

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2013 Budget

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) Discussion & Provide Budget Direction
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Budget Discussion

DATE: May 30, 2012

At the June 5, 2012 County Board meeting the Board is scheduled to discuss and provide direction to staff for the 2013 Budget. Historically, staff has provided the County Board with a list of questions relating to staffing levels, total budget, personnel expenses etc. In recent years the Board's discussion has revolved around providing good needed services at an affordable tax rate. The question before the County Board is what instruction/direction does the County Board want to give to staff when preparing the 2013 budget.

For the Board's review, staff is including resolutions for the 2012 Aitkin County budgets and levy, the historical appropriations chart, the 2012 Budget spread sheet, a list of budget dates for 2012, and an example of the letter the Department of Revenue will be sending to the County relating to projected County Program Aid.

Relevant points for the County Board to consider:

- The Board recently conducted a Road tour – No decisions have been made on specific projects, but this is something that needs to be addressed.
- Union contracts, for 2013, the County has one agreement for wages and insurance. The others remain unsettled or open January 1, 2013.
- The 2013 State Legislature will start a new budget cycle for the State of Minnesota. Recent projections identify the State to have a several billion dollar deficit. Staff expects County Program Aid to be a target.
- The appraised value of the County for 2013 will be down as previously reported by the County Assessor approximately 3%.
- How will federal actions effect the Health and Human Service budget?
- Other topics as directed by the County Board.
- Because the State was able to avert a shutdown this summer it is possible the proposed budget schedule could be modified. If you recall last year the shutdown delayed our information gathering until late August.

Please review the attached information and contact me with questions.

Proposed Budget schedule for the Aitkin County 2013 Budget

<u>DATE</u>	<u>ACTIVITY (tentative)</u>
June	Distribution to Department Heads of personnel and insurance projections and line item budgets.
June	Distribution of Budget Calendar
July-Aug.	Department Heads review budget proposals with County Administrator
August 28rd and September 4th	Department Heads present proposed budgets – Courthouse, Health and Human Service, Road and Bridge, and Sheriff. County Board discusses budget/levy options
September 11	County Administrator presents proposed budget and tax levy
September 11	County Board adopts preliminary budget and tax levy
October	Additional budget review meetings if necessary
November	County Administrator presents budget modifications to the County Board
November	Notice of Budget Hearing Published
December 11th	Budget Hearing presentation
December 18	Adopt County Budget and Levy

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Aitkin County - 2012 Budget and Levy

	Approved 2010	Approved 2011	Preliminary Adopted 9/15/2012	Adopted 2012
Funds				
General Fund	\$10,883,827	\$10,888,593	\$11,415,942	\$11,356,535
Road and Bridge	\$9,706,432	\$8,286,369	\$11,120,909	\$11,114,966
Health and Human Services	\$6,265,899	\$6,150,099	\$6,027,449	\$6,027,449
Debt Service (Jail Bonds)	\$410,875	\$409,750	\$412,750	\$412,750
GF Transfer to R&B				\$1,245,000
Total Expenditures	\$27,267,033	\$25,734,811	\$28,977,050	\$30,156,700
Revenues	\$14,571,595	\$14,285,265	\$15,561,990	\$15,561,990
County Program Aid	\$585,362	\$528,130	\$311,483	\$311,483
Levy	\$10,999,199	\$10,999,199	\$11,779,936	\$11,384,171
Total of Other Funding Options	\$135,599	\$191,311	\$500,000	\$2,075,415
Reserves Used in Dept Budgets	\$975,278	-\$269,094	\$823,641	\$823,641
Total Revenues	\$27,267,033	\$25,734,811	\$28,977,050	\$30,156,700
Funding Options				
Additions				
Removes				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Calculations				
Levy Increase - Dollars	\$0	\$0	\$780,737	\$384,972
Levy Increase - Percentage	0.0%	0.0%	7.1%	3.5%
Tax Capacity-2012 estimate	\$33,210,597	\$31,536,477	\$29,290,000	\$29,290,000
Estimated Tax Rate (before Disparity Aid Adjustment)	33.120%	34.878%	40.218%	38.867%

Aitkin County Budget Appropriations and Dues

	2009	2010	2011	2012	2013	Percent Increase	Approval Status	Other Agreement/ Statute
Dues								
North Counties Land Use Coordinating Board (10-921)	\$5,000	\$5,000	\$2,000	\$2,000		-100.0%		
MN Rural Counties Caucus (MRCC) (01-44)			\$2,100	\$2,100		-100.0%		
Association of MN Counties (AMC) (01-44)			\$9,150	\$9,198		-100.0%		
Arrowhead Counties (01-44)			\$2,400			-100.0%		
Joint Powers								
East Central Regional Library (Dept 500)	\$225,552	\$225,552	\$226,163	\$227,837		-100.0%		
Central MN Corrections (Fund 22) Dept 253	\$169,966	\$141,376	\$141,376	\$141,376		-100.0%		
Central MN Corrections (Fund 21), STS	\$43,422	\$43,823	\$76,914	to Sheriff		-100.0%		
Airport-McGregor (Dept 700)	\$13,900	\$13,900	\$13,900	\$13,900		-100.0%		
Snake River Watershed (Dept 600)	\$10,079	\$10,079	\$10,079	\$10,079		-100.0%		
Airport-Aitkin (Dept 700)	\$7,107	\$7,107	\$7,107	\$7,107		-100.0%		
Mississippi Headwaters Board (Dept 44)	\$1,500	\$1,500	\$1,500	\$1,500		-100.0%		
Appropriations								
Soil and Water (Dept 600)	\$104,045	\$104,045	\$98,034	\$98,034		-100.0%		MS 103C
Committee on Aging (Dept 44)	\$26,725	\$26,725	See CARE	See CARE	See CARE	0.0%		X
C.A.R.E. (Dept 44)	\$0	\$0	\$35,925	\$35,900		-100.0%		
ANGELS (Dept 44)				\$2,000		0.0%		
Historical Society (Dept 500)	\$14,500	\$15,000	\$15,000	\$15,000		-100.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$2,476	\$2,555	\$2,555	\$2,555		-100.0%		MS 138.052
Ag Society (Dept 600)	\$10,000	\$10,000	\$10,000	\$10,000		-100.0%		MS 38.14
Ag Society Insurance (Dept 600)	\$5,075	\$5,075	\$5,075	\$5,075		-100.0%		
HART (Dept 44)	\$1,000	\$1,000	\$1,000	\$1,000		-100.0%		
Funded through HHS Budget								
North Ambulance-Aitkin (HHS)	\$20,000	\$20,000	\$20,000			-100.0%		X
First Responders (HHS)	\$15,000	\$15,000	\$15,000			-100.0%		
McGregor Area Ambulance (HHS)	\$13,000	\$13,000	\$13,000			-100.0%		X
Kinship (HHS)	\$7,000	\$7,000	\$7,000			-100.0%		
LSS/Senior Companion (HHS)	\$5,200	\$5,200	See CARE	See CARE	See CARE	0.0%		
RSVP (HHS)	\$4,000	\$4,000	See CARE	See CARE	See CARE	0.0%		
Hill City Meds 1 (HHS)	\$2,000	\$2,000	\$2,000			-100.0%		X
Isle Ambulance (HHS)	\$2,000	\$2,000	\$2,000			-100.0%		X
Levy Authority								
Arrowhead Regional Development Commission	\$40,834	\$46,578	taxing authority	\$47,193		0.0%		

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 20, 2011

By Commissioner: Napstad

122011-125

2012 Budgets

BE IT RESOLVED, that the following 2012 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$10,493,271	\$863,264	\$11,356,535
Road and Bridge	\$10,300,386	\$814,580	\$11,114,966
Health & Human Service	\$6,027,449	\$0	\$6,027,449
Debt Service	\$436,538	(\$23,788)	\$412,750
GF Transfer to Road & Bridge For Capital Projects	\$0	\$1,245,000	\$1,245,000
Total:	\$27,257,644	(\$2,899,056)	\$30,156,700

Commissioner Westerlund moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 20, 2011

By Commissioner: Napstad

122011-124

2012 Levy

WHEREAS, in September the Aitkin County Board of Commissioners set the preliminary Aitkin County tax levy at \$11,779,936 and has since reduced it by \$395,765.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2012 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$4,331,182
Road and Bridge Fund	\$2,251,249
Health & Human Services Fund	\$2,674,622
Debt Service Jail Bond	\$424,912
Operation or Maintenance Costs Of a County Jail	\$1,702,206
Total:	\$11,384,171

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Marcotte

122011-126

2012 East Central Regional Library Levy/Budget

BE IT RESOLVED, that the amount of \$227,837 be budgeted and levied for the year 2012 for the East Central Regional Library.

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Marcotte

122011-127

2012 Boat & Water Safety Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2012 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$75,406 for a term January 1, 2012 to December 31, 2012.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$1,800		
Boat & Water Grant	\$21,900		
Boat & Water Supply Grant	\$7,000		
 Totals:	 \$30,700	 \$44,706	 \$75,406

Commissioner Wedel moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor
BY _____, Deputy

By Commissioner: Napstad

122011-128

2012 Appropriations to ASCS & Snake River Watershed

BE IT RESOLVED, that the budget and appropriation in the amount of \$123,034 be set for 2012 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$25,000 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 20, 2011

By Commissioner: Marcotte

122011-129

2012 ARDC Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2012 in the amount of \$47,193.00.

Commissioner Napstad moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

(4-1 Wedel)

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Napstad

122011-130

Unorganized Road & Bridge Payments

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$5,037.65
45-24	\$3,410.31
47-24	\$13,897.71
52-24	\$4,875.00
50-25	\$5,573.75
51-25	\$513.75
52-25	\$11,315.19
50-26	\$801.25
48-27	\$3,623.35
49-27	\$6,083.53
50-27	\$419.18
51-27	\$24,336.68
52-27	\$28,392.97

Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: Napstad

122011-131

County Ditch Payments

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

County Ditch 30	\$87.50
County Ditch 63	\$2,502.03

BE IT FURTHER RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and bridge Fund to cover maintenance of the following County Ditches:

County Ditch 2	\$517.50
County Ditch 20	\$795.61
County Ditch 23	\$520.00
County Ditch 24	\$358.44
County Ditch 28	\$175.00
County Ditch 34	\$430.00
County Ditch 37	\$260.00
County Ditch 66	\$345.00

Commissioner Wedel moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT All Members Voting Yes

STATE OF MINNESOTA)
 County of Aitkin) ss.
 Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor
 BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED December 20, 2011

By Commissioner: Wedel

122011-123

2012 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2012:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$292,000	\$155,564	\$447,564
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,381,000		\$1,381,000
Forest Resource	\$153,000	(\$27,291)	\$125,709
Reforestation	\$298,000	\$40,258	\$338,258
Memorial Forest	\$95,000	\$20,000	\$115,000
Forest Road	\$46,000	(\$2,050)	\$43,950
Gravel Pit	\$1,000	(\$1,000)	\$0
Missing Heirs	\$1,000		\$1,000
MCIT	\$25,000	\$40,000	\$65,000
Collaborative Grant	\$68,000	\$19,850	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$646,181	(\$890)	\$645,291

Commissioner Napstad moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th day of December A.D., 2011, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 20th day of December A.D. 2011

KIRK PEYSAR, County Auditor

BY _____, Deputy