

**SPECIAL MEETING
SEPTEMBER 16, 2020
BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in special session at 8:00 o'clock a.m., September 16, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Other present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the revised agenda for September 16, 2020 adding 2020 General Election Canvassing Date under Michelle Cote/Property Records.

2021 DEPARTMENT BUDGET REVIEWS

Discussion was held with the Board regarding the 2021 Department Budgets following up from the September 15, 2020 meeting.

PUBLIC HEALTH

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

1. Review of 2021 Public Health Department Budgets

The 2021 Public Health Department budgets were reviewed and discussed with the Board.

TRI-COUNTY COMMUNITY CORRECTIONS

Andrew Larson, Tri-County Community Corrections Director came before the Board with matters pertaining to his department:

1. Review of 2021 Tri-County Community Corrections Department Budget

The 2021 Tri-County Community Corrections budget was reviewed and discussed with the Board.

MIS

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

1. Review of 2021 Management Information Systems Department Budget

The 2021 Management Information Systems Department (MIS) budget was reviewed and discussed with the Board.

HUMAN RESOURCES

Alecia Helms, Human Resources Director came before the Board with matters pertaining to her department:

1. Review of 2021 Human Resources Department Budget

The 2021 Human Resources budget was reviewed and discussed with the Board.

At 10:55 a.m., Commissioner Strandell entered the Board meeting.

SHERIFF

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

1. Review of 2021 Sheriff's Department Budgets

The 2021 Sheriff's Department budgets were reviewed and discussed with the Board.

TAX PAYER SERVICE CENTER

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

1. *2020 General Election Canvassing Date

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to move the date of the 2020 General Election to Friday November 13, 2020, 10:00 a.m., at the Polk County Environmental Services/Transfer Station building.

2. Review of 2021 Tax Payer Service Center Department Budgets

The 2021 Tax Payer Service Center budgets were reviewed and discussed with the Board.

Lisa Loegering, Extension Director came before the Board with matters pertaining to the Extension Office:

3. Extension Budget Request

The 2021 Extension budget was reviewed and discussed with the Board.

FINANCE

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

1. Review of 2021 Finance Department Budgets

The 2021 Finance budgets were reviewed and discussed with the Board.

ADMINISTRATION

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

1. Budget Summary and Review

Discussion regarding the budget summary along with reviewing the 2021 budgets was held with the Board.

2. Draft Resolution (2020-XX) Setting the Preliminary 2021 Preliminary Property Tax Levy

The Draft Resolution (2020-XX) Setting the Preliminary 2021 Preliminary Property Tax Levy was reviewed and discussed with the Board. The Board had no consensus agreed to for a preliminary levy in this draft resolution and will determine at the September 22, 2020 Board meeting.

With no further business the Board adjourned to reconvene at 8:00 a.m., September 22, 2020.

Gary Willhite, Chair

ATTEST:

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