

POLK COUNTY BOARD

MEETING LOCATION:

**GOVERNMENT CENTER, 612 N. BROADWAY, CROOKSTON, MN
COUNTY BOARD ROOM #234A
AGENDA**

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

Documents:

[jan. 20 packet.pdf](#)

POLK COUNTY BOARD

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**GOVERNMENT CENTER, 612 N. BROADWAY, CROOKSTON, MN
COUNTY BOARD ROOM #234A
AGENDA**

JANUARY 20, 2026

9:30 A.M. MEETING OPEN/CONVENE

CALL TO ORDER

PLEDGE ALLEGIANCE TO FLAG

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT ITEMS

1. Approve the January 6, 2026, Board minutes.
2. Approve the Commissioner Warrants and sign the Audit List.
3. Approve payment to ESRI (Environmental Systems Research Institute, Inc) for \$42,200 for GIS Software/Maintenance Agreement 2026
4. Approve payment to US Bank, St. Louis, MO, in the amount of \$107,416.41 for procurement card purchases.

COUNTY BOARD MEMBERS ISSUE FORUM

9:50 RICH SANDERS – COUNTY ENGINEER

1. Angus/Liberty Township Land Leases

10:00 JAMES TADMAN – SHERIFF

1. Monthly Sheriff's Report
2. 2025 Calls for Service Highlights
3. Fifth Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force

10:10 VICTORIA RAMIREZ – SOCIAL SERVICES MANAGER

1. Tri-Valley Opportunity Council Transportation Contract

10:30 SARAH REESE – PUBLIC HEALTH DIRECTOR

1. Polk County Opioid Settlement Fund
 - a. Approve Contract of Riverview Recovery Center
 - b. Approve Contract with Care and Share of Crookston, Inc.
 - c. 2026 Polk County Opioid Settlement Advisory Council Appointments
 - d. Restated Professional Services Agreement with Altru Health System
4. Approval to Fill Vacancy – Emergency Preparedness and Response Coordinator

10:50 LEVI WEBSTER – MANAGEMENT INFORMATION SERVICES DIRECTOR

1. Microsoft Licensing Agreement Renewal

11:10 SAM MELBYE – DIRECTOR OF PROPERTY RECORDS

1. Set 2026 General Special Election Canvassing Date

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.

JANUARY 6, 2026
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., January 6, 2026. Members present: Commissioner Paul Reese, Commissioner Gary Willhite, Commissioner Joan Lee, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Samuel Melbye, Deputy Clerk of the Board. District 5 seat vacant. Members absent: Commissioner Warren Strandell

CALL TO ORDER

Joan Lee, Chair of the Board, called the meeting to order and proceeded to call for nominations for the Office of Chairman of the Polk County Board of Commissioners for 2026.

ELECTION OF OFFICERS

The Chair called for nominations for the Office of Chair of the Polk County Board of Commissioners for 2026. Commissioner Reese nominated Commissioner Lee as Chair of the Polk County Board. A motion was made by Commissioner Reese to nominate Commissioner Lee as Chair of the Polk County Board, seconded by Commissioner Willhite and adopted by unanimous vote of the Board. Commissioner Lee assumed the Chair.

The Chair of the Board asked for nominations for the office of Vice-Chair of the Board. A motion was made by Commissioner Willhite to nominate Commissioner Reese as Vice-Chair of the Polk County Board, seconded by Commissioner Lee and adopted by unanimous vote of the Board. Commissioner Reese assumed the Vice-Chair.

AGENDA

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the January 6, 2026, agenda with additions to Management Information Systems, Server & Storage Replacement Cost Update; and Highway, Designating Polk County's website for solicitations of bids, requests for information, and requests for proposals.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the January 6, 2026, consent items:

1. Approve December 16, 2025, Board minutes.
2. Approve Auditor Warrants.

COUNTY BOARD MEMBER ISSUE FORUM

1. Approve Resolution (2026-05) Designating Delegates to the Association of Minnesota Counties & Payment of Dues.

RESOLUTION (2026-05)

Designating Delegates to the Association of

Minnesota Counties & Payment of Dues

The following resolution (2026-05) was offered by Commissioner Reese:

WHEREAS, The Board of County Commissioners of Polk County, Minnesota, has availed itself of the authority granted under Section 375.163, M.S.A., and will pay the dues of said County to the State and National Association of County Commissioners for the year 2026, and it is the intention of said Board of County Commissioners to designate individuals to attend meetings of said Association.

NOW THEREFORE BE IT RESOLVED, That the Board of County Commissioners of Polk County, Minnesota, does hereby designate all of its members as delegates from said County to serve on various committees of that Association.

BE IT FURTHER RESOLVED, That upon presentation of a properly verified claim, the finance department be and hereby is authorized to reimburse each of said person for their actual and necessary expenses in attending such meetings, and to pay the annual dues of the County for membership in the Association of Minnesota Counties.

BE IT FURTHER RESOLVED, That the following named individuals are Polk County's official delegates to the Association of Minnesota Counties: Commissioner Reese; Commissioner Strandell; Commissioner Willhite; Commissioner Lee; Charles S. Whiting, County Administrator; Samuel Melbye, County Director of Property Records; and Richard Sanders, County Highway/Ditch Engineer.

Commissioner Willhite seconded the foregoing resolution, and it was declared adopted upon the following vote: YEAS: Commissioner Reese, Commissioner Willhite, & Commissioner Lee NAYS: None

2. MPO Appointment

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote to appoint Commissioner Strandell as Polk County Representative to the Grand Forks-East Grand Forks Metropolitan Planning Organization.

3. Commissioner Reese brought forth that he attended the following meetings:

- a. West Central Regional Water District meeting.
- b. Received various calls on a variety of subjects from Polk County residents.

4. Commissioner Willhite brought forth that he attended the following meetings:

- a. Polk, Norman, and Mahnomen Community Health Board meeting.
- b. Polk County Extension meeting.

5. Commissioner Lee brought forth that she attended the following meetings:

- a. Toward Zero Deaths meeting.
- b. Polk County Extension meeting.
- c. Opioid Funding meeting.
- d. Polk, Norman, and Mahnomen Community Health Board meeting.
- e. Association of Minnesota Counties (AMC) Solid Waste meeting.

- f. East Polk County Development Achievement Center Board meeting.
- g. Minnesota African American Family Preservation and Child Welfare Disproportionality Act meeting.

MANAGEMENT INFORMATION SYSTEMS

Levi Webster, MIS Director, came before the Board with matters pertaining to his department:

1. Request to Purchase Replacement Firewalls

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the SHI quote for the amount of \$27,852.00.

2. Server and Storage Replacement Updated Cost

The amount of computer memory needed for computers within the County has created an increase in cost. The increase in cost was approved under the authority of the County Administrator and the Board was in agreement with MIS Director Webster moving forward at the new cost.

FACILITIES

Richard Langlois, Facilities Director, came before the Board with matters pertaining to his department:

1. Approve Purchas of Haulotte 5533 Towable Manlift

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the purchase of the Haulotte 5533 towable manlift from ACME Equipment, Grand Forks, ND in the amount of \$49,249.00.

FINANCE

Stacy Grover, Finance Director, came before the Board with matters pertaining to her department:

1. Briefing on Revenue Recapture Audit

Discussion was held with the Board regarding the revenue recapture audit results received from the Minnesota Department of Revenue.

PROPERTY RECORDS

Sam Melbye, Director of Property Records, came before the Board with matters pertaining to his department:

1. Cannabis Retail Registration

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Retail Registration for The Corner Bar of Climax, LLC. dba The Corner Bar.

2. Appointment of Election Judges

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Director of Property Records appoint Elections Judges as needed and required

3. Resolution 2026-04 to Establish Absentee/Mail/UOCAVA Ballot Boards

RESOLUTION (2026-04)

The following resolution (2026-04) was offered by Commissioner Reese:

WHEREAS, Polk County Board of Commissioners (“Board”) is required by Minnesota Statutes 203B.121, Subd 1 to establish an Absentee Ballot Board; and

WHEREAS, This board will bring uniformity in the processing of accepting or rejecting returned absentee, mail and uocava ballots in Polk County; and

WHEREAS, The Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee, mail and uocava ballots;

WHEREAS, Minnesota Statutes Section 203B.121 permits the Board to appoint the Director's employees to the Absentee Ballot Board if they have received adequate training in the processing and counting of absentee ballots;

WHEREAS, the Board also authorizes the Director to delegate said duties to employees working within the Director's department to fulfill the duties of deputy county auditors; and

BE IT RESOLVED, That the Board of County Commissioners of the County of Polk hereby establishes an Absentee Ballot Board, Mail Ballot Board and UOCAVA (Uniformed and Overseas Citizens' Absentee Voting Act) Ballot Board under Minnesota Statutes §203B.121, Subd. 1 and §203B.23, pertaining to Ballot Boards; and

BE IT RESOLVED, that these Boards will meet on an as-needed basis when called by the Polk County Director of Property Records & Election Administrator during the 45 calendar days prior to each election; and

BE IT RESOLVED, That the Board of County Commissioners of the County of Polk hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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

4. Appointment of Extension Committee Members

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve

2026 PUBLICATION BIDS

Pursuant to published notice, bids were opened and publicly read at 9:15 a.m., for the Official Newspaper and the Delinquent Tax List:

Official Newspaper

<u>Bidder</u>	<u>Bid Per Column Inch</u>
The Times	\$8.75
The Thirteen Towns	\$2.50
Fertile Journal	\$2.40
The Exponent	\$3.15

Delinquent Tax List

<u>Bidder</u>	<u>Bid Per Column Inch</u>
The Times	\$8.75
The Thirteen Towns	\$2.50
Fertile Journal	\$4.25
The Exponent	\$4.00

Second Publication of Financial Statement

<u>Bidder</u>	<u>Bid Per Column Inch</u>
The Times	\$8.75
The Thirteen Towns	\$2.50
Fertile Journal	\$4.25
The Exponent	\$7.00

1. Resolution (2026-01) Designating the Polk County Official Newspaper

RESOLUTION (2026-01)

Designating the Polk County Official Newspaper

The following resolution (2026-01) was offered by Commissioner Reese:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Fertile Journal be and the same is hereby designated by the Board of County Commissioners of Polk County as the Official Newspaper of Polk County for 2026, and as such, is the newspaper designated in which shall be published all notices and publications which the County is required to publish during the year of 2026.

BE IT FURTHER RESOLVED, That the bid of \$2.40 per column inch be accepted for the official publications of Polk County.

BE IT FURTHER RESOLVED, That the publication of notices and other publications shall be at the rates as established in the bids and as accepted by the Board.

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

2. Resolution (2026-02) Designating Publication of the Delinquent Tax List Statement of Polk County

RESOLUTION (2026-02)

**Designating Publication of the Delinquent
Tax List Statement of Polk County**

The following resolution (2026-02) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the The Thirteen Towns with a bid of \$2.50 per column inch be and the same is hereby accepted for the Publication of the Delinquent Tax List Statement of Polk County to be published in 2026.

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

3. Resolution (2026-02) Designating Publication of the Delinquent Tax List Statement of Polk County

RESOLUTION (2026-03)

Second Publication of the 2025 Financial Statement

The following resolution (2026-03) was offered by Commissioner Reese:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the bid of The Thirteen Towns for \$2.50 per column inch be and the same is hereby accepted for the second publication of 2025 Financial Statement of Polk County to be published in 2026.

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

PLANNING & ZONING

Jacob Snyder, Assistant Environmental Services Administrator, came before the Board with matters pertaining to his department:

1. Approval of 2026 Polk County Haulers License

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to waive the penalty fees and approve the CY2026 Polk County Haulers License to TC Lighting, LLC – Northern Rolloff Dumpster LLC of Bemidji, MN.

2. Final Plat Approval – Clark Nelson Addition

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the final plat for “Clark Nelson Addition”.

PUBLIC HEALTH

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

1. Opioid Settlement Funds Contracts

a. Tri-County Community Corrections

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement fund contract with Tri-County Community Corrections for \$96,000.00.

b. Alluma, Inc.

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement fund contract with Alluma, Inc. for \$80,000.00.

c. New Heights Elementary School

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement fund contract with New Heights Elementary School for \$10,000.00.

d. Fosston High School

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the Polk County Opioid Settlement fund contract with Fosston High School for \$2,000.00.

e. Tri-Valley Opportunity Council, Inc.

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous consent of the Board to approve the Polk County Opioid Settlement fund contact with Tri-Valley Opportunity Council, Inc. for \$50,000.00.

2. Approval of Agliti Supplemental Biomedical Services Agreement (renewal)

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous consent of the Board to approve the Agliti Supplemental Biomedical Services agreement.

HIGHWAY

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

1. Authorization Allowing Payments to Snow-Wheel Systems, Inc. Via Auditors Warrant

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous consent of the Board to approve allowing Polk County Highway to pay Snow-Wheel Systems, Inc. invoices on Auditor Warrants.

2. Approve Purchase of Three Kuhn Mowers from Valley Plains Equipment of Crookston

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous consent of the Board to approve the purchase of three (3) mowers from Valley Plains Equipment of Crookston, MN quote of \$17,340.00 per mower.

3. Approve Agreement for Safety Consulting Services with Safety Compliance Services, LLC.

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous consent of the Board to approve the agreement with Safety Compliance Services and allow County Engineer to sign the agreement.

4. Certificate of Performance/Final Acceptance SAP 057-601-012 Pennington County CSAH 1, SAP 060-609-023 (CSAH 9), SAP 060-619-019 (CSAH 19), SAP 060-645-026 (CSAH 45), SAP 063-630-004 Red Lake County (CSAH 30) Hot In-Place Recycle

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous consent of the Board to approve the Certificate of Performance and the Certificate of Final Acceptance for SAP 060-609-023, etc. and allow the County Engineer to sign the Certificate of Performance and County Engineer and County Administrator to sign the Final Voucher.

5. Approval to Purchase Low-Hour Used Tractor Including Loader

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous consent of the Board to approve Valley Plains Equipment of Crookston, MN quote of \$195,000.00 for a 2024 6R 145 Tractor and Loader.

6. Approval to Full Highway Maintenance II Vacancy

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous consent of the Board to approve Polk County Highway to fill a Maintenance Man II vacancy and authorize Human Resources to advertise for the position.

7. Polk County Website Used to Accept Bids

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous consent of the Board to approve the Polk County website for solicitations of bids, requests for information, and requests for proposals.

ADMINISTRATION

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

1. 2026 Mileage, Meals, and Lodging Reimbursement Rates

a. Adopt the IRS 2026 Mileage Reimbursement Rate of \$0.725 Per Mile

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve adopting the IRS 2026 mileage rate of \$0.725 per mile for county business travel with a personal vehicle.

b. Adopt 2026 Federal Meal Reimbursement Rates for Minnesota and Other States

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve adopting the 2026 federal

meal reimbursement rates as listed for Minnesota, and for out-of-state travel at federal rates for the given state.

c. Adopt 2026 Federal Lodging Reimbursement Rates for Minnesota and Other States

A motion was made by Commissioner Willhite seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve adopting the 2026 federal lodging reimbursement rates for personal lodging expenses incurred on County business.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 12/03/2025

<u>Vendor Name</u>	<u>Amount</u>
AP Technology	8,655.00
Crookston Water Department	3,132.27
Dustrol, Inc.	42,308.92
17 Payments less than 2000	7,170.63
Final Total:	61,266.82

AUDITOR WARRANTS 12/03/2025

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	63.00
Final Total:	63.00

AUDITOR WARRANTS 12/04/2025

<u>Vendor Name</u>	<u>Amount</u>
Badger Township	8,645.03
Belgium Township Treasurer	2,514.41
Crookston City	72,729.06
East Grand Forks City	3,158.30
Erskine City Clerk-Treasurer	6,959.81
Fertile City	14,486.13
Fisher City	13,936.82
Fosston City	19,628.94
Godfrey Township Treasurer	5,143.62
Grove Park Tilden Township	14,516.94
Gully Township Treasurer	2,145.53
Kertsonville Township Treas	3,896.87
Lessor Township Treasurer	2,535.16
Liberty Township Treasurer	2,643.28
Mcintosh City	6,671.94
Mentor City	2,621.04
Onstad Township Treasurer	12,192.95
Red Lake Watershed District	5,921.90
Sand Hill River W S District	3,527.79
School District 2176 Treas	2,278.62
School District 2609 Treas	43,392.05
School District 593 Treas	27,779.80
School District 599 Treas	59,090.49
School District 600 Treas	3,224.23
School District 601 Treas	23,724.78
Winger Township Treasurer	3,533.73
Woodside Township Treasurer	2,069.31
26 Payments less than 2000	17,459.82
Final Total:	386,428.35

AUDITOR WARRANTS 12/05/2025

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	92,776.16
Angus Township Treasurer	28,677.24
Badger Township	31,338.12
Belgium Township Treasurer	22,263.86
Beltrami City Clerk-Treasurer	24,626.72
Brandsvold Township Treasurer	48,342.97
Brandt Township Treasurer	27,058.64
Brislet Township Treasurer	50,018.85
Bygland Township	32,985.28
Chester Township Treasurer	3,623.40
Climax City Treasurer	36,886.47
Columbia Township Treasurer	41,584.03
County Emergency Medical Serv.	159,866.65
Crookston Area Ambulance Inc	86,950.09
Crookston City	2,283,296.02
Crookston Township Treasurer	56,018.13
East Grand Forks City	3,306,097.65
Eden Township Treasurer	18,218.64
Erskine City Clerk-Treasurer	90,604.10
Esther Township Treasurer	34,421.13
Euclid Township Treasurer	58,688.19
Fairfax Township Treasurer	46,219.44
Fanny Township Treasurer	60,512.71
Farley Township Treasurer	35,935.28
Fertile City	131,520.74
First Care Medical Services	121,474.95
Fisher City	122,900.01
Fisher Township Treasurer	40,590.75
Fosston City	400,702.32
Garden Township Treasurer	48,178.22
Garfield Township Treasurer	60,747.38
Gentilly Township Treasurer	18,728.01
Godfrey Township Treasurer	65,556.98
Grand Forks Township Treasurer	18,211.39
Grove Park Tilden Township	48,552.22
Gully City	10,181.88
Gully Township Treasurer	11,529.64
Hammond Township Treasurer	32,992.62
Helgeland Township Treasurer	18,362.45
Higdem Township	68,441.30
Hill River Township Treasurer	32,229.25
Hubbard Township Treasurer	29,238.33

Huntsville Township Treasurer	85,359.92
Johnson Township	21,050.59
Kertsonville Township Treas	15,697.38
Keystone Township Treasurer	34,282.70
King Township Treasurer	32,564.42
Knute Township Treasurer	32,462.95
Lengby City	6,944.28
Lessor Township Treasurer	22,993.75
Liberty Township Treasurer	50,186.12
Lowell Township Treasurer	47,217.46
Maple Lake Imprvmnt District	31,554.27
Marshall Polk Rural Water Sys	8,817.61
Mcintosh City	133,312.57
Mentor City	23,726.51
Middle-Snake-Tamarac Rivers Wtrshd Dist	400,339.80
Nesbit Township Treasurer	75,928.39
Nielsville City	17,613.48
Northland Township Treasurer	42,144.74
NW Regional Development Comm	52,695.66
NWMN HRA	150,598.79
Onstad Township Treasurer	13,226.70
Parnell Township Treasurer	29,334.91
Queen Township Treasurer	38,969.63
Red Lake Watershed District	953,369.87
Reis Township Treasurer	15,051.72
Rhinehart Township Treasurer	28,220.66
Roome Township Treasurer	40,255.15
Rosebud Township Treasurer	61,237.90
Russia Township Treasurer	46,979.82
Sand Hill River W S District	344,267.39
Sandsville Township Treasurer	57,375.27
Scandia Township Treasurer	23,771.94
School District 2176 Treas	170,183.31
School District 2311 Treas	13,871.91
School District 2609 Treas	6,760.04
School District 2906 Treas	13,111.57
School District 592 Treas	78,491.64
School District 593 Treas	411,079.48
School District 595 Treas	345,663.08
School District 599 Treas	140,035.11
School District 600 Treas	210,578.12
School District 601 Treas	226,980.58

School District 630 Treas	4,190.75
Sletten Township Treasurer	44,291.05
Sullivan Township Treasurer	58,279.63
Tabor Township Treasurer	35,794.28
Tynsid Township Treasurer	8,605.53
Union Lake Sarah Improvement Dist	53,169.78
Vineland Township Treasurer	30,875.79
Wild Rice Watershed Dist Treas	14,715.81
Winger City Clerk Treasurer	44,563.47
Winger Township Treasurer	34,886.40
Woodside Township Treasurer	160,334.85
3 Payments less than 2000	1,727.51
Final Total:	13,002,890.25

AUDITOR WARRANTS 12/10/2025

<u>Vendor Name</u>	<u>Amount</u>
AMP Robotics Corporation	5,065.57
BELTRAMI COUNTY SOLID WASTE	9,738.93
East Polk Soil & Water	17,554.50
ENTERPRISE FM TRUST	2,551.99
GP Excavating LLC	3,740.00
Knife River Materials	15,245.60
Kronos SaaShr Inc	6,205.40
Lenes Sand & Gravel Inc	57,439.55
Liberty Business Systems Inc	6,606.84
Norman County Public Health	9,681.84
Northdale Oil Inc	2,919.20
Ottertail Public Health	14,348.86
Seaberg Solar Salt	3,851.00
US Bank Voyager Fleet Sys	5,030.24
West Polk Soil & Water	17,554.50
34 Payments less than 2000	14,727.95
Final Total:	192,261.97

AUDITOR WARRANTS 12/11/2025

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	613.90
Final Total:	613.90

AUDITOR WARRANTS 12/15/2025

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	28.00
Final Total:	28.00

AUDITOR WARRANTS 12/17/2025

<u>Vendor Name</u>	<u>Amount</u>
A & S Llc	4,852.50
Abdo LLP	24,588.50
AT&T Mobility	2,888.16
Cole Papers Inc	4,425.53
ENTERPRISE FM TRUST	23,306.46
ENTERPRISE FM TRUST	5,096.95
Fertile Oil Company	18,340.71
GF-Bergstrom Electric Inc	63,790.30
Great Plains Natural Gas Co	14,810.83
H2Over Viewers LLC	27,940.11
Kronos SaaS Inc	6,737.00
Lenes Sand & Gravel Inc	51,473.34
MN Counties Intergov'l Trust	7,014.00
Office of MN.IT Services	2,099.55
Orton Motor, Inc	2,027.61
Ottertail Power Co	22,739.72
Regents Of The Univ Of Mn	49,375.00
SHI International Corp	39,015.50
Thomson Reuters - West	3,862.29
Titus Maintenance	373,750.00
Valley Plains Equipment	26,370.00
Verizon Wireless	3,651.97
Ziegler Inc	5,960.00
27 Payments less than 2000	16,738.23
Final Total:	800,854.26

AUDITOR WARRANTS 12/23/2025

<u>Vendor Name</u>	<u>Amount</u>
School District 2609 Treas	140,873.68
Final Total:	140,873.68

AUDITOR WARRANTS 12/24/2025

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	3,186.34
Brault Construction LLC	12,260.00
Chiller Systems Inc	10,380.00
Cole Papers Inc	16,256.82
D & B Construction & Landscaping	2,000.00
Fertile Oil Company	15,449.65
Fischer/Hallie	8,223.75
Fosston Municipal Utilities	55,678.63
Main Street Station	10,759.25
Peterson Sheet Metal Inc	2,098.12
Redstone Construction	112,413.65
Rinke Noonan	2,035.50
RJ Zavoral & Sons Inc	422,454.20
Scan Air Filters Inc	6,162.97
Sorenson Welding, Inc	9,961.40
Waste Robotics Inc	27,500.00
Wm D Scepaniak Inc	46,991.11
26 Payments less than 2000	13,992.53
Final Total:	777,803.92

AUDITOR WARRANTS 12/31/2025

<u>Vendor Name</u>	<u>Amount</u>
East Grand Forks City	3,065.36
Eaton Corporation	45,336.00
Estensen Environmental	9,790.00
Johnson Controls Fire Protection LP	35,015.76
Lenes Sand & Gravel Inc	62,256.44
State of Minnesota	10,000.00
Xcel Energy	2,984.68
25 Payments less than 2000	14,210.69
Final Total:	182,658.93

AUDITOR WARRANTS 12/31/2025

<u>Vendor Name</u>	<u>Amount</u>
Crookston City	13,303.73
School District 593 Treas	3,333.88
2 Payments less than 2000	1,279.65
Final Total:	17,917.26

MANUAL WARRANTS 12/05/2025

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	220,072.31
Minnesota Revenue	38,509.29
Final Total:	258,581.60

MANUAL WARRANTS 12/09/2025

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	136,427.37
Final Total:	136,427.37

MANUAL WARRANTS 12/19/2025

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	58,965.26
Final Total:	58,965.26

MANUAL WARRANTS 12/19/2025

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	215,656.66
Minnesota Revenue	37,780.59
Final Total:	253,437.25

MANUAL WARRANTS 12/22/2025

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,404.00
Mn Dept Of Rev Tax Division	96,678.90
4 Payments less than 2000	2,856.95
Final Total:	103,939.85

With no further business, the Board adjourned to reconvene at 9:30 o'clock a.m., January 20, 2026.

, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

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1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 38

Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	1	58,190.40	General Revenue Fund	
	3	79,832.33	Public Works Fund	
	16	166,125.93	Public Safety Fund	
	18	26,926.12	Public Health Fund	
	19	6,467.79	Opioid Settlement	
	40	101,440.35	Spec Assmnts (Ditch) Fund	
	48	10,166.13	Environmntal Services Fund	
	64	79,969.32	Solid Waste	
	65	30,627.76	Landfill Fund	
	All Funds	559,746.13	Total	Approved by,
				
				

BOARD OF COMMISSIONERS

1/23/2026

PER DIEMS

	GENERAL REVENUE - COMMISSIONER (1-001)		
	<i>Total</i>		\$ -
<u>Joan Lee</u>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 675.00	
	<i>Total</i>		\$ 675.00
<u>Paul Reese</u>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 75.00	
	<i>Total</i>		\$ 75.00
<u>Warren Strandell</u>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 525.00	
	<i>Total</i>		\$ 525.00
<u>Gary Willhite</u>	GENERAL REVENUE - COMMISSIONER (1-001)	\$ 675.00	
	<i>Total</i>		\$ 675.00
GRAND TOTAL PER DIEMS			\$ 1,950.00

MEAL REIMBURSEMENTS

(w/o overnight lodging)

Brittney Osen	PCPH	\$ 19.07
Kathy Girdler	PCPH	\$ 31.68
Brittney Osen	PCPH	\$ 37.33
Kathy Reitmeier	PCPH	\$ 14.09
Jill Sonstelie	PCPH	\$ 30.72
GRAND TOTAL MEALS		\$ 132.89

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1/13/2026 11:12:07AM

*** Polk County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 1

Print List in Order By: 4
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10334	Advanced Tire & Auto Service						
	03-340-000-0000-6272	AP	950.00	GOVT CENTER - SEEDING	46407	Professional Services	Y
	03-340-000-0000-6272	AP	5,475.00	EGF SS BUILDING - SEEDING	46527	Professional Services	Y
	16-200-000-0000-6565		606.45	UNITS 295, 296, 302, 291	6141 6181 46549	Repair/Maintenance & Operations	Y
10334	Advanced Tire & Auto Service		7,031.45	3 Transactions			
9659	Agassiz Septic & Roll Off Services						
	01-520-000-0000-6565	AP	500.00	DUMPSTER RENTAL	814005	Repair/Maintenance & Operations	N
	03-330-000-0000-6272	AP	350.00	SERVICES	814006	Professional Services	N
	48-396-000-0000-6371	AP	160.00	NOV IRON HAUL	814017	Hauling Charges	N
	48-396-000-0000-6371	AP	240.00	NOV/DEC REC HAUL CHS/HES	814017	Hauling Charges	N
	65-392-000-0000-6272	AP	401.25	PORTABLE TOILET	814014	Professional Services	N
	65-392-000-0000-6859	AP	29.61	SALES TAX	814014	Sales Tax	N
	65-393-000-0000-6272	AP	401.25	PORTABLE TOILET	814014	Professional Services	N
	65-393-000-0000-6859	AP	29.61	SALES TAX	814014	Sales Tax	N
9659	Agassiz Septic & Roll Off Services		2,111.72	8 Transactions			
9333	Ahrens/Jeffrey						
	16-200-000-0000-6805		1,500.00	TRAINING 5002 5022 5020 5004	26 0105	Staff Education	Y
9333	Ahrens/Jeffrey		1,500.00	1 Transactions			
6153	Airgas USA, LLC						
	03-330-000-0000-6565	AP	35.65	TANK RENTAL	5520142996	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	34.50	TANK RENTAL	5520825815	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	15.42	SUPPLIES	9167017989	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	78.87	SUPPLIES	9167502812	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	105.50	SUPPLIES	9167626803	Repair/Maintenance & Operations	N
	64-390-000-9414-6402	AP	9.00	CYLINDER GAS	5520675271	Maintenance Supplies	N
	64-390-000-9414-6402	AP	4.50	CYLINDER RENTAL	5521389339	Maintenance Supplies	N
6153	Airgas USA, LLC		283.44	7 Transactions			
7997	Al's Electric Inc						
	03-310-000-0000-6272	AP	139.95	STREET LIGHT REPAIR	14135	Professional Services	N
	03-330-000-0000-6272	AP	1,176.95	FOSSTON SHOP REPAIRS	14135	Professional Services	N
7997	Al's Electric Inc		1,316.90	2 Transactions			
6178	ALLDATA						
	03-330-000-0000-6265		1,500.00	REPAIR SERVICE SOFTWARE	A#100680478	Data Processing (Software)	N

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1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6178	ALLDATA		1,500.00	1 Transactions			
1432	Alluma Inc						
	19-485-000-0000-6851		2,135.90	OPIOID SETTLEMENT FUNDS 12/25 12/01/2025 12/31/2025	2603	Remittance Of Revenue	Y
1432	Alluma Inc		2,135.90	1 Transactions			
3324	Altru Health System						
	18-481-000-0000-6272		400.00	MED DIR DUNCAN 11-12/2025-51 12/01/2025 12/31/2025	49504318 49910285	Professional Services	Y
	18-482-000-0000-6272		600.00	MED DIR DUNCAN 11-12/2025-51 12/01/2025 12/31/2025	49504318 49910285	Professional Services	Y
3324	Altru Health System		1,000.00	2 Transactions			
10319	Americinn by Wyndham Crookston						
	16-222-000-0000-6335		101.32	BLIZZARD LODGING DW DISPATCHER	DWAND DEC	Travel Expenses	Y
10319	Americinn by Wyndham Crookston		101.32	1 Transactions			
2193	Anders Publishing						
	03-300-000-0000-6241	AP	142.00	LEASE ADS	1663	Publishing - Advertising	Y
2193	Anders Publishing		142.00	1 Transactions			
548	Applied Concepts Inc						
	16-200-000-0000-6608		13,852.50	STAI KER RADARS	469275	Vehicles Purchased/Capital Outlay	N
548	Applied Concepts Inc		13,852.50	1 Transactions			
6718	Association of Mn Counties						
	01-001-000-0000-6243		22,117.00	AMC26 ASSOC DUES	75924	Membership Dues/Registration Fees	N
	01-001-000-0000-6243		2,700.00	MRC-2026 MN RURAL CTRY DUES	76390	Membership Dues/Registration Fees	N
	01-031-000-0000-6243		878.00	MACA DUES M#8358 C WHITING	8358-26	Membership Dues/Registration Fees	N
	01-041-000-0000-6805	AP	475.00	2025 AMC CONFERENCE MELBYE	75875.00	Staff Education	N
	01-061-000-0000-6243		125.00	MCHRNA DUES M#10763 A HELMS	10763-26	Membership Dues/Registration Fees	N
	01-065-000-0000-6243		2,249.00	MNCITLA ANNUAL DUES 2026	76135	Membership Dues/Registration Fees	N
	18-481-000-0000-6243		2,605.00	2026 ANNUAL DUES-91 12/01/2025 12/31/2025	75257 76100 76228	Membership DuesRegistration Fees	N
	18-481-416-0000-6805		475.00	AMC ANNUAL CONF. (AK)-134 12/01/2025 12/31/2025	75257 76100 76228	Staff Education	N

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1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6718	Association of Mn Counties		31,624.00	8 Transactions			
9203	AT-Scene LLC						
	16-200-000-0000-6341		9,514.00	ICRIMEFIGHTER SUBSCRIPTION 202	2046	Lease Agreements/Rental Agreements	N
9203	AT-Scene LLC		9,514.00	1 Transactions			
2765	Auto Value - Crookston						
	01-111-000-0000-6565	AP	25.98	WIPER BLADES 2018 CHEV EQUIN.	76262194	Repair/Maintenance & Operations	N
	01-111-000-0000-6565	AP	26.98	PERFECT VIEW WIPER BLADES	76262449	Repair/Maintenance & Operations	N
	01-111-000-0000-6565		36.98	PERFECTVIEW WIPER BL	76262585	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	3.90	INVENTORY	76261529	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	17.90	INVENTORY	76261533	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	590.85	INVENTORY	76261547	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	74.75	PARTS	76261748	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	81.57	PARTS	76261767	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	83.04	INVENTORY	76262173	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	590.85	INVENTORY	76262203	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		590.85	INVENTORY	76262548	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		442.80	PARTS	76262554	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		13.90	INVENTORY	76262558	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		28.47	PARTS	76262569	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		131.94	INVENTORY	76262623	Repair/Maintenance & Operations	N
2765	Auto Value - Crookston		2,740.76	15 Transactions			
4590	Auto Value Fosston						
	03-330-000-0000-6565	AP	89.03	PARTS	130185719	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	54.00	BATTERY CORE CREDIT	130183916	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	118.99	ASH WHEELS OIL	130185251	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	199.95	LOADER PARTS	130185741	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	245.84	SENNEBOGAN/LOADER PARTS	130186174	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	63.99	PICKUP PARTS	130186204	Repair/Maintenance & Operations	N
	64-391-000-0000-6561	AP	41.85	STARTER FLUID	130185665	Fuels	N
	64-391-000-0000-6565	AP	8.37	HOSE CLAMPS	130185670	Repair/Maintenance & Operations	N
	64-391-000-0000-6565	AP	51.94	FUEL FILTER-SENNEBOGEN	130186175	Repair/Maintenance & Operations	N
	64-391-000-0000-6565	AP	67.93	SENNEBOGEN PARTS	130186191	Repair/Maintenance & Operations	N
4590	Auto Value Fosston		833.89	10 Transactions			
9875	Balco Uniform Co Inc						

Wendi
1/13/2026 11:12:07AM
Public Safety Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	16-200-000-0000-6454		85.86	UNIFORM	86355	Law Enforcement Supplies	N
9875	Balco Uniform Co Inc		85.86	1 Transactions			
6994	Bannert/John						
	03-310-000-0000-6402	AP	235.94	CLOTHING ALLOWANCE		Supplies	N
6994	Bannert/John		235.94	1 Transactions			
6326	Bat 34 Inc						
	01-111-000-9414-6565		106.80	D BATTERIES - BULK	P88325972	Repair/Maintenance & Operations	N
6326	Bat 34 Inc		106.80	1 Transactions			
4066	Berhow/Mark						
	03-310-000-0000-6402	AP	107.24	CLOTHING ALLOWANCE		Supplies	N
4066	Berhow/Mark		107.24	1 Transactions			
5012	Best Used Trucks Of Mn						
	03-330-000-0000-6565		7.80	PARTS	CI032671	Repair/Maintenance & Operations	N
5012	Best Used Trucks Of Mn		7.80	1 Transactions			
5851	Blilie/Holly						
	18-482-000-0000-6331		18.20	DP&C MILEAGE 12/25'		Mileage	N
				12/01/2025	12/31/2025		
5851	Blilie/Holly		18.20	1 Transactions			
11171	Brandner Printing & Office Supplies						
	01-091-091-0191-5556		108.97	DATE STAMP FOR PROCESSING MAIL	25820	Miscellaneous	N
	01-101-000-0000-6402	AP	606.00	NO11 ENVELOPES (5000)	8160	Supplies	N
	01-101-000-0000-6402	AP	849.00	NO12 ENVELOPES	8161	Supplies	N
	16-200-000-0000-6360		152.00	CHRISTMAS CARDS	8151 8171	Miscellaneous Charges	N
	16-200-000-0000-6454		395.00	BUSINESS CARDS	8151 8171	Law Enforcement Supplies	N
	18-482-458-0000-6402		495.00	BROCHURES (CL)-105	8130 8131	Supplies	N
				12/01/2025	12/31/2025		
	18-482-458-0000-6402		365.00	FLYERS (CL)-105	8130 8131	Supplies	N
				12/01/2025	12/31/2025		
11171	Brandner Printing & Office Supplies		2,970.97	7 Transactions			
11068	Brost Chevrolet						

Wendi
1/13/2026 11:12:07AM
Public Safety Fund

*** Polk County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
11068	Brost Chevrolet		3,822.40 3,822.40	OIL CHANGE AND VEHICLE REPAIR 1 Transactions	69501 69541 69632	Repair/Maintenance & Operations	N
143	Brost Chevrolet Inc						
	01-111-000-0000-6565	AP	236.58	CS COOLANT LEAK	69712	Repair/Maintenance & Operations	N
143	Brost Chevrolet Inc		236.58	1 Transactions			
7894	Bureau of Criminal Apprehension						
	16-200-200-0000-6851	DTG	865.00	4TH QUARTER PERMIT TO CARRY	4TH QUARTER	Remittance Of Revenue	N
7894	Bureau of Criminal Apprehension		865.00	1 Transactions			
131	Burggrafs Ace Hardware						
	03-330-000-0000-6565	AP	18.99	PARTS	C#42933	Repair/Maintenance & Operations	N
	64-390-000-0000-6402	AP	465.96	OPERATING SUPPLIES	12-2025	Supplies	N
	64-390-000-0000-6565	AP	264.21	EQUIP REPAIRS/PARTS	12-2025	Repair/Maintenance & Operations	N
	64-390-000-0000-6566	AP	54.96	MISC TOOLS	12-2025	Small Tools	N
	64-390-000-0000-6859	AP	61.59	SALES TAX	12-2025	Sales Tax	N
	64-390-000-9412-6402	AP	110.74	MAINTENANCE SUPPLIES	12-2025	Custodial Supplies	N
	64-390-000-9412-6402	AP	23.56	CLEANING SUPPLIES	12-2025	Custodial Supplies	N
	64-391-000-0000-6402	AP	390.43	OPERATING SUPPLIES	12-2025	Supplies	N
	64-391-000-0000-6566	AP	1,012.66	MISC TOOLS	12-2025	Small Tools	N
	64-391-000-0000-6859	AP	92.27	SALES TAX	12-2025	Sales Tax	N
131	Burggrafs Ace Hardware		2,495.37	10 Transactions			
4868	Burrack/Wade						
	64-390-000-0000-6360	AP	174.99	BOOT ALLOWANCE	12-29-25	Miscellaneous Charges	N
4868	Burrack/Wade		174.99	1 Transactions			
672	Cardinal Health						
	18-483-464-0000-6402		18.00	MIGRELIEF CP (1) 60 EA-17 12/01/2025 12/31/2025	7450579154	Supplies	N
672	Cardinal Health		18.00	1 Transactions			
12038	Care & Share						
	19-485-000-0000-6851		2,608.98	OPIOID SETTLEMENT FUNDS 12/25 12/01/2025 12/31/2025		Remittance Of Revenue	Y

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1/13/2026 11:12:07AM
Opioid Settlement

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
12038	Care & Share		2,608.98	1 Transactions			
9511	Chamberlain Oil Co Inc						
	65-392-000-0000-6402	AP	219.00	DEF SUPPLIES	533235-00	Supplies	N
	65-392-000-0000-6859	AP	16.66	SALES TAX	533235-00	Sales Tax	N
9511	Chamberlain Oil Co Inc		235.66	2 Transactions			
5181	Christian Brothers Ford Inc						
	16-200-000-0000-6565		73.12	UNIT 299	66186	Repair/Maintenance & Operations	N
5181	Christian Brothers Ford Inc		73.12	1 Transactions			
3627	Christian Motors Inc						
	03-330-000-0000-6565	AP	14.39	SHOP SUPPLIES	130291	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	19.94	SUPPLIES	130583	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	82.39	PARTS	131235	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		89.96	PARTS	131306	Repair/Maintenance & Operations	N
	16-200-000-0000-6565		313.50	UNITS 295, 308, 295	46229 46622 46639	Repair/Maintenance & Operations	N
3627	Christian Motors Inc		520.18	5 Transactions			
4895	CHS Ag Services						
	48-396-000-0000-6561	AP	119.80	R13 FUEL	LM7-IO6534	Fuels	N
4895	CHS Ag Services		119.80	1 Transactions			
8960	Church & Dwight Co Inc						
	64-390-000-0000-6416	AP	13,354.94	SODIUM BICARB	917116040	Boiler Chemicals/Salt	N
	64-390-000-0000-6416		13,324.51	SODIUM BICARB	917140143	Boiler Chemicals/Salt	N
8960	Church & Dwight Co Inc		26,679.45	2 Transactions			
1740	Climax City						
	03-310-000-0000-6505	AP	125.00	SNOW LOADING	DECEMBER 2025	Highway Costs	N
1740	Climax City		125.00	1 Transactions			
9685	CM2 Supply						
	64-390-000-0000-6859	AP	5.48	SALES TAX	1102736	Sales Tax	N
	64-390-000-9414-6402	AP	74.26	WELDING SUPPLIES	1102736	Maintenance Supplies	N
	64-390-000-0000-6859	AP	24.17	SALES TAX	1109482	Sales Tax	N
	64-390-000-9414-6402	AP	327.79	WELDING SUPPLIES	1109482	Maintenance Supplies	N

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1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	64-391-000-0000-6859	AP	19.21	SALES TAX	1091401	Sales Tax	N
	64-391-000-9414-6402	AP	260.50	WELDING SUPPLIES	1091401	Maintenance Supplies	N
	64-391-000-0000-6859	AP	5.64	SALES TAX	435430	Sales Tax	N
	64-391-000-9414-6402	AP	76.43	WELDING SUPPLIES	435430	Maintenance Supplies	N
9685	CM2 Supply		793.48	8 Transactions			
5799	CNH Industrial Accounts						
	03-330-000-0000-6565	AP	3,205.48	PARTS	PS1035135-1	Repair/Maintenance & Operations	N
5799	CNH Industrial Accounts		3,205.48	1 Transactions			
4878	Code 4 Services Inc						
	16-200-000-0000-6565		2,181.20	UNIT 267	11220 11223 11249	Repair/Maintenance & Operations	N
	16-200-000-0000-6608		44,785.15	TEAR DOWNS AND NEW UNITS	11220 11223 11249	Vehicles Purchased/Capital Outlay	N
4878	Code 4 Services Inc		46,966.35	2 Transactions			
9491	Conklin/Tyler						
	03-310-000-0000-6402	AP	249.79	CLOTHING/TOOL ALLOWANCE		Supplies	N
9491	Conklin/Tyler		249.79	1 Transactions			
9749	Crookston Fuel Company						
	65-392-000-0000-6561	AP	505.42	FUEL	44102	Fuels	N
	65-392-000-0000-6561	AP	1,538.70	FUEL	44134	Fuels	N
	65-393-000-0000-6561	AP	505.43	FUEL	44102	Fuels	N
	65-393-000-0000-6561	AP	1,538.70	FUEL	44134	Fuels	N
9749	Crookston Fuel Company		4,088.25	4 Transactions			
4258	Custom Stripes Inc						
	16-200-000-0000-6608		555.00	RANGER DECALS	41047	Vehicles Purchased/Capital Outlay	N
4258	Custom Stripes Inc		555.00	1 Transactions			
2216	Dakota Wholesale Tire						
	16-200-000-0000-6565		4,199.16	TIRES	832048 832335 8367	Repair/Maintenance & Operations	N
2216	Dakota Wholesale Tire		4,199.16	1 Transactions			
9385	Destination Transport						
	64-391-000-0000-6371	AP	1,095.00	HAULING SCRAP TO AMG	9397292	Hauling Charges	N

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
9385	Destination Transport		1,095.00	1 Transactions			
1722	Docu Shred Inc						
	01-091-000-0000-6360		35.00	DOCUMENT DESTRUCTION	113858	Miscellaneous Charges	N
	01-111-000-0000-6254	AP	75.00	DOCUMENT SHREDDING	113660	Other Utilities and Fees	N
	01-111-000-0000-6254	AP	115.00	DOCUMENT SHREDDING	113849	Other Utilities and Fees	N
	01-111-000-0000-6254		35.00	DOCUMENT SHREDDING	114044	Other Utilities and Fees	N
1722	Docu Shred Inc		260.00	4 Transactions			
6692	Domson BG Service						
	03-330-000-0000-6561		1,108.30	FUEL	PI0011501	Fuels	N
6692	Domson BG Service		1,108.30	1 Transactions			
9502	Election Systems & Software Inc						
	01-064-000-0000-6272	AP	2,891.50	ELECTION SET /BALLOT/TABULATOR	CD2135747	Professional Services	N
	01-064-000-0000-6272	AP	2,500.00	ELECTIONWARE UPGRADE	CD2136049	Professional Services	N
9502	Election Systems & Software Inc		5,391.50	2 Transactions			
14164	Erskine Echo						
	01-061-000-0000-6272		729.30	EMPLOYMENT ADS	3526	Professional Services	Y
	03-300-000-0000-6241	AP	93.60	ADVERTISING	3529	Publishing - Advertising	Y
14164	Erskine Echo		822.90	2 Transactions			
7122	Far-Moor Acoustics & Floors LLC						
	48-123-000-0000-6409	AP	2,489.50	ACOUSTIC TILES - CONF ROOM	13067	Office Furniture & Equip (not Capital)	N
	48-395-000-0000-6409	AP	2,489.50	ACOUSTIC TILES - CONF ROOM	13067	Office Furniture & Equip (not Capital)	N
7122	Far-Moor Acoustics & Floors LLC		4,979.00	2 Transactions			
5857	Fargo Freightliner						
	03-330-000-0000-6565	AP	99.00	CORE RETURN	X102057312:01	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	381.98	PARTS	X102058013:01	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	47.18	PARTS	X102058642:01	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	74.65	PARTS	X102058651:01	Repair/Maintenance & Operations	N
5857	Fargo Freightliner		404.81	4 Transactions			
3752	Fastenal						
	64-390-000-9414-6402	AP	206.26	STOCK SUPPLIES	MNROS138946	Maintenance Supplies	N

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3752	Fastenal		206.26	1 Transactions			
15306	Fertile Building Center Ltd						
	01-520-000-0000-6565	AP	594.34	SUPPLIES	97964	Repair/Maintenance & Operations	N
	01-520-000-0000-6402	AP	92.40	SUPPLIES	98204	Supplies	N
	01-520-000-0000-6402	AP	16.80	SUPPLIES	98219	Supplies	N
	03-330-000-0000-6565	AP	9.89	SUPPLIES	98130	Repair/Maintenance & Operations	N
15306	Fertile Building Center Ltd		713.43	4 Transactions			
6504	Fertile Journal						
	01-061-000-0000-6241	AP	288.00	EMPLOYMENT ADS	1343	Publishing - Advertising	N
	18-481-000-0000-6242		40.00	NEWSPAPER SUBSCRIPT. 1 YR-91		Subscriptions	N
				12/01/2025 12/31/2025			
6504	Fertile Journal		328.00	2 Transactions			
6580	Fertile Repair						
	03-330-000-0000-6565		177.69	PARTS	33465	Repair/Maintenance & Operations	Y
6580	Fertile Repair		177.69	1 Transactions			
589	Fleet Supply						
	01-111-198-0000-6565		19.98	WATER HEATER JAIL	171019	Repair/Maintenance & Operations	N
	01-111-197-0000-6565	AP	218.70	SOFTENER SALT	171165	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	97.50	SUPPLIES	A#3952	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	40.99	PARTS	A#3952	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	50.46	SIGN SHOP SUPPLIES	A#3952	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	198.97	ANGUS SHOP SUPPLIES	A#3952	Repair/Maintenance & Operations	N
	65-392-000-0000-6402	AP	201.98	WINTER SUPPLIES	171026	Supplies	N
	65-392-000-0000-6859	AP	0.74	SALES TAX	171026	Sales Tax	N
589	Fleet Supply		829.32	8 Transactions			
2659	Flores/Jason						
	18-481-446-0000-6331		84.00	RSG GRANT MILEAGE 12/25'-132		Mileage	N
				12/01/2025 12/31/2025			
	18-481-447-5110-6331		36.40	PHEP MILEAGE 12/25'-71		Mileage	N
				12/01/2025 12/31/2025			
2659	Flores/Jason		120.40	2 Transactions			
3739	Fosston Auto						

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	03-330-000-0000-6565	AP	327.46	PARTS	579597	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		506.04	INVENTORY	580726	Repair/Maintenance & Operations	N
3739	Fosston Auto		833.50	2 Transactions			
4043	Fosston Tri-Coop						
	03-310-000-0000-6360	AP	213.50	MISC CHARGES	750760	Miscellaneous Charges	N
4043	Fosston Tri-Coop		213.50	1 Transactions			
9430	Galls LLC						
	16-200-000-0000-6419		766.66	EQUIPMENT	32910260 32946710	Equipment & Machinery (not Capital)	N
	16-200-000-0000-6452		1,918.72	NEW HIRE	32910260 32946710	Annual Uniform Allowance	N
	16-200-000-0000-6454		5,002.04	EQUIPMENT	32910260 32946710	Law Enforcement Supplies	N
9430	Galls LLC		7,687.42	3 Transactions			
234	GF-Bergstrom Electric Inc						
	16-200-000-0000-6602		3,167.25	MCINTOSH OFFICE	25845	Ground Improvements (Capital)	N
234	GF-Bergstrom Electric Inc		3,167.25	1 Transactions			
2865	Girdler/Kathy						
	18-483-466-0000-6331		67.20	MESCH MILEAGE 12/25'-127 12/01/2025 12/31/2025		Mileage	N
	18-483-466-0000-6331		42.00	ADM MILEAGE 12/25'-91 12/01/2025 12/31/2025		Mileage	N
2865	Girdler/Kathy		109.20	2 Transactions			
4627	Gopher State One Call						
	03-300-000-0000-6272	AP	2.70	SERVICES	5121380	Professional Services	N
4627	Gopher State One Call		2.70	1 Transactions			
2032	Grainger						
	48-396-000-0000-6565	AP	67.65	906 CAT LOADER SPRINGS	9745378019	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	67.65	906 CAT LOADER SPRINGS	9745378019	Repair/Maintenance & Operations	N
	64-390-000-0000-6402	AP	286.44	CONTROL INSTRUMENTS PAPER	9754285790	Supplies	N
	64-390-000-9414-6402	AP	83.42	BATTERIES	9755834372	Maintenance Supplies	N
	64-391-000-0000-6565	AP	329.59	M19 TOOLS	9743561392	Repair/Maintenance & Operations	N
	64-391-000-0000-6402	AP	224.40	FURNACE FILTERS	9755834372	Supplies	N

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
2032	Grainger		1,059.15	6 Transactions			
7060	Grossbauer/Lily						
	18-482-475-0000-6331		67.48	SHIP MILEAGE 12/25'-74 12/01/2025 12/31/2025		Mileage	N
7060	Grossbauer/Lily		67.48	1 Transactions			
5356	Gunderson/Mark						
	64-391-000-0000-6360	AP	138.96	SAFETY CLOTHING	12/2025	Miscellaneous Charges	N
5356	Gunderson/Mark		138.96	1 Transactions			
7033	H2Over Viewers LLC						
	40-601-000-0000-6272	AP	3,673.56	VIEWERS FEES CD1	2174	Professional Services	N
	40-602-000-0000-6272	AP	4,363.26	VIEWERS FEES CD2	2174	Professional Services	N
	40-607-000-0000-6272	AP	304.92	VIEWERS FEES CD7	2174	Professional Services	N
	40-610-000-0000-6272	AP	228.69	VIEWERS FEES CD10	2173	Professional Services	N
	40-611-000-0000-6272	AP	3,187.14	VIEWERS FEES CD11	2173	Professional Services	N
	40-614-000-0000-6272	AP	2,355.87	VIEWERS FEES CD14	2173	Professional Services	N
	40-615-000-0000-6272	AP	1,967.46	VIEWERS FEES CD15	2173	Professional Services	N
	40-616-000-0000-6272	AP	1,038.18	VIEWERS FEES CD#16	2172	Professional Services	N
	40-619-000-0000-6272	AP	1,343.10	VIEWERS FEES CD#19	2172	Professional Services	N
	40-620-000-0000-6272	AP	816.75	VIEWERS FEES CD#20	2172	Professional Services	N
	40-623-000-0000-6272	AP	1,016.40	VIEWERS FEES CD#23	2175	Professional Services	N
	40-624-000-0000-6272	AP	573.54	VIEWERS FEES CD24	2174	Professional Services	N
	40-625-000-0000-6272	AP	961.95	VIEWERS FEES CD25	2174	Professional Services	N
	40-626-000-0000-6272	AP	406.56	VIEWERS FEES CD26	2174	Professional Services	N
	40-627-000-0000-6272	AP	588.06	VIEWERS FEES CD27	2174	Professional Services	N
	40-628-000-0000-6272	AP	294.03	VIEWERS FEES CD28	2173	Professional Services	N
	40-629-000-0000-6272	AP	969.21	VIEWERS FEES CD31	2174	Professional Services	N
	40-630-000-0000-6272	AP	776.82	VIEWERS FEES CD30	2174	Professional Services	N
	40-632-000-0000-6272	AP	969.21	VIEWERS FEES CD32	2174	Professional Services	N
	40-633-000-0000-6272	AP	431.97	VIEWERS FEES CD33	2174	Professional Services	N
	40-634-000-0000-6272	AP	733.26	VIEWERS FEES CD34	2174	Professional Services	N
	40-635-000-0000-6272	AP	1,045.44	VIEWERS FEES CD35	2174	Professional Services	N
	40-635-000-0000-6272	AP	588.06	VIEWERS FEES BRCD35	2174	Professional Services	N
	40-636-000-0000-6272	AP	871.20	VIEWERS FEES CD36	2174	Professional Services	N
	40-637-000-0000-6272	AP	990.99	VIEWERS FEES CD37	2174	Professional Services	N
	40-638-000-0000-6272	AP	805.86	VIEWERS FEES CD38	2174	Professional Services	N

Wendi
1/13/2026 11:12:07AM
Spec Assmnts (Ditch) Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	40-639-000-0000-6272	AP	860.31	VIEWERS FEES CD39	2174	Professional Services	N
	40-640-000-0000-6272	AP	707.85	VIEWERS FEES CD40	2174	Professional Services	N
	40-641-000-0000-6272	AP	798.60	VIEWERS FEES CD41	2174	Professional Services	N
	40-642-000-0000-6272	AP	820.38	VIEWERS FEES CD42	2174	Professional Services	N
	40-645-000-0000-6272	AP	511.83	VIEWERS FEES CD#45	2172	Professional Services	N
	40-646-000-0000-6272	AP	1,274.13	VIEWERS FEES CD#46	2172	Professional Services	N
	40-648-000-0000-6272	AP	1,292.28	VIEWERS FEES CD#48	2172	Professional Services	N
	40-649-000-0000-6272	AP	711.48	VIEWERS FEES CD#49	2172	Professional Services	N
	40-650-000-0000-6272	AP	330.33	VIEWERS FEES CD50	2174	Professional Services	N
	40-651-000-0000-6272	AP	304.92	VIEWERS FEES CD#51	2172	Professional Services	N
	40-652-000-0000-6272	AP	286.77	VIEWERS FEES CD#52	2172	Professional Services	N
	40-654-000-0000-6272	AP	261.36	VIEWERS FEES CD54	2174	Professional Services	N
	40-655-000-0000-6272	AP	1,372.14	VIEWERS FEES CD#55	2172	Professional Services	N
	40-656-000-0000-6272	AP	221.43	VIEWERS FEES CD56	2174	Professional Services	N
	40-657-000-0000-6272	AP	137.94	VIEWERS FEES CD#57	2172	Professional Services	N
	40-658-000-0000-6272	AP	137.94	VIEWERS FEES CD58	2174	Professional Services	N
	40-659-000-0000-6272	AP	1,038.18	VIEWERS FEES CD#59	2175	Professional Services	N
	40-662-000-0000-6272	AP	246.84	VIEWERS FEES CD62	2173	Professional Services	N
	40-663-000-0000-6272	AP	457.38	VIEWERS FEES CD63	2173	Professional Services	N
	40-664-000-0000-6272	AP	185.13	VIEWERS FEES CD64	2173	Professional Services	N
	40-665-000-0000-6272	AP	1,147.08	VIEWERS FEES CD#65	2172	Professional Services	N
	40-666-000-0000-6272	AP	4,385.04	VIEWERS FEES CD66	2174	Professional Services	N
	40-667-000-0000-6272	AP	166.98	VIEWERS FEES CD67	2173	Professional Services	N
	40-669-000-0000-6272	AP	693.33	VIEWERS FEES CD#69	2172	Professional Services	N
	40-672-000-0000-6272	AP	2,983.86	VIEWERS FEES CD72	2173	Professional Services	N
	40-673-000-0000-6272	AP	1,165.23	VIEWERS FEES CD#73	2172	Professional Services	N
	40-674-000-0000-6272	AP	326.70	VIEWERS FEES CD74	2173	Professional Services	N
	40-678-000-0000-6272	AP	112.53	VIEWERS FEES CD78	2173	Professional Services	N
	40-679-000-0000-6272	AP	2,011.02	VIEWERS FEES CD79	2173	Professional Services	N
	40-681-000-0000-6272	AP	3,557.40	VIEWERS FEES CD#81	2175	Professional Services	N
	40-683-000-0000-6272	AP	1,390.29	VIEWERS FEES CD#83	2172	Professional Services	N
	40-684-000-0000-6272	AP	290.40	VIEWERS FEES CD#84	2175	Professional Services	N
	40-685-000-0000-6272	AP	1,052.70	VIEWERS FEES CD85	2173	Professional Services	N
	40-686-000-0000-6272	AP	591.69	VIEWERS FEES CD#86	2172	Professional Services	N
	40-690-000-0000-6272	AP	1,016.40	VIEWERS FEES CD#90	2172	Professional Services	N
	40-692-000-0000-6272	AP	533.61	VIEWERS FEES CD#92	2172	Professional Services	N
	40-693-000-0000-6272	AP	932.91	VIEWERS FEES CD#93	2172	Professional Services	N
	40-694-000-0000-6272	AP	660.66	VIEWERS FEES CD#94	2172	Professional Services	N

Wendi
1/13/2026 11:12:07AM
Spec Assmnts (Ditch) Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 14

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	40-695-000-0000-6272	AP	624.36	VIEWERS FEES CD#95	2172	Professional Services	N
	40-696-000-0000-6272	AP	156.09	VIEWERS FEES CD#96	2172	Professional Services	N
	40-699-000-0000-6272	AP	446.49	VIEWERS FEES CD99	2174	Professional Services	N
	40-700-000-0000-6272	AP	392.04	VIEWERS FEES CD100	2173	Professional Services	N
	40-703-000-0000-6272	AP	918.39	VIEWERS FEES CD#103	2172	Professional Services	N
	40-706-000-0000-6272	AP	726.00	VIEWERS FEES CD106	2173	Professional Services	N
	40-707-000-0000-6272	AP	214.17	VIEWERS FEES CD#107	2172	Professional Services	N
	40-709-000-0000-6272	AP	1,089.00	VIEWERS FEES CD#109	2175	Professional Services	N
	40-710-000-0000-6272	AP	315.81	VIEWERS FEES CD#110	2172	Professional Services	N
	40-711-000-0000-6272	AP	1,510.08	VIEWERS FEES CD111	2173	Professional Services	N
	40-712-000-0000-6272	AP	243.21	VIEWERS FEES CD#112	2172	Professional Services	N
	40-713-000-0000-6272	AP	152.46	VIEWERS FEES CD#113	2175	Professional Services	N
	40-715-000-0000-6272	AP	141.57	VIEWERS FEES CD#115	2172	Professional Services	N
	40-716-000-0000-6272	AP	199.65	VIEWERS FEES CD#116	2172	Professional Services	N
	40-717-000-0000-6272	AP	424.71	VIEWERS FEES CD#117	2172	Professional Services	N
	40-718-000-0000-6272	AP	384.78	VIEWERS FEES CD#118	2172	Professional Services	N
	40-720-000-0000-6272	AP	297.66	VIEWERS FEES CD#120	2172	Professional Services	N
	40-721-000-0000-6272	AP	250.47	VIEWERS FEES CD#121	2175	Professional Services	N
	40-722-000-0000-6272	AP	642.51	VIEWERS FEES CD#122	2172	Professional Services	N
	40-723-000-0000-6272	AP	246.84	VIEWERS FEES CD#123	2172	Professional Services	N
	40-724-000-0000-6272	AP	123.42	VIEWERS FEES CD#124	2172	Professional Services	N
	40-725-000-0000-6272	AP	141.57	VIEWERS FEES CD125	2174	Professional Services	N
	40-726-000-0000-6272	AP	2,599.08	VIEWERS FEES CD126	2174	Professional Services	N
	40-729-000-0000-6272	AP	283.14	VIEWERS FEES CD129	2173	Professional Services	N
	40-730-000-0000-6272	AP	453.75	VIEWERS FEES CD130	2173	Professional Services	N
	40-731-000-0000-6272	AP	370.26	VIEWERS FEES CD#131	2172	Professional Services	N
	40-732-000-0000-6272	AP	228.69	VIEWERS FEES CD132	2173	Professional Services	N
	40-734-000-0000-6272	AP	181.50	VIEWERS FEES CD134	2174	Professional Services	N
	40-735-000-0000-6272	AP	283.14	VIEWERS FEES CD#135	2172	Professional Services	N
	40-736-000-0000-6272	AP	319.44	VIEWERS FEES CD#136	2175	Professional Services	N
	40-739-000-0000-6272	AP	159.72	VIEWERS FEES CD139	2173	Professional Services	N
	40-740-000-0000-6272	AP	3,038.31	VIEWERS FEES CD140	2173	Professional Services	N
	40-743-000-0000-6272	AP	431.97	VIEWERS FEES CD143	2173	Professional Services	N
	40-744-000-0000-6272	AP	932.91	VIEWERS FEES CD144	2173	Professional Services	N
	40-746-000-0000-6272	AP	47.19	VIEWERS FEES CD#146	2172	Professional Services	N
	40-747-000-0000-6272	AP	591.69	VIEWERS FEES CD147	2174	Professional Services	N
	40-755-000-0000-6272	AP	65.34	VIEWERS FEES CD#155	2172	Professional Services	N
	40-756-000-0000-6272	AP	61.71	VIEWERS FEES CD#156	2172	Professional Services	N

Wendi
1/13/2026 11:12:07AM
Spec Assmnts (Ditch) Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name	
	40-758-000-0000-6272	AP	1,183.38	VIEWERS FEES CD158	2173 Professional Services	N
	40-761-000-0000-6272	AP	591.69	VIEWERS FEES CD#161	2172 Professional Services	N
	40-763-000-0000-6272	AP	199.65	VIEWERS FEES CD#163	2172 Professional Services	N
	40-767-000-0000-6272	AP	177.87	VIEWERS FEES CD#167	2172 Professional Services	N
	40-774-000-0000-6272	AP	337.59	VIEWERS FEES JUD#4	2175 Professional Services	N
	40-789-000-0000-6272	AP	1,252.35	VIEWERS FEES JD#57	2172 Professional Services	N
	40-791-000-0000-6272	AP	537.24	VIEWERS FEES JUD68	2174 Professional Services	N
	40-793-000-0000-6272	AP	2,838.66	VIEWERS FEES JUD73	2173 Professional Services	N
	40-796-000-0000-6272	AP	166.98	VIEWERS FEES JD#3	2175 Professional Services	N
	40-798-000-0000-6272	AP	3,176.25	VIEWERS FEES JD60	2174 Professional Services	N
	40-800-000-0000-6272	AP	2,032.80	VIEWERS FEES JD66	2173 Professional Services	N
	40-823-000-0000-6272	AP	2,737.02	VIEWERS FEES CD#176	2172 Professional Services	N
	40-826-000-0000-6272	AP	243.21	VIEWERS FEES JD#1	2175 Professional Services	N
7033	H2Over Viewers LLC		101,440.35	115 Transactions		
9615	Halland/Brandi					
	18-481-000-0000-6331		2.80	ADM MILEAGE 12/25-'91	Mileage	N
				12/01/2025 12/31/2025		
9615	Halland/Brandi		2.80	1 Transactions		
6454	Hennen Equipment Inc					
	64-391-000-0000-6565	AP	875.10	M12 CARRIER WHEEL	22089 Repair/Maintenance & Operations	N
	65-392-000-0000-6565	AP	2,011.09	TOPTURN PARTS	22096 Repair/Maintenance & Operations	N
6454	Hennen Equipment Inc		2,886.19	2 Transactions		
6804	Hensch/Dylan					
	48-123-000-0000-6402	AP	63.34	COMPOSITE TOE BOOTS	12-20-25 DH Supplies	N
	48-123-000-0000-6402	AP	63.33	COMPOSITE TOE BOOTS	12-20-25 DH Supplies	N
	48-123-000-0000-6402	AP	63.33	COMPOSITE TOE BOOTS	12-20-25 DH Supplies	N
	48-123-000-0000-6859	AP	4.60	TAX	12-20-25 DH Sales Tax	N
	48-397-000-0000-6859	AP	4.59	TAX	12-20-25 DH Sales Tax	N
	48-398-000-0000-6859	AP	4.59	TAX	12-20-25 DH Sales Tax	N
6804	Hensch/Dylan		203.78	6 Transactions		
9440	Herberg/Leah					
	18-484-491-0000-6272		45.00	CELL PHONE STIPEND 12/25-108	Professional Services	Y
				12/01/2025 12/31/2025		
	18-484-491-0000-6272		351.00	PEER GRP SERVICES 12/25-108	Professional Services	Y

Wendi
1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 16

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
9440	Herberg/Leah		396.00	12/01/2025 2 Transactions			
2828	HN Quality Plumbing Inc						
	03-330-000-0000-6565	AP	220.16	SHOP SUPPLIES	11205	Repair/Maintenance & Operations	N
2828	HN Quality Plumbing Inc		220.16	1 Transactions			
18122	In Progress						
	18-485-000-0000-6241		2,000.00	SOCIAL MEDIA VIDEO PROD-128	31	Publishing - Advertising	N
				12/01/2025 12/31/2025			
18122	In Progress		2,000.00	1 Transactions			
6319	Innovative Office Solutions LLC						
	01-041-000-0000-6402	AP	18.48	CARTRIDGE TAPE	5015189	Supplies	N
	01-063-000-0000-6402	AP	25.14	DUSTER 100Z 6 PACK	5013318	Supplies	N
	01-064-000-0000-6402	AP	24.69	LABELS/SHIPPING	5015189	Supplies	N
6319	Innovative Office Solutions LLC		68.31	3 Transactions			
5924	Interstate Billing Service						
	03-330-000-0000-6565	AP	280.00	PARTS	38863G	Repair/Maintenance & Operations	N
5924	Interstate Billing Service		280.00	1 Transactions			
6257	Jager/Tiffany						
	18-484-491-0000-6272		45.00	CELL PHONE STIPEND 12/25-108		Professional Services	Y
				12/01/2025 12/31/2025			
	18-484-491-0000-6272		270.00	PEER GRP SVS 12/25-108		Professional Services	Y
				12/01/2025 12/31/2025			
6257	Jager/Tiffany		315.00	2 Transactions			
19536	Jay/Alicia						
	18-481-000-0000-6331		73.50	ADM MILEAGE 12/25-91		Mileage	N
				12/01/2025 12/31/2025			
19536	Jay/Alicia		73.50	1 Transactions			
3104	Jemco Incorporated						
	64-390-000-0000-6565	AP	6,692.70	PELLENEC AIR COMPRESSOR SERVIC	PSI002531	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	3,618.10	IR COMPRESSER SERVICE	PSI002532	Repair/Maintenance & Operations	N

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3104	Jemco Incorporated	AP	1,097.78 11,408.58	SERVICE AIR DRYER FOR COMP 3 Transactions	PSI002533	Repair/Maintenance & Operations	N
4760	John Deere Financial						
	03-330-000-0000-6565	AP	416.98	PARTS	C80888	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	468.96	PARTS	C80983	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	19.99	PARTS	T567286	Repair/Maintenance & Operations	N
4760	John Deere Financial		905.93	3 Transactions			
1096	K & L Inc						
	64-391-000-0000-6565	AP	1,966.00	LOADER PARTS/OIL	122538	Repair/Maintenance & Operations	N
1096	K & L Inc		1,966.00	1 Transactions			
10797	Kimball Midwest						
	03-330-000-0000-6565	AP	2,038.31	SUPPLIES/INVENTORY	104029301	Repair/Maintenance & Operations	N
10797	Kimball Midwest		2,038.31	1 Transactions			
6068	KKCQ-FM						
	48-396-000-0000-6402		300.00	-ENVIRONMENTAL MINUTE	25232512118232	Supplies	N
6068	KKCQ-FM		300.00	1 Transactions			
5196	Klasse/Michael						
	64-390-000-0000-6360	AP	139.97	SAFETY ALLOWANCE	DEC 2025	Miscellaneous Charges	N
5196	Klasse/Michael		139.97	1 Transactions			
1357	Korynta/Angel						
	18-481-000-0000-6331		244.30	LEAD COORD MILEAGE 12/25'-91 12/01/2025 12/31/2025		Mileage	N
	18-481-416-0000-6331		221.90	FOUND CAP MILEAGE 12/25'-134 12/01/2025 12/31/2025		Mileage	N
	18-481-446-0000-6331		22.40	RSG GRANT MILEAGE 12/25'-132 12/01/2025 12/31/2025		Mileage	N
1357	Korynta/Angel		488.60	3 Transactions			
1036	KROX-AM						
	01-061-000-0000-6241	AP	100.00	EMPLOYMENT ADS ACCT 809 12/01/2025 12/31/2025	8092512132633	Publishing - Advertlsing	N

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 18

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	03 300 000-0000-6241	AP	225.00	LAND LEASE ADS	2842512132635	Publishing - Advertising	N
	18-483-464-0000-6241		136.50	DEC 25' MONTHLY BILLING-	32517 32636	Publishing - Advertising	N
				12/01/2025 12/31/2025			
	18-483-467-0000-6241		500.00	CTC HOLIDAY AD 50 SPOTS-19	32517 32636	Publishing - Advertising	N
				12/01/2025 12/31/2025			
	48-396-000-0000-6402	AP	200.00	-ENVIRON MINUTE	02352512132634	Supplies	N
	48-397-000-0000-6402	AP	242.00	-HHW ADS	02352512132634	Supplies	N
1036	KROX-AM		1,403.50	6 Transactions			
2194	Kurita America Inc						
	64-390-000-0000-6416	AP	9,646.72	BOILER CHEMICALS	933448	Boiler Chemicals/Salt	N
	64-390-000-0000-6416	AP	264.54	BOILER CHEMICALS	935502	Boiler Chemicals/Salt	N
2194	Kurita America Inc		9,911.26	2 Transactions			
4163	Kustom Kollision LLC						
	01-111-000-0000-6565		30.00	VEHICLE NUMBERS FACILITES VEH	17780	Repair/Maintenance & Operations	Y
4163	Kustom Kollision LLC		30.00	1 Transactions			
7061	Lang/Taylor						
	18 481 495-0495-6331		36.40	CDC INFRA MILEAGE 12/25'-		Mileage	N
				12/01/2025 12/31/2025			
7061	Lang/Taylor		36.40	1 Transactions			
5285	Lehmann/Codi						
	18 483 467-0000-6331		30.80	CTC MILEAGE 12/25'-19		Mileage	N
				12/01/2025 12/31/2025			
5285	Lehmann/Codi		30.80	1 Transactions			
1890	Lehmann/David						
	03-310-000-0000-6402	AP	261.31	CLOTHING ALLOWANCE		Supplies	N
	03 310 000-0000-6402	AP	454.09	CLOTHING/TOOL ALLOWANCE		Supplies	N
1890	Lehmann/David		715.40	2 Transactions			
1088	Lepier Oil Company Inc						
	64-390-000-0000-6561	AP	108.10	GASOLINE	12/31/25	Fuels	N
1088	Lepier Oil Company Inc		108.10	1 Transactions			

Wendi
1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 19

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6541	Level 5 Services						
	18-485-479-0000-6272		4,269.00	CHD SUIC PREV CNTRCT 12/25-120	010241	Professional Services	Y
				12/01/2025 12/31/2025			
6541	Level 5 Services		4,269.00	1 Transactions			
9118	Linde Gas & Equipment Inc						
	65-392-000-0000-6859	AP	7.73	SALES TAX	53926272	Sales Tax	N
	65-392-000-9414-6402	AP	104.73	WELDING SUPPLIES	53926272	Maintenance Supplies	N
	65-393-000-0000-6859	AP	7.47	SALES TAX	71742172	Sales Tax	N
	65-393-000-9414-6402	AP	101.28	WELDING SUPPLIES	71742172	Maintenance Supplies	N
9118	Linde Gas & Equipment Inc		221.21	4 Transactions			
10149	Lindgren/Bruce						
	03-330-000-0000-6360	AP	19.00	CDL LICENSE		Miscellaneous Charges	N
10149	Lindgren/Bruce		19.00	1 Transactions			
3518	Little Falls Machine Inc						
	03-330-000-0000-6565	AP	7,139.06	INVENTORY	375269	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	1,201.11	INVENTORY	375388	Repair/Maintenance & Operations	N
3518	Little Falls Machine Inc		8,340.17	2 Transactions			
9508	Local Ace Crookston						
	01-111-000-0000-6565	AP	49.99	SNOW PSHR STL PLY 36"	894365/2	Repair/Maintenance & Operations	N
	01-111-187-0000-6565	AP	0.73	MISC HARDWARE	894365/2	Repair/Maintenance & Operations	N
	01-111-187-0000-6565	AP	9.59	CLOTHES HANGER WHITE LARGE	894365/2	Repair/Maintenance & Operations	N
	65-392-000-0000-6402	AP	206.51	OPERATING SUPPLIES	83958/2	Supplies	N
	65-392-000-0000-6859	AP	14.71	SALES TAX	83958/2	Sales Tax	N
9508	Local Ace Crookston		281.53	5 Transactions			
4731	Local Ace EGF						
	03-330-000-0000-6565	AP	74.56	SHOP SUPPLIES	C#1626	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	31.97	SHOP SUPPLIES	C#1626	Repair/Maintenance & Operations	N
	18-482-458-0000-6402		32.96	HH SUPPLIES (JP)-105		Supplies	N
				12/01/2025 12/31/2025			
4731	Local Ace EGF		139.49	3 Transactions			
1235	M R Sign Company						
	03-310-000-0000-6505	AP	1,722.95	SIGNS	230281	Highway Costs	N

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1235	M R Sign Company	AP	1,863.07	SIGNS 2 Transactions	230282	Highway Costs	N
9488	MACPZA						
	48-123-000-0000-6243		180.00	2026 MEMBERSHIP J SNYDER	2026 JJS	Membership Dues/Registration Fees	N
9488	MACPZA		180.00	1 Transactions			
6354	MACVSO						
	01-121-000-0000-6243		700.00	MEMBERSHIP & CONF ELLEFSON	CY2026 MEMBERSH	Membership Dues/Registration Fees	N
	01-121-000-0000-6243		700.00	MEMBERSHIP & CONF LOEWEN	CY2026 MEMBERSH	Membership Dues/Registration Fees	N
6354	MACVSO		1,400.00	2 Transactions			
10144	Marshall County Highway Dept						
	03-320-000-0000-6272	AP	5,680.00	SAP 060-666-013 CONST ENG	559	Professional Services	N
10144	Marshall County Highway Dept		5,680.00	1 Transactions			
7993	MAT						
	01-031-000-0000-6242		15.00	SUBSCRIPTION	5101132	Subscriptions	N
7993	MAT		15.00	1 Transactions			
9465	McGlynn/Mariah						
	18-482-000-0000-6331		65.59	HP MILEAGE 12/25'-51 12/01/2025 12/31/2025		Mileage	N
	18-482-000-0000-6331		17.71	ADM MILEAGE 12/25'-91 12/01/2025 12/31/2025		Mileage	N
	18-482-000-0000-6331		17.71	DP&C MILEAGE 12/25'-52 12/01/2025 12/31/2025		Mileage	N
9465	McGlynn/Mariah		101.01	3 Transactions			
4015	McIntosh City						
	03-310-000-0000-6505	AP	420.00	SNOW LOADING		Highway Costs	N
4015	McIntosh City		420.00	1 Transactions			
6030	McKesson Medical Surgical						
	18-484-000-0000-6402		460.87	BLD LEAD CARE (NV)-25 12/01/2025 12/31/2025	24/05460	Supplies	N

Wendi
1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
6030	McKesson Medical Surgical		460.87	1 Transactions			
6889	McMaster Carr Supply Co						
	03-330-000-0000-6565	AP	134.83	SUPPLIES	56201688	Repair/Maintenance & Operations	N
6889	McMaster Carr Supply Co		134.83	1 Transactions			
1805	Mcmillin Rpr/Janelle M						
	01-091-000-0000-6272		51.00	8-7-25 TRANSCRIPT K NORMAN	12-15-25	Professional Services	Y
1805	Mcmillin Rpr/Janelle M		51.00	1 Transactions			
9252	Melbys Tree Service						
	01-520-000-0000-6272	AP	500.00	TREE REMOVAL	82372	Professional Services	Y
9252	Melbys Tree Service		500.00	1 Transactions			
7117	Metler-Toledo						
	48-398-000-0000-6272	AP	1,640.00	SEMI- ANNUAL SCALE CALIBRATNS	655469190	Professional Services	N
	64-390-000-0000-6272	AP	618.00	SCALE CALIBRATION	655467524	Professional Services	N
	64-391-000-0000-6272	AP	618.00	SCALE CALIBRATION	655467524	Professional Services	N
	65-392-000-0000-6272	AP	667.50	SCALE CALIBRATION	655467522	Professional Services	N
	65-393-000-0000-6272	AP	667.50	SCALE CALIBRATION	655467522	Professional Services	N
7117	Metler-Toledo		4,211.00	5 Transactions			
22599	Miller's Building Center						
	64-390-000-0000-6402	AP	13.50	STORAGE BUILDING SUPPLIES	344058	Supplies	N
22599	Miller's Building Center		13.50	1 Transactions			
10665	Minnesota Sheriffs' Association						
	16-200-000-0000-6341	AP	9,785.79	MSA/LEXIPOL/ICLD DUES	4309	Lease Agreements/Rental Agreements	N
10665	Minnesota Sheriffs' Association		9,785.79	1 Transactions			
5221	MN City - County Management Association						
	01-031-000-0000-6243		208.22	2026 ANNUAL DUES	MCMA MEMBERSHI	Membership Dues/Registration Fees	N
				01/01/2026 12/31/2026			
5221	MN City - County Management Association		208.22	1 Transactions			
10706	MN County Engineers Assoc						
	03-300-000-0000-6243		225.00	MEMBERSHIP DUES	MCEAANNUAL26	Membership Dues/Registration Fees	N

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 22

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
10706	MN County Engineers Assoc		225.00	1 Transactions			
2182	Mn Dept Of Transportation						
	03-320-000-0000-6272	AP	1,455.29	MATERIAL TESTING	P000020929	Professional Services	N
2182	Mn Dept Of Transportation		1,455.29	1 Transactions			
3853	Mn Pollution Control Agency						
	48-398-000-0000-6805		240.00	LANDFILL OP CED - ES	9900076483	Staff Education	N
	48-398-000-0000-6805		240.00	LANDFILL OP CED - SV	9900076483	Staff Education	N
	48-398-000-0000-6805		240.00	LANDFILL OP CED - DH	9900076483	Staff Education	N
3853	Mn Pollution Control Agency		720.00	3 Transactions			
1504	Mn Secretary Of State						
	16-200-000-0000-6360		120.00	NOTARY JB	DEC 25	Miscellaneous Charges	N
1504	Mn Secretary Of State		120.00	1 Transactions			
8937	Mn Valley Testing Labs						
	64-390-000-0000-6272		285.00	ANNUAL ASH TESTING	1340650	Professional Services	N
8937	Mn Valley Testing Labs		285.00	1 Transactions			
3320	MnCCC Lockbox						
	01-062-000-0000-6265	AP	625.48	2025 TX USR GRP MTG EXP	2512062	Data Processing (Software)	N
3320	MnCCC Lockbox		625.48	1 Transactions			
3637	Motor Vehicle						
	48-396-000-0000-6360		21.25	TILT-DECK TRAILER TABS 2026-28	PLATE 184518	Miscellaneous Charges	N
3637	Motor Vehicle		21.25	1 Transactions			
6986	Motorola Solutions Connectivity Inc						
	16-222-000-0000-6341		2,660.00	VESTA SET UP EGF DISPATCH	8471001117	Lease Agreements/Rental Agreements	N
6986	Motorola Solutions Connectivity Inc		2,660.00	1 Transactions			
7330	MPCA						
	64-390-000-0000-6360		3,600.00	APO FINE ENFORCEMENT	10000221311	Miscellaneous Charges	N
7330	MPCA		3,600.00	1 Transactions			
6367	Muckala/Nathan						

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

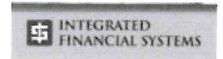
Page 23

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bnf #</u>	<u>On Behalf of Name</u>	
6367	Muckala/Nathan	AP	134.99	BOOT ALLOWANCE	DEC 2025	Miscellaneous Charges	N
			134.99	1 Transactions			
277	Napa Crookston Welding						
	01-111-198-0000-6565	AP	12.48	5PC TORX SERCURITY MACHINE SCR	117266	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	77.36	PARTS	116311	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	850.00	SUPPLIES	116352	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	45.09	SUPPLIES	116365	Repair/Maintenance & Operations	N
	03 330 000 0000 6565	AP	86.00	PARTS	110510	Rcpair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	51.96	SUPPLIES/PARTS	116536	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	148.48	PARTS	116782	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	93.70	PARTS	116820	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	76.01	PARTS	116863	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	106.72	PARTS	117019	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	263.48	PARTS	117329	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	106.72	PARTS	117392	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		113.88	PARTS	117492	Repair/Maintenance & Operations	N
	16-200-000-0000-6203		23.63	RETURN OF LIGHT	117357	Postage/Box Rent/Freight	N
	65-392-000-0000-6402	AP	211.55	OPERATING SUPPLIES	116813	Supplies	N
	65-392-000-0000-6859	AP	15.60	SALES TAX	116813	Sales Tax	N
	65-392-000-0000-6565	AP	65.54	BACKUP ALARM	117237	Repair/Maintenance & Operations	N
	65-392-000-0000-6859	AP	4.83	SALES TAX	117237	Sales Tax	N
277	Napa Crookston Welding		2,353.11	18 Transactions			
23443	Napa Fosston						
	16-200-000-0000-6454		46.13	UNIT 305	579279	Law Enforcement Supplies	N
23443	Napa Fosston		46.13	1 Transactions			
23568	Netland/Ariel						
	18-482-000-0000-6331		33.60	DP&C MILEAGE 12/25'-52		Mileage	N
				12/01/2025	12/31/2025		
	18-483-464-0000-6331		13.30	SRHS MILEAGE 12/25'-17		Mileage	N
				12/01/2025	12/31/2025		
23568	Netland/Ariel		46.90	2 Transactions			
3960	Nettum/Howard						
	03-310-000-0000-6402	AP	480.47	CLOTHING ALLOWANCE		Supplies	N

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 24

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3960	Nettun/Howard		480.47	1 Transactions			
5817	Northdale Oil Inc						
	48-396-000-0000-6561	AP	402.50	DYED DIESEL	45935	Fuels	N
	64-390-000-0000-6561	AP	1,090.80	FUEL	45862	Fuels	N
	64-390-000-0000-6561	AP	681.50	DYED DIESEL	45935	Fuels	N
	64-390-000-0000-6561	AP	427.25	FUEL	46026	Fuels	N
	64-391-000-0000-6561	AP	632.50	FUEL	46012	Fuels	N
	64-391-000-0000-6561	AP	427.25	FUEL	46026	Fuels	N
5817	Northdale Oil Inc		3,661.80	6 Transactions			
23165	Northern Fire Equipment Serv						
	03-330-000-0000-6272		130.20	SERVICES	28821	Professional Services	N
	65-392-000-0000-6402	AP	98.00	SAFETY EQUIPMENT	28778	Supplies	N
23165	Northern Fire Equipment Serv		228.20	2 Transactions			
23293	Northern Lumber						
	03-330-000-0000-6565	AP	23.84	SUPPLIES	255137	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	6.40	SUPPLIES	255138	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	48.32	SIGN SHOP SUPPLIES	255235	Repair/Maintenance & Operations	N
23293	Northern Lumber		78.56	3 Transactions			
2972	Northern Safety Co Inc						
	64-391-000-0000-6402	AP	882.72	SAFETY SUPPLIES	907304769	Supplies	N
	64-391-000-0000-6859	AP	65.10	SALES TAX	907304769	Sales Tax	N
	65-392-000-0000-6402	AP	213.48	SAFETY SUPPLIES	907319683	Supplies	N
	65-392-000-0000-6859	AP	15.74	SALES TAX	907319683	Sales Tax	N
2972	Northern Safety Co Inc		1,177.04	4 Transactions			
1431	Office Supplies Plus						
	01-551-000-0000-6402	AP	7.98	SHARPIE GEL PENS	81827	Supplies	N
1431	Office Supplies Plus		7.98	1 Transactions			
7027	Oien/Angela						
	18-493-000-0000-6272		259.20	CHORE SVS-SNOW REMOVAL (MH)-33 12/01/2025 12/31/2025		Professional Services	Y

Wendi
1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 25

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
7027	Oien/Angela		259.20	1 Transactions			
5380	OK Tire Store - Fargo						
	03-330-000-0000-6565	AP	1,866.68	TIRES	23-18287	Repair/Maintenance & Operations	N
	03-330-000-0000-6505	AP	85.95	TIRE REPAIR	23-18385	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	90.26	TIRES	23-18390	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	545.00	TIRES	23-18396	Repair/Maintenance & Operations	N
	03 330 000 0000 6565	AP	1,435.39	TIRES	23-18420	Repair/Maintenance & Operations	N
	03-330-000-0000-6565		930.36	TIRES	23-18610	Repair/Maintenance & Operations	N
5380	OK Tire Store - Fargo		4,953.64	6 Transactions			
6233	Olmsted County Sheriff's Office						
	01-091-000-0000-6261		100.00	SUBPOENA SVC ON K BENNEROTTE	25003344 & 25003345	Service & Filing Fees - Legal Fees	N
	01-091-000-0000-6261		100.00	SUBPOENA SVC ON J BENNEROTTE	25003344 & 25003345	Service & Filing Fees - Legal Fees	N
6233	Olmsted County Sheriff's Office		200.00	2 Transactions			
6320	Olson/Brenna						
	18-485-479-0000-6331		43.54	SUIC PREV MILEAGE 12/25'-120		Mileage	N
				12/01/2025 12/31/2025			
6320	Olson/Brenna		43.54	1 Transactions			
6063	Orvik/Alexander						
	18-482-492-0000-6331		43.40	DENTAL INNOVMILEAGE 12/25'-123		Mileage	N
				12/01/2025 12/31/2025			
6063	Orvik/Alexander		43.40	1 Transactions			
6970	OSEN/BRITTNEY						
	18-483-466-0000-6331		126.00	TANF MILEAGE 12/25'-22		Mileage	N
				12/01/2025 12/31/2025			
	18-483-466-0000-6331		63.00	NFP SF MILEAGE 12/25'-127		Mileage	N
				12/01/2025 12/31/2025			
	18-483-466-0000-6331		401.10	MESCH MILEAGE 12/25'-127		Mileage	N
				12/01/2025 12/31/2025			
6970	OSEN/BRITTNEY		590.10	3 Transactions			
6200	Pennington & Red lake County						
	18-482-458-0000-6272		145.96	HH GRANT Q2 2025		Professional Services	N
				12/01/2025 12/31/2025			

Wendi
1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 26

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
6200	Pennington & Red lake County		145.96	1 Transactions			
9202	Perkerewicz/Jill						
	18-482-458-0000-6331		36.40	HH MILEAGE 12/25'-105 12/01/2025 12/31/2025		Mileage	N
9202	Perkerewicz/Jill		36.40	1 Transactions			
1214	Peterson Sheet Metal Inc						
	04-390-000-0000-6272	AP	1,292.50	HEAT EXCHANGER PREVENTIVE MAIN	104569	Professional Services	N
	64-390-000-0000-6859	AP	53.84	SALES TAX	104569	Sales Tax	N
1214	Peterson Sheet Metal Inc		1,346.34	2 Transactions			
9549	Peterson/Lisa M						
	01-091-000-0000-6272		34.00	5/13/24 TRANSCRIPT M. BROWNE	763	Professional Services	Y
9549	Peterson/Lisa M		34.00	1 Transactions			
6980	POMPS Tire Service Inc						
	03-330-000-0000-6565		5,770.62	TIRES	1550037099	Repair/Maintenance & Operations	N
6980	POMPS Tire Service Inc		5,770.62	1 Transactions			
4476	Premier Signs LLC						
	18-483-466-0000-6241		959.00	FHV SF COLLAB GRANT-127 12/01/2025 12/31/2025	10445 10483 10444	Publishing - Advertising	N
	18-483-466-0000-6241		3,350.00	FHV SF COLLAB GRANT-127 12/01/2025 12/31/2025	10445 10483 10444	Publishing - Advertising	N
	18-485-496-0000-6241		2,500.00	DIGITAL BILLBOARD ADV. (CL)137 12/01/2025 12/31/2025	10445 10483 10444	Publishing - Advertising	N
4476	Premier Signs LLC		6,809.00	3 Transactions			
4993	Quill Corporation						
	64-390-000-0000-6409	AP	45.49	CASIO CALCULATOR	46895147	Office Furniture & Equip (not Capital)	N
	64-390-000-0000-6859	AP	3.35	SALES TAX	46895147	Sales Tax	N
	64-390-000-0000-6859	AP	23.05	SALES TAX	47064327	Sales Tax	N
	64-390-000-9412-6402	AP	312.46	CUSTODIAL SUPPLIES	47064327	Custodial Supplies	N
	64-391-000-0000-6859	AP	23.04	SALES TAX	47064327	Sales Tax	N
	64-391-000-9412-6402	AP	312.45	CUSTODIAL SUPPLIES	47064327	Custodial Supplies	N

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 27

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4993	Quill Corporation		719.84	6 Transactions			
7115	Rapisarda/Chris						
	48-396-000-0000-6272	AP	500.00	DEC CLEANING	258289	Professional Services	Y
	64-390-000-0000-6272	AP	750.00	CLEANING SERVICES	258288	Professional Services	Y
	64-391-000-0000-6272	AP	600.00	CLEANING SERVICES	258288	Professional Services	Y
7115	Rapisarda/Chris		1,850.00	3 Transactions			
3880	RDO Truck Centers						
	03-330-000-0000-6565	AP	98.24	PARTS	556350G	Repair/Maintenance & Operations	Y
	03-330-000-0000-6565	AP	31.70	PARTS	556456G	Repair/Maintenance & Operations	Y
3880	RDO Truck Centers		129.94	2 Transactions			
5493	Red Lake County Auditor						
	03-310-000-0000-6360	AP	151.86	GRAVEL TAX OCT-DEC 2025		Miscellaneous Charges	N
5493	Red Lake County Auditor		151.86	1 Transactions			
7102	Red Lake County Co Op						
	65-392-000-0000-6413	AP	199.32	PROPANE	131303	Fuel For Buildings	N
	65-393-000-0000-6413	AP	199.31	PROPANE	131303	Fuel For Buildings	N
7102	Red Lake County Co Op		398.63	2 Transactions			
7118	Red Lake County Court Administration						
	16-200-000-0000-5556		1,500.00	RED LAKE COURT ADMIN BAIL REIM	63-CR-25166	Miscellaneous	N
7118	Red Lake County Court Administration		1,500.00	1 Transactions			
4070	Reedsburg Hardware						
	03-330-000-0000-6565	AP	917.32	SUPPLIES/INVENTORY	1016	Repair/Maintenance & Operations	N
4070	Reedsburg Hardware		917.32	1 Transactions			
2163	Regents Of The Univ Of Mn						
	19-485-000-0000-6851		1,722.91	OPIOID SETTLEMENT FUNDS 12/25' 12/01/2025 12/31/2025	2011071697	Remittance Of Revenue	N
2163	Regents Of The Univ Of Mn		1,722.91	1 Transactions			
5224	Reitmeier/Kathy						
	18-482-000-0000-6331		51.80	HEALTH PROMO MILEAGE 12/25'-51		Mileage	N

Wendi
1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 28

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	18-483-466-0000-6331		36.40	MESCH MILEAGE 12/25'-127		Mileage	N
	18-483-466-0000-6331		310.66	FAM HEALTH MILEAGE 12/25'-11		Mileage	N
	18-483-466-0000-6331		7.01	FAM HEALTH SUPP 12/25'-11		Mileage	N
	18-483-466-0000-6331		131.60	EARLY CHLDHD MILEAGE 12/25'-15		Mileage	N
5224	Reitmeier/Kathy		537.47	5 Transactions			
1084	Riverview Healthcare Assoc						
	18-483-464-0000-6272		1,600.80	HC NP HOURS TG 11/25'-17	17502390	Professional Services	Y
				12/01/2025 12/31/2025			
1084	Riverview Healthcare Assoc		1,600.80	1 Transactions			
2346	RJ Zavoral & Sons Inc						
	65-392-000-0000-6565	AP	4,635.00	COMPOST AERATION SYS	8826	Repair/Maintenance & Operations	N
2346	RJ Zavoral & Sons Inc		4,635.00	1 Transactions			
6529	Road Machinery and Supplies Co.						
	64-390-000-0000-6565	AP	50.73	SENNEBOGEN PARTS	S5102703	Repair/Maintenance & Operations	N
	65-392-000-0000-6565	AP	192.31	PARTS	S8297001	Repair/Maintenance & Operations	N
	65-392-000-0000-6565	AP	350.90	SENNEBOGEN PARTS	S8344801	Repair/Maintenance & Operations	N
6529	Road Machinery and Supplies Co.		593.94	3 Transactions			
3907	RTVision Inc						
	03-300-000-0000-6265		5,000.00	SOFTWARE SUPPORT - ROW	1340	Data Processing (Software)	N
3907	RTVision Inc		5,000.00	1 Transactions			
9670	Saber Shred Solutions, Inc						
	65-392-000-0000-6272	AP	1,645.80	TIRE DISPOSAL	101055	Professional Services	N
9670	Saber Shred Solutions, Inc		1,645.80	1 Transactions			
4431	Safety Kleen Systems Inc						
	64-390-000-0000-6859	AP	18.96	SALES TAX	R003513519	Sales Tax	N
	64-390-000-9414-6402	AP	257.09	SHOP SUPPLIES	R003513519	Maintenance Supplies	N
	64-391-000-0000-6859	AP	18.96	SALES TAX	R003535561	Sales Tax	N

Wendi
1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
4431	Safety Kleen Systems Inc	AP	257.09 552.10	SHOP SUPPLIES 4 Transactions	R003535561	Maintenance Supplies	N
6316	Scan Air Filters Inc						
	01-111-197-0000-6565	AP	494.87	AHU #9 FILTERS	166017	Repair/Maintenance & Operations	N
6316	Scan Air Filters Inc		494.87	1 Transactions			
6432	Schmitz/Ashley						
	18-482-000-0000-6331		112.00	DAC MILEAGE 12/25'-20 12/01/2025 12/31/2025		Mileage	N
	18-483-466-0000-6331		100.10	MESCH MILEAGE 12/25'-127 12/01/2025 12/31/2025		Mileage	N
	18-483-466-0000-6331		22.40	NFP SF MILEAGE 12/25'-127 12/01/2025 12/31/2025		Mileage	N
6432	Schmitz/Ashley		234.50	3 Transactions			
3821	Schulz Carpeting						
	01-111-187-0000-6565	AP	4,121.00	DRIVERS TEST ROOM CARPET/BASE	DRIVERS TEST RO	Repair/Maintenance & Operations	Y
	01-111-198-0000-6565	AP	2,173.00	TRI-CTY HALLWAY IN JAIL	TCC HALLWAY IN J.	Repair/Maintenance & Operations	Y
3821	Schulz Carpeting		6,294.00	2 Transactions			
5647	SeaChange Printing & Marketing						
	01-064-000-0000-6203	AP	139.18	FREIGHT 2/10/26 GEN ELECT.	43589	Postage/Box Rent/Freight	Y
	01-064-000-0000-6402	AP	790.80	2/10/26 REPRINT BALLOTS/GEN.	43589	Supplies	Y
	01-064-000-0000-6402		1,062.48	MN CTY GENERAL 2/10 SUPPLIES	43590-R	Supplies	Y
	01-064-000-0000-6402	AP	716.50	OMNI BALLOT PROGRAMMING 2/2026	43595	Supplies	Y
5647	SeaChange Printing & Marketing		2,708.96	4 Transactions			
4606	Seeger/Julie						
	18-482-000-0000-6331		126.00	HP MILEAGE 12/25'-51 12/01/2025 12/31/2025		Mileage	N
	18-493-000-0000-6331		19.60	CARE COORD MILEAGE 12/25'-33 12/01/2025 12/31/2025		Mileage	N
4606	Seeger/Julie		145.60	2 Transactions			
28732	Service Pro Parts Inc.						
	01-111-197-0000-6565		9.82	SPARK PLUG, GASKET AIR FILTER	0157575	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	299.01	PARTS	157336	Repair/Maintenance & Operations	N

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 30

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
28732	Service Pro Parts Inc.		308.83	2 Transactions			
4462	Shimek/Sarah						
	18-485-000-0000-6331		4.20	WELLNESS MILEAGE 12/25'-54		Mileage	N
				12/01/2025 12/31/2025			
	18-485-000-0000-6331		36.40	OPIOID MILEAGE 12/25'-128		Mileage	N
				12/01/2025 12/31/2025			
4462	Shimek/Sarah		40.60	2 Transactions			
6180	Snap on Industrial						
	03-310-000-0000-6402	AP	148.21	JOHN B - TOOL ALLOWANCE	66468381	Supplies	N
6180	Snap on Industrial		148.21	1 Transactions			
6046	Sonsteli/Jill						
	18-493-000-0000-6331		174.30	CARE COORD MILEAGE 12/25'-33		Mileage	N
				12/01/2025 12/31/2025			
6046	Sonsteli/Jill		174.30	1 Transactions			
7074	SRF Consulting Group Inc						
	03-310-000-0000-6272	AP	764.46	SPEED STUDY	19513.00-3	Professional Services	N
7074	SRF Consulting Group Inc		764.46	1 Transactions			
28766	St. Louis County Sheriff's Office						
	01-091-000-0000-6261		75.00	SERVICE FEE G BRIVIESCA (GDSP)	2504529	Service & Filing Fees - Legal Fees	N
28766	St. Louis County Sheriff's Office		75.00	1 Transactions			
3722	Stantec Consulting Services Inc						
	64-390-000-0000-6272	AP	1,595.13	WASTE TRANSPORTATION STUDY	2501055	Professional Services	N
	64-391-000-0000-6272	AP	1,595.12	WASTE TRANSPORTATION STUDY	2501055	Professional Services	N
	65-392-000-0000-6272	AP	165.10	PROFESSIONAL SERVICES	2501053	Professional Services	N
	65-392-000-0000-6272	AP	542.50	ANNUAL MONITORING	2501057	Professional Services	N
	65-393-000-0000-6272	AP	542.50	ANNUAL MONITORING	2501057	Professional Services	N
3722	Stantec Consulting Services Inc		4,440.35	5 Transactions			
5571	State of MN Dept of Public Safety						
	03-330-000-0000-6360		25.00	CHEMICAL REPORTS	6006500312025	Miscellaneous Charges	N

Wendi
1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 31

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
5571	State of MN Dept of Public Safety		25.00	1 Transactions			
4655	Stone's Mobile Radio Inc						
	16-222-000-0000-6341		15,750.00	MICROWAVE LINK & BASE MAINT FE	2061522, 2061521	Lease Agreements/Rental Agreements	N
4655	Stone's Mobile Radio Inc		15,750.00	1 Transactions			
7987	Streicher's						
	16-200-000-0000-6419		3,657.00	SHIELD	1801796	Equipment & Machinery (not Capital)	N
7987	Streicher's		3,657.00	1 Transactions			
3093	Structural Materials Inc						
	03-330-000-0000-6565	AP	35.19	SUPPLIES	772698	Repair/Maintenance & Operations	N
3093	Structural Materials Inc		35.19	1 Transactions			
50292	Stynsberg/Emily						
	18-484-491-0000-6272		445.50	PEER GRP SERVICES 12/25'-108		Professional Services	Y
				12/01/2025 12/31/2025			
	18-484-491-0000-6272		13.95	PLANNER REIMB. 12/25'-108		Professional Services	Y
				12/01/2025 12/31/2025			
	18-484-491-0000-6272		45.00	CELL PHONE STIPEND 12/25'-108		Professional Services	Y
				12/01/2025 12/31/2025			
50292	Stynsberg/Emily		504.45	3 Transactions			
9478	Swanson/Jesse Allen						
	64-390-000-0000-6360		433.15	BOOT/CLOTHING ALLOWANCE	1-12-26	Miscellaneous Charges	Y
	64-390-000-0000-6360	AP	40.00	LICENSE RENEWAL	1-12-26	Miscellaneous Charges	Y
9478	Swanson/Jesse Allen		473.15	2 Transactions			
5059	The Door Guy						
	48-398-000-9302-6565	AP	136.95	N GATE - TIGHTEN CHAIN	5683	Grounds/Repair/Maintenance & Operations	Y
5059	The Door Guy		136.95	1 Transactions			
14071	The Exponent						
	01-061-000-0000-6241	AP	80.29	EMPLOYMENT OPPORTUNITIES	2.13459	Publishing - Advertising	N
	01-061-000-0000-6241	AP	122.53	EMPLOYMENT OPPORTUNITIES	2.13471	Publishing - Advertising	N
	01-061-000-0000-6241	AP	126.88	EMPLOYMENT OPPORTUNITIES	2.13482	Publishing - Advertising	N
	01-061-000-0000-6241	AP	126.88	EMPLOYMENT OPPORTUNITIES	2.13490	Publishing - Advertising	N

Wendi
1/13/2026 11:12:07AM
General Revenue Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 32

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
14071	The Exponent		456.58	4 Transactions			
29026	The Thirteen Towns						
	03-300-000-0000-6241	AP	20.63	ADVERTISING	26426	Publishing - Advertising	Y
	03-300-000-0000-6241	AP	20.63	ADVERTISING	26523	Publishing - Advertising	Y
29026	The Thirteen Towns		41.26	2 Transactions			
2076	The Thirteen Towns LLC						
	01-001-000-0000-6241	AP	589.38	BD MINUTES 11/18 & 12/02	26523	Publishing - Advertising	Y
	01-061-000-0000-6241	AP	728.00	EMPLOYMENT ADS	26523	Publishing - Advertising	Y
2076	The Thirteen Towns LLC		1,317.38	2 Transactions			
5163	Thief River Falls Times						
	01-061-000-0000-6241		440.75	EMPLOYMENT ADS ACCT 2136	NORTHERN WATCH	Publishing - Advertising	Y
5163	Thief River Falls Times		440.75	1 Transactions			
871	Timeclock Plus LLC						
	16-200-000-0000-6265		2,184.00	SCHEDULEANYWHERE YEARLY RENEW	459676	Data Processing (Software)	N
871	Timeclock Plus LLC		2,184.00	1 Transactions			
3771	Titan Machinery						
	16-200-000-0000-6608		22,492.00	POLARIS RANGER TRAILBOSS	4609	Vehicles Purchased/Capital Outlay	N
	48-398-000-0000-6565	AP	53.20	T603 FUEL FILTER	PS1043493-1	Repair/Maintenance & Operations	N
3771	Titan Machinery		22,545.20	2 Transactions			
5521	Total Lawn Care & Landscaping						
	03-330-000-0000-6272		1,735.00	ROOF SHOVELING	5427	Professional Services	Y
5521	Total Lawn Care & Landscaping		1,735.00	1 Transactions			
5713	Total Response						
	16-222-000-0000-6342		13,821.85	TOTAL RESPONSE POWERPHONE CAD	84611	Maintenance Agreements	N
5713	Total Response		13,821.85	1 Transactions			
7116	Trashmasters						
	18-482-458-0000-6272		622.00	HEALTHY HOMES (JP)-105 12/01/2025 12/31/2025	5312	Professional Services	Y

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1/13/2026 11:12:07AM
Public Health Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 33

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
7116	Trashmasters		622.00	1 Transactions			
7021	Trevipay						
	03-330-000-0000-6565	AP	298.94	SUPPLIES	CE6B990D	Repair/Maintenance & Operations	N
7021	Trevipay		298.94	1 Transactions			
12216	True Value Hardware						
	01-111-198-0000-6565		9.99	JAIL KITCHEN TWIST NOZZLE	A276726	Repair/Maintenance & Operations	N
	01-111-000-0000-6565		8.99	BULBS	A276727	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	20.35	SUPPLIES	C#5030	Repair/Maintenance & Operations	N
	18-482-458-0000-6402		241.96	HEALTHY HOMES SUPP (JP)-105		Supplies	N
				12/01/2025 12/31/2025			
	18-482-458-0000-6402		91.39	HEALTHY HOMES SUPP (JP)-105		Supplies	N
				12/01/2025 12/31/2025			
	18-482-458-0000-6402		108.34	HEALTHY HOMES SUPP (JP-MM)-105		Supplies	N
				12/01/2025 12/31/2025			
12216	True Value Hardware		481.02	6 Transactions			
9018	TURFTEQ						
	64-391-000-0000-6565	AP	934.61	PUSHER	52522	Repair/Maintenance & Operations	N
9018	TURFTEQ		934.61	1 Transactions			
6702	Ulman/Melissa						
	18-482-000-0000-6331		26.60	HP MILEAGE 12/25'-51		Mileage	N
				12/01/2025 12/31/2025			
	18-493-000-0000-6331		40.60	CARE COORD MILEAGE 12/25'-33		Mileage	N
				12/01/2025 12/31/2025			
	18-493-000-0000-6360		140.00	RN LICENSE RENEWAL 12/25'-33		Miscellaneous Charges	N
				12/01/2025 12/31/2025			
6702	Ulman/Melissa		207.20	3 Transactions			
9471	UpNorth Engineering LLC						
	64-391-000-0000-6272	AP	1,260.00	GRANT ADMINISTRATION	25	Professional Services	N
	65-392-000-0000-6272	AP	1,693.75	ENGINEERING	25	Professional Services	N
	65-393-000-0000-6272	AP	1,693.75	ENGINEERING	25	Professional Services	N
9471	UpNorth Engineering LLC		4,647.50	3 Transactions			
5542	Valley Plains Equipment						

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1/13/2026 11:12:07AM
Landfill Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 34

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5542	Valley Plains Equipment	AP	147.26	EQUIPMENT PARTS	5090387	Repair/Maintenance & Operations	Y
			147.26	1 Transactions			
5889	Van Den Einde/Amy						
	18-483-404-0000-6331		91.00	SRHS MILEAGE 12/25'-17		Mileage	N
				12/01/2025 12/31/2025			
	18-483-464-0000-6331		48.29	UMC EVENT PIZZA 12/25'-17		Mileage	N
				12/01/2025 12/31/2025			
	18-483-467-0000-6331		112.00	SCHOOL HLTH MILEAGE 12/25-12		Mileage	N
				12/01/2025 12/31/2025			
5889	Van Den Einde/Amy		251.29	3 Transactions			
10964	Vanguard Appraisals Inc						
	01-043-000-0000-6272	AP	3,720.00	VANGUARD SERVICE HOURS	26920	Professional Services	N
10964	Vanguard Appraisals Inc		3,720.00	1 Transactions			
6050	Vestis						
	64-390-000-0000-6360	AP	266.63	UNIFORMS	2630495356	Miscellaneous Charges	N
	64-390-000-0000-6859	AP	29.03	SALES TAX	2630495356	Sales Tax	N
	64-390-000-9412-6402	AP	127.03	CUSTODIAL SUPPLIES	2630495356	Custodial Supplies	N
	64-390-000-0000-6360	AP	250.51	UNIFORMS	2630497770	Miscellaneous Charges	N
	64-390-000-0000-6859	AP	22.81	SALES TAX	2630497770	Sales Tax	N
	64-390-000-9412-6402	AP	58.83	CUSTODIAL SUPPLIES	2630497770	Custodial Supplies	N
	64-390-000-0000-6360	AP	295.10	UNIFORMS	2630500130	Miscellaneous Charges	N
	64-390-000-0000-6859	AP	31.13	SALES TAX	2630500130	Sales Tax	N
	64-390-000-9412-6402	AP	127.03	CUSTODIAL SUPPLIES	2630500130	Custodial Supplies	N
	64-390-000-0000-6360	AP	242.38	UNIFORMS	2630502702	Miscellaneous Charges	N
	64-390-000-0000-6859	AP	22.22	SALES TAX	2630502702	Sales Tax	N
	64-390-000-9412-6402	AP	58.83	CUSTODIAL SUPPLIES	2630502702	Custodial Supplies	N
	64-390-000-0000-6360	AP	303.23	UNIFORMS	2630504903	Miscellaneous Charges	N
	64-390-000-0000-6859	AP	31.73	SALES TAX	2630504903	Sales Tax	N
	64-390-000-9412-6402	AP	127.03	CUSTODIAL SUPPLIES	2630504903	Custodial Supplies	N
	64-391-000-0000-6360	AP	143.37	UNIFORMS	2630495357	Miscellaneous Charges	N
	64-391-000-0000-6859	AP	12.24	SALES TAX	2630495357	Sales Tax	N
	64-391-000-9412-6402	AP	22.71	CUSTODIAL SUPPLIES	2630495357	Custodial Supplies	N
	64-391-000-0000-6360	AP	136.18	UNIFORMS	2630497771	Miscellaneous Charges	N
	64-391-000-0000-6859	AP	11.07	SALES TAX	2630497771	Sales Tax	N
	64-391-000-9412-6402	AP	13.89	CUSTODIAL SUPPLIES	2630497771	Custodial Supplies	N

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1/13/2026 11:12:07AM
Solid Waste

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 35

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
64-391-000-0000-6360	AP	143.37	UNIFORMS	2630500131	Miscellaneous Charges	N
64-391-000-0000-6859	AP	12.24	SALES TAX	2630500131	Sales Tax	N
64-391-000-9412-6402	AP	22.71	CUSTODIAL SUPPLIES	2630500131	Custodial Supplies	N
64-391-000-0000-6360	AP	108.83	UNIFORMS	2630502703	Miscellaneous Charges	N
64-391-000-0000-6859	AP	11.07	SALES TAX	2630502703	Sales Tax	N
64-391-000-9412-6402	AP	41.24	CUSTODIAL SUPPLIES	2630502703	Custodial Supplies	N
64-391-000-0000-6360	AP	139.30	UNIFORMS	2630504904	Miscellaneous Charges	N
64-391-000-0000-6859	AP	11.94	SALES TAX	2630504904	Sales Tax	N
64-391-000-9412-6402	AP	22.71	CUSTODIAL SUPPLIES	2630504904	Custodial Supplies	N
6050	Vestis	2,846.39	30 Transactions			
10146	Vestis					
65-392-000-0000-6360	AP	82.49	UNIFORMS	2520693116	Miscellaneous Charges	N
65-392-000-0000-6859	AP	9.66	SALES TAX	2520693116	Sales Tax	N
65-392-000-9412-6402	AP	48.47	CUSTODIAL/PAPER SUPPLIES	2520693116	Custodial Supplies	N
65-392-000-0000-6360	AP	70.09	UNIFORMS	2520696492	Miscellaneous Charges	N
65-392-000-0000-6859	AP	7.03	SALES TAX	2520696492	Sales Tax	N
65-392-000-9412-6402	AP	25.33	CUSTODIAL/PAPER SUPPLIES	2520696492	Custodial Supplies	N
65-392-000-0000-6360	AP	82.49	UNIFORMS	252069951	Miscellaneous Charges	N
65-392-000-0000-6859	AP	9.66	SALES TAX	252069951	Sales Tax	N
65-392-000-9412-6402	AP	48.47	CUSTODIAL SUPPLIES	252069951	Custodial Supplies	N
65-392-000-0000-6360	AP	70.09	UNIFORMS	2520703657	Miscellaneous Charges	N
65-392-000-0000-6859	AP	7.03	SALES TAX	2520703657	Sales Tax	N
65-392-000-9412-6402	AP	25.33	CUSTODIAL/PAPER SUPPLIES	2520703657	Custodial Supplies	N
65-392-000-0000-6360	AP	82.49	UNIFORMS	2520707183	Miscellaneous Charges	N
65-392-000-0000-6859	AP	9.66	SALES TAX	2520707183	Sales Tax	N
65-392-000-9412-6402	AP	48.47	CUSTODIAL/PAPER SUPPLIES	2520707183	Custodial Supplies	N
10146	Vestis	626.76	15 Transactions			
4939	Volker/David					
03-310-000-0000-6402	AP	34.98	CLOTHING ALLOWANCE		Supplies	N
4939	Volker/David	34.98	1 Transactions			
6112	Wagner/Ryan					
03-310-000-0000-6402	AP	169.99	CLOTHING ALLOWANCE		Supplies	N
6112	Wagner/Ryan	169.99	1 Transactions			
3631	Wallace/Jay					

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1/13/2026 11:12:07AM
Public Works Fund

*** Polk County ***

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 36

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3631	Wallace/Jay		49.34	CLOTHING ALLOWANCE		Supplies	N
			49.34	1 Transactions			
9466	Wandrie/Nicole						
	18-484-000-0000-6331		35.00	ADM MILEAGE 12/25'-91		Mileage	N
				12/01/2025 12/31/2025			
9466	Wandrie/Nicole		35.00	1 Transactions			
345	Warren Sheaf						
	03-300-000-0000-6241	AP	81.00	ADVERTISING	10865	Publishing - Advertising	N
	03-300-000-0000-6241	AP	81.00	ADVERTISING	10897	Publishing - Advertising	N
345	Warren Sheaf		162.00	2 Transactions			
2226	Widseth Smith Nolting & Assoc						
	01-111-198-1202-6565	AP	688.97	JSTC CTR WTER HTR REPLACEMENT	242465	Repair/Maintenance & Operations	N
	03-320-000-0000-6269	AP	8,211.10	MNGEO PLSS SURVEY	242548	Surveying	N
2226	Widseth Smith Nolting & Assoc		8,900.07	2 Transactions			
734	Win-E-Mac Travel Center Inc						
	16-200-000-0000-6565		25.00	CAR WASHES	2056	Repair/Maintenance & Operations	N
734	Win-E-Mac Travel Center Inc		25.00	1 Transactions			
9130	Winger City						
	03-310-000-0000-6505	AP	3,037.50	SNOW REMOVAL	DECEMBER 2025	Highway Costs	N
9130	Winger City		3,037.50	1 Transactions			
4246	Ye Ole Print Shoppe						
	16-200-000-0000-6454		204.20	RECORDS CLOTHING	18994 18995	Law Enforcement Supplies	N
4246	Ye Ole Print Shoppe		204.20	1 Transactions			
2311	Ziegler Inc						
	03-330-000-0000-6565	AP	2,182.50	PARTS	002227042	Repair/Maintenance & Operations	N
	03-330-000-0000-6565	AP	163.86	PARTS/INVENTORY	IN002198904	Repair/Maintenance & Operations	N
	64-390-000-0000-6565	AP	45.91	LOADER PARTS	2212024	Repair/Maintenance & Operations	N
	65-392-000-0000-6565	AP	209.45	LOADER/BOMAG SUPPLIES	2217045	Repair/Maintenance & Operations	N
	65-392-000-0000-6565	AP	1,629.00	BOMAG PARTS	2236319	Repair/Maintenance & Operations	N
	65-392-000-0000-6565	AP	6,353.44	DOZER REPAIRS	SI000734009	Repair/Maintenance & Operations	N

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1/13/2026 11:12:07AM
Landfill Fund

*** Polk County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 37

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2311	Ziegler Inc		10,584.16	6 Transactions		
7024	Zimmel/Christopher Daniel					
	03-310-000-0000-6402		60.34	CLOTHING/TOOL ALLOWANCE	Supplies	N
7024	Zimmel/Christopher Daniel		60.34	1 Transactions		
Final Total			559,746.13	204 Vendors	612 Transactions	



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: 01-20-2026

AGENDA ITEM: Angus/Liberty Township Land Leases

SUMMARY:

1. Polk County Board accepted the lease amounts for both Angus and Liberty Township Lands that Polk County owns.
2. Both Agreements have been signed by the tenant.
3. Polk County needs to sign the agreements

ACTION REQUESTED:

1. A motion was made by _____ seconded by _____ to allow Polk County Board Chair, County Administrator and County Attorney to sign the agreements for both Angus and Liberty Township lands.

FARM LEASE
Angus Pit

THIS AGREEMENT is made by and between the County of Polk ("County") and Arlyn and Damon Stroble of Angus, Minnesota, ("Tenant") and is effective upon execution by each of the parties.

IN CONSIDERATION of the mutual promises contained herein, County and Tenant agree as follows:

1. Leased Premises

The County shall rent to Tenant that real property with the following legal description:

--The West half of the Northeast quarter (W1/2NE1/4), the Northeast quarter of the Northwest quarter (NE1/4NW1/4), the South half of the Northwest quarter (S1/2NW1/4, and the South half of the Northwest quarter of the Northwest quarter (S1/2NW1/4NW1/4) less the North three hundred fifty five feet (355') of the west seven hundred ninety five feet (795') of the south half of the Northwest quarter of the Northwest quarter of section 36, Township 153 North, of Range 47 West and containing 213.5 acres, more or less. And the West half of the Southwest quarter (W1/2SW1/4) of Section 25, Township 153 North, of Range 47 West, and containing 80 acres, more or less. The combined total of the above being 293.5 acres, more or less.

2. Term of Lease

The term of this lease shall be for a period of three (3) years, commencing on January 1, 2026, and ending on December 31, 2028.

3. Use of Premises

Tenant shall, during the term of this lease, use and occupy the premises for the following purposes, and uses normally incident thereto, and for no other:

- a. Pasture and hay stumpage as the Tenant shall select from year to year.

4. Rent

Tenant shall pay to the County as rent for the use and possession of the premises, a fee in the sum of \$10,600.00 per year. Fee to be payable annually in advance of the first day of January of each year.

5. Expense of Tenant

During the term of this lease, Tenant shall, among other things, at his own cost and expense:

- a. Furnish all labor and equipment necessary to utilize the premises in the manner which the Tenant has selected.

FARM LEASE
Liberty Pit

THIS AGREEMENT is made by and between the County of Polk ("County") and Pat Taylor, Fertile, Minnesota ("Tenant") and is effective upon execution by each of the parties.

IN CONSIDERATION of the mutual promises contained herein, County and Tenant agree as follows:

1. Leased Premises

County shall rent to Tenant that real property with the following legal description:

--NW ¼ of Section 22, Township 147 North, Range 45 West, except 5.07 acres to State of Minnesota and approximately 20 acres in the NW corner to the Polk County Sheriff Department.

2. Term of Lease

The term of this lease shall be for a period of three (3) years, commencing on January 1, 2026, and ending on December 31, 2028.

3. Use of Premises

Tenant shall, during the term of this lease, use and occupy the premises for the following purposes, and uses normally incident thereto to, and for no other:

- a. Pasture and hay stumpage as the Tenant shall select from year to year.

4. Rent

Tenant shall pay to county as rent for the use and possession of the premises, a fee in the sum of \$600.00 per year. Fee to be payable annually in advance of the first day of January of each year.

5. Expense of Tenant

During the term of this lease, Tenant shall, among other things, at his own cost and expense:

- a. Furnish all labor and equipment necessary to utilize the premises in the manner which the Tenant has selected.

6. Expenses of County

During the term of this lease, County shall bear the following costs:

- a. Real Estate Taxes due and payable.

The County shall bear no other costs in connection with this lease.



Board of Commissioners

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

TO: Board of Commissioners and Chuck Whiting-Administrator

FROM: James Tadman, Sheriff

MEETING DATE: January 20, 2026

AGENDA ITEM:

1. Monthly Sheriff's Report

SUMMARY:

1. December Monthly Sheriff's Report

ACTION:

1. No Action Needed

Document Service Statistics December 2025

	Totals
Citation; Petition	1
Eviction Action Complaint; Eviction Summons	1
Eviction Summons; Eviction Action Complaint	1
Eviction Summons; Eviction Complaint	2
Exhibit; Complaint; Affidavit of Service	1
Notice; Notice of Filing Order; Order	1
Notice of Filing Order; Findings of Fact and Order; Summons for Third Party Custody; Pet	1
Notice of Filing Order; Order Denying Petition for Ex Parte Harrassment Restraining Order	1
Notice of Filing Order; Order Regarding Fee Waiver in Harassment Restraining Order Pro	1
Notice of Filing Order; Order to Show Cause; Notice of Remote Zoom Hearing	1
Notice of Motion & Motion; Amended Order to Show Cause; Affidavit	1
Notice of Redemption Rights; Notice of Mortgage Foreclosure Sale; Homestead Designati	1
Notice of Termination of Contract for Deed	1
Order Regarding Fee Waiver in Harassment Restraining Order Proceedings; Notice of Rer	1
Order to Show Cause; Notice of Remote Zoom Hearing; Amended Notice of Motion and M	1
Petition	1
Request for Hearing; Petition for Harassment Restraining Order; Order Regarding Fee Wa	2
Subpoena	4
Subpoena; Letter	2
Summons Child in Need of Protection or Services Petition; Juvenile Protection Petition to	1
Summons Child in Need of Protection or Services Petition; Petition for Child in Need of Pr	1
Summons; Complaint	14
Summons; Petition; Other	1
Summons; Request for Hearing; Complaint; Notice of Motion and Motion for Establishmer	1
Summons; Scheduling Order; Notice of Hearing; Juvenile Petition; Verification	1
Summons to Establish Custody and Parenting Time; Petition to Establish Custody and Pa	1
Summons to Establish Custody and Parenting Time; Petition to Establish Custody and Pa	1
Supporting Affidavit; Notice of Hearing; Other	1
Supporting Affidavit; Summons; Notice of Motion and Motion for Establishment of Child Si	1
Supporting Affidavit; Summons; Request for Hearing; Notice of Motion & Motion; Complai	1
Amended DANCO	1
Amended Order for Protection	1
Criminal Domestic Abuse No Contact Order	2
DANCO	2
Domestic Abuse Order For Dismissal	1
Emergency Ex Parte Order for Protection	1
Ex Parte Order Granting Petition for Harassment Restraining Order	3
Findings of Fact, Conclusion of Law and Order Granting Extension of Order for Protection	1
Findings of Fact, Conclusions of Law and Emergency (Ex Parte) Order for Protection	1
Findings of Fact, Conclusions of Law and Order	1
Order for Protection Following Hearing	1
Totals:	66

Paid Services: \$3,709.58**No Charge Services: \$965.02**

Transport Miles by Comparison

2024	Total Miles	Medical Facility	Mental Health	In-State Prison	Out-State Prison	Other Counties	Medical Examiner	Federal Transport
January	8766	0	460	2761	3506	343	0	1696
February	7105	0	765	4023	1221	323	145	628
March	7565	65	610	2633	2515	927	129	685
April	7273	1	362	2292	3736	317	0	564
May	7058	0	1003	3274	327	977	0	1476
June	6963	56	0	2653	2518	681	76	1034
July	6621	4	54.7	4172	270	715	265	1141
August	4804	7	256	1404	1707	177	125	1129
September	6381	2	909	2609	1302	547	133	880
October	5968	4	0	3139	1236	468	0	1122
November	9685	91	633	2414	3909	273	108	2258
December	5555	2	403	2065	1476	656	133	820
Total	83744	232	5455.7	33439	23723	6404	1114	13433

2025	Total Miles	Medical Facility	Mental Health	In-State Prison	Out-State Prison	Other Counties	Medical Examiner	Federal Transport
January	5589	2	547	1927	673	852	0	1588
February	5563	1	145	1869	1835	193	0	1521
March	6386	3	496	2608	1923	641	0	715
April	6048	8	788	2320	1203	384	0	1345
May	5859	14	481	2409	1929	0	0	1027
June	5881	3	166	2333	1988	501	378	513
July	6985	0	559	2119	2885	506	0	916
August	5067	1	415	1775	1847	424	58	548
September	3710	3.2	0	2228	650	0	0	828
October	7331	0	1307	3020	1773	0	0	1231
November	8203	0	516	2669	3924	553	81	460
December	5573	0	533	1718	2184	762	0	377
Total	72195	35.2	5953	26995	22814	4816	517	11069

December

Date:	Reason	Mileage	Deputy/Deputies	Medical	Mental Health	MN Prison/Jails	Out of state	ME	Federal	Other	Hours 1	Hours 2
1	ICE to Riverview	1.8	5005						1.8		1.25	
2	MCF St. Cloud	475	5005			475					8.5	
3	Itaskin Treatment to RRVJC	307	5009							307	7.75	
4	RRVJC to CABHS Willmar	455	5005							455	8.25	
5	Red Lake Nation 10-69	161.4	5019			161.4					3.75	
5	USMS to Riverview	1.4	5003 & 5019						1.4		0.5	0.5
8	Beltrami County 10-69	150.1	5017			150.1					3.5	
9	ICE X3 to Riverview	1.4	5003 & 5005						1.4		1	1
10	Clearwater County 10-69	127	5003			127					2.5	
11	Grand Forks County 10-69	54	5027				54				1	
11	USMS to Fargo Court	184.5	5005 & 5007						184.5		4.75	4.75
12	MCF Shakopee	582	5019			582					11	
16	Stark County, ND 10-69	736	5019				736				12	
16	ICE to Riverview	1.7	5003						1.7		1	
16	USMS to Riverview	1.8	5003 & 5005						1.8		0.5	0.5
17	ICE to Opticare	3.5	5003						3.5		1.25	
19	Clearwater County 10-69	82	5031			82					2.25	
19	ICE to Riverview	1.7	5003						1.7		0.75	
19	USMS Fargo Court	177	5007 & 5008						177		5.5	5.5
22	Altru to Carlton	533	5013		533						10	
22	USMS to Riverview	1.8	5030 & 5032						1.8		1	1
22	Grand Forks County 10-69	54	5018				54				1	
23	New Englad, ND Detainer	786	5019				786				13	
24	Kittson County 10-69	140	5025			140					2.75	
29	Grand Forks County 10-69	30.3	5024				30.3				1.25	
31	Burleigh County, ND 10-69	524	5025				524				9.5	
Totals:		5573.4		0	533	1717.5	2184.3	0	376.6	762	115.5	13.25
Total Hours:											128.75	

Call Count by Call Category

For (Site)



Creation Date: 01/01/2026 11:54:40 AM

Grouping: Site

Date Range: 12/01/2025 12:00:00 AM - 12/31/2025 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Information

Site	Total Calls	Call Category			Call Service (Emergency Incoming)					Outgoing (Emergency, Non- Emergency, Other)	Abandoned (Emergency)	Avg Wait (Emergency Incoming)
		Emergency	Non- Emergency	Other	Wire-Line	Wireless	VoIP	SMS	Unknown			
Total	2,539	804	1,735	0	80	671	44	1	8	533	52	00:00:04

Creation Date: 01/01/2026 11:54:40 AM

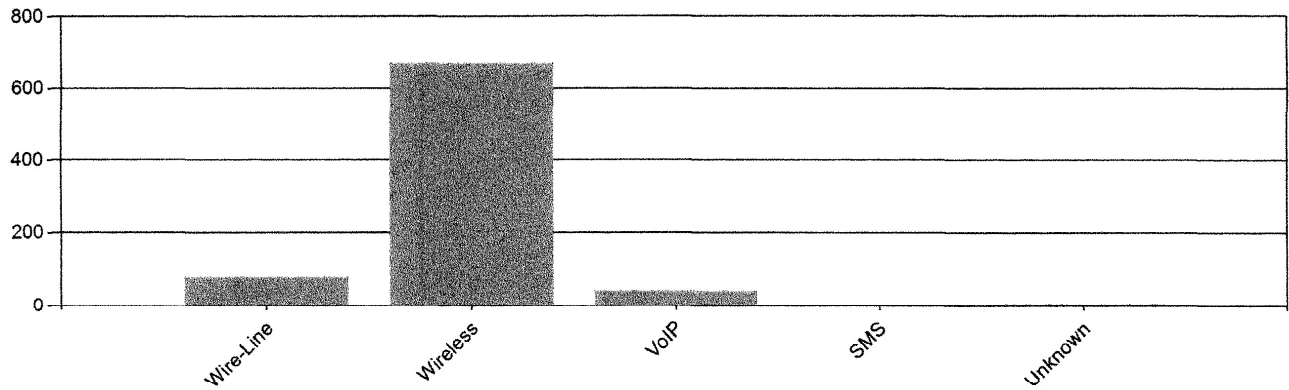
Grouping: Site

Date Range: 12/01/2025 12:00:00 AM - 12/31/2025 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Chart

Call Count by Call Service (Emergency Incoming)



December 2025

POLK COUNTY SHERIFF'S OFFICE

Sheriff James Tadman

Chief Deputy Mike Norland

600 Bruce Street • P.O. Box 416 • Crookston, MN 56716

218.281.0431 • Fax 218.281.0401

James.Tadman@co.polk.mn.us

www.co.polk.mn.us

CFS By Month and Primary INC Code - PCSO only

Printed on January 6, 2026

Description	Totals	
Abandoned Property	1	1
Abandoned Vehicle	10	10
Alarm - Residential	4	4
Animal Complaint	9	9
Animal - Lost and Found	2	2
Assault	5	5
Assist Other Agency	13	13
Attempted Break-In	1	1
Business Alarm	9	9
Child Custody Complaint	2	2
Child Protection Report	5	5
Civil Complaint	2	2
Civil Process	138	138
Cold Exposure	1	1
Consent Search - Probation/Court	1	1
Conservations - Littering/Wildlife	3	3
** CREATED IN ERROR **	2	2
Damage to Property	3	3
Death - Hospice	3	3
Death Notification	2	2
Disorderly Conduct	1	1
Domestic Non-Violent	1	1
Domestic Violent	5	5
Drug Paraphernalia	1	1
DUI Arrest	1	1
Emotional Distress	11	11
Fight	1	1
Fire Calls	4	4
Fraud	8	8
FTA Complaint	1	1

Description	Totals	
Harassment	5	5
Hit & Run	1	1
Human Trafficking	1	1
Info/Tip	13	13
Internet Crimes	2	2
Investigations	1	1
Juvenile Complaint	5	5
Medical	4	4
Motorist Assist	54	54
MVC - Boat, ATV or Snowmobile	1	1
MVC Injury	5	5
MVC - Property Damage	20	20
Noise Complaint	5	5
Order Violation - DANCO, OFP, Restraining Order	3	3
POR Checks	21	21
Public Assist	15	15
Reckless Driver	5	5
School Patrol	57	57
Special Detail	1	1
Stop Arm Violation	1	1
Suicide Threats	1	1
Suspicious Activity	4	4
Suspicious Person	4	4
Suspicious Vehicle	6	6
Theft	5	5
Theft - Gas Drive Off	4	4
Threats	1	1
Traffic Complaint	8	8
Traffic Hazard	7	7
Traffic Stop	39	39
Transport - EMS	1	1
Transport - Federal	8	8
Transport - Medical by Officer	2	2
Transport - MN Prison or Jail	7	7
Transport - Other	3	3

Description	Totals	
Transport - Out of State	6	6
Trespass	2	2
Unwanted Person	2	2
Vehicle Complaint	3	3
Verbal Dispute	1	1
Vulnerable Adult	1	1
Warrant	4	4
Welfare Check	15	15
	2	2
Totals	606	606

November 2025

POLK COUNTY SHERIFF'S OFFICE

Sheriff James Tadman

Chief Deputy Mike Norland

600 Bruce Street • P.O. Box 416 • Crookston, MN 56716

218.281.0431 • Fax 218.281.0401

James.Tadman@co.polk.mn.us

www.co.polk.mn.us

CFS By Month and Primary INC Code - PCSO only

Printed on January 6, 2026

Description	Totals	
Abandoned Vehicle	2	2
Alarm - Residential	2	2
Animal Complaint	14	14
Animal - Lost and Found	1	1
Assault	2	2
Assist Other Agency	18	18
Burglary	3	3
Business Alarm	7	7
Careless Driving	4	4
Child Protection Report	17	17
Civil Complaint	3	3
Civil Process	141	141
Conservations - Littering/Wildlife	2	2
Contempt of Court	2	2
Domestic Non-Violent	4	4
Domestic Violent	1	1
Drugs	1	1
DUI Arrest	4	4
Fight	2	2
FIREARM INCIDENT	1	1
Fire Calls	5	5
Fraud	3	3
FTA Complaint	1	1
Harassment	2	2
Hazmat	1	1
Hit & Run	2	2
Illegal Dumping	1	1
Info/Tip	16	16
Juvenile Complaint	10	10
Medical	5	5

Description	Totals	
Medical Alarm	1	1
Missing Person	2	2
Motorist Assist	24	24
MVC - Property Damage	11	11
Order Violation - DANCO, OFP, Restraining Order	6	6
POR Checks	6	6
Property - Lost and Found	3	3
Public Assist	9	9
Public Relations	4	4
Pursuit	1	1
Reckless Driver	5	5
Repossession	1	1
Request Extra Patrol	1	1
Runaway	1	1
School Patrol	84	84
Search Warrant	1	1
Stroke	1	1
Suspicious Activity	6	6
Suspicious Person	2	2
Suspicious Vehicle	7	7
Theft	6	6
Theft - Gas Drive Off	4	4
Traffic Complaint	9	9
Traffic Hazard	5	5
Traffic Stop	191	191
Transport - Federal	5	5
Transport - Medical by Officer	4	4
Transport - Mental Health	4	4
Transport - MN Prison or Jail	11	11
Transport - Out of State	3	3
Unwanted Person	5	5
Vehicle Complaint	2	2
Verbal Dispute	2	2
Vulnerable Adult	5	5
Welfare Check	14	14

Description**Totals****Totals**

1	1
724	724



Board of Commissioners

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

TO: Board of Commissioners and Chuck Whiting-Administrator

FROM: James Tadman, Sheriff

MEETING DATE: January 20, 2026

AGENDA ITEM:

1. 2025 Calls for Service Highlights.

SUMMARY:

1. Highlighted Calls for Service.

ACTION:

1. No Action Needed

Top 5 Cities CFS in 2025

- Erskine 928
- Fertile 825
- Fisher 599
- McIntosh 413
- Mentor 407

Top 5 Townships CFS Total 2025

- Lowell 1054
- Crookston 984
- Grand Forks 656
- Rhinehart 377
- Rosebud 369

Transport Miles and Deputy Hours

Total Miles in 2025 = 72,195 Total Miles in 2024 = 83,744

Deputy Hours in 2025 = 2,275.25 Deputy Hours in 2024 = 1,987

Info/Tip Calls	167	133
School Patrol	792	764
Sex Assault/Offense	12	18
• Offense	1	8
• Assault	11	10
Stolen Vehicle	6	14
Suspicious Activity	182	174
• Persons	39	51
• Vehicle	65	59
Traffic Complaint	199	183
Traffic Stop	2180	1830
Vehicle Complaint	52	40
Welfare Check	171	193
Total CFS 2025 = 9575		Total CFS 2024 = 9347

Calls For Service Highlights 2024-2025

	2025	2024
Assault	38	40
Assist Other Agency	253	238
Burglary	15	22
Child Protection Rep	94	64
Juvenile Complaint	82	80
Medical	228	229
Motorist Assist	298	234
Vehicle Crash	214	246
• Fatal	1	0
• Injury	42	32
• Property Damage	171	200
Public Assist	268	269
Reckless Driver	95	124
DUI Arrest	34	11
Domestics	86	95
• Non-Violent	30	40
• Violent	56	55
Emotional Distress	49	30
Fire Calls	116	91
Animal Complaints	205	175
• Bites	5	3
• Lost & Found	23	16
Fraud	62	61
Harassment	48	35



Board of Commissioners

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

TO: Board of Commissioners and Chuck Whiting-Administrator

FROM: James Tadman, Sheriff,

MEETING DATE: January 20, 2025

AGENDA ITEM:

1. Fifth Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force

SUMMARY:

2. Fifth Amended and Restated Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force

ACTION:

1. Motion and Approve

**FIFTH AMENDED AND RESTATED
JOINT POWERS AGREEMENT FOR THE
PINE TO PRAIRIE
DRUG AND VIOLENT CRIME TASK FORCE**

THIS FIFTH AMENDED AND RESTATED AGREEMENT is made and entered into by the undersigned, who are units of government responsible for the enforcement of controlled substance, gang, and violent crime laws in their respective jurisdictions. This agreement is made pursuant to the authority conferred upon the parties by the laws of the State of Minnesota, including the Joint Exercises of Powers Act, Minn. Stat. § 471.59.

WHEREAS, the Pine to Prairie Drug Task Force was organized and established by the County of Polk, the City of Crookston, and the City of East Grand Forks, pursuant to a Joint Powers Agreement ("Original Agreement") in 2008; and

WHEREAS, from time to time, the Original Agreement was amended pursuant to its terms by agreement of the parties; and

WHEREAS, an Amended and Restated Pine to Prairie Drug Task Force Joint Powers Agreement ("Amended Agreement") was approved by the parties in early 2014. The Amended Agreement incorporated all previously approved amendments to the Agreement and amended the Agreement to provide for participation by U.S. Customs and Border Protection as a non-voting member; and

WHEREAS, the Amended Agreement has been modified from time to time, and the undersigned parties desire to further amend and restate the Amended Agreement in order to provide for enhanced participation of members to this agreement in the task force as stated below.

NOW, THEREFORE, the undersigned Governmental Units, in the joint and mutual exercise of their powers, agree as follows:

1. Name.

- 1.1 The name of the joint powers entity created herein shall be the "Pine to Prairie Drug Task Force" (hereinafter "PTPDTF").

2. General Purpose.

- 2.1 The purpose of this Agreement is to establish an organization to coordinate efforts to investigate, apprehend, and prosecute drug, gang, and violent crime offenders. The PTPDTF shall seek to target felonies that have the likelihood of being related to the distribution of narcotics, gang activity, violent crimes, and/or other cases that have multi-jurisdictional impact.

3. Members.

- 3.1 The Members of this Agreement shall consist of the following units of government:

The City of Crookston (Full member);
The City of East Grand Forks (Full member);

The County of Polk (Full member);
The County of Roseau (Full Member)
The County of Norman (Full Member);
The County of Marshall (Full Member);
The County of Pennington (Half Member)
The City of Thief River Falls (Half Member);
The County of Red Lake (Half Member);
The County of Lake of the Woods (Half Member)
The City of Ada (Liaison Member);
The County of Kittson (Liaison Member);
U.S. Customs and Border Protection and Homeland Security Investigations
(non-voting, Full Member – Combined- as they are able);

- 3.2 The Polk County Attorney's Office shall participate as the legal advisor to the PTPDTF. However, when necessary, each of the respective Members to this Agreement shall obtain legal advice from their respective County Attorneys on cases from their respective jurisdictions.
- 3.4 The Members to this Agreement shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Members agree to act in good faith to undertake resolutions of disputes, if any, in an equitable and timely manner and in accordance with the provisions of this Agreement.
- 3.5 Full, Half, Associate, and Liaison Members. Each Member to the PTPDTF shall assign an experienced peace officer to serve as an Agent on the task force, subject to the provisions set forth below.
- 3.5.1 Full Members. Each Full Member shall assign a peace officer to be an Agent on the task force, and such assignment shall be the principal assignment of such peace officer.
- 3.5.2 Half Members. Each Half Member shall assign a peace officer to be a part-time Agent on the task force, and such assignment will be secondary to their principal assignment of such peace officer.
- 3.5.3 Associate Members. Each Associate Member is not required to assign a peace officer as an Agent to the task force, but will participate in PTPDTF investigations, operations and activities on occasion. Participation in occasional task force investigations, operations and activities by peace officers from an Associate Member will be initiated by requests from full time PTPDTF Agents or by the initiation of cases by the Associate Member officers that require or would benefit from task force assistance or participation. Task force case participation by Associate Member peace officers is contingent upon the Associate Member agency's supervisory notification and approval, if possible under the circumstances.
- 3.5.4 Liaison Members. Each Liaison Member is not required to assign a peace officer as an Agent to the task force, but will participate in PTPDTF investigations, operations and activities on occasion. Participation in

occasional task force activities by peace officers from a Liaison Member will be initiated by requests from full-time PTPDTF Agents or by the initiation of cases by the Liaison Member officers that require or would benefit from task force assistance or participation. Task force case participation by Liaison Member peace officers is contingent upon the Liaison Member agency's supervisory notification and approval, if possible under the circumstances.

- 3.6 Peace officers, who are assigned by Associate or Liaison Members to participate in PTPDTF investigations and operations, shall report to the Task Force Commander or Team Leader(s) during the course of joint operations or investigations. During joint operations and investigations, the Task Force Commander or Team Leader(s) or designee shall update and coordinate with the Associate or Liaison Member officer's supervisor to ensure compliance with work standards and department policy.
- 3.7 Peace officers, who are assigned by Associate or Liaison Members to participate in PTPDTF investigations and operations, shall be trained in the established operational protocols and practices of the PTPDTF. Operations involving the use of PTPDTF confidential funds shall require involvement of a full time PTPDTF Agent. Use of PTPDTF equipment by Associate Member or Liaison Member officers is allowed after the officer is trained in the use of the equipment and is approved by the Task Force Commander or Supervisor.

4. Term of Agreement.

- 4.1 This Agreement shall be effective upon execution by the parties hereto and the term of this Agreement shall be for the remainder of the calendar year, thereby terminating on December 31, 2027, unless the Agreement is terminated earlier, pursuant to Section 12.1 of this Agreement.
- 4.2 The Members agree that this Agreement shall be automatically extended for successive one-year terms upon the same terms, conditions, and covenants, unless the PTPDTF is dissolved prior to expiration of the initial or successive term.

5. Coordinating Agency.

- 5.1 Unless otherwise provided by resolution of the Governing Board, the City of Crookston shall serve as the Coordinating Agency.
- 5.2 Acting on behalf of the PTPDTF and its members, the Coordinating Agency shall apply for state and/or federal funding through grant agreements with the Minnesota Department of Public Safety, Office of Justice Programs (OJP) the United States Department of Justice, Bureau of Justice Assistance, and/or any other sources of grant funding available to support the operations and expenses of the PTPDTF ("Grant Funds"). Unless otherwise designated by resolution of the Governing Board, the City of Crookston Chief of Police shall be the "authorized official" as defined in the general policies and procedures for applying for and accepting Grant Funds.

6. Governing Board.

6.1 Creation and Composition. A joint powers board, known as the PTPDTF Governing Board, is established for the purposes contained herein with the powers and duties set forth in this Agreement. The Governing Board shall consist of not less than six members, nor more than 17 members, which shall include two (2) members appointed from each participating Full Member agency, one (1) member appointed from each participating Half Member agency, and an attorney from the Polk County Attorney's Office. Board members shall not be deemed employees of the PTPDTF and shall not be compensated by it.

6.2 Officers.

6.2.1 At the first meeting of each year, the Governing Board shall elect from the persons representing Full Members a Chair, a Vice-Chair, and such other officers, if any, as it deems necessary to conduct its meetings and affairs. The attorney appointed to the Governing Board shall not be eligible to serve as an officer of the Governing Board. Associate and Liaison Members shall not be entitled to representation on the Governing Board, but shall be entitled to attend meetings of the Governing Board and serve in an advisory role to the Governing Board.

6.2.2 The Governing Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or a special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member.

6.2.3 The Chair and any other officers so selected shall serve for a term of one (1) year or until the officer ceases to be a Governing Board member, whichever is shorter.

6.2.4 The Chair shall have no more power than any other member of the Governing Board, except that the Chair shall have the authority to do the following:

6.2.4.1 Give notice of any meetings when scheduled or otherwise called;

6.2.4.2 Call meetings to order and provide for their orderly and efficient conduct;

6.2.4.3 Provide for the preparation of minutes of all meetings; and

6.2.4.4 When authorized by the passage of a motion by the Governing Board, execute such contracts, agreements, reports, filings, and other documents as necessary on behalf of the PTPDTF.

6.3 Meetings.

6.3.1 The Governing Board shall meet at least quarterly and shall have such other special meetings at such times and places as Chair of the Governing Board shall determine. Special meetings may be held on three (3) days' notice by the Chair or any two (2) Governing Board members, except that

a special meeting to consider adoption of or amendments to the Governing Board's operating rules, pursuant to Section 6.2.2, shall require ten (10) days' notice. The presence of a majority of the duly appointed voting members of the Governing Board at a meeting shall constitute a quorum.

6.3.2 Each Governing Board member shall be entitled to one vote, with the exception of the members from the Polk County Attorney's Office and U.S. Customs and Border Protection and Homeland Security Investigations, whose assigned Governing Board members, who shall act in an advisory capacity only. Proxy voting is not permitted. The Governing Board shall function by a majority vote of the board members present, except as provided herein.

6.3.2.1 An affirmative vote of at least two-thirds of the members shall be required to:

6.3.2.1.1 Approve or amend the budget;

6.3.2.1.2 Abolish or dissolve the PTPDTF; or

6.3.2.1.3 Designate a Coordinating Agency, pursuant to Section 5.

6.4 Duties and Powers.

6.4.1 The Governing Board may adopt and amend such bylaws that it may deem necessary or desirable for the conduct of the business of the Governing Board. Such bylaws shall be consistent with the terms of this Agreement and any applicable laws or regulations.

6.4.2 The Governing Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and may enforce such contracts to the extent available in equity or at law. The Governing Board may authorize the Chair or Vice Chair of the Governing Board to execute those contracts.

6.4.3 The Governing Board may disburse funds in a manner which is consistent with this Agreement and with the method provided by law for the disbursement of funds by the Members to this Agreement. Such disbursements shall be made through the Fiscal Agent approved by the Governing Board.

6.4.4 The Governing Board may apply for and accept gifts, grants or loans of money or other property or assistance from the United States Government, the State of Minnesota, or any person, association or agency for any of its purposes. The Governing Board may enter into any agreement in connection therewith, and hold, use and dispose of such money, property or assistance in accordance with the terms of the gift, grant or loan relating thereto.

6.4.5 The Governing Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.

6.4.6 Other Conditions:¹ even though it may otherwise be stated herein, the PTPDTF, and each of its members, further agree as follows:

- 6.4.6.1 The PTPDTF will meet and maintain the conditions of eligibility established as a part of the Request for Proposal that established funding for the grant funded project.
- 6.4.6.2 The PTPDTF will be in compliance with the Open Meeting Law requirements contained in Minn. Stat., Chapter 13D.
- 6.4.6.3 The PTPDTF will be subject to the operational command and supervision of one of the participating agencies.
- 6.4.6.4 The PTPDTF will be subject to a biennial operational and financial audit contracted out to an external organization not associated with us and designed to ensure that our multijurisdictional entity and our designated fiscal agent are in compliance with applicable legal requirements, proper law enforcement standards and practices and effective financial controls.
- 6.4.6.5 The PTPDTF will ensure that it has adequate staffing and funding to support law enforcement, prosecutorial and financial operations, including bookkeeping, evidence handling and inventory recording.
- 6.4.6.6 The PTPDTF will process all seized cash, physical assets and evidence through the standard evidence handling procedures established by its policies and procedures or the policies and procedures of one or more of its Members.
- 6.4.6.7. Officers participating in the PTPDTF shall be subject to annual performance reviews conducted by its operational supervisor.
- 6.4.6.8. The PTPDTF governing board will require that the prosecutor on the governing board who shall: (1) Recommend to the governing board the nature and frequency of training for officers assigned to the PTPDTF in order to increase successful prosecutions; (2) Advise the PTPDTF on the lawful handling and processing of seized property and evidence and forfeited property and money; and (3) Ensure that seizures and forfeitures are reported in accordance with Minn. Stat. § 609.5315, subd. 6.

¹ These conditions originally were agreed to and adopted by the Governing Board pursuant to a Resolution of the PTPDTF adopted October 14, 2010.

- 6.4.6.9 The fiscal agent appointed by the Governing Board shall be approved by the Department of Public Safety. The Governing Board will require the fiscal agent to adhere to these conditions.
- 6.4.7 From the full-time Agents assigned to the PTPDTF pursuant to Section 7, the Governing Board shall appoint a Task Force Commander, who shall be responsible for overseeing and coordinating the day-to-day operations of the PTPDTF, subject to the supervision and direction of the Governing Board. The Task Force Commander must be a full-time, licensed peace officer of a full Member of the PTPDTF. The Task Force Commander shall remain an employee of the Member that has assigned them to the PTPDTF. Such Task Force Commander shall perform duties in accordance with Section 8 herein.
- 6.4.8 The Governing Board shall formulate policies and procedures to govern the Task Force Commander and PTPDTF Agents. In the absence of PTPDTF policies and procedures, the Task Force Commander and the Agents shall be governed by the policies and procedures of the respective law enforcement agency of the Member that appointed them to the PTPDTF.
- 6.4.8 The Governing Board shall cause to be made an annual audit of the books and accounts of the PTPDTF and shall make and file a report to its members which includes the following information:
 - 6.4.8.1 The financial condition of the PTPDTF;
 - 6.4.8.2 The business transacted by the PTPDTF; and
 - 6.4.8.3 Any other matters which affect the interests of the PTPDTF.
- 6.4.10 The PTPDTF's books, receipts, and records shall be open to inspection by its Members at all reasonable times.
- 6.4.11 The Governing Board may contract with any of its Members to take title to, hold, manage and convey real and/or personal property obtained by the PTPDTF as a result of civil asset forfeiture proceedings.
- 6.4.12 The Governing Board may hold such property as may be required to accomplish the purposes of this Agreement and upon termination of this Agreement make distribution of such property as provided for in Section 12.2 of this Agreement.

7. Duties of Task Force Members.

- 7.1 Each Full Member shall assign one experienced, licensed peace officer to serve as Agents for the PTPDTF as follows:

City of Crookston	1 Full Time Equivalent (FTE)
City of East Grand Forks	1 FTE
County of Polk	1 FTE
County of Roseau	1 FTE
County of Norman	1 FTE
County of Marshall	1 FTE
City of East Grand Forks (Commander)	1 Half Time Equivalent (HTE)
County of Pennington	1 HTE
City of Thief River Falls	1 HTE
County of Lake of the Woods	1 HTE
County of Red Lake	1 HTE
U.S. Customs and Border Protection	4 FTEs (as they are able)
Homeland Security Investigations	<u>1 FTE (as they are able)</u>
Total:	11 FTEs, 5 HTEs

- 7.2 Agents assigned to the PTPDTF will be responsible for drug investigation, including but not limited to intelligence gathering and management, case development, and referrals of investigations for prosecution. Agents may also assist other law enforcement agencies in surveillance and undercover operations. Agents will work cooperatively with law enforcement officers from the Members and will work cooperatively with other federal, state, and local law enforcement agencies, as directed by the Task Force Commander.
- 7.3 Agents assigned to the PTPDTF will be supervised by the Task Force Commander or, in his/her absence, by a Team Leader or such other agent assigned by the Task Force Commander to act in his/her behalf.
- 7.3.1 From Agents assigned by Members, one or more Team Leaders may be appointed by the Governing Board, with the concurrence of the Agent's member agency, to serve at the pleasure of the Governing Board. Team Leaders so appointed shall act in the absence of the Task Force Commander and will have the duties, responsibility, and authority of the Task Force Commander during the time the Task Force Commander is absent.
- 7.3.1.1 The duties, responsibilities, and authority of the Team Leader(s), while the Task Force Commander is absent, shall be the same as the Task Force Commander as described in Section 8 herein. If there is more than one Team Leader, the Task Force Commander will assign one of the Team Leaders to act as Task Force Commander while the Task Force Commander is absent.
- 7.4 Agents will maintain compliance with the policies and procedures of the PTPDTF, and in the absence of a PTPDTF policy or procedures, Agents shall maintain compliance with the applicable policy or procedure, if any, of his/her appointing Member.

- 7.5 Agents will adhere to all laws of the State of Minnesota and the United States of America.
- 7.6 Unless otherwise agreed to by the Governing Board, the Member appointing an Agent to the PTPDTF shall furnish the Agent with a weapon and a vehicle, and the Member shall pay any lease payments, insurance, maintenance and operating costs for said vehicle. Further, unless otherwise agreed to by the Governing Board, the Member appointing the Agent shall pay all expenses associated with tuition, travel, lodging and meals incurred on behalf of said Agent.
- 7.7 Agents assigned by the Members shall not be employees of the PTPDTF. Agents shall remain the employees of the Member that has assigned them to the task force and shall be compensated by that Member, except as otherwise provided herein.
 - 7.7.1 Grant Funds will be utilized to ensure that PTPDTF operations are properly funded, including but not limited to the funding of office supplies, support staff salary, cellular telephones and service, liability insurance, training, and confidential funds. The Members agree that remaining Grant Funds will be divided equally among its Full Member agencies for reimbursement of the Full Member assigned agent's salary (excluding benefits); Half Members will receive a half-share of the Grant Funds for agent's salary.
- 7.8 During the term of this Agreement, the Members agree to maintain the law enforcement officer position assigned to the PTPDTF and shall maintain the FTE staffing assigned to the Task Force as shown in Section 7.1.

8. Task Force Commander.

- 8.1 The Task Force Commander shall serve at the pleasure of the Governing Board and shall be in charge of the day-to-day operation of the PTPDTF, including supervising the task force's assigned personnel, subject to direction received from the Governing Board. The Task Force Commander is responsible for staffing, scheduling, case assignment, case management, record keeping, informant management, buy fund management, petty cash management and intelligence management.
- 8.2 The Task Force Commander will be responsible to keep the Governing Board updated as to the task force's activity, which would include major case development within Member jurisdictions.
- 8.3 The Task Force Commander, or designee, will supervise the drafting and, when possible, the execution of all search warrants initiated by the PTPDTF and will work cooperatively with the agencies with venue over the case.
- 8.4 The Task Force Commander will be responsible for all buy fund monies and petty cash funds, if any is provided for by resolution of the Governing Board, and will provide the Governing Board with a monthly accounting of all funds disbursed and a written summary of activity involving task for buy money and funds.
- 8.5 The Task Force Commander shall be responsible to coordinate annual leave (vacation) of all Agents under his supervision, in accordance with any bargaining agreement, policy, and guidelines of the Agent's respective appointing Member.
- 8.6 The Task Force Commander shall immediately notify the chair of the Governing

Board and all other members of the Governing Board on any misconduct by Agents under his/her supervision. Such misconduct shall include, but not be limited to, the following: commission of a criminal offense; neglect of duty; violation of PTPDTF policies, rules or procedures, or the policies, rules, and procedures of the respective appointing Member; and conduct that tends to reflect unfavorably upon the PTPDTF or any Member.

- 8.7 The Task Force Commander shall coordinate intelligence among the Members and between the PTPDTF and other local, state, and federal law enforcement agencies.

9. Budgeting and Funding.

- 9.1 The Members intend to fund the cost of operation of the PTPDTF from grant funds and matching funds and/or contributions from the member cities and counties, from the proceeds of forfeiture actions, and from restitution.
- 9.2 The Governing Board shall adopt a budget based upon grant funds, member matching funds and/or contributions, and money made available from other sources. The Governing Board may amend the budget from time to time as provided herein.
- 9.3 The Governing Board shall appoint one of its Members to serve as Fiscal Agent to provide budgeting, recordkeeping, and accounting services necessary or convenient for the operations of the PTPDTF. Such services shall include, but not be limited to:
- 9.3.1 Management of all PTPDTF funds, including member contributions and grant monies;
- 9.3.2 Management and tracking of forfeiture assets and proceeds;
- 9.3.3 Timely payment of any contracted services; and
- 9.3.4 Maintenance of all relevant bookkeeping and recordkeeping.
- 9.4 No payment on any invoice for services performed by any person providing services or supplying goods to the PTPDTF in connection with this Agreement shall be authorized unless approved by the Chair or Vice Chair of the Governing Board.
- 9.5 The Members agree to contribute their grant funds and required matching funds/contributions, if any, to operate the PTPDTF.
- 9.6 All funds shall be accounted for according to generally accepted accounting principles. The Fiscal Agent shall make a monthly financial report of all expenditures and receipts, and current fund balances to the Board.
- 9.7 The Governing Board may not incur debts and may not incur obligations or approve contracts which will require expenditure of funds in excess of funds available to the PTPDTF.
- 9.8 The Board's obligation to reimburse members for any expense, furnish

equipment and the like is contingent upon the receipt of grant funds for that purpose. If insufficient grant funds are received, the Board may reduce the level of reimbursement and/or reduce other expenditures.

10. Seizures, Forfeitures, and Restitution.

- 10.1 Cash, property, and other items that are seized and thereafter forfeited pursuant to the operations or efforts of the PTPDTF under this Agreement shall be used to support PTPDTF efforts. Additionally, the Members agree that any and all forfeitures of cash, property, and other items, resulting from cases where felony-level drug charges are filed, shall be paid to and/or the property of the PTPDTF, to be used to support PTPDTF efforts.
- 10.2 All money and property that is obtained as a result of PTPDTF efforts and operations shall be forfeited by the Member agency originating the specific case. Forfeitures so initiated shall be cleared through the respective Member's prosecuting authority. Forfeited monies or property shall be distributed in the manner consistent with applicable statutes of the State of Minnesota. Unless otherwise agreed to by a unanimous vote of the Governing Board, the portion of forfeiture proceeds inuring to Members under the applicable law shall be used for the benefit of PTPDTF as provided below.
 - 10.2.1 If the felony-level drug charge is the result of a case initiated by a licensed peace officer who is not a PTPDTF assigned Agent, and the case involved one or more PTPDTF assigned Agents in any way, then the Members agree that fifteen percent (15%) of any net forfeiture proceeds, which are disbursed to the "appropriate agency," pursuant to Minn. Stat. § 609.5315, Subd. 5, shall be disbursed to the Member whose officer initiated the case, and the remainder of the net proceeds shall be disbursed to the PTPDTF.
 - 10.2.2 If the felony-level drug charge is the result of a case initiated by a licensed peace officer who is not a PTPDTF assigned Agent, and the case did not involve any PTPDTF assigned Agents, then the Members agree that that twenty-five percent (25%) of any net forfeiture proceeds, which are disbursed to the "appropriate agency," pursuant to Minn. Stat. § 609.5315, Subd. 5, shall be paid to the Member whose officer initiated the case, and the remainder of the net proceeds shall be disbursed to the PTPDTF.
- 10.3 Forfeiture proceeds hereunder shall be deposited into a PTPDTF forfeited funds account to be maintained by the Coordinating Agency. In the case of Federal forfeiture actions, established Federal Rules shall be followed. Fine or restitution monies ordered paid to the PTPDTF by court order may be used to offset equipment or operating costs of the PTPDTF which are not funded by grant or matching monies, subject to compliance with applicable laws.
- 10.4 If expenses from a forfeiture exceed the sale proceeds, the Governing Board shall provide for reimbursement from other funds of the PTPDTF.
- 10.5 The use and disbursement of all cash and/or property forfeited to the PTPDTF pursuant to this Agreement shall be in accordance with Minnesota law and must be approved by the Governing Board. Any disputes on disbursement of funds will be decided by the Governing Board.

shall be submitted to a member upon written request.

- 11.1.6 Any excess or uninsured liability of the PTPDTF shall be borne equally by all of the Members, but this does not include the liability of any individual officer, employee, or volunteer that which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

11.2 Indemnity.

- 11.2.1 The PTPDTF agrees to defend and indemnify the Members for any and all claims, losses, damage, liability, suits, judgments, costs, and expenses by reason of the action or inaction of its employees assigned to the PTPDTF for claims arising from PTPDTF activities or operations and decisions of the Governing Board.
- 11.2.2 The Agreement to indemnify and hold harmless provided herein does not constitute a waiver by any Member of limitations on liability provided by Minnesota Statutes, Chapter 466. Under no circumstances shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any other Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.
- 11.2.3 Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

12. Termination / Withdrawal.

- 12.1 Termination. This Agreement shall terminate upon the occurrence of any one of the following events, whichever occurs first:
 - 12.1.1 When necessitated by operation of law or as a result of a decision by a court of competent jurisdiction;
 - 12.1.2 When necessitated based upon the failure to obtain the necessary grant funding from the State of Minnesota and/or the United States federal government and/or Member agencies and other local sources of funding; or
 - 12.1.3 When two-thirds of the Members agree by resolution to terminate the agreement upon a date certain.
- 12.2 Effect of Termination. Upon termination of this Agreement, the Governing Board shall provide for the distribution of all PTPDTF funds and assets in the following manner:
 - 12.2.1 The Governing Board may determine to sell and liquidate any and all non-monetary assets prior to distribution.

12.2.2 Any and all personal property used by the PTPDTF and owned by a Member shall be returned to that Member upon dissolution of the PTPDTF.

12.2.3 All remaining funds and assets shall be distributed to the Members in proportion to the Full Time Equivalent (FTE) or Half Time Equivalent (HTE) contributions of each Member to the PTPDTF, with Half Time Members receiving half of the share that Full Time Members receive hereunder. Only Members who have been a member of the PTPDTF continuously for 24 months immediately preceding dissolution shall be entitled to a share in the distribution.

12.3 Withdrawal.

12.3.1 Any Member may withdraw from this Agreement upon six months' written notice to the Governing Board.

12.3.2 Withdrawal shall not act to discharge any liability incurred by the Member prior to withdrawal. Such liability shall continue until discharged by law or agreement of the remaining Members.

12.3.3 If a Member withdraws from the PTPDTF, and the remaining Members decide to continue the operations of the PTPDTF under the terms of this Agreement, including any amendment(s) thereto, the withdrawing Member shall not be entitled to the distribution of any assets or funds under Section 12.2, above, except as provided by Section 12.2.2.

12.3.4 In the event of withdrawal by any Member, this Agreement shall remain in full force and effect as to all remaining Members.

13. Modification of Agreement.

13.1 Any alterations, modifications, or amendments of the provisions of this Agreement shall only be valid if they have been reduced to writing and duly approved and signed by all of the Members.

14. Counterparts.

14.1 This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF POLK

The Polk County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Polk

By _____
Joan Lee, Chairman

Attest _____
Charles Whiting, Administrator

Approved as to form and content:

Greg Widseth, County Attorney



Board of Commissioners

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

TO: Polk County Board of Commissioners, Chuck Whiting & Karen Warmack Social Services Director

FROM: Victoria Ramirez, Social Services Manager

MEETING DATE: December 16, 2025

AGENDA ITEM: Tri Valley Opportunity Council Transportation Contract

SUMMARY:

Polk County Social Services has a contract with Tri Valley, Inc. to deliver Non-Emergency Medical Transportation (NEMT) services for eligible clients. The agreement runs from January 1 to June 30, 2026. This contract also serves as a host-county agreement, allowing other counties and tribal agencies to place eligible clients with the Provider for these services.

ACTION REQUESTED:

Recommend Board approval of the Transportation Contract with Tri Valley Opportunity Council, establishing a spending limit of \$10,000.00 for the period of January 1, 2026, through June 30, 2026.

POLK COUNTY SOCIAL SERVICE AGENCY

PURCHASE OF SERVICE AND LEAD COUNTY CONTRACT

The Polk County Social Services, 612 North Broadway, Room 302, Crookston, MN 56716, hereafter referred to as the “Lead County” and, Tri Valley, Inc., 107 N. Broadway, Suite 200, Crookston, MN 56716, hereafter referred to as the “Provider”, enter into this Contract effective for the period beginning January 1, 2026, and ending June 30, 2026, regardless of the date of the signatures hereunder, unless sooner terminated or unless extended, as provided herein.

WITNESSETH

WHEREAS, the County of Polk has designated the Agency to provide and/or secure Non-emergency Medical Transportation (NEMT) services pursuant to Minnesota Statutes 256B.0625, subdivision 17, that are subject to the operating standards for special transportation service under Minnesota statutes sections 174.29 to 174.30 and Minnesota Rules, chapter 8840 and

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

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

WHEREAS, the Agency and the Provider, according to Minnesota Statutes 256.0122 subdivision 6 understand that this agreement serves as a host county agreement for services purchased by financially responsible agencies of other counties and reservations, which may place eligible clients with the Provider;

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

1. Provider’s Duties:

- a. The Agency agrees to purchase and the Provider agrees to furnish any and/or all of the services identified in Exhibit A.
- b. The Provider agrees to meet Non-Emergency Medical Transportation (NEMT) requirements. All nonemergency medical transportation providers must comply with the operating standards for special transportation service as defined in sections 174.29 to 174.30 and Minnesota Rules, chapter 8840, and all drivers must be individually enrolled with the commissioner and reported on the claim as the individual who provided the service. All nonemergency medical transportation providers shall bill for nonemergency medical transportation services in accordance with Minnesota health care programs criteria.
- c. Provider agrees to meet documentation requirements with Minnesota Statutes, 256B.0625, subdivision 17b which includes the following requirements:

- 1) NEMT providers must document each occurrence of a service provided to a member according to this subdivision.
 - 2) Providers must maintain records that identify individual trips with specific vehicles and drivers.
 - 3) Providers must retain transportation records for five years from when the service is first billed to MHCP.
 - 4) The documentation may be collected and maintained using electronic systems or software, or in paper form; and must be available and produced upon request.
 - 5) Program funds that pay for transportation must be documented according to this subdivision. Funds may be subject to recovery by the commissioner pursuant to Minnesota Statutes, 256B.064 if they are not correctly documented.
 - d. In compliance with Minnesota Statutes, 256B.0625, subdivision 17b, [Minnesota Statutes, 174.29](#) and [174.30](#), and Minnesota Rules, Chapter 8840., the Provider agrees to provide as requested:
 - 1) An explicit description of the services to be provided;
 - 2) A description of the staffing including job descriptions and professional qualifications of personnel;
 - 3) An organization chart;
 - 4) The licensed program capacity;
 - 5) Program content; and
 - 6) Program budget.
 - e. The Provider shall, in writing within 10 days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon notification, the Agency shall determine whether such inability will require modification or cancellation of said contract.
2. Costs and Delivery of Purchased Services:
- a. Payment for Purchased Services shall be made through state and county funding, per Exhibit B.
 - b. The Provider certifies that payment claims for Purchased Services will be in accordance with the rates of payments and amounts authorized by the Agency, or by the county or reservation of financial responsibility. Provider agrees to submit all charges in a form and manner acceptable to the Agency.
3. Eligibility of Services:

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

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

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

- a. Fees for eligible clients, clients and responsible relatives shall be charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services pursuant to the provisions of relevant Minnesota Statutes. The Provider shall not otherwise charge any program or service fee to eligible clients, nor shall the Provider otherwise seek reimbursement for services from a client's responsible relative or third-party payment sources.
- b. The Agency or County of Financial Responsibility ("CFR") shall notify the Provider of the units of service to be provided and of the dates of service..
- c. The Provider will obtain Agency or CFR approval prior to any provision of services in excess of the units, costs, or dates of service authorized by the Agency or CFR.
- d. The Provider shall notify the Agency or CFR and the client whenever the Provider proposes to terminate service(s) to a client. The notice must be made at least 48 hours prior to the proposed date of termination of service(s). The Provider shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or wellbeing of other clients.

4. Payment for Purchased Services:

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

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

5. Audit and Record Disclosures:

The Provider shall:

- a. Send the following financial, statistical and service reports to the Agency or CFR as requested:
 - 1. The number of individuals served in each target population;
 - 2. The number of units of each service provided to each client;
 - 3. The age, race and sex of each client;
 - 4. The type of services provided to each client;
 - 5. The cost of unit of service;
- b. Provide Notes and Discharge Summaries as requested:
- c. Participate in any required client information system and comply with the reporting requirements of current relevant Minnesota rules.
- d. Allow personnel of the Agency, the Minnesota Department of Human Services, and any other relevant agency/department access to the Provider's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- e. Maintain all records pertaining to the contract at 107 N. Broadway, Suite 200, Crookston, MN 56716 for ten years for audit purposes.
- f. Cooperate with the monitoring procedures of the Minnesota Department of Human Services established pursuant to current relevant Minnesota Statutes.

6. Safeguard of Client Information:

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

Valley Opportunity Council Chief Executive Officer is designated responsible for compliance with Minnesota Government Data Practices Act.

HIPAA

HIPPA Protocol - The Contractor provides assurances to the County that it will comply with Health Information Portability and Accountability Act (HIPPA) requirements necessary to protect individual identifying health information (IIHI).

Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the County; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosures; release applicable records to the County or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

7. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

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

8. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure in conformance with current relevant Minnesota Rules and current relevant Minnesota Statutes 256.045.

9. Provider Debarment, Suspension and Responsibility Certification:

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

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

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing

a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information or possesses any knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Agency should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

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

10. Bonding, Indemnity, and Audit Clause:

- a. Bonding: The Provider shall, when deemed necessary by the Agency, obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of N/A.
- b. Indemnity: The Provider agrees that it will at all times indemnify and hold harmless the Agency from any and all claims, liability, loss, damages, costs or expenses which may be claimed against the Agency or Provider by reason of personal injury, death or property damage to a service client arising out of or resulting from services provided by Provider on premises owned by or leased to Provider under a written lease agreement or when such personal injury, death or property damage results from or arises out of the Provider’s negligence in performing services under this agreement, including negligence in transporting service clients vehicles owned or operated by the Provider.

- c. Insurance: The Contractor further agrees, in order to protect Itself as well as the Department and the County under the indemnity contract provision set forth above, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and in the amount of \$1,500,000 for total injuries or damages arising from any one occurrence. See Minnesota Statutes, Section 3.736, Subd. 4 (c) and (g). The County and Department must both be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota Statute Chapter 176. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

11. Conditions of the Parties' Obligations:

- a. This agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.
- b. Before the termination date specified in this agreement, the Agency may evaluate the performance of the Provider in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- c. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- d. No claim for services furnished by the Provider, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Provider do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of this agreement.
- e. In the event that there is a revision of Federal regulations, which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

12. Subcontracting:

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

13. Independent Contractor:

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

14. Miscellaneous:

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

APPROVED AS TO FORM AND EXECUTION

DATED: _____, 20____

Gregory A. Widseth
County Attorney

BY _____
Karen Warmack
Director, County Social Service Agency

DATED: _____, 20____

BY _____
Chairperson, County Board

DATED: _____, 20____

BY _____
Authorized Representative of Provider Agency

DATED: _____, 20____

Attachment "A"

Tri-Valley Opportunity Council
107 N. Broadway, Suite 200
Crookston, MN 56716

*Agency codes for internal use.

<u>BRASS</u>	<u>Service</u>
1160	Transportation Provision of travel and escort to and from community resources and facilities.
3160	Transportation Provision of travel and escort to and from community resources and facilities.
4160	Adult Transportation Provision of travel and escort to and from community resources and facilities.
5160	Transportation Provision of travel and escort to and from community resources and facilities.
6160	Transportation Provision of travel and escort to and from community resources and facilities.

Attachment "B"

Tri Valley Opportunity Council, Inc.
107 N Broadway, Suite 200
Crookston, MN 56716

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

Mode 2- A0080	Vehicle provided by volunteer driver (Unassisted Transportation) *\$.70 per mile (loaded miles)
Mode 3- A0100	NEMT taxi or equivalent, Curb to Curb (Unassisted Transportation) \$12.10 Base rate
S0215	Unassisted Transport Mileage *\$1.44 per mile (loaded miles)

*Per mile: IRS mileage rate includes quarterly fuel adjustment.

*RUCA adjustments may apply.

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

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

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

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

**This contract has a ceiling limit of \$10,000.00 January 1, 2026-June 30, 2026 for county paid expenses Mode 3-NEMT \$12.10 Base Rate. No-show appointments will not be eligible for county payment.

POLK COUNTY SOCIAL SERVICE AGENCY

PURCHASE OF SERVICE
AND LEAD COUNTY CONTRACT

The Polk County Social Services, 612 North Broadway, Room 302, Crookston, MN 56716, hereafter referred to as the “Agency” and, Tri Valley, Inc., 107 N. Broadway, Suite 200, Crookston, MN 56716, hereafter referred to as the “Provider”, enter into this Contract effective for the period beginning January 1, 2026, and ending December 31, 2026, regardless of the date of the signatures hereunder, unless sooner terminated or unless extended, as provided herein.

WITNESSETH

WHEREAS, the County of Polk has designated the Agency to provide and/or secure Non-emergency Medical Transportation (NEMT) services pursuant to Minnesota Statutes [256B.0625, subdivision 17](#), that are subject to the operating standards for special transportation service under Minnesota statutes sections [174.29](#) to [174.30](#) and Minnesota Rules, chapter 8840 and

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

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

WHEREAS, the Agency and the Provider, according to Minnesota Statutes 256.0122 subdivision 6 understand that this agreement serves as a host county agreement for services purchased by financially responsible agencies of other counties and reservations, which may place eligible clients with the Provider;

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

1. Provider’s Duties:

- a. The Agency agrees to purchase and the Provider agrees to furnish any and/or all of the services identified in Exhibit A.
- b. The Provider agrees to meet Non-Emergency Medical Transportation (NEMT) requirements. All nonemergency medical transportation providers must comply with the operating standards for special transportation service as defined in sections [174.29](#) to [174.30](#) and Minnesota Rules, chapter 8840, and all drivers must be individually enrolled with the commissioner and reported on the claim as the individual who provided the service. All nonemergency medical transportation

providers shall bill for nonemergency medical transportation services in accordance with Minnesota health care programs criteria.

- c. Provider agrees to meet documentation requirements with Minnesota Statutes, 256B.0625, subdivision 17b which includes the following requirements:
 - 1) NEMT providers must document each occurrence of a service provided to a member according to this subdivision.
 - 2) Providers must maintain records that identify individual trips with specific vehicles and drivers.
 - 3) Providers must retain transportation records for five years from when the service is first billed to MHCP.
 - 4) The documentation may be collected and maintained using electronic systems or software, or in paper form; and must be available and produced upon request.
 - 5) Program funds that pay for transportation must be documented according to this subdivision. Funds may be subject to recovery by the commissioner pursuant to Minnesota Statutes, 256B.064 if they are not correctly documented.
- d. In compliance with Minnesota Statutes, 256B.0625, subdivision 17b, [Minnesota Statutes, 174.29](#) and [174.30](#) and Minnesota Rules, Chapter 8840., the Provider agrees to provide as requested:
 - 1) An explicit description of the services to be provided;
 - 2) A description of the staffing including job descriptions and professional qualifications of personnel;
 - 3) An organization chart;
 - 4) The licensed program capacity;
 - 5) Program content; and
 - 6) Program budget.
- e. The Provider shall, in writing within 10 days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of Purchased Services. Upon notification, the Agency shall determine whether such inability will require modification or cancellation of said contract.

2. Costs and Delivery of Purchased Services:

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

3. Eligibility of Services:

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

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

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

- a. Fees for eligible clients, clients and responsible relatives shall be charged and collected in accordance with the policies and procedures adopted by the Commissioner of Human Services pursuant to the provisions of relevant Minnesota Statutes. The Provider shall not otherwise charge any program or service fee to eligible clients, nor shall the Provider otherwise seek reimbursement for services from a client's responsible relative or third-party payment sources.
- b. The Agency or County of Financial Responsibility ("CFR") shall notify the Provider of the units of service to be provided and of the dates of service..
- c. The Provider will obtain Agency or CFR approval prior to any provision of services in excess of the units, costs, or dates of service authorized by the Agency or CFR.
- d. The Provider shall notify the Agency or CFR and the client whenever the Provider proposes to terminate service(s) to a client. The notice must be made at least 48 hours prior to the proposed date of termination of service(s). The Provider shall not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or wellbeing of other clients.

4. Payment for Purchased Services:

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

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

5. Audit and Record Disclosures:

The Provider shall:

- a. Send the following financial, statistical and service reports to the Agency or CFR as requested:
 - 1. The number of individuals served in each target population;
 - 2. The number of units of each service provided to each client;
 - 3. The age, race and sex of each client;
 - 4. The type of services provided to each client;
 - 5. The cost of unit of service;
- b. Provide Notes and Summaries as requested.
- c. Participate in any required client information system and comply with the reporting requirements of current relevant Minnesota rules.
- d. Allow personnel of the Agency, the Minnesota Department of Human Services, and any other relevant agency/department access to the Provider's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- e. Maintain all records pertaining to the contract at 107 N. Broadway, Suite 200, Crookston, MN 56716 for five years for audit purposes.
- f. Cooperate with the monitoring procedures of the Minnesota Department of Human Services established pursuant to current relevant Minnesota Statutes.

6. Safeguard of Client Information:

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

Valley Opportunity Council Chief Executive Officer is designated responsible for compliance with Minnesota Government Data Practices Act.

HIPAA

HIPPA Protocol - The Contractor provides assurances to the County that it will comply with Health Information Portability and Accountability Act (HIPPA) requirements necessary to protect individual identifying health information (IIHI).

Use and disclosure will require that all IIHI be: appropriately safeguarded; any misuse of IIHI will be reported to the County; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosures; release applicable records to the County or Department of Human Services if requested; and upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

7. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

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

8. Fair Hearing and Grievance Procedures:

The Agency agrees to provide for a fair hearing and grievance procedure in conformance with current relevant Minnesota Rules and current relevant Minnesota Statutes 256.045.

9. Provider Debarment, Suspension and Responsibility Certification:

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

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

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing

a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and

- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information or possesses any knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Agency should Provider come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

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

10. Bonding, Indemnity, and Audit Clause:

- a. Bonding: The Provider shall, when deemed necessary by the Agency, obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of N/A.
- b. Indemnity: The Provider agrees that it will at all times indemnify and hold harmless the Agency from any and all claims, liability, loss, damages, costs or expenses which may be claimed against the Agency or Provider by reason of personal injury, death or property damage to a service client arising out of or resulting from services provided by Provider on premises owned by or leased to Provider under a written lease agreement or when such personal injury, death or property damage results from or arises out of the Provider’s negligence in performing services under this agreement, including negligence in transporting service clients vehicles owned or operated by the Provider.

- c. Insurance: The Contractor further agrees, in order to protect Itself as well as the Department and the County under the indemnity contract provision set forth above, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and in the amount of \$1,500,000 for total injuries or damages arising from any one occurrence. See Minnesota Statutes, Section 3.736, Subd. 4 (c) and (g). The County and Department must both be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota Statute Chapter 176. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

11. Conditions of the Parties' Obligations:

- a. This agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.
- b. Before the termination date specified in this agreement, the Agency may evaluate the performance of the Provider in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- c. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- d. No claim for services furnished by the Provider, not specifically provided in the agreement, will be allowed by the Agency, nor shall the Provider do any work or furnish any material not covered by the agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of this agreement.
- e. In the event that there is a revision of Federal regulations, which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

12. Subcontracting:

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

13. Independent Contractor:

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

14. Miscellaneous:

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

APPROVED AS TO FORM AND EXECUTION

DATED: _____, 20____

Gregory A. Widseth
County Attorney

BY _____
Karen Warmack
Director, County Social Service Agency

DATED: _____, 20____

BY _____
Chairperson, County Board

DATED: _____, 20____

BY _____
Authorized Representative of Provider Agency

DATED: _____, 20____

Attachment “A”

Tri-Valley Opportunity Council
107 N. Broadway, Suite 200
Crookston, MN 56716

All services listed on the invoice are in accordance to the service code categories listed below.
Agency internal codes: Brass codes are codes used for Budgeting, Reporting and Accounting for Social Services.

<u>BRASS</u>	<u>Service</u>
1160	Transportation Provision of travel and escort to and from community resources and facilities.
3160	Transportation Provision of travel and escort to and from community resources and facilities.
4160	Adult Transportation Provision of travel and escort to and from community resources and facilities.
5160	Transportation Provision of travel and escort to and from community resources and facilities.
6160	Transportation Provision of travel and escort to and from community resources and facilities.

Attachment “B”

Tri Valley Opportunity Council, Inc.
107 N Broadway, Suite 200
Crookston, MN 56716

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

Mode 2- A0080	Vehicle provided by volunteer driver (Unassisted Transportation) *\$.72 per mile (loaded miles)
Mode 3- A0100	NEMT taxi or equivalent, Curb to Curb (Unassisted Transportation) \$12.10 Base rate (limit of 2 units per service line)
S0215	Unassisted Transport Mileage *\$1.43 per mile (loaded miles)

*Per mile: IRS mileage rate includes quarterly fuel adjustment.

*RUCA adjustments may apply.

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

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

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

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

** No-show appointments will not be eligible for county payment.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: January 20, 2026

AGENDA ITEM: Polk County Opioid Settlement Fund – Approve Contract with RiverView Recovery Center

SUMMARY:

December 2, 2025 – Polk County Opioid Settlement Fund - Board approved recommended applicants identified through the request for proposals process.

ACTION REQUESTED: *Motion to approve Polk County Opioid Settlement Fund contract with RiverView Recovery Center for \$50,000.*

AGREEMENT BETWEEN THE COUNTY OF POLK AND RIVERVIEW RECOVERY CENTER

This Agreement is entered into by and between the County of Polk, a political subdivision of the State of Minnesota, by and through Polk County Public Health, and Riverview Recovery Center, 721 S. Minnesota St, Crookston, MN 56716 (“Contractor”), by and through their respective governing boards.

RECITALS

WHEREAS, the County has received funds from the National Opioid Settlement;

WHEREAS, the County is permitted to make grants of Opioid Settlement Funds to recipients who spend the funds in compliance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement (MOA); and

WHEREAS, the County is providing Contractor with Opioid Settlement Funds described herein based the grant expenditure requirements outlined in Exhibit 2, Service Grid.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the County and Contractor hereby agree as follows:

1. Effective Date. This Agreement shall be effective January 1, 2026, and shall remain in effect until December 31, 2026.
2. Purpose. The purpose of this Agreement is to provide Opioid Settlement Funds from the County to the Contractor. Such funds shall be used by the Contractor solely for the purposes described in Exhibit 2, Service Grid and approved workplan/budget.
3. Contractor’s obligations under Opioid Settlement Agreements. The grant funds provided to Contractor under this agreement are subject to the terms and conditions contained in both the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement document (“MOA”), which can be found at: https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf, and the Reporting and Compliance Addendum document, which can be found at: https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf (“Addendum to MOA”). Contractor agrees to comply with all terms and conditions that are applicable to Participating Local Governments, recipients and grantees under such MOA and Addendum.

In accordance with Part III., Section D of the MOA, Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.

Under the Addendum to MOA, Part I. Section f, a Participating Local Government that receives Opioid Settlement Funds and grants those funds to subrecipients or grantees is responsible for monitoring and tracking the distribution and use of those funds to satisfy the entity's reporting obligations. Contractor therefore must comply with such monitoring and tracking requirements for the funds it receives under this Agreement. Pursuant to the Addendum to MOA Part II, Section b, all grantees and subrecipients must comply with Minnesota Statutes section 16C.05, subdivision 5. Subrecipients and grantees must also comply with the Minnesota Government Data Practices Act, as provided by Minnesota Statutes section 13.05, subdivision 11." Under Section C, all Participating Local Governments must maintain, for a period of at least six years, records of Opioid Settlement Fund expenditures and documents underlying those expenditures.

4. County Obligations. The County agrees to reimburse the Contractor in an amount not to exceed \$ 50,000 for costs incurred in performing services fulfilling the Purpose described above for the Effective Dates.
5. Reimbursement and Reporting. After this Agreement has been executed by both parties, the Contractor may claim reimbursement for expenditures incurred in connection with the performance of activities that are eligible for reimbursement in accordance with this Agreement. The County will reimburse the Contractor within 45 calendar days of the Contractor's submission of invoices to the County. Invoices must be submitted using the form in Exhibit 3. All requests for reimbursement must be submitted as outlined in Exhibit 2, Service Grid. The Contractor must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement (MOA).
6. Authorized Representatives. The following named persons are designated as the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and consent to modifications to the extent authorized. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification to this Agreement.

The County's Authorized Representative is:

Sarah Reese, Director

Polk County Public Health

816 Marin Ave, Suite 125

Telephone: 218-281-3385

Email: sarah.reese@polkcountymn.gov

Sarah Reese, or her designee, Sarah Shimek, has the responsibility to monitor the Contractor's performance pursuant to this Agreement. Sarah Reese has the authority to recommend approval of invoices submitted for reimbursement.

The Contractor's Authorized Representative is:

Riverview Recovery Center

Betty Arvidson or Leane LaFrance

Street Address: 721 S. Minnesota St.

Mailing Address: 323 South Minnesota Street

Crookston, MN 56716

Telephone: Betty 218-281-9756, Leane 218-281-9530

Email: BArvidson@riverviewhealth.org; llafrance@riverviewhealth.org

The parties shall provide written email notification to each other of any change to the Authorized Representative. Such written notification shall be effective to change the designated liaison under this Agreement, without necessitating an amendment of this Agreement.

7. Assignment. The Contractor may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the County.
8. Use of Subcontractors. The Contractor shall not engage subcontractors under this Agreement without the written consent of the County. It is the Contractor's responsibility to make sure all subcontractors are subject to the provisions of this Agreement that are applicable to the Contractor.
9. Indemnification. To the fullest extent permitted by law, Contractor agrees to indemnify the County, its officers, employees, agents, and others acting on its behalf and to hold them harmless and defend and protect them from and against any and all loss, damage, liability, cost and expense, specifically including reasonable attorneys' fees and other costs and expenses of defense, for any actions, claims or proceedings of any sort which are caused by any act or omission of Contractor, its officers, employees, agents, subcontractors, invitees, or any other person(s) or entity(ies) for whose acts or omissions Contractor may be legally responsible.
10. Insurance Terms. In order to protect itself and to protect the County under the indemnity provisions set forth above, Contractor shall, at its expense, procure and maintain policies of insurance covering the term of this Agreement. All retentions and deductibles under such policies shall be paid by the Contractor.
11. Audit. The Contractor shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this Agreement. Upon request, the Contractor shall allow the County and/or State Auditor to inspect, audit, copy or abstract all of the books, records, papers or other documents relevant to this Agreement. The Contractor shall use generally accepted accounting principles in the maintenance of such books and records, and shall retain all of such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.
12. Data Practices. The Contractor agrees with respect to any data that it possesses regarding the Agreement to comply with all of the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time.

13. Relationship of the Parties. Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of co-partners or joint ventures between the County and the Contractor, nor shall the County be considered or deemed to be an agent, representative or employee of the Contractor in the performance of this Agreement. Personnel of the Contractor or other persons while engaging in the performance of this Agreement shall not be considered employees of the County and shall not be entitled to any compensation, rights or benefits of any kind whatsoever.
14. Statement of Non-Discrimination. Contractor acknowledges, by execution of this agreement, that the Contractor, in providing the services contemplated under the terms of this agreement, will not discriminate against any person(s) on the basis of age, race, creed, color, national origin, ancestry, sex, physical or mental handicap, marital status, sexual orientation, military status, or status as a public assistance recipient.
15. Governing Law. This agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Minnesota.
16. Compliance with Law. The Contractor agrees to conduct its work under this Agreement in compliance with all applicable provisions of federal, state, and local laws, ordinances, or regulations, and further agrees to comply with Exhibit 1, Standard Assurances. The Contractor is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for performing the work.
17. Cancellation. The County may terminate this Agreement and its obligation to provide funds under this Agreement for cause by providing thirty (30) days' written notice to the Contractor. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause, including for an event of default, shall be a material breach of this Agreement and any supplemental agreement or modification to this Agreement. Notice of Termination shall be made by certified mail to the Authorized Representative of the other Party. For purposes of termination, default, and cancellation, all days are calendar days.

Notwithstanding any provision of this Agreement to the contrary, this Agreement may be canceled by either party, in the event funding is lost or becomes unavailable at the level relied upon for the performance of this Agreement provided the funding loss did not result from an act of bad faith, upon thirty (30) days calendar days' written notice made by certified mail to the Authorized Representative of the other Party.

18. Intellectual Property Rights.

The Contractor represents and warrants that any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("Materials") produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another. Contractor shall indemnify and defend the County, at its expense, from any action or claim brought against the County to the extent that it is based on a claim that all or parts of the Materials infringe upon the intellectual property rights of another.

19. Exhibits. The following exhibits are attached to and incorporated within this Agreement.

Exhibit 1: Standard Assurances;

Exhibit 2: Service Grid;

Exhibit 3: Invoice Form.

21. Waiver. If the County fails to enforce any provision of this Agreement, that failure shall not result in a waiver of the right to enforce the same or another provision of this Agreement.

22. Complete Agreement. This Agreement and Exhibits contain all negotiations and agreements between the County and the Contractor. Any amendment to this Agreement must be in writing and executed by the County and the Contractor.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Approved as to form:

County Attorney/Date

COUNTY OF POLK – Polk County Public Health

By: _____

Title: _____

Date: _____

RIVERVIEW RECOVERY CENTER

By: Chie Buz_____

Title: Chief Operating Officer_____

Date: 1/5/2026_____

EXHIBIT 1 STANDARD ASSURANCES

1. **NON-DISCRIMINATION**. During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination.. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELLECOMMUNICATIONS EQUIPMENT/SERVICES.** If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING.** If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

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

By signing this Contract, the Contractor certifies that it and its principals* and employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

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

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

8. **HEALTH DATA PRIVACY**. When applicable to the Contractor's duties under this Contract, the Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Minnesota Health Records Act, and any other applicable health data laws, rules, standards, and requirements in effect during the term of this Contract.

9. **APEALS**. The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters, if applicable.

10. **REPORTING**. Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

11. **PSYCHOTHERAPISTS**. Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 604, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

12. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS**. By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

13. **MDHS THIRD-PARTY BENEFICIARY**. The following applies to contracts related to adult mental health services; see Minn. Stat. § 245.466, subd. 2. Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third

party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

(2023)

Purpose

On December 2, 2025, the Polk County Board of Commissioners approved Opioid Settlement Fund recommendations presented by the Chief Health Strategist (Public Health) and Polk County Opioid Advisory Council. Funds to be used to support eligible activities in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement funded through the National Opioid Settlement Funds.

Goal

Provide Contractor with access to Polk County (MN) opioid settlement funds.

Service Expectations

- Contractor may only use these funds in accordance with the approved workplan/budget and Amended Minnesota Opioids State-Subdivision Memorandum of Agreement and Minnesota Opioids State-Subdivision Memorandum of Agreement Reporting and Compliance Addendum found at the following links:
 - https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf
 - https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf

Reporting

- As identified in the RFP, Contractor must participate in, at minimum, two short check-ins with Public Health/Health Strategist and present to the Council at least once during the reporting period.
 - Check-ins: Contractor is welcome to invite Public Health staff to a planned event or meeting, or Public Health staff will schedule virtual check-ins with Contractor in March and October 2026.
 - Council Presentation: Contractor will have 15 minutes to present initiative highlights/results to the Polk County Opioid Advisory Council in June 2026.
 - Annual Project Summary Report, including updated organization contact information, an account of the use of funds, and a description of outcomes is due no later than Feb 12, 2027.
 - Contractor must abide by the measures outlined in the Minnesota Opioids State-Subdivision Memorandum Of Agreement Reporting And Compliance Addendum
 - https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf
 - Reporting is required in accordance to the DHS reporting addendum Appendix A
 - https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf (found on last page)
- Information on funded service/program
- Service/program/activity (drop-down, multiple select box, if feasible)
 - Budget for the program/service, actual expenditure on the program/service
 - Brief description of the funded program and progress made during the year (recommended length: 125-250 words)
 - Remediation category
 - Check box for target population, check all that apply (White, Black or African American, American Indian, Asian, Native Hawaiian or Other Pacific Islander, Hispanic, children and youth, individuals with disabilities, pregnant individuals, low-income individuals, homeless/unhoused, recent immigrants, justice-involved, LGBTQ, other-specify)
 - Use of evidence-based practices and culturally-relevant services
- Outcomes for activities of \$25,000 or more in calendar year expenditures
- Brief qualitative successes or challenges/barriers from the field (125-250 words)
 - Report on the results of the activity using 1 or more self-defined process measures
 - Addresses the question “How much did we do?” (Examples: number of persons enrolled, treated, or served; number of participants trained; units of naloxone or number of syringes distributed.)
 - Report on the results of the activity using 1 or more self-defined quality or outcome measure
 - Addresses the questions, “How well did we deliver it?” or “What difference did it make?” (Examples: Quality measure: percentage of clients referred to care or engaged in care; percentage of staff with certification, qualification, or lived experience; level of client or participant

satisfaction shown in survey data. / Outcome measure: number or percentage of clients with stable housing or employment; avoided fatal overdoses; recidivism; number or percentage of formerly incarcerated clients receiving community services or supports within X days of leaving jail or prison.)

County Responsibilities

- County will be responsible for submitting required reporting to DHS by March 31, annually.
- Facilitate opportunities for Public Health staff to provide feedback on related strategies and work related to the expenditure of Opioid Settlement Funds.
- Collaboratively plan strategy and logistics for successful expenditure of Opioid Settlement Funds.
- Process invoices for the reimbursement of the use of funds.

Billing Procedures

- County will be responsible for the processing of reimbursements for the use of funds.
- Invoice provided as Exhibit 3, shall be submitted To: Sarah Shimek, sarah.shimek@polkcountymn.gov and CC: Kay Oien, kay.oien@polkcountymn.gov via email.
- The County shall make payment to Contractor within forty-five (45) days of the date on which the invoice is received, and services are accepted by the County.
- If the invoice is incorrect, defective, or otherwise improper, the County will notify Contractor within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from Contractor, the County will make payment within forty-five (45) days.
- Late Request for Payments. The County has an absolute right to refuse payment on invoices received or postmarked more than ninety (90) days after the date that invoiced services were performed.

Inclusion, Diversity & Equity

The County embraces and supports person-centered practices and expects contractors to do the same. Person-centered practices are structured in a way to support a client's comfort and ability to express choice, control, and direction in all aspects of service delivery and support. While the nature of some services and service deliveries is such that it must account for factors beyond the client's choice, control and direction, including, but not limited to, the terms of this Contract, court orders, the safety of the client and others, and governing law, the County values consideration of the client's perspective, knowing that services are more efficient and effective when aligned with client choice. [For more information, refer to *Person-Centered, Informed Choice and Transition Protocol*, Minnesota Department of Human Services, issued 3/27/17 and updates.]

It is expected that while performing services, the Contractor shall abstain from unacceptable behaviors including, but not limited to: Racial, ethnic or discriminatory jokes or slurs; Hostile, condemning, or demeaning communications, both verbal and written; Behavior demonstrating disrespect, dishonesty, intimidation, or disruption to the work relationship; and Retaliation against any person who reports or addresses unacceptable behavior.

It is the responsibility of the Contractor to ensure staff delivering services are aware of these expectations and trained as needed to ensure respectful, cooperative and professional conduct in interactions with staff and clients. If the County experiences or receives a report of an unacceptable behavior, it will share the report with Contractor. The Contractor must inform the County of steps taken to remedy the unacceptable behavior within ten (10) working days. If the unacceptable behavior persists, the County may terminate the Contract pursuant to the cancellation provision in the Contract.

Exhibit 3 - Invoice Form

Invoice Date:
Project Name: <i>Opioid Settlement Funds</i>
Email Invoice to: <i>Polk County through its Public Health Department, Attn: Sarah Shimek, sarah.shimek@polkcountymn.gov and CC: Kay Oien, kay.oien@polkcountymn.gov</i>
Billing Period for this Invoice:
Organization/Program Contact:
Contact Person for Invoice:
Remit to (where payment should be sent):

Invoice Category:	Amount Spent in this Billing Period:
Salaries and Benefits	
Contractual Services	
Travel	
Operating Supplies	
Other - Describe:	
Indirect – Insert %	
Total Reimbursement	

Supporting documents for these expenses are required to be retained for six years. Polk County and/or the Minnesota Attorney General's Office reserves the right to audit the Applicants records at any time without prior notice.

I declare that no part of this claim has been previously billed to Polk County Public Health and reflects only charges that conform and are consistent with the description and conditions of the approved grant agreement work plan and budget. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable Federal and State statutes and regulations.

Signature:
Date:



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: January 6, 2026

AGENDA ITEM: Polk County Opioid Settlement Fund – Approve Contract with Care and Share of Crookston, Inc.

SUMMARY:

December 2, 2025 – Polk County Opioid Settlement Fund - Board approved recommended applicants identified through the request for proposals process.

ACTION REQUESTED: *Motion to approve Polk County Opioid Settlement Fund contract with Care and Share of Crookston, Inc. for \$60,000.*

**AGREEMENT BETWEEN THE
COUNTY OF POLK AND CARE AND
SHARE OF CROOKSTON, INC.**

This Agreement is entered into by and between the County of Polk, a political subdivision of the State of Minnesota, by and through Polk County Public Health, and Care and Share of Crookston, Inc., 220 East Third Street, Crookston, MN 56716 (“Contractor”), by and through their respective governing boards.

RECITALS

WHEREAS, the County has received funds from the National Opioid Settlement;

WHEREAS, the County is permitted to make grants of Opioid Settlement Funds to recipients who spend the funds in compliance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement (MOA); and

WHEREAS, the County is providing Contractor with Opioid Settlement Funds described herein based the grant expenditure requirements outlined in Exhibit 2, Service Grid.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the County and Contractor hereby agree as follows:

1. Effective Date. This Agreement shall be effective January 1, 2026, and shall remain in effect until December 31, 2026.
2. Purpose. The purpose of this Agreement is to provide Opioid Settlement Funds from the County to the Contractor. Such funds shall be used by the Contractor solely for the purposes described in Exhibit 2, Service Grid and approved workplan/budget.
3. Contractor’s obligations under Opioid Settlement Agreements. The grant funds provided to Contractor under this agreement are subject to the terms and conditions contained in both the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement document (“MOA”), which can be found at: https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf, and the Reporting and Compliance Addendum document, which can be found at: https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf (“Addendum to MOA”). Contractor agrees to comply with all terms and conditions that are applicable to Participating Local Governments, recipients and grantees under such MOA and Addendum.

In accordance with Part III., Section D of the MOA, Participating Local Governments may make contracts with or grants to a nonprofit, charity, or other entity with Opioid Settlement Funds.

Under the Addendum to MOA, Part I. Section f, a Participating Local Government that receives Opioid Settlement Funds and grants those funds to subrecipients or grantees is responsible for monitoring and tracking the distribution and use of those funds to satisfy the entity's reporting obligations. Contractor therefore must comply with such monitoring and tracking requirements for the funds it receives under this Agreement. Pursuant to the Addendum to MOA Part II, Section b, all grantees and subrecipients must comply with Minnesota Statutes section 16C.05, subdivision 5. Subrecipients and grantees must also comply with the Minnesota Government Data Practices Act, as provided by Minnesota Statutes section 13.05, subdivision 11." Under Section C, all Participating Local Governments must maintain, for a period of at least six years, records of Opioid Settlement Fund expenditures and documents underlying those expenditures.

4. County Obligations. The County agrees to reimburse the Contractor in an amount not to exceed \$ 60,000 for costs incurred in performing services fulfilling the Purpose described above for the Effective Dates.
5. Reimbursement and Reporting. After this Agreement has been executed by both parties, the Contractor may claim reimbursement for expenditures incurred in connection with the performance of activities that are eligible for reimbursement in accordance with this Agreement. The County will reimburse the Contractor within 45 calendar days of the Contractor's submission of invoices to the County. Invoices must be submitted using the form in Exhibit 3. All requests for reimbursement must be submitted as outlined in Exhibit 2, Service Grid. The Contractor must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement (MOA).
6. Authorized Representatives. The following named persons are designated as the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and consent to modifications to the extent authorized. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification to this Agreement.

The County's Authorized Representative is:

Sarah Reese, Director

Polk County Public Health

816 Marin Ave, Suite 125

Telephone: 218-281-3385

Email: sarah.reese@polkcountymn.gov

Sarah Reese, or her designee, Sarah Shimek, has the responsibility to monitor the Contractor's performance pursuant to this Agreement. Sarah Reese has the authority to recommend approval of invoices submitted for reimbursement.

The Contractor's Authorized Representative is:

Care and Share of Crookston, Inc.
Carolina Diaz, Executive Director
220 East Third Street
Crookston, MN 56716
Telephone: 218-281-2644
Email: carolina@careandsharecrk.org

The parties shall provide written email notification to each other of any change to the Authorized Representative. Such written notification shall be effective to change the designated liaison under this Agreement, without necessitating an amendment of this Agreement.

7. Assignment. The Contractor may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the County.
8. Use of Subcontractors. The Contractor shall not engage subcontractors under this Agreement without the written consent of the County. It is the Contractor's responsibility to make sure all subcontractors are subject to the provisions of this Agreement that are applicable to the Contractor.
9. Indemnification. To the fullest extent permitted by law, Contractor agrees to indemnify the County, its officers, employees, agents, and others acting on its behalf and to hold them harmless and defend and protect them from and against any and all loss, damage, liability, cost and expense, specifically including reasonable attorneys' fees and other costs and expenses of defense, for any actions, claims or proceedings of any sort which are caused by any act or omission of Contractor, its officers, employees, agents, subcontractors, invitees, or any other person(s) or entity(ies) for whose acts or omissions Contractor may be legally responsible.
10. Insurance Terms. In order to protect itself and to protect the County under the indemnity provisions set forth above, Contractor shall, at its expense, procure and maintain policies of insurance covering the term of this Agreement. All retentions and deductibles under such policies shall be paid by the Contractor.
11. Audit. The Contractor shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this Agreement. Upon request, the Contractor shall allow the County and/or State Auditor to inspect, audit, copy or abstract all of the books, records, papers or other documents relevant to this Agreement. The Contractor shall use generally accepted accounting principles in the maintenance of such books and records, and shall retain all of such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.
12. Data Practices. The Contractor agrees with respect to any data that it possesses regarding the Agreement to comply with all of the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time.

13. Relationship of the Parties. Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of co-partners or joint ventures between the County and the Contractor, nor shall the County be considered or deemed to be an agent, representative or employee of the Contractor in the performance of this Agreement. Personnel of the Contractor or other persons while engaging in the performance of this Agreement shall not be considered employees of the County and shall not be entitled to any compensation, rights or benefits of any kind whatsoever.
14. Statement of Non-Discrimination. Contractor acknowledges, by execution of this agreement, that the Contractor, in providing the services contemplated under the terms of this agreement, will not discriminate against any person(s) on the basis of age, race, creed, color, national origin, ancestry, sex, physical or mental handicap, marital status, sexual orientation, military status, or status as a public assistance recipient.
15. Governing Law. This agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Minnesota.
16. Compliance with Law. The Contractor agrees to conduct its work under this Agreement in compliance with all applicable provisions of federal, state, and local laws, ordinances, or regulations, and further agrees to comply with Exhibit 1, Standard Assurances. The Contractor is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for performing the work.
17. Cancellation. The County may terminate this Agreement and its obligation to provide funds under this Agreement for cause by providing thirty (30) days' written notice to the Contractor. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause, including for an event of default, shall be a material breach of this Agreement and any supplemental agreement or modification to this Agreement. Notice of Termination shall be made by certified mail to the Authorized Representative of the other Party. For purposes of termination, default, and cancellation, all days are calendar days.

Notwithstanding any provision of this Agreement to the contrary, this Agreement may be canceled by either party, in the event funding is lost or becomes unavailable at the level relied upon for the performance of this Agreement provided the funding loss did not result from an act of bad faith, upon thirty (30) days calendar days' written notice made by certified mail to the Authorized Representative of the other Party.

18. Intellectual Property Rights.

The Contractor represents and warrants that any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("Materials") produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another. Contractor shall indemnify and defend the County, at its expense, from any action or claim brought against the County to the extent that it is based on a claim that all or parts of the Materials infringe upon the intellectual property rights of another.

19. Exhibits. The following exhibits are attached to and incorporated within this Agreement.

Exhibit 1: Standard Assurances;

Exhibit 2: Service Grid;

Exhibit 3: Invoice Form.

21. Waiver. If the County fails to enforce any provision of this Agreement, that failure shall not result in a waiver of the right to enforce the same or another provision of this Agreement.

22. Complete Agreement. This Agreement and Exhibits contain all negotiations and agreements between the County and the Contractor. Any amendment to this Agreement must be in writing and executed by the County and the Contractor.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Approved as to form:

County Attorney/Date

COUNTY OF POLK – Polk County Public Health

By: _____

Title: _____

Date: _____

**CARE AND SHARE OF CROOKSTON,
INC.**

By: _____

Title: _____

Date: _____

EXHIBIT 1 STANDARD ASSURANCES

1. **NON-DISCRIMINATION**. During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination.. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELLECOMMUNICATIONS EQUIPMENT/SERVICES.** If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING.** If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

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

By signing this Contract, the Contractor certifies that it and its principals* and employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

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

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

8. **HEALTH DATA PRIVACY**. When applicable to the Contractor's duties under this Contract, the Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Minnesota Health Records Act, and any other applicable health data laws, rules, standards, and requirements in effect during the term of this Contract.

9. **APPEALS**. The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters, if applicable.

10. **REPORTING**. Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

11. **PSYCHOTHERAPISTS**. Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 604, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

12. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS**. By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

13. **MDHS THIRD-PARTY BENEFICIARY**. The following applies to contracts related to adult mental health services; see Minn. Stat. § 245.466, subd. 2. Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third

party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

(2023)

Purpose

On December 2, 2025, the Polk County Board of Commissioners approved Opioid Settlement Fund recommendations presented by the Chief Health Strategist (Public Health) and Polk County Opioid Advisory Council. Funds to be used to support eligible activities in accordance with the Amended Minnesota Opioids State-Subdivision Memorandum of Agreement funded through the National Opioid Settlement Funds.

Goal

Provide Contractor with access to Polk County (MN) opioid settlement funds.

Service Expectations

- Contractor may only use these funds in accordance with the approved workplan/budget and Amended Minnesota Opioids State-Subdivision Memorandum of Agreement and Minnesota Opioids State-Subdivision Memorandum of Agreement Reporting and Compliance Addendum found at the following links:
 - https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf
 - https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf

Reporting

- As identified in the RFP, Contractor must participate in, at minimum, two short check-ins with Public Health/Health Strategist and present to the Council at least once during the reporting period.
 - Check-ins: Contractor is welcome to invite Public Health staff to a planned event or meeting, or Public Health staff will schedule virtual check-ins with Contractor in March and October 2026.
 - Council Presentation: Contractor will have 15 minutes to present initiative highlights/results to the Polk County Opioid Advisory Council in June 2026.
- Annual Project Summary Report, including updated organization contact information, an account of the use of funds, and a description of outcomes is due no later than Feb 12, 2027.
- Contractor must abide by the measures outlined in the Minnesota Opioids State-Subdivision Memorandum Of Agreement Reporting And Compliance Addendum
 - https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf
- Reporting is required in accordance to the DHS reporting addendum Appendix A
 - https://www.ag.state.mn.us/opioids/docs/MN_MOA_ReportingAddendum.pdf (found on last page)
 - Information on funded service/program
 - Service/program/activity (drop-down, multiple select box, if feasible)
 - Budget for the program/service, actual expenditure on the program/service
 - Brief description of the funded program and progress made during the year (recommended length: 125-250 words)
 - Remediation category
 - Check box for target population, check all that apply (White, Black or African American, American Indian, Asian, Native Hawaiian or Other Pacific Islander, Hispanic, children and youth, individuals with disabilities, pregnant individuals, low-income individuals, homeless/unhoused, recent immigrants, justice-involved, LGBTQ, other-specify)
 - Use of evidence-based practices and culturally-relevant services
 - Outcomes for activities of \$25,000 or more in calendar year expenditures
 - Brief qualitative successes or challenges/barriers from the field (125-250 words)
 - Report on the results of the activity using 1 or more self-defined process measures
 - Addresses the question “How much did we do?” (Examples: number of persons enrolled, treated, or served; number of participants trained; units of naloxone or number of syringes distributed.)
 - Report on the results of the activity using 1 or more self-defined quality or outcome measure
 - Addresses the questions, “How well did we deliver it?” or “What difference did it make?” (Examples: Quality measure: percentage of clients referred to care or engaged in care; percentage of staff with certification, qualification, or lived experience; level of client or participant

satisfaction shown in survey data. / Outcome measure: number or percentage of clients with stable housing or employment; avoided fatal overdoses; recidivism; number or percentage of formerly incarcerated clients receiving community services or supports within X days of leaving jail or prison.)

County Responsibilities

- County will be responsible for submitting required reporting to DHS by March 31, annually.
- Facilitate opportunities for Public Health staff to provide feedback on related strategies and work related to the expenditure of Opioid Settlement Funds.
- Collaboratively plan strategy and logistics for successful expenditure of Opioid Settlement Funds.
- Process invoices for the reimbursement of the use of funds.

Billing Procedures

- County will be responsible for the processing of reimbursements for the use of funds.
- Invoice provided as Exhibit 3, shall be submitted To: Sarah Shimek, sarah.shimek@polkcountymn.gov and CC: Kay Oien, kay.oien@polkcountymn.gov via email.
- The County shall make payment to Contractor within forty-five (45) days of the date on which the invoice is received, and services are accepted by the County.
- If the invoice is incorrect, defective, or otherwise improper, the County will notify Contractor within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from Contractor, the County will make payment within forty-five (45) days.
- Late Request for Payments. The County has an absolute right to refuse payment on invoices received or postmarked more than ninety (90) days after the date that invoiced services were performed.

Inclusion, Diversity & Equity

The County embraces and supports person-centered practices and expects contractors to do the same. Person-centered practices are structured in a way to support a client's comfort and ability to express choice, control, and direction in all aspects of service delivery and support. While the nature of some services and service deliveries is such that it must account for factors beyond the client's choice, control and direction, including, but not limited to, the terms of this Contract, court orders, the safety of the client and others, and governing law, the County values consideration of the client's perspective, knowing that services are more efficient and effective when aligned with client choice. [For more information, refer to *Person-Centered, Informed Choice and Transition Protocol*, Minnesota Department of Human Services, issued 3/27/17 and updates.]

It is expected that while performing services, the Contractor shall abstain from unacceptable behaviors including, but not limited to: Racial, ethnic or discriminatory jokes or slurs; Hostile, condemning, or demeaning communications, both verbal and written; Behavior demonstrating disrespect, dishonesty, intimidation, or disruption to the work relationship; and Retaliation against any person who reports or addresses unacceptable behavior.

It is the responsibility of the Contractor to ensure staff delivering services are aware of these expectations and trained as needed to ensure respectful, cooperative and professional conduct in interactions with staff and clients. If the County experiences or receives a report of an unacceptable behavior, it will share the report with Contractor. The Contractor must inform the County of steps taken to remedy the unacceptable behavior within ten (10) working days. If the unacceptable behavior persists, the County may terminate the Contract pursuant to the cancellation provision in the Contract.

Exhibit 3 - Invoice Form

Invoice Date:
Project Name: <i>Opioid Settlement Funds</i>
Email Invoice to: <i>Polk County through its Public Health Department, Attn: Sarah Shimek, sarah.shimek@polkcountymn.gov and CC: Kay Oien, kay.oien@polkcountymn.gov</i>
Billing Period for this Invoice:
Organization/Program Contact:
Contact Person for Invoice:
Remit to (where payment should be sent):

Invoice Category:	Amount Spent in this Billing Period:
Salaries and Benefits	
Contractual Services	
Travel	
Operating Supplies	
Other - Describe:	
Indirect – Insert %	
Total Reimbursement	

Supporting documents for these expenses are required to be retained for six years. Polk County and/or the Minnesota Attorney General's Office reserves the right to audit the Applicants records at any time without prior notice.

I declare that no part of this claim has been previously billed to Polk County Public Health and reflects only charges that conform and are consistent with the description and conditions of the approved grant agreement work plan and budget. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable Federal and State statutes and regulations.

Signature:
Date:



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: January 20, 2026

AGENDA ITEM: Opioid Settlement Fund – Advisory Council

SUMMARY: 2026 Polk County Opioid Settlement Advisory Council – Recommendation to Reappoint and Appoint Members

Reappointment:

- Elizabeth Boucher
- Malissa Burnette
- Laura DeLage
- Abdirisak Duale
- Cassie Heide
- Catherine Johnson
- Shannon Kronlund
- Andrew Larson
- Marley Melbye
- Nick Neibauer
- Jodi Ramberg
- Aeisso Schrage
- Dr. Mary Sens
- Elizabeth Murphy
- Jeff Thorfinnson

Polk County - Greg Widseth, James Tadman, and Molly Paulsrud
Chief Health Strategist/Public Health – Sarah Shimek, Codi Lehmann and Sarah Reese

ACTION REQUESTED: *Motion to appoint the above listed individuals to the 2026 Polk County Opioid Settlement Advisory Council.*



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: January 20, 2026

AGENDA ITEM: Restated Professional Services Agreement

SUMMARY:

Restate the existing Professional Services Agreement with Altru Health System for Medical Consultation Services to reflect the discontinuation of Correctional Health Services and a corresponding reduction in the overall contract rate (from \$500 to \$200 per month and any related mileage at the federal rate). In addition, establishing a one-year term that will automatically renew unless earlier terminated with 45 days written notice, and in 7.3 Governing Law, to clarify laws of the state of Minnesota will govern. All remaining services, terms, and conditions of the agreement remain unchanged.

ACTION REQUESTED: *Motion to approve the restated Professional Services Agreement with Altru Health System for Medical Consultation Services.*

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), effective as of January 20, 2026 ("Effective Date"), is made and entered into by and between the Polk County Public Health, a Minnesota county agency ("Client"), and Altru Health System, a North Dakota nonprofit corporation ("Altru"). Polk County Public Health and Altru are hereinafter referred to individually as a "Party" or collectively as the "Parties."

RECITALS

A. Client is a county agency with the general authority and responsibility for the development and maintenance of an integrated system of community health services.

B. Altru operates an acute care hospital and clinical health system in Grand Forks and provides professional medical services to patients in its service area.

C. Client desires Altru to provide professional services to Client, and Altru wishes to provide such services, as more specifically described in this Professional Services Agreement (the "Agreement").

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements hereinafter set forth, the Parties hereto, intending to be legally bound, agree as follows:

ARTICLE I: PROFESSIONAL SERVICES

1.1 Professional Services. During the term of this Agreement, Altru agrees to provide the services described in the attachment hereto ("Attachment 1"). Such Attachment shall also describe the responsibilities of the respective parties and the compensation for the services provided. Altru obligations will be performed by Altru or by Altru affiliates.

1.2 Qualifications of Altru Staff. At all times that a Altru employed or contracted staff are providing the Professional Services hereunder, the Altru staff will hold a current and unrestricted license, registration, or other certification necessary to provide the Professional Services in the State of Minnesota, as applicable. Altru will promptly notify Client upon learning of any Altru employees, contractors, or facilities failure to meet the qualifications under this Section.

1.3 Quality of Care. Altru will provide health care services in accordance with accepted standards of practice and will cooperate to ensure that services are being provided to patients in a manner consistent with community standards.

1.4 Documentation. Altru shall be responsible for properly documenting the Professional Services and for the accuracy and appropriateness of the service.

1.5 Access to Records. If applicable, for the purpose of implementing Section 1861(v)(1)(I) of the Social Security Act, as amended, and any written regulations thereto, Altru agrees to comply with the following statutory requirements governing the maintenance of documentation to verify the cost of services rendered under this Agreement:

- a. Until the expiration of four years after the furnishing of such services pursuant to such Agreement, Altru shall make available, upon written request by the Secretary of Health and Human Services, or upon request by the Comptroller General of the

United States, or any of their duly authorized representatives, the Agreement, and books, documents and records of such that are necessary to certify the nature and extent of such costs; and

- b. If Altru carries out any of the duties of the Agreement through a subcontract, with a value or cost of \$10,000 or more over a twelve-month period, with a related organization, such subcontract shall contain a clause to the effect that until the expiration of four years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request to the Secretary of Health and Human Services, or upon request by the Comptroller General of the United States, or any of their duly authorized representatives, the subcontract, and books, documents and records of such organization that are necessary to verify the nature and extent of such costs.

ARTICLE II: INDEMNIFICATION; INSURANCE.

2.1 Mutual Indemnification. Each party to this Agreement agrees that it shall indemnify and hold harmless the other party, and its directors, officers, employees, agents, representatives, successors and assigns, against all actions, claims, demands, liabilities, losses, damages, costs and expenses, including reasonable attorney fees, to the extent resulting out of an actual or alleged injury to a person or to property as a result of the negligence, willful misconduct or deliberate ignorance of the indemnifying party in connection with that party's obligations under this Agreement, except to the extent any such action, claim, demand, liability, losses, damages, cost or expense was caused by the negligence or willful misconduct of or the breach of obligations of this Agreement by the party claiming indemnification hereunder, or its directors, officers, employees, agents, representatives, assigns or successors. The provisions of this Section 2.1 shall survive the termination of the Agreement with respect to any claim, action, or proceeding relating to actions or omissions alleged to have occurred during the term of this Agreement.

2.2 Insurance. Each Party will maintain its own professional liability insurance in the amount of least One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate on behalf of each of its professional employees, if applicable. Altru will also maintain general liability insurance in a commercially reasonable amount. The insurance under this Section 2.2 shall be either occurrence or claims made with an extended period reporting option. Each Party shall authorize its insurance carrier to issue to the other Party a certificate of insurance upon the other Party's request. Each Party shall provide the other Party with notice, as soon as possible (but in no event later than ten (10) days) of any cancellation, termination or material alteration of any such insurance policies.

ARTICLE III: BILLING; COMPENSATION.

3.1 Compensation. In consideration of the performance of the Professional Services, Polk County Public Health will pay Altru at the rate set forth in the relevant Attachment. The Parties agree that the compensation has been arrived at through arms' length negotiations and calculated in a way so that it represents the fair market value of the Professional Services rendered.

3.2 Billing. Unless otherwise provided in Attachments to this Agreement, Polk County Public Health shall have the exclusive right to bill for all Professional Services provided under this Agreement. Neither Altru nor its employees will bill any patient or third-party payer for any Professional Services provided under this Agreement. Polk County Public Health will be solely responsible for collection of any amounts billed for the Professional Services.

ARTICLE IV: TERM AND TERMINATION

4.1 Term of this Agreement. The term of this Agreement will begin on the Effective Date above or at such other time as the Parties otherwise agree in writing (the "Commencement Date") and will continue for an initial term of one (1) year (the "Initial Term"), unless this Agreement is terminated earlier as provided herein. Upon the expiration of the Initial Term, this Agreement shall automatically renew unless earlier terminated as follows:

4.1.1 By either Party, with or without cause, upon 45 (forty-five) days' written notice to the other Party.

4.1.2 Upon the filing of a petition in bankruptcy or the insolvency of either Party.

4.1.3 By either Party in the event the other Party is excluded, disbarred or suspended from a state or federal healthcare program.

Upon termination, neither party shall have any further obligation under this Agreement except for (i) obligations accruing prior to the date of termination, including amounts due for Professional Services rendered by Altru; (ii) the indemnification and insurance covenants; (iii) the confidentiality provisions; and (iv) other covenants that expressly or by operation of law extend beyond termination of this Agreement.

ARTICLE V: HIPAA AND CONFIDENTIALITY

5.1 Protected Health Information. Polk County Public Health, as a business associate of Altru, agrees to comply with the terms of the HIPAA Business Associate Addendum attached hereto as Addendum A and incorporated by reference.

5.2 Confidentiality. During the course of the performance of the Services under this Agreement, Polk County Public Health may have access to or become acquainted with confidential business and/or trade secret information relating to Altru's business, including but not limited to trade secrets, policies, procedures, protocols, operating manuals, utilization and quality assurance programs, software, marketing techniques, contractual arrangements, customer information, price lists, pricing strategies and policies, manufacturing information, and other business and financial information (collectively, "Confidential Information"). Client acknowledges and understands the importance of keeping Confidential Information, including the terms of this Agreement, confidential and agrees never to use (except in performing Professional Services hereunder) or disclose, or permit its employees, agents, officers, directors, or owners to use (except in performing Services hereunder) or disclose, such information to any third party except as may be required by law. In the event disclosure of any Confidential Information is ordered by a court or administrative order or other lawful process, Client shall immediately notify Altru. Upon termination of this Agreement for any reason, Parties agree to immediately return all records or other tangible documents which contain, embody or disclose, in whole or in part any Confidential Information. In the event Altru or any of its employees agents, officers, directors, or owners breaches or threatens to breach any term of Section, Altru will be entitled as a matter of right to injunctive

relief and reasonable attorneys' fees, costs, and expenses associated with enforcing the provisions of this Section, in addition to any other remedies available at law or equity. The provisions of this section shall survive the termination of the Agreement.

ARTICLE VI: MISCELLANEOUS

6.1 Relationship of the Parties. For the purpose of this Agreement, the relationship of a Party and its employees, agents and servants to the other Parties and their respective employees, agents and servants will be that of independent contractors. Nothing in this Agreement will be construed, implied, or deemed to create any other relationship between the Parties, including one of employment, agency, joint venture, association, partnership, or any other form of separate legal entity or organization.

6.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all past and contemporaneous agreements, promises, and understandings, whether oral or written, between the parties.

6.3 Amendments. This Agreement may not be amended or modified except by a writing signed by both parties. The parties may amend the Attachments to add or modify the services.

6.4 Use of Name. Client shall not use the names or trademarks of Altru or of any of Altru's affiliated entities in any advertising, publicity, endorsement, or promotion unless Altru has provided prior written consent for the particular use contemplated. The terms of this section survive the termination, expiration, non-renewal, or rescission of this Agreement.

6.5 Authority. The Parties represent and warrant that, upon its execution, this Agreement will be binding upon each of them and enforceable in accordance with its terms.

6.6 No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under, or by reason of, this Agreement on any person or entities other than the signatories hereto.

6.7 Severability. If any term, provision or condition contained in this Agreement will be deemed or declared unenforceable, invalid or void, the same will not impair or invalidate any of the other provisions contained herein, which will remain in full force and effect.

6.8 Notices. Any notices required to be given hereunder will be in writing and may be either delivered personally or sent by first class mail, postage prepaid, return receipt requested, and properly addressed to the address of the other Parties stated below. Notices will be deemed received on the date of receipt verification provided by the U.S. Postal Service. Notices will be addressed as follows:

Addresses for notice:

If to Client, to:

Polk County Public
Health
Attn: Sarah Reese,
Director
816 Marin Ave.
Crookston, MN 56716

If to Altru, to:

Altru Health System
1200 Columbia Road
Grand Forks, ND 58206
Attn: Heather Strandell, Clinic Operations
With Copy to the Legal Department

6.9 Waiver. Waiver by a Party of a breach of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.

6.10 Non-Assignment. Altru may not assign any of its rights or responsibilities under this Agreement without the written consent of Altru.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

POLK COUNTY PUBLIC HEALTH

By: _____

Its: _____

ALTRU HEALTH SYSTEM

By: _____

Its: _____

ATTACHMENT - PROFESSIONAL SERVICES

1. Altru Responsibilities
 - A. Medical Consultation Services
 - i. Provide a medical professional/physician licensed to practice in the State of Minnesota
 - ii. Authorize medical procedures through policies, procedures, protocols/standing orders for public health programs and services
 - iii. Provide medical consultation and information to fulfill Client responsibilities in public health programs and services
 - iv. Review Client's medical policies and procedures on an annual basis
 - v. Approve Client medical policies and procedures as they are developed and updated
 - vi. Participate in meetings with administration to provide ongoing dialogue on community health services and care
 - vii. Assist staff in the coordination of community health services with local medical practitioners and health care institutions
2. Client responsibilities
 - A. Coordinate meetings involving the Altru provider(s) and Altru leadership
 - B. Communicate directly with Altru providers and/or leadership
3. Compensation
 - A. Altru shall bill and collect payment and Client agrees to pay \$200.00 (two hundred dollars and no cents) per month for Medical Consultation Services, in addition to mileage at the then-current state rate for any Altru travel as required to render Medical Consultation Services under this Attachment.
 - B. Altru shall bill client monthly.

ADDENDUM: BUSINESS ASSOCIATE AGREEMENT

EFFECTIVE DATE: November 1, 2025

(“Effective Date”)

PARTIES:

Altru Health System

(“Covered Entity”)

Polk County Public Health

(“Business Associate”)

RECITALS:

A. Covered Entity and Business Associate have entered into one or more agreements (collectively, the “Agreement”) in which Business Associate agrees to provide certain services to Covered Entity, which services may involve Business Associate’s receipt, use, disclosure, transmission, maintenance, or creation of Protected Health Information on behalf of Covered Entity.

B. The parties desire to enter into this Business Associate Agreement (the “BAA”) to reflect their understandings and obligations with regard to Protected Health Information and their compliance with the HIPAA Rules.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by and between the parties, the receipt and adequacy of which is acknowledged, the parties agree as follows:

AGREEMENTS:

ARTICLE 1. DEFINITIONS

1.1 Catch-All Definition. Terms used, but not otherwise defined, in this BAA shall have the same meaning as those terms in the HIPAA Rules, including the following terms: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Minimum Necessary, Notice of Privacy Practices, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

1.2 Specific Definitions.

(a) Electronic Protected Health Information. “Electronic Protected Health Information” shall mean protected health information that is transmitted by or maintained in electronic media.

(b) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach, Notification, and Enforcement Rules set forth at 45 CFR Parts 160 and 164.

(c) Individual. “Individual” shall have the same meaning as the term

“individual” in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

(d) Privacy Rule. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A, D and E.

(e) Protected Health Information. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR § 160.103, limited to the information created, received, transmitted, or maintained by Business Associate on behalf of Covered Entity.

(f) Security Rule. “Security Rule” shall mean the Security Standards at 45 CFR Part 160 and Part 164, Subparts A and C.

ARTICLE 2. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

2.1 Compliance. Business Associate agrees that it shall comply with the provisions of the HIPAA Rules to the extent such regulations apply directly to Business Associate. Business Associate agrees that it shall comply with all requirements of Title XIII, the Health Information Technology for Economic and Clinical Health Act ("HITECH") related to security and is applicable as if Business Associate were a “covered entity,” as defined in the HIPAA Rules and this BAA.

2.2 General. Business Associate agrees not to Use or Disclose Protected Health Information other than as permitted or required by this BAA or as Required By Law.

2.3 Safeguards. Business Associate agrees to implement and use appropriate administrative, physical and technical safeguards to prevent Use or Disclosure of Protected Health Information other than as permitted by this BAA, and to comply with the applicable provisions of 45 CFR Part 164, Subpart C with respect to Electronic Protected Health Information.

2.4 Mitigation. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this BAA including any Breach.

2.5 Reporting Disclosures and Breaches. Business Associate agrees to report to Covered Entity, using the contact information set forth in Section 7.5:

(a) any improper Use or Disclosure of the Protected Health Information within 10 days of discovery of such improper Use or Disclosure, even if such improper Use or Disclosure is not a Breach;

(b) any Security Incident of which it becomes aware, within five days of discovery;
and

(c) any Breach, within two days of becoming aware of the Breach. Business Associate may make the initial report orally, but shall provide a full written report to Covered Entity within five days of providing oral notice. Each report (oral or written) shall include, to the extent available at the time of the report, a description of the breach, the Protected Health Information disclosed (including names and contact information), and a description of any remedial action(s) taken by Business Associate.

2.6 Agents and Subcontractors. Business Associate agrees to ensure that any agent, including a subcontractor, that creates, receives, maintains, or transmits Covered Entity's Protected Health Information on behalf of Business Associate agrees to the same restrictions and conditions that apply to Business Associate with respect to such information, including, without limitation, restrictions, conditions, and requirements regarding implementation of reasonable and appropriate safeguards to protect Electronic Protected Health Information, and to notify Business Associate of Breaches and other improper Uses or Disclosures of Protected Health Information.

2.7 Access to Protected Health Information. In the event Business Associate maintains Protected Health Information in a Designated Record Set, Business Associate agrees to provide access, within 10 days of Covered Entity's request, to Protected Health Information in a Designated Record Set to Covered Entity in order to meet the requirements under 45 CFR § 164.524. In the event that an Individual makes a request for access directly to Business Associate, Business Associate shall notify Covered Entity of such request within three days.

2.8 Amendment of Protected Health Information. In the event Business Associate maintains Protected Health Information in a Designated Record Set, Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR § 164.526 at the request of Covered Entity or an Individual, within 20 days of Covered Entity's request for such amendment. In the event a request for amendment is made directly to Business Associate by an Individual, Business Associate will notify Covered Entity of such request within three days.

2.9 Access and Inspection. Business Associate agrees to make internal practices, books, and records, including policies and procedures relating to the Use and Disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, available to Covered Entity, or to the Secretary, for purposes of the Secretary determining compliance with the HIPAA Rules.

2.10 Accounting of Disclosures. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as required for Covered Entity to respond to a request by an Individual for an accounting of disclosures in accordance with 45 CFR § 164.528. Business Associate agrees to provide to Covered Entity, within 20 days of Covered Entity's request, the information collected to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.

2.11 Performance of Covered Entity Obligations. To the extent Business Associate is carrying out Covered Entity's obligations under Subpart E of 45 CFR Part 164, Business Associate shall comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligation(s).

ARTICLE 3. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

3.1 General Use and Disclosure. Except as otherwise limited in this BAA, Business Associate may Use or Disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement, provided that such Use or Disclosure would not violate the Privacy Rule if done by Covered Entity except as permitted by this Article 3.

3.2 Minimum Necessary. Business Associate shall Use and Disclose Protected Health Information, as well as request Protected Health Information, in accordance with the minimum necessary requirements of the HIPAA Rules and Covered Entity's policies and procedures.

3.3 Use for Business Purposes. Except as otherwise limited in this BAA, Business Associate may Use Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

3.4 Disclosure for Business Purposes. Except as otherwise limited in this BAA, Business Associate may Disclose Protected Health Information for the proper management and administration of Business Associate, provided that such Disclosures are (a) Required By Law; or (b) Business Associate obtains reasonable assurances, prior to disclosure, from the person to whom the information will be disclosed that it will remain confidential and be Used or further Disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3.5 Data Aggregation. Except as otherwise limited in this BAA, Business Associate may Use Protected Health Information to provide Data Aggregation services related to the health care operations of Covered Entity as permitted by 45 CFR § 164.504(e)(2)(i)(B) if so requested by Covered Entity.

3.6 De-Identification. Business Associate may de-identify any and all Protected Health Information, provided that such de-identification is performed in accordance with 45 CFR § 164.514(b), and provided that Business Associate not maintain or disclose any code or other means of record identification that would allow de-identified information to be re-identified.

ARTICLE 4.
OBLIGATIONS OF COVERED ENTITY

4.1 Notification to Business Associate. Covered Entity shall notify Business Associate of: (i) any limitation(s) in its notice of privacy practices in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of Protected Health Information; (ii) any changes in, or revocation of, permission by Individual to Use or Disclose Protected Health Information, to the extent that such changes may affect Business Associate's Use or Disclosure of Protected Health Information; and (iii) any restriction to the Use or Disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's Use or Disclosure of Protected Health Information.

4.2 Requests. Covered Entity shall not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

ARTICLE 5.
TERM AND TERMINATION

5.1 Term. This BAA shall be effective as of the Effective Date, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Article 5.

5.2 Termination for Cause. Upon Covered Entity's knowledge of a violation of a material term of this BAA by Business Associate, Covered Entity shall either:

- (a) Provide an opportunity for Business Associate to cure the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
- (b) Immediately terminate the Agreement if Business Associate has violated a material term of this BAA and cure is not possible; or
- (c) If neither termination nor cure are feasible, report the violation to the Secretary.

5.3 Effect of Termination.

- (a) Except as provided in paragraph (b) of this section, upon termination of this BAA, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity that the Business Associate still maintains in any form. This provision shall apply to Protected Health Information that is in the possession of

subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible because Business Associate must maintain the Protected Health Information for its own proper management or administration, or to carry out its legal responsibilities, all as set forth in Sections 3.2 and 3.3, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. In such case, Business Associate shall: (i) retain only the Protected Health Information that is necessary to continue its proper management and administration or to carry out its legal responsibilities; (ii) destroy or return to Covered Entity the remaining Protected Health Information that is still maintained in any form; (iii) continue to use appropriate safeguards to comply with the HIPAA Rules for as long as Business Associate maintains the Protected Health Information; (iv) not Use or Disclose the Protected Health Information that is retained other than for the purposes for which such Protected Health Information was retained, and subject to the same conditions set out in Sections 3.2 and 3.3; and (v) destroy or return to Covered Entity the Protected Health Information retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

ARTICLE 6. INDEMNIFICATION; INJUNCTIVE RELIEF

6.1 Indemnification. Business Associate agrees to indemnify, defend and hold harmless Covered Entity and its directors, officers, agents, shareholders and employees from and against any and all claims, demands, losses, expenses, costs (including reasonable attorneys' fees), damages and causes of action arising from or relating to Business Associate's breach of this BAA. In the event of a Breach by Business Associate, its agents, employees, or subcontractors, Business Associate will reimburse and indemnify Covered Entity's expenses and costs, including attorney's fees, that are reasonably incurred due to the Breach, including costs associated with the notification of Individuals and the media, as well as credit monitoring and other mitigating actions if determined necessary by Covered Entity. The indemnification obligations of Business Associate are expressly made subject to the right, but not the obligation, of Business Associate and its insurer(s) to assume defense and settlement responsibilities concerning such claims, using counsel satisfactory to Covered Entity as determined in Covered Entity's reasonable discretion.

6.2 Injunctive Relief. The parties acknowledge that the remedy at law for any breach of the terms of this BAA are inadequate and that the damages resulting from such breach are not readily susceptible to being measured in monetary terms. Accordingly, in the event of a breach or threatened breach by Business Associate or any of its subcontractors of the terms of this BAA, Covered Entity shall be entitled to immediate injunctive relief and may obtain a temporary order restraining any threatened or further breach.

ARTICLE 7. MISCELLANEOUS

7.1 Regulatory References. A reference in this BAA to a section in the HIPAA Rules means the section as in effect or as amended.

7.2 Applicability of Terms; Conflicts. This BAA applies to all past, present, and future contracts and relationships between Covered Entity and Business Associate, written or unwritten, formal or informal, in which Covered Entity provides any PHI to Business Associate, or Business Associate otherwise accesses, receives, transmits, or creates on behalf of Covered Entity. This BAA shall automatically be incorporated in all subsequent agreements between Covered Entity and Business Associate involving the creation, access, transmission, receipt, use, or disclosure of PHI by Business Associate on behalf of Covered Entity, whether or not specifically referenced therein. In the event of any conflict or inconsistency between the provisions of this BAA and the provisions of any other agreement between Covered Entity and Business Associate, the provisions of this BAA shall control unless Covered Entity specifically agrees to the contrary in writing.

7.3 Governing Law. The federal laws of the United States and the laws of the State of Minnesota will govern all disputes arising out of or relating to this Agreement, without reference to conflict of laws principles. With respect to any dispute or litigation arising out of or relating to this Agreement: (a) the parties agree that it shall be filed in and be heard by the state or federal courts with jurisdiction to hear such disputes in or near Polk County, Minnesota; and (b) the parties hereby submit to the personal jurisdiction of such courts.

7.4 Access to Records. In accordance with Medicare requirements under Section 952 of the Omnibus Reconciliation Act of 1980 (P.O. 96-499) and such regulations related thereto as may be promulgated by the Secretary of the U.S. Department of Health and Human Services (the "Secretary"), Business Associate shall, while this Agreement is in effect and until the expiration of four (4) years after furnishing any Business Associate Services hereunder, make available, upon written request to the Secretary or the Comptroller General of the United States, or any of their duly authorized representatives, a copy of this Agreement and such books, documents and records of Business Associate that are necessary to certify the nature and extent of the costs incurred by the Covered Entity with respect to the Business Associate Services furnished by Business Associate hereunder. Business Associate shall notify the Covered Entity immediately of any request for records encompassed by this section.

7.5 Assignment. Except as provided below, neither party may assign (by operation of law or otherwise) this Agreement (or any of its rights and obligations under this Agreement) without the written consent of the other party. Notwithstanding the foregoing, either party may assign this Agreement (together with all of its rights and obligations relating to this Agreement and the subject matter of this Agreement) to any of its Affiliates (as defined below) or to a third party in connection with a merger, reorganization, or sale or other transfer of all or substantially all of the assets of the business or operating unit related to the subject of this Agreement. Except as provided in this Agreement, any purported assignment, transfer or delegation shall be null and void. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the parties and their

respective successors and permitted assigns. An “Affiliate,” for the purpose of this Agreement, means (i) a legal entity wholly-owned by the applicable party; (ii) a legal entity that wholly-owns the applicable party; or (iii) a legal entity under common control with the applicable party, such common control being evidenced by the other legal entity and the applicable party having the same parent.

7.6 No Third Party Beneficiaries. This Agreement is for the sole and exclusive benefit of Business Associate and the Covered Entity. It shall not be deemed to be for the direct or indirect benefit of any patient or Covered Entity of the Covered Entity, and no patient or Covered Entity of the Covered Entity shall be deemed to be a third party beneficiary of this Agreement or to have any other contractual relationship with Business Associate by reason of this Agreement.

7.7 Amendment. The Parties agree to take such action as is necessary to amend this BAA from time to time as is necessary for Covered Entity to comply with the requirements of the HIPAA Rules.

7.8 Survival. Sections 5.3, 6.1 and 6.2 of this BAA shall survive the termination of the Agreement.

7.9 Interpretation. Any ambiguity in this BAA shall be resolved to permit Covered Entity to comply with the HIPAA Rules.

7.10 Notifications. All communications and notifications, including those required under Section 2.5, shall be sent to the following addresses:

If to Business Associate:

Attn: Director
816 Marin Ave.
Crookston, MN 56716

If to Covered Entity:

Attn: Privacy Officer
1200 S Columbia Rd
Grand Forks, ND 58201

IN WITNESS WHEREOF, the parties hereto have executed this BAA in the manner appropriate to each.

COVERED ENTITY

BUSINESS ASSOCIATE

By: _____
Its: _____

By: _____
Its: _____



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: January 20, 2026

AGENDA ITEM: Advertisement and Hiring

SUMMARY:

Wellness Coordinator - Emergency Preparedness and Response is moving and recently vacated position. Request for one Emergency Preparedness and Response Coordinator position within PCPH for PCPH/PNM CHB. Request for two potential job descriptions (nurse or non-nurse) to identify the best candidate for this specialty area. Funded by federal Public Health Emergency Preparedness (PHEP) and state Respond Sustainability Grant funding.

Stat 145A.04 – Must implement activities to address the areas of public health responsibility, including preparing for responding to emergencies and preventing the spread of communicable disease.

ACTION REQUESTED: *Motion to approve the advertisement and hiring of one Emergency Preparedness and Response Coordinator, and any subsequent vacancies, within Polk County Public Health.*



Board of Commissioners

Polk County Government Center

612 N Broadway – Room 211

Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Levi Webster, MIS Director

MEETING DATE: January 20, 2026

AGENDA ITEM: Microsoft Licensing Agreement Renewal

SUMMARY:

The Microsoft Licensing renewal for Microsoft 365 Suite and Windows Server Licensing has been planned and budgeted for 2026. This is used across all departments for apps such as Word, Excel, Outlook, Exchange, and Teams. This is also the licensing required for Server Infrastructure that is running in the County. This is a three-year contract that ends January 31, 2029. Amount for 2026 is \$192,300.65.

ACTION REQUESTED:

1. A motion to approve the 3-year Microsoft contract and the 2026 annual Microsoft Licensing totaling \$192,300.65.



Pricing Proposal
Quotation #: 26644440
Reference #: Budgetary EA 66519076 Renewal
Created On: 9/16/2025
Valid Until: 1/31/2026

MN-County of Polk

Levi Webster

612 N. Broadway
Crookston, MN 56716-1452
United States
Phone: (218) 470-8319
Fax:
Email: levi.webster@co.polk.mn.us

Inside Account Manager

Alex Chrysanthopoulos

SHI
290 Davidson Ave
Somerset, NJ 08873
Phone: 7326672779
Fax:
Email: alex_chrysanthopoulos@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Win Remote Desktop Services CAL ALng SA UCAL Microsoft - Part#: 6VC-01254 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	15	\$26.19	\$392.85
2	M365 G3 Unified FUSL GCC Sub Per User Microsoft - Part#: AAD-34704 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	462	\$387.76	\$179,145.12
3	SQL Server Standard Core ALng SA 2L Microsoft - Part#: 7NQ-00292 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	4	\$649.70	\$2,598.80
4	Win Server DC Core ALng SA 2L Microsoft - Part#: 9EA-00278 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	66	\$139.54	\$9,209.64
5	Visio Professional ALng SA Microsoft - Part#: D87-01159 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	4	\$110.77	\$443.08

6	Teams AC with Dial Out US/CA GCC Sub Add-on Microsoft - Part#: NYH-00001 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	460	\$0.00	\$0.00
7	Power BI Premium P1 GCC Sub Microsoft - Part#: HKL-00002 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	2	\$127.79	\$255.58
8	Win Remote Desktop Services CAL ALng LSA UCAL Microsoft - Part#: 6VC-01252 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 2/1/2026 – 1/31/2027 Note: Year 1 of 3	2	\$127.79	\$255.58
			Subtotal	\$192,300.65
			Total	\$192,300.65

Additional Comments

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

Program Signature Form

MBA/MBSA number

Agreement number

5603385

AMD000481476

Note: Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
Enterprise Enrollment (Indirect)	X20-10637
Product Selection Form	3125735.004_PSF
Enterprise Amendment	M97 - (85680561)

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer
Name of Entity (must be legal entity name)* Polk County
Signature*
Printed First and Last Name*
Printed Title
Signature Date*
Tax ID

* indicates required field

Microsoft Affiliate
Microsoft Corporation
Signature Printed First and Last Name Printed Title Signature Date (date Microsoft Affiliate countersigns)
Agreement Effective Date (may be different than Microsoft's signature date)

Optional 2nd Customer signature or Outsourcer signature (if applicable)

Customer
Name of Entity (must be legal entity name)* Signature* Printed First and Last Name* Printed Title Signature Date*

** indicates required field*

Outsourcer
Name of Entity (must be legal entity name)* Signature* _____ Printed First and Last Name* Printed Title Signature Date*

** indicates required field*

If Customer requires additional contacts or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

Microsoft Corporation
 Dept. 551, Volume Licensing
 6880 Sierra Center Parkway
 Reno, Nevada 89511
 USA

Enterprise Enrollment

State and Local

Enterprise Enrollment number
(Microsoft to complete)

85680561

Framework ID
(if applicable)

Previous Enrollment number
(Reseller to complete)

66519076

This Enrollment must be attached to a signature form to be valid.

This Microsoft Enterprise Enrollment is entered into between the entities as identified in the signature form as of the effective date. Enrolled Affiliate represents and warrants it is the same Customer, or an Affiliate of the Customer, that entered into the Enterprise Agreement identified on the program signature form.

This Enrollment consists of: (1) these terms and conditions, (2) the terms of the Enterprise Agreement identified on the signature form, (3) the Product Selection Form, (4) the Product Terms, (5) the Microsoft Products and Services Data Protection Addendum, (6) any Supplemental Contact Information Form, Previous Agreement/Enrollment form, and other forms that may be required, and (7) any order submitted under this Enrollment. This Enrollment may only be entered into under a 2011 or later Enterprise Agreement. By entering into this Enrollment, Enrolled Affiliate agrees to be bound by the terms and conditions of the Enterprise Agreement.

All terms used but not defined are located at <http://www.microsoft.com/licensing/contracts>. In the event of any conflict the terms of this Agreement control.

Effective date. If Enrolled Affiliate is renewing Software Assurance or Subscription Licenses from one or more previous Enrollments or agreements, then the effective date will be the day after the first prior Enrollment or agreement expires or terminates. If this Enrollment is renewed, the effective date of the renewal term will be the day after the Expiration Date of the initial term. Otherwise, the effective date will be the date this Enrollment is accepted by Microsoft. Any reference to “anniversary date” refers to the anniversary of the effective date of the applicable initial or renewal term for each year this Enrollment is in effect.

Term. The initial term of this Enrollment will expire on the last day of the month, 36 full calendar months from the effective date of the initial term. The renewal term will expire 36 full calendar months after the effective date of the renewal term.

Terms and Conditions

1. Definitions.

Terms used but not defined in this Enrollment will have the definition in the Enterprise Agreement. The following definitions are used in this Enrollment:

“Additional Product” means any Product identified as such in the Product Terms and chosen by Enrolled Affiliate under this Enrollment.

“Community” means the community consisting of one or more of the following: (1) a Government, (2) an Enrolled Affiliate using eligible Government Community Cloud Services to provide solutions to a Government or a qualified member of the Community, or (3) a Customer with Customer Data that is subject to Government regulations for which Customer determines and Microsoft agrees that the use of Government Community Cloud Services is appropriate to meet Customer’s regulatory requirements.

Membership in the Community is ultimately at Microsoft's discretion, which may vary by Government Community Cloud Service.

"Enterprise Online Service" means any Online Service designated as an Enterprise Online Service in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Online Services are treated as Online Services, except as noted.

"Enterprise Product" means any Desktop Platform Product that Microsoft designates as an Enterprise Product in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Products must be licensed for all Qualified Devices and Qualified Users on an Enterprise-wide basis under this program.

"Expiration Date" means the date upon which the Enrollment expires.

"Federal Agency" means a bureau, office, agency, department or other entity of the United States Government.

"Government" means a Federal Agency, State/Local Entity, or Tribal Entity acting in its governmental capacity.

"Government Community Cloud Services" means Microsoft Online Services that are provisioned in Microsoft's multi-tenant data centers for exclusive use by or for the Community and offered in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-145. Microsoft Online Services that are Government Community Cloud Services are designated as such in the Use Rights and Product Terms.

"Industry Device" (also known as line of business device) means any device that: (1) is not useable in its deployed configuration as a general purpose personal computing device (such as a personal computer), a multi-function server, or a commercially viable substitute for one of these systems; and (2) only employs an industry or task-specific software program (e.g. a computer-aided design program used by an architect or a point of sale program) ("Industry Program"). The device may include features and functions derived from Microsoft software or third-party software. If the device performs desktop functions (such as email, word processing, spreadsheets, database, network or Internet browsing, or scheduling, or personal finance), then the desktop functions: (1) may only be used for the purpose of supporting the Industry Program functionality; and (2) must be technically integrated with the Industry Program or employ technically enforced policies or architecture to operate only when used with the Industry Program functionality.

"Managed Device" means any device on which any Affiliate in the Enterprise directly or indirectly controls one or more operating system environments. Examples of Managed Devices can be found in the Product Terms.

"Qualified Device" means any device that is used by or for the benefit of Enrolled Affiliate's Enterprise and is: (1) a personal desktop computer, portable computer, workstation, or similar device capable of running Windows Pro locally (in a physical or virtual operating system environment), or (2) a device used to access a virtual desktop infrastructure ("VDI"). Qualified Devices do not include any device that is: (1) designated as a server and not used as a personal computer, (2) an Industry Device, or (3) not a Managed Device. At its option, the Enrolled Affiliate may designate any device excluded above (e.g., Industry Device) that is used by or for the benefit of the Enrolled Affiliate's Enterprise as a Qualified Device for all or a subset of Enterprise Products or Online Services the Enrolled Affiliate has selected.

"Qualified User" means a person (e.g., employee, consultant, contingent staff) who: (1) is a user of a Qualified Device, or (2) accesses any server software requiring an Enterprise Product Client Access License or any Enterprise Online Service. It does not include a person who accesses server software or an Online Service solely under a License identified in the Qualified User exemptions in the Product Terms.

"Reseller" means an entity authorized by Microsoft to resell Licenses under this program and engaged by an Enrolled Affiliate to provide pre- and post-transaction assistance related to this agreement;

"Reserved License" means for an Online Service identified as eligible for true-ups in the Product Terms, the License reserved by Enrolled Affiliate prior to use and for which Microsoft will make the Online Service available for activation.

"State/Local Entity" means (1) any agency of a state or local government in the United States, or (2) any United States county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer's state and located within Customer's state's jurisdiction and geographic boundaries.

"Tribal Entity" means a federally recognized tribal entity performing tribal governmental functions and eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe.

"Use Rights" means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site and updated from time to time. The Use Rights include the Product-Specific License Terms, the License Model terms, the Universal License Terms, the Data Protection Terms, and the Other Legal Terms. The Use Rights supersede the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product.

"Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

2. Order requirements.

- a. Minimum order requirements.** Enrolled Affiliate's Enterprise must have a minimum of 250 Qualified Users or Qualified Devices. The initial order must include at least 250 Licenses for Enterprise Products or Enterprise Online Services.
 - (i) Enterprise commitment.** Enrolled Affiliate must order enough Licenses to cover all Qualified Users or Qualified Devices, depending on the License Type, with one or more Enterprise Products or a mix of Enterprise Products and the corresponding Enterprise Online Services (as long as all Qualified Devices not covered by a License are only used by users covered with a user License).
 - (ii) Enterprise Online Services only.** If no Enterprise Product is ordered, then Enrolled Affiliate need only maintain at least 250 Subscription Licenses for Enterprise Online Services.
- b. Additional Products.** Upon satisfying the minimum order requirements above, Enrolled Affiliate may order Additional Products.
- c. Use Rights for Enterprise Products.** For Enterprise Products, if a new Product version has more restrictive use rights than the version that is current at the start of the applicable initial or renewal term of the Enrollment, those more restrictive use rights will not apply to Enrolled Affiliate's use of that Product during that term.
- d. Country of usage.** Enrolled Affiliate must specify the countries where Licenses will be used on its initial order and on any additional orders.
- e. Resellers.** Enrolled Affiliate must choose and maintain a Reseller authorized in the United States. Enrolled Affiliate will acquire its Licenses through its chosen Reseller. Orders must be submitted to the Reseller who will transmit the order to Microsoft. The Reseller and Enrolled Affiliate determine pricing and payment terms as between them, and Microsoft will invoice the Reseller based on those terms. Throughout this Agreement the term "price" refers to reference price. Resellers and other third parties do not have authority to bind or impose any obligation or liability on Microsoft.
- f. Adding Products.**
 - (i) Adding new Products not previously ordered.** New Enterprise Products or Enterprise Online Services may be added at any time by contacting a Microsoft Account Manager or Reseller. New Additional Products, other than Online Services, may be used if an order is placed in the month the Product is first used. For Additional Products that are Online Services, an initial order for the Online Service is required prior to use.

- (ii) **Adding Licenses for previously ordered Products.** Additional Licenses for previously ordered Products other than Online Services may be added at any time but must be included in the next true-up order. Additional Licenses for Online Services must be ordered prior to use, unless the Online Services are (1) identified as eligible for true-up in the Product Terms or (2) included as part of other Licenses.
- g. True-up requirements.** Enrolled Affiliate must submit an annual true-up order that accounts for any changes since the initial order or last order. If there are no changes, then an update statement must be submitted instead of a true-up order.
- (i) **Enterprise Products.** For Enterprise Products, Enrolled Affiliate must determine the number of Qualified Devices and Qualified Users (if ordering user-based Licenses) at the time the true-up order is placed and must order additional Licenses for all Qualified Devices and Qualified Users that are not already covered by existing Licenses, including any Enterprise Online Services.
- (ii) **Additional Products.** For Additional Products that have been previously ordered under this Enrollment, Enrolled Affiliate must determine the maximum number of Additional Products used since the latter of the initial order, the last true-up order, or the prior anniversary date and submit a true-up order that accounts for any increase.
- (iii) **Online Services.** For Online Services identified as eligible for true-up in the Product Terms, Enrolled Affiliate may place a reservation order for the additional Licenses prior to use and payment may be deferred until the next true-up order. Microsoft will provide a report of Reserved Licenses ordered but not yet invoiced to Enrolled Affiliate and its Reseller. Reserved Licenses will be invoiced retrospectively to the month in which they were ordered.
- (iv) **Subscription License reductions.** Enrolled Affiliate may reduce the quantity of Subscription Licenses at the Enrollment anniversary date on a prospective basis if permitted in the Product Terms, as follows:
- 1) For Subscription Licenses that are part of an Enterprise-wide purchase, Licenses may be reduced as long as (a) the initial order minimum requirements are maintained and (b) the total quantity of Licenses and Software Assurance for an applicable group meets or exceeds the quantity of Qualified Devices and Qualified Users (if ordering user-based Licenses) identified on the Product Selection Form, and includes any additional Qualified Devices and Qualified Users added in any prior true-up orders. Step-up Licenses do not count towards this total count.
 - 2) For Enterprise Online Services in a given Product pool that are not a part of an Enterprise-wide purchase, Licenses can be reduced as long as (a) the initial order minimum requirements are maintained and (b) all then-active users of each Online Service are included the total quantity of Licenses remaining after the reduction. An Enrolled Affiliate may reduce Licenses for Online Services on or before the Enrollment anniversary date and place a reservation order for such licenses within 90 days after the anniversary date; however, any licenses ordered as described in this section will be invoiced to the Enrolled Affiliate for the time period the licenses were made available. Subscription Licenses ordered upfront may not be reduced.
 - 3) For Additional Products available as Subscription Licenses, Enrolled Affiliate may reduce the Licenses. If the License count is reduced to zero, then Enrolled Affiliate's use of the applicable Subscription License will be cancelled.
- Invoices will be adjusted to reflect any reductions in Subscription Licenses at the true-up order Enrollment anniversary date and effective as of such date.
- (v) **Update statement.** An update statement must be submitted instead of a true-up order if, since the initial order or last true-up order, Enrolled Affiliate's Enterprise: (1) has not changed the number of Qualified Devices and Qualified Users licensed with Enterprise Products or Enterprise Online Services; and (2) has not increased its usage of Additional

Products. This update statement must be signed by Enrolled Affiliate's authorized representative.

- (vi) **True-up order period.** The true-up order or update statement must be received by Microsoft between 60 and 30 days prior to each Enrollment anniversary date. The last true-up order or update statement during an Enrollment term is due within 30 days prior to the Expiration Date, and any license reservations within this 30-day period will not be accepted. Enrolled Affiliate may submit true-up orders more often to account for increases in Product usage, but an annual true-up order or update statement must still be submitted during the annual order period.
- (vii) **Late true-up order.** If the true-up order or update statement is not received when due, Microsoft may invoice Reseller for all Reserved Licenses not previously invoiced and Subscription License reductions cannot be reported until the following Enrollment anniversary date (or at Enrollment renewal, as applicable).
- h. **Step-up Licenses.** For Licenses eligible for a step-up under this Enrollment, Enrolled Affiliate may step-up to a higher edition or suite as follows:
 - (i) For step-up Licenses included on an initial order, Enrolled Affiliate may order according to the true-up process.
 - (ii) If step-up Licenses are not included on an initial order, Enrolled Affiliate may step-up initially by following the process described in the Section titled "Adding new Products not previously ordered," then for additional step-up Licenses, by following the true-up order process.
- i. **Clerical errors.** Microsoft may correct clerical errors in this Enrollment, and any documents submitted with or under this Enrollment, by providing notice by email and a reasonable opportunity for Enrolled Affiliate to object to the correction. Clerical errors include minor mistakes, unintentional additions and omissions. This provision does not apply to material terms, such as the identity, quantity or price of a Product ordered.
- j. **Verifying compliance.** Microsoft may, in its discretion and at its expense, verify compliance with this Enrollment as set forth in the Enterprise Agreement.

3. **Pricing.**

- a. **Price Levels.** For both the initial and any renewal term Enrolled Affiliate's Price Level for all Products ordered under this Enrollment will be Level "D" throughout the term of the Enrollment.
- b. **Setting Prices.** Unless otherwise expressly agreed to by the parties and except for Online Services designated in the Product Terms as being exempt from fixed pricing, Enrolled Affiliate's prices for each Product or Service will be established by its Reseller. As long as Enrolled Affiliate continues to qualify for the same price level, Microsoft's prices for Resellers for each Product or Service ordered will be fixed throughout the applicable initial or renewal Enrollment term. Microsoft's prices to Resellers are reestablished at the beginning of the renewal term.

4. **Payment terms.**

For the initial or renewal order, Microsoft will invoice Enrolled Affiliate's Reseller in three equal annual installments. The first installment will be invoiced upon Microsoft's acceptance of this Enrollment and remaining installments will be invoiced on each subsequent Enrollment anniversary date. Subsequent orders are invoiced upon acceptance of the order and Enrolled Affiliate may elect to pay annually or upfront for Online Services and upfront for all other Licenses.

5. **End of Enrollment term and termination.**

- a. **General.** At the Expiration Date, Enrolled Affiliate must immediately order and pay for Licenses for Products it has used but has not previously submitted an order, except as otherwise provided in this Enrollment.
- b. **Renewal option.** At the Expiration Date of the initial term, Enrolled Affiliate may request to renew Products and Services under this Enrollment for one additional 36-month term. Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements or Enrollments in order to renew. In order for a renewal request to be considered, Microsoft must receive a Renewal Form, Product Selection Form, and renewal request prior to or at the Expiration Date. Microsoft will review a renewal request made under this section in good faith and may accept or reject such request in its sole discretion.
- c. **If Enrolled Affiliate elects not to renew.**
 - (i) **Software Assurance.** If Enrolled Affiliate elects not to renew Software Assurance for any Product under its Enrollment, then Enrolled Affiliate will not be permitted to order Software Assurance later without first acquiring a new License with Software Assurance.
 - (ii) **Online Services eligible for an Extended Term.** For Online Services identified as eligible for an Extended Term in the Product Terms, the following options are available at the end of the Enrollment initial or renewal term.
 - 1) **Extended Term.** Licenses for Online Services will automatically expire in accordance with the terms of the Enrollment. An extended term option that allows Online Services to continue month-to-month ("Extended Term") is available. During the Extended Term, Online Services will be invoiced monthly at the then-current published price as of the Expiration Date plus a 3% administrative fee for up to one year. If Enrolled Affiliate wants an Extended Term, Enrolled Affiliate must submit a request to Microsoft at least 30 days prior to the Expiration Date.
 - 2) **Cancellation during Extended Term.** At any time during the first twelve months of the Extended Term, Enrolled Affiliate may terminate the Extended Term by submitting a notice of cancellation to Microsoft for each Online Service. Thereafter, Microsoft may condition the continued use of each Online Service on the acceptance of new terms by the Enrolled Affiliate. Enrolled Affiliate will be notified in writing of any new terms at least 60 days before any such changes take effect. Enrolled Affiliate acknowledges and agrees that after the notice described in this section, its continued use of each Online Service after the effective date provided in the notice will constitute its acceptance of the new terms. If Enrolled Affiliate does not agree to the new terms, it must stop using the Online Services and terminate the Extended Term as provided in this section. Enrolled Affiliate's termination under this section will be effective at the end of the month following 30 days after Microsoft has received the notice.
 - (iii) **Subscription Licenses and Online Services not eligible for an Extended Term.** If Enrolled Affiliate elects not to renew, the Licenses will be cancelled and will terminate as of the Expiration Date. Any associated media must be uninstalled and destroyed and Enrolled Affiliate's Enterprise must discontinue use. Microsoft may request written certification to verify compliance.
- d. **Termination for cause.** Any termination for cause of this Enrollment will be subject to the "Termination for cause" section of the Agreement. In addition, it shall be a breach of this Enrollment if Enrolled Affiliate or any Affiliate in the Enterprise that uses Government Community Cloud Services fails to meet and maintain the conditions of membership in the definition of Community.
- e. **Early termination.** Any early termination of this Enrollment will be subject to the "Early Termination" Section of the Enterprise Agreement.

For Subscription Licenses, in the event of a breach by Microsoft, or if Microsoft terminates an Online Service for regulatory reasons, Microsoft will issue Reseller a credit for any amount paid in advance for the period after termination.

6. Government Community Cloud.

- a. Community requirements.** If Enrolled Affiliate purchases Government Community Cloud Services, Enrolled Affiliate certifies that it is a member of the Community and agrees to use Government Community Cloud Services solely in its capacity as a member of the Community and, for eligible Government Community Cloud Services, for the benefit of end users that are members of the Community. Use of Government Community Cloud Services by an entity that is not a member of the Community or to provide services to non-Community members is strictly prohibited and could result in termination of Enrolled Affiliate's license(s) for Government Community Cloud Services without notice. Enrolled Affiliate acknowledges that only Community members may use Government Community Cloud Services.
- b.** All terms and conditions applicable to non-Government Community Cloud Services also apply to their corresponding Government Community Cloud Services, except as otherwise noted in the Use Rights, Product Terms, and this Enrollment.
- c.** Enrolled Affiliate may not deploy or use Government Community Cloud Services and corresponding non-Government Community Cloud Services in the same domain.
- d. Use Rights for Government Community Cloud Services.** For Government Community Cloud Services, notwithstanding anything to the contrary in the Use Rights:
 - (i)** Government Community Cloud Services will be offered only within the United States.
 - (ii)** Additional European Terms, as set forth in the Use Rights, will not apply.
 - (iii)** References to geographic areas in the Use Rights with respect to the location of Customer Data at rest, as set forth in the Use Rights, refer only to the United States.

Enrollment Details

1. Enrolled Affiliate's Enterprise.

Make an election for including Affiliates in the Enterprise (Required).

Check **only one box** in this section. If no boxes are checked, Microsoft will deem the Enterprise to include the Enrolled Affiliate only. If more than one box is checked, Microsoft will deem the Enterprise to include the largest number of Affiliates:

☒ **Enrolled Affiliate only.**

☐ **All Affiliates.** All Affiliates of Enrolled Affiliate are hereby included in the Enterprise. Enrolled Affiliate represents that its Affiliates are entire offices, bureaus, agencies, departments, or other entities, not partial offices, bureaus, agencies, or departments, or other partial entities. Enrolled Affiliate may order Products for use by its Affiliates. If it does, the licenses granted to Enrolled Affiliate under this Enrollment will apply to such Affiliates, but Enrolled Affiliate will have the sole right to enforce the Agreement and this Enrollment against Microsoft. Enrolled Affiliate will remain responsible for all obligations under this Enrollment and for its Affiliates' compliance with this Enrollment.

☐ **Enrolled Affiliate including.** Only the Enrolled Affiliate and the Affiliates listed below will be included in the Enterprise. Enrolled Affiliate represents that its Affiliates are entire offices, bureaus, agencies, departments, or other entities, not partial offices, bureaus, agencies, or departments, or other partial entities. Enrolled Affiliate may order Products for use by its Affiliates. If it does, the licenses granted to Enrolled Affiliate under this Enrollment will apply to such Affiliates, but Enrolled Affiliate will have the sole right to enforce the Agreement and this Enrollment against Microsoft. Enrolled Affiliate will remain responsible for all obligations under this Enrollment and for its Affiliates' compliance with this Enrollment.

The following Affiliates are included in the Enterprise:

Notwithstanding anything to the contrary in the Agreement, the parties acknowledge and agree to the following:

Products ordered under this Enrollment may be subject to U.S. and other countries' export jurisdictions. Each party will comply with all laws and regulations applicable to the import or export of the Products, including, without limitation, trade laws of the U.S., EU, and UK, such as the U.S. Export Administration Regulations, sanctions regulations administered by the U.S. Office of Foreign Assets Control, the EU Dual Use Regulation 2021/821, and/or other end-user, end use, and destination restrictions ("Trade Laws"). Customer will not, and will ensure its Affiliates will not, take any action that causes Microsoft to violate applicable Trade Laws. Microsoft may suspend or terminate this Enrollment immediately without notice to the extent that Microsoft reasonably believes that performance would cause it to violate Trade Laws or put it at risk of becoming subject to sanctions and penalties under such laws. Customer remains responsible for its and for its Affiliates' compliance with this section and, to the extent applicable, a Regional Trade Compliance Supplemental Terms incorporated herein by reference.

2. Contact information.

Each party will notify the other in writing if any of the information in the following contact information page(s) changes. The asterisks (*) indicate required fields. By providing contact information, Enrolled Affiliate consents to its use for purposes of administering this Enrollment by Microsoft, its Affiliates, and other parties that help administer this Enrollment. The personal information provided in connection with this Enrollment will be used and protected in accordance with the privacy statement available at <https://privacy.microsoft.com/privacystatement>.

- a. Primary contact.** This contact is the primary contact for the Enrollment from within Enrolled Affiliate's Enterprise. This contact may also be an Online Administrator for Volume Licensing

in the Microsoft 365 Admin Center (MAC) and may grant online access to others. The primary contact will be the default contact for all purposes unless separate contacts are identified for specific purposes

Name of entity (must be legal entity name)* Polk County

Contact name: First* Levi Middle Last* Webster

Contact email address* levi.webster@co.polk.mn.us

Street address* 612 North Broadway Suite 215

City* Crookston

State* MN

Postal code* 56716-1452-

(Please provide the zip + 4, e.g. xxxxx-xxxx)

Country* United States

Phone* (218) 470-8315

Tax ID

Work or School (WSA) Account ID levi.webster@co.polk.mn.us

** indicates required fields*

- b. Notices contact and Online Administrator.** This contact (1) receives the contractual notices, (2) is the Online Administrator for Volume Licensing in the Microsoft 365 Admin Center (MAC) and may grant online access to others, and (3) is authorized to order Reserved Licenses for eligible Online Services, including adding or reassigning Licenses and stepping-up prior to a true-up order.

☐ Same as primary contact (default if no information is provided below, even if the box is not checked).

Contact name: First* Levi Middle Last* Webster

Contact email address* levi.webster@co.polk.mn.us

Street address* 612 North Broadway Suite 215

City* Crookston

State* MN

Postal code* 56716-1452-

(Please provide the zip + 4, e.g. xxxxx-xxxx)

Country* United States

Phone* (218) 470-8315

Work or School (WSA) Account ID levi.webster@co.polk.mn.us

Language preference. Choose the language for notices. English

☐ This contact is a third party (not the Enrolled Affiliate). Warning: This contact receives personally identifiable information of the Customer and its Affiliates.

** indicates required fields*

- c. Online Services Manager.** This contact is authorized to manage the Online Services ordered under the Enrollment and (for applicable Online Services) to add or reassign Licenses and step-up prior to a true-up order.

☐ Same as notices contact and Online Administrator (default if no information is provided below, even if box is not checked)

Contact name: First* Levi Middle Last* Webster

Contact email address* levi.webster@co.polk.mn.us

Phone* (218) 470-8315

Work or School (WSA) Account ID levi.webster@co.polk.mn.us

☐ This contact is from a third party organization (not the entity). Warning: This contact receives personally identifiable information of the entity.

** indicates required fields*

d. Reseller information. Reseller contact for this Enrollment is:

Reseller company name* SHI International Corp.
Street address (PO boxes will not be accepted)* 290 Davidson Ave
City* Somerset
State* NJ
Postal code* 08873-4145
Country* United States
Contact name* KimaraLindsay
Phone* 1-888-764-8888
Contact email address* msteam_@SHI.com
** indicates required fields*

By signing below, the Reseller identified above confirms that all information provided in this Enrollment is correct.

Signature* <i>Kimara Lindsay</i>
Printed name* Kimara Lindsay
Printed title*
Date*

** indicates required fields*

Changing a Reseller. If Microsoft or the Reseller chooses to discontinue doing business with each other, Enrolled Affiliate must choose a replacement Reseller. If Enrolled Affiliate or the Reseller intends to terminate their relationship, the initiating party must notify Microsoft and the other party using a form provided by Microsoft at least 90 days prior to the date on which the change is to take effect.

- e.** If Enrolled Affiliate requires a separate contact for any of the following, attach the Supplemental Contact Information form. *Otherwise, the notices contact and Online Administrator remains the default.*
- (i)** Additional notices contact
 - (ii)** Software Assurance manager
 - (iii)** Subscriptions manager
 - (iv)** Customer Support Manager (CSM) contact

3. Financing elections.

Is a purchase under this Enrollment being financed through MS Financing? ☐ Yes, ☒ No.

If a purchase under this Enrollment is financed through MS Financing, and Enrolled Affiliate chooses not to finance any associated taxes, it must pay these taxes directly to Microsoft.

Proposal ID

3125735.004

Enrollment Number

Language: English (United States)

Enrolled Affiliate's Enterprise Products and Enterprise Online Services summary for the initial order:

Profile	Qualified Devices	Qualified Users	Device / User Ratio	CAL Licensing Model
Enterprise	462	462	1.0	User Licenses

Products	Enterprise Quantity
Microsoft 365 Enterprise	
M365 G3 GCC USL Unified	462

Enrolled Affiliate's Product Quantities:

Price Group	1	2	3	4
Enterprise Products	Office Professional Plus + M365 Apps for Enterprise + Office 365 (Plans E3 and E5) + Microsoft 365 Enterprise	Client Access License + Office 365 (Plans E1, E3 and E5) + Microsoft 365 Enterprise	Client Access License + Windows Intune + EMS USL + Microsoft 365 Enterprise	Win E3 + Win E5 + Win VDA + Microsoft 365 Enterprise
Quantity	462	462	462	462

Enrolled Affiliate's Price Level:	
Product Offering / Pool	Price Level
Enterprise Products and Enterprise Online Services USLs: Unless otherwise indicated in associated contract documents, Price level set using the highest quantity from Groups 1 through 4.	D
Additional Product Application Pool: Unless otherwise indicated in associated contract documents, Price level set using quantity from Group 1.	D
Additional Product Server Pool: Unless otherwise indicated in associated contract documents, Price level set using the highest quantity from Group 2 or 3.	D
Additional Product Systems Pool: Unless otherwise indicated in associated contract documents, Price level set using quantity from Group 4.	D

Notes	
Unless otherwise indicated in the associated contract documents, the price level for each Product offering / pool is set as described above, based upon the quantity to price level mapping below:	
Quantity of Licenses and Software Assurance	Price Level
2,399 and below	A
2,400 to 5,999	B
6,000 to 14,999	C
15,000 and above	D
Note 1: In the following countries, any direct Enrollment consisting of only Enterprise Online Services will not be eligible for the Renewal option described in Section 5.b. of the Enrollment or for a new Enrollment due to program changes: Argentina, Australia, Austria, Belgium, Canada, Chile, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Jamaica, Italy, Lichtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Puerto Rico, South Africa, Spain, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, and Uruguay.	
Note 2: Enterprise Online Services may not be available in all locations. Please see the Product List for a list of locations where these may be purchased.	
Note 3: Unless otherwise indicated in the associated Agreement documents, the CAL selection must be the same across the Enterprise for each Profile.	
Note 4: If Enrolled Affiliate does not order an Enterprise Product or Enterprise Online Service associated with an applicable Product pool, the price level for Additional Products in the same pool will be price level "A" throughout the term of the Enrollment. Refer to the Qualifying Government Entity Addendum pricing provision for more details on price leveling.	

Amendment to Contract Documents

Agreement Number

AMD000481476

This amendment ("Amendment") is entered into between the parties identified on the attached program signature form. It amends the Enrollment or Agreement identified above. All terms used but not defined in this Amendment will have the same meanings provided in that Enrollment or Agreement.

Enterprise Enrollment Invoice for Quoted Price Amendment ID M97

The price quoted to Enrolled Affiliate is a fixed price based on an estimated order submission date. Microsoft will invoice Enrolled Affiliate based on this fixed price quote. If this order is submitted later than the estimated order submission date, Enrolled Affiliate will be charged for net new Monthly Subscriptions (including Online Services) for the period during which these services were not provided. For Indirect models, Pricing to Enrolled Affiliate is agreed between Enrolled Affiliate and Enrolled Affiliate's Reseller.

SKU Number	SKU Description	Existing Quantity	Incremental quantities
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	460	2
6U1-00004	Power BI Premium USL GCC Sub Per User	0	2
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	450	12

Except for changes made by this Amendment, the Enrollment or Agreement identified above remains unchanged and in full force and effect. If there is any conflict between any provision in this Amendment and any provision in the Enrollment or Agreement identified above, this Amendment shall control.

This Amendment must be attached to a signature form to be valid.

Microsoft Internal Use Only:

"(M97)EnrAmend(Ind)(InvoiceforQuotedPrice) (WW)(ENG)(Dec2025)(IU).docx"		M97	Lime
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Previous Enrollment(s)/Agreement(s) Form

Entity Name: Polk County

Contract that this form is attached to: State Local Government

For the purposes of this form, "entity" can mean the signing entity, Customer, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

Please provide a description of the previous Enrollment(s), Agreement(s), Purchasing Account(s), and/or Affiliate Registration(s) being renewed or consolidated into the new contract identified above.

- a. Entity may select below any previous contract(s) from which to transfer MSDN subscribers to this new contract. Entity shall ensure that each MSDN subscriber transferred is either properly licensed under the new contract or is removed.
- b. Entity may select below only one previous contract from which to transfer the Software Assurance (SA) Benefit contact details, i.e., benefits contact (*not* the SA manager) and the program codes, to this new contract.
- c. An Open License cannot be used to transfer either the SA Benefit details or MSDN subscribers.
- d. The date of the earliest expiring Enrollment/Agreement that contains SA or Online Services will be the effective date of the new contract (or SA coverage period for Select Plus).
- e. Please insert the number of the earliest expiring Enrollment/Agreement with SA or Online Services in the appropriate fields of the new contract.

Enrollment/Agreement/ Purchasing Account/Affiliate Registration Description	Enrollment/Agreement/ Purchasing Account/Affiliate Registration Public Customer Number	Transfer SA Benefit Contact	Transfer MSDN Subscribers
Standard Enrollment	66519076	X	X