Host County

Minnesota Department of Employment and Economic Development, CareerForce, the employment training and service provider (ETSP) shall provide the administration and delivery of the SNAP employment and training program to referred participants in Polk, Pennington, Roseau, Marshall, Kittson, and Red Lake counties.

Supplemental Nutrition Assistance Program (SNAP):

The ETSP shall provide the services pursuant under 2018 Minnesota Statutes, sections 256D.051 and 256D.052 and any amendments. The ETSP will provide all program requirements within the legal requirements.

### EMPLOYMENT SERVICES PROVIDER FUNCTIONS

Each Employment Services Provider (ESP) operates under a formal written agreement with the county agency to provide SNAP E&T services to Supplemental Nutrition Assistance Program (SNAP) participants. Services may begin as early as the date SNAP eligibility is approved but must start no later than the 1st day of the month after the month SNAP eligibility is approved. Under county agency administration, ESPs provide the following services:

#### ● ORIENTATION AND ASSESSMENT

- Orient participants to the SNAP E&T program.
- Assess the participant's literacy level and refer the participant to local literacy programs when appropriate.
- Complete an individual assessment and an Employment Plan (EP) for each participant.
- Identify Able-Bodied Adults Without Dependents (ABAWDs) who have time-limited SNAP eligibility, so that potential work or work program activities can be quickly developed to help them earn additional months of SNAP benefits.
- Identify the need for and coordinate support services such as transportation, purchase of equipment or tools.

#### ● IMPLEMENTING THE EMPLOYMENT PLAN

- Implement the participant's EP, whether through direct service provision or referral to other agencies for services that are needed, so that the participant can successfully complete the plan and find employment.
- Monitor participant performance and participation.
- Modify the participant's EP as necessary.

#### ● NOTIFICATION

- Provide notices to the participant and county agency when the participant has failed to participate or comply with SNAP E&T program requirements.
- Provide the county agency with information that may affect a participant's program eligibility, or benefit amount. The ESP must notify the county agency anytime a participant's employment status changes.
- If either the County agency or ESP becomes aware of circumstances that indicate a participant's exemption status has changed, inform the other of the change. The county agency should then review the participant's exemption status. If the participant has become exempt, the county must notify the participant and the ESP, update the MAXIS exemption code on the WREG panel and re-determine if the ABAWD months were counted properly.

● **COORDINATION AND PROGRAM RECORDS**

- Coordinate with the county agency regarding program activities and outcomes, expenditures, individual participant services and progress.
- Maintain needed program files and documentation and record relevant participant data on the Workforce One (WF1) system as necessary. When a participant moves to a different county or there is a change in service provider, the former county or service provider that initially provided services must make program documents and information available to the new county or the new provider.

**PROGRAM APPROACH:**

A strength-based approach is used to identify a participant's employment strengths and barriers to employment. Challenges are addressed and resources are provided as soon as possible to help the participant overcome the challenges that may interfere in getting and maintaining gainful employment. If needed, the employment specialist (ES) refers the participant to appropriate community services(s).

The ES monitors participation in SNAP activities and continually assesses for additional barriers but focuses on the participant's strengths. ES emphasize the participant's transferrable employment and life skills that have served them well in other areas of their lives.

**PROGRAM ADHERENCE:**

Shared Responsibility of Employment Services and Financial Assistance

Communication between eligibility workers, ES, and supervisors is frequent. If the ES or eligibility worker receives documentation or information that a participant is not able to participate fully in the work activities expected, they notify each other immediately. In addition, if either receives documentation of participation hours, such as pay stubs, they share with the other, as needed.

**Exhibit B**

**Minnesota Department of Employment and Economic Development  
CareerForce - Job Service locations in Thief River Falls, Crookston, Roseau, and East Grand Forks  
Budgeted Expenses - October 1, 2020 to September 30, 2021  
SNAP - Polk, Pennington, Roseau, Marshall, Kittson, and Red Lake County Social Services**

<b>Total Allocation:</b>	\$ 14,577.00
Direct Program	\$ 12,267.72
Administration - 7.5% Max	\$ 1,093.28
Client Support Services	\$ 1,216.00
<b>Total</b>	<b>\$ 14,577.00</b>

**Direct Program:** The direct costs of providing counseling, job search, job placement, job retention, program overview, interpreter costs and any other direct expenses including wages, benefits, travel, office, telephone, durable and non-durable supplies. Include both the direct costs incurred by the agency or tribe and contracted providers. These costs are considered non-assistance.

**Client Support Services:**

Transportation:	\$ 775
Employment Related:	\$ 441
<b>Total:</b>	<b>\$ 1,216</b>

**Transportation** includes:

- Gas cards at \$25 each
- Bus passes at \$34 each
- Other transportation may include car repairs, oil changes, license costs, and partial payment of insurance

**Employment related** includes clothing, tools, and other items required for the job



## Board of Commissioners

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

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**TO:** Polk County Board of Commissioners

**FROM:** Karen Warmack, Polk County Director

**MEETING DATE:** October 20, 2020

**AGENDA ITEM:** Contract for transportation and senior companion program with Tri-Valley.

**SUMMARY:**

Contract to provide caring companion program for elderly residents in Polk County. Contract also provides transportation services.

**ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)**

1. Board approval of 2021 contract with Tri-Valley to provide senior companion program and transportation services.

POLK COUNTY SOCIAL SERVICE AGENCY

PURCHASE OF SERVICE  
AND LEAD COUNTY CONTRACT

The Polk County Social Services, 612, North Broadway, Room 302, Crookston, MN 56716, hereafter referred to as the “Lead County” and, Tri Valley, Inc., 102 N. Broadway, Crookston, MN 56715, hereafter referred to as the “Provider”, enter into this Contract effective for the period beginning January 1, 2021 through December 31, 2021 regardless of the date of the signatures hereunder, unless sooner terminated or unless extended, as provided herein.

WITNESSETH

WHEREAS, the County of Polk has designated the Agency to provide and/or secure Transportation and Senior Companion (Caring Companion Program) services pursuant to current relative Minnesota Statutes and Minnesota Rules; and

WHEREAS, the Agency, pursuant to current relative Minnesota Statutes, wishes to purchase such services for eligible clients from the Provider; and

WHEREAS, the Provider represents that it is duly qualified and willing to perform such services; and

WHEREAS, the Agency and the Provider, according to current relative Minnesota Statutes and Rules, understand that this agreement serves as a host county agreement for services purchased by financially responsible agencies of other counties and reservations, which may place eligible clients with the Provider;

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Provider agree as follows:

1. Provider’s Duties:
  - a. The Agency agrees to purchase and the Provider agrees to furnish any and/or all of the services identified in Exhibit A.
  - b. In compliance with current relative Minnesota Rules, the Provider agrees to provide as requested:
    - 1) An explicit description of the services to be provided;
    - 2) A description of the staffing including job descriptions and professional qualifications of personnel;

- 3) An organization chart;
  - 4) The licensed program capacity;
  - 5) Program content; and
  - 6) Program budget.
- c. The Provider shall, in writing within 10 days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon notification, the Agency shall determine whether such inability will require modification or cancellation of said contract.

2. Costs and Delivery of Purchased Services:

- a. Payment for Purchased Services shall be made through state and county funding, per Exhibit B.
- b. The Provider certifies that payment claims for Purchased Services will be in accordance with the rates of payments and amounts authorized by the Agency, or by the county or reservation of financial responsibility. Provider agrees to submit all charges in a form and manner acceptable to the Agency.
- c. Purchased services will be provided in the community.

3. Eligibility of Services:

The parties understand and agree that eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by current relative Minnesota Statutes and current relative Minnesota Rules.

The parties understand and agree that the Agency, or the county or reservation of financial responsibility, shall determine preliminary and final client eligibility in accordance with the assessment criteria of current relative Minnesota Rules and the eligibility criteria of current relative Minnesota Rules.

The parties understand and agree that when the Agency, or a county or reservation of financial responsibility, refers eligible clients to the Provider for services.

- a. It is understood and agreed by the parties that, for eligible clients, clients and responsible relatives shall have fees charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services in accordance with the provisions of current relative Minnesota Statutes.

- b. The Provider shall not charge any program or service fee to eligible clients, nor shall the Provider seek reimbursement for services from a client's responsible relative or third-party payment sources.
- c. The Agency or County of Financial Responsibility shall notify the Provider of the units of service to be provided and of the dates of service, which is in the format of the DHS letter previously mentioned.
- d. The Provider will obtain Agency or CFR approval prior to any provision of services in excess of the units, costs, or dates of service authorized by the Agency or CFR.
- e. The Provider shall notify the Agency or CFR and the client whenever the Provider proposes to terminate service(s) to a client. The notice must be made at least 48 hours prior to the proposed date of termination of service(s). The Provider shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or wellbeing of other clients.
- f. The Provider shall establish written procedures for terminating services to a client in accordance with current relative Minnesota Rules.

4. Payment for Purchased Services:

Certification of expenditures: The Contractor must, within fifteen working days following the last day of each calendar month, submit a standard invoice for social services purchased to the Polk County Social Services Agency. The Invoice (also referred to as a vendor service voucher) must show: (1) The clients name (2) Contractor name and address (3) service dates(s) (4) total service costs for client for the invoice billing period (5) when possible the provider and client signature.

- b. Billing Invoices need to be completed within State guidelines, and be submitted in a timely manner, as suggested by the contracting agency.

5. Audit and Record Disclosures:

The Provider shall:

- a. Send the following financial, statistical and service reports to the Agency or CFR as requested:
  - 1. The number of individuals served in each target population;
  - 2. The number of units of each service provided to each client;

3. The age, race and sex of each client;
  4. The type of services provided to each client;
  5. The cost of unit of service;
- b. Provide Notes and Discharge Summaries as requested:
  - c. Participate in any required client information system and comply with the reporting requirements of current relative Minnesota rules.
  - d. Allow personnel of the Agency, the Minnesota Department of Human Services, and any other relevant agency/department access to the Provider's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
  - e. Maintain all records pertaining to the contract at 102 N. Broadway, Crookston, MN 56716 for ten years for audit purposes.
  - f. Cooperate with the monitoring procedures of the Minnesota Department of Human Services established pursuant to current relative Minnesota Statutes.
6. Safeguard of Client Information:

The use or disclosure by any party of information concerning an eligible client in violation of any rules or confidentiality provided for in Laws of Minnesota and the Code of Federal Regulations, or for any purpose not directly connected with the Agency's or Provider's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian, in conformance with these laws and regulations. Jason Carlson is designated responsible for compliance with Minnesota Data Privacy Act.

HIPAA

HIPPA Protocol - The Contractor provides assurances to the County that it will comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the County; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosures; release applicable records to the County or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

7. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

(When applicable) the Provider certifies that it has received a certificate of compliance from the Commissioner of Human Rights or its equivalent pursuant to current relative State Statutes.

8. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure in conformance with current relative Minnesota Rules and current relative Minnesota Statutes.

9. Provider Debarment, Suspension and Responsibility Certification:

Current regulation may prohibit the State/Polk County Social Services from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes may provide the Commissioner of the Department of Administration with the authority to debar and suspend vendors who seek to contract with the State/Polk County Social Services. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this contract, the Provider certifies that it and its principals\* and employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information or possesses any knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.

- e. Shall immediately give written notice to the Agency should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

\* “Principals” for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

10. Bonding, Indemnity, and Audit Clause:

- a. Bonding: The Provider shall, when deemed necessary by the Agency, obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of N/A.
- b. Indemnity: The Provider agrees that it will at all times indemnify and hold harmless the Agency from any and all claims, liability, loss, damages, costs or expenses which may be claimed against the Agency or Provider by reason of personal injury, death or property damage to a service client arising out of or resulting from services provided by Provider on premises owned by or leased to Provider under a written lease agreement or when such personal injury, death or property damage results from or arises out of the Provider’s negligence in performing services under this agreement, including negligence in transporting service clients vehicles owned or operated by the Provider.
- c. Insurance: The Contractor further agrees, in order to protect itself as well as the Department and the County under the indemnity contract provision set forth above, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and in the amount of \$1,500,000 for total injuries or damages arising from any one occurrence. See Minnesota Statutes, Section 3.736, Subd. 4 (c). The County and Department must both be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker’s compensation insurance per Minnesota statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

11. Conditions of the Parties’ Obligations:

- a. This agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

- b. Before the termination date specified in Section 1 of this agreement, the Agency may evaluate the performance of the Provider in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- c. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- d. No claim for services furnished by the Provider, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Provider do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of this agreement.
- e. In the event that there is a revision of Federal regulations, which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

12. Subcontracting:

The Provider shall not enter into subcontracts for goods and services contemplated under this agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this contract. The Provider shall be responsible for the performance of any subcontractor.

13. Independent Contractor:

Provider guarantees that it has full legal rights to render the services provided for in this Contract and agrees that its status under this contract is that of an independent contractor, and County agrees that Provider shall have full control of the method and manner of performing the services set forth herein, in accordance with the terms hereof. Provider agrees that nothing herein contained is intended or should be construed in any manner as established or creating the relationship of co-partners between the County and Provider, or as constituting Provider as the agency, representative or employee of County for any purpose or in any manner whatsoever. Provider is to be and shall remain an independent contractor with respect to all services performed under this Contract. Provider represents that it has, or will secure at its expense, all personnel required in performing services under this Contract. Any and all personnel of Provider or other person, while engaged in the performance of any work or services required by Provider under this Contract, shall have no contractual relationships with County and shall not be considered employees of County and any and all claims that may or might arise under the Workers' Compensation Act of any State on behalf of any such person or personnel arising out of employment against Provider shall in no way be the responsibility of County. Provider does hereby hold County harmless and agrees to defend County from any and all such claims by

persons associated with or engaged by Provider. Such personnel and/or other persons shall not require nor be entitled to any Compensation, Unemployment Compensation, severance pay or PERA from County by reason of Provider's operations under this Contract or the use of any process, equipment, machinery, or material in furnishing of the same.

14. Miscellaneous:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as, any previous agreements presently in effect between the Provider and any county social services agency relating to the subject matter hereof.

APPROVED AS TO FORM AND EXECUTION

DATED: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Gregory A. Widseth  
County Attorney

BY \_\_\_\_\_  
Karen Warmack  
Director, County Social Service Agency

DATED: \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
Chairperson, Polk County Board

DATED: \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
Authorized Representative of Provider Agency

DATED: \_\_\_\_\_, 20\_\_\_\_

Attachment "A"

Tri-Valley Opportunity Council  
102 N. Broadway  
Crookston, MN 56716

BRASS

Service

1160           Transportation  
Provision of travel and escort to and from community resources and facilities.

3160           Transportation  
Provision of travel and escort to and from community resources and facilities.

4160           Adult Transportation  
Provision of travel and escort to and from community resources and facilities.

5160           Transportation  
Provision of travel and escort to and from community resources and facilities.

6160           Transportation  
Provision of travel and escort to and from community resources and facilities.

6220           Companion Services (Caring Companion Program)

Non-medical care, supervision, and oversight provided to a functionally impaired adult including assistance with such tasks as meal preparation, laundry, and shopping that are not performed as discrete tasks. Light housekeeping tasks incidental to the care and supervision of a recipient may also be provided. These services do not include hands-on medical or personal care, but do include supervision and access to community services.

Attachment “B”

Tri Valley Opportunity Council, Inc.  
 102 N Broadway  
 Crookston, MN 56716

Access Service Common Carrier Transportation Rates for Medical Assistance (MA) Clients (Non-Waiver) and County Funded Clients:

A0100	Taxi or equivalent, Curb to Curb	\$11.00 base payment (pick-up)
S0215*	Unassisted Transport Mileage	\$1.30 per mile

Meals, lodging, and parking fees will be reimbursed as reasonable costs of related travel expenses as defined in the Polk County Health Care Access Services Biennial Plan.

All County reimbursed transports that involve more than one client will be paid at \$11.00 per additional client rider base rate for each ride.

The rate for no show will be at the current IRS rate of reimbursement for the miles driven or the in-town rate charge of \$8.00. This will depend where the driver/ride is from.

Contractor agrees to administrate and coordinate authorized client access transportation through the most appropriate and cost effective method of transportation available.

No payments for transportation will be made for services provided to Prepaid Medical Assistance Plan (PMAP) or MN Sure enrollees eligible for reimbursement through a Managed Care Organization, or where any private pay or other third party reimbursement is available.

Bus service for local transportation will be within the city of Crookston will be paid at \$2.00 per trip or \$4.00 per round trip for requested non-same day transportation. Requested same day transportation will be paid at \$3.00 per trip or \$5.00 per round trip. A trip cost of \$2.00 per trip will be paid for clients that schedule and fail to ride. Transportation available for rural routes will be billed at the scheduled rural route rate.

<u>HCPC BRASS</u>	<u>Service</u>	<u>Rate</u>	<u>Funding</u>
6220	Caring Companion	\$1.00/hour	County



## **POLK COUNTY SOCIAL SERVICES**

612 North Broadway, Room 302, Crookston, MN 56716-1452

Phone (218) 281-3127 \* Fax (218) 281-3926

Toll Free (877) 281-3127

[www.co.polk.mn.us](http://www.co.polk.mn.us)

**TO:** Polk County Board of Commissioners

**FROM:** Karen Warmack, Director

**MEETING DATE:** October 20, 2020

**AGENDA ITEM:** Contract with Tri-County Community Corrections-Transition Program

**SUMMARY:**

Contract with Tri-County Community Corrections –Transitions Program. This program works with youth who are at risk of out of home placement in the amount of \$21.00 daily per client.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

Board approval of the contract with Tri-County Community Corrections for the Transition Program.

POLK COUNTY SOCIAL SERVICE AGENCY

PURCHASE OF SERVICE  
AND HOST COUNTY CONTRACT

The Polk County Social Services, 612 N. Broadway, Room 302, Crookston MN 56716, hereafter referred to as the “Agency”, and Tri-County Community Corrections, 816 Marin Ave., Suite 110, Crookston, MN 56716, hereafter referred to as the “Provider”, enter into this agreement for the period from January 1, 2021 to December 31, 2021.

WITNESSETH

WHEREAS, the Provider is an organization licensed under Minnesota Statute or an approved vendor according to published county criteria or certified by Polk County to provide Family-Based Life Management Skills Services - Transition Program services to adolescents; and

WHEREAS, the Agency, pursuant to Minnesota Statutes wishes to purchase such program services from the Provider; and

WHEREAS, the Provider represents that it is duly qualified and willing to perform such services;

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, the Agency and Provider agree as follows:

1. Provider’s Duties:
  - a. The Agency agrees to purchase and the Provider agrees to furnish any and/or all of the services identified in Exhibit A.
  - b. In compliance with current relative Minnesota Rules, the Provider agrees to provide:
    - 1) An explicit description of the services to be provided;
    - 2) A description of the staffing including job descriptions and professional qualifications of personnel;
    - 3) An organization chart;
    - 4) The licensed program capacity;
    - 5) Program content; and
    - 6) Program budget.

- c. The Provider shall, in writing within 10 days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon notification, the Agency shall determine whether such inability will require modification or cancellation of said agreement.

2. Costs and Delivery of Purchased Services:

- a. Payment for Purchased Services shall be made through appropriate funds per Exhibit B.
- b. The Provider certifies that the services to be provided under this agreement are not available without cost to eligible clients. The Provider certifies that payment claims for Purchased Services will be in accordance with rates of payment, which do not exceed amounts reasonable and necessary to assure quality of service. The Provider further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
- c. Purchased services will be provided at Tri-County Community Corrections and the community.

3. Eligibility of Services:

The parties understand and agree that eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by current relative Minnesota Statutes and current relative Minnesota Rules.

The parties understand and agree that the Agency, or the county or reservation of financial responsibility, shall determine preliminary and final client eligibility in accordance with the assessment criteria of current relative Minnesota Rules and the eligibility criteria of current relative Minnesota Rules.

- a. It is understood and agreed by the parties that, for eligible clients, clients and responsible relatives shall have fees charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services in accordance with the provisions of current relative Minnesota Statutes.
- b. The Provider shall not charge any program or service fee to eligible clients, nor shall the Provider seek reimbursement for services from a client's responsible relative or third-party payment sources.

- c. The Agency or County of Financial Responsibility (CFR) shall notify the Provider of the units of service to be provided and of the dates of service, which is in the format of the DHS letter previously mentioned.
- d. The Provider will obtain Agency or CFR approval prior to any provision of services in excess of the units, costs, or dates of service authorized by the Agency or CFR.
- e. The Provider shall notify the Agency or CFR and the client whenever the Provider proposes to terminate service(s) to a client. The notice must be made at least 30 days prior to the proposed date of termination of service(s). The Provider shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well being of other clients or Provider.
- f. The Provider shall establish written procedures for terminating services to a client in accordance with current relative Minnesota Rules.

4. Individual Service Plan:

The parties understand and agree that all services provided to eligible recipients under terms of this agreement shall be in accordance with the individual service plan developed with, for and on behalf of the individual client.

Performance of the Provider will be monitored in accordance with client outcomes as specified in the individual service plan goals and objectives.

5. Payment for Purchased Services:

- a. Certification of expenditures: The Provider shall, within fifteen working days following the last day of each quarter, submit a standard invoice for social services purchased to the Polk County Social Service Agency. The Invoice shall show: (1) total program and administrative expenditures for the month; and (2) an itemized account of each social services eligible individual, identifying service(s) provided, number of units and cost per unit, including administrative costs allocated to the provision of purchased services to reimbursement eligible clients.
- b. Payment: The Agency shall, within 30 days of the date of receipt of the Invoice, make payment to the Provider for all reimbursement-eligible clients identified on the invoice.

6. Audit and Record Disclosures:

The Provider shall:

- a. Send the following financial, statistical and social services reports to the Agency as requested.
  - 1) The number of individuals served in each target population;
  - 2) The number of units of each service provided to each client;
  - 3) The age, race, and sex of each client;
  - 4) The types of services provided to each client; and
  - 5) The cost per unit of service.
- b. Allow personnel of the Agency, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Provider's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- c. If the collection of social services fees is delegated to the Provider, the Provider shall provide the Agency with information about fees collected and the fee source.
- d. Maintain all records pertaining to the contract at 816 Marin Ave., Suite 110, Crookston, MN for four years for audit purposes.
- e. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Services Manual, and the administrative rules of the State Agency.

7. Safeguard of Client Information:

The use of disclosure by any party of information concerning an eligible client in violation of any rules of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the Agency's or Provider's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian. Paul Bissonette is responsible for compliance with Minnesota Data Privacy Act.

HIPAA Privacy

HIPPA Protocol - The Contractor provides assurances to the County that it will comply with Health Information Portability and Accountability Act (HIPPA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the County; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosures; release applicable records to the County or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

8. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

(When applicable) the Provider agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

(When applicable) Provider certifies that he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073 (1982). This section shall not apply if the grant is for less than \$50,000.00 and the Provider has employed twenty or less full-time employees during the previous 12 months.

9. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes and in conjunction with the fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

10. Provider Debarment, Suspension and Responsibility Certification

Current regulation may prohibit the State/Polk County Social Services from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes may provide the Commissioner of the Department of Administration with the authority to debar and suspend vendors who seek to contract with the State/Polk County Social Services. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this contract, the Provider certifies that it and its principals\* and employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information or possesses any knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Agency should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

\* "Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

11. Bonding, Indemnity, and Insurance:

- a. Bonding: The Provider shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its

personnel authorized to receive or distribute monies. Such bond shall be in the amount of N/A.

- b. Indemnify: The Provider agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Provider;
  - 1) By reason of any service client's suffering person injury, death, or property loss or damages either while participating in or receiving from the Provider under this agreement, or while on premises owned, leased or operated by the Provider, or while being transported to or from said premises in any vehicle owned, operated, chartered or other wise contracted for by this Provider or his assigns; or
  - 2) By reason of any service client's causing injury to, or damage to, the property of another person during the time when the Provider or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.
- c. Insurance: The Contractor further agrees, in order to protect itself as well as the Department and the County under the indemnity contract provision set forth above, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and in the amount of \$1,500,000 for total injuries or damages arising from any one occurrence. See Minnesota Statutes, Section 3.736, Subd. 4 (c). The County and Department must both be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

12. Conditions of the Parties' Obligations:

- a. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.
- b. This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail or in person.

- c. Before the termination date specified in Section 1 of this agreement the Agency may evaluate the performance of the Provider in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- d. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- e. No claim for services furnished by the Provider, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Provider do any work or furnish any material by the Agency. Such approval shall be considered to be a modification of the agreement.
- f. In the event that there is a revision of Federal regulations, which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulation.

13. Subcontracting:

The Provider shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this contract. The Provider shall be responsible for the performance of any subcontractor.

14. Independent Contractor:

Provider guarantees that it has full legal rights to render the services provided for in this Contract and agrees that its status under this contract is that of an independent contractor, and County agrees that Provider shall have full control of the method and manner of performing the services set forth herein, in accordance with the terms hereof. Provider agrees that nothing herein contained is intended or should be construed in any manner as established or creating the relationship of co-partners between the County and Provider, or as constituting Provider as the agency, representative or employee of County for any purpose or in any manner whatsoever. Provider is to be and shall remain an independent contractor with respect to all services performed under this Contract. Provider represents that it has, or will secure at its expense, all personnel required in performing services under this Contract. Any and all personnel of Provider or other person, while engaged in the performance of any work or services required by Provider under this Contract, shall have no contractual relationships with County and shall not be considered employees of County and any and all claims that may or might arise under the Workers' Compensation Act of any State on behalf of any such person or personnel arising out of employment against Provider shall in no way be the

responsibility of County. Provider does hereby hold County harmless and agrees to defend County from any and all such claims by persons associated with or engaged by Provider. Such personnel and/or other persons shall not require nor be entitled to any Compensation, Unemployment Compensation, severance pay or PERA from County by reason of Provider's operations under this Contract or the use of any process, equipment, machinery, or material in furnishing of the same.

15. Cost of Living Adjustment (COLA)

The Contractor agrees to comply with any and all requirements for any cost of living adjustments authorized during the term of this agreement.

16. Miscellaneous:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as, any previous agreements presently in effect between the Provider and any county social services agency relating to the subject matter hereof.

APPROVED AS TO FORM AND EXECUTION

DATED \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Gregory A. Widseth  
County Attorney

BY \_\_\_\_\_

Karen Warmack  
Director, County Social Service Agency

DATED \_\_\_\_\_ 20 \_\_\_\_\_

BY \_\_\_\_\_

Chairperson, Polk County Board

DATED \_\_\_\_\_ 20 \_\_\_\_\_

BY \_\_\_\_\_  
Chairperson, Tri-County Community Corrections Board

DATED \_\_\_\_\_ 20 \_\_\_\_\_

BY \_\_\_\_\_  
Andrew Larson  
Executive Director, Tri-County Community Corrections

DATED \_\_\_\_\_ 20 \_\_\_\_\_

Exhibit "A"

Tri-County Community Corrections  
816 Marin Ave., Suite 110, Crookston MN 56716

**BRASS**

Family-Based Life Management Skills

1630 Services to a family in the home including teaching family parenting skills, budgeting and communication and home management skills to that placing a child outside of the home is unnecessary or so that a child can be returned home.

4070 Early Identification and Intervention

Services designed to identify persons who are at risk of needing or need mental health services and to arrange for intervention and treatment. This service can be provided to both children and adults.

Exhibit "B"

Tri-County Community Corrections  
816 Marin Ave., Suite 110, Crookston MN 56716

Cost and Delivery of Purchased Services:

The unit cost for providing services to reimbursement eligible clients shall be for \$21.00/day/client. Clients are referred and receive daily contact for up to a (6) six-month program. Additional program months may be requested by the Agency.



## **POLK COUNTY SOCIAL SERVICES**

612 North Broadway, Room 302, Crookston, MN 56716-1452

Phone (218) 281-3127 \* Fax (218) 281-3926

Toll Free (877) 281-3127

[www.co.polk.mn.us](http://www.co.polk.mn.us)

**TO:** Polk County Board of Commissioners

**FROM:** Karen Warmack, Director

**MEETING DATE:** October 20, 2020

**AGENDA ITEM:** Contract with Tri-County Community Corrections Residential Services

**SUMMARY:**

Contract with Tri-County Community Corrections for Residential Services. The rates remain the same for 2021. Non-member County placements will be \$200/Day for both Child Shelter and Correctional Facilities. Member counties remain at \$139.00 daily rate.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

Board approval of the 2021 contract with Tri-County Community Corrections for Child Residential Services.

POLK COUNTY SOCIAL SERVICE AGENCY

PURCHASE OF SERVICE  
AND HOST COUNTY CONTRACT

The Polk County Social Services, 612 N. Broadway, Room 302, Crookston, MN 56716, Hereafter referred to as the “Agency”, and Tri-County Community Corrections, 816 Marin Ave., Suite 110, Crookston, MN 56716, hereafter referred to as the “Provider”, enter into this agreement for the period from January 1, 2021 through December 31, 2021.

WITNESSETH

WHEREAS, the Provider is an organization licensed under Minnesota Statute or an approved vendor according to published county criteria or certified by the MN Department of Corrections to provide Residential Services to persons; and

WHEREAS, the Agency, pursuant to Minnesota Statutes wishes to purchase such program services from the Provider; and

WHEREAS, the Provider represents that it is duly qualified and willing to perform such services;

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, the Agency and Provider agree as follows:

1. Provider’s Duties:
  - a. The Agency agrees to purchase and the Provider agrees to furnish any and/or all of the services identified in Exhibit A.
  - b. In compliance with current relative Minnesota Rules, the Provider agrees to provide:
    - 1) An explicit description of the services to be provided;
    - 2) A description of the staffing including job descriptions and professional qualifications of personnel;
    - 3) An organization chart;
    - 4) The licensed program capacity;
    - 5) Program content; and

6) Program budget.

- c. All medical costs to be charged back to county of financial responsibility in addition to per diem. Medical costs for children enrolled in the short term residential treatment program shall be submitted for payment by the provider of medical services directly to the Medical Assistance program. No charge for day of discharge. Unauthorized absences from the facility will be billed by county of financial responsibility for up to (5) five days.
- d. The Provider shall, in writing within 10 days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchase Services. Upon such notification, Agency shall determine whether such inability will require modification or cancellation of said agreement.

2. Costs and Delivery of Purchased Services:

- a. Payment for Purchased Services shall be made through appropriate funds, either MA, or county funds, per Exhibit B.
- b. Payment for purchased services will be for the day that the client begins services but not for the day client is discharged from services.
- c. The Provider certifies that the services to be provided under this agreement are not available without cost to eligible clients. The Provider further certifies that payment claims for Purchased Services will be in accordance with rates of payment, which do not exceed amounts reasonable and necessary to assure quality of service. The Provider further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
- d. Purchased services will be provided at Juvenile Center, 600 Bruce Street, Crookston, MN 56716.

3. Eligibility of Services:

The parties understand and agree that eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by current relative Minnesota Statutes and current relative Minnesota Rules.

The parties understand and agree that the Agency, or the county or reservation of financial responsibility, shall determine preliminary and final client eligibility in

accordance with the assessment criteria of current relative Minnesota Rules and the eligibility criteria of current relative Minnesota Rules.

- a. It is understood and agreed by the parties that, for eligible clients, clients and responsible relatives shall have fees charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services in accordance with the provisions of current relative Minnesota Statutes.
- b. The Provider shall not charge any program or service fee to eligible clients, nor shall the Provider seek reimbursement for services from a client's responsible relative or third-party payment sources.
- c. The Agency or County of Financial Responsibility (CFR) shall notify the Provider of the units of service to be provided and of the dates of service, which is in the format of the DHS letter previously mentioned.
- d. The Provider will obtain Agency or CFR approval prior to any provision of services in excess of the units, costs, or dates of service authorized by the Agency or CFR.
- e. The Provider shall notify the Agency or CFR and the client whenever the Provider proposes to terminate service(s) to a client. The notice must be made at least 10 days prior to the proposed date of termination of service(s). The Provider shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well being of other clients or Provider.
- f. The Provider shall establish written procedures for terminating services to a client in accordance with current relative Minnesota Rules.

4. Individual Service and Habilitation Plan:

The parties understand and agree that all services provided to eligible recipients under the terms of this contract shall be in accordance with the individual services plan and individual habilitation plan, developed with, for an on behalf of the individual client.

Performance of the Provider will be monitored in accordance with client outcomes as specified in the Individual Service and Habilitation Plan goals and objectives.

The Agency shall not delegate the development of Individual Service Plans (ISP's) and Individual Habilitation Plans (IHP's) to the Provider.

5. Payment for Purchased Services:

- a. Certification of expenditures: The Provider shall, within fifteen working days following the last day of each calendar month, submit a standard invoice for social services purchased to the Polk County Social Service Agency. The Invoice shall show: (1) total program and administrative expenditures for the month; and (2) an itemized account of each social services eligible individual, identifying service(s) provided, number of units and cost per unit, including administrative costs allocated to the provision of purchased services to reimbursement eligible clients.
- b. Payment: The Agency shall, within 30 days of the date of receipt of the Invoice, make payment to the Provider for all reimbursement-eligible clients identified on the invoice.

6. Audit and Record Disclosures:

The Provider shall:

- a. Send the following financial, statistical and service reports to the Agency or CFR as requested:
  1. The number of individuals served in each target population;
  2. The number of units of each service provided to each client;
  3. The age, race and sex of each client;
  4. The type of services provided to each client;
  5. The cost of unit of service;
- b. Provide Progress Notes and Discharge Summaries as requested:
  1. Complete progress notes regarding clients receiving services;
  2. Discharge summary including admit and discharge dates, number of units used, and over-all client performance.
- c. Participate in any required client information system and comply with the reporting requirements of current relative Minnesota rules.
- d. Allow personnel of the Agency, the Minnesota Department of Human Services, and any other relevant agency/department access to the Provider's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.

- e. Maintain all records pertaining to the contract at 600 Bruce Street, Crookston, MN 56716 for four years for audit purposes.
- f. Cooperate with the monitoring procedures of the Minnesota Department of Human Services established pursuant to current relative Minnesota Statutes.

7. Safeguard of Client Information:

The use of disclosure by any party of information concerning an eligible client in violation of any rules of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the Agency's or Provider's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian. Paul Bissonette is designated responsible for compliance with Minnesota Data Privacy Act.

HIPAA Privacy

HIPPA Protocol - The Contractor provides assurances to the County that it will comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the County; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosures; release applicable records to the County or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

8. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

(When applicable) the Provider agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

(When applicable) Provider certifies that he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073 (1982). This section shall not apply if the grant is for less than \$50,000.00 and the Provider has employed twenty or less full-time employees during the previous 12 months.

9. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes and in conjunction with the fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

10. Provider Debarment, Suspension and Responsibility Certification

Current regulation may prohibit the State/Polk County Social Services from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes may provide the Commissioner of the Department of Administration with the authority to debar and suspend vendors who seek to contract with the State/Polk County Social Services. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this contract, the Provider certifies that it and its principals\* and employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information or possesses any knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.

- e. Shall immediately give written notice to the Agency should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

\* “Principals” for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

11. Bonding, Indemnity, and Insurance:

- a. Bonding: The Provider shall obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of N/A.
- b. Indemnify: The Provider agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which maybe claimed against the Agency or Provider;
  - 1) By reason of any service client’s suffering person injury, death, or property loss or damages either while participating in or receiving from the Provider under this agreement, or while on premises owned, leased or operated by the Provider, or while being transported to or from said premises in any vehicle owned, operated, chartered or other wise contracted for by the Provider or his assigns; or
  - 2) By reason of any service client’s causing injury to, or damage to, the property of another person during the time when the Provider or his assigns, or employee thereof has undertaken or is furnishing the care and service called for under this agreement.
- c. Insurance: The Contractor further agrees, in order to protect Itself as well as the Department and the County under the indemnity contract provision set forth above, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and in the amount of \$1,500,000 for total injuries or damages arising from any one occurrence. See Minnesota Statues, Section 3.736, Subd. 4 (c). The County and Department must both be named as additional insured and shall be sent a current certificate of insurance on an

annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

12. Conditions of the Parties' Obligations:

- a. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.
- b. This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail or in person.
- c. Before the termination date specified in Section 1 of this agreement the Agency may evaluate the performance of the Provider in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- d. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- e. No claim for services furnished by the Provider, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Provider do any work or furnish any material by the Agency. Such approval shall be considered to be a modification of the agreement.
- f. In the event that there is a revision of Federal regulations, which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

13. Subcontracting:

The Provider shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this contract. The provider shall be responsible for the performance of any subcontractor.

14. Independent Contractor:

Provider guarantees that it has full legal rights to render the services provided for in this Contract and agrees that its status under this contract is that of an independent contractor, and County agrees that Provider shall have full control of the method and manner of performing the services set forth herein, in accordance with the terms hereof. Provider agrees that nothing herein contained is intended or should be construed in any manner as established or creating the relationship of co-partners between the County and Provider, or as constituting Provider as the agency, representative or employee of County for any purpose or in any manner whatsoever. Provider is to be and shall remain an independent contractor with respect to all services performed under this Contract. Provider represents that it has, or will secure at its expense, all personnel required in performing services under this Contract. Any and all personnel of Provider or other person, while engaged in the performance of any work or services required by Provider under this Contract, shall have no contractual relationships with County and shall not be considered employees of County and any and all claims that may or might arise under the Workers' Compensation Act of any State on behalf of any such person or personnel arising out of employment against Provider shall in no way be the responsibility of County. Provider does hereby hold County harmless and agrees to defend County from any and all such claims by persons associated with or engaged by Provider. Such personnel and/or other persons shall not require nor be entitled to any Compensation, Unemployment Compensation, severance pay or PERA from County by reason of Provider's operations under this Contract or the use of any process, equipment, machinery, or material in furnishing of the same.

15. Cost of Living Adjustment (COLA)

The Contractor agrees to comply with any and all requirements for any cost of living adjustments authorized during the term of this agreement.

16. Miscellaneous:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as, any previous agreements presently in effect between the Provider and any county social services agency relating to the subject matter hereof.

APPROVED AS TO FORM AND EXECUTION

DATE \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Gregory A. Widseth  
Polk County Attorney

BY \_\_\_\_\_  
Karen Warmack  
Director, Polk County Social Service Agency

DATED \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
Chairperson, Polk County Board

DATED \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
Chairperson, Tri-County Community Corrections Board

DATED \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
Andrew Larson  
Executive Director, Tri-County Community Corrections

DATED \_\_\_\_\_, 20\_\_\_\_

Exhibit "A"

Tri-County Community Corrections  
600 Bruce Street Crookston MN 56716  
01-1-21 – 12-31-21

BRASS

Service Description

1710

Child Shelter

Services provided for time-limited placements of 90 days or less to children who are in immediate need of short term out-of-home placement until a plan of care is established. Services provided by the shelter include assessment, evaluation and placement planning. An out-of-home placement plan must be completed within 30 days of the initial placement. This code includes children who are receiving shelter care in a licensed family foster facility or a residential setting and includes the initial 60-day clothing allowance.

1850

Correctional Facilities

A program of intervention and care for children in a group residential setting licensed or certified as a correctional facility. This service includes the initial 60-day clothing allowance.

Exhibit "B"

Tri-County Community Corrections  
816 Marin Avenue, Suite 110  
Crookston, MN 56716  
1-1-21 through 12-31-21

Descriptions and Costs and Delivery of Purchased Services

BRASS

1710	Child Shelter - \$139.00/Day (Member County)
1710	Child Shelter - <b>\$184.00/Day (Non-member County)</b>
1850	Correctional Facilities (Child) - \$139.00/Day (Member County)
1850	Correctional Facilities (Child) - <b>\$184.00/Day (Non-member County)</b>



## **POLK COUNTY SOCIAL SERVICES**

612 North Broadway, Room 302, Crookston, MN 56716-1452

Phone (218) 281-3127 \* Fax (218) 281-3926

Toll Free (877) 281-3127

[www.co.polk.mn.us](http://www.co.polk.mn.us)

**DATE:** October 20, 2020

**TO:** Polk County Board of Commissioners

**FROM:** Karen Warmack, Director

**AGENDA ITEM:** Social Worker-Child Protection Specialist (CPS) Replacement Request

**SUMMARY:** Replacement of a Social Worker-Child Protection Specialist based in the Crookston Office working with the Child Protection Unit conducting assessments and ongoing child protection services.

**ACTION REQUESTED: (MOTION)**

Board approval to refill Social Worker-Child Protection Specialist, and any internal subsequent position vacancies occurring because of this action.



## **POLK COUNTY SOCIAL SERVICES**

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**DATE:** October 20, 2020

**TO:** Polk County Board of Commissioners

**FROM:** Karen Warmack, Director

**AGENDA ITEM:** Approve Resolution (2020-88) Accepting Financial Donation On Behalf Of Polk County Social Services From Ultima Bank

**SUMMARY:**

A financial contribution of \$131.00 from Ultima Bank, Fosston Mn was given to Polk County Social Services for the purpose of supporting winter wear for needy individuals.

**ACTION REQUESTED: (MOTION)**

Approve Resolution (2020-88) Accepting Financial Donation On Behalf Of Polk County Social Services From Ultima Bank

RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS

**Accepting Financial Donation On  
Behalf Of Polk County Social Services From Ultima Bank**

**RESOLUTION (2020-88)**

The following resolution (2020-88) was offered by Commissioner:

WHEREAS, Ultima Bank In Fosston Minnesota, has made a financial contribution of \$131.00 for the purpose of helping individuals with winter wear.

WHEREAS, Polk County Social Services wishes to have the Polk County Board formally accept this financial donation.

WHEREAS, Ultima Bank, Fosston, Minnesota, has made a financial contribution of \$131.00 to support needy individuals in East Polk County; and

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

The financial contribution from Ultima Bank, Fosston Mn hereby is accepted by the Polk County Board of Commissioners on behalf of Polk County Social Services for the purpose of supporting winter wear for needy individuals.

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

STATE OF MINNESOTA)

) ss.

COUNTY OF POLK )

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 20<sup>th</sup> day of October 2020 and that the same is true and correct copy of the whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 20<sup>th</sup> day of October 2020.

---

Charles S. Whiting  
Polk County Administrator  
Clerk of the Board



## Board of Commissioners

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

---

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 10-20-2020

AGENDA ITEM: County Ditch 115 Maintenance Request

SUMMARY:

1. Need to remove sediment in ditch and remove two field approaches that are no longer needed..
2. Section 25/26 of Bygland

ACTION REQUESTED:

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve the work in CD 115 and name Richard Sanders as engineer over the project.

# POLK COUNTY DRAINAGE SYSTEM -- REQUEST FOR MAINTENANCE FORM

Polk County Ag & Drainage Department  
 820 Old Highway 75 South - Crookston, MN 56716  
 Phone (218) 281-3952 Fax (218) 281-3976

Request Date: 10/12/20 Drainage System No.: 115  
 Township Name: Bygland Section No(s) of requested repair: 25 & 26  
 Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Remove ditch blocks  
- Remove failing culvert at station  
77+24  
- Remove failing culvert at station  
98+59  
Both culverts no longer used.

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

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

**Request for Maintenance and Spoil Placement Signatures (below)**

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

Date	Landowner	Phone No.	Sect. No.	Township
1.	Bruce Newhouse	218-891-4845	25	
2.	John Tuppa	701-741-4271	26	
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Reviewed by

County Highway Department \_\_\_\_\_  
Engineer

Approved

County Board \_\_\_\_\_  
District Commissioner

Approved

Ditch Authority \_\_\_\_\_  
Chairperson

Approved

09.00255.00  
KNOX SCOTT  
JAMES

09.00257.00  
ADAMS LAND LLLP  
STEVE & DARLA

09.00250.00  
ANDERSON SIDNEY & EDNA  
ETAL, LIFE ESTATE



265th  
St SW

PGD 115 PGD 115

↑  
Remove  
culvert

25

↑  
Remove  
culvert

09.00253.00  
KNUTSON  
GLENDORA C

09.00252.00  
NEWHOUSE BRUCE  
ALLEN & TAMERA LYNN

09.00247.00  
NEWHOUSE BRUCE  
ALLEN & TAMERA LYNN

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RIDGELY  
CAROLYN



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 10-20-2020

AGENDA ITEM: Certificate of Performance/Final Acceptance SAP 060-610-013  
CSAH 10 (East Shore Project)

### SUMMARY:

1. Knife River Materials has completed the work required on the project
2. Original Contract Amount was \$434,548.15
3. Final Contract Amount is \$468,130.34

### ACTION REQUESTED:

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve the Certificate of Performance/Certificate of Final Acceptance for SAP 060-610-013 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

TO: The Honorable Board of County Commissioners  
Polk County, Minnesota

FROM: County Highway Engineer  
Polk County, Minnesota

**CERTIFICATE OF PERFORMANCE**  
**COUNTY OF POLK**

Project No. SAP 060-610-013 (CSA 14 10)

Name of Contractor: KNITE RIVER MATERIALS

Contract No. \_\_\_\_\_

Total Value of Work: \$468,130.<sup>34</sup>

Original Contract Amount: \$434,548.<sup>15</sup>

I HEREBY CERTIFY to the Board of Commissioners of the above named County, that I have been in charge of the work required by the above described contract; that all of such work has been done and performed as measured by and in accordance with and pursuant to the terms of said contract.

\_\_\_\_\_  
County Highway Engineer

Contract Number: 1264  
 Final Pay Request Number: 6

Project Number	Project Description
SAP 060-610-013	CSAH 10

<b>Contractor:</b> Knife River Materials-Northern Minnesota 4101 Bemidji Ave N Bemidji, MN 56601	<b>Vendor Number:</b> 3095 <b>Up To Date:</b> 09/14/2020
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Contract Amount		Funds Encumbered	
Original Contract	\$434,548.15	Original	\$434,548.15
Contract Changes	\$5,005.68	Additional	N/A
Revised Contract	\$439,553.83	Total	\$434,548.15

Work Certified To Date	
Base Bid Items	\$463,124.66
Contract Changes	\$5,005.68
Material On Hand	\$0.00
Total	\$468,130.34

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$468,130.34	\$0.00	\$444,723.82	\$23,406.52	\$468,130.34
Percent: Retained: 0%				Percent Complete: 106.5%	
<b>Amount Paid this Final Pay Request: \$23,406.52</b>					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Approved By Knife River Materials-Northern Minnesota

County/City/Project Engineer

Contractor 

Date

Date *September 24, 2020*



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 10-20-2020

AGENDA ITEM:

1. Resolution (2020-90) Safe Routes To School (SRTSP) Project City of Fosston
  - A. Letter Of Support

SUMMARY:

1. The City of Fosston is applying for Safe Route to School Federal Funds.
2. Because they are a City with less than 5,000 population, Polk County needs to be the sponsor in order for them to receive the Federal Funds.
3. They will also need Polk County to act as their sponsor.
4. Attached is previous Resolution and sample Letters of Support.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

1. Approved Resolution (2020-90) Safe Routes To School Project – City of Fosston.
2. A motion was made by \_\_\_\_ seconded by \_\_ to allow the Polk County Administrator to write a letter of support for their application.

RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS

**RESOLUTION (2018-76)**

**Safe Routes To School (SRTS) Project**  
**City of Fosston**

The following resolution (2018-76) was offered by Commissioner Jacobson:

BE IT RESOLVED, That the County of Polk act as sponsoring agency for a Safe Routes to School (SRTS) Project within the City of Fosston and acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Richard Sanders is hereby authorized to act as agent on behalf of this applicant.

Agreement to Maintain Facility

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way acquired without prior approval from the FHWA; and

WHEREAS, Transportation enhancement projects receive federal funding from the reauthorization of the Surface Transportation Program (STP) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) of 2005; and

WHEREAS, The Minnesota Department of Transportation (MN/DOT) has determined that for projects implemented with SRTS funds, this requirement should be applied to the project sponsor, and

WHEREAS, The County of Polk is the project sponsor for the Safe Routes to School project within the City of Fosston.

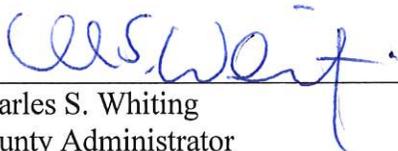
THEREFORE BE IT RESOLVED, That the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

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

STATE OF MINNESOTA    )  
                                  ) ss.  
COUNTY OF POLK        )

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the 27<sup>th</sup> day of November, 2018 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 27<sup>th</sup> day of November, 2018.

  
\_\_\_\_\_  
Charles S. Whiting  
County Administrator  
Clerk of the Board

# *Fosston Public Schools*

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INDEPENDENT SCHOOL DISTRICT 601 – 301 First Street East, Fosston, MN 56542  
SUPERINTENDENT Kevin Ricke – 218-435-6335 FAX 218-435-1663  
MAGELSSSEN ELEMENTARY SCHOOL – 218-435-6036 FAX 218-435-6414  
FOSSTON HIGH SCHOOL 218-435-1909 FAX 218-435-6340  
PRINCIPALS: Daniel Boushee, Elementary Patti L. Johnson, High School

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Minnesota Department of Transportation  
Safe Routes to School  
395 John Ireland Blvd.  
Saint Paul, MN 55155-1800

Dear Selection Committee:

Please accept this letter of support for the Safe Routes to School grant application via the Minnesota Department of Transportation. Fosston Public Schools believes that expanding pedestrian pathways within the community promotes a more inviting, safer, healthier lifestyle activity choice for children of all ages. If the enhanced routes are walk-able and bike-able that also means our family members that utilize crutches, leg braces, wheelchairs or motorized scooters would benefit from increased travel options.

Connecting pedestrian pathways between Thompson Field, the High School, Civic Center (i.e., indoor swimming pool), Magelssen Elementary School, the Softball and Ice Skating Rink complex as well as the FIT Trail would be awesome – especially since our school will be participating in the Northwest Regional Development Commission “Safe Routes to School Bike Training Program” (our contact is Troy Schroeder, Transportation/GIS Director). The mobile enclosed trailer with the fleet of adjustable bikes will be in Fosston this spring!

Thank you for the courtesy extended to us reviewing this application.

With best regards,



Kevin Ricke, Superintendent

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*“Committed to Excellence”*



December 21, 2018

Minnesota Department of Transportation  
Safe Routes to School  
395 John Ireland Blvd  
Saint Paul, MN 55155-1800

To Whom It May Concern:

On behalf of Polk County Public Health and the Statewide Health Improvement Partnership (SHIP) of Polk, Norman, and Mahanomen (PNM) counties, I am writing in strong support of the Safe Routes to School Grant application from the City of Fosston.

Working with community partners in planning processes that advance support for active living is part of public health work. PNM Community Health Services and SHIP have established partner relationships in the region, working together toward making healthier choices easier. We have a history of purposeful community engagement and are committed to assisting in the project to work on long-term policy, system and environmental changes to create a more active, healthy environment for all populations.

We convene the "Healthier Fosston" local advisory team on a regular basis. This group, consisting of vested community stakeholders and decision makers, brings together City of Fosston leaders, businesses, Fosston School District and community members, to partner for collective impact in "Making Healthy Choices Easier" in Fosston. We have convened walking meetings, worksite wellness collaboratives, Walk-Bike-Fun trainings and recently saw the City of Fosston's Comprehensive Plan address healthy choices for all. Recently, members and City of Fosston leaders convened for a walking assessment, identifying risks, challenges and assets of the school and city's multimodal environment.

Recent data from the 2017 PNM Adult Behavioral Health Survey finds that **75.8%** of individuals residing in Polk County are considered either overweight (38.1%) or obese (37.7%). This is **higher than the state average of 64.5%** (36.7% overweight; 27.8%, obese). Across Polk County, only an estimated 28% of adults are getting their recommended levels of physical activity, far lower than the state rate of 55%.

Assisting in structuring school, workplace and community environments to make it easier for residents to integrate physical activity into daily routines has been identified as a main priority by evaluators of our local data. The City of Fosston, Fosston School District and its supportive community have a history of successful collaborations that have created long term impacts.

We in public health are proud and excited to support this effort as we seek to support a Health in All Policies approach in our communities. We look forward to continued partnerships to make Fosston a healthier place to live, work and play. Thank you for your thoughtful consideration of this application.

In Partnership,

Kirsten Fagerlund, RN, PHN  
Lead Coordinator, Polk County Public Health



**Essentia Health**  
Here with you

December 27, 2018

Minnesota Department of Transportation  
SAFE ROUTES TO SCHOOL  
295 John Ireland Blvd.  
Saint Paul, MN 55155-1800

Dear Selection Committee:

I am writing in support of the Safe Routes to School grant application via the Minnesota Department of Transportation. As a child, I walked the 8 blocks from my home to the school every day it was in session, and seldom saw a vehicle in motion. When my own children began their schooling at Fosston Public School, I was amazed at the increase in traffic congestion around the schools and observed many "near misses" between autos and pedestrians. As a former school board member, I know how the school has struggled with providing safe travel to our schools. I am excited about the possibility of improving travel options for the generations to come.

The connection of pedestrian pathways between the athletic field, the softball and skating complex, and the two schools would go a long way toward creating a community that offers a safer and healthier lifestyle activity for children and people of all ages and abilities. It could also improve my own ability, and that of the volunteers I direct in the community, to walk or bicycle safely in our town.

Thank you for giving us the opportunity to apply for this grant.

Best regards,

  
Joan Dufault, Volunteer Coordinator  
Essentia Health-Fosston

Fosston Hospital  
Fosston 900 Hilligoss Blvd SE  
Fosston, MN 56542

T 218.435.7629

[EssentiaHealth.org](http://EssentiaHealth.org)

*Essentia Health is an equal opportunity provider and employer.*



# Ultima Bank Minnesota

[www.ultimabank.com](http://www.ultimabank.com)

Minnesota Department of Transportation  
Safe Routes to School  
395 John Ireland Blvd.  
St. Paul, MN 55155-1800

Dear Selection Committee:

**Ultima Bank Minnesota (UBM)** is a \$175 million community bank headquartered in Fosston. Besides the financial services we offer throughout northwest Minnesota, we are very supportive of the schools in the communities we serve.

In addition to my role as president of **UBM**, I also serve as chair of the Fosston EDA and am a member of the Healthier Fosston Committee. Each organization I represent encourages our Fosston students and faculty to walk or bike to and from our schools whenever possible. Walking or biking, verses driving or getting a ride, adds to a healthier lifestyle and relieves congestion around our schools.

We, as a community, are committed to good stewardship of any funding received through the Safe Routes to School grant program and encourage your favorable action on our grant application. Thank you for your consideration and please feel free to contact by phone or email at [mark@ultimabank.com](mailto:mark@ultimabank.com) if you would like additional information about our support for the project.

Sincerely,

Mark G. Finstad

President

RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS

**RESOLUTION (2020-90)**

**Safe Routes To School (SRTS) Project**  
**City of Fosston**

The following resolution (2020-90) was offered by Commissioner:

BE IT RESOLVED, That the County of Polk act as sponsoring agency for a Safe Routes to School (SRTS) Project within the City of Fosston and acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Richard Sanders is hereby authorized to act as agent on behalf of this applicant.

Agreement to Maintain Facility

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way acquired without prior approval from the FHWA: and

WHEREAS, Transportation enhancement projects receive federal funding from the reauthorization of the Surface Transportation Program (STP) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) of 2005; and

WHEREAS, The Minnesota Department of Transportation (MN/DOT) has determined that for projects implemented with SRTS funds, this requirement should be applied to the project sponsor, and

WHEREAS, The County of Polk is the project sponsor for the Safe Routes to School project within the City of Fosston.

THEREFORE BE IT RESOLVED, That the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.





## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 10-20-2020

AGENDA ITEM: Monarch Candidate Conservation Agreement

SUMMARY:

1. Monarch Butterflies will soon be on the Threatened and Endangered Species List.
2. WSB Consulting will help Polk County Highway with the steps to evaluate its Construction and Maintenance Activities and the Permit Application Process in order to allow Polk County to continue with minimized Monarch Disturbance.
3. Agreement is attached.
4. Total Cost is \$12,400.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve agreement with WSB Consulting of Minneapolis, MN and allow County Engineer to sign the agreement.



September 25, 2020

Mr. Rich Sanders  
612 N. Broadway  
Crookston, MN 56715

Re: Scope of Services – Evaluation of Monarch Candidate Conservation Agreement with Assurances Program

Dear Mr. Sanders:

Thank you for reaching out to WSB regarding the Candidate Conservation Agreement with Assurances (CCAA) for the Monarch butterfly. We understand that Polk County wishes to evaluate the options for enrolling in the program, which upon inclusion would afford the County assurance from US Fish and Wildlife Service that no additional regulatory requirements will be imposed that impact road construction or maintenance if the monarch is listed under the Endangered Species Act. Outlined below is a scope of services for evaluating the County's rights-of-way and program options in terms of enrollment areas, conservation measures, and covered activities and recommendations for enrollment. Also included is an optional task to prepare and submit the application to the program.

## **SCOPE OF SERVICES**

### **Task 1 – Meetings and Coordination**

Task 1 includes an initial coordination meeting with the County to discuss options for calculating enrolled lands and other lands which the County would like to include (e.g., rights of way, gravel pit). Also included in this task is one check-in meeting with the County, in approximately January 2021, to review the status of the project.

### **Task 2 – Evaluation of Enrollment Land**

WSB will coordinate with Polk County to evaluate the land within the County rights-of-way. Evaluation will include a GIS exercise to approximate the acreage within these areas and 1 day of site visits along randomly selected road segments to document available monarch habitat. If site conditions don't allow for viewing the habitat, resources such as Google Street View will be utilized. Based on the meetings that occurred in Task 1, this task will also include a recommendation of the areas to enroll in the program ("enrolled acres") and areas where conservation measures would be adopted ("adopted acres"). A map of these areas will be included in the final memorandum.

### **Task 3 – Evaluation of Conservation Measures**

As part of Task 3, WSB will evaluate the suite of conservation measures offered by the CCAA program and provide an analysis of the costs and benefits to each measure. Some of the conservation measures available in the CCAA include:

- adjusting the timing of mowing and other vegetation management practices to reduce impacts to monarchs,
- modifying and minimizing herbicide use to promote growth of milkweed and flowering plants,
- using local seed mixes that include a variety of flowering plants and milkweed, and
- monitoring the quantity and quality of monarch habitat to allow for adaptive management.

The evaluation and recommendations will be incorporated into a final memorandum.

**Task 4 – Evaluation of Covered Activities**

Under Task 4, WSB will coordinate with Polk County to identify road construction and maintenance activities that would be covered under the CCAA. These activities include things like periodic grading and vegetation clearing, structural maintenance and repairs, as well as the repair, replacement and modification of above- and below-ground infrastructure. A summary of eligible activities would be included in the final memorandum.

**Task 5 – Technical Memorandum and Recommendations**

Task 5 includes preparation of a technical memorandum that outlines the results of each of the previous tasks and provides a recommendation to Polk County regarding the overall benefits of the program, amount of land to enroll, conservation measures to implement, and covered activities. An outline of monitoring procedures will also be provided. Also included will be an estimate of the fees associated with the CCAA based on the program's calculator. This task includes both a draft and final version of the memorandum and allows for one round of comments by Polk County.

**Optional Task 6 – CCAA Application Preparation**

As part of Optional Task 6, WSB will use the information obtained as part of the previous tasks to prepare and submit the CCAA application on behalf of Polk County. This submittal will include the application and associated maps. Also included in this task are two meetings with CCAA program advisors to review and discuss the County's application. This task includes one round of revisions based on the CCAA program advisors' comments.

Monitoring of the adopted acres for effectiveness is also required by the program and can be discussed at a future time if necessary but is not included in this scope.

**SCHEDULE**

The work described in this proposal would occur beginning in November 2020, with a final technical memorandum delivered March 2021.

**SUMMARY**

The fee to complete Tasks 1 - 5 will be billed an hourly rate not to exceed \$10,200. The fee to complete Optional Task 2 will be also billed hourly, not to exceed \$2,200. This does not include application or enrollment fees required by the CCAA program.

If you wish to authorize this work, please sign below and return one copy to my attention. WSB will start work upon receipt of a signed scope. If you have questions, please feel free to contact me at 763-231-4847 or [aharwood@wsbeng.com](mailto:aharwood@wsbeng.com).

Sincerely,

WSB



Alison Harwood  
Director of Natural Resources

CC: David Enblom, WSB

Attachment 1: Exhibit A – General Contract Provisions

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Polk County hereby authorizes the scope of work outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT A  
GENERAL CONTRACT PROVISIONS**

**ARTICLE 1 – PERFORMANCE OF THE WORK**

Consultant shall perform the services under this Agreement in accordance with the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.

**ARTICLE 2 – ADDITIONAL SERVICES**

If the Client requests that the Consultant perform any services which are beyond the scope as set forth in the Agreement, or if changed or unforeseen conditions require the Consultant to perform services outside of the original scope, then, Consultant shall promptly notify the Client of cause and nature of the additional services required. Upon notification, Consultant shall be entitled to an equitable adjustment in both compensation and time to perform.

**ARTICLE 3 – SCHEDULE**

Unless specific periods of time or dates for providing services are specified in a separate Exhibit, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, or other natural disasters or acts of God; fires, riots, war or other emergencies; any action or failure to act in a timely manner by any government agency; actions or failure to act by the Client or the Client's contractor or consultants; or discovery of any hazardous substance or differing site conditions. If the delays outside of Consultant's control increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a reasonable adjustment in schedule and compensation.

**ARTICLE 4 – CONSTRUCTION OBSERVATION**

If requested by Client, Consultant shall visit the project during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding, in general, in accordance with plans, specifications or other contract documents prepared by Consultant for the Client. The Client has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services.

Consultant neither guarantees the performance of any Contractor retained by Client nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with the construction documents. Client acknowledges Consultant will not direct, supervise or control the work of contractors or their subcontractors, nor shall Consultant have authority over or responsibility for the contractors' means, methods, or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety. Job Site Safety shall be the sole responsibility of the contractor who is performing the work.

For Client-observed projects, the Consultant shall be entitled to rely upon and accept representations of the Client's observer. If the Client desires more extensive project observation or full-time project representation, the Client shall request such services be provided by the Consultant as an Additional Service. Consultant and Client shall then enter into a Supplemental Agreement detailing the terms and conditions of the requested project observation.

**ARTICLE 5 – OPINIONS OF PROBABLE COST**

Opinions, if any, of probable cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs, collectively referred to as "Cost Estimates," provided for are made or to be made on the basis of the Consultant's experience and qualifications and represent the Consultant's best judgment as an experienced and qualified professional design firm. The parties acknowledge, however, that the

Consultant does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and any evaluation of any facility to be constructed or acquired, or work to be performed must, of necessity, be viewed as simply preliminary. Accordingly, the Consultant and Client agree that the proposals, bids or actual costs may vary from opinions, evaluations or studies submitted by the Consultant and that Consultant assumes no responsibility for the accuracy of opinions of Cost Estimates and Client expressly waives any claims related to the accuracy of opinions of Cost Estimates. If Client wishes greater assurance as to Cost Estimates, Client shall employ an independent cost estimator as part of its Project responsibilities.

#### **ARTICLE 6 – REUSE AND DISPOSITION OF INSTRUMENTS OF SERVICE**

All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service and Consultant retains all ownership interests in Instruments of Service, including copyrights. The Instruments of Service are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other project. Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic format furnished to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Consultant makes no representations as to long term compatibility, usability or readability of electronic files.

If requested, at the time of completion or termination of the work, the Consultant may make available to the Client the Instruments of Service upon (i) payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, and (ii) fulfillment of the Client's obligations under this Agreement. Any use or re-use of such Instruments of Service by the Client or others without written consent, verification or adaptation by the Consultant except for the specific purpose intended will be at the Client's risk and full legal responsibility and Client expressly releases all claims against Consultant arising from re-use of the Instruments of Service without Consultant's written consent, verification or adaptation.

The Client will, to the fullest extent permitted by law, indemnify and hold the Consultant harmless from any claim, liability or cost (including reasonable attorneys' fees, and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of these Instruments of Service by the Client or any person or entity that acquires or obtains the reports, plans and specifications from or through the Client without the written authorization of the Consultant. Under no circumstances shall transfer of Instruments of Service be deemed a sale by Consultant, and Consultant makes no warranties, either expressed or implied, of merchantability and fitness for any particular purpose. Consultant shall be entitled to compensation for any consent, verification or adaption of the Instruments of Service for extensions of the Project or any other project.

#### **ARTICLE 7 – PAYMENTS**

Payment to Consultant shall be on a lump sum or hourly basis as set out in the Agreement. Consultant is entitled to payment of amounts due plus reimbursable expenses. Client will pay the balance stated on the invoice unless Client notifies Consultant in writing of any disputed items within fifteen (15) days from the date of invoice. In the event of any dispute, Client will pay all undisputed amounts in the ordinary course, and the Parties will endeavor to resolve all disputed items. All accounts unpaid after thirty (30) days from the date of original invoice shall be subject to a service charge of 1-1/2% per month, or the maximum amount authorized by law, whichever is less. Consultant reserves the right to retain instruments of service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or instruments of service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney fees, incurred in connection with collecting amounts owed by Client. In addition, Consultant may, after giving seven (7) days' written notice to Client, suspend services under this Agreement until it receives full payment for all amounts then due for services, expenses and charges. Payment methods, expenses and rates may be more fully described in Exhibit C and Exhibit E.

## **ARTICLE 8 – SUBMITTALS AND PAY APPLICATIONS**

If the Scope of Work includes the Consultant reviewing and certifying the amounts due the Contractor, the Consultant's certification for payment shall constitute a representation to the Client, that to the best of the Consultant's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in general accordance with the Documents issued by the Consultant. The issuance of a Certificate for Payment shall not be a representation that the Consultant has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Client to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum. Contractor shall remain exclusively responsible for its Work.

If the Scope of Work includes Consultant's review and approval of submittals from the Contractor, such review shall be for the limited purpose of checking for conformance with the information given and the design concept. The review of submittals is not intended to determine the accuracy of all components, the accuracy of the quantities or dimensions, or the safety procedures, means or methods to be used in construction, and those responsibilities remain exclusively with the Client's contractor.

## **ARTICLE 9 – HAZARDOUS MATERIALS**

Notwithstanding the Scope of Services to be provided pursuant to this Agreement, it is understood and agreed that Consultant is not a user, handler, generator, operator, treater, arranger, storer, transporter, or disposer of hazardous or toxic substances, pollutants or contaminants as any of the foregoing items are defined by Federal, State and/or local law, rules or regulations, now existing or hereafter amended, and which may be found or identified on any Project which is undertaken by Consultant.

The Client agrees to indemnify Consultant and its officers, subconsultant(s), employees and agents from and against any and all claims, losses, 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 hazardous or toxic substances, pollutants or contaminants of any kind, except that this clause shall not apply to such liability as may arise out of Consultant's sole negligence in the performance of services under this Agreement arising from or relating to hazardous or toxic substances, pollutants, or contaminants specifically identified by the Client and included within Consultant's services to be provided under this Agreement.

## **ARTICLE 10 – INSURANCE**

Consultant has procured general and professional liability insurance. On request, Consultant will furnish client with a certificate of insurance detailing the precise nature and type of insurance, along with applicable policy limits. Additional Insurance requirements are listed in Exhibit D.

## **ARTICLE 11 – TERMINATION OR SUSPENSION**

If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than sixty (60) days through no fault of Consultant, Consultant shall be entitled to either terminate its agreement upon seven (7) days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

This Agreement may be terminated by either party upon thirty (30) days' written notice without cause. Consultant shall upon termination only be entitled to payment for the work performed up to the Date of termination. In the event of termination, copies of plans, reports, specifications, electronic drawing/data

files (CADD), field data, notes, and other documents whether written, printed or recorded on any medium whatsoever, finished or unfinished, prepared by the Consultant pursuant to this Agreement and pertaining to the work or to the Project, (hereinafter "Instruments of Service"), shall be made available to the Client upon payment of all amounts due as of the date of termination. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.

#### **ARTICLE 12 – INDEMNIFICATION**

The Consultant agrees to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused by the Consultant's negligence or willful misconduct.

The Client agrees to indemnify and hold the Consultant harmless from any damage, liability or cost to the extent caused by the Client's negligence or willful misconduct.

#### **ARTICLE 13 – WAIVER OF CONSEQUENTIAL DAMAGES**

The Consultant and Client waive claims against each other for consequential damages arising out of or relating to this contract. This mutual waiver includes damages incurred by the Client for rental expenses, for loss of use, loss of income, lost profit, project delays, financing, business and reputation and for loss of management or employee productivity or of the services of such persons; and (2) Damages incurred by the Consultant for principal office expenses including the compensation for personnel stationed there, for losses of financing, business and reputation and for loss of profit except anticipated profit arising directly from the Work. The Consultant and Client further agree to obtain a similar waiver from each of their contractors, subcontractors or suppliers.

#### **ARTICLE 14 – WAIVER OF CLAIMS FOR PERSONAL LIABILITY**

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

#### **ARTICLE 15 – ASSIGNMENT**

Neither Party to this Agreement shall assign its interest in this agreement, any proceeds due under the Agreement nor any claims that may arise from services or payments due under the Agreement without the written consent of the other Party. Any assignment in violation of this provision shall be null and void. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Consultant or Client. This Agreement is for the exclusive benefit of Consultant and Client and there are no other intended beneficiaries of this Agreement.

#### **ARTICLE 16 – CONFLICT RESOLUTION**

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a precondition to any formal legal proceedings.

#### **ARTICLE 17 – CONFIDENTIALITY**

The Consultant agrees to keep confidential and not to disclose to any person or entity, other than the Consultant's employees, subconsultants and the general contractor and subcontractors, if appropriate, any data and information furnished to the Consultant and marked CONFIDENTIAL by the Client. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the Consultant from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the Consultant to complete services under the Agreement or defend itself from any suit or claim.

**ARTICLE 18 – AVAILABLE INSURANCE PROCEEDS AND LIMITATION OF LIABILITY**

Consultant maintains professional liability insurance with a liability limit of not less than \$2,000,000 per claim. The Consultant's total liability to Client shall not exceed the total available insurance policy limits per claim available to Consultant under its professional liability insurance policy. Client hereby agrees that to the fullest extent permitted by law, the Consultant's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to or arising from this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty (Client's Claims) shall not exceed the total policy limits available to Consultant under its professional liability insurance policy for settlement or satisfaction of Client's Claims under the terms and conditions of the Consultant's professional liability insurance policy applicable hereto.

Notwithstanding the language above, Client agrees that with regard to any claim arising from or relating to Consultant's provision of geotechnical engineering services, construction materials testing, special inspections, and/or environmental engineering services, including but not limited to environmental site assessments, that Consultant's liability for any claims asserted by or through Client shall be limited to \$50,000.

Client and Consultant each further agree that neither will be responsible for any incidental, indirect, or consequential damages (including loss of use or loss of profits) sustained by the other, its successors or assigns. This mutual waiver shall apply even if the damages were foreseeable and regardless of the theory of recovery plead or asserted.

**ARTICLE 19 – CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of Minnesota. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, including but not limited to claims for negligence or breach of warranty, that is not settled by nonbinding mediation shall be settled by the law of the State of Minnesota.

**ARTICLE 20 – LOCATION OF UNDERGROUND IMPROVEMENTS**

Where requested by Client, Consultant will perform customary research to assist Client in locating and identifying subterranean structures or utilities. However, Consultant may reasonably rely on information from the Client and information provided by local utilities related to structures or utilities and will not be liable for damages incurred where Consultant has complied with the standard of care and acted in reliance on that information. The Client agrees to waive all claims and causes of action against the Consultant for claims by Client or its contractors relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by the Consultant.



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: October 20, 2020

AGENDA ITEM: Inter-County Head Start Nurse Consultant and Nutrition Consultant - renew service contracts

### SUMMARY:

PCPH in cooperation with Inter-County Head Start program has developed an annual Health Consultant and Nutrition Consultant service and reimbursement agreement for September 1, 2020 - August 31, 2021.

This contract is required to be updated annually. No concerns- recommend approving the "Service Contracts".

Stephanie Olson, RD LD, Nutrition Consultant- \$50 per hour, up to 20 hours per year, mileage reimbursed.

Codi Lehmann, PHN and/or Jami Mathews, NP-C, Health Consultant- \$50 per hour, up to 30 hours per year, mileage reimbursed.

**ACTION REQUESTED:** Motion to approve the Inter-County Community Council Head Start Health Consultant and Nutrition Consultant Services Contracts.



# Inter-County Community Council – Services Contract



Inter-County Community Council (ICCC) Head Start program, in cooperation with Polk County Public Health, has developed the following agreement for Health Consultant services and reimbursement for the period starting September 1, 2020 and ending August 31, 2021. This agreement is contingent upon available funding. This contract will be updated annually.

Polk County Public Health (PCPH) will provide a minimum of a licensed registered nurse to provide the following services to support the ICCC Head Start program and enrolled participants:

1. Conduct immunization review for enrolled children as requested, with follow up recommendations. Provide training, as needed, for ICCC Nurse to conduct immunization reviews.
2. Provide training and resources to ICCC Head Start staff as requested.
3. Provide health screening services at ICCC Head Start Family Orientation and/or Health Days, as requested.
4. Complete annual / periodic health policy review and approval.
5. Complete annual health and safety checks of licensed center sites.
6. Provide coordination of external health services to assist families, as requested.
7. Be available by phone and other electronic communication for additional health related questions or tasks requiring completion by licensed nurse, as needed.
8. Provide a copy of the nurse's license.

For the above service, ICCC will:

1. Reimburse at a rate of \$50 per hour for up to 30 hours per year.
2. Reimburse for mileage required to fulfill responsibilities of this contract at the ICCC current reimbursement rate.

**Confidentiality:** PCPH agrees that client names and any other information released to PCPH by ICCC shall be kept confidential and shall be used only in connection with the performance of duties listed above for ICCC.

**Background Study:** If the services to be provided under this agreement involve the provision of services directly to youth and/or their families, PCPH & contracted staff authorizes and consents that ICCC may initiate a criminal background study. Provision of such services is contingent upon favorably passing such a study.

Both parties to the contract reserve the right to cancel this agreement at any time. It is further acknowledged that PCPH is not an employee, partner or agent of ICCC and that ICCC will not deduct withholding taxes, FICA, unemployment compensation, or other fringe benefits normally occurring to ICCC employees.

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Sarah Reese, MS, CHES  
Director, PCPH

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*Catherine Johnson*  
Catherine Johnson  
Executive Director, ICCC

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Polk County Board Chairman

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*D'Anne Johnson*  
D'Anne Johnson  
Head Start Director, ICCC

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Greg Widseth  
Polk County Attorney

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8, 31, 20  
Date



# Inter-County Community Council – Services Contract



Inter-County Community Council (ICCC) Head Start program, in cooperation with Polk County Public Health, has developed the following agreement for services and reimbursement for the period starting September 1, 2020 and ending August 31, 2021. This agreement is contingent upon available funding. This contract will be updated annually.

Polk County Public Health (PCPH) will provide a licensed registered dietician to provide the following Nutrition Consultant services to support the ICCC Head Start program and enrolled participants:

1. Provide training and resources to ICCC Head Start staff as requested.
2. Visit centers as requested.
3. Be involved in conferences with parents when child is showing "at risk" behavior in eating / feeding as requested.
4. Consult with ICCC Head Start Nurse regarding ICCC Head Start policies / recommendations for meal and snack preparation for home visitors and/or family advocates.
5. Consult with ICCC Head Start Nurse regarding individual children / concerns.
6. Provide nutrition training to parents when requested by ICCC Head Start Nurse.
7. Participate in the annual Self-Assessment process.
8. Be available by phone and other electronic communication.
9. Attend Health Advisory Committee meetings two times per year.

For the above service, ICCC will:

1. Reimburse at a rate of \$50 per hour for up to 20 hours per year.
2. Reimburse for mileage required to fulfill responsibilities of this contract at the ICCC current reimbursement rate.

**Confidentiality:** PCPH agrees that client names and any other information released to PCPH by ICCC shall be kept confidential and shall be used only in connection with the performance of duties listed above for ICCC.

**Background Study:** If the services to be provided under this agreement involve the provision of services directly to youth and/or their families, PCPH & contracted staff authorizes and consents that ICCC may initiate a criminal background study. Provision of such services is contingent upon favorably passing such a study.

Both parties to the contract reserve the right to cancel this agreement at any time. It is further acknowledged that PCPH is not an employee, partner or agent of ICCC and that ICCC will not deduct withholding taxes, FICA, unemployment compensation, or other fringe benefits normally occurring to ICCC employees.

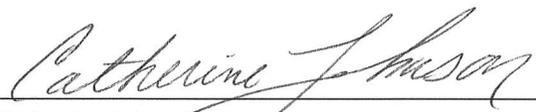
8,31,2020

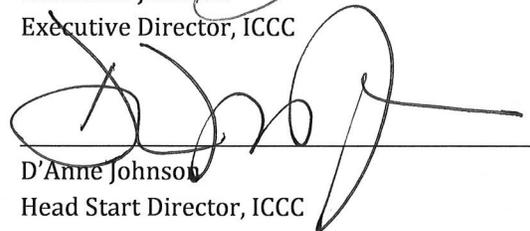
Date

\_\_\_\_\_  
Sarah Reese, MS, CHES  
Director, PCPH

\_\_\_\_\_  
Stephanie Olson, RD, LD  
Licensed Registered Dietician

\_\_\_\_\_  
Greg Widseth  
Polk County Attorney

  
\_\_\_\_\_  
Catherine Johnson  
Executive Director, ICCC

  
\_\_\_\_\_  
D'Anne Johnson  
Head Start Director, ICCC

\_\_\_\_\_  
Polk County Board Chairman



## **Board of Commissioners**

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: October 20, 2020

AGENDA ITEM: 2021 Budget

SUMMARY:

Discuss org chart as it relates to the 2021 Budget.

**ACTION REQUESTED:** Information only.



## **Board of Commissioners**

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

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**TO: POLK COUNTY BOARD OF COMMISSIONERS**

**CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR**

**FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR**

**MEETING DATE: October 20, 2020**

**AGENDA ITEM: Public Health Partnerships CARES Allocations and Distributions**

**SUMMARY:**

1. Review Public Health Partnerships CARES Allocations and Distributions.
2. Covid Update – No Barrier Testing Oct 20-22

**ACTION REQUESTED: Information only.**



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Michelle M. Cote, Director of Property Records

MEETING DATE: October 20, 2020

AGENDA ITEM: Resolution (2020-87) Re-Appointment Of Mark Landsverk  
County Assessor (Polk County Assessor)

**SUMMARY:**

Every 4 year cycle the County Assessor must be reappointed by the County Board and then confirmed by the Commissioner of Revenue.

**ACTION REQUESTED:** (INFORMATION ONLY/MOTION/RESOLUTION)

Approve Resolution (2020-87) Re-Appointment Of Mark Landsverk County Assessor  
(Polk County Assessor)





## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Michelle M. Cote, Director of Property

MEETING DATE: October 20, 2020

AGENDA ITEM: Recorder Compliance Certification

SUMMARY:

In accordance with Minnesota Statute 357.182 subdivision(s) 3, 4, 5, 6 and 7, I must certify that the office of the Polk County Recorder is for the year of 2019 was compliant with the standard set by the above statute to return documents within 10 days.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

None. Information Only



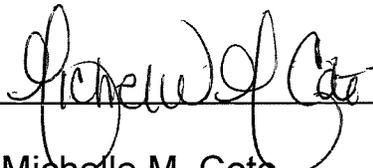
**TAXPAYER SERVICE CENTER**  
612 N Broadway, Suite 207, Crookston, MN 56716  
Phone (218) 281-2554 \* Fax (218) 281-3801  
[www.co.polk.mn.us](http://www.co.polk.mn.us)

Michelle M Cote, Director of Property Records

### **Compliance Certification**

I hereby certify in accordance with Minnesota Statute 357.182 subdivision(s) 3, 4, 5, 6 and 7, that the office of the Polk County Recorder is for the year of 2019 was compliant with the standard set by the above statute to return documents within 10 days.

Dated: October 8, 2020

  
\_\_\_\_\_  
Michelle M. Cote  
Director of Property Records

## **JOINT POWERS AGREEMENT NORTHWEST WORKFORCE SERVICE AREA**

**THIS AGREEMENT**, made and entered into the first day of July 2020 by and between the Board of Commissioners of the following Counties of the State of Minnesota: Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau (hereinafter referred to as participating county boards) as follows:

**WHEREAS:** The Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128, Dated July 22, 2014), amended the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth; and

**WHEREAS,** the Workforce Innovation and Opportunity Act legislation require that local elected officials participate in the major decision making roles, and

**WHEREAS,** The Northwest Regional Development Commission was created to facilitate intergovernmental cooperation and to insure orderly and harmonious coordination of state, federal, and local comprehensive planning and development programs, and

**WHEREAS,** the Northwest Regional Development Commission's Board of Directors is an existing representative body of local elected officials.

**NOW THEREFORE,** in consideration of the covenants and mutual agreements contained herein, and pursuant to the foregoing, the participating counties hereby designate the members of the Northwest Regional Development Commissions' Board of Directors as the Local Elected Officials for the Northwest Workforce Service Area with the specific duties as follows:

I. Operating Procedures and Policies

The Northwest Private Industry Council/Workforce Development Board will operate as the Administrative Entity and Grant Recipient for the program and will also be responsible for the allocation of funds and client participation management.

The Procedures and Policies shall be according to the Northwest Private Industry Council/Workforce Development Board Policy Manual.

II. Powers

The Local Elected Officials shall possess all powers and duties established by the Workforce Innovation and Opportunity Act legislation.

III. Composition of the Northwest Private Industry Council/Workforce Development Board shall be established according to Section 107(b)(2) of the Workforce Innovation and Opportunity Act of 2014.

## A. Membership Structure

The Northwest Private Industry Council/Workforce Investment Board shall consist of 19 members. There will be ten representatives from the private sector with one representative serving each of the seven counties and with three representatives serving the Local Workforce Development Area at large. There will be four members on the Workforce Development Board representing organized labor and Community Based Organizations; two members representing education (higher education and adult literacy); and one member representing each of the following groups: Economic and Community Development, Public Employment Services, and Rehabilitation Agencies.

## B. Appointment Process

The appointment process shall involve four steps:

1. Solicitation of nominations
2. Review of nominations
3. Appointment
4. Certification

Each step is described as follows:

### **Solicitation of Nominations**

The Local Elected Officials in concert with the Workforce Development Board will solicit nominations from representative local and regional groups and organizations representing private and public sector employers, community based organizations, economic development organizations, education, organized labor, public employment services, and rehabilitation agencies.

### **Review of Nominations**

- a. All nominations will be submitted to the Local Elected Official Board for review.
- b. The Local Elected Officials will review the nominations and forward either comments or recommendations depending on the category of review of the nomination. There are two categories of review.
  - (i) Comments – The Local Elected Official Board will make any appropriate comments on the nomination in terms of the person's ability to represent the category of the nomination. At the discretion of the Local Elected Official Board, the nomination(s)

may be sent to the County Board of the nominee's residence for further recommendation or comment.

- (ii) Recommendations – In the event that there is more than one recommendation for a county-designated seat, the list of nominees shall be forwarded to that County Board who will then recommend to the Local Elected Official Board one of the private sector persons from the County to fill one of the seven Geographic Based slots.

### **Appointments**

The final appointments will be made by the Local Elected Officials Board using the following process:

- a. The specific persons recommended by the County Boards to fill the seven private sector geographic slots.
- b. The remaining appointments will be made with consideration given to comments by the counties and information provided on the nominations form.
- c. Lack of Agreement – If after a reasonable effort, the Local Elected Officials are unable to reach agreement, the Governor may appoint the members of the local board from individuals so nominated or recommended.

### **Certification**

The Governor and his staff will review the membership structure, the nominations process, and the final appointments prior to official certification as required by the Workforce Innovation and Opportunity Act. Once certified, the Northwest Private Industry Council/Workforce Development Board will meet and proceed according to the requirements of the Act.

- IV. Relationship of the Northwest Private Industry Council/Workforce Development Board and the Local Elected Officials will be as follows:
  - A. The Local Elected Officials shall have all the responsibilities of decision making as required by the WIOA law.
  - B. Any disagreements will be resolved through negotiations between the Northwest Private Industry Council/Workforce Development Board and the Local Elected Officials.

C. In the event that no agreement can be reached, the Workforce Development Division of the Minnesota Department of Employment and Economic Development and the Governor will be notified and asked for assistance.

D. Final resolutions of disagreements will be made according to the provisions of the law as determined by the Governor.

V. Amendment

This agreement may be amended only by the agreement of all participating counties by resolution of their County Boards of commissioners. Notice of any proposed amendment must be provided to all participating County Boards of commissioners at least thirty (30) days prior to the effective date of the proposed agreement.

VI. Termination and Withdrawal

The participating County Boards may terminate and withdraw from this Agreement only on notice of an intention to terminate delivered to other participating County Boards, the Local Elected Officials and the Commissioner of the Minnesota Department of Employment and Economic Development not less than thirty (30) days before the effective date of termination and withdrawal. If funding for this project terminates prematurely, this contract shall be null and void sixty (60) days after the effective date of said termination.

VII. Sunset and Renewal

This Agreement will terminate on June 30, 2022 and must be renewed by resolution of the participating County Boards.

VIII. Disposal of Surplus Funds or Property Upon Termination

Upon termination of the Agreement, unexpended funds shall be disposed of in accordance with law.

IX. Financial Obligations

There will be no financial obligation of any unit of government.

X. Effective Date

The effective date of the Agreement shall be July 1, 2020.

**IN WITNESS WHEREOF**, the participating County Boards, by resolution, have caused this Agreement to be executed by their respective Officers.

County of: **Kittson**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary

County of: **Marshall**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary

County of: **Norman**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary

County of: **Pennington**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary

County of: **Polk**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary

County of: **Red Lake**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary

County of: **Roseau**

By: \_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date:

And: \_\_\_\_\_  
County Auditor or Executive Secretary



# Board of Commissioners

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

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**TO:** POLK COUNTY BOARD OF COMMISSIONERS  
**FROM:** JON STEINER, ENV. SVS. ADMIN.  
**MEETING DATE:** October 20, 2020  
**AGENDA ITEM:** Resource Recovery Facility – Facility Yard Operator

## SUMMARY:

1. Polk County Resource Recovery Facility (RRF) operates with an outside public drop-off area (Facility Yard) for solid waste and recyclables.
2. Polk County RRF operates the Facility Yard with three (3) Facility Yard Operators (FYO) to cover all of the extended posted hours. Their shifts are staggered to cover the hours.
3. One of the FYO's has turned in his 2-week notice to leave employment of Polk.
4. The RRF can operate in the short-term with 2 FYO's, but this is not sustainable as significant overtime will be incurred until the vacancy is filled, and there is no help covering for sick leave, vacation or dealing with breakdowns/issues.

## ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve the filling of the open Facility Yard Operator (FYO) position at the Resource Recovery Facility.



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: October 20, 2020

AGENDA ITEM: AMC 2021 Legislative Priority Item Ballot

SUMMARY: At the AMC District III meeting commissioners will be asked to prioritize 2021 legislative issues for AMC.

1. Attached is the “ballot” of issues to prioritize. It sounds like AMC will ask commissioners to select three. The Board may want to discuss how it would like to select priorities either collectively or by each commissioner.
2. The AMC District III meeting is scheduled for October 29 and will be a virtual meeting.

**ACTION REQUESTED:** Discussion, no action required.

**Draft 2021 Legislative Priority Items Ballot**  
**Please Vote for Three (3) Items TOTAL**

The items below were selected as potential priorities by AMC's policy committees at this year's Fall Policy Conference. **Please select the *top three* items you would like to see considered as an AMC legislative priority for the 2021 session.**

**General Government**

- \_\_\_\_\_ 1. AMC supports legislative efforts to ensure a speedy, equitable, and sustainable economic recovery that aims to alleviate stresses born by business owners, employees, landlords, homeowners, renters, and those without access to housing during the pandemic.
  
- \_\_\_\_\_ 2. AMC supports updates to Minnesota statutes that promote county operational flexibility and modernization of local government publication requirements.
  
- \_\_\_\_\_ 3. AMC supports maintaining and protecting gains made in recent years on County Program Aid (CPA), a critical property tax relief program.

**Health and Human Services**

- \_\_\_\_\_ 4. AMC supports continuing health and human services waivers that demonstrate administrative efficiency and improve service delivery.
  
- \_\_\_\_\_ 5. AMC supports adequate and flexible funding for public health and continued statewide response to COVID-19, including vaccine distribution, community outreach and education.
  
- \_\_\_\_\_ 6. AMC supports partnering with the Legislature and state agencies to identify budget solutions that incorporate counties' highest priorities and most effective delivery methods to protect and improve public health and human services.
  
- \_\_\_\_\_ 7. AMC supports a county voice in legislative deliberations on systems design/redesign in key areas of health and human services. Systems redesign should address racial disparities, include a role for county-based purchasing, and broaden supportive housing and services for people with disabilities.

\*These priorities are in draft form only and have not been approved by the Policy Coordinating Committee or Executive Committee. Please do not distribute beyond AMC members until priorities have been finalized.

### **Environment**

- \_\_\_\_\_ 8. AMC supports legislation to address the expenses counties incur for the clean-up and maintenance requirements of blighted or environmentally contaminated tax forfeiture properties.
- \_\_\_\_\_ 9. AMC supports a solution agreed to by stakeholders, including counties, in any proposed change to the Public Waters Inventory.
- \_\_\_\_\_ 10. AMC supports allocating 100 percent of the revenue generated by the Solid Waste Management Tax (SWMT) to state and county waste management activities, including increased funding for SCORE (Governor's Select Committee on Recycling and the Environment) grants to counties. AMC supports making the solid waste management tax fairer and more consistent by: (1) set the industrial waste rate at 17%; and (2) Change the C&D tax rate from \$0.60/CY to 5% of disposal fee.

### **Transportation**

- \_\_\_\_\_ 11. AMC supports a robust bonding bill that includes funding for transportation-related programs, including the Local Road Improvement Program, the Local Bridge Replacement Program, the Local Road Wetland Replacement Program, and the Busway Capital Improvement Program.
- \_\_\_\_\_ 12. AMC supports equity in broadband infrastructure in Minnesota, including legislation that would provide additional funding for the Border-to-Border Broadband Development Grant Program.
- \_\_\_\_\_ 13. AMC supports equity in transportation infrastructure through continued comprehensive transportation funding that includes new revenue for roads, bridges, and transit.

### **Public Safety**

- \_\_\_\_\_ 14. AMC supports creating a stable source of revenue to replace declining fine revenue for Regional EMS Boards.
- \_\_\_\_\_ 15. AMC supports stable, ongoing state appropriations for the 911 system, including continuation of the 95-cent emergency telecommunications service fee.
- \_\_\_\_\_ 16. Community supervision funding should be allocated using a transparent model that ensures counties and the state are funded equitably and based on needs. AMC supports Community Corrections Act Subsidy and County Probation Officer Reimbursement funding increases in order to maintain core probation services and move toward restoring the 50/50 state/county partnership.

\*These priorities are in draft form only and have not been approved by the Policy Coordinating Committee or Executive Committee. Please do not distribute beyond AMC members until priorities have been finalized.

Association of  
Minnesota Counties

# DISTRICT 3

*Kitson Mahnomen Marshall Norman Pennington Polk Red Lake Roseau*



**Thursday, October 29, 2020**

**9:00 a.m. – 11:30 a.m.**

## Virtual Meeting

### *Tentative Agenda*

**9:00 A.M. Call to Order**

**District Director:** Darryl Tveitbakk, Pennington County  
Term(s): 01/19-06/19 (p); 07/19-06/22

**Alternate Director:** Joan Lee, Polk County  
Term(s): 07/19-06/22

**AMC Executive Committee Report**

AMC President Rich Sve, Lake County Commissioner

**Executive Director's Report**

Julie Ring, Executive Director

**County Reports: Concerns, Priorities and Accomplishments**

*Questions will be shared with County Board chairs and administrators/coordinators in advance of the meeting with a request to designate a single speaker from each county.*

**2021 Legislative Session Preview and Priorities Discussion**

AMC Government Relations Team

**Broadband Speed Test Update**

Nathan Zacharias, MN Rural Broadband Coalition

**Member Services and Preferred Business Partner Update**

Laurie Klupacs, Deputy Director

**Research & Program Development and Bridging Divides Update**

Heather Bandeen, Research and Program Development Manager

**Upcoming AMC Meetings & Events**

- **AMC Virtual Policy Committees:** Week of 11/16
- **AMC Virtual Annual Conference:** December 7, 2020
- **County Commissioner 101:** TBD
- **AMC Legislative Conference:** TBD

**11:30 A.M. Adjourn**

**Spring District 3 Meeting – Thursday, June 17, 2021 – Roseau County**



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: October 20, 2020

AGENDA ITEM: Resolution 2020-89

SUMMARY: The County allocated \$125,000 of CARES funds for small business grants, administered by the cities of Fosston, East Grand Forks and Crookston. The grant recipients have been determined and noted in the resolution.

1. These are the grants outside the three cities boundaries that they facilitated the grant application and selection process for on the County's behalf. Because application requests exceeded the amount the County allocated we met to determine the final amounts.
2. The County did have two allocations to other entities have been declined, freeing up an additional \$27,000 of CARES funds. I took the liberty of applying that amount plus some small additional dollars to squeeze the recipients as presented in the resolution.
3. Board action is needed for these businesses' to receive their grants and the County will issues the checks directly. Each business submitted proof of their COVID-19 related needs to justify the grant award.
4. I want to thank Fosston City Administrator Cassie Heide, Acting Crookston City Administrator Angel Weasner and CHEDA Executive Director Craig Hoiseth, and East Grand Forks Economic Development Director Paul Gorte for their assistance in securing and reviewing the applications. They each assured me that the CARES funds given directly to their cities have also received enough applications to use those funds in their entirety as well. Their efforts made my role in this much more manageable.

ACTION REQUESTED: Motion and action to adopt Resolution 2020-89 as presented.

RESOLUTION OF THE POLK COUNTY  
BOARD OF COMMISSIONERS

**Resolution Of The Polk County Board Of Commissioners**  
**Awarding CARES Funds Grants To Rural**  
**Polk County Businesses**

**RESOLUTION (2020-89)**

The following resolution (2020-89) was offered by Commissioner:

WHEREAS, The Board of Commissioners approved Resolution (2020-75) on August 25 that included \$125,000 allocated for Small Business Relief; and

WHEREAS, Polk County has worked with the Cities of East Grand Forks, Crookston and Fosston economic development staffs to advertise a Business Resiliency grant application process to receive business applications for Small Business Relief grants; and

WHEREAS, Grant applications have been received, processed and reviewed by city and county administrations for determining grant awards; and

WHEREAS, An additional \$27,000 of County CARES funds are available in excess of the \$125,000 allocated in Resolution (2020-75) from other recipients who have declined their allocation in Resolution 2020-75; and

WHEREAS, The total for Business Relief grants have been determined after review to total \$152,631.74 to the businesses listed below in amounts to address business losses and expenses related to COVID-19; and

WHEREAS, The Polk County Board agrees the amounts listed below are appropriate and meet the criteria for addressing COVID-19 needs as best possible for each grant recipient with the allocated County CARES funds.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners approves CARES payments to the businesses listed below in the amounts recommended through the grant review process to address their COVID-19 related costs.

Business Name	Address	City	Amount
Parenteau's Oof-Da-Tacos	22724 355th Street SE	Erskine, MN	\$ 5,000.00
Jeff Broadwell - Farmer	43303 290th Ave. SE	Fosston, MN	\$ 650.87
Grandois Farms	44532 310th Ave. SE	Fosston, MN	\$ 650.87
Kiecker Coatings	35225 295th Ave. SE	McIntosh, MN	\$ 2,500.00
Kiecker Countryside Daycare	35225 295th Ave. SE	McIntosh, MN	\$ 1,500.00
East Polk Dog Resort	35506 US Hwy 2 SE	Fosston, MN	\$ 2,500.00
Craig Espeseth, Inc.	220 Cleveland Ave. - P.O. Box 189	McIntosh, MN	\$ 1,080.00
The Deuce Bar & Grill	126 Vance Ave. S.	Erskine, MN	\$ 5,000.00
Moran's Supper Club	218 N. Borud Street	Winger, MN	\$ 5,000.00
Sandhill Heating, Plumbing & A/C LLC	39500 250th Ave. SE	McIntosh, MN	\$ 5,000.00
Ness Café	102 Vance Ave. - P.O. Box 36	Erskine, MN	\$ 5,000.00
Lakeside Building Center	P.O. Box D	Erskine, MN	\$ 5,000.00
Northern Dental Repair	34186 US Hwy 59 SE	Erskine, MN	\$ 2,500.00
Manecke Heating & Cooling	42661 380th Ave. SE	Fosston, MN	\$ 5,000.00
Kassandra Handyside - MaryKay Consultant	39581 Spruce Grove Rd SE	Lengby, MN	\$ 1,500.00
K&S Construction LLC	19922 370th St. SE	Erskine, MN	\$ 5,000.00
Roed Farms	33255 345th Ave. SE	Fosston, MN	\$ 5,000.00
Roed Seed Sales	34594 325th St. SE	Fosston, MN	\$ 2,500.00
Michelle's Daycare	35400 410th St. SE	Fosston, MN	\$ 1,500.00
Lakeview Resort	16233 340th St. SE	Mentor, MN	\$ 5,000.00
Little Bobby's Bar & Grill	295 Cleveland Ave. SW	McIntosh, MN	\$ 5,000.00
Krissy's Hair Affair	105 4th St. SE	McIntosh, MN	\$ 5,000.00
Shape It Up Fitness Center	105 4th St. SE	McIntosh, MN	\$ 2,500.00
Canna RHX & John Reitmeier	28691 230th St. SW	Crookston, MN	\$ 2,500.00
CJ's Tender Care Kennel	11710 470th Ave. NW	East Grand Forks, MN	\$ 2,500.00
Grape Mill Vineyard & Winery	18696 430th Ave. SW	East Grand Forks, MN	\$ 2,500.00
One & Only of Euclid, Inc.	13267 US Hwy 75 SW	Euclid, MN	\$ 5,000.00
RS Grain LLC	13197 273rd Ave. SW	Euclid, MN	\$ 2,500.00
Paper Cuts Event Rental House	205 Elm Street Mail: (10514 440th ST SE)	Fertile, MN	\$ 2,500.00
Aaron Swenby Construction Concrete	10514 440th Street SE	Fertile, MN	\$ 2,500.00
Salon 32 Beltrami	43151 200th Ave. SW	Beltrami, MN	\$ 3,000.00
Agassiz Environmental Learning Center	400 Summit Ave. SW - P.O. Box 388	Fertile, MN	\$ 2,500.00
Erickson's Smokehouse Bar & Grille	42911 Center Ave. South	Fertile, MN	\$ 5,000.00
Paws, Hoofs, Claws	109 Garfield Ave. SW #6	Fertile, MN	\$ 2,500.00
D&B Fresh Cut Fries Food Truck	43041 130th Ave. SE	Fertile, MN	\$ 2,500.00
Willard Swenby Construction Concrete	P.O. Box 38	Fertile, MN	\$ 2,500.00
Northside Express	702 N. Mill Street	Fertile, MN	\$ 5,000.00
Mill Street Café	217 N. Mill Street - P.O. Box 436	Fertile, MN	\$ 5,000.00
Erickson-Vik-Ganje Funeral Home	203 Albert Ave. East - P.O. Box 95	Fertile, MN	\$ 5,000.00
Cloud Nine Studios	210 Mill Street N. - P.O. Box 531	Fertile, MN	\$ 2,500.00
Snow Sled Inn	26035 180th Ave. SW	Crookston, MN	\$ 5,000.00
Clear Image Collective	106 Washington Ave. NW Suite 2	Fertile, MN	\$ 2,500.00
Polk County Fair	200 Polk Ave. SE - P.O. Box 358	Fertile, MN	\$ 5,000.00
Johnson Concrete	12602 Fisher Street SE	Mentor, MN	\$ 2,500.00
Erickson Smokehouse Catering	42911 Center Ave. South	Fertile, MN	\$ 2,500.00
Poissant Therapy & Fitness	208 N. Mill Street	Fertile, MN	\$ 5,000.00
<b>TOTAL</b>			<b>\$ 157,381.74</b>





## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: October 20, 2020

AGENDA ITEM: Review of Employee Health Insurance Options

SUMMARY: An option is being reviewed that may change the County's premium structure. This will be a review for the Board.

1. The County has always had insurance plans divided into various single and family premiums. Administration asked Blue Cross Blue Shield what our premiums would look like if done as a "composite" premium, meaning no longer distinguishing between single and family premiums. As normally done, each renewal year Human Resources Director Alecia Helms meets with the Insurance Committee composed of a representative group of employees to review any tweaks or changes to the plan. The composite premium was shared and there seemed to be a healthy amount of interest, so the question has gone out to additional employees. It seemed appropriate to brief the Board on this option as well.
2. A composite rate does not cost the County any additional dollars; rather it is an averaging of our members for premium calculation. Current single premiums are the vast majority of employee plans, while only a few opt for the family plans, most likely due to the high cost. If a composite premium were adopted, there would be an increase for those currently having the single premium and a reduction for those on the family premiums. Since the County contributes \$1,200 per month towards health insurance some may notice the difference more than others, but again, the County's actual cost does not change. Since the benefit contribution is what the County negotiates, plan changes generally are made with the consensus of the Insurance Committee and employees in general. A composite premium is a more significant change than plan tweaks have been in the past.
3. The other likely effect of a composite plan will be more employees opt to bring their families into the plan pool. The decision-making for each employee could be as simple as comparing the composite rate for coverage with their spouse's insurance premiums and coverages. I suspect for many this will be a favorable exchange and may help dilute the claims pool, at least that seems to be the take of the Northwest Service Coop that manages our group. It should be noted that this does not pertain to Sheriff deputies and sergeants who are under the state insurance plan.

4. Attached you will see the renewal rates for the current plan with single and family options, and the corresponding composite rates. Again, the impact of a change really is on the employee so right now we are just taking in their responses and questions. It is premature to recommend any Board action prior to issues and concerns being fully flushed out.

**ACTION REQUESTED:** No action requested, information and discussion only.

Our premiums have increased 18.9%.

One option available to our county is called **Composite Premium**. Composite premium means that the premium for each tier of coverage is the same. Single coverage costs the same as Single+ Child(ren) coverage and the same as Family coverage. One premium per deductible.

Under the Composite premiums the plan structure does not change. You can still go to your same healthcare provider and have no impact to any type of structure change regarding to your primary doctor for yourself or your family.

If the county would go to the Composite Premium with no changes to our current plan structure, the premium would be as follows:

**Polk County's 2021 Contribution per full time (1.0 FTE) is: \$1200 per month**

<u>Insurance Plan Option</u>	<u>Monthly Premium</u>	<u>Employee Cost with Distribution into VEBA/HSA</u>	<u>Employee VEBA/HSA with \$1200 employer contribution</u>	<u>Alternative Rate for those with dependent coverage = No check/VEBA/HSA</u>
<b><i>\$1850 Deductible – VEBA only ACCESS</i></b>				
Single	\$ 1,173.00	-	\$27	-
Single + Child(ren)	\$ 1,173.00	\$0	\$27	-
Family	\$ 1,173.00	\$0	\$27	-
<b><i>\$3250 Deductible – VEBA/HSA ACCESS</i></b>				
Single	\$ 1,086.00	-	\$114.00	-
Single + Child(ren)	\$ 1,086.00	\$0	\$114.00	-
Family	\$ 1,086.00	\$0	\$114.00	-
<b><i>\$3250 Deductible – VEBA/HSA</i></b>				
Single	\$ 1,195.50	-	\$4.50	-
Single + Child(ren)	\$ 1,195.50	\$0	\$4.50	-
Family	\$ 1,195.50	\$0	\$4.50	-
<b><i>\$6350 Deductible – VEBA/HSA</i></b>				
Single	\$ 949.00	-	\$251.00	-
Single + Child(ren)	\$ 949.00	\$0	\$251.00	-
Family	\$ 949.00	\$0	\$251.00	-

You would continue to be able to contribute money out of each of your pay checks into HSA account for all plans except the \$1850.

**Polk County's 2021 Contribution per full time (1.0 FTE) is: \$1200 per month**

<b>Insurance Plan Option</b>	<b>Monthly Premium</b>	<b>Employee Cost with Distribution into VEBA / HSA</b>	<b>Employee VEBA/HSA with \$1200 employer contribution</b>	<b>Alternative Rate for those with dependent coverage = No check/VEBA/HSA</b>
<b><i>\$1850 Deductible – VEBA only ACCESS</i></b>				
Single	\$ 1,060.50	-	\$139.50	-
Single + Child(ren)	\$ 2,011.00	\$950.50	\$139.50	\$811.00
Family	\$ 2,833.00	\$1,772.50	\$139.50	\$1,633.00
<b><i>\$3250 Deductible – VEBA/HSA ACCESS</i></b>				
Single	\$ 953.00	-	\$247.00	-
Single + Child(ren)	\$ 1,809.00	\$856.00	\$247.00	\$609.00
Family	\$ 2,550.00	\$1,597.00	\$247.00	\$1350.00
<b><i>\$3250 Deductible – VEBA/HSA</i></b>				
Single	\$ 1,047.00	-	\$153.00	-
Single + Child(ren)	\$ 1,989.00	\$942.00	\$153.00	\$789.00
Family	\$ 2,812.00	\$1,765.00	\$153.00	\$1,612.00
<b><i>\$6350 Deductible – VEBA/HSA</i></b>				
Single	\$ 858.00	-	\$342.00	-
Single + Child(ren)	\$ 1,631.50	\$773.50	\$342.00	\$431.50
Family	\$ 2,302.00	\$1,444.00	\$342.00	\$1102.00

Questions:

*If the county would offer the COMPOSITE PREMIUM plan that would cost you nothing out of pocket for a premium, but would have minimal dollar amounts going into either a VEBA or HSA account, would you be interested? YES/NO*

*Composite premiums would allow all employees to bring their dependents onto the county plan. If the county would offer these composite premiums, would you enroll your family or children in the county plan? YES/NO*

DARCY  
10/13/20 3:27PM  
Resource Recovery Fund

\*\*\* Polk County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	107,311.05	General Revenue Fund
3	214,495.32	Public Works Fund
16	28,567.01	Public Safety Fund
18	33,097.96	Public Health Fund
25	769.20	Forfeited Tax Sale Fund
40	78,816.20	Spec Assmnts (Ditch) Fund
48	8,987.19	Environmntal Services Fund
64	127,122.17	Resource Recovery Fund
65	38,992.52	Landfill Fund
76	10,300.00	Agency Fund
<b>All Funds</b>	<b>648,458.62</b>	<b>Total</b>

Approved by, .....  
.....  
.....

DARCY  
 10/13/20 3:27PM  
 Public Health 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>Amount</u>					
1676 4Imprint Inc 18-484-491-0000-6403		437.55 tablecloths- 108	20247996	Misc. Supplies	N
1676 4Imprint Inc		437.55 1 Transactions			
1799 Acme Rents 01-111-197-0000-6344		214.50 Rent Boom Lift 10/08/2020	7993752	Rentals	N
1799 Acme Rents		214.50 1 Transactions			
4307 Acme Tools - Grand Forks 03-330-000-0000-6303		53.98 Act#16512		Other Repair, Maintenance & Operator	N
48-395-000-0000-6272		306.59 - Yearly Mtce Generator	7949213	Services	N
4307 Acme Tools - Grand Forks		360.57 2 Transactions			
847 Advanced Tire & Auto Service 16-200-000-0000-6364		50.00 Unit 249 - Services	41763	Towing Charges (County Cars)	N
847 Advanced Tire & Auto Service		50.00 1 Transactions			
6879 Agiliti Health Inc 18-482-000-0000-6272		54.00 Med Service- 51		Services	N
6879 Agiliti Health Inc		54.00 1 Transactions			
6153 Airgas USA, LLC 64-390-000-3041-6301		362.13 Cylinder Gas	9104835762	Machinery & Equip. Repairs	N
6153 Airgas USA, LLC		362.13 1 Transactions			
9791 Allied 100 16-200-000-0000-6454		832.80 LE Supplies	1760732	Law Enforcement Supplies	N
9791 Allied 100		832.80 1 Transactions			
6979 Alternative Sanitation 01-521-000-0000-6303		170.24 Sanitation	4258	Other Repair, Maintenance & Operator	Y
03-330-000-0000-6303		93.60 Services	4250	Other Repair, Maintenance & Operator	Y
6979 Alternative Sanitation		263.84 2 Transactions			
3324 Altru Health System 18-482-000-0000-6285		400.00 Consult DrDormanOctober2020- 52	800000865	Consulting	Y
18-482-000-0000-6285		500.00 PhysicianCollaborationAug- 52	800000865	Consulting	Y

\*\*\* 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	
18-482-000-0000-6285		PhysicanCollaborationSep- 52	800000865	Consulting	Y
18-483-464-0000-6272		Sep.ContractSvcEAndrews- 17	5145	Services	Y
<b>3324 Altru Health System</b>		<b>4 Transactions</b>			
	2,040.00				
<b>10146 Ameripride Linen &amp; Apparel Serv</b>					
65-393-000-0000-6412	331.66	Custodial Supplies	561200	Custodial Supplies	N
65-393-000-0000-6425	269.25	Uniforms	561200	Clothing	N
65-393-000-0000-6859	42.82	Sales Tax	561200	Sales Tax	N
<b>10146 Ameripride Linen &amp; Apparel Serv</b>	<b>643.73</b>	<b>3 Transactions</b>			
<b>6050 Ameripride Linen &amp; Apparel Service</b>					
64-390-000-0000-6412	566.47	Custodial Supplies	350442600	Custodial Supplies	N
64-390-000-0000-6425	1,227.24	Uniforms	350442600	Clothing	N
64-390-000-0000-6859	127.76	Sales tax	350442600	Sales Tax	N
64-391-000-0000-6412	172.04	Custodial Supplies	350442601	Custodial Supplies	N
64-391-000-0000-6425	728.24	Uniforms	350442601	Clothing	N
64-391-000-0000-6859	64.13	Sales Tax	350442601	Sales Tax	N
<b>6050 Ameripride Linen &amp; Apparel Service</b>	<b>2,885.88</b>	<b>6 Transactions</b>			
<b>5147 Amity Graphics</b>					
64-390-000-0000-6402	95.81	Special Burn Tickets	32285	Stationery & Forms	N
64-390-000-0000-6859	6.83	Tax	32285	Sales Tax	N
65-392-000-0000-6402	431.14	Landfill Tickets	32285	Stationery & Forms	N
65-392-000-0000-6859	29.52	Tax	32285	Sales Tax	N
65-393-000-0000-6402	431.14	Landfill Tickets	32285	Stationery & Forms	N
65-393-000-0000-6859	29.52	Tax	32285	Sales Tax	N
<b>5147 Amity Graphics</b>	<b>1,023.96</b>	<b>6 Transactions</b>			
<b>6504 Anders Valley Publishing, LLC</b>					
01-041-000-0000-6242	35.00	TPSC Annual Subscription	8669	Subscriptions	N
01-061-000-0000-6241	52.90	Personnel Ads	8422	Publishing - Advertising	N
01-061-000-0000-6241	36.80	Personnel Ads	8423	Publishing - Advertising	N
01-061-000-0000-6241	48.30	Personnel Ads	8489	Publishing - Advertising	N
01-061-000-0000-6241	36.80	Personnel Ads	8490	Publishing - Advertising	N
01-061-000-0000-6241	59.80	Personnel Ads	8491	Publishing - Advertising	N
01-061-000-0000-6241	59.80	Personnel Ads	8566	Publishing - Advertising	N
01-061-000-0000-6241	48.30	Personnel Ads	8567	Publishing - Advertising	N
01-061-000-0000-6241	36.80	Personnel Ads	8568	Publishing - Advertising	N

\*\*\* 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>	
01-061-000-0000-6241		59.80	Personnel Ads	8629 Publishing - Advertising	N
01-061-000-0000-6241		48.30	Personnel Ads	8630 Publishing - Advertising	N
01-061-000-0000-6241		39.10	Personnel Ads	8716 Publishing - Advertising	N
01-061-000-0000-6241		36.80	Personnel Ads	8841 Publishing - Advertising	N
01-061-000-0000-6241		43.70	Personnel Ads	8842 Publishing - Advertising	N
01-061-000-0000-6241		43.70	Personnel Ads	8889 Publishing - Advertising	N
01-061-000-0000-6241		36.80	Personnel Ads	8890 Publishing - Advertising	N
01-061-000-0000-6241		41.40	Personnel Ads	8895 Publishing - Advertising	N
01-061-000-0000-6241		36.80	Personnel Ads	8936 Publishing - Advertising	N
01-061-000-0000-6241		41.40	Personnel Ads	8938 Publishing - Advertising	N
01-091-000-0000-6242		35.00	1 yr sub Fertile Journal	5477 Publications	N
			10/01/2020 10/01/2021		
<b>6504 Anders Valley Publishing, LLC</b>		<b>877.30</b>	<b>20 Transactions</b>		
<b>5363 Architectural Resources Inc</b>					
01-111-187-1211-6605		1,500.00	Gov't Center Fire alarm	Y20021-3 Building Improvements	N
<b>5363 Architectural Resources Inc</b>		<b>1,500.00</b>	<b>1 Transactions</b>		
<b>3164 Assoc Of Mn Counties</b>					
01-041-000-0000-6805		129.00	AMC Education S Melbye	56440 Staff Education	N
18-481-000-0000-6243		129.00	Practical Leadership(SR)- 91	56440 Membership Dues	N
<b>3164 Assoc Of Mn Counties</b>		<b>258.00</b>	<b>2 Transactions</b>		
<b>6733 Association for Nonsmokers- MN</b>					
18-485-469-0000-6272		100.00	ProgramSharingConf.- 69	Professional Services	N
<b>6733 Association for Nonsmokers- MN</b>		<b>100.00</b>	<b>1 Transactions</b>		
<b>2765 Auto Value - Crookston</b>					
01-140-000-0000-6303		101.98	Supplies - Parts	C#7642600 Other Repair, Maintenance & Operatio	N
03-330-000-0000-6303		23.48	Supplies	C#7642600 Other Repair, Maintenance & Operatio	N
03-330-000-0000-6564		350.51	Parts	C#7642600 Machinery Parts	N
16-200-000-0000-6204		57.83	Supplies Unit 255	7642640 Freight Charges	N
<b>2765 Auto Value - Crookston</b>		<b>533.80</b>	<b>4 Transactions</b>		
<b>4590 Auto Value Fosston</b>					
64-390-000-0000-6301		144.65	Parts for Equipment	13002587 Machinery & Equip. Repairs	N
64-390-000-0000-6563		79.99	MV Parts/Supplies	13002587 Tires, Tubes, Batteries & M.V. Parts	N
64-390-000-7392-6301		136.45	parts/repairs Cat Ldr 3260	acct 2587 Machinery & Equip. Repairs	N

DARCY  
 10/13/20 3:27PM  
 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.</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>	
4590 Auto Value Fosston		361.09	3 Transactions		
736 Batteries + Bulbs					
01-111-187-0000-6412		95.25	Batteries/custodial supplies	P31463597	Custodial Supplies N
736 Batteries + Bulbs		95.25	1 Transactions		
4313 Bemidji Welders Supply					
64-390-000-0000-6565		305.75	Welding Supplies	57200	Other Repair & Maintenance Supplies N
64-390-000-0000-6859		21.78	Sales tax	57200	Sales Tax N
4313 Bemidji Welders Supply		327.53	2 Transactions		
6818 Benge/Matthew					
16-200-000-0000-6207		24.78	Meal Reimb Transport		Prisoner Conveyance - Meals N
16-200-000-0000-6207		63.86	Meal Reimb Transport		Prisoner Conveyance - Meals N
6818 Benge/Matthew		88.64	2 Transactions		
4066 Berhow/Mark					
03-310-000-0000-6417		59.96	Clothing Allowance		Safety Equipment & Supplies N
4066 Berhow/Mark		59.96	1 Transactions		
7940 Bert's Truck Equip Of Moorhead					
03-330-000-0000-6564		194.95	Parts	88186	Machinery Parts N
7940 Bert's Truck Equip Of Moorhead		194.95	1 Transactions		
154 Bertils Gravel & Excavation Llc					
03-310-000-0000-6505		2,479.10	Crushed Concrete	7039	Aggregates,Sand,Patching Material Y
40-686-000-0000-6357		3,227.50	Ditch Work	7025	Ditch Services Y
154 Bertils Gravel & Excavation Llc		5,706.60	2 Transactions		
3071 Bill's Parts & Sales					
03-330-000-0000-6564		700.00	Parts	16881	Machinery Parts N
03-330-000-0000-6565		300.00	Labor	16881	Other Repair & Maintenance Supplies N
3071 Bill's Parts & Sales		1,000.00	2 Transactions		
6667 Blyeu/Ashley					
48-524-000-0000-6331		272.55	Mileage	Sept-2020	Mileage N

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<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>
6667 Bilyeu/Ashley		272.55	1 Transactions		
5851 Blilie/Holly					
18-482-000-0000-6331		1.73	Correction Center Mileage- 53		Mileage N
5851 Blilie/Holly		1.73	1 Transactions		
5067 Blue Tarp Financial Inc					
64-390-000-0000-6426		152.28	Boiler Cleaning Tools	46034315	Boiler Cleaning Supplies N
5067 Blue Tarp Financial Inc		152.28	1 Transactions		
3076 Bob's Lawn Care					
25-830-000-0000-6304		75.00	Mowing Aug 2020 82.00575.00	10006M	Labor Charges Y
25-830-000-0000-6304		169.28	Mowing Aug 2020 82.02011.00	10007M	Labor Charges Y
25-830-000-0000-6304		161.48	Mowing Aug 2020 82.001248.00	10008M	Labor Charges Y
25-830-000-0000-6304		75.00	Mowing 82.00575.00	10142M	Labor Charges Y
25-830-000-0000-6304		161.48	Mowing 82.001248.00	10143M	Labor Charges Y
25-830-000-0000-6304		126.96	Mowing 82.02011.00	10144M	Labor Charges Y
3076 Bob's Lawn Care		769.20	6 Transactions		
11171 Brandner Printing					
18-481-000-0000-6403		7.45	Calendar(JM)- 91	49064	Misc. Supplies N
18-482-000-0000-6403		30.00	Vaccine Forms- 52	24486	Misc. Supplies N
18-482-000-0000-6403		30.00	VIS Flu Forms- 60	4279	Misc. Supplies N
18-482-000-0000-6403		198.00	Flu consent forms- 60	4280	Misc. Supplies N
11171 Brandner Printing		265.45	4 Transactions		
143 Brost Chevrolet Inc					
01-111-000-0000-6303		42.60	Material PCFM 20204	53892	other repair & maintenance non- count N
01-111-000-0000-6304		35.00	Labor PCFM 20204	53892	Labor Charges N
01-111-000-0000-6859		3.04	Tax PCFM 20204	53892	Sales Tax N
03-330-000-0000-6564		7.82	Parts	116501	Machinery Parts N
16-200-000-0000-6303		753.49	Serviced many units		Other Repair & Maintenance N
16-211-000-0000-6303		699.34	Services unit 224	54141	Other Repair, Maintenance & Operator N
143 Brost Chevrolet Inc		1,541.29	6 Transactions		
10538 Bureau Of Criminal Apprehension					
16-200-200-0000-6851		1,730.00	3rd Qtr 2020 Permit to Carry	60-000066	Remittance Of Revenue N

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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>
10538 Bureau Of Criminal Apprehension		1,730.00	1 Transactions		
131 Burggrafs Ace Hardware					
03-330-000-0000-6303		28.42	Supplies	C#42933	Other Repair, Maintenance & Operator N
16-200-000-0000-6566		21.57	Supplies drill bits	397011	Small Tools N
16-200-000-0000-6607		469.98	Supplies Evidence Room	397011	Equipment N
64-390-000-0000-6301		166.09	Mach & Equip repairs	42974	Machinery & Equip. Repairs N
64-390-000-0000-6303		354.57	Building Repairs	42974	Other Repair, Maintenance & Operator N
64-390-000-0000-6412		93.68	Cleaning Supplies	42974	Custodial Supplies N
64-390-000-0000-6414		170.97	Shop Supplies	42974	Maintenance Supplies N
64-390-000-0000-6566		59.99	Small Tools	42974	Small Tools N
64-390-000-0000-6859		46.26	Sales Tax	42974	Sales Tax N
64-391-000-0000-6303		81.97	Building Repairs	42974	Other Repair, Maintenance & Operation N
64-391-000-0000-6414		0.52	Maint supplies	42974	Maintenance Supplies N
64-391-000-0000-6566		321.86	Small Tools	42974	Small Tools N
64-391-000-0000-6859		5.84	Sales Tax	42974	Sales Tax N
131 Burggrafs Ace Hardware		1,821.72	13 Transactions		
672 Cardinal Health					
18-483-464-5122-6456		13.97	FP Meds- 17	2854621	Miscellaneous Operating Supplies N
18-483-464-5122-6456		3,702.86	FP Contraceptive- Mirena(5)- 17	3722410	Miscellaneous Operating Supplies N
18-483-464-5122-6456		20.69	FP Meds/ Valacyclovir- 17	3854622	Miscellaneous Operating Supplies N
672 Cardinal Health		3,737.52	3 Transactions		
6981 Carlson Inc/Re					
64-390-000-0000-6301		602.86	Parts for pumps at JRS	55787	Machinery & Equip. Repairs N
6981 Carlson Inc/Re		602.86	1 Transactions		
5515 Carlstrom/Darin					
03-320-000-0000-6331		89.13	Mileage		Mileage N
5515 Carlstrom/Darin		89.13	1 Transactions		
5986 Carlstrom/Haylie					
03-330-000-0000-6303		50.00	Service - Mow at EGF Shop	4	Other Repair, Maintenance & Operator Y
03-340-000-0000-6303		60.00	Service	4	Other Repair, Maintenance & Operator Y
5986 Carlstrom/Haylie		110.00	2 Transactions		

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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>	
420 Central States Wire Products Inc					
64-391-000-0000-6833		1,632.19	Bale Wire	46804 Supplies	N
420 Central States Wire Products Inc		1,632.19	1 Transactions		
6128 Cheryl's Cleaning Service					
48-396-000-0000-6345		700.00	September Cleaning	916852 Cleaning Agreement	Y
64-390-000-0000-6345		910.00	Cleaning Services	916851 Cleaning Agreement	Y
64-391-000-0000-6345		490.00	Cleaning Services	916851 Cleaning Agreement	Y
6128 Cheryl's Cleaning Service		2,100.00	3 Transactions		
5181 Christian Brothers Ford Inc					
16-200-000-0000-6303		256.31	Services Unit 244,235,245,236	Other Repair & Maintenance	N
16-200-000-0000-6303		554.71	Services Unit 246	40918,939 Other Repair & Maintenance	N
5181 Christian Brothers Ford Inc		811.02	2 Transactions		
3627 Christian Motors Inc					
03-330-000-0000-6303		269.00	Supplies	C#P16119 Other Repair, Maintenance & Operator	N
16-211-000-0000-6303		95.37	Services Unit 257	23794 Other Repair, Maintenance & Operator	N
3627 Christian Motors Inc		364.37	2 Transactions		
8960 Church & Dwight Co Inc					
64-390-000-0000-6416		18,503.02	Chemicals- Sodium Bicarb	100007424 Boiler Chemicals/Salt	N
8960 Church & Dwight Co Inc		18,503.02	1 Transactions		
5969 Clark Dailey Construction					
40-614-000-0000-6357		960.00	Ditch Work	935254/935257 Ditch Services	Y
40-664-000-0000-6357		800.00	Ditch Work	935256 Ditch Services	Y
40-681-000-0000-6357		320.00	Ditch Work	935258 Ditch Services	Y
40-802-000-0000-6357		480.00	Ditch Work	935255 Ditch Services	Y
5969 Clark Dailey Construction		2,560.00	4 Transactions		
12759 Corona Services					
18-483-000-0000-6272		120.32	Sept lawn care/ Opperud- 33	Services	Y
18-493-000-0000-6272		60.16	Aug Lawn Care/ Lafromboise- 33	Services	Y
12759 Corona Services		180.48	2 Transactions		
5120 Corona/Anna					

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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>	
5120 Corona/Anna		6.90 Staff Admin Mileage- 91 6.90 1 Transactions		Mileage	N
6770 Cote/Michelle		4.37 Sept 2020 Mileage Cote 4.37 1 Transactions		Mileage	N
12685 Creative Forms & Concepts Inc		1,549.60 Laser Check Stock 1,549.60 1 Transactions	118069	office supplies	N
9749 Crookston Fuel Company		2,375.52 Fuel 2,375.53 Fuel 4,751.05 2 Transactions	3157 3157	Fuels Fuels	N N
12277 Crookston Paint & Glass		241.00 4'X8' plexi glass 218.98 Paint 130.00 Supplies 589.98 3 Transactions	55582 55850 55523	Maintenance Supplies Traffic Paint & Beads Other Repair, Maintenance & Operator	N N N
12047 Crookston Times		152.00 License Ctr Appt Ad 263.55 Notice of General Election 415.55 2 Transactions	121	Publishing - Advertising Advertising	N N
9793 Crowley Micrographics		8,400.00 On Site Prev Maint Zeutchel 06/14/2020 06/13/2021 1,900.00 Omni Scan Sftware Contract 10,300.00 2 Transactions	PMC2001002 PMC2001002	Maintenance Agreements Maintenance Agreements	Y Y
6947 Dad's Garage LLC		653.92 pickup repairs 35.90 Sales tax	2540 2540	Tires, Tubes, Batteries & M.V. Parts Sales Tax	N N

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
6947 Dad's Garage LLC		689.82	2 Transactions		
10676 Dakota Mailing					
01-063-000-0000-6402		389.85	Red Ink Cartridge	AR42030	Office Supplies N
16-200-000-0000-6204		12.10	Shipping & Handling		Freight Charges N
16-200-000-0000-6403		139.90	Ink Cartridges	AR41916	Misc. Supplies N
10676 Dakota Mailing		541.85	3 Transactions		
2216 Dakota Wholesale Tire					
16-200-000-0000-6303		261.24	2 tires Unit 249	506189	Other Repair & Maintenance N
2216 Dakota Wholesale Tire		261.24	1 Transactions		
6329 DataSpec Inc					
01-121-000-0000-6342		898.00	Maintenance Fee 1 year	8502	Maintenance Agreements N
6329 DataSpec Inc		898.00	1 Transactions		
6230 Delage/Brandon					
65-393-000-0000-6425		146.99	Boot Allowance	9.2.20	Clothing N
6230 Delage/Brandon		146.99	1 Transactions		
41000 Diedrich/Don					
01-001-000-0000-6331		103.50	Sept 2020 Mileage		Mileage N
01-001-000-0000-6351		807.70	Medical Reimbursement	Sept 2020	Insurance N
41000 Diedrich/Don		911.20	2 Transactions		
9797 DMH Companies					
64-390-000-0000-6301		100.00	Compactor Repairs	22211	Machinery & Equip. Repairs N
9797 DMH Companies		100.00	1 Transactions		
1722 Docu Shred Inc					
01-111-176-0000-6304		10.00	PCSS McIntosh Shredding	62318	Labor Charges N
01-111-195-0000-6304		10.00	PCPH McIntosh Shredding	62318	Labor Charges N
01-111-187-0000-6304		40.00	PC TPSC/Admin shredding	62321	Labor Charges N
01-111-197-0907-6304		20.00	PCPH Shredding	62329	Labor Charges N
1722 Docu Shred Inc		80.00	4 Transactions		
4584 Donarski Brothers Inc					

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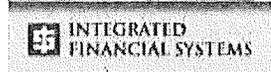


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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>	
4584 Donarski Brothers Inc		372.48	Aggregate	09302020- 2	Other Repair, Maintenance & Operatior N
		372.48	1 Transactions		
5978 Dowco Valve Company Inc		3,321.33	Newco Valve in Gas Boiler	34516	Machinery & Equip. Repairs N
		3,321.33	1 Transactions		
5978 Dowco Valve Company Inc					
6832 Dufault/Heather		12.00	Extra Key for PO Box		Postage & Box Rent N
		12.00	1 Transactions		
6832 Dufault/Heather					
807 Durag		24,419.25	New Opacity Meter/Installation	3604003421	Machinery & Equip. Repairs N
		24,419.25	1 Transactions		
807 Durag					
1086 Ecolab Pest Elimination Division		107.13	LEC Fosston/cockroach prog	2271117	other repair/maintenance non- county N
		167.92	PC Hwy Dept cockroach prg	3034002	other repair/maintenance non- county N
1086 Ecolab Pest Elimination Division		275.05	2 Transactions		
9502 Election Systems & Software Inc		52.42	Freight 2020 Primary ballots	1150530	Freight Charges Y
		5,560.49	2020 Prim ballot programming	1150530	Services N
9502 Election Systems & Software Inc		5,612.91	2 Transactions		
6446 ENNIS PAINT INC		21,330.00	Paint	402782	Traffic Paint & Beads N
		21,112.50	Paint	404597	Traffic Paint & Beads N
6446 ENNIS PAINT INC		42,442.50	2 Transactions		
6757 Erdmann/Amy		17.25	Staff Admin Mileage- 91		Mileage N
		3.45	H/P Mileage- 51		Mileage N
		6.90	Family Planning Mileage- 17		Mileage N
6757 Erdmann/Amy		27.60	3 Transactions		
14164 Erskine Echo					

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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>	
01- 064- 000- 0000- 6241		171.60	Notice of Primary Election	2474 Advertising	N
01- 064- 000- 0000- 6241		241.80	Publication Primary Ballot	2474 Advertising	N
<b>14164 Erskine Echo</b>		<b>413.40</b>	<b>2 Transactions</b>		
<b>4842 Essentia Health</b>					
03- 310- 000- 0000- 6272		53.00	Prof Services	Services	Y
64- 391- 000- 0000- 6819		160.00	New Employee Physicals	800008128 Employee Physicals	Y
<b>4842 Essentia Health</b>		<b>213.00</b>	<b>2 Transactions</b>		
<b>9366 Exponent Publishing</b>					
01- 001- 000- 0000- 6241		1,800.00	Fall 2020 Newsletter	Publishing - Advertising	Y
<b>9366 Exponent Publishing</b>		<b>1,800.00</b>	<b>1 Transactions</b>		
<b>5205 Farmers Publishing</b>					
64- 391- 000- 0000- 6241		110.63	Ad - Sortline operator	56952- 57237 Publishing - Advertising	N
<b>5205 Farmers Publishing</b>		<b>110.63</b>	<b>1 Transactions</b>		
<b>2302 Ferguson Enterprise Inc 3093</b>					
64- 390- 000- 0000- 6301		7,105.68	Parts for Steam Line	1972 Machinery & Equip. Repairs	N
64- 390- 000- 0000- 6301		1,976.69	Parts for RO Unit	1972 Machinery & Equip. Repairs	N
64- 390- 000- 0000- 6305		701.73	non- taxable parts/supplies	1972 Equipment Repair Supplies\ Nontaxabl	N
<b>2302 Ferguson Enterprise Inc 3093</b>		<b>9,784.10</b>	<b>3 Transactions</b>		
<b>15306 Fertile Building Center Ltd</b>					
16- 200- 000- 0000- 6403		65.65	Firearms Range Buildings & Grn	66447,66462 Misc. Supplies	N
<b>15306 Fertile Building Center Ltd</b>		<b>65.65</b>	<b>1 Transactions</b>		
<b>3510 Fertile Oil Company</b>					
03- 330- 000- 0000- 6562		354.75	Lubricants	184507 Lubricants	N
03- 330- 000- 0000- 6562		354.75	Lubricants	186287 Lubricants	N
<b>3510 Fertile Oil Company</b>		<b>709.50</b>	<b>2 Transactions</b>		
<b>6500 Flaa/Patricia</b>					
01- 043- 000- 0000- 6331		190.33	Aug- Sept Mileage assessing	Mileage	N
<b>6500 Flaa/Patricia</b>		<b>190.33</b>	<b>1 Transactions</b>		
<b>589 Fleet Supply</b>					

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03-330-000-0000-6564		30.99	Parts	A#3952	Machinery Parts	N
16-200-000-0000-6272		340.52	Supplies Firearms Range	77940	Services	N
<b>589 Fleet Supply</b>		<b>371.51</b>	<b>2 Transactions</b>			
<b>4269 Folz/Jim</b>						
03-330-000-0000-6303		160.00	Service	3824-28	Other Repair, Maintenance & Operator	Y
<b>4269 Folz/Jim</b>		<b>160.00</b>	<b>1 Transactions</b>			
<b>1982 Forklifts Of Minnesota Inc</b>						
03-330-000-0000-6564		535.41	Parts	A#517844	Machinery Parts	N
<b>1982 Forklifts Of Minnesota Inc</b>		<b>535.41</b>	<b>1 Transactions</b>			
<b>591 Fosston Municipal Utilities</b>						
64-391-000-0000-6251		2,446.55	Electricity Usage	20-10	Electricity	N
<b>591 Fosston Municipal Utilities</b>		<b>2,446.55</b>	<b>1 Transactions</b>			
<b>5202 Franks/Robert</b>						
48-123-000-0000-6331		36.80	Mileage	Sept-2020	Mileage	N
<b>5202 Franks/Robert</b>		<b>36.80</b>	<b>1 Transactions</b>			
<b>7910 Fuel 'n Things</b>						
16-200-000-0000-6303		4.17	Windshield washer fluid		Other Repair & Maintenance	N
<b>7910 Fuel 'n Things</b>		<b>4.17</b>	<b>1 Transactions</b>			
<b>5611 Gagner/Rolland</b>						
48-123-000-0000-6331		39.10	Mileage	Sept-2020	Mileage	N
<b>5611 Gagner/Rolland</b>		<b>39.10</b>	<b>1 Transactions</b>			
<b>2947 Galls LLC</b>						
16-200-000-0000-6454		581.44	Riot Shields,Batons and ring		Law Enforcement Supplies	N
16-200-000-0000-6454		226.12	2 Dep shirts/and accessories		Law Enforcement Supplies	N
<b>2947 Galls LLC</b>		<b>807.56</b>	<b>2 Transactions</b>			
<b>6421 GHA Technologies Inc</b>						
01-065-000-0000-6265		1,424.45	Solarwinds NPM Renewal	101077973	Data Processing (Software)	N
<b>6421 GHA Technologies Inc</b>		<b>1,424.45</b>	<b>1 Transactions</b>			

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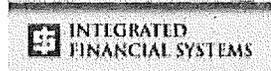


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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4627 Gopher State One Call 03-300-000-0000-6272		62.10	Prof Services	91312	Services	N
4627 Gopher State One Call		62.10	1 Transactions			
5998 GP Excavating LLC 40-619-000-0000-6357		10,850.00	Ditch Work # 19	1025	Ditch Services	N
40-619-000-0000-6357		2,030.00	Ditch Work CD # 19	1029	Ditch Services	N
5998 GP Excavating LLC		12,880.00	2 Transactions			
2032 Grainger 64-390-000-0000-6301		1,611.31	DA Tank Parts	280829311547	Machinery & Equip. Repairs	N
64-390-000-0000-6303	T	91.20	Building Supplies	280829311547	Other Repair, Maintenance & Operator	N
64-390-000-0000-6562		45.00	Equipment Lubricants	280829311547	Lubricants	N
2032 Grainger		1,747.51	3 Transactions			
682 Grand Forks Herald 48-395-000-0000-6242		177.84	Yearly Subscription	178019020	Subscriptions	N
682 Grand Forks Herald		177.84	1 Transactions			
671 Grand Forks Welding 03-330-000-0000-6303		15.00	Supplies	249016	Other Repair, Maintenance & Operator	N
671 Grand Forks Welding		15.00	1 Transactions			
6802 Hansen/April 16-200-000-0000-6207		10.56	Meal Reimb Transport		Prisoner Conveyance - Meals	N
6802 Hansen/April		10.56	1 Transactions			
5619 Hardware Hank Crookston 01-111-187-0000-6414		5.98	Wire Connectors	53552/2	Maintenance Supplies	N
01-111-187-0000-6414		8.59	Crimp cut strip tool	53552/2	Maintenance Supplies	N
01-111-187-0000-6414		14.99	Bulbs 70W/maint supplies	54059/2	Maintenance Supplies	N
5619 Hardware Hank Crookston		29.56	3 Transactions			
2828 HN Quality Plumbing Inc 01-111-198-0000-6565		61.56	Material/Maint	008946	other repair/mntc County	N
01-111-198-0000-6303		65.31	Sloan Outlet/Gasket	008962	other repair & maintenance non- count	N
01-111-187-0000-6303		324.85	Materials/replace roof drain	29425	other repair & maintenance non- count	N

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General Revenue Fund

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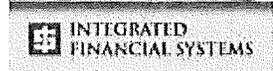


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
01-111-187-0000-6304		600.00	Labor	29425	Labor Charges N
01-111-187-0000-6331		8.00	Mileage	29425	Mileage N
01-111-187-0000-6303		283.90	Materials	29429	other repair & maintenance non- count N
01-111-187-0000-6304		337.50	Labor	29429	Labor Charges N
01-111-187-0000-6331		8.00	Mileage	29429	Mileage N
01-111-190-0000-6303		7.50	Materials/replace 2 way valve	29727	other repair/maintenance non- county N
01-111-190-0000-6304		85.00	Labor	29727	Labor Charges N
01-111-190-0000-6331		8.00	Mileage	29727	Mileage N
03-310-000-0000-6520		74.11	Water Pipe Work	8930	Culverts N
<b>2828 HN Quality Plumbing Inc</b>		<b>1,863.73</b>	<b>12 Transactions</b>		
<b>9753 Horak/Garrett</b>					
48-524-000-0000-6331		98.33	Mileage	Sept-2020	Mileage N
<b>9753 Horak/Garrett</b>		<b>98.33</b>	<b>1 Transactions</b>		
<b>6256 Hruby/Megan</b>					
18-484-491-0000-6272		438.45	Sept. Peer Grp Svcs- 108		Professional Services Y
18-484-491-0000-6272		35.00	Sept. Phone		Professional Services Y
<b>6256 Hruby/Megan</b>		<b>473.45</b>	<b>2 Transactions</b>		
<b>6255 Hudon/Meghan</b>					
18-484-491-0000-6272		419.39	Sept. Peer Grp Svcs- 108		Professional Services Y
18-484-491-0000-6403		35.00	Sept, Phone- 108		Misc. Supplies Y
<b>6255 Hudon/Meghan</b>		<b>454.39</b>	<b>2 Transactions</b>		
<b>6422 Hwy 2 Car Wash</b>					
16-211-000-0000-6272		5.00	1 car wash	8062042	Professional Services N
<b>6422 Hwy 2 Car Wash</b>		<b>5.00</b>	<b>1 Transactions</b>		
<b>9164 Information Systems Corp</b>					
01-041-000-0000-6203		20.63	1 eject tray L Oian scanner	25459	Postage & Box Rent N
01-041-000-0000-6403		12.72	1 eject tray L Oian scanner	25459	Misc. Supplies N
<b>9164 Information Systems Corp</b>		<b>33.35</b>	<b>2 Transactions</b>		
<b>5731 Inmate Services Corporation</b>					
16-200-000-0000-6209		3,119.00	Prisoner conveyance	27289	Prisoner Conveyance - Transport Servi N

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Public Safety Fund

\*\*\* Polk County \*\*\*

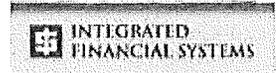


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</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>	
5731 Inmate Services Corporation		3,119.00	1 Transactions		
<b>6319 Innovative Office Solutions LLC</b>					
01-041-000-0000-6403		21.55	2 pack labels	IN3119378	Misc. Supplies N
01-063-000-0000-6402		114.82	Office supplies	3090117	Office Supplies N
01-063-000-0000-6402		36.78	Office supplies	3091713	Office Supplies N
01-063-000-0000-6402		869.58	Office supplies	3096552	Office Supplies N
01-063-000-0000-6402		39.90	Office supplies	3097997	Office Supplies N
01-063-000-0000-6402		222.34	Office supplies	3104638	Office Supplies N
01-063-000-0000-6402		55.28	Office supplies	3112651	Office Supplies N
01-064-519-5555-6402		91.04	Paper for AB special instruc.	3085334	Office Supplies N
01-064-519-5555-6402		46.80	Labels for ABS	3085334	Office Supplies N
01-064-519-5555-6402		90.48	Labels for ABS	3085334	Office Supplies N
01-064-000-0000-6402		125.10	Labels or ABS	3088449	Stationery & Forms N
01-064-000-0000-6402		35.62	Labels or ABS	3088449	Stationery & Forms N
01-064-000-0000-6402		35.62	Folders	IN3086959	Stationery & Forms N
01-064-000-0000-6403		108.35	Expandable Files (11)	IN3111058	Misc. Supplies N
01-064-000-0000-6403		222.95	Date Stamper	IN3119251	Misc. Supplies N
01-111-000-5555-6412		399.90	Sanitizer Stations	IN3094674	Custodial Supplies N
<b>6319 Innovative Office Solutions LLC</b>		<b>2,516.11</b>	<b>16 Transactions</b>		
<b>5924 Interstate Billing Service</b>					
03-340-000-0000-6303		291.38	Equip Rental	9150G/9163G	Other Repair, Maintenance & Operator N
<b>5924 Interstate Billing Service</b>		<b>291.38</b>	<b>1 Transactions</b>		
<b>9497 Interstate Plastics</b>					
64-391-000-0000-6301		621.95	Trommel Parts	7234590	Machinery & Equipment N
<b>9497 Interstate Plastics</b>		<b>621.95</b>	<b>1 Transactions</b>		
<b>6372 Jacobson/Gerald A</b>					
01-001-000-0000-6331		86.25	Sept 2020 Mileage		Mileage N
01-001-000-0000-6351		394.30	Medical Reimb Sept 2020		Insurance N
<b>6372 Jacobson/Gerald A</b>		<b>480.55</b>	<b>2 Transactions</b>		
<b>6257 Jager/Tiffany</b>					
18-484-491-0000-6272		968.38	Sept. Peer Grp Svcs- 108		Professional Services Y
18-484-491-0000-6403		35.00	Sept. Phone- 108		Misc. Supplies Y

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Public Health 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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
6257 Jager/Tiffany		1,003.38	2 Transactions		
19205 Jim's Quality Floor Service					
48-123-000-0000-6345		355.26	Sept Floors/Cleaning	870280	Cleaning Agreement Y
48-395-000-0000-6345		394.74	Sept Floors/Cleaning	870280	Cleaning Agreement Account Y
19205 Jim's Quality Floor Service		750.00	2 Transactions		
4760 John Deere Financial					
03-330-000-0000-6564		106.46	Parts	C#62000	Machinery Parts N
4760 John Deere Financial		106.46	1 Transactions		
5630 John Deere Financial					
03-330-000-0000-6564		162.40	Parts	A#6002442	Machinery Parts N
5630 John Deere Financial		162.40	1 Transactions		
6706 Johnson Controls					
01-111-197-0000-6303		1,387.14	Rotary actuator/electric motor	1-98629919164	other repair & maintenance non-count N
6706 Johnson Controls		1,387.14	1 Transactions		
7801 Johnson Controls Fire Protection LP					
01-111-193-0000-6342		1,641.89	Fire Alarm Test & Inspection	21834622	Maintenance Agreements N
01-111-187-0000-6304		486.00	Labor 09/16/2020	87088687	Labor Charges N
01-111-187-0000-6331		105.00	Truck charge	87088687	Mileage N
01-111-187-0000-6304		567.00	Labor 09/25/2020	87121309	Labor Charges N
01-111-187-0000-6331		105.00	Truck Charge	87121309	Mileage N
7801 Johnson Controls Fire Protection LP		2,904.89	5 Transactions		
6087 Jones/Annalee					
01-043-000-0000-6331		65.55	September Mileage		Mileage N
6087 Jones/Annalee		65.55	1 Transactions		
5899 Jore/Paul					
48-123-000-0000-6331		49.45	Mileage	Sept-2020	Mileage N
5899 Jore/Paul		49.45	1 Transactions		
1096 K & L Inc					
64-390-000-0000-6301		422.00	Parts for Loaders	92045	Machinery & Equip. Repairs 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>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>	
64-390-000-0000-6562		Lubriants for Equipment	92050	Lubricants	N
1096 K & L Inc		2 Transactions			
128.00					
550.00					
999999900 Kiefat/Daniel					
01-520-000-0000-6802		Refund Camping Fees		Refunds And Reimbursements	N
38.57					
999999900 Kiefat/Daniel		1 Transactions			
38.57					
6068 KKCO- FM					
48-396-000-0000-6834		- Environmental Minute	2523	Ed Supplies	N
300.00					
6068 KKCO- FM		1 Transactions			
300.00					
1036 KROX- AM					
01-061-000-0000-6241		Personnel Ads Sept 2020	Acct 809	Publishing - Advertising	N
18-481-519-5110-6241		Sep. Pub Hlth Ads- 122	06202009117109	Publishing - Advertising	N
48-396-000-0000-6834		- Environ Minute	235	Ed Supplies	N
200.00					
48-397-000-0000-6834		- HHW Ads	235	Ed Supplies	N
231.00					
1036 KROX- AM		4 Transactions			
1,047.50					
2194 Kurita America Inc					
64-390-000-0000-6416		Boiler Chemicals	10842000	Boiler Chemicals/Salt	N
8,598.46					
2194 Kurita America Inc		1 Transactions			
8,598.46					
4163 Kustom Kollision LLC					
16-200-000-0000-6611		Unit 269 Repairs	RO#13159	Office Machines	Y
200.00					
4163 Kustom Kollision LLC		1 Transactions			
200.00					
6091 L&M Road Services LLC					
40-601-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
537.50					
40-602-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
1,187.50					
40-619-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
528.75					
40-620-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
131.25					
40-627-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
768.75					
40-630-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
143.75					
40-631-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
143.75					
40-633-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
71.88					
40-634-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
71.88					
40-635-000-0000-6357		Ditch Work - Spraying	1318	Ditch Services	Y
100.00					

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 Spec Assmnts (Ditch) Func

\*\*\* 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 # On Behalf of Name</u>	
40-636-000-0000-6357		287.50	Ditch Work - Spraying	1318 Ditch Services	Y
40-637-000-0000-6357		650.00	Ditch Work - Spraying	1318 Ditch Services	Y
40-638-000-0000-6357		100.00	Ditch Work - Spraying	1318 Ditch Services	Y
40-642-000-0000-6357		100.00	Ditch Work - Spraying	1318 Ditch Services	Y
40-662-000-0000-6357		47.00	Ditch Work - Spraying	1318 Ditch Services	Y
40-664-000-0000-6357		143.75	Ditch Work - Spraying	1318 Ditch Services	Y
40-666-000-0000-6357		106.25	Ditch Work - Spraying	1318 Ditch Services	Y
40-699-000-0000-6357		71.86	Ditch Work - Spraying	1318 Ditch Services	Y
40-710-000-0000-6357		117.50	Ditch Work - Spraying	1318 Ditch Services	Y
40-712-000-0000-6357		23.50	Ditch Work - Spraying	1318 Ditch Services	Y
40-716-000-0000-6357		70.50	Ditch Work - Spraying	1318 Ditch Services	Y
40-717-000-0000-6357		58.75	Ditch Work - Spraying	1318 Ditch Services	Y
40-720-000-0000-6357		261.50	Ditch Work - Spraying	1318 Ditch Services	Y
40-726-000-0000-6357		359.38	Ditch Work - Spraying	1318 Ditch Services	Y
40-731-000-0000-6357		117.50	Ditch Work - Spraying	1318 Ditch Services	Y
40-798-000-0000-6357		787.50	Ditch Work - Spraying	1318 Ditch Services	Y
<b>6091 L&amp;M Road Services LLC</b>		<b>6,987.50</b>	<b>26 Transactions</b>		
<b>3040 Lakeside Building Center</b>					
16-200-000-0000-6602		880.43	Shooting Range Supplies	Ground Improvements	N
<b>3040 Lakeside Building Center</b>		<b>880.43</b>	<b>1 Transactions</b>		
<b>3350 Landsverk/Mark</b>					
01-043-000-0000-6244		20.00	Region 8 Dues	Registration Fees	N
01-043-000-0000-6331		174.23	Sept Mileage 2020	Mileage	N
<b>3350 Landsverk/Mark</b>		<b>194.23</b>	<b>2 Transactions</b>		
<b>9788 Larsen/Darcey</b>					
18-482-492-0000-6331		109.25	Dental Innov Grant Mileage	Mileage	N
<b>9788 Larsen/Darcey</b>		<b>109.25</b>	<b>1 Transactions</b>		
<b>6093 Larson Helicopters, LLC</b>					
40-610-000-0000-6357		105.60	Ditch Work - Spraying	1855 Ditch Services	Y
40-615-000-0000-6357		1,696.00	Ditch Work - Spraying	1855 Ditch Services	Y
40-619-000-0000-6357		1,804.80	Ditch Work - Spraying	1855 Ditch Services	Y
40-620-000-0000-6357		1,222.40	Ditch Work - Spraying	1855 Ditch Services	Y
40-628-000-0000-6357		1,491.20	Ditch Work - Spraying	1855 Ditch Services	Y
40-645-000-0000-6357		976.00	Ditch Work - Spraying	1855 Ditch Services	Y

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 Spec Assmnts (Ditch) Func

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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 # On Behalf of Name</u>	
40-646-000-0000-6357		2,864.00		1855 Ditch Services	Y
40-651-000-0000-6357		1,052.80		1855 Ditch Services	Y
40-662-000-0000-6357		947.20		1855 Ditch Services	Y
40-663-000-0000-6357		464.00		1855 Ditch Services	Y
40-664-000-0000-6357		345.60		1855 Ditch Services	Y
40-669-000-0000-6357		1,350.40		1855 Ditch Services	Y
40-672-000-0000-6357		1,216.00		1855 Ditch Services	Y
40-673-000-0000-6357		4,160.00		1855 Ditch Services	Y
40-674-000-0000-6357		835.20		1855 Ditch Services	Y
40-678-000-0000-6357		502.40		1855 Ditch Services	Y
40-686-000-0000-6357		928.00		1855 Ditch Services	Y
40-690-000-0000-6357		2,560.00		1855 Ditch Services	Y
40-693-000-0000-6357		2,288.00		1855 Ditch Services	Y
40-694-000-0000-6357		1,088.00		1855 Ditch Services	Y
40-695-000-0000-6357		1,152.00		1855 Ditch Services	Y
40-696-000-0000-6357		640.00		1855 Ditch Services	Y
40-700-000-0000-6357		508.80		1855 Ditch Services	Y
40-703-000-0000-6357		700.80		1855 Ditch Services	Y
40-706-000-0000-6357		1,129.60		1855 Ditch Services	Y
40-707-000-0000-6357		704.00		1855 Ditch Services	Y
40-710-000-0000-6357		96.00		1855 Ditch Services	Y
40-712-000-0000-6357		284.80		1855 Ditch Services	Y
40-715-000-0000-6357		819.20		1855 Ditch Services	Y
40-716-000-0000-6357		969.60		1855 Ditch Services	Y
40-717-000-0000-6357		931.20		1855 Ditch Services	Y
40-718-000-0000-6357		1,235.20		1855 Ditch Services	Y
40-720-000-0000-6357		339.20		1855 Ditch Services	Y
40-722-000-0000-6357		492.80		1855 Ditch Services	Y
40-729-000-0000-6357		560.00		1855 Ditch Services	Y
40-730-000-0000-6357		732.80		1855 Ditch Services	Y
40-731-000-0000-6357		1,056.00		1855 Ditch Services	Y
40-732-000-0000-6357		240.00		1855 Ditch Services	Y
40-735-000-0000-6357		604.80		1855 Ditch Services	Y
40-739-000-0000-6357		1,017.60		1855 Ditch Services	Y
40-740-000-0000-6357		3,360.00		1855 Ditch Services	Y
40-743-000-0000-6357		1,724.80		1855 Ditch Services	Y
40-744-000-0000-6357		1,987.20		1855 Ditch Services	Y
40-755-000-0000-6357		99.20		1855 Ditch Services	Y

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 Spec Assmnts (Ditch) Func

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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. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
6093 Larson Helicopters, LLC		53,011.20	47 Transactions		
40- 761- 000- 0000- 6357		416.00	Ditch Work - Spraying	1855 Ditch Services	Y
40- 763- 000- 0000- 6357		608.00	Ditch Work - Spraying	1855 Ditch Services	Y
40- 789- 000- 0000- 6357		2,704.00	Ditch Work - Spraying	1855 Ditch Services	Y
999999900 Larson/Eric					
03- 300- 000- 0000- 6367		200.00	ROW Refund #16705	Misc. License's & Permits	N
999999900 Larson/Eric		200.00	1 Transactions		
5770 Lee/Joan					
01- 001- 000- 0000- 6331		88.55	Sept 2020 Mileage	Mileage	N
5770 Lee/Joan		88.55	1 Transactions		
5285 Lehmann/Codi					
18- 482- 486- 0000- 6331		174.80	Region V Hdsrt Mileage	Mileage	N
18- 483- 467- 0000- 6331		65.55	CTC Grant Mileage - 19	Mileage	N
5285 Lehmann/Codi		240.35	2 Transactions		
4187 Lenes Sand & Gravel Inc					
64- 390- 000- 0000- 6371		6,141.71	Hauling Ash/Bypass	July Hauling Charges	N
64- 390- 000- 0000- 6371		1,191.33	Hauling Demo	July Hauling Charges	N
64- 390- 000- 0000- 6371		550.02	Dumping MSW Compactors	July Hauling Charges	N
64- 391- 000- 0000- 6371		17,577.22	Hauling Fines Materials	July Hauling Charges	N
65- 393- 000- 0000- 6371		17,026.95	Hauling Leachate	July Hauling Charges	N
4187 Lenes Sand & Gravel Inc		42,487.23	5 Transactions		
1088 Lepier Oil Company Inc					
64- 390- 000- 0000- 6561		58.80	Gas for Pickup	607 Fuels	N
1088 Lepier Oil Company Inc		58.80	1 Transactions		
6831 Lepier Tire & Auto					
64- 390- 000- 0000- 6301		112.50	Loader Repairs	68 Machinery & Equip. Repairs	N
64- 391- 000- 0000- 6301		155.92	Hyster Forklift Parts	3628 Machinery & Equipment	N
6831 Lepier Tire & Auto		268.42	2 Transactions		
5371 Lexipol, LLC					
16- 200- 000- 0000- 6272		300.00	LE Impl Services	INV6063 Services	N

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Public Safety Fund

\*\*\* 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>
			08/01/2020 08/31/2020		
5371 Lexipol, LLC		300.00	1 Transactions		
6907 Lien/Amanda					
18-482-475-0000-6331		50.60	SHIP Mileage- 74		Mileage N
18-482-475-0000-6403		27.86	SHIP Mtg Supl- Plbckis- 74		Misc. Supplies N
6907 Lien/Amanda		78.46	2 Transactions		
4731 Local Ace					
01-111-188-1212-6414		48.59	Painting supplies NWMH Area	229550/1	Maintenance Supplies N
01-111-188-1212-6414		30.56	Painting supplies NWMH Area	229838/1	Maintenance Supplies N
4731 Local Ace		79.15	2 Transactions		
4692 Lsq Funding Group Lc					
16-200-000-0000-6209		2,813.82	Prisoner Conveyance	3396	Prisoner Conveyance - Transport Servi N
4692 Lsq Funding Group Lc		2,813.82	1 Transactions		
6803 Lundeen/Cole					
16-200-000-0000-6207		24.00	Meal Reimb Transport		Prisoner Conveyance - Meals N
16-200-000-0000-6207		50.38	Meal Reimb for Transport		Prisoner Conveyance - Meals N
6803 Lundeen/Cole		74.38	2 Transactions		
22620 M & H Gas Station					
16-200-000-0000-6272		125.00	Car Washes	013	Services N
22620 M & H Gas Station		125.00	1 Transactions		
22811 Makin/Stephanie					
01-061-000-0000-6241		51.75	Mileage Sept 2020		Publishing - Advertising N
22811 Makin/Stephanie		51.75	1 Transactions		
2774 Manecke/Debbie					
64-390-000-0000-6331		51.75	Mileage Ad Bd Mtg	9.9.20	Mileage N
2774 Manecke/Debbie		51.75	1 Transactions		
6760 Marshall & Swift Boeckh LLC					
01-043-000-0000-6453		400.87	Residential Cost Handbook		Reference Books N

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 General Revenue Fund

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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>
6760 Marshall & Swift Boeckh LLC		400.87	1 Transactions		
999999900 Marusha/Zachary					
03-300-000-0000-6301		200.00	ROW Refund 17442		Misc. License's & Permits N
999999900 Marusha/Zachary		200.00	1 Transactions		
5315 Mayo Manufacturing Co					
64-391-000-0000-6301		614.88	Equipment Parts	78830	Machinery & Equipment N
5315 Mayo Manufacturing Co		614.88	1 Transactions		
3320 MCCC Lockbox					
01-046-000-0000-6265		150.00	IFS 1099G Programming	2009107	Data Processing (Software) N
3320 MCCC Lockbox		150.00	1 Transactions		
22726 MCCC MI 33					
18-481-000-0000-6265		6,620.00	2020 4thqtr software supp- 91	2010051	Data Processing (Software) N
22726 MCCC MI 33		6,620.00	1 Transactions		
1330 McIntosh Times/The					
01-091-000-0000-6242		30.00	1 year subscription		Publications N
1330 McIntosh Times/The		30.00	1 Transactions		
6030 McKesson Medical Surgical					
18-482-000-0000-6403		220.20	Test Kit, Syphilis- 51	13337089	Misc. Supplies Y
18-483-464-0000-6403		22.33	Caltrate Tab- 17	12709814	Misc. Supplies N
18-483-464-0000-6403		108.40	TheraMTab- 17	13337180	Misc. Supplies Y
6030 McKesson Medical Surgical		350.93	3 Transactions		
6889 McMaster Carr Supply Co					
64-390-000-0000-6305		123.82	Non- taxable parts for equip	212774300	Equipment Repair Supplies\ Nontaxabl N
6889 McMaster Carr Supply Co		123.82	1 Transactions		
5893 McNeilus Steel Inc					
64-390-000-0000-6301		254.98	Equipment materials	0203309	Machinery & Equip. Repairs N
5893 McNeilus Steel Inc		254.98	1 Transactions		
7667 Menards- Grand Forks					

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 Public Works Fund

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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>
7667 Menards- Grand Forks		220.78 220.78	Supplies 1 Transactions	A#30410368	Other Repair, Maintenance & Operator N
999999900 Midwest Playground Contractors Inc.					
01- 520- 000- 0000- 6303		300.00	Playground Install MLP	88681	Other Repair, Maintenance & Operator N
999999900 Midwest Playground Contractors Inc.		300.00	1 Transactions		
22599 Miller's Building Center					
03- 330- 000- 0000- 6303		186.78	Supplies	329040	Other Repair, Maintenance & Operator N
22599 Miller's Building Center		186.78	1 Transactions		
9817 MN Counties Information Sys					
01- 101- 000- 0000- 6342		1,451.00	2020 Q3 Support	1969	Maintenance Agreements N
9817 MN Counties Information Sys		1,451.00	1 Transactions		
4763 Mn Dept Of Labor & Industry					
01- 111- 197- 0000- 6342		200.00	Elevator Annual OP Permit	ALR0110211X	Maintenance Agreements N
4763 Mn Dept Of Labor & Industry		200.00	1 Transactions		
2182 Mn Dept Of Transportation					
03- 320- 000- 0000- 6272		113.10	Material Testing 060- 603- 007	P00012002	Services N
03- 320- 000- 0000- 6272		113.10	Material Testing 060- 603- 009	P00012002	Services N
03- 320- 000- 0000- 6272		113.10	Material Testing 060- 601- 061	P00012002	Services N
03- 320- 000- 0000- 6272		113.10	Material Testing 060- 599- 279	P00012002	Services N
03- 320- 000- 0000- 6272		972.86	Material Testing 060- 621- 014	P00012002	Services N
03- 320- 000- 0000- 6272		3,312.68	Material Testing 060- 599- 277	P00012002	Services N
03- 320- 000- 0000- 6272		311.89	Material Testing 060- 601- 065	P00012455	Services N
03- 320- 000- 0000- 6272		1,860.83	Material Testing 060- 616- 010	P00012455	Services N
03- 320- 000- 0000- 6272		563.96	Material Testing 060- 620- 018	P00012455	Services N
03- 320- 000- 0000- 6272		4,369.20	Material Testing 060- 621- 014	P00012455	Services N
03- 320- 000- 0000- 6272		102.48	Material Testing 060- 623- 019	P00012455	Services N
2182 Mn Dept Of Transportation		11,946.30	11 Transactions		
5906 MN Northern Railroad					
03- 310- 000- 0000- 6389		62,325.75	Railroad Crossing	POLK0720	Highway Contracts N
5906 MN Northern Railroad		62,325.75	1 Transactions		

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General Revenue Fund

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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>				
1504 Mn Secretary Of State 01-091-000-0000-6245		120.00 Notary Commission Renewal	N Bergh	Notary	N
1504 Mn Secretary Of State		120.00 1 Transactions			
6815 Moreno/Michael 16-200-000-0000-6207		57.98 Meal Reimb Transport		Prisoner Conveyance - Meals	N
6815 Moreno/Michael		57.98 1 Transactions			
4231 Morgan Printing Inc 01-001-000-0000-6241		4,291.00 Fall 2020 Newsletter	8515	Publishing - Advertising	N
4231 Morgan Printing Inc		4,291.00 1 Transactions			
22571 Morris Electronics Inc 01-065-000-0000-6607		299.90 10GB Long Range Modules	20158988	Equipment	N
01-065-000-0000-6607		145.65 Fiber Cables	20158997	Equipment	N
22571 Morris Electronics Inc		445.55 2 Transactions			
4256 Murray/Doris 01-044-000-0000-6331		6.21 Bank & Mail Murray	Aug/Sept 2020	Mileage	N
4256 Murray/Doris		6.21 1 Transactions			
277 Napa Crookston Welding 03-330-000-0000-6303		103.29 Supplies	A#4917	Other Repair, Maintenance & Operatio	N
03-330-000-0000-6564		181.63 Parts	A#4917	Machinery Parts	N
16-200-000-0000-6204		165.56 Supplies Unit 243	006758	Freight Charges	N
277 Napa Crookston Welding		450.48 3 Transactions			
4353 Nardini Fire Equip Co Inc 01-111-198-0000-6303		357.50 Service Contract System Inspec	00146524	other repair & maintenance non- count	N
4353 Nardini Fire Equip Co Inc		357.50 1 Transactions			
23613 Nephew/Doug 18-493-000-0000-6272		80.00 Sept. Lawn Care/ Ade- 33		Services	Y
23613 Nephew/Doug		80.00 1 Transactions			
6066 Northdale Oil Inc 64-390-000-0000-6561		1,833.00 Fuel for Loaders	21214	Fuels	N

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 Resource Recovery Fund

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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>	
6066 Northdale Oil Inc		1,833.00	1 Transactions		
23165 Northern Fire Equipment Servic 65- 392- 000- 0000- 6417		284.40	Fire Equipment Taged/Charged	22290	Safety Equipment & Supplies N
23165 Northern Fire Equipment Servic		284.40	1 Transactions		
6124 Northern Propane 03- 330- 000- 0000- 6562		3,966.90	Lubricants	49605/49463	Lubricants N
6124 Northern Propane		3,966.90	1 Transactions		
6755 Nova Fire Protection Inc 64- 390- 000- 0000- 6417		370.00	Annual Fire System Inspection	30958	Safety Equipment & Supplies N
64- 391- 000- 0000- 6417		370.00	Annual Fire System Inspection	30958	Safety Equipment & Supplies N
6755 Nova Fire Protection Inc		740.00	2 Transactions		
9752 Now Micro Inc 16- 200- 000- 0000- 6611		818.00	Computer Docking Station	12881	Office Machines N
9752 Now Micro Inc		818.00	1 Transactions		
24224 Oakes/Melanie 01- 043- 000- 0000- 6331		293.25	Sept Mileage 2020		Mileage N
24224 Oakes/Melanie		293.25	1 Transactions		
1431 Office Supplies Plus 01- 551- 000- 0000- 6402		49.75	(10) Paper and Labels	38673	Stationery & Forms N
1431 Office Supplies Plus		49.75	1 Transactions		
1004 Oian/Wesly 01- 043- 000- 0000- 6331		192.05	September Mileage		Mileage N
1004 Oian/Wesly		192.05	1 Transactions		
5380 OK Tire Stores 16- 211- 000- 0000- 6303		261.54	Tire Unit 223	554919	Other Repair, Maintenance & Operator N
5380 OK Tire Stores		261.54	1 Transactions		
1546 Olson & Sons Excavating 40- 672- 000- 0000- 6357		150.00	Dtich Work	5865	Ditch Services Y

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 Spec Assmnts (Ditch) Func

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
1546 Olson & Sons Excavating		150.00	1 Transactions		
6320 Olson/Brenna					
18-481-519-5110-6331		6.72	COVID-19 Response Mileage-121	Mileage	N
18-485-479-0000-6331		64.40	Suicide Prvntn Grant Mileage	Mileage	N
6320 Olson/Brenna		71.12	2 Transactions		
6566 Olson/Pamela					
18-483-467-0000-6331		178.83	School Hlth Mileage-12	Mileage	N
18-483-467-0000-6331		18.40	CCC Mileage-16	Mileage	N
6566 Olson/Pamela		197.23	2 Transactions		
9792 Olson/Robert					
03-320-000-0000-6806		350.00	Temp Easement 060-623-019	Right Of Way	N
9792 Olson/Robert		350.00	1 Transactions		
4724 Olson/Stephanie					
18-484-000-0000-6367		75.00	MN Hlth Board Dtcn Renewal	Misc. License's & Permits	N
4724 Olson/Stephanie		75.00	1 Transactions		
6165 Omega Laboratories Inc					
18-482-000-0000-6272		1,000.00	(9) hair follicle testing-51	Services	N
6165 Omega Laboratories Inc		1,000.00	1 Transactions		
6321 Ophus/Judy					
18-482-000-0000-6331		106.37	H/P Mileage-51	Mileage	N
18-483-466-0000-6331		58.65	NFP Exp Grant Mileage-114	Mileage	N
18-483-466-0000-6331		25.30	Fam Hlth Mileage-11	Mileage	N
6321 Ophus/Judy		190.32	3 Transactions		
6970 OSEN/BRITTNEY					
18-483-466-0000-6331		25.88	EBHV Grant Mileage-119	Mileage	N
6970 OSEN/BRITTNEY		25.88	1 Transactions		
1827 Pederson/Keith					
18-493-000-0000-6272		120.32	Aug Lawn Care/ Miller-33	Services	Y
18-493-000-0000-6272		120.32	Sept. lawn care/ Miller-33	Services	Y

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Public Health Fund

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
1827 Pederson/Keith		391.04	4 Transactions		
		90.24	Aug lawn care/ gullekson- 33	Services	Y
		60.16	Sept. lawn care/ Gullekson- 33	Services	Y
1741 Pemberton Law PLLP		1,774.00	Professional Services	Stmt 157	Y
		3,461.50	Professional Services	Stmt 8	Y
1741 Pemberton Law PLLP		5,235.50	2 Transactions		
1214 Peterson Sheet Metal Inc		510.00	Worked on Heating Units	95059	N
1214 Peterson Sheet Metal Inc		510.00	1 Transactions		
6478 PetroChoice		109.20	Grease for Equipment	264372	N
		21.17	Tax	264372	N
6478 PetroChoice		130.37	2 Transactions		
5263 Phillips/Arlet		23.00	Mileage	Sept- 2020	N
5263 Phillips/Arlet		23.00	1 Transactions		
5070 Pioneer Research Corporation		209.70	Enviro Pro	258641	N
5070 Pioneer Research Corporation		209.70	1 Transactions		
9172 Polk County		12.98	- 7005 Light	20- 1001	N
		27.66	- Uniforms	20- 1001	N
		53.78	- Safety Boots - JK	20- 1001	N
		237.00	Fuel	20- 1001	N
		1.98	Tax	20- 1001	N
		53.78	- Safety Boots - JK	20- 1001	N
9172 Polk County		387.18	6 Transactions		
7726 Polk County Environmental Services		270.25	Mileage Reimburse	Jon	N
				Mileage	

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 Landfill Fund

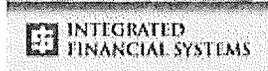
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65-392-000-0000-6332		32.03	Meal Reimburse Mtg	Jon Per Diem - Meals	N
65-393-000-0000-6331		218.50	Mileage Reimburse	Jon Mileage	N
<b>7726 Polk County Environmental Services</b>		<b>520.78</b>	<b>3 Transactions</b>		
<b>1606 Polk County Highway Department</b>					
01-102-000-0000-6303		557.74	Services	Other Repair, Maintenance & Operator	N
01-111-000-0000-6561		31.59	Unit 20201 Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		70.26	Unit 20202 Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		29.89	Unit 20203 Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		143.87	Unit 20204 Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		193.21	Unit 20205 Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		86.81	Unit 20206 Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		59.77	Unit 9714 Toyota Gas	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		106.62	Unit 105 2008 GMC	Fuels	N
			09/01/2020 09/30/2020		
01-111-000-0000-6561		44.04	Unit 20202 Gas	Fuels	N
			08/01/2020 08/31/2020		
01-111-000-0000-6561		137.87	Unit 20204 Gas	Fuels	N
			08/01/2020 08/31/2020		
01-111-000-0000-6561		144.38	Unit 20205 Gas	Fuels	N
			08/01/2020 08/31/2020		
01-111-000-0000-6561		77.88	Unit 20206 Gas	Fuels	N
			08/01/2020 08/31/2020		
01-111-000-0000-6561		33.07	Unit 17 Expl Gas	Fuels	N
			08/01/2020 08/31/2020		
01-111-000-0000-6561		17.32	Unit 9717 Toyota Gas	Fuels	N
			08/01/2020 08/31/2020		
01-111-000-0000-6561		71.84	Unit 105 2008 GMC	Fuels	N
			08/01/2020 08/31/2020		
01-122-000-0000-6561		24.55	MM Fuel	Fuels	N
01-140-000-0000-6303		285.70	Fuel & Service	Other Repair, Maintenance & Operator	N
01-520-000-0000-6303		3,485.79	Services	Other Repair, Maintenance & Operator	N

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01-521-000-0000-6303		720.56	Services	Other Repair, Maintenance & Operator	N
01-525-000-0000-6303		2,518.91	Services	Other Repair, Maintenance & Operator	N
16-200-000-0000-6205		686.86	Transports	Prisoner Conveyance - Mileage & Airfa	N
16-200-000-0000-6561		3,297.88	SO - Diesel	Fuels	N
16-200-000-0000-6561		78.73	Security	Fuels	N
48-398-000-0000-6561		687.04	September Fuel	Fuels	N
65-392-000-0000-6561		224.92	Gasoline	Fuels	N
<b>1606 Polk County Highway Department</b>		<b>13,817.10</b>	<b>26 Transactions</b>		
<b>508 Polk County IS Department</b>					
16-200-000-0000-6611		681.96	Computer Replacement JH	Office Machines	N
16-200-200-0000-6611		3,583.56	Computers BS AB JE JT	Office Machines	N
<b>508 Polk County IS Department</b>		<b>4,265.52</b>	<b>2 Transactions</b>		
<b>6416 Polk County IS Department</b>					
01-111-188-0000-6202		72.96	Fire Panels HSC 10/08/20	Communications Charges	N
18-481-519-5110-6403		140.00	HP- Monitor(SR)- 122	Misc. Supplies	N
18-481-519-5110-6403		114.64	Laptop Dock- 122	Misc. Supplies	N
<b>6416 Polk County IS Department</b>		<b>327.60</b>	<b>3 Transactions</b>		
<b>565 Polk County Recorder</b>					
48-123-000-0000-6403		46.00	Altendorf Var Reso	Misc. Supplies	N
<b>565 Polk County Recorder</b>		<b>46.00</b>	<b>1 Transactions</b>		
<b>25531 Polk County Transfer Station</b>					
01-111-187-0000-6254		55.00	Fluorescents	Other Utilities	N
01-111-187-0000-6254		16.00	Fluorescents	Other Utilities	N
01-111-187-0000-6254		85.09	Bypass/ E- Waste	Other Utilities	N
01-111-187-0000-6254		3.30	Demolition	Other Utilities	N
01-111-187-0000-6254		4.40	Demolition	Other Utilities	N
01-111-187-0000-6254		2.20	Demolition	Other Utilities	N
01-111-187-0000-6254		6.79	Bypass	Other Utilities	N
01-111-187-0000-6254		27.00	Fluorescents	Other Utilities	N
01-111-187-0000-6254		2.20	Demolition	Other Utilities	N
01-111-187-0000-6254		1.70	Bypass	Other Utilities	N
01-111-187-0000-6254		31.70	Bypass/E- waste	Other Utilities	N
01-111-187-0000-6254		3.39	Bypass	Other Utilities	N
01-111-187-0000-6254		1.20	Demolition	Other Utilities	N

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>		
01-111-187-0000-6859		0.12	Demo Tax	19234	Sales/Use Tax	N
01-111-187-0000-6254		0.40	Demolition	19319	Other Utilities	N
01-111-187-0000-6859		0.04	Demo Tax	19319	Sales/Use Tax	N
01-111-187-0000-6254		10.00	E- Waste	19680	Other Utilities	N
01-111-187-0000-6254		0.40	Demolition	19700	Other Utilities	N
01-111-187-0000-6859		0.04	Demo Tax	19700	Sales/Use Tax	N
01-111-190-0000-6254		71.45	E- Waste	19791	Other Utilities	N
01-111-190-0000-6859		0.25	Tax	19791	Sales/Use Tax	N
03-330-000-0000-6303		5.86	Services	19744/19069	Other Repair, Maintenance & Operator	N
<b>25531 Polk County Transfer Station</b>		<b>328.53</b>	<b>22 Transactions</b>			
<b>1351 Potters Industries Inc</b>						
03-310-000-0000-6530		9,688.00	Glass Beads	91297033	Traffic Paint & Beads	N
<b>1351 Potters Industries Inc</b>		<b>9,688.00</b>	<b>1 Transactions</b>			
<b>9765 Powerplan OIB</b>						
03-330-000-0000-6565		110.55	Labor & Hauling	A#3952006	Other Repair & Maintenance Supplies	N
<b>9765 Powerplan OIB</b>		<b>110.55</b>	<b>1 Transactions</b>			
<b>5201 Powers/Mike</b>						
48-123-000-0000-6331		29.90	Mileage	Sept- 2020	Mileage	N
<b>5201 Powers/Mike</b>		<b>29.90</b>	<b>1 Transactions</b>			
<b>3990 Praxair Distribution Inc</b>						
65-392-000-0000-6565		69.77	Shop Supplies	99058659	Other Repair & Maintenance Supplies	N
65-392-000-0000-6859		3.70	Sales Tax	99058659	Sales Tax	N
<b>3990 Praxair Distribution Inc</b>		<b>73.47</b>	<b>2 Transactions</b>			
<b>5738 Pro West &amp; Associates Inc</b>						
01-102-000-5555-6272		26.78	COVID- 19 Web Development	4566	Professional Services	N
01-102-000-0000-6265		7,363.52	Data Processing	4567	Data Processing	N
01-102-000-0000-6265		3,335.00	Maintenance LINK	4620- B	Data Processing	N
			10/01/2020 09/30/2021			
01-102-000-0000-6265		1,467.66	Equipable Property Value Dev	4639	Data Processing	N
<b>5738 Pro West &amp; Associates Inc</b>		<b>12,192.96</b>	<b>4 Transactions</b>			
<b>5799 Productivity Plus Account</b>						

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 Public Works Fund

\*\*\* Polk County \*\*\*

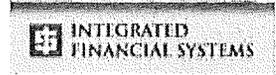


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>	
5799 Productivity Plus Account		181.50	Parts 1 Transactions	A#3367094 Machinery Parts	N
4493 Purchase Power		1,244.70	Postage and Equipment Svcs- 91 1 Transactions	80009090059595 Postage & Box Rent	N
4493 Purchase Power		1,244.70			
6119 Quest Diagnostics		252.16	FP Testing Svc- 17 1 Transactions	9188900082 Services	N
6119 Quest Diagnostics		252.16			
4993 Quill Corporation		99.59	Pull/PaperTowels- COVID- 19	10377974 Custodial Supplies	N
64-390-000-5555-6412		17.19	Clorox Wipes- COVID- 19	10380607 Custodial Supplies	N
64-390-000-5555-6412		334.12	Cleaning Supplies- COVID 19	10383303 Custodial Supplies	N
64-390-000-5555-6412		53.54	Face Masks- COVID- 19	10527210 Custodial Supplies	N
64-390-000-0000-6403		196.46	Misc Office Supplies	3189600 Misc. Supplies	N
64-390-000-0000-6404		170.44	Printer Supplies	3189600 Data Processing Supplies	N
64-390-000-0000-6409		71.99	APC Battery for Phone Sys.	3189600 Office Furniture & Equipment	N
64-390-000-0000-6859		31.27	Sales tax	3189600 Sales Tax	N
4993 Quill Corporation		974.60	8 Transactions		
6171 R & S Northeast LLC		213.75	FP Tulana,Vylibra,TriVylibra- 1 1 Transactions	258578 Miscellaneous Operating Supplies	N
6171 R & S Northeast LLC		213.75			
3880 RDO Truck Centers		15,306.21	Parts	A#G112000 Machinery Parts	N
03-330-000-0000-6564		3,000.00	Services	A#G112000 Other Repair & Maintenance Supplies	N
03-330-000-0000-6565		18,306.21	2 Transactions		
3880 RDO Truck Centers		18,306.21			
5493 Red Lake County Auditor		308.91	Gravel Tax July- Sept 2020 1 Transactions	Miscellaneous Charges	N
03-310-000-0000-6360		308.91			
5493 Red Lake County Auditor		308.91			
7102 Red Lake County Co Op		163.98	Propane for heat	106331 Gas	N
65-392-000-0000-6253					

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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>	
7102 Red Lake County Co Op		163.98	1 Transactions		
2163 Regents Of The Univ Of Mn					
01-551-000-0000-6104		1,435.10	Temp support Staff Reimb	300025891	Other Salaries N
2163 Regents Of The Univ Of Mn		1,435.10	1 Transactions		
27202 Regional Sanitation Service Inc					
01-520-000-0000-6859		90.97	Sales Tax	A# 262	Sales Tax N
01-520-000-0000-6303		535.07	Services	A#262	Other Repair, Maintenance & Operator N
48-396-000-0000-6371		164.71	- Sept Rec Haul Euclid/CHS	70011	Hauling Charges N
48-396-000-0000-6371		140.00	- Sept Iron Haul	70011	Hauling Charges N
27202 Regional Sanitation Service Inc		930.75	4 Transactions		
27317 Richards Publishing					
48-123-000-0000-6232		51.75	Larson/Kauffmn Notices	00538772	Publishing N
27317 Richards Publishing		51.75	1 Transactions		
27317 Richards Publishing Company, Inc.					
01-001-000-0000-6241		157.50	Minutes 06/23/2020	00538430	Publishing - Advertising N
01-001-000-0000-6241		459.38	Minutes 7/7 & 7/21	538665	Publishing - Advertising N
01-001-000-0000-6241		402.50	Minutes 7/28 & 8/4	538760	Publishing - Advertising N
01-001-000-0000-6241		210.00	Commissioner Minutes 08/18	539204	Publishing - Advertising N
01-001-000-0000-6241		278.75	Commissioner Minutes 08/25	539204	Publishing - Advertising N
01-001-000-0000-6241		52.50	Commissioner Minutes 09/16	539204	Publishing - Advertising N
01-061-000-0000-6241		174.00	Personnel Ads	538180	Publishing - Advertising N
01-061-000-0000-6241		169.80	Personnel Ads	538495	Publishing - Advertising N
03-300-000-0000-6241		126.00	Advertising	C#6332	Publishing - Advertising N
27317 Richards Publishing Company, Inc.		2,030.43	9 Transactions		
4165 Rivards Turf & Forge Inc					
03-310-000-0000-6505		402.30	Supplies	41193	Aggregates,Sand,Patching Material N
03-340-000-0000-6303		218.00	Supplies	41193	Other Repair, Maintenance & Operator N
4165 Rivards Turf & Forge Inc		620.30	2 Transactions		
6529 Road Machinery and Supplies Co.					
48-398-000-0000-6301		3,250.10	- T603 Mtce/Clam Jaw	POLKCO10	Machinery & Equipment N
64-390-000-0000-6301		1,809.51	Parts/Service to Sennebogen	POLKXO09	Machinery & Equip. Repairs N

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6529 Road Machinery and Supplies Co.		5,059.61	2 Transactions		
6824 Rood/Barbara					
01-111-000-0000-6331		94.44	Mileage	Mileage	N
			08/12/2020 08/31/2020		
6824 Rood/Barbara		94.44	1 Transactions		
3907 RTVision Inc					
03-300-000-0000-6265		848.72	Prof Services Support EPermit	2020-101210	Data Processing (Software) N
03-300-000-0000-6265		2,260.85	Prof Services Timecard Support	2020-101210	Data Processing (Software) N
3907 RTVision Inc		3,109.57	2 Transactions		
3220 Rue/Todd					
64-390-000-0000-6815		25.00	License Renewal Reimburse	2020	License/Permit Fees N
3220 Rue/Todd		25.00	1 Transactions		
4431 Safety Kleen Systems Inc					
64-390-000-0000-6565		399.76	Parts Washer	PO18374	Other Repair & Maintenance Supplies N
64-390-000-0000-6859		28.48	Sales Tax	PO18374	Sales Tax N
4431 Safety Kleen Systems Inc		428.24	2 Transactions		
3839 Sanders/Richard					
03-300-000-0000-6331		212.75	Mileage		Mileage N
3839 Sanders/Richard		212.75	1 Transactions		
10737 Sanofi Pasteur Inc					
18-482-000-5123-6456		2,766.95	Fluzone-60	915191649	Miscellaneous Operating Supplies N
18-482-000-0000-6403		41.31	Savings	915448064	Misc. Supplies N
18-482-000-0000-6403		81.80	Prompt Pay Discount	915448064	Misc. Supplies N
18-482-000-0000-6406		3,957.00	Tubersol-51	915448064	Nursing Supplies N
18-482-000-0000-6406		174.40	Adacel-51	915448064	Nursing Supplies N
18-482-000-0000-6406		85.07	Minnesota Cares Tax	915448064	Nursing Supplies N
10737 Sanofi Pasteur Inc		6,860.31	6 Transactions		
5785 Satrom/Bethany					
18-482-475-0000-6331		55.20	SHIP Grant Mileage-74		Mileage N

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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>
5785 Satrom/Bethany		55.20	1 Transactions		
6316 Scan Air Filters Inc					
01-111-197-5555-6204		9.42	Freight	150248	Freight Charges N
01-111-197-5555-6414		101.76	Air Return filters 09/28/2020	150248	Maintenance Supplies N
01-111-197-5555-6204		61.16	Frieght	150353	Freight Charges N
01-111-197-5555-6414		1,479.17	Air Return Filters 10/07/2020	150353	Maintenance Supplies N
6316 Scan Air Filters Inc		1,651.51	4 Transactions		
6293 Schulz/Micheal					
48-123-000-0000-6331		32.78	Mileage	Sept- 2020	Mileage N
6293 Schulz/Micheal		32.78	1 Transactions		
5647 SeaChange Printing & Marketing					
01-064-000-0000-6204		278.10	2020 Gen Election Ballots	34178	Freight Charges N
01-064-000-0000-6402		19,684.68	2020 Gen Election Ballots	34178	Stationery & Forms N
01-064-000-0000-6204		11.11	Freight on Toner	516007	Freight Charges N
01-064-000-0000-6402		6,235.00	2020 MB/AB Envelopes	516007	Stationery & Forms N
01-064-000-0000-6403		152.00	Toner for Omni Ballot	516007	Misc. Supplies N
5647 SeaChange Printing & Marketing		26,360.89	5 Transactions		
4606 Seeger/Julie					
18-482-000-0000-6331		80.50	H/P Mileage- 51		Mileage N
4606 Seeger/Julie		80.50	1 Transactions		
6650 Seibel/Karen					
03-310-000-0000-6367		55.00	License for Tandem Truck		Misc. License's & Permits N
6650 Seibel/Karen		55.00	1 Transactions		
28732 Service Pro Parts Inc.					
01-520-000-0000-6303		80.00	Repairs	136995	Other Repair, Maintenance & Operatioi N
03-330-000-0000-6564		78.54	Parts	136984/136913	Machinery Parts N
28732 Service Pro Parts Inc.		158.54	2 Transactions		
6336 Skinner Roofing					
01-111-187-0000-6303		1,508.00	Materials/Repair roof drain	1696	other repair & maintenance non-count N

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 General Revenue Fund

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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>
6336 Skinner Roofing		1,508.00	1 Transactions		
6046 Sonsteli/Jill					
18-493-000-0000-6331		18.40	Care Coordination Mileage- 33		Mileage N
6046 Sonsteli/Jill		18.40	1 Transactions		
6240 Spray Advantage Inc					
03-330-000-0000-6564		87.66	Parts	96353	Machinery Parts N
6240 Spray Advantage Inc		87.66	1 Transactions		
4786 Stericycle Inc					
01-111-000-0000-6805		77.44	PCPH/Facilities Trng Agrmt	4009630131	Staff Education N
4786 Stericycle Inc		77.44	1 Transactions		
4655 Stone's Mobile Radio Inc					
16-200-000-0000-6306		395.00	Services	2040821	Radio System Mntc N
4655 Stone's Mobile Radio Inc		395.00	1 Transactions		
6934 Stone's Security Systems Inc					
16-200-000-0000-6202		25.00	Data Plan	408218	Telephone & Data N
6934 Stone's Security Systems Inc		25.00	1 Transactions		
28463 Strandell/Warren					
01-001-000-0000-6331		86.25	Sept 2020 Mileage		Mileage N
01-001-000-0000-6351		336.20	Medical Reimb Sept 2020		Insurance N
28463 Strandell/Warren		422.45	2 Transactions		
6342 Strom/Gail					
64-391-000-0000-6425		99.99	Boot Allowance	2020	Clothing N
6342 Strom/Gail		99.99	1 Transactions		
6623 Strutz/Sabrina					
16-200-000-0000-6207		21.93	Meal Reimb Transport		Prisoner Conveyance - Meals N
16-200-000-0000-6207		14.50	Meal Reimb Transport		Prisoner Conveyance - Meals N
6623 Strutz/Sabrina		36.43	2 Transactions		
1923 Stuhaug Sanitation					

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1923 Stuhaug Sanitation		92.43	3 Transactions	113671 113,621 113445,114101	Other Repair, Maintenance & Operator Services Services	N N N
5224 Sylvester/Kathy		52.04	3 Transactions			
18-483-464-0000-6331		5.75	Fam Planning Mileage- 17		Mileage	N
18-483-466-0000-6331		9.49	Fam Hlth Mileage- 11		Mileage	N
18-483-466-0000-6331		36.80	TANF Home Visit Mileage- 22		Mileage	N
5224 Sylvester/Kathy		52.04	3 Transactions			
14071 The Exponent		538.94	5 Transactions			
01-061-000-0000-6241		116.34	Personnel ad	2.1068	Publishing - Advertising	N
01-061-000-0000-6241		117.60	Personnel ad	2.10726	Publishing - Advertising	N
01-061-000-0000-6241		159.60	Personnel ad	2.10739	Publishing - Advertising	N
01-091-000-0000-6242		39.00	1 year subscription		Publications	N
18-481-000-0000-6242		106.40	2020 subscription- 91		Subscriptions	N
14071 The Exponent		538.94	5 Transactions			
29026 The Thirteen Towns		736.00	1 Transactions	14578	Publishing - Advertising	N
01-061-000-0000-6241		736.00	Personnel ad			
29026 The Thirteen Towns		736.00	1 Transactions			
5999 TheraCom LLC		3,731.60	1 Transactions	219904267- 301	Miscellaneous Operating Supplies	N
18-483-464-5122-6456		3,731.60	FP ContraceptiveNexplanon(4)			
5999 TheraCom LLC		3,731.60	1 Transactions			
7346 Thygeson Construction Co		8,912.60	1 Transactions		Aggregates,Sand,Patching Material	N
03-310-000-0000-6505		8,912.60	Aggregates CR 62			
7346 Thygeson Construction Co		8,912.60	1 Transactions			
5716 Titan Machinery		4,068.11		1153726 1167094 1179291 14649975 1177721	Machinery & Equipment Machinery & Equipment Machinery & Equipment Machinery & Equipment Machinery & Equipment	N N N N N
65-392-000-0000-6301		938.86	Bomage Parts/Repairs			
65-392-000-0000-6301		1,371.20	Bomage Parts/Repairs			
65-392-000-0000-6301		997.71	Bomage Parts/Repairs			
65-392-000-0000-6301		444.08	Bomag parts/repairs			
65-393-000-0000-6301		4,068.11	Bomag Parts/Repairs			

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5716 Titan Machinery		7,819.96	5 Transactions		
10522 Todd's Tire Service Inc					
03- 330- 000- 0000- 6563		1,764.98	Tire & Tire Repairs		Tires, Tubes, Batteries & M.V. Parts N
16- 200- 000- 0000- 6303		25.00	Tire Repair Unit 248	20252	Other Repair & Maintenance N
10522 Todd's Tire Service Inc		1,789.98	2 Transactions		
9096 Todd's Trailer Sales & Rental					
01- 111- 188- 1212- 6344		360.00	Trailer Rent/move trailers	4801 7/27	Rentals N
9096 Todd's Trailer Sales & Rental		360.00	1 Transactions		
5735 Tofstad/Jeremy					
65- 393- 000- 0000- 6331		161.00	Mileage for LF Training	9.24.20	Mileage N
5735 Tofstad/Jeremy		161.00	1 Transactions		
4823 True North Steel					
03- 310- 000- 0000- 6520		32,336.00	Culverts	A#3571	Culverts N
03- 340- 000- 0000- 6303		4,512.00	Culvert - Euclid Twp	A#3571	Other Repair, Maintenance & Operator N
4823 True North Steel		36,848.00	2 Transactions		
6497 Twin City Garage Door					
01- 111- 197- 0000- 6303		49.45	Materials	37940	other repair & maintenance non- count N
01- 111- 197- 0000- 6304		450.00	Labor	37940	Labor Charges N
6497 Twin City Garage Door		499.45	2 Transactions		
6702 Ulman/Melissa					
18- 482- 000- 0000- 6331		36.80	H/P Mileage- 51		Mileage N
18- 493- 000- 0000- 6331		29.90	Care Coordination Mileage- 33		Mileage N
6702 Ulman/Melissa		66.70	2 Transactions		
9768 Ulubiyo/Emmanuel					
01- 091- 000- 0000- 6243		40.00	MN State Bar Admission Fee		Membership Dues N
9768 Ulubiyo/Emmanuel		40.00	1 Transactions		
5 Univar Usa Inc					
64- 390- 000- 0000- 6416		8,400.00	Activated Carbon Darco	390610001	Boiler Chemicals/Salt N

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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>
5 Univar Usa Inc		8,400.00	1 Transactions		
60 UPS					
64- 390- 000- 0000- 6301		19.49	Shipping Parts	40TT30	Machinery & Equip. Repairs N
60 UPS		19.49	1 Transactions		
4244 US Bank Voyager Fleet Sys					
16- 200- 000- 0000- 6205		575.96	Transport/Security fuel		Prisoner Conveyance - Mileage & Airfa N
16- 200- 000- 0000- 6561		2,516.49	SO- Fuel	869088468	Fuels N
16- 211- 000- 0000- 6561		444.68	Fosston - Fuel		Fuels N
4244 US Bank Voyager Fleet Sys		3,537.13	3 Transactions		
5020 Valley Electric Of Crookston LLC					
01- 111- 190- 0000- 6303		3.23	hook up pressure switch/LEC	5491	other repair/maintenance non- county N
01- 111- 190- 0000- 6304		105.00	Labor	5491	Labor Charges N
01- 111- 190- 0000- 6304		677.50	Repair Light/pull cat/labor	5544	Labor Charges N
01- 111- 187- 0000- 6303		679.26	Breakroom Remodel	5605	other repair & maintenance non- count N
01- 111- 187- 0000- 6304		2,637.50	Labor	5605	Labor Charges N
01- 111- 187- 0000- 6367		71.00	Wiring Certificate	5605	Misc. License's & Permits N
01- 111- 187- 0000- 6303		23.60	Materials replace ballas/LEC	5618	other repair & maintenance non- count N
01- 111- 187- 0000- 6304		70.00	Labor	5618	Labor Charges N
01- 111- 197- 0000- 6303		1,325.45	Replace Light Bulbs	5641	other repair & maintenance non- count N
01- 111- 197- 0000- 6304		337.50	Labor	5641	Labor Charges N
65- 392- 000- 0000- 6272		1,593.85	Electric Repairs/Fire Damage	5613	Services N
5020 Valley Electric Of Crookston LLC		7,523.89	11 Transactions		
5889 Van Den Einde/Amy					
18- 483- 464- 0000- 6331		5.75	Fam Planning Mileage- 17		Mileage N
18- 483- 464- 0000- 6403		28.04	F/P Planner - 17		Misc. Supplies N
18- 483- 467- 0000- 6331		340.40	School Hlth Mileage- 12		Mileage N
5889 Van Den Einde/Amy		374.19	3 Transactions		
5170 Vaudrin/Richard					
01- 520- 000- 0000- 6303		66.60	Concrete for Playground		Other Repair, Maintenance & Operatiors Y
5170 Vaudrin/Richard		66.60	1 Transactions		
6535 VeriCor LLC					

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	<u>Amount</u>				
6535 VeriCor LLC 18-481-519-5110-6403	1,203.47	Cool Cube Refrigerator- 122 1 Transactions	007614	Misc. Supplies	N
5640 Vilven/Scott 48-398-000-0000-6332	12.39	Meal - TS Op Training 1 Transactions	9/16- 17/2020	Reimbursed Meals	N
5640 Vilven/Scott	12.39				
5954 Vonasek/Len 48-123-000-0000-6331	26.45	Mileage 1 Transactions	Sept- 2020	Mileage	N
5954 Vonasek/Len	26.45				
1897 Wallwork Truck Center 03-330-000-0000-6564	164.98	Parts 1 Transactions	A#66224	Machinery Parts	N
1897 Wallwork Truck Center	164.98				
6846 Warren Barstad Construction 01-111-187-0000-6304	2,149.20	Labor/tape prime paint 1 Transactions	09/03/2020	Labor Charges	Y
6846 Warren Barstad Construction	2,149.20				
3722 Wenck Associates Inc 65-392-000-0000-6272	2,400.00	Services/Monitoring/Reporting 2 Transactions	12005890	Services	N
3722 Wenck Associates Inc 65-393-000-0000-6272	2,400.00		12005890	Services	N
3722 Wenck Associates Inc	4,800.00				
999999900 Whitmore Sales Inc. 03-330-000-0000-6565	950.00	Service Call & Repair 1 Transactions	5732	Other Repair & Maintenance Supplies	N
999999900 Whitmore Sales Inc.	950.00				
688 Widseth/Greg 01-091-000-0000-6331	77.62	Travel Clay Cty Moorhead Mtg 2 Transactions		Mileage	N
688 Widseth/Greg 01-091-000-0000-6331	106.37	Travel Bemidji Hearing		Mileage	N
688 Widseth/Greg	183.99				
5768 Widseth/Nan 18-482-000-0000-6331	46.00	H/P Mileage- 51		Mileage	N
5768 Widseth/Nan 18-482-000-0000-6331	36.80	Flu Campaign Mileage - 60		Mileage	N
5768 Widseth/Nan 18-483-467-0000-6331	23.57	School Htlh Mileage- 12		Mileage	N

DARCY  
10/13/20 3:27PM  
Public Health Fund

\*\*\* Polk County \*\*\*

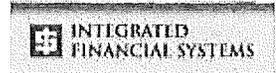


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
5768 Widseth/Nan		106.37	3 Transactions		
6371 Willhite/Gary					
01-001-000-0000-6331		29.90	Aug 2020 Mileage		Mileage N
6371 Willhite/Gary		29.90	1 Transactions		
734 Win- E- Mac Travel Center Inc					
16-200-000-0000-6272		45.00	Car Washes	PC sheriff	Services N
16-200-000-0000-6272		40.00	8 Car Washes	PC sheriff	Services N
734 Win- E- Mac Travel Center Inc		85.00	2 Transactions		
6159 Winter Truck Line Inc					
64-391-000-0000-6371		1,411.15	Hauling Scrap Metal to AMG	POLSOL	Hauling Charges N
6159 Winter Truck Line Inc		1,411.15	1 Transactions		
128 Winzer Corporation					
64-390-000-0000-6305		55.23	Non Taxable Supplies	208069	Equipment Repair Supplies\ Nontaxabl N
64-390-000-0000-6412	T	26.36	Custodial Supplies	208069	Custodial Supplies N
128 Winzer Corporation		81.59	2 Transactions		
3477 Wright/Donovan					
48-123-000-0000-6331		36.23	Mileage	Sept- 2020	Mileage N
3477 Wright/Donovan		36.23	1 Transactions		
4246 Ye Ole Print Shoppe					
01-064-519-5555-6204		52.00	Tri Folding	16129	Freight Charges N
01-064-519-5555-6403		30.00	Tri Folding	16130	Misc. Supplies N
01-064-519-5555-6204		20.00	Tri Folding	16158	Freight Charges N
01-121-000-0000-6360		64.95	2 Stamps	16187	Miscellaneous Charges N
01-121-000-0000-6402		77.50	#10 Regular Envelopes	41905	Stationery & Forms N
4246 Ye Ole Print Shoppe		244.45	5 Transactions		
33004 Ye Ole Print Shoppe					
48-123-000-0000-6403		194.50	- Envelopes	41883	Misc. Supplies N
48-395-000-0000-6403		194.50	- Envelopes	41883	Misc. Supplies N
33004 Ye Ole Print Shoppe		389.00	2 Transactions		

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 10/13/20 3:27PM  
 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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>		
7890 Zee Medical Services		146.36	First Aid Supplies- COVID- 19	110- 899795	Safety- First Aid Supplies	N
7890 Zee Medical Services		146.36	1 Transactions			
2311 Ziegler Inc						
03- 330- 000- 0000- 6563		619.82	Batteries	A#7161700	Tires, Tubes, Batteries & M.V. Parts	N
03- 330- 000- 0000- 6564		1,250.00	Parts	A#7161700	Machinery Parts	N
03- 330- 000- 0000- 6564		1,257.98	Parts	A#7161700	Machinery Parts	N
48- 398- 000- 0000- 6301		549.00	- T604 Filters/SOS Pack	Acct 7161500	Machinery & Equipment	N
64- 390- 000- 7380- 6301		535.37	Repairs to CAT 906 Loader Recy	7162300	Machinery & Equip. Repairs	N
64- 390- 000- 7391- 6301		849.26	Repairs to 2008 Cat loader	7162300	Machinery & Equip. Repairs	N
64- 390- 000- 7392- 6301		1,295.42	Repairs to New Case LD	7162300	Machinery & Equip. Repairs	N
64- 390- 000- 7393- 6301		469.34	Repairs to 2018 938M Cat	7162300	Machinery & Equip. Repairs	N
2311 Ziegler Inc		6,826.19	8 Transactions			
<b>Final Total .....</b>		<b>648,458.62</b>	<b>265 Vendors</b>	<b>671 Transactions</b>		

**BOARD OF COMMISSIONERS**

**October 23, 2020**

**PER DIEMS**

<b>Don Diedrich</b>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 75.00	
	<i>Total</i>		<b>\$ 75.00</b>
<b>Gerald Jacobson</b>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 150.00	
	<i>Total</i>		<b>\$ 150.00</b>
<b>Joan Lee</b>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 750.00	
	<i>Total</i>		<b>\$ 750.00</b>
<b>Warren Strandell</b>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 225.00	
	<i>Total</i>		<b>\$ 225.00</b>
<b>Gary Willhite</b>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 525.00	
	<i>Total</i>		<b>\$ 525.00</b>
<b>GRAND TOTAL PER DIEMS</b>			<b>\$ 1,725.00</b>

**MEAL REIMBURSEMENTS**  
(w/o overnight lodging)

<b>GRAND TOTAL MEALS</b>		<b>\$ -</b>