

“NOTE CHANGE IN STARTING TIME & LOCATION”

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

JUNE 16, 2020

3:00 P.M. MEETING OPEN/CONVENE

CALL TO ORDER

PLEDGE ALLEGIANCE TO FLAG

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

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

COUNTY BOARD MEMBERS ISSUE FORUM

3:30 APRIL SWENBY – SAND HILL RIVER WATERSHED DISTRICT

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

3:50 RICHARD SANDERS – HIGHWAY DEPARTMENT

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

4:00 JACOB SNYDER – PLANNING AND ZONING

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

4:20 JON STEINER – ENVIRONMENTAL SERVICES

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

4:50

CHUCK WHITING - ADMINISTRATION

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

RECESS UNTIL BOARD OF REVIEW

6:00 P.M.

BOARD OF REVIEW

ADJOURN

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

JUNE 2, 2020
WEBEX PHONE CONFERENCE
BOARD MINUTES

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

REVISED AGENDA

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

CONSENT AGENDA

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

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

COUNTY BOARD MEMBERS ISSUE FORUM

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

PUBLIC HEALTH

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

1. **COVID-19 Update**

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

ENVIRONMENTAL SERVICES

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

1. CY 2020 Solid Waste Fee Abatement Discussion

Discussion of issues and potential response options to current and future non-residential abatement requests and the potential impact of response options on revenues and operations were discussed with the Board.

2. CY 2021 Polk and Regional County Fee Discussion

Discussion and recommendations for fee increases for CY 2021 involving tip fees, steam sales and solid waste assessments were discussed with the Board.

PROPERTY RECORDS

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

1. Abatement Request(s)

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

SHERIFF

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

1. Update On Assistance From Department

An update was given to the Board regarding the deployment of Polk County deputies to provide assistance to other counties and cities regarding the protestors.

ADMINISTRATION

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

1. Review of SF 3745 Re: Use of Law Library Funds

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

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

2. 2021 Budget – Preliminary Goals and Objectives

Discussion regarding the 2021 preliminary budget goals and objectives along with handouts pertaining to the 2020 Polk County Adopted Budget and the 2020 Polk County Budget to Actual Report as of April 30, 2020 were presented to the Board. (Handouts on file in the Administrator's Office)

3. **COVID-19 Operations Update

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

AUDITOR WARRANTS

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

AUDITOR WARRANTS 05/05/2020

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

AUDITOR WARRANTS 05/12/2020

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

AUDITOR WARRANTS 05/19/2020

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

AUDITOR WARRANTS 05/26/2020

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

AUDITOR WARRANTS 05/26/2020

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

MANUAL WARRANTS 05/01/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------|-------------------|
| Internal Revenue Service | 167,251.51 |
| Minnesota Revenue | 29,340.71 |
| Final Total: | 196,592.22 |

MANUAL WARRANTS 05/04/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 1,726.76 |
| Final Total: | 1,726.76 |

MANUAL WARRANTS 05/12/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 2,130.10 |
| Final Total: | 2,130.10 |

MANUAL WARRANTS 05/15/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------|-------------------|
| Internal Revenue Service | 159,354.06 |
| Minnesota Revenue | 27,205.72 |
| Final Total: | 186,559.78 |

MANUAL WARRANTS 05/18/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|---------------|
| FURTHER | 215.91 |
| Final Total: | 215.91 |

MANUAL WARRANTS 05/20/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|
| Northwest Service Cooperative | 268,425.50 |
| Final Total: | 268,425.50 |

MANUAL WARRANTS 05/20/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| Mn Dept Of Revenue | 1,145.00 |
| Final Total: | 1,145.00 |

MANUAL WARRANTS 05/20/2020

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

MANUAL WARRANTS 05/22/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| U.S. Bank Corporate Payment Systems | 64.99 |
| Final Total: | 64.99 |

MANUAL WARRANTS 05/22/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| U.S. Bank Corporate Payment Systems | 33,890.40 |
| Final Total: | 33,890.40 |

MANUAL WARRANTS 05/26/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------|---------------|
| FURTHER | 2,253.53 |
| Final Total: | 2,253.53 |

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

Gary Willhite, Chair

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



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

DATE: Wednesday, June 10, 2020
TO: Polk County Board of Commissioners
FROM: April Swenby, SHRWD Administrator
RE: 2021 Petitions for Taxing Authority Per M.S.A. 103D.905, Subd. 3

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

Watershed Funding History.

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

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

SHRWD Joint Powers Withdrawal.

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

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

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

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

2021 Taxing Authority.

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

Summary.

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

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

Attch: 2020 Draft General Levy Petitions (3)

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-53)

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

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

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

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

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

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

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

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

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

Charles S. Whiting
County Administrator
Clerk of the Board

Visit the Sand Hill River Watershed District!

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

FOR MORE INFORMATION, CONTACT US

📍 PO Box 584
Fertile, MN 56540
☎️ 218.945.3204

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



2019 Annual Report

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

Pg 01

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

Pg 03

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

Pg 04



The district introduces April Swenby as Administrator

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

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

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



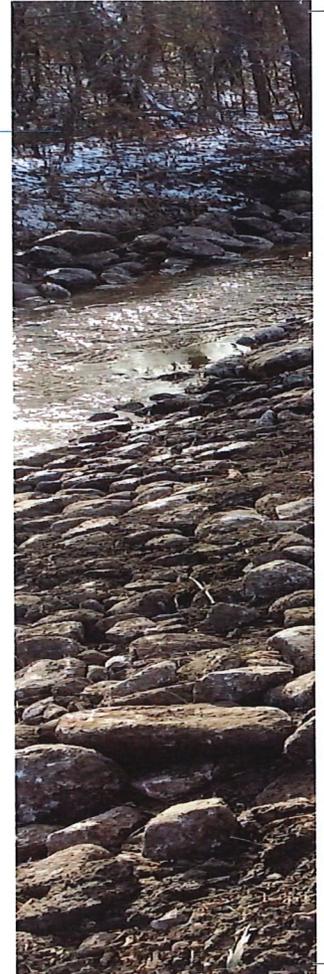
" Dan Wilkens has left me with big shoes to fill. He has also left the district with a recipe for success and has promised to assist in the transition during his retirement. Working by his side for nearly 20 years has given me a great start for continuing the goals and missions of the district."

April Swenby

2019 YEAR IN REVIEW

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

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





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

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

CARLSON COULEE

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

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

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

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

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

ABOUT THE DISTRICT

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

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

BACK IN TIME HISTORY

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

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

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

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

MEET OUR MANAGERS



JJ Hamre, Secretary
Beltrami, MN



Clayton Baritz, Treasurer
McIntosh, MN



Stuart Christian, Chair
Erskine, MN



Dan Vestledahl, Vice-Chair
Winger, MN



Roger Hanson, Manager
Beltrami, MN

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



FISH PASSAGE

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

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

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

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

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



RIVER CLEAN UP

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

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



DITCH #80 IMPROVEMENT

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

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

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

During the 2019 construction season, Davidson Construction performed ditch excavation starting from the outlet of Polk County Ditch 80 into Maple

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

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



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 06-16-2020

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

SUMMARY:

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

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

Luane Tasa – Northwest District State Aid Engineer Retirement

RESOLUTION (2020-50)

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

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

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

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

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

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

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

STATE OF MINNESOTA)
) ss.
COUNTY OF POLK)

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

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

Charles S. Whiting
County Administrator
Clerk of the Board



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 06-16-2020

AGENDA ITEM: GIS Software upgrade

SUMMARY:

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

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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

PROJECT ESTIMATE

Polk County, MN

Parcel Fabric Update – Enterprise Deployment

Date: 5-29-2020

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

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

Project Description

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

Data Sources

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

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

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

Data Consultation

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

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

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

Sample Matrix

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

Project Details

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

Communication

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

Recommended Enhancements to the Parcel Fabric

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

These enhancements are small changes, such as:

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

NOTE: Annotation

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

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

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

Plan for Incorporating Boundary Changes

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

Parcel Fabric Upgrade

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

Data Review & Minor Clean-Up

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

Features to Upgrade

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

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

Loading to the Fabric

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

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

What Happens To . . .

| Feature | Outcome |
|-------------------|--|
| COGO | Unchanged, it migrates exactly as it is now. |
| Unclosed Parcels | Become connection lines |
| Orig to POB Lines | Become connection lines |
| Connector Lines | Stay connection lines |
| Annotation | <p>Annotation is a separate upgrade process...</p> <ul style="list-style-type: none"> - If annotation is currently feature-linked, the relationship will be broken during the data upgrade. The anno then needs to be upgraded separately and will need to be re-linked to the fabric after the data is migrated. - If annotation is currently standard annotation, it only needs to be upgraded to the Pro platform and can be maintained from there. |
| LSA Information | <p>If LSA was used in the previous parcel fabric...</p> <ul style="list-style-type: none"> - All adjustments will must be completed and saved. - All associated feature adjustments must be applied and saved. - No vectors are preserved during the migration, so all adjustments must be completed to the same date prior to upgrading. |

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

Quality Control

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

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

Data Publishing

Publishing Script

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

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

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

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

Assumptions

- County staff will provide access to the necessary servers and/or systems to implement the publishing script with permissions to modify the scheduled tasks
 - SQL(Enterprise geodatabase) and/or web servers. It is assumed the County has an enterprise geodatabase
- The LGIM geodatabase will be utilized as both the source and destination for the publication scripts – meaning the parcel fabric source and the published feature classes all reside in one geodatabase
- Pro-West will prepare the publishing script for the data migrated in this project. All other data to be published will be configured by County staff after all training is complete.

Delivery

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

Training

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

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

| Duration | Cost | Title | Link |
|-------------------------|-----------|---|---|
| 50 minutes – web course | Free | ArcGIS Pro Basics | https://www.esri.com/training/catalog/5cad02469b1f4010cad9ac46/arcgis-pro-basics/ |
| 1 hour - seminar | Free | Going Pro: ArcGIS Pro Essentials for ArcMap users | https://www.esri.com/training/catalog/590901ecdb250232197d2326/going-pro%3A-arcgis-pro-essentials-for-arcmap-users/ |
| 1 hour – seminar | Req maint | Create & Share ArcGIS Pro Tasks | https://www.esri.com/training/catalog/57630431851d31e02a43ee58/create-and-share-arcgis-pro-tasks/ |
| 2 hours – web course | Req maint | Editing Basics in ArcGIS Pro | https://www.esri.com/training/catalog/5a9f11d1c5c7c3487fcc218/editing-basics-in-arcgis-pro/ |
| 3 hours - tutorial | Free | Get Started with ArcGIS Pro | https://www.esri.com/training/catalog/57660c6ebb54adb30c945412/get-started-with-arcgis-pro/ |
| 4 hours – web course | Req maint | Automating Workflows using ArcGIS Pro Tasks | https://www.esri.com/training/catalog/57957ed130a990c02999b51c/automating-workflows-using-arcgis-pro-tasks/ |
| 5.5 hours – web course | Free | Getting Started with ArcGIS Pro | https://www.esri.com/training/catalog/57630435851d31e02a43f007/getting-started-with-arcgis-pro/ |

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

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

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

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

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

Typical training schedule

| Day | Topics Covered |
|-------|---|
| Day 1 | <ul style="list-style-type: none"> • Parcel Fabric Structure & Schema • Review Data Matrix |
| Day 2 | <ul style="list-style-type: none"> • Editing Environment Settings • Hands-On Exercises – with/without Tasks <ul style="list-style-type: none"> • Merge Parcels • Split Parcels |
| Day 3 | <ul style="list-style-type: none"> • Hands-On Exercises – <ul style="list-style-type: none"> • New Subdivision • Importing CAD or other linework |
| Day 4 | <ul style="list-style-type: none"> • Hands-On Exercises – <ul style="list-style-type: none"> • Condominium relationships • Quality Control • Recommendations moving forward |

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

Risks

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

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

Project Assumptions

Overall Project

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

Enterprise Deployment

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

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

- ArcGIS Server
- Portal for ArcGIS

Federation of ArcGIS Server and Portal for ArcGIS

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

Named Users in Portal

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

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

Publishing Scripts –

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

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

Upgrade Assumptions

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

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

Training Assumptions

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

Project Management

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

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

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

Client Responsibilities

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

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

Cost Estimate

\$12,272.54

***Cost includes travel costs for Pro-West on-site custom training.**

***Cost does NOT include Esri online training.**

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

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

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

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

Polk County
Acceptance Signature:

Pro-West & Associates
Signature:

_____ Date: _____

_____ Date: _____

Estimate valid for 90 days



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 06-16-2020

AGENDA ITEM: County Ditch Maintenance Request

SUMMARY:

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

ACTION REQUESTED:

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

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

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

PETITION FOR DITCH MAINTENANCE

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

Request Date: 3/13/2020
Township Name: Queen

Drainage System No.: GB Branch 1
Section No(s) of requested repair: 29

Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

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

Request from Randy Rae
Queen Township Chairman

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

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

Request for Maintenance and Spoil Placement Signatures (below)

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

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

Reviewed by

County Highway Department _____
Engineer

Approved

County Board _____
District Commissioner

Approved

Ditch Authority _____
Chairperson

Approved

PETITION FOR DITCH MAINTENANCE

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

Request Date: 5/18/2020
 Township Name: Grand Forks

Drainage System No.: Ditch 54
 Section No(s) of requested repair: 23 + 24

Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Survey and clean if needed.

- Ditch 54 from the Sullivan / CF Township line.

- Ditch is on the south side of 130th St. SW

- After survey, contact landowners / renters to the extent of project before starting.

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

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

Request for Maintenance and Spoil Placement Signatures (below)

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

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

Reviewed by

County Highway Department _____
Engineer

County Board _____
District Commissioner

Ditch Authority _____
Chairperson

Approved

Approved

Approved

PETITION FOR DITCH MAINTENANCE

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

Request Date: 5/13/20
 Township Name: Rosebud

Drainage System No.: C.D. 55 br. #1
 Section No(s) of requested repair: SW Corn. 6

Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

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


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

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

Request for Maintenance and Spoil Placement Signatures (below)

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

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

Reviewed by

County Highway Department _____
Engineer

County Board _____
District Commissioner

Ditch Authority _____
Chairperson

Approved

Approved

Approved



Board of Commissioners

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

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

FROM: Jacob Snyder - Planning & Zoning Administrator

MEETING DATE: June 16, 2020

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

SUMMARY:

- 1) PCZO Specified needing an interim use permit in section 12 PCZO (General Regulations);
12.3048 Home Business in an Accessory Building
- 2) The applicant is requesting an Interim Use Permit to operate the cabinet and furniture making business on parcel #44.00112.00.
- 3) The property is approximately 27.53 acres in section 22 of King Township.
- 4) The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.
- 5) The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.
- 6) The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.
- 7) No comments have been received on this application.
- 8) Planning & Zoning Staff recommends approval of the IUP with several conditions:

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

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

BOARD OF COMMISSIONERS

Harvey Yoder -Woodworking Business (IUP)

#45.00112.00

June 16, 2020

APPLICANT REQUEST:

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

ZONING ORDINANCE REQUIREMENTS:

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

12.3048 Home Business in an Accessory Building

- a. The business must be located on the homestead property of the business owner.
- b. All business activities may be conducted within a maximum of 1,800 sq.ft. within one accessory structure. If the accessory building is to be used for non-business use (i.e. personal storage), **a partition wall or similar divider must be used to separate business from non-business use to identify compliance with the 1,800 sq. ft. maximum floor area. All work must be conducted within the Accessory Building.**
- c. There may be no more than two (2) employees other than a member of the household residing on the premises.
- d. There may be no sandblasting, chemical/paint spraying, or similar use associated with the business.
- e. All signs must comply with Section 12 of the Zoning Ordinance.
- f. Excessive noise, glare, odors, traffic or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.
- g. The County may limit the daily hours of operation.
- h. Any solid or liquid waste must be handled and disposed of according to any applicable County or State regulations.
- i. The applicant and/ or property owner shall permit the County to inspect the property at any time.

PERTINENT FACTS:

- 1) The applicant is requesting an Interim Use Permit to operate the cabinet and furniture making business on parcel #45.00112.00.
- 2) The property is approximately 27.53 acres in section 22 of King Township.
- 3) The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.
- 4) The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.
- 5) The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.

COMMENT RECEIVED:

No comments have been received on this request.

STAFF RECOMMENDATION:

Staff recommends approval of the IUP with the following conditions:

- 1) The IUP shall remain valid for the operation of this business if all conditions of section 12.3048 PCZO are followed.
- 2) The operational plan shall be followed, any deviation from this plan will need to be approved by Polk County Planning & Zoning staff.
- 3) Stains, vanish & similar chemicals used in sealing or protecting the cabinets/furniture must be stored properly and excessive waste must be disposed of following hazardous waste regulations.
- 4) Patrons visiting the site must use off-street parking provided by the applicant.
- 5) Any IUP issued under this Ordinance is granted solely to the applicant and/ or the business entity named in the application, and for the premises named in the IUP application. No IUP of any sort granted pursuant to this Ordinance is transferable to any other person or premises. If a change of ownership, control, or location of any licensed premises occurs, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to this Ordinance.
- 6) Applicant is bound by all applicable rules in the Polk County Zoning Ordinance and those special conditions listed above as well as all State and Federal laws applying to this operation.

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

SUPPLEMENTAL DATA FOR INTERIM USE PERMIT

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

APPLICANT INFORMATION

NAME: Harvey Yoder (HALY'S wood Creation)
ADDRESS: 28333 370th ST. SE
CITY, STATE, ZIP: McIntosh MN 56556
PHONE: 218-938-4124

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

PROJECT INFORMATION

1. Specify the section of the ordinance that applies to this project: 12,3048
2. Brief narrative description of this request: woodworking shop / dwelling combination, indoor/outdoor furniture, stained + varnished, + painted products,
3. Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized: on site parking, quiet motor noise, working hours from 8 A.M. to 5 P.M.
4. Check all additional supporting documents and data which are being submitted to help explain this project proposal: () sketch plan, () topographic map, () detailed narrative, () operation plans, () engineering plans, () floodplain hydraulic analysis, () flood proofing plans and specifications, () other (specify) _____

I hereby certify with my signature that all data on my application forms, Plans and specifications are true and correct to the best of my knowledge:

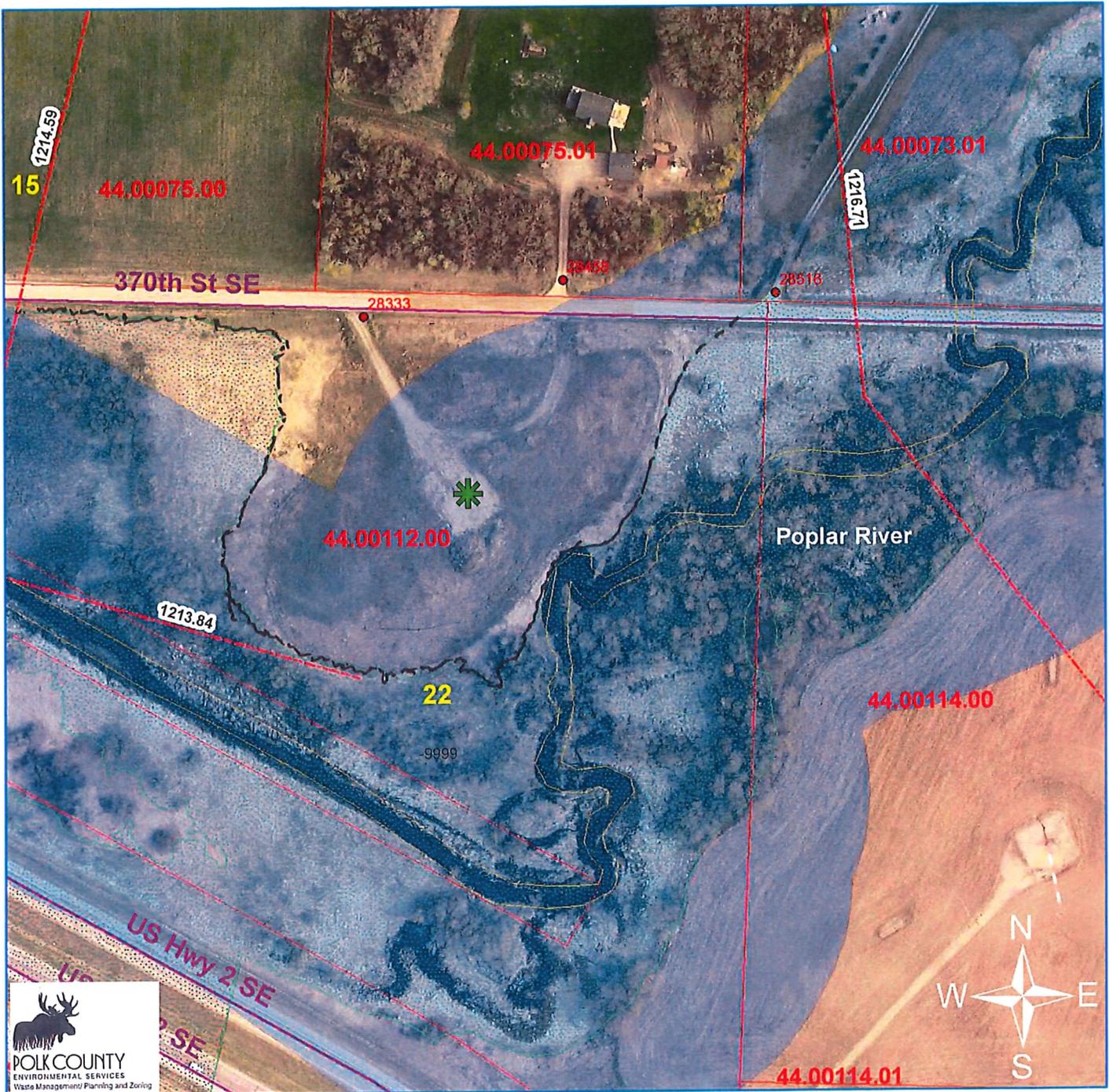
Harvey Yoder 5-11-20
(Signature of Applicant) (Date)

INTERIM USE PERMIT

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

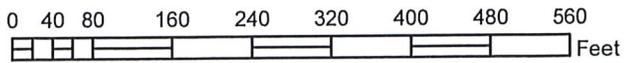
the *Polk County Commissioners* hereby () approve, () deny the foregoing Application for a
Interim Use Permit. If approved, said approval is subject to the following General and Special Provisions:

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



Legend

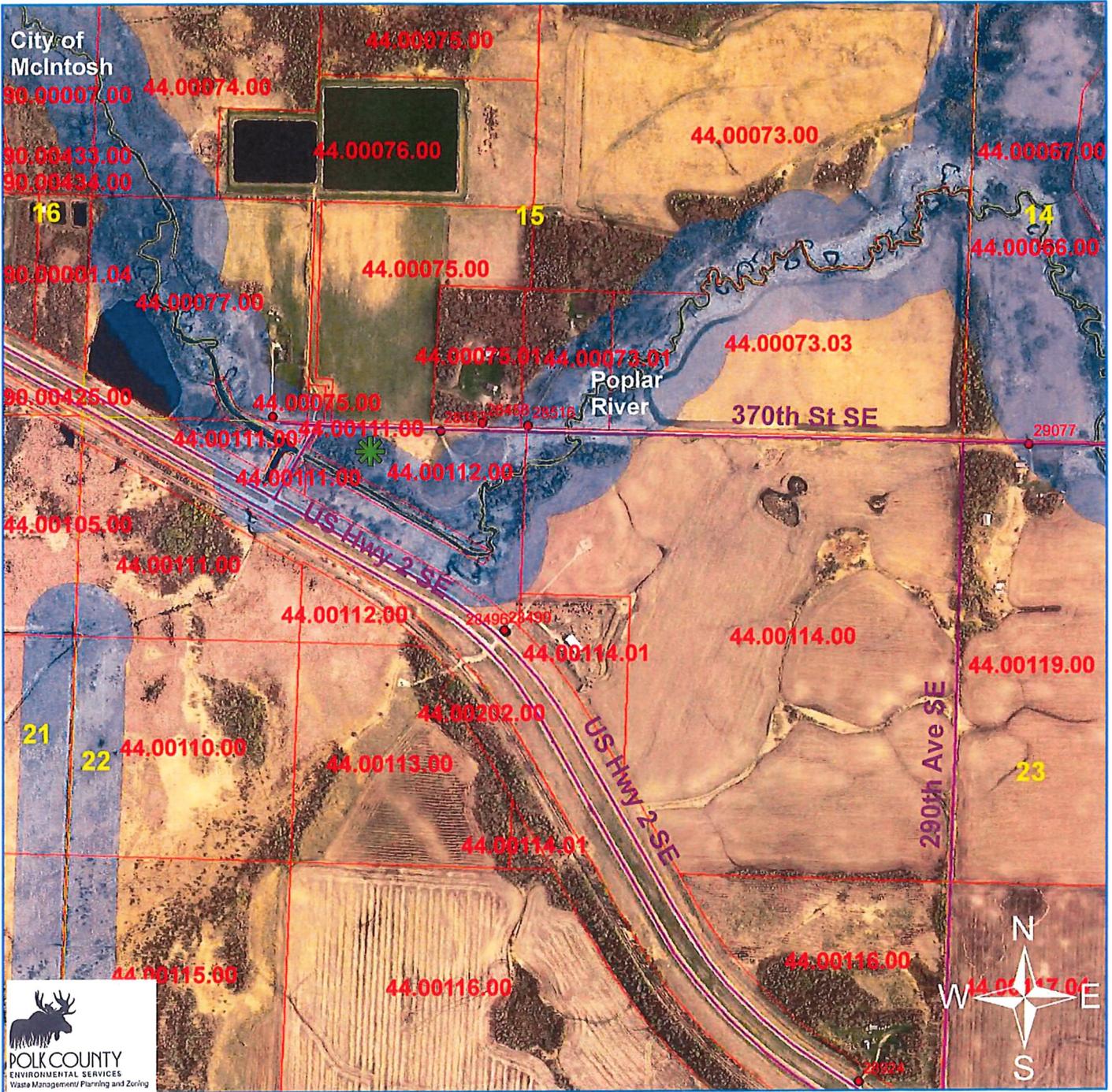
- E911_Road
- Polk_GIS.DBO.Parcels
- Shoreland District
- Sections
- Indicates Project Location
- 100 Year Floodplain



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

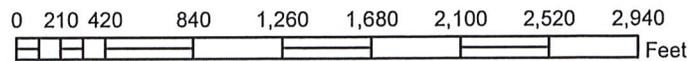
Interim Use Permit Request (Parcel #44.00112.00); Applicant is requesting an IUP to operate a woodworking business out of a 40' x 60' shop/ dwelling. The proposed use is a home based-business as defined in section 12.3048. The property is 21 acres in size located in King Township section 22 which contains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

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



Legend

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



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

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

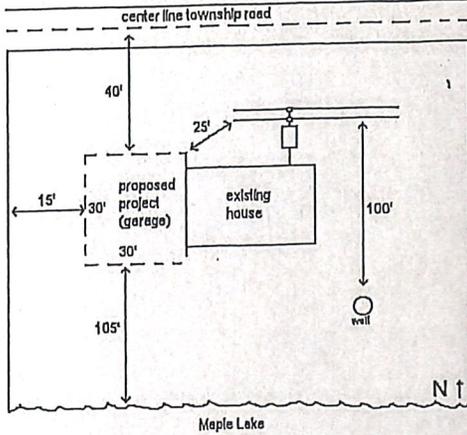
Map Created 5/13/2020
 By: Jacob Snyder
 Planning & Zoning Admin.

Sketch Plan Requirements

PLEASE INCLUDE THESE ITEMS IN YOUR SKETCH PLAN BELOW:

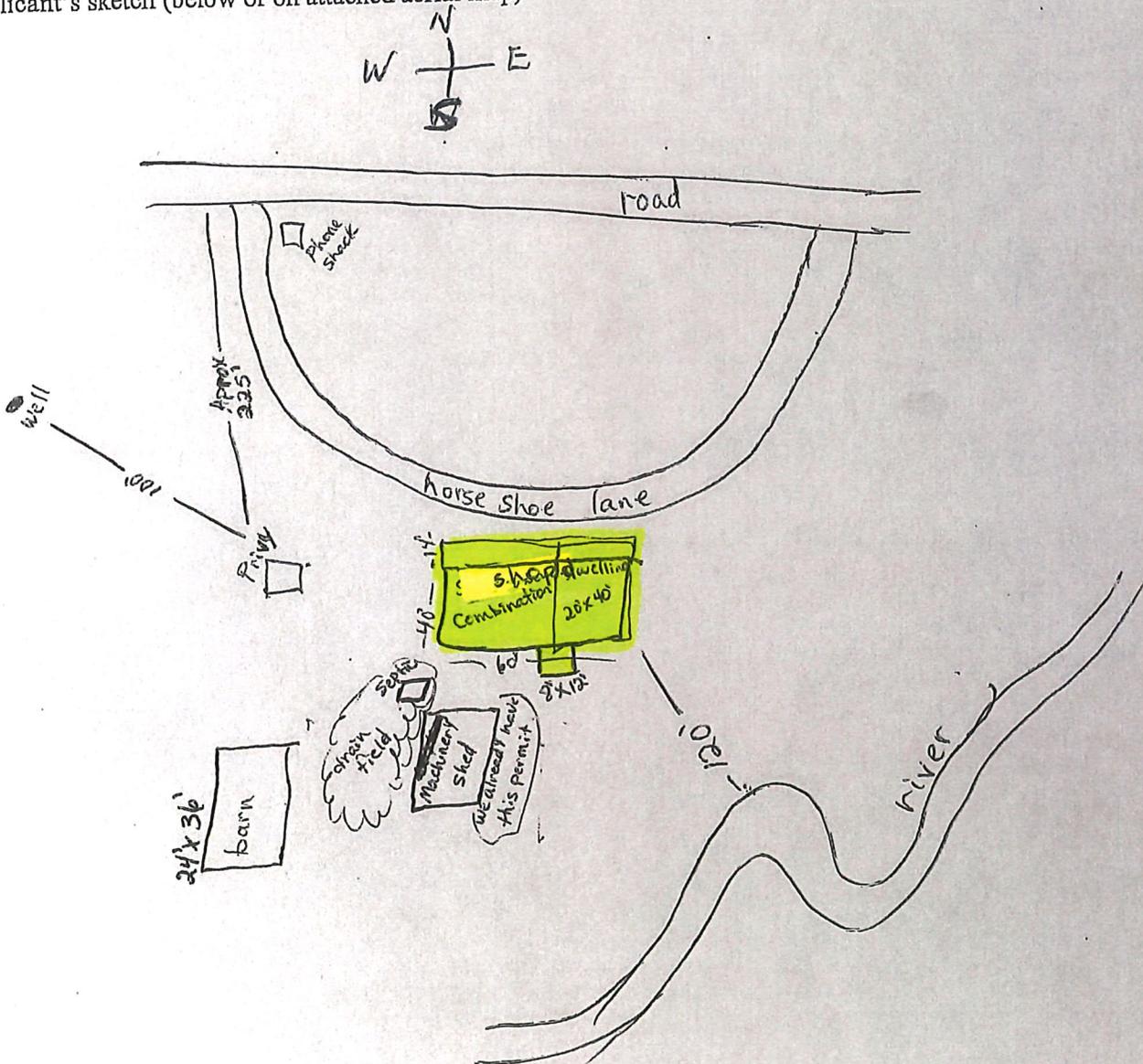
- North Arrow
- Lot Dimensions
- Distance of project to property line(s)
- Distance of project to road(s)
- Distance of project to lake(s)
- Show ALL other structures on property
- Well location
- Septic tank location and distances from well and other structures
- Drainfield location
- Structure locations,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

EXAMPLE
Sketch Plan



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

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





4400112.00

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

RESOLUTION (2020-54)

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

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

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

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

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

WHEREAS, The Polk County Board of Commissioners finds:

1. The applicant is requesting an Interim Use Permit to operate a homebased cabinet and furniture making business on parcel #44.00112.00.
2. The property is approximately 27.53 acres in Section 22 of King Township.
3. The applicant is proposing to construct a 40' x 40' (1600 sq ft) wood working shop with a 20' x 40' (800sq ft) dwelling and 14'x 60' (840 sq ft) porch attached under one building.
4. The applicant has submitted an operational plan and intends to meet all applicable rules in section 12.3048 of the PCZO.
5. The Interim Use Permit would be to operate this business until a time when the applicant either expands operation requiring a conditional use permit or continues with this home-based business until it is no longer desired.
6. The proposed use is an interim use expressly designated in the ordinance; and;

7. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
8. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
9. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
10. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
11. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

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

1. That the interim use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the immediate vicinity.
2. That the establishment of the interim use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
6. That the use of the property shall at all times be in compliance with all



Board of Commissioners

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

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

FROM: JACOB SNYDER PLANNING & ZONING ADMIN.

MEETING DATE: June 16, 2020

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

SUMMARY:

- 1) The applicant proposes to terminate the campground operations at this site that was approved via CUP in 2005 and reopened in 2016.
- 2) The applicant stated in their letter that there is no longer an intent to operate this campground. The property is for sale and a possible purchaser has no desire to operate a campground.
- 3) The applicant has submitted a letter intending the County Board to terminate the prior Conditional Use Permit for operation of a campground on parcel #45.00203.01.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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

JACOB SNYDER

MAY 31, 2020

PLANNING AND ZONING ADMINISTRATOR

P.O. BOX 375

CROOKSTON, MN 56716

TERMINATION OF CONDITIONAL USE PERMIT FOR A CAMPGROUND

RECEIVED

JUN 09 2020

POLK COUNTY ENV. SVS.

Dear Mr. Snyder,

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

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

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

Signed,



Elizabeth Beltoya

6715 27th Ave.

Kenosha, WI 53143



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: June 16, 2020
AGENDA ITEM: CY 2021 Tip Fee Discussion

SUMMARY:

1. Polk County uses a variety of revenue sources to fund solid waste operations at its Regional Solid Waste facilities at the Landfill Complex (LF) near Gentilly, Mn and Resource Recovery Facility (RRF) in Fosston, MN.
2. Revenue streams include: steam sales (RRF), recyclable material sales (LF & RRF) and tip fees (LF & RRF).
3. Steam sales are dependent upon steam customer consumption and the price of natural gas. The price for natural gas has been very low for many years, and does not appear to be trending upward in the near future. Steam consumption has been down due to steam customer issues, which look to be worsened by the Pandemic for 2020.
4. Material sales are dependent upon the price of energy and market demand. With low fuel pricing the last few years recycled materials have not competed well against virgin materials. Export markets (China) were closed in the last few years and domestic markets were flooded with recycled materials which drove prices downward.
5. Tip Fees at both facilities have been stagnant for years – or decades. During that time all costs incurred by these facilities to operate have greatly increased, including: labor, equipment, materials and 3rd party service costs.
6. Innovation, diversification and expansion have allowed Polk Co to maintain the tip fees much longer than other facilities in MN. .
7. Tip fees for disposal at the RRF are 2nd lowest in MN (behind only Hennepin Co @ \$55/ton). Neighboring RRF tip fees are 50% - 90% higher than Polk, and subject to annual, automatic increases.
8. The RRF is also processing Single Stream Recyclables for all partner Co's for \$0/ton (free). All other places either own/operate their own processing facility or contract that service out. The cost of which is substantial (\$30 - >\$100/ton).
9. Tip fees for disposal at the LF are slightly higher than other neighboring LF's. However, the general trend in LF tip fees has been upwards whereas Polk's has remained flat. However, Polk's tip fee also covers the Ash Landfill and offers cheap outlets for clean wood, shingles and concrete other LF's do not. Polk's LF is also recently re-permitted and not facing the closure issues that many regional C&D LF's are currently facing.
10. However, the continued or worsening of the other revenue streams has necessitated that tip fees at these facilities be increased to cover expenses, and fee increases for 2021 will be required.

11. Discussions with the Solid Waste Administrators from the other partner Co's were held on May 26, 2020 and it was the consensus of the group to recommend a \$75/ton increase for 2021.
12. Discussion with the Solid Waste Advisory Board comprised of the 6 Co's was held on June 10, 2020. Several Commissioners were not in attendance. Of those that were, the opinions provided supported the \$75/ton tip fee for 2021.
13. At the Solid Waste Advisory Board meeting there was also mixed opinion on going to \$80/ton due to MCIT communication on June 9, 2020 of a likely \$215,000 - \$265,000 insurance premium increase for 2021.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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

Polk County Solid Waste

Tip Fee History

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

2021 TIP FEES

MN RRF TIP FEE COMPARISONS

RRF TIP FEE COMPARISONS

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

2021 TIP FEES

TIP FEE FORECASTS

POLK COUNTY REGIONAL REVENUE PROJECTIONS

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



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: June 16, 2020
AGENDA ITEM: CY 2021 Steam Sales Discussion

SUMMARY:

1. Polk County uses a variety of revenue sources to fund solid waste operations at Resource Recovery Facility (RRF) in Fosston, MN.
2. Revenue streams include: steam sales, recyclable material sales and tip fees.
3. Steam sales are dependent upon steam customer consumption and the price of natural gas. The price for natural gas has been very low for many years, and does not appear to be trending upward in the near future.
4. The 10-year average natural gas price has been \$5.40/mcf, down from the previous 10-year average of \$7.23/mcf. In fact, 6 of the last 7 years the price of natural gas has been <\$6.00/mcf.
5. The average annual steam consumption for the last 10-year period has been 80,296,912 lbs/yr of steam. This is up 17.2% from the previous average annual steam consumption from the previous 10-year period of 68,497,465 lbs/yr.
6. Despite the average annual steam sales being up over the last 10 years when compared to the previous 10 years, the gross revenue from the steam sales has decreased. The average gross revenue for steam sales was \$572,990 over the last 10-year period, down from the previous 10-year average of \$629,572.
7. In 2019 overall steam consumption was down due to steam customer issues. Due to a continuation of some of those issues, and greatly worsened by the Pandemic, 2020 projects to be much more dire.
10. Steam contracts have traditionally been 3 year terms. The existing 3-year steam contract will expire on 12/31/20. Notification for the next steam contract is required by June 30, 2020.
11. In the cover letters of the previous two steam contracts offered it was stated that no price increase in the steam contract offered had been proposed. However, it did state the County reserved the right to do so in the next contract.
11. Discussions with the Solid Waste Administrators from the other partner Co's were held on May 26, 2020 and it was the consensus of the group to recommend a \$6.00/mcf minimum be used in the formula for steam sales for 2021.

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

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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

STEAM SALES OPTION: NG FLOOR

ALTERNATIVE FUNDING OPTIONS - FORMULARY CHANGE TO MINIMUM NATURAL GAS RATES

STEAM CONSUMPTION - HISTORIC

STEAM SALES - HISTORIC

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

STEAM SALES - @ \$6.00/mcf NG RATE

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

STEAM SALES OPTION: NG FLOOR

PROJECTIONS BASED ON LAST 3 YEARS CONSUMPTION/SALES

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

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



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: June 16, 2020
AGENDA ITEM: CY 2021 Solid Waste Fee Assessment Discussion

SUMMARY:

1. Polk County uses a Solid Waste Fee to fund solid waste programs for Polk County residents and businesses.
2. This Solid Waste Fee is a special assessment that appears on the Tax Statement.
3. The Solid Waste Fee is a flat fee for residential properties and a volume-based fee for non-residential properties.
4. Non-residential Solid Waste Fees are based on hauler-reported volumes which are required to be submitted to the County each year as part of their license to operate in Polk County. The volume reported for the previous year is used to determine the current year assessment. The Non-residential Assessment makes up 40% of the total revenue derived from the Assessment annually.
5. Residential and various derivatives of the Residential Assessment (2nd Residential, Multiple Residential, etc.) are flat fees which do not increase with waste volume increases. The Residential Assessments make up 60% of the total revenue derived from the Assessment annually.
6. Adjustment to the Assessment generally coincides with changes in Tip Fees, or significant increases in costs for hauling, material processing or after long periods of time when inflation necessitates adjustment.
7. Over the last few years, and expected to continue in CY 2020 and CY 2021, tip fees, taxes, labor costs and required service increases will require adjustment to the SW Fee Assessment for CY 2021.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: June 16, 2020
AGENDA ITEM: CY 2020 Solid Waste Fee Abatement Discussion

SUMMARY:

1. Polk County uses a Solid Waste Fee to fund solid waste programs for Polk County residents and businesses.
2. This Solid Waste Fee is a special assessment that appears on the Tax Statement.
3. The Solid Waste Fee is a flat fee for residential properties and a volume-based fee for non-residential properties.
4. Non-residential Solid Waste Fees are based on hauler-reported volumes which are required to be submitted to the County each year as part of their license to operate in Polk County. The volume reported for the previous year is used to determine the current year assessment – unless changes in scope, location, magnitude, operations or other similar event has occurred.
5. Solid Waste Abatements are allowed per Polk County Solid Waste Ordinance to deal with ‘real-time’ changes in operations, occupancy or use. These decisions are generally at the discretion of the Polk County Solid Waste Administrator.
6. The Pandemic – or more accurately the response to the Pandemic – has created some situations which qualify some sectors of non-residential assessment for abatement consideration (or partial abatement).
7. Because the Pandemic response was unilateral across some of these sectors, consideration of unilateral response for those sectors could be considered in lieu of individual request for abatement.
8. At the June 2, 2020 Polk County Board meeting it was requested that Polk County Environmental Services prepare additional information for Board consideration to address these issues.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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

PANDEMIC RELIEF OPTION

| | BAR | FOOD* | EDUC | OTHER |
|--|-------------|-------------|-------------|------------|
| # OF PARCELS | 16 | 18 | 13 | 2 |
| TOTAL | \$21,620.00 | \$24,050.00 | \$84,100.00 | \$2,200.00 |
| 25% REFUND ** | \$5,405.00 | \$6,012.50 | \$21,025.00 | \$550.00 |
| TOTAL | \$32,992.50 | | | |
| * Restaurants & Café's that are primarily dine-in service which did minimal/no carry-out business. | | | | |
| Mid-April to Mid-June "Lock-down" = 25% of Calendar Year ** | | | | |

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

Three Options to provide relief:

- (1) Abatement of 2020 Assessment – Revised Tax Statement
- (2) Credit to 2nd Half 2020 Assessment – Issued by Env Svcs
- (3) Direct Payment to Taxpayer – Leave Assessment As-is

All options have pro's & con's.

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



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: June 16, 2020

AGENDA ITEM: COVID-19 Operations Update

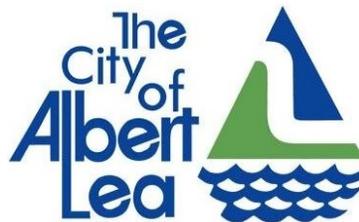
SUMMARY: I will give a general status report of County operations as changes are made to public access and work conditions.

1. We have opened the Government Center for public access to the Taxpayer Service Center and License Center. A control of the amount of people in any area has been set up along with plexiglass barriers and such. Commissioners are invited to inspect if interested.
2. Waiting as of this writing for details on a special legislative session, specifically action for distribution federal CARES funds from the state to local units of government. I have attached two programs from Hennepin and Freeborn counties with their plans to utilize local funding for small business loans. It remains to be seen if CARES funds can be utilized for this program but with our past discussions, thought I would share this as a possible option to address our concerns for local businesses.
3. It appears that the Governor's executive orders will continue to impose some restrictions on our normal work conditions, specifically I believe we should expect to continue for much of the summer under the work from home if viable approach. Workers have adjusted to this although a visible uptick in cars parked at the Government Center is noticeable. I see some minor issues that come up but so far nothing that I believe is inhibiting our abilities to get the work done.
4. As reported at a recent meeting, an area we are seeing impacts of the pandemic is in solid waste. Jon Steiner is monitoring closely and will report to the Board at the appropriate time.
5. The Board should determine how it would like to conduct its meetings the rest of the summer, either virtually, in person, and if in person, where. The Board room does not lend itself to appropriate social distancing at this point, not without some modification.

ACTION REQUESTED: No action needed, discussion only.



(<https://growalbertlea.com/>)



Freeborn County COVID-19 Relief Forgivable Loan

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

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

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

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

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

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

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

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

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





© 2016 Albert Lea Economic Development Agency | Happily grown by CYBERSprout
(<https://cybersprout.net/tourism-web-development-agency/>)

Small Business Relief Fund

Guidelines for Self-Employed Entrepreneurs

May 14, 2020

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

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

Grant Amounts

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

Eligibility

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

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

HENNEPIN COUNTY

HOUSING AND REDEVELOPMENT AUTHORITY

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

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

Eligibility of home-based businesses:

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

Priority will be given to:

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

Ineligible businesses include:

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



HENNEPIN COUNTY

HOUSING AND REDEVELOPMENT AUTHORITY

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

Eligible Expenses

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

Application Process

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



HENNEPIN COUNTY

HOUSING AND REDEVELOPMENT AUTHORITY

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

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

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





Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: June 16, 2020

AGENDA ITEM: 2021 Budget Discussion

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

1. I've attached the summary of the strategic planning session the Board had two years ago. While circumstances certainly have changed since then, so has progress or the lack thereof on some of these items. It may be of assistance for planning the rest of the year and prepping for the 2021 budget before this Board term is complete.
2. I did meet with the department heads June 9 and reviewed the Board's discussion from June 2, noting a conservative approach to the 2021 budget will be the approach. I do instruct them to share all the items they feel should be addressed and to prioritize them for my review and that of the Board. The budget input spreadsheets will be forwarded by Finance June 23 with departments to complete and return later in July. Another week or so after that, once Finance can compile an initial County budget, Ron and I will meet with each department head to review their budgets.
3. As mentioned at the last meeting, some things to keep in mind for now is our wage grid is set for a 2.5% COLA and another \$100 a month per employee for the cafeteria plan. We still have not resolved the Social Services AFSCME contract but have had some fruitful discussions, but will still have to wait and see. If there is progress warranting a Personnel Committee meeting, I will get that set up.
4. We need to be mindful too that the first payment of the 2020 capital improvements bond for the east side building and other projects is due next year. That will be an additional push on the levy.
5. Still unknown is what the Legislature will do in a special session. We expect to be reimbursed for COVID-19 costs which will help, it is just unknown yet as to the extent of that assistance.

ACTION REQUESTED: Discussion purposes only.

POLK COUNTY *Minnesota*

DRAFT

Strategic Plan June 2018

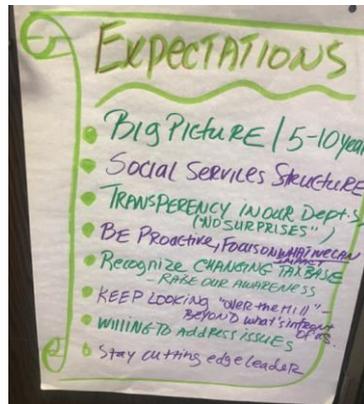
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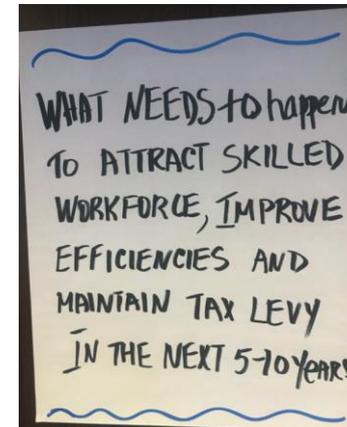
Strategic Planning Session

Expectations

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



Overarching Question



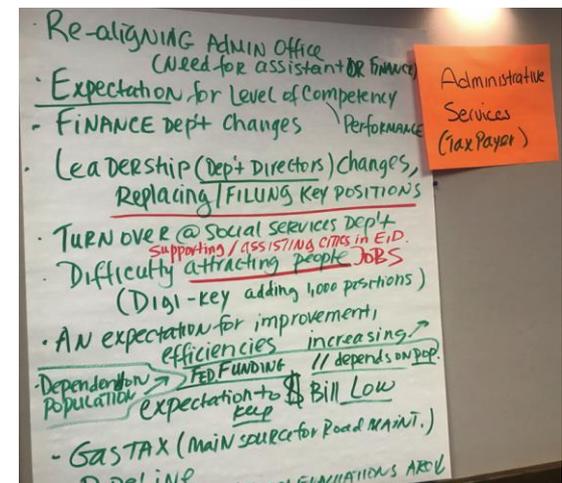
What needs to happen to attract a skilled workforce, improve efficiencies and maintain the tax levy in the next 5-10 Years?

Anticipated Changes

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

Administrative and Tax Payer Services:

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



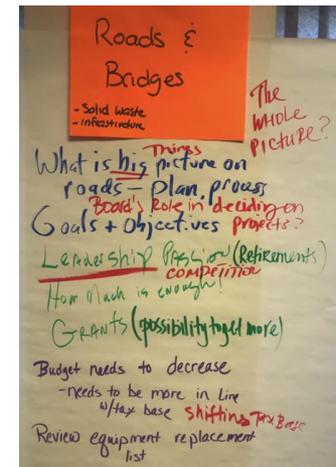
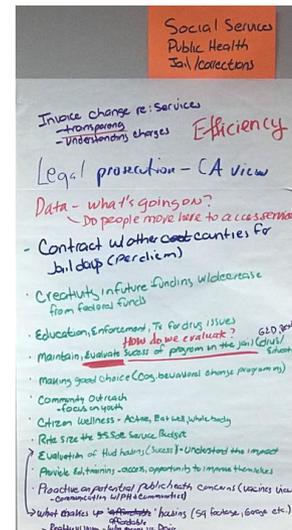
Anticipated Changes

Social Services, Public Health, Jail and Corrections

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

Roads and Bridges, Infrastructure and Solid Waste

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

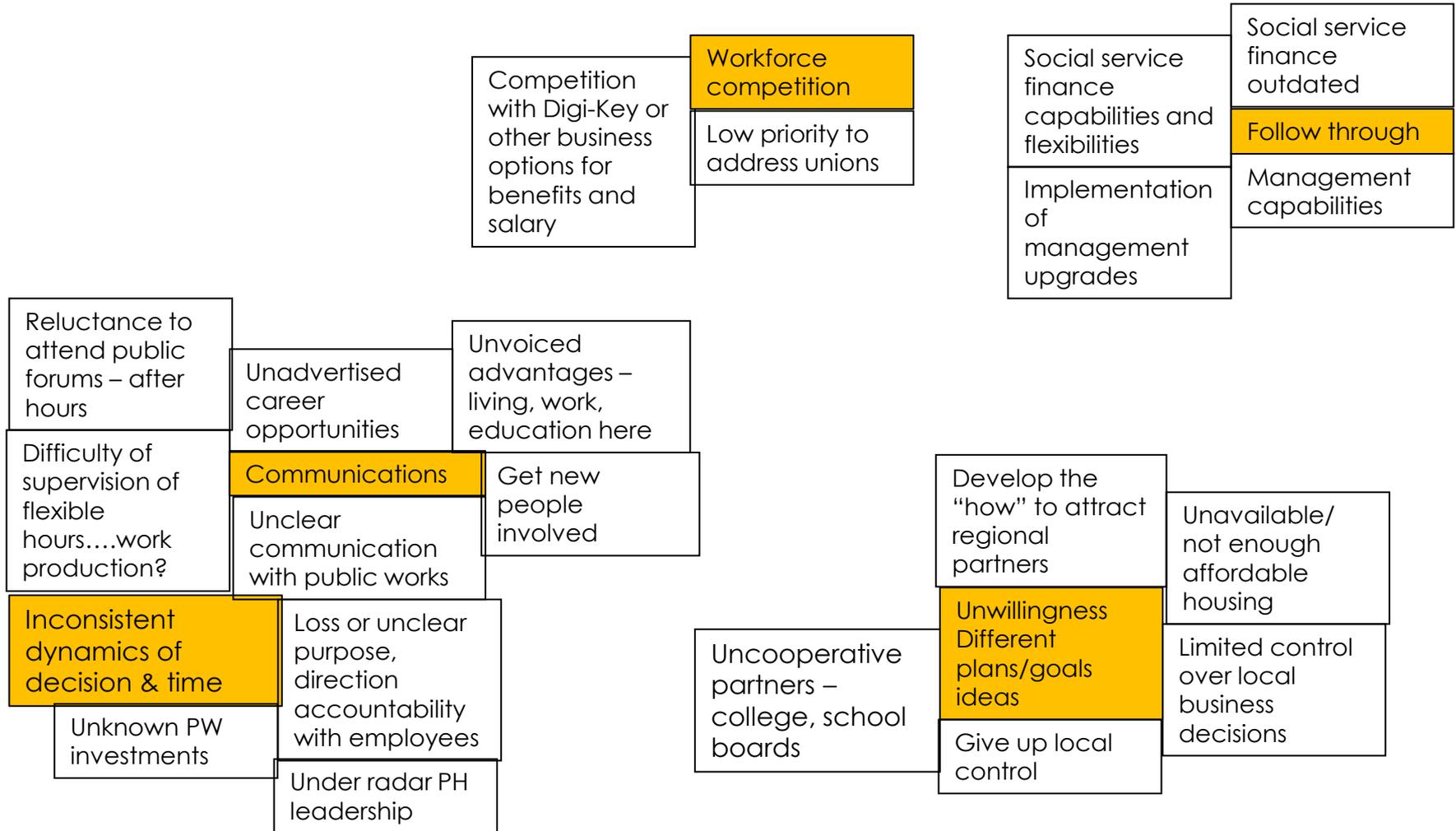


Practical Vision: What will be in place as a result of our actions in the next 5-10 years

| Attractive Environment for Education and Work Opportunities | | Competent and Efficient Leadership | | | Good Place to Live and Work | |
|--|---|--|---|---|---|---|
| Attractive Work Place Environment | Education/ Career Opportunities for Young People | Quality Infrastructure | Regional Leadership | Streamlined Management Operations | Healthy, Affordable Place to Live and Work | Involvement Opportunities for all Community Members |
| <ul style="list-style-type: none"> Professional employment opportunities More flexible hours for co. employees (social services) | <ul style="list-style-type: none"> Expanded majors at UMC High schools within County have 95% graduation rate | <ul style="list-style-type: none"> Driverless vehicles in Hwy dept. New service bay for P.W dept. All of our hard surface roads increased to 10 ton | <ul style="list-style-type: none"> New members in solid waste consortium Expanded EM/911 office options | <ul style="list-style-type: none"> Investment plan and strategy Assistant admin position w/focus on finance Updated HR policies Replace administrator and other leadership vacancies All of our records are digitized Updated finance practices based on AEM report | <ul style="list-style-type: none"> Great senior housing opportunities Affordable housing Accessible daycare New dining locations in Polk County Improved County parks Top 10 County for safety Healthy living / life styles programs | <ul style="list-style-type: none"> Public forums on specific current topics Diverse non-elected committee members Promoted youth activities (4H) |



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



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

| | | |
|---|--|--|
| <p>Develop Our Staff for Future</p> <ul style="list-style-type: none"> • Training for middle management staff – long term development • Succession planning for key positions | <p>Continue Strategic Planning</p> <ul style="list-style-type: none"> • Work sessions • Public input opportunities • Have planned and scheduled brain storming sessions | <p>Update HR Policies</p> <ul style="list-style-type: none"> • Update HR policies • Consistencies between HR policies, contract agreements and labor laws/norms |
| <p>Develop Fiscally Viable Social Service Department</p> <ul style="list-style-type: none"> • Social Service Director needs to be strong in finance • SS structure finances and accountability • New SS director job description • SS dept become fiscally responsible, match expenses to revenues | <p>Evaluate and Restructure Finance Department</p> <ul style="list-style-type: none"> • Evaluate finance dept • Succession planning • Mgt. structure – Asst. Adm. + Finance and more • Options for Asst. Admin (financial focus, works with all departments) • Duties for an Asst. Administrator | |
| <p>Strengthen Regional Collaboration</p> <ul style="list-style-type: none"> • Develop regional strategy for cooperation | | |

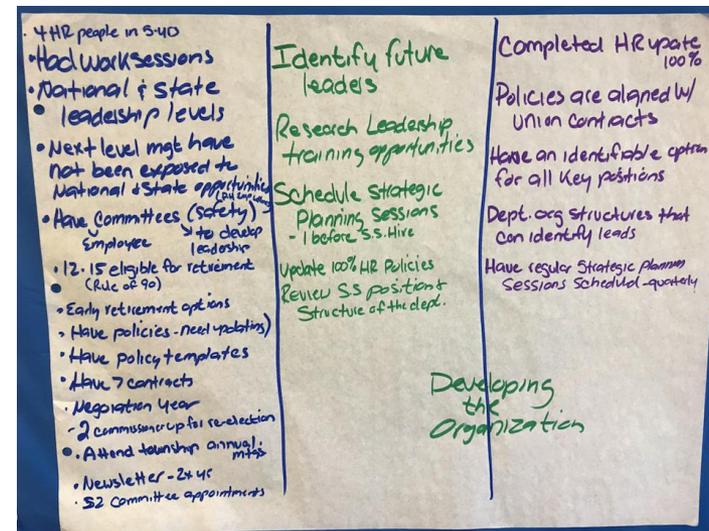
Developing the Organization

Strengthening Financial Management

Collaborating with Others

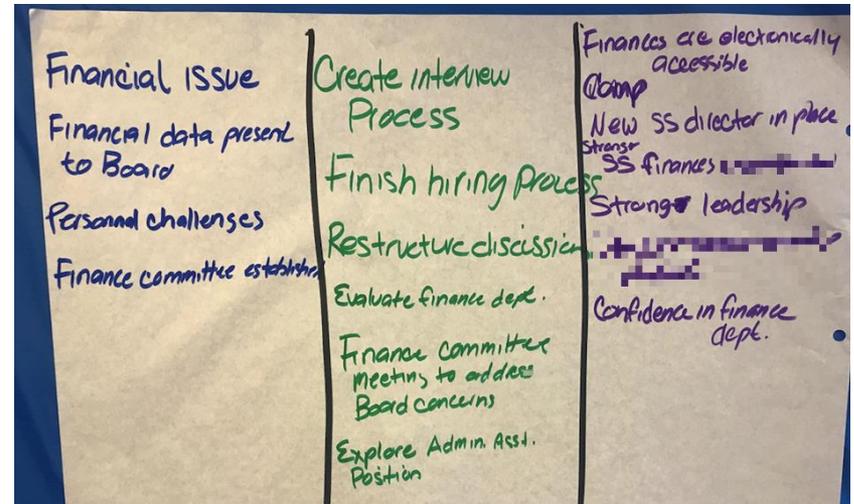
Developing the Organization

| CURRENT REALITY | 1ST YEAR ACCOMPLISHMENTS | SUCCESS INDICATORS |
|---|--|---|
| <ul style="list-style-type: none"> • 4 HR people in 5 years • Had work sessions • National & state leadership levels • Next level management have not been exposed to the national and state opportunities • Have employee committees to develop leadership (safety and employee wellness) • 12-15 eligible for retirement (rule of 90) • Early retirement options • Have policies – need updating • Have policy templates • Have 7 contracts • Neogation year • 2 Commissioners up for reelection • Attend township annual meetings • Newsletter 2x per year • 52 commissioner committee appointments | <ul style="list-style-type: none"> • Identify future leaders • Research leadership training opportunities • Scheduled strategic planning sessions <ul style="list-style-type: none"> • 1 before SS hire • Update 100% HR policies • Review Social Service positions and structure of the department | <ul style="list-style-type: none"> • Complete HR policies update 100% • Policies are aligned with union contracts • Have an identifiable option for all key positions • Department organizational structure that can identify leads • Have regular strategic planning sessions scheduled (quarterly) |



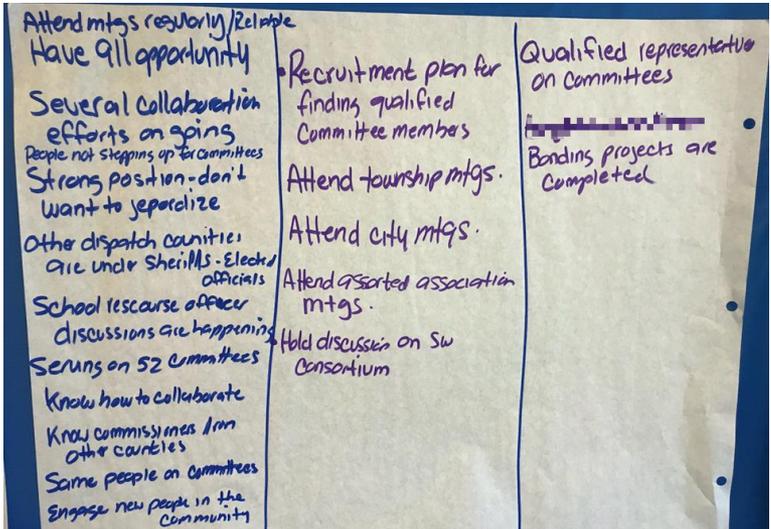
Strengthening Financial Management

| CURRENT REALITY | 1ST YEAR ACCOMPLISHMENTS | SUCCESS INDICATORS |
|--|---|---|
| <ul style="list-style-type: none"> Financial issues Financial data presented to Board Personnel challenges Finance committee established | <ul style="list-style-type: none"> Create interview processes Finish hiring process Restructure options discussion Evaluate finance department Finance committee meeting to address Board concerns Explore Asst. Administrator position options | <ul style="list-style-type: none"> Finances are electronically accessible New Social Services Director in place Stronger Social Services finances Strong leadership Confidence in finance department |



Collaborating with Others

| CURRENT REALITY | 1ST YEAR ACCOMPLISHMENTS | SUCCESS INDICATORS |
|---|---|---|
| <ul style="list-style-type: none"> Attend meetings regularly/reliable Have 911 opportunities Several collaboration efforts going People not stepping up for committees Strong position – don't want to jeopardize Other dispatch counties are under Sheriffs – elected officials School resource officer discussions are happening Serving on 52 committees Know how to collaborate Know commissioners from other Counties Some people on committees Engage new people in the community | <ul style="list-style-type: none"> Recruitment plan for finding qualified committee members Attend township meetings Attend city meetings Attend assorted association meetings Hold discussion on solid waste consortium | <ul style="list-style-type: none"> Qualified representatives on committees Bonding projects are completed |



First year Timeline

| Objectives | Quarter 3 July-September | Quarter 4 October-December | Quarter 1 2019 January-March | Quarter 2 2019 April-June |
|---|--|---|--|---|
| Developing the Organization | <ul style="list-style-type: none"> Schedule strategic planning sessions (1 before SS hire) | <ul style="list-style-type: none"> Review social service position and structure of the department | <ul style="list-style-type: none"> Identify future leaders | <ul style="list-style-type: none"> Update 100% HR policies Research leadership training opportunities |
| Strengthening Financial Management | <ul style="list-style-type: none"> Create interview process Finish hiring process Finance committee meeting to address Board concerns | <ul style="list-style-type: none"> Restructure discussion Explore Asst. Administrator position Evaluate finance department | | |
| Collaboration with Others | | | <ul style="list-style-type: none"> Recruitment plan for finding qualified committee members | <ul style="list-style-type: none"> Hold discussions on solid waste consortium |





COVID-19 and Greater Minnesota's Economy

MAY 2020

TODAY'S PLAN

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



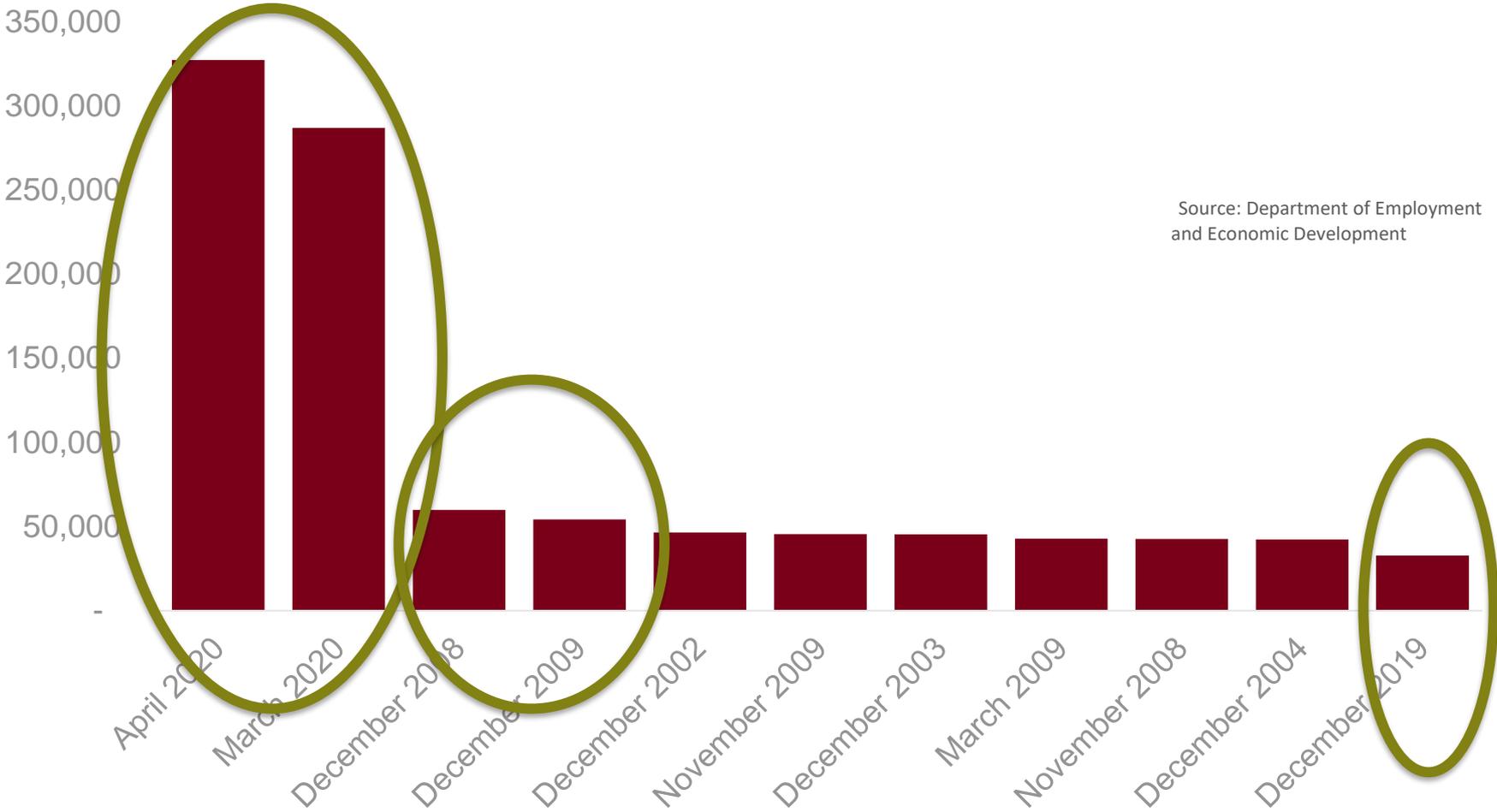
RURAL MINNESOTA

COVID-19's Economic Effects



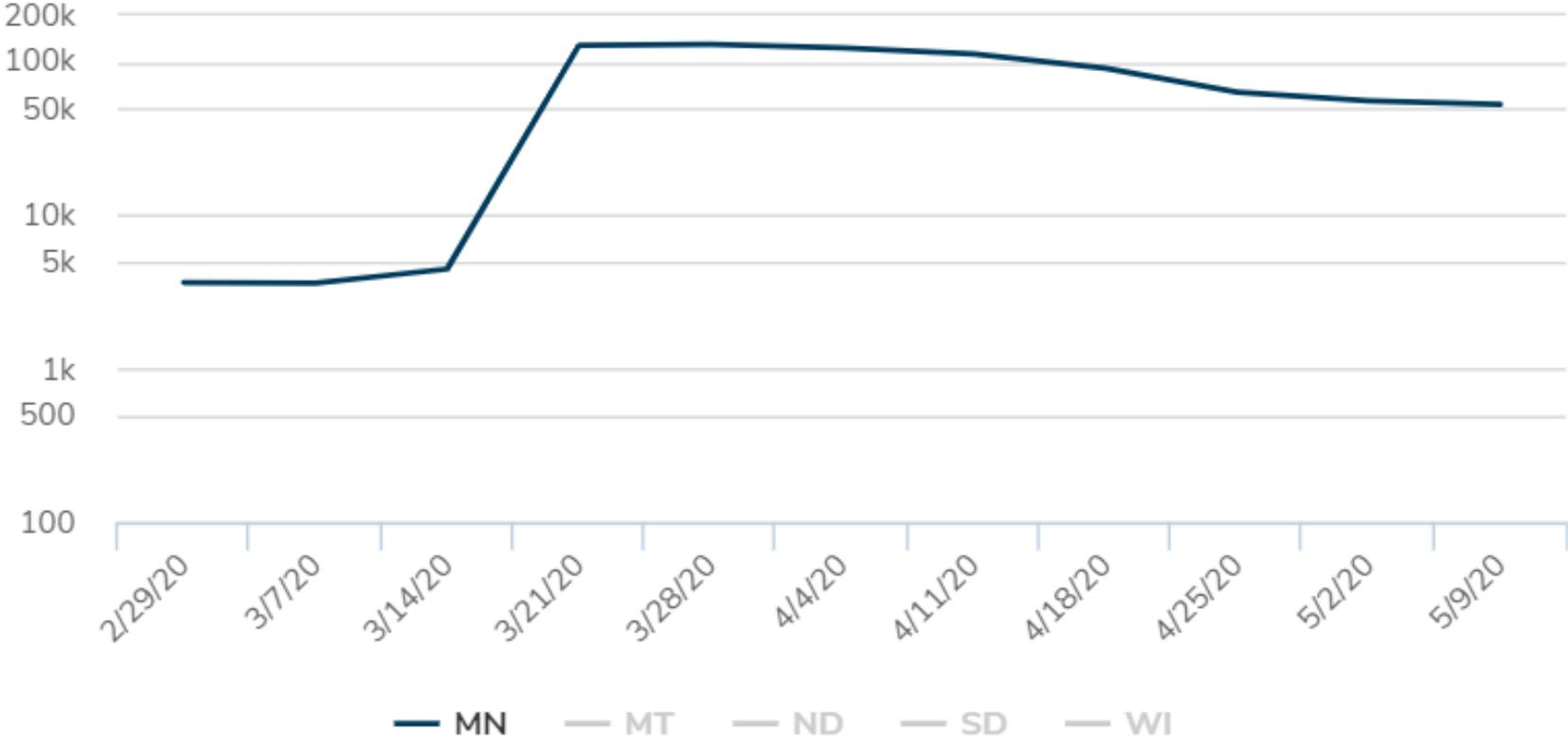
INITIAL UNEMPLOYMENT CLAIMS

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



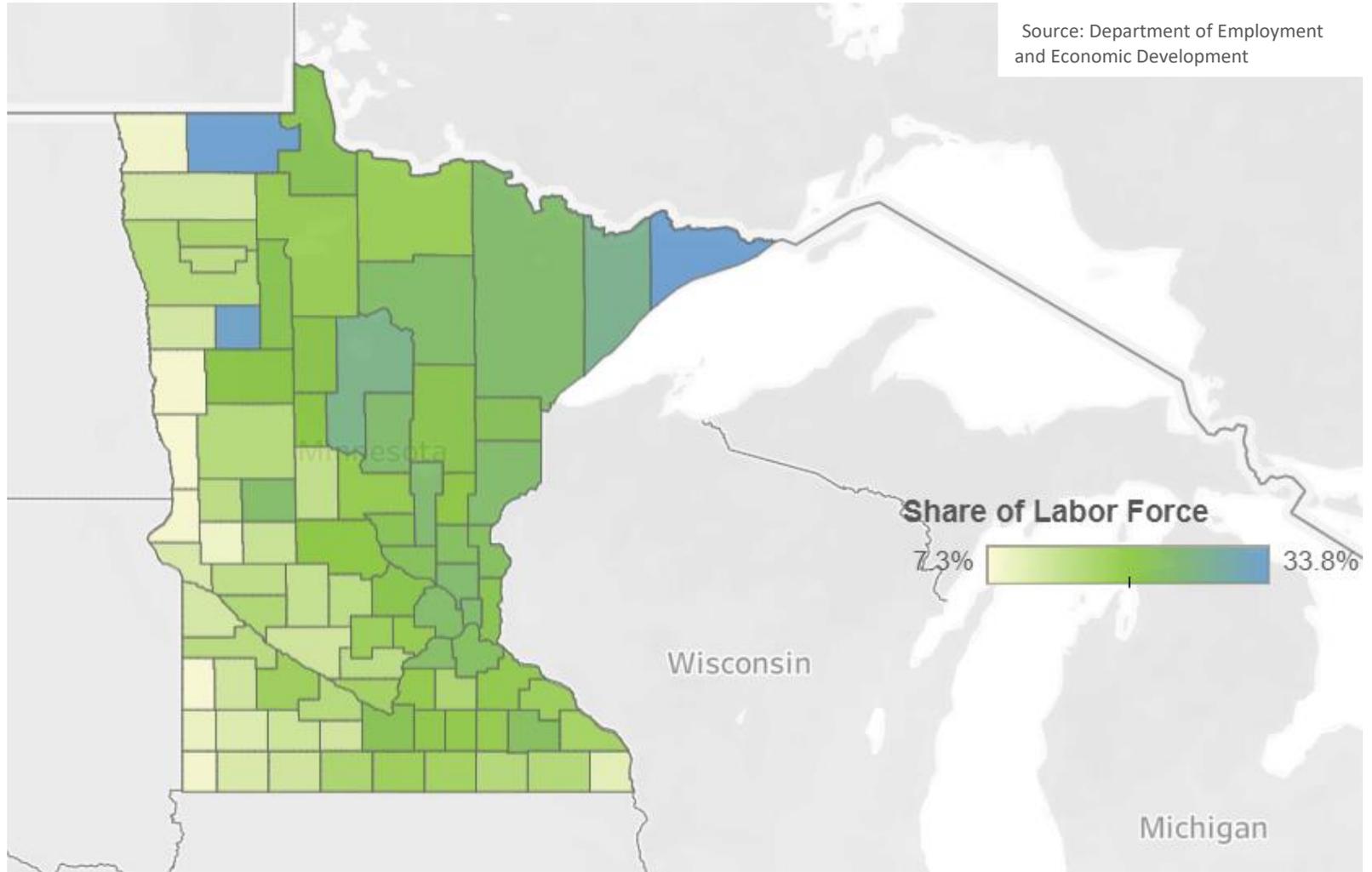
UNEMPLOYMENT DATA

Weekly unemployment insurance initial claims



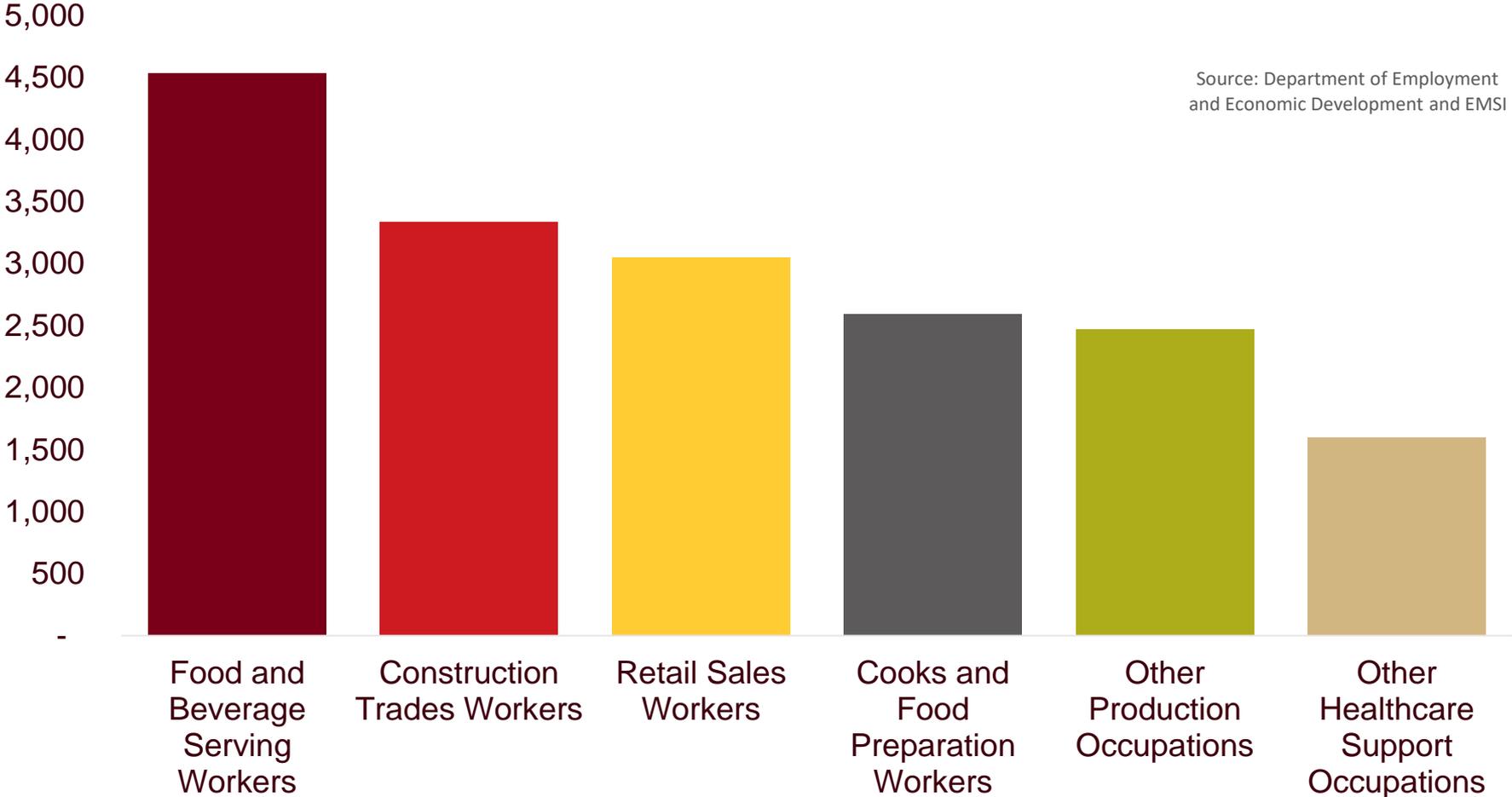
Source: Department of Labor

CLAIMS AS PERCENT OF JOBS



NORTHWEST MINNESOTA

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

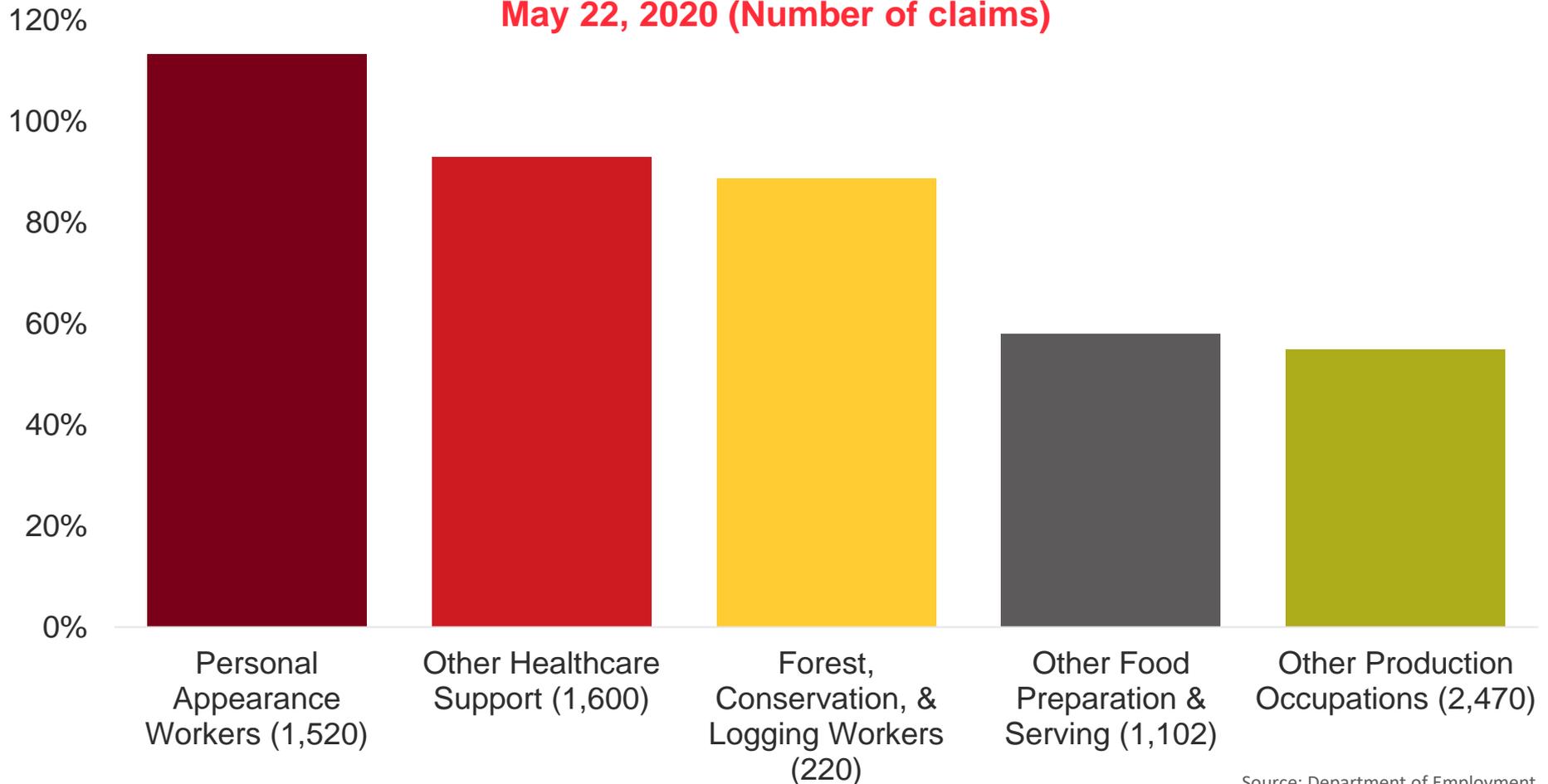


Source: Department of Employment and Economic Development and EMSI



NORTHWEST MINNESOTA

Initial Claims as Percent of Jobs, NW MN,
May 22, 2020 (Number of claims)



Source: Department of Employment and Economic Development and EMSI



LOCAL IMPACTS

Initial Unemployment Claims, Top 5 Occupations

Roseau

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

Douglas

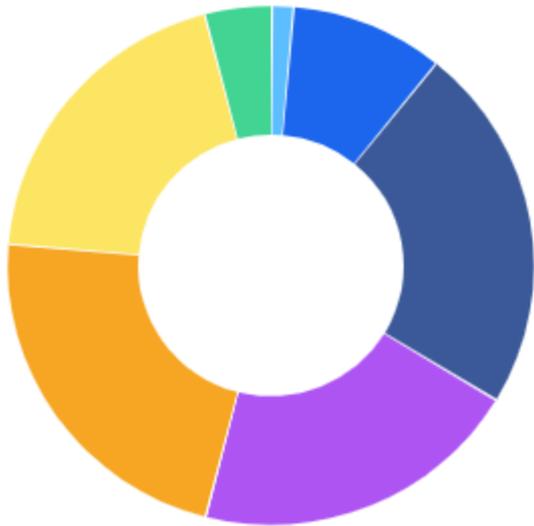
| Occupation | Initial Claims | Average Hourly Wage |
|------------------------------|----------------|---------------------|
| Food & beverage servers | 448 | \$12.35 |
| Retail sales | 335 | \$13.51 |
| Construction trades | 272 | \$22.05 |
| Cooks & food prep | 263 | \$14.03 |
| Health diagnosing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

Source: Department of Employment and Economic Development and EMSI



OTHER PRODUCTION OCCUPATIONS

Occupation Age Breakdown [?](#)



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

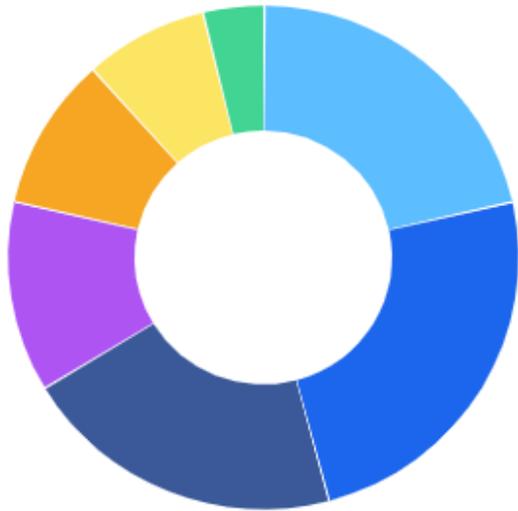
46%

Source: EMSI



FOOD & BEVERAGE WORKERS

Occupation Age Breakdown [?](#)

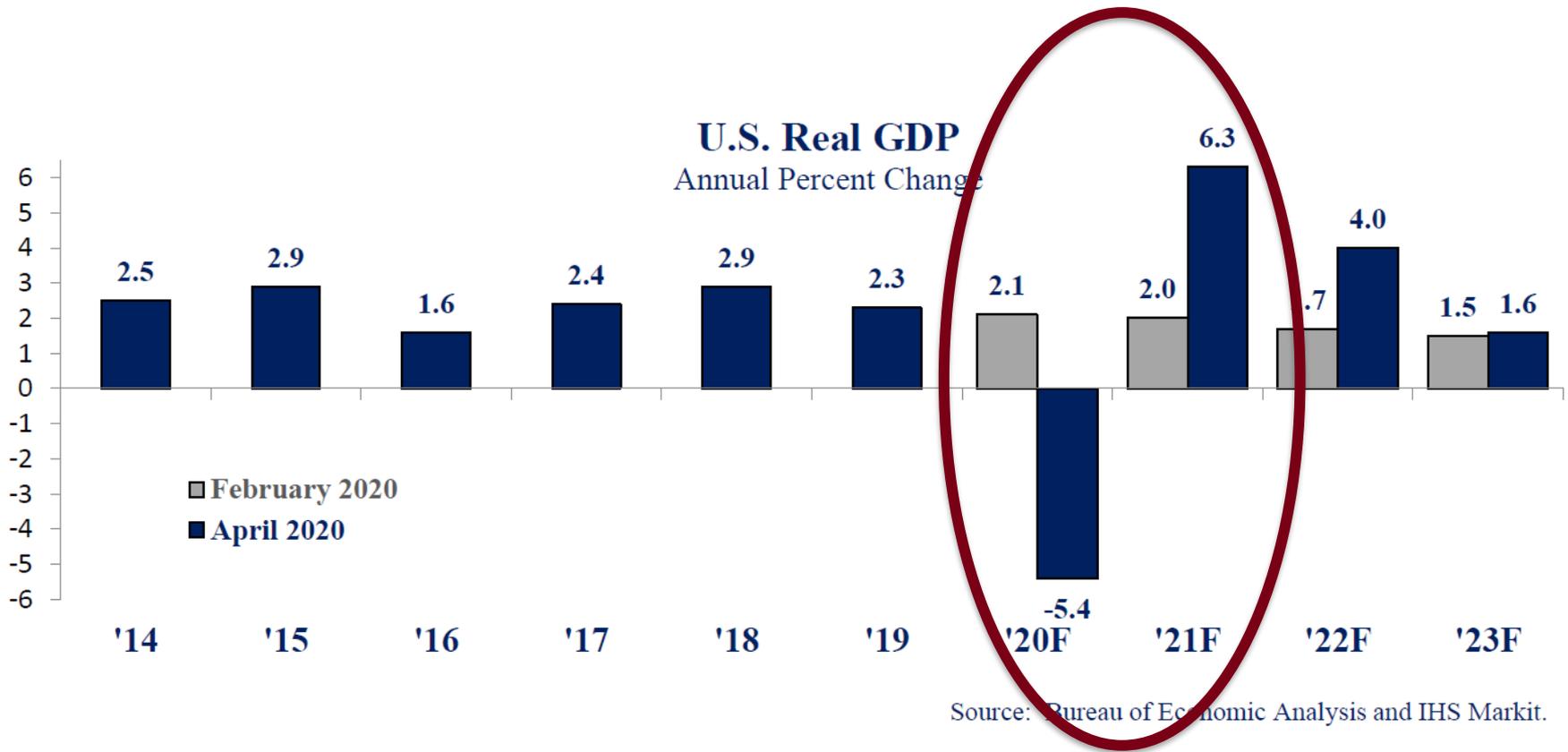


| | % of Jobs |
|-------|-----------|
| 14-18 | 21.4% |
| 19-24 | 24.4% |
| 25-34 | 20.5% |
| 35-44 | 12.2% |
| 45-54 | 9.8% |
| 55-64 | 7.8% |
| 65+ | 3.9% |

46%

Source: EMSI

MINNESOTA'S ECONOMY

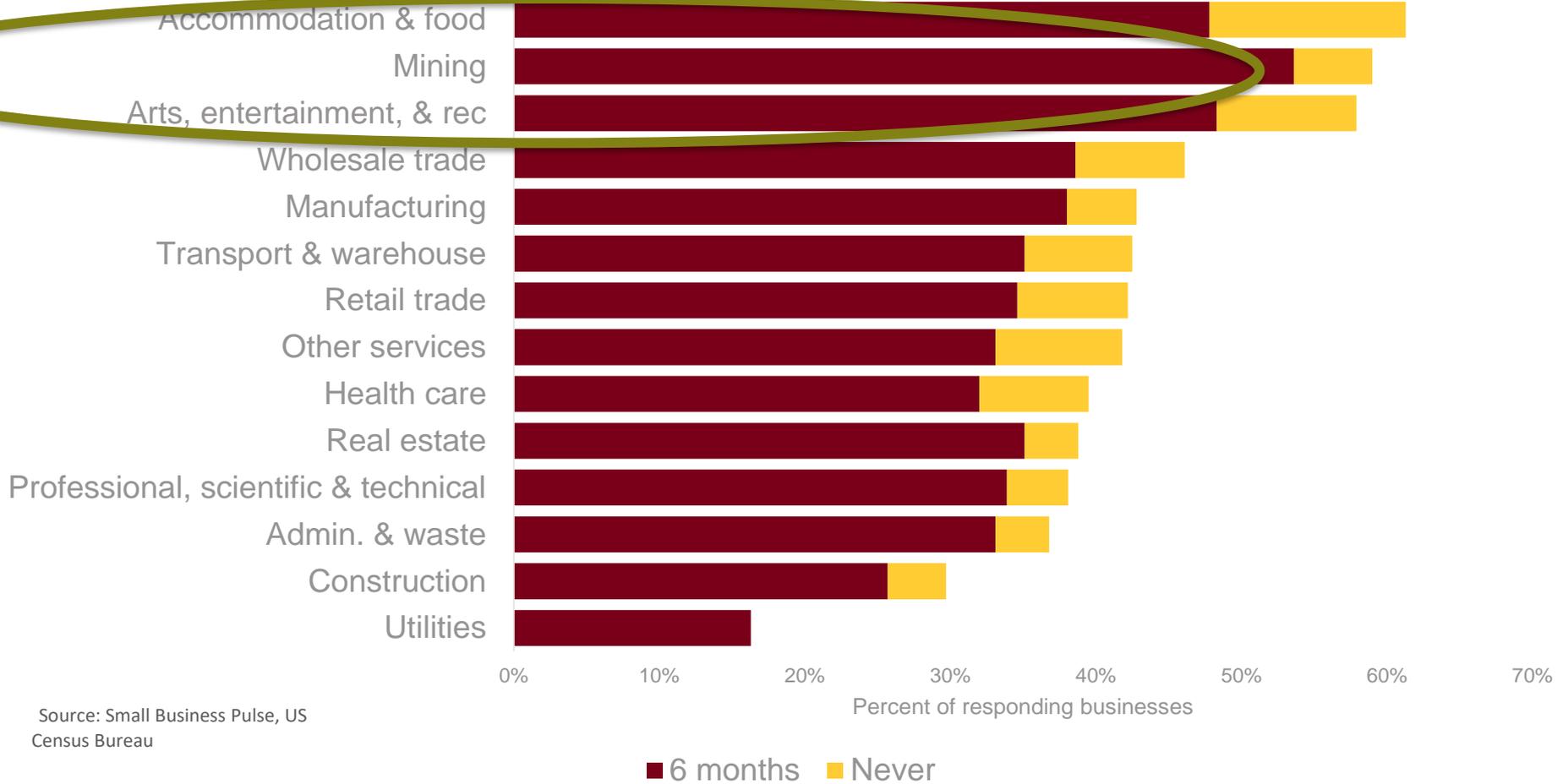


Full report at: <https://www.house.leg.state.mn.us/comm/docs/8a88bcc4-5890-4ac1-9f4e-04ed194c9e1e.pdf>



INDUSTRY RECOVERY

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



Source: Small Business Pulse, US
Census Bureau



THE INTERPLAY

Rural Trends and COVID-19



REMOTE WORK

43%

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

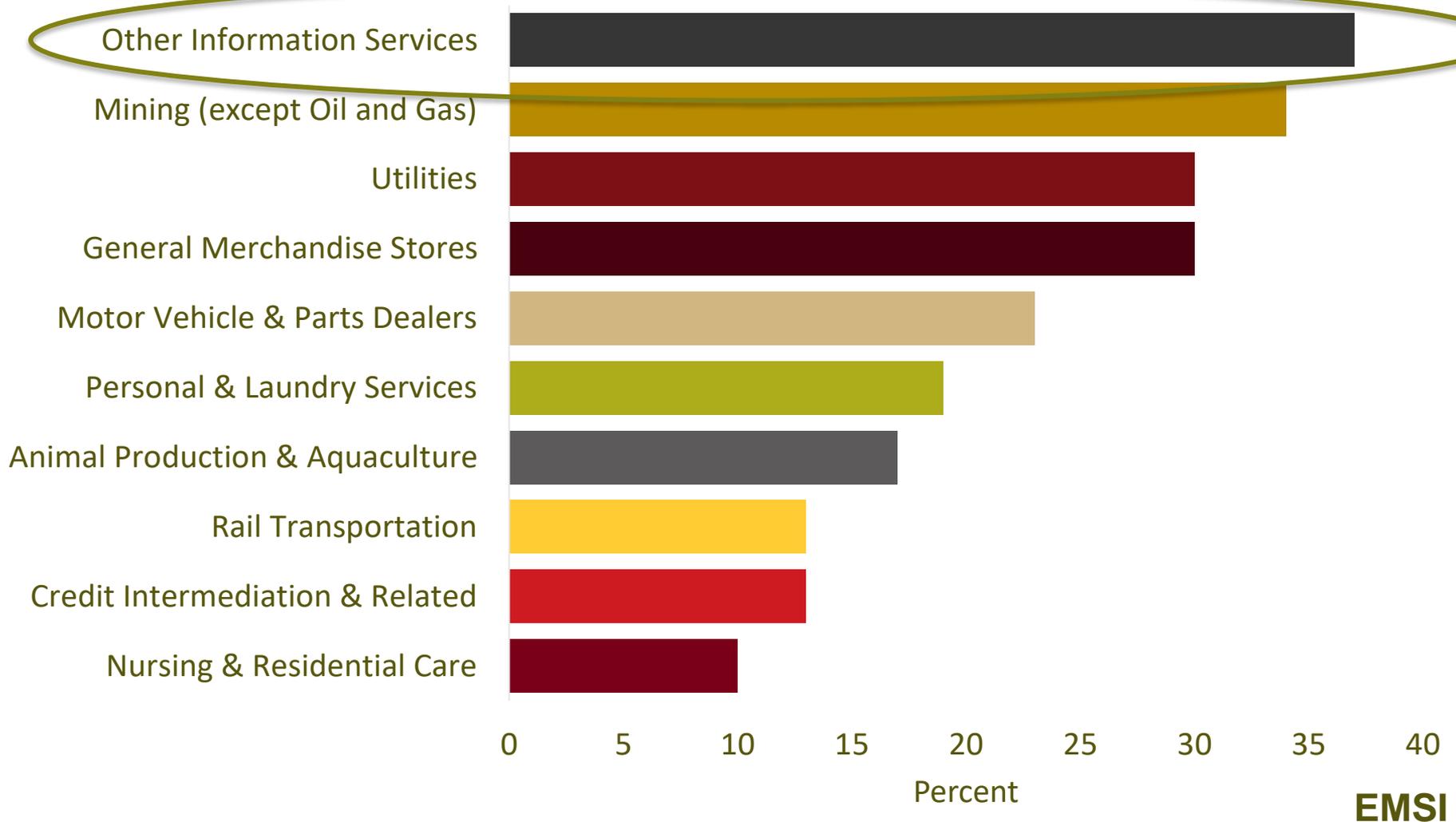
37%

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

Gallup 2018



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



RURAL LIFESTYLE

Rural newcomers:

63%

outdoor recreation
very important in
decision to move



RURAL LIVING

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

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

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



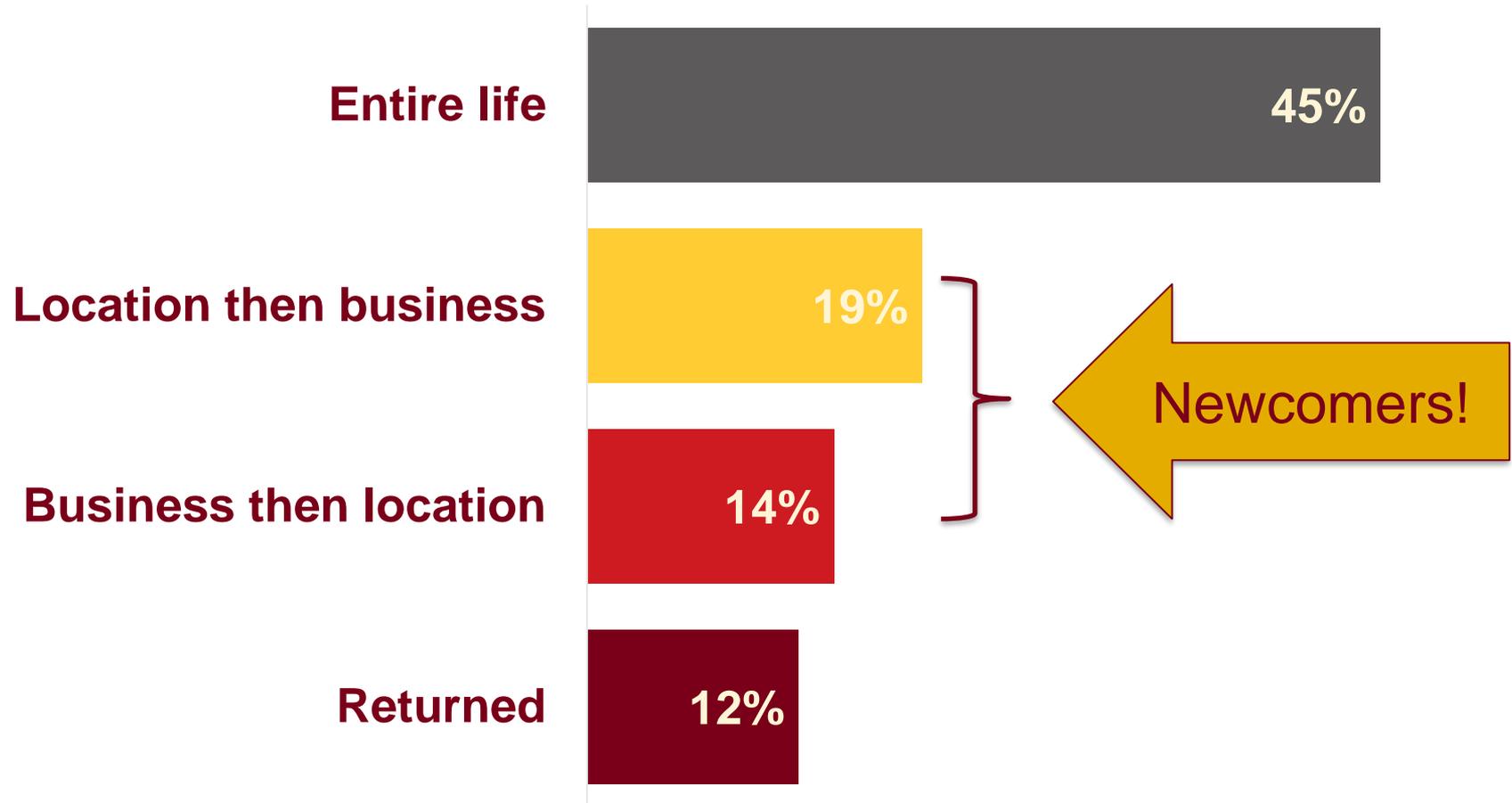
SMALL BUSINESS SUCCESSION



60%



WHO IS BUYING RURAL BUSINESSES?



COVID-19 AND THE ECONOMY

Supporting Your Community



KNOW YOUR ECONOMY

Daily and Weekly Unemployment Insurance Statistics

County Map

Demographics

Occupations

County Details

Select a County:

All



Select a Category:

Gender

Demographics: Cumulative UI Application Counts from March 16

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

<https://mn.gov/deed/>

KNOW YOUR BUSINESSES

About business retention

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

— Minnesota community leader for economic development



KNOW YOUR PLAN(S)



BASICS OF COMMUNITY DEVELOPMENT

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



COVID-19 AND THE ECONOMY

Additional Resources



Webinar schedule

Special series: Retaining businesses during the pandemic

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



Upcoming webinars in this special series

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

Friday, May 29, 2020

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

Online

[**Register for webinar**](#)

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





Brigid Tuck, tuckb@umn.edu

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

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Approved by,

.....

.....

BOARD OF COMMISSIONERS

June 19 , 2020

PER DIEMS

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

MEAL REIMBURSEMENTS
(w/o overnight lodging)

| | | |
|--------------------------|---------------|-----------------|
| Melissa Perreault | Public Health | \$ 35.86 |
| | | |
| GRAND TOTAL MEALS | | \$ 35.86 |

*** 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> |
| 1516 A RIFKIN CO | | | | | |
| 01-064-000-0000-6204 | | 186.80 | Canvas rolling containers | 4203597 | Freight Charges N |
| 01-064-000-0000-6403 | | 2,206.68 | Canvas rolling containers | 4203597 | Misc. Supplies N |
| 1516 A RIFKIN CO | | 2,393.48 | 2 Transactions | | |
| 4307 Acme Tools - Grand Forks | | | | | |
| 01-111-000-0000-6565 | | 6.40 | Flex Plate 12/03/2019 | 7124906 | other repair/mntc County N |
| 01-111-000-5555-6566 | | 104.94 | screws/bearings/tools 05/19/20 | 7568318 | Small Tools N |
| 01-111-000-5555-6412 | | 1,194.87 | Covid 19 - supplies | 7580925 | Custodial Supplies N |
| 01-111-000-5555-6412 | | 2,586.24 | Covid 19 Supplies/Hand sanitiz | 7593883 | Custodial Supplies N |
| 01-111-000-5555-6412 | | 29.94 | Covid- 19 Supplies/spray bottle | 7617355 | Custodial Supplies N |
| 4307 Acme Tools - Grand Forks | | 3,922.39 | 5 Transactions | | |
| 847 Advanced Tire & Auto Service | | | | | |
| 16-200-000-0000-6364 | | 318.56 | Mileage/tow/hook Unit 224 | 20-01933 | Towing Charges (County Cars) N |
| 847 Advanced Tire & Auto Service | | 318.56 | 1 Transactions | | |
| 6979 Alternative Sanitation | | | | | |
| 03-330-000-0000-6303 | | 93.60 | Services | 2692 | Other Repair, Maintenance & Operator Y |
| 6979 Alternative Sanitation | | 93.60 | 1 Transactions | | |
| 212 Altru Health System | | | | | |
| 16-200-000-0000-6266 | | 91.00 | PR OM Physical Level 1 MRN | 24602481 | Medical Evaluation 6 |
| 212 Altru Health System | | 91.00 | 1 Transactions | | |
| 3324 Altru Health System | | | | | |
| 18-481-000-0000-6285 | | 420.00 | ConsultDrDorman/May2020- 91 | 800000865 | Consulting Y |
| 18-481-000-0000-6285 | | 420.00 | ConsultDrDorman June 2020- 91 | 800000865 | Consulting Y |
| 18-483-464-0000-6272 | | 160.00 | AprilCntSvc E.Andrews- 17 | 5145 | Services Y |
| 18-483-464-0000-6272 | | 240.00 | May CntrctSvc E.Andrews- 17 | 5145 | Services Y |
| 3324 Altru Health System | | 1,240.00 | 4 Transactions | | |
| 10146 Ameripride Linen & Apparel Serv | | | | | |
| 03-330-000-0000-6303 | | 395.64 | Services | C#161684011 | Other Repair, Maintenance & Operator N |
| 65-392-000-0000-6412 | | 249.10 | Custodial Supplies | 561200 | Custodial Supplies N |
| 65-392-000-0000-6425 | | 215.20 | Uniforms | 561200 | Clothing N |
| 65-392-000-0000-6859 | | 33.08 | Sales Tax | 561200 | Sales Tax N |

DARCY
6/9/20 2:22PM
Landfill Fund

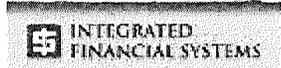
*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|--|-------------|----------------------------|--------------------------------|----------------------------------|--|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> |
| 10146 Ameripride Linen & Apparel Serv | | 893.02 | 4 Transactions | | |
| 6050 Ameripride Linen & Apparel Service | | | | | |
| 64- 390- 000- 0000- 6412 | | 417.42 | Custodial Supplies- Mops,Mats | 350442600 | Custodial Supplies N |
| 64- 390- 000- 0000- 6425 | | 841.04 | Uniforms | 350442600 | Clothing N |
| 64- 390- 000- 0000- 6859 | | 89.68 | Sales Tax | 350442600 | Sales Tax N |
| 64- 391- 000- 0000- 6412 | | 132.32 | Custodial Supplies- Mats,Rags, | 350442601 | Custodial Supplies N |
| 64- 391- 000- 0000- 6425 | | 604.34 | Uniforms | 350442601 | Clothing N |
| 64- 391- 000- 0000- 6859 | | 52.50 | Sales Tax | 350442601 | Sales Tax N |
| 6050 Ameripride Linen & Apparel Service | | 2,137.30 | 6 Transactions | | |
| 6504 Anders Valley Publishing, LLC | | | | | |
| 01- 041- 000- 0000- 6241 | | 130.00 | Delinquent Tax Insert | 7592 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 59.80 | Personnel AD | 7659 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 36.80 | Personnel AD | 7741 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 36.80 | Personnel AD | 7785 | Publishing - Advertising N |
| 6504 Anders Valley Publishing, LLC | | 263.40 | 4 Transactions | | |
| 9754 Aramark | | | | | |
| 64- 390- 000- 0000- 6417 | | 441.18 | COVID- 19 Safety Supplies | 1306738 | Safety Equipment & Supplies N |
| 64- 390- 000- 0000- 6859 | | 31.43 | Sales Tax | 1306738 | Sales Tax N |
| 64- 391- 000- 0000- 6417 | | 152.74 | COVID- 19 Safety Supplies | 1306738 | Safety Equipment & Supplies N |
| 64- 391- 000- 0000- 6859 | | 10.88 | Sales tax | 1306738 | Sales Tax N |
| 65- 392- 000- 0000- 6417 | | 288.43 | COVID- 19 Safety Supplies | 1306738 | Safety Equipment & Supplies N |
| 65- 392- 000- 0000- 6859 | | 20.55 | Sales Tax | 1306738 | Sales Tax N |
| 9754 Aramark | | 945.21 | 6 Transactions | | |
| 5363 Architectural Resources Inc | | | | | |
| 01- 111- 188- 1211- 6605 | | 5,051.25 | HSC EGF Reroof Proj | Y16133- 25 | Building Improvements N |
| 01- 111- 187- 0000- 6605 | | 3,195.00 | Gov Ctr Fire Alamr Proj Design | Y20021- 1 | Building Improvements N |
| 5363 Architectural Resources Inc | | 8,246.25 | 2 Transactions | | |
| 2765 Auto Value - Crookston | | | | | |
| 01- 111- 000- 0000- 6565 | | 31.98 | Wiper blades/08 Blue GMC | 76162707 | other repair/mntc County N |
| 03- 330- 000- 0000- 6303 | | 92.24 | Supplies | C# 7642600 | Other Repair, Maintenance & Operator N |
| 03- 330- 000- 0000- 6564 | | 737.68 | Parts | C# 7642600 | Machinery Parts N |
| 03- 340- 000- 0000- 6303 | | 166.99 | Supplies | C# 7642600 | Other Repair, Maintenance & Operator N |

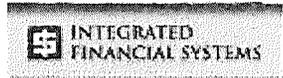
*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| 2765 Auto Value - Crookston | | 694.91 | 4 Transactions | | |
| 4590 Auto Value Fosston | | | | | |
| 64- 390- 000- 0000- 6301 | | 104.28 | Parts for Equipment | 2587 | Machinery & Equip. Repairs N |
| 64- 390- 000- 7390- 6301 | | 216.47 | Parts/Repairs JD 544J Loader | 2587 | Machinery & Equip. Repairs N |
| 64- 391- 000- 0000- 6301 | | 21.39 | Repairs/Supplies forklift | 2587 | Machinery & Equipment N |
| 4590 Auto Value Fosston | | 342.14 | 3 Transactions | | |
| 6460 AXON ENTERPRISE INC | | | | | |
| 16- 200- 000- 0000- 6454 | | 1,276.50 | 35 Xtr Live Cart/2 Taser Targ | 0- 0000016297 | Law Enforcement Supplies N |
| 6460 AXON ENTERPRISE INC | | 1,276.50 | 1 Transactions | | |
| 721 Beltrami Industrial Services | | | | | |
| 64- 390- 392- 7210- 6301 | | 33,454.54 | Repairs- #2 Primary/Sec Chamber | 29525 | Machinery & Equip. Repairs N |
| 721 Beltrami Industrial Services | | 33,454.54 | 1 Transactions | | |
| 4313 Bemidji Welders Supply | | | | | |
| 64- 390- 000- 0000- 6565 | | 218.00 | Welding Supplies | 57200 | Other Repair & Maintenance Supplies N |
| 64- 390- 000- 0000- 6859 | | 15.53 | Sales Tax | 57200 | Sales Tax N |
| 4313 Bemidji Welders Supply | | 233.53 | 2 Transactions | | |
| 4704 Berhow Sodding Llc | | | | | |
| 01- 520- 000- 0000- 6303 | | 2,380.00 | Services | | Other Repair, Maintenance & Operator Y |
| 4704 Berhow Sodding Llc | | 2,380.00 | 1 Transactions | | |
| 154 Bertils Gravel & Excavation Llc | | | | | |
| 48- 396- 000- 0000- 6302 | | 283.00 | - Class 5 Gravel- Compst Bnkr | 6898 | Grounds Y |
| 154 Bertils Gravel & Excavation Llc | | 283.00 | 1 Transactions | | |
| 5603 Bibow/Emily | | | | | |
| 18- 481- 519- 5110- 6331 | | 269.10 | COVID- 19 Mileage - 122 | | Mileage N |
| 18- 482- 000- 0000- 6331 | | 180.55 | Correction Center Mileage - 53 | | Mileage N |
| 5603 Bibow/Emily | | 449.65 | 2 Transactions | | |
| 2397 Biermaier Striping | | | | | |
| 03- 330- 000- 0000- 6303 | | 375.00 | Paint Stripping | 20- 04 | Other Repair, Maintenance & Operator Y |
| 03- 340- 000- 0000- 6303 | | 672.00 | Paint Stripping | 20- 03 | Other Repair, Maintenance & Operator Y |

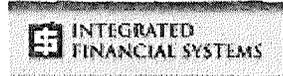
*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

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

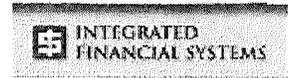
*** Polk County ***



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

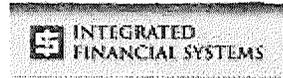
*** Polk County ***



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

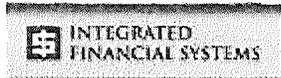
*** Polk County ***



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

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

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6/9/20 2:22PM
Resource Recovery Fund

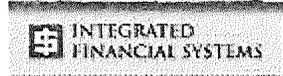
*** Polk County ***



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

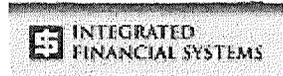
*** Polk County ***



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

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

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

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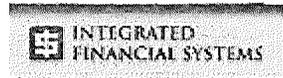


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <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> |
| 6255 Hudon/Meghan | | | | | |
| 18- 484- 491- 0000- 6272 | | 324.07 | May Peer Grp Svcs- 108q | | Professional Services Y |
| 18- 484- 491- 0000- 6403 | | 35.00 | May Phone- 108 | | Misc. Supplies Y |
| 6255 Hudon/Meghan | | 359.07 | 2 Transactions | | |
| 6422 Hwy 2 Car Wash | | | | | |
| 16- 211- 000- 0000- 6272 | | 25.00 | 5 Car Washes | 148,159 | Professional Services N |
| 6422 Hwy 2 Car Wash | | 25.00 | 1 Transactions | | |
| 6319 Innovative Office Solutions LLC | | | | | |
| 01- 043- 000- 0000- 6610 | | 206.28 | Post Cards | IN2968728 | Office Furniture N |
| 01- 063- 000- 0000- 6402 | | 362.21 | Office supplies | 2989778 | Office Supplies N |
| 01- 063- 000- 0000- 6402 | | 122.94 | Office supplies | 2991054 | Office Supplies N |
| 6319 Innovative Office Solutions LLC | | 691.43 | 3 Transactions | | |
| 5924 Interstate Billing Service | | | | | |
| 03- 310- 000- 0000- 6564 | | 187.63 | Parts | 98009G | Machinery Parts N |
| 48- 396- 000- 0000- 6301 | | 45.69 | - 7004 Repairs | Acct 679240 | Machinery & Equipment N |
| 48- 396- 000- 0000- 6859 | | 3.60 | Tax | Acct 679240 | Sales Tax N |
| 5924 Interstate Billing Service | | 236.92 | 3 Transactions | | |
| 6372 Jacobson/Gerald A | | | | | |
| 01- 001- 000- 0000- 6351 | | 394.30 | Medical Reimbursement | April 2020 | Insurance N |
| 01- 001- 000- 0000- 6351 | | 394.30 | Medical Reimbursement | May 2020 | Insurance N |
| 6372 Jacobson/Gerald A | | 788.60 | 2 Transactions | | |
| 6257 Jager/Tiffany | | | | | |
| 18- 484- 491- 0000- 6272 | | 129.63 | May Peer Grp Svcs- 108 | | Professional Services Y |
| 18- 484- 491- 0000- 6403 | | 35.00 | May Phone- 108 | | Misc. Supplies Y |
| 18- 484- 491- 0000- 6403 | | 400.00 | may insurance/peergrpsvcs- 108 | | Misc. Supplies Y |
| 6257 Jager/Tiffany | | 564.63 | 3 Transactions | | |
| 3104 Jemco Incorporated | | | | | |
| 64- 390- 000- 0000- 6301 | | 3,407.92 | Compressor Supplies/Parts | 1365 | Machinery & Equip. Repairs N |
| 3104 Jemco Incorporated | | 3,407.92 | 1 Transactions | | |
| 19205 Jim's Quality Floor Service | | | | | |

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Environmntal Services Fun

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formulari 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> | |
| 48- 123- 000- 0000- 6345 | | 355.26 | May Floors/Cleaning | 788934 Cleaning Agreement | Y |
| 48- 395- 000- 0000- 6345 | | 394.74 | May Floors/Cleaning | 788934 Cleaning Agreement Account | Y |
| 19205 Jim's Quality Floor Service | | 750.00 | 2 Transactions | | |
| 4760 John Deere Financial | | | | | |
| 03- 330- 000- 0000- 6565 | | 1,158.14 | Services | C# 62000 Other Repair & Maintenance Supplies | N |
| 4760 John Deere Financial | | 1,158.14 | 1 Transactions | | |
| 10498 Johnson/Beverly | | | | | |
| 01- 041- 519- 5555- 6402 | | 45.89 | Ink - work from Home | Office Supplies | N |
| 01- 041- 519- 5555- 6859 | | 3.26 | Ink sales tax | Sales/Use Tax | N |
| 10498 Johnson/Beverly | | 49.15 | 2 Transactions | | |
| 6087 Jones/Annalee | | | | | |
| 01- 043- 000- 0000- 6331 | | 31.05 | Mileage May 2020 | Mileage | N |
| 6087 Jones/Annalee | | 31.05 | 1 Transactions | | |
| 1787 Jsb Engineered Solutions | | | | | |
| 64- 390- 000- 0000- 6301 | | 2,487.50 | Unit #1 Soda feeder load cells | 13016 Machinery & Equip. Repairs | N |
| 1787 Jsb Engineered Solutions | | 2,487.50 | 1 Transactions | | |
| 4791 Kennedy Scales | | | | | |
| 65- 392- 000- 0000- 6301 | | 82.02 | LF Truck Scale Kiosk- Paper | 136881 Machinery & Equipment | N |
| 65- 392- 000- 0000- 6859 | | 5.84 | Tax | 136881 Sales Tax | N |
| 4791 Kennedy Scales | | 87.86 | 2 Transactions | | |
| 6671 Kiesler's Police Supply Inc | | | | | |
| 16- 200- 000- 0000- 6454 | | 88.00 | 8- Camelbak Squadbak | IN135114 Law Enforcement Supplies | N |
| 6671 Kiesler's Police Supply Inc | | 88.00 | 1 Transactions | | |
| 6068 KKCQ- FM | | | | | |
| 48- 396- 000- 0000- 6834 | | 300.00 | - Environmental Minute | 2523 Ed Supplies | N |
| 6068 KKCQ- FM | | 300.00 | 1 Transactions | | |
| 5196 Klasse/Michael | | | | | |
| 64- 390- 000- 0000- 6815 | | 30.00 | Boiler License Fee | 5.21.20 License/Permit Fees | N |

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Resource Recovery Fund

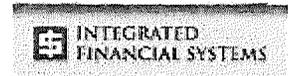
*** Polk County ***



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 #</u> | <u>On Behalf of Name</u> |
| 5196 Klasse/Michael | | 30.00 | 1 Transactions | | |
| 1031 Knute Township Treasurer | | | | | |
| 01- 149- 000- 0000- 6851 | | 12.50 | 3.2 Offsale Lic Union Sarah | | Remittance Of Revenue N |
| 1031 Knute Township Treasurer | | 12.50 | 1 Transactions | | |
| 1357 Korynta/Angel | | | | | |
| 18- 481- 519- 5110- 6331 | | 16.10 | COVID- 19 Mileage - 122 | | Mileage N |
| 1357 Korynta/Angel | | 16.10 | 1 Transactions | | |
| 1036 KROX- AM | | | | | |
| 01- 041- 000- 0000- 6241 | | 341.00 | Taxes Due Ad 5/15/2020 | Acct 176 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 290.00 | Personnel Ads | Acct 809 | Publishing - Advertising N |
| 03- 310- 000- 0000- 6241 | | 250.00 | Advertising | 2842005116220 | Publishing - Advertising N |
| 18- 481- 519- 5110- 6241 | | 136.50 | May Public Health Ads- 122 | 06202004115996 | Publishing - Advertising N |
| 48- 396- 000- 0000- 6834 | | 200.00 | - Environ Minute | 235 | Ed Supplies N |
| 48- 397- 000- 0000- 6834 | | 242.00 | - HHW Ads | 235 | Ed Supplies N |
| 1036 KROX- AM | | 1,459.50 | 6 Transactions | | |
| 4163 Kustom Kollision LLC | | | | | |
| 01- 124- 000- 0000- 6368 | | 4,968.28 | Insurance Repairs | 12769,12789 | Deductable Payments (Insurance) Y |
| 4163 Kustom Kollision LLC | | 4,968.28 | 1 Transactions | | |
| 3350 Landsverk/Mark | | | | | |
| 01- 043- 000- 0000- 6331 | | 105.23 | May Mleage 2020 | | Mileage N |
| 3350 Landsverk/Mark | | 105.23 | 1 Transactions | | |
| 9811 Legacie/Betty | | | | | |
| 03- 320- 000- 0000- 6806 | | 585.00 | Hwy Easement 60- 623- 019 | | Right Of Way S |
| 9811 Legacie/Betty | | 585.00 | 1 Transactions | | |
| 5285 Lehmann/Codi | | | | | |
| 18- 481- 519- 5110- 6331 | | 38.53 | COVID- 19 Mileage- 122 | | Mileage N |
| 18- 483- 467- 0000- 6331 | | 36.80 | CTC Outreach Mileage- 19 | | Mileage N |
| 5285 Lehmann/Codi | | 75.33 | 2 Transactions | | |
| 4187 Lenes Sand & Gravel Inc | | | | | |

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|---|-------------|----------------------------|--------------------------------|----------------------------------|--|
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| 64-390-000-0000-6272 | | 1,612.50 | 2020 Snow Plowing/Removal | 4252 | Services N |
| 64-391-000-0000-6272 | | 1,612.50 | 2021 Snow Plowing/Removal | 4252 | Services N |
| 4187 Lenex Sand & Gravel Inc | | 3,225.00 | 2 Transactions | | |
| 1088 Lepier Oil Company Inc | | | | | |
| 03-330-000-0000-6303 | | 600.00 | Fuel | 54996 | Other Repair, Maintenance & Operator N |
| 64-390-000-0000-6561 | | 68.92 | Gas for Pickup | 607 | Fuels N |
| 1088 Lepier Oil Company Inc | | 668.92 | 2 Transactions | | |
| 6311 LePier Shoreline & Outdoors Inc | | | | | |
| 01-520-000-0000-6303 | | 1,552.00 | Services | 16823 | Other Repair, Maintenance & Operator N |
| 6311 LePier Shoreline & Outdoors Inc | | 1,552.00 | 1 Transactions | | |
| 6831 Lepier Tire & Auto | | | | | |
| 16-200-000-0000-6303 | | 28.00 | Tire removal/disposal Unit 238 | 2926 | Other Repair & Maintenance N |
| 16-200-000-0000-6303 | | 79.00 | Oil Chg/Tire Rotation Unit 256 | 2955 | Other Repair & Maintenance N |
| 64-391-000-0000-6301 | | 445.00 | Hyster Forklift parts | 2898 | Machinery & Equipment N |
| 6831 Lepier Tire & Auto | | 552.00 | 3 Transactions | | |
| 5371 Lexipol, LLC | | | | | |
| 16-200-000-0000-6272 | | 225.00 | LE Impl Support | 1417 | Services N |
| | | | 04/01/2020 04/30/2020 | | |
| 5371 Lexipol, LLC | | 225.00 | 1 Transactions | | |
| 6907 Lien/Amanda | | | | | |
| 18-482-475-0000-6331 | | 14.95 | SHIP Grant Mileage- 74 | | Mileage N |
| 6907 Lien/Amanda | | 14.95 | 1 Transactions | | |
| 11038 Locators & Supplies Inc | | | | | |
| 03-330-000-0000-6564 | | 14.99 | Parts | 284409 | Machinery Parts N |
| 11038 Locators & Supplies Inc | | 14.99 | 1 Transactions | | |
| 22620 M & H Gas Station | | | | | |
| 16-200-000-0000-6272 | | 125.00 | Car Washes | 11 | Services N |
| 22620 M & H Gas Station | | 125.00 | 1 Transactions | | |
| 22811 Makin/Stephanie | | | | | |

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General Revenue Fund

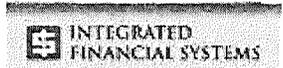
*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

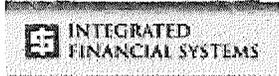
*** Polk County ***



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

*** Polk County ***

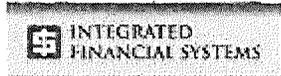


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

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6/9/20 2:22PM
Public Works Fund

*** Polk County ***

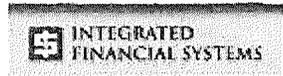


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|------------------------------|-------------|----------------------------|--------------------------------|--|-------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u> | <u>Paid On Bhf # On Behalf of Name</u> | |
| 9819 Novacek/Wilbur | | 450.00 | Temp Easement 60- 623- 019 | Right Of Way | N |
| | | 450.00 | 1 Transactions | | |
| 209 Novak/James & Cheryl | | | | | |
| 03- 320- 000- 0000- 6806 | | 370.00 | Temp Easement 60- 623- 019 | Right Of Way | Y |
| 209 Novak/James & Cheryl | | 370.00 | 1 Transactions | | |
| 9807 Novak/Robert & Marcella | | | | | |
| 03- 320- 000- 0000- 6806 | | 495.00 | Hwy Easement 60- 623- 019 | Right Of Way | S |
| 03- 320- 000- 0000- 6808 | | 560.00 | Damages for Trees 60- 623- 019 | Damages | Y |
| 9807 Novak/Robert & Marcella | | 1,055.00 | 2 Transactions | | |
| 9804 Novak/Ryan & Kristina | | | | | |
| 03- 320- 000- 0000- 6806 | | 350.00 | Temp Easement 60- 623- 019 | Right Of Way | N |
| 9804 Novak/Ryan & Kristina | | 350.00 | 1 Transactions | | |
| 1806 Office Depot | | | | | |
| 18- 481- 000- 0000- 6403 | | 54.60 | Office Supplies- 91 | 482438184001 Misc. Supplies | N |
| 18- 481- 000- 0000- 6403 | | 8.06 | Office Supplies- 91 | 484390250002 Misc. Supplies | N |
| 18- 481- 000- 0000- 6403 | | 44.57 | Office Supplies- 91 | 48439025001 Misc. Supplies | N |
| 1806 Office Depot | | 107.23 | 3 Transactions | | |
| 5380 OK Tire Stores | | | | | |
| 16- 200- 000- 0000- 6303 | | 261.24 | Tire | 537013 Other Repair & Maintenance | N |
| 5380 OK Tire Stores | | 261.24 | 1 Transactions | | |
| 3336 Oliver/Terri | | | | | |
| 18- 481- 519- 5110- 6331 | | 1.73 | COVID- 19 Mileage- 122 | Mileage | N |
| 3336 Oliver/Terri | | 1.73 | 1 Transactions | | |
| 1546 Olson & Sons Excavating | | | | | |
| 40- 655- 000- 0000- 6357 | | 160.00 | Ditch Work | 5759 Ditch Services | Y |
| 40- 665- 000- 0000- 6357 | | 145.00 | Ditch Work | 5758 Ditch Services | Y |
| 40- 672- 000- 0000- 6357 | | 240.00 | Ditch Work | 5741 Ditch Services | Y |
| 40- 722- 000- 0000- 6357 | | 120.00 | Ditch Work | 5743 Ditch Services | Y |
| 1546 Olson & Sons Excavating | | 665.00 | 4 Transactions | | |

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6/9/20 2:22PM
Public Health Fund

*** Polk County ***

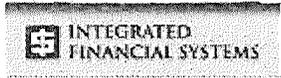


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

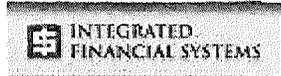
*** Polk County ***



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

*** Polk County ***

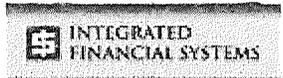


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

DARCY
6/9/20 2:22PM
Landfill 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> | | |
| 65- 392- 000- 0000- 6859 | | 16.20 | Tax | 71742172 | Sales Tax | N |
| 3990 Praxair Distribution Inc | | 243.40 | 2 Transactions | | | |
| 5236 PRECISE MRM LLC | | | | | | |
| 03- 330- 000- 0000- 6265 | | 470.89 | Service - GPS Software | 200- 10261000 | Data Processing (Software) | N |
| 5236 PRECISE MRM LLC | | 470.89 | 1 Transactions | | | |
| 9802 Pribula/Victoria | | | | | | |
| 03- 320- 000- 0000- 6806 | | 2,700.00 | Hwy Easement 60- 623- 019 | | Right Of Way | S |
| 03- 320- 000- 0000- 6806 | | 450.00 | Temp Easement 60- 623- 019 | | Right Of Way | Y |
| 9802 Pribula/Victoria | | 3,150.00 | 2 Transactions | | | |
| 5738 Pro West & Associates Inc | | | | | | |
| 01- 102- 000- 0000- 6265 | | 158.99 | Data Processing | 4273 | Data Processing | N |
| 01- 102- 000- 5555- 6272 | | 5,000.00 | Web Development COVID 19 | 4288 | Professional Services | N |
| 5738 Pro West & Associates Inc | | 5,158.99 | 2 Transactions | | | |
| 5799 Productivity Plus Account | | | | | | |
| 03- 330- 000- 0000- 6564 | | 15,131.43 | Parts | A#3367094 | Machinery Parts | N |
| 03- 330- 000- 0000- 6565 | | 379.26 | Labor | A#3367094 | Other Repair & Maintenance Supplies | N |
| 5799 Productivity Plus Account | | 15,510.69 | 2 Transactions | | | |
| 1626 Proulx Refrigeration | | | | | | |
| 01- 111- 193- 0000- 6303 | | 25.00 | Recharge AC | 11625 | other repair & maintenance non- count | N |
| 01- 111- 193- 0000- 6304 | | 94.00 | Labor | 11625 | Labor Charges | N |
| 1626 Proulx Refrigeration | | 119.00 | 2 Transactions | | | |
| 4493 Purchase Power | | | | | | |
| 18- 481- 000- 0000- 6203 | | 1,007.81 | Postage- 91 | 80009090059595 | Postage & Box Rent | N |
| 4493 Purchase Power | | 1,007.81 | 1 Transactions | | | |
| 4993 Quill Corporation | | | | | | |
| 64- 390- 000- 0000- 6403 | | 134.55 | Misc Office Supplies | 3189600 | Misc. Supplies | N |
| 64- 390- 000- 0000- 6412 | | 593.23 | TP/Pull Towels/Trash Bags | 3189600 | Custodial Supplies | N |
| 64- 390- 000- 0000- 6417 | | 31.87 | COVID- 19 Safety Supplies | 3189600 | Safety Equipment & Supplies | N |
| 64- 390- 000- 0000- 6859 | | 53.10 | Sales Tax | 3189600 | Sales Tax | N |
| 64- 391- 000- 0000- 6412 | | 390.23 | Custodial Supplies | 3189600 | Custodial Supplies | N |

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

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Public Works Fund

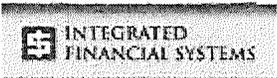
*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| 27317 Richards Publishing | | 40.50 901.80 | Advertising 8 Transactions | C# 6332 | Publishing - Advertising | N |
| 4165 Rivards Turf & Forage Inc | | 536.40 | Supplies | 38721 | Other Repair & Maintenance Supplies | N |
| 4165 Rivards Turf & Forage Inc | | 536.40 | 1 Transactions | | | |
| 2346 RJ Zavoral & Sons Inc | | 1,200.00 | Debris Removal | 2848 | Miscellaneous Charges | N |
| 2346 RJ Zavoral & Sons Inc | | 1,200.00 | 1 Transactions | | | |
| 6529 Road Machinery and Supplies Co. | | 9,982.54 | Parts/Services to Sennebogen | POLKCO09 | Machinery & Equip. Repairs | N |
| 6529 Road Machinery and Supplies Co. | | 163.03 | Senebogen Parts | POLKCO09 | Machinery & Equipment | N |
| 6529 Road Machinery and Supplies Co. | | 10,145.57 | 2 Transactions | | | |
| 999999900 Roth/Christian | | 91.06 | Refund Camping Fees | | Refunds And Reimbursements | N |
| 999999900 Roth/Christian | | 91.06 | 1 Transactions | | | |
| 3803 Royal Tire | | 23.76 | Repair | C# 306550 | Other Repair & Maintenance Supplies | N |
| 3803 Royal Tire | | 23.76 | 1 Transactions | | | |
| 3907 RTVision Inc | | 250.00 | Bid Vault 60- 596- 003 | 2020- 101087 | Other Repair, Maintenance & Operator | N |
| 3907 RTVision Inc | | 250.00 | 1 Transactions | | | |
| 4431 Safety Kleen Systems Inc | | 199.88 | Parts Washer | PO18374 | Other Repair & Maintenance Supplies | N |
| 4431 Safety Kleen Systems Inc | | 14.24 | Sales Tax | PO18374 | Sales Tax | N |
| 4431 Safety Kleen Systems Inc | | 214.12 | 2 Transactions | | | |
| 6316 Scan Air Filters Inc | | 73.46 | Freight | 148894 | Freight Charges | N |
| 6316 Scan Air Filters Inc | | 1,401.77 | Air Return Filters 5/18/20 | 148894 | Maintenance Supplies | 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> |
| 6316 Scan Air Filters Inc | | 1,475.23 | 2 Transactions | | |
| 6928 Schmitz/Elizabeth | | | | | |
| 01- 520- 000- 0000- 6303 | | 66.70 | Mileage to Park | | Other Repair, Maintenance & Operator N |
| 6928 Schmitz/Elizabeth | | 66.70 | 1 Transactions | | |
| 4883 Schumacher/Kayla | | | | | |
| 01- 101- 519- 5555- 6331 | | 27.14 | Bank,mail,Gov Ctr COVID 19 | | Mileage N |
| 4883 Schumacher/Kayla | | 27.14 | 1 Transactions | | |
| 6290 Seaberg Solar Salt | | | | | |
| 01- 111- 197- 0000- 6204 | | 20.00 | Deliver Fee | 4336 | Freight Charges N |
| 01- 111- 197- 0000- 6254 | | 1,715.00 | Softener salt Justice Ctr | 4336 | Other Utilities N |
| 6290 Seaberg Solar Salt | | 1,735.00 | 2 Transactions | | |
| 28732 Service Pro Parts Inc. | | | | | |
| 01- 520- 000- 0000- 6303 | | 83.00 | Supplies | | Other Repair, Maintenance & Operator N |
| 03- 330- 000- 0000- 6564 | | 41.02 | Parts | 133790/133453 | Machinery Parts N |
| 28732 Service Pro Parts Inc. | | 124.02 | 2 Transactions | | |
| 6713 Setco | | | | | |
| 64- 390- 000- 7390- 6301 | | 1,839.97 | Blade for 2008 JD | 216983 | Machinery & Equip. Repairs N |
| 64- 390- 000- 7393- 6301 | | 1,508.88 | Blade for 2018 938M Cat Ldr | 216983 | Machinery & Equip. Repairs N |
| 6713 Setco | | 3,348.85 | 2 Transactions | | |
| 9813 Shereck/Ronald & Elsie | | | | | |
| 03- 320- 000- 0000- 6806 | | 765.00 | Hwy Easement 60- 623- 019 | | Right Of Way S |
| 03- 320- 000- 0000- 6806 | | 350.00 | Temp Easement 60- 623- 019 | | Right Of Way Y |
| 9813 Shereck/Ronald & Elsie | | 1,115.00 | 2 Transactions | | |
| 50027 Solid Bottom | | | | | |
| 01- 521- 000- 0000- 6303 | | 150.00 | Septic Services | 1522 | Other Repair, Maintenance & Operator N |
| 50027 Solid Bottom | | 150.00 | 1 Transactions | | |
| 2306 Steiner/Jon | | | | | |
| 48- 395- 000- 0000- 6331 | | 52.90 | Mileage | Apr- May | Mileage N |
| 48- 395- 000- 0000- 6851 | | 349.60 | Mileage RRF/LF Meetings | Apr- May | Remittance Of Revenue N |

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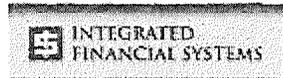
*** Polk County ***



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> | |
| 48-395-000-0000-6851 | 333.50 | COVID- 19 Mileage bill out | Apr- May | Remittance Of Revenue | N |
| 48-396-000-0000-6331 | 17.83 | SSOM Grant Mllege- Bagley | Apr- May | Mileage | N |
| 2306 Steiner/Jon | 753.83 | 4 Transactions | | | |
| 4786 Stericycle Inc | | | | | |
| 01-111-000-0000-6805 | 77.44 | PCPH/Facilities Trng Agrmt 6/1 | 4009382610 | Staff Education | N |
| 16-200-000-0000-6272 | 419.71 | 2nd Qtr 2020 fees | 4009345432 | Services | N |
| 4786 Stericycle Inc | 497.15 | 2 Transactions | | | |
| 4923 Sterling Carpet One | | | | | |
| 01-111-000-5555-6414 | 12,470.40 | .250 Plexiglass clear 1/4" | CG012334 | Maintenance Supplies | N |
| 4923 Sterling Carpet One | 12,470.40 | 1 Transactions | | | |
| 733 Stoneridge Software | | | | | |
| 48-395-000-0000-6404 | 10.00 | - Rebate/Coupon Card | coupon | Data Processing Supplies | N |
| 48-395-000-0000-6404 | 1,925.00 | - Upgrade Assistnc/Review | PIV- 000027321 | Data Processing Supplies | N |
| 733 Stoneridge Software | 1,915.00 | 2 Transactions | | | |
| 6544 Stout/Benjamin | | | | | |
| 16-200-000-0000-6332 | 69.83 | Meal Reimb Training | | Reimbursed Meals | N |
| 6544 Stout/Benjamin | 69.83 | 1 Transactions | | | |
| 28463 Strandell/Warren | | | | | |
| 01-001-000-0000-6351 | 336.20 | Medical Reimbursement | May 2020 | Insurance | N |
| 28463 Strandell/Warren | 336.20 | 1 Transactions | | | |
| 7987 Streicher's | | | | | |
| 16-200-000-0000-6454 | 128.00 | Launcher Deployment bag | 1430420 | Law Enforcement Supplies | N |
| 7987 Streicher's | 128.00 | 1 Transactions | | | |
| 6623 Strutz/Sabrina | | | | | |
| 16-200-000-0000-6207 | 26.87 | Meal Reimb transport | | Prisoner Conveyance - Meals | N |
| 6623 Strutz/Sabrina | 26.87 | 1 Transactions | | | |
| 1923 Stuhaug Sanitation | | | | | |
| 03-330-000-0000-6303 | 30.42 | Services | 111584 | Other Repair, Maintenance & Operator | 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> |
| 1923 Stuhaug Sanitation | | 30.42 | 1 Transactions | | |
| 5224 Sylvester/Kathy | | | | | |
| 18- 483- 466- 0000- 6331 | | 123.05 | Family Health Mileage- 11 | | Mileage N |
| 5224 Sylvester/Kathy | | 123.05 | 1 Transactions | | |
| 2096 Tabor Township Treasurer | | | | | |
| 03- 320- 000- 0000- 6806 | | 450.00 | Hwy Easement 60- 623- 019 | | Right Of Way S |
| 2096 Tabor Township Treasurer | | 450.00 | 1 Transactions | | |
| 4473 Tadman/James | | | | | |
| 16- 200- 000- 0000- 6332 | | 43.43 | Meals 5001 Duluth MN | | Reimbursed Meals N |
| 16- 200- 000- 0000- 6333 | | 113.24 | Lodging 5001 | | Lodging N |
| 4473 Tadman/James | | 156.67 | 2 Transactions | | |
| 3355 Tailoredwear Inc | | | | | |
| 01- 046- 000- 5555- 6417 | | 30.00 | Face Masks | 2258 | Safety Equipment & Supplies N |
| 03- 310- 000- 5555- 6417 | | 750.00 | Safety Equip Covid 19 | 2264 | Safety Equipment & Supplies N |
| 3355 Tailoredwear Inc | | 780.00 | 2 Transactions | | |
| 14071 The Exponent | | | | | |
| 01- 041- 000- 0000- 6241 | | 63.00 | Taxes Due Ad 1st Half | 2.10536 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 168.00 | Personnel Ad | 2.10527 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 336.00 | Personnel Ad | 2.10533 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 224.00 | Personnel Ad | 2.10567 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 105.16 | Personnel Ad | 2.10569 | Publishing - Advertising N |
| 01- 064- 000- 0000- 6241 | | 241.68 | Pub of Offices 2020General | 2.10534 | Advertising N |
| 01- 064- 000- 0000- 6241 | | 181.26 | Pub Candidate filing ad | 2.10566 | Advertising N |
| 03- 310- 000- 0000- 6241 | | 362.52 | Advertising | 2.10542 | Publishing - Advertising N |
| 03- 310- 000- 0000- 6241 | | 80.56 | Advertising | 2.10556 | Publishing - Advertising N |
| 14071 The Exponent | | 1,762.18 | 9 Transactions | | |
| 29026 The Thirteen Towns | | | | | |
| 01- 041- 000- 0000- 6241 | | 51.20 | Taxes Due Ad 05/15/2020 | 14115 | Publishing - Advertising N |
| 01- 061- 000- 0000- 6241 | | 588.80 | Personnel Ads | 14115 | Publishing - Advertising N |
| 01- 064- 000- 0000- 6241 | | 370.80 | 2020 NOtice of Offices to fill | 14115 | Advertising N |
| 01- 064- 000- 0000- 6241 | | 128.00 | 2020 Candidate Filing Info5/18 | 14115 | Advertising N |

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General Revenue Fund

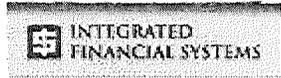
*** Polk County ***



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

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

*** Polk County ***

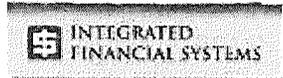


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

DARCY
 6/9/20 2:22PM
 Landfill Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u> | <u>Rpt</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------------------|-------------|----------------------------|----------------------|----------------------------------|-------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> | |
| 65- 392- 000- 0000- 6301 | | Repairs to Sennebogen | 7162300 | Machinery & Equipment | N |
| 2311 Ziegler Inc | | 3 Transactions | | | |
| Final Total | | 359,864.10 | 227 Vendors | 522 Transactions | |