

\*Revised  
POLK COUNTY BOARD  
SPECIAL MEETING

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

AGENDA

SEPTEMBER 16, 2020

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

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



## Board of Commissioners

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

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TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: MICHELLE M. COTE, DIRECTOR OF PROPERTY RECORDS

MEETING DATE: September 16, 2020

AGENDA ITEM: 2020 GENERAL ELECTION CANVASSING DATE

SUMMARY: On April 21, 2020 the board set the date for the canvassing of ballots for the 2020 Primary and General Elections. Due to recent lawsuit agreements reached involving Secretary of State Steve Simon regarding absentee and mail ballot processing I am requesting the date of the 2020 General Election Canvassing be moved to Friday November 13, 2020 at 10:00am to be held at the Polk County Transfer Station conference room. .

We now must process absentee and mail ballots received until the 7th day following the election if they are postmarked November 3, 2020 (Election Day) or prior. Final results will be delayed due to this additional processing after the close of business on November 10, 2020 7 days following the close of polls on election day.

\*\* Note Canvassing Board members are the County Auditor, Court Administrator, Mayor of the largest city and 2 Commissioners neither of whom are on the ballot.

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

A motion was made by Commissioner seconded by Commissioner and adopted by unanimous vote of the Board to move the date of the 2020 General Election Friday November 13, 2020 at 10:00am.



## Board of Commissioners

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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: September 16, 2020

AGENDA ITEM: Draft Resolution (2020-XX) Setting the Preliminary 2021

### Property Tax Levy

SUMMARY: At the end of the two days of department budget reviews, the Board should discuss where it would like the 2021 preliminary levy set for its September 22 Board meeting.

1. My recommendation at this point is to set the preliminary levy at a 4.938% increase over 2020, with the understanding that the final levy objective should be closer to the 2.88% increase shown on the draft levy resolution.

**ACTION REQUESTED:** No action required, discussion only.

POLK COUNTY  
BOARD OF COMMISSIONERS

**Setting Preliminary 2021 Property Tax Levy**  
**RESOLUTION 2020-XX**

Commissioner \_\_\_\_\_ offered the following resolution (2020-XX) :

WHEREAS, The Minnesota State Legislature passed and the Governor of the State of Minnesota signed into law, Minnesota Laws 2001, Special Session Chapter 5, and;

WHEREAS, M.S. 275.065, sub. 1 requires local taxing authorities in the State of Minnesota to establish a proposed levy on or before September 30, 2020 for taxes payable in 2021, and;

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator, for the year 2021, be and they hereby are preliminarily accepted by this Board as a proposed budget for Polk County for the year 2021 dated September 22, 2020 and that the proposed levy on the taxable property for Polk County for Year 2020 payable in 2021 be preliminarily set as follows:

**[2020 levy is \$24,299,971]**

Net Levy	Option 1	\$24,500,000 (+.8231%) (an increase of \$200,029)
	Option 2	\$25,000,000 (+2.88%) (an increase of \$700,029)
	Option 3	\$25,500,000 (+4.938%) (an increase of \$1,200,029)
	Option 4	\$26,000,000 (+6.996%) (an increase of \$1,700,029)

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

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF POLK         )

I, Charles S. Whiting, County Administrator to and Clerk of the Polk County Board of Commissioners do hereby certify that I have compared the foregoing resolution with the original resolution filed in my office on the **22nd day of September, 2020** and that the same is a true and correct copy of the

whole thereof.

WITNESS my hand and Official Seal of Polk County at Crookston, Minnesota this 22nd day of September 2020.

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Charles S. Whiting  
County Administrator  
Clerk of the Board