

**SEPTEMBER 21, 2016**  
**SPECIAL 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 21, 2016 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Craig Bunes, Commissioner Warren Strandell, Commissioner Nick Nicholas, Commissioner Joan Lee, Commissioner Don Diedrich, and Charles Whiting, Polk County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board and Ron Denison, Finance Director.

**REVISED AGENDA**

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the September 21, 2016 revised agenda adding Andrew Larson, Tri-County Community Corrections.

**2017 DEPARTMENT BUDGET REVIEWS**

**ATTORNEY**

Greg Widseth, Polk County Attorney along with Ron Denison, Finance Director came before the Board with matters pertaining to his department:

**1. Review of 2017 County Attorney Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**TAX PAYER SERVICE CENTER**

Michelle Cote, Property Records Director, Rob Wagner, Assessment Services Director along with Ron Denison, Finance Director came before the Board with matters pertaining to the Tax Payer Service Center:

**1. Review of 2017 Assessor & Recorder (TPSC) Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**\*TRI-COUNTY COMMUNITY CORRECTIONS**

Andrew Larson, Tri-County Community Corrections Director and Paul Bissonette, Tri-County Community Deputy Director came before the Board with matters pertaining Tri-County Community Corrections:

**1. Review of 2017 Tri-County Community Corrections Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**ADMINISTRATION**

Becky Kofoed, Human Resources Coordinator along with Chuck Whiting, Administrator, and Ron Denison, Finance Director and Mike Rengel, Labor Attorney came before the Board with matters pertaining to Human Resources. Discussion regarding labor market study and comparable counties for consideration in 2017 budget.

**1. Review of 2017 Human Resources Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**REVISED AGENDA**

A motion was made by Commissioner Bunes seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the September 21, 2016 revised agenda No. 2 under Environmental Services.

**ENVIRONMENTAL SERVICES**

Jon Steiner, Environmental Services Director along with Ron Denison, Finance Director came before the Board with matters pertaining to Environmental Services:

**1. Review of 2017 Environmental Services Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**2. Tax Forfeited Demolition Quote**

A motion was made by Commissioner Diedrich seconded by Commissioner Bunes and adopted by unanimous vote of the Board to rescind the motion made on September 20, 2016 awarding the quote to Christian Excavation in the amount of \$28,927.20 for the 2016 Tax Forfeited Demotion Project at 17 S. Main Street (Parcel No. 94.00073.00) and 5 N. Main Street (Parcel No. 94.00082.00) in Winger, MN. A motion was made by Commissioner Bunes seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve awarding the quote to Hagen Construction, Fosston MN in the amount of \$42,000.00 for the 2016 Tax Forfeited Demotion Project at 17 S. Main Street (Parcel No. 94.00073.00) and 5 N. Main Street (Parcel No. 94.00082.00) in Winger, MN.

**ADMINISTRATION**

Chuck Whiting, Polk County Administrator along with Ron Denison, Finance Director, Sebastian Sullivan, MIS Director and Mark Dietz, Facilities Management Director came before the Board with matters pertaining to Administration:

**1. Review of 2017 Administration Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**2. Review of 2017 Finance Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**3. Review of 2017 MIS Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**4. Review of 2017 Facilities Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**ADMINISTRATION**

Chuck Whiting, Polk County Administrator came before the Board on behalf of the Polk County Veterans Service Office along with Ron Denison, Finance Director and discussed matters pertaining to the Veteran’s Department:

**1. Review of 2017 Veteran’s Department Budget/s**

2017 budget handouts were presented and discussed with the Board. (On file in the office of the Polk County Administrator)

**2. Resolution (2016-50) Setting the 2017 Preliminary Property Tax Levy**

Will be set at the next meeting on September 27, 2016.

With no further business the Board adjourned to reconvene at 8:00 o’clock a.m., September 27, 2016.

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Nick Nicholas, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board