

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8/21/12

Via: Patrick Wussow, County Administrator

From: LAND Dept

Title of Item: 2013 proposed ALCO Budget

Requested Meeting Date: 8/28 Estimated Presentation Time: 15 min

Presenter: MARK JAWAS

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- 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
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**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) Budget spreadsheet + Summary

Provide (1) copy of supporting documentation **NO LATER THAN Wednesday at Noon** to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for the Board packets.

**Mark Jacobs**

---

**From:** Mark Jacobs [mjacobs@co.aitkin.mn.us]  
**Sent:** Tuesday, August 21, 2012 10:28 AM  
**Cc:** 'Mark Jacobs'  
**Subject:** 2013 ACLD budget

To: County Board  
CC: County Administrator

Enclosed is the Land Department budget for 2013. The assumption is that Tax-forfeit land revenue (generated in 2012) will be down based on year-to-date comparisons of the past several years. Although we had the best 1<sup>st</sup> quarter in recent history, the bad weather conditions essentially shut down timber harvesting for most of the summer months. The Verso paper mill closure will likely impact timber revenue to some degree in 2012 and 2013.

Due to the possible revenue reductions we have changed a few things for 2013...

- Reduced reforestation projects
  - Shifted expenses (including some staff) to accounts with fund balances
  - Reduced capital purchases
- Overall budgeted expenses are below 2011 and 2012 levels.

These changes should enable the estimated tax-forfeit apportionment to the taxing districts (County-School-Town) to remain stable despite potential revenue shortfalls.

Thanks.



**Mark Jacobs**  
**Land Commissioner**  
**Aitkin County Land Department**  
**209 2nd St. NW Room #206**  
**Aitkin, MN 56431**  
**P: 218-927-7367**  
**F: 218-927-7249**

\*\*\*\*\*  
\*\*\*\*\*

This transmission (the e-mail and all attachments) is confidential and intended solely for the use of the addressee(s). If you have received this transmission in error, please notify the sender by reply and delete this transmission immediately. Any unauthorized distribution, or copying of this transmission, or misuse or wrongful disclosure of information contained in it, is strictly prohibited. The information contained in this document is provided on an as-is basis and does not constitute a binding legal contract or receipt for services.

# Land Department -2013

Mark Jacobs – Land Commissioner

**Funds/Departments:**

Account #	Account Name	Revenue Source / General Comments	Fund
01-520	County Parks	FTS revenue apportioned for County park and recreation projects	D
10-921	County Development	% revenue from Con-Con area lands, may only be used in Con-Con area	D
10-922	Con-Con	Revenue from sale of Con-Con (State) lands	A
10-923	Forfeited Tax Sales	Annual revenue from County Tax Forfeited lands (CTFL)	A
11-924	Forest Resource	% PILT revenue for resource management on CTFL	D
11-925	Reforestation	FTS revenue apportioned for forest management projects on CTFL	D
11-934	Memorial Forest	FTS revenue apportioned for forest management on CTFL dedicated as Memorial Forest	D
11-935	Forest Road	% of gas tax revenue for County forest roads	D
11-936	Gravel	\$.15 per cubic yard revenue from County gravel leases for County owned gravel pit rehab fund	D
18-937	Env. Trust Fund	Revenue from sale of former State leased lots, interest may be spent on improvement of natural resources	D

**A = net funds annually apportioned to other accounts**

**D = dedicated account, unused funds remain in account**

**Activity Scope**

*“To fulfill the County’s obligation as trustee for the local governmental jurisdictions of Aitkin County by being a responsible steward who sustains the forest for future generations, generates income for the County and local governmental jurisdictions, and properly utilizes the land base and renewable forest resources to sustain the region’s economic and social well being.”*

Like other county departments, the Aitkin County Land Department (ACLD) provides a service to the taxpayers and residents of Aitkin County. The service provided is the management of the 222,000 acres of County Tax Forfeited Lands (CTFL) which includes forest, recreation, and land asset management. Unlike most county departments the ACLD is not part of the local tax levy and the service provided generates revenue. ACLD operates on the revenue generated and the net revenue is invested into resource development for the future and is distributed to other applicable local units of government to aid them in providing their services.

Principal guiding state statues include MS 282.01-.40, MS 389.32-36, MS 459.06, MS 85A.51, MS 477A11-A15

**Departmental Tasks: Management of County Tax-Forfeited and other County owned lands**

**Forest Management**

- Timber Sales
- Reforestation
- Timber Stand Improvement
- Forest inventory/monitoring
- Forest roads

**Parks / Recreation management**

- Trails (motorized & non-motorized)
- Campgrounds
- Public accesses
- Long Lake Conservation Center

**Land Management**

- Land sales and exchanges
- Leases and Easements
- County ditch records
- Gravel resources

**Land Information (GIS/Survey)**

- Land parcel mapping/database
- E-911 addressing
- Global positioning (staff support)
- Survey corner relocation
- County survey records

<b>WORKLOAD DATA</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Timber sale revenue	\$1,154,803	\$1,211,782	\$1,341,932	\$1,213,970
Timber harvest acres	3083	2845	2943	3198
Tree Planting (# trees)	105,500	109,500	105,000	101,500
Forest road maintenance (hours)	1324	1546	1747	2191
Forest re-inventory (acres)	10,275	11,177	24,814	14,818
Camping reservations (site/days)	253	342	326	306
Campground receipts	\$10,004	\$9,926	\$10,987	\$10,088
Survey corners relocated	274	100	182	288
Gravel receipts	\$2,205	\$23,097	\$4,739	\$3,918
Land sale revenue	\$136,038	\$138,795	\$140,560	\$198,740
E-911 addresses assigned	121	118	88	87
GIA ATV trails (miles)	137	137	154	154
GIA Snowmobile trails (miles)	612	612	612	612

## **Goals, Planned Activities and Changes for 2013**

### **Forest Management: 10-923, 11-925, 11-934, 11-935**

- Maintain timber harvest acres offered for sale with a focus on enhancing forest quality, diversity, and productivity.
- 5-year FSC certification reassessment (up for consideration in 2013)
- Forest inventory and monitoring with an emphasis on quality hardwoods, advanced conifer regeneration, invasive pests, and native plant communities.
- Purchase an ATV
- Monitor and develop policies to address emerging bio-mass markets
- Verify and potentially market carbon credits from ACLD managed forestlands

### **Parks/Recreation Management: 1-520, 11-925**

- Upgrade County campgrounds – focus on Aitkin, Jacobson
- Improve signage and trail-head parking on motorized recreation trails
- Better coordinate with trail clubs, stakeholders, agencies, businesses and landowners to monitor use and enhance Aitkin County trail systems
- Explore development of an ATV “park” in association with existing trail system
- Continue development of the Northwoods Regional ATV Trail system
- Develop, enhance, and promote new and existing non-motorized recreation opportunities

### **Land Management: 10-921, 10-923,**

- Ongoing classification of County Tax-Forfeited Lands per MS 282.01
- Continue to seek more efficient land sale/exchange procedures
- Continue the evaluation and mapping of gravel pits on CTFL
- Consolidate CTFL ownership (via exchange or purchase/sell)
- Continue to sell CTFL that does not fit into our land management plans
- Contribute funding for Economic Development/Forest Industry Coordinator (60%)

### **Land Information (GIS/Survey): 10-921, 10-923, 11-924**

- Training/software/hardware to facilitate e-government (web-fusion) initiative
- Continue facilitating E-911 addressing
- Focus survey crew workload to a County survey corner relocation program focused on public lands
- Contribute funding for Land Survey Coordinator (60%)
- Contribute funding for GIS Coordinator (60%)

object	Desc	Co Dev 10-921	FTS 10-923	Parks 01-520	Res Dev 11-924	For Dev 11-925	Mem For 11-934	Road 11-935	Gravel 11-936	ETF 18-937	Op Total	G-Total
5001	Taxes, Aids, In-Lieus, Taconite			\$ 15,000							\$ 15,000	\$ 15,000
5150	Sooline Rr Permits				\$ 1,000	\$ 2,000					\$ 3,000	\$ 3,000
5201	Mv Credit Ms Statute 273.1384										\$ -	\$ -
5220	Concon Apport Ms 84 A 51 Intergovernment	\$ 250,000									\$ -	\$ 250,000
5222	L79C303 Ms 477-A-11-14 Intergovernmental				\$ 142,000						\$ 142,000	\$ 142,000
5251	In Lieu Apportionments & Receipts	\$ 40,000									\$ -	\$ 40,000
5252	Forf Tax Sales Apportionment			\$ 125,000		\$ 187,000	\$ 92,000		\$ 1,500		\$ 405,500	\$ 405,500
5254	Forfeited Tax Sales		\$ 1,300,000								\$ -	\$ 1,300,000
5256	Intgov Rev Dnr-Public Access Maint			\$ 3,000							\$ 3,000	\$ 3,000
5301	Forest Road Grt Lw 1988Ch686							\$ 35,000			\$ 35,000	\$ 35,000
5396	Trail Grants-State			\$ 425,000							\$ 425,000	\$ 425,000
5510	Co Parks Campground Fees			\$ 10,000							\$ 10,000	\$ 10,000
5791	Interest Income									\$ 10,000	\$ 10,000	\$ 10,000
5840	Misc Receipts		\$ 3,000								\$ -	\$ 3,000
5866	Co Auction Proceeds		\$ -								\$ -	\$ -
<b>Total</b>		<b>\$ 290,000</b>	<b>\$ 1,303,000</b>	<b>\$ 578,000</b>	<b>\$ 143,000</b>	<b>\$ 189,000</b>	<b>\$ 92,000</b>	<b>\$ 35,000</b>	<b>\$ 1,500</b>	<b>\$ 10,000</b>	<b>\$ 1,048,500</b>	<b>\$ 2,641,500</b>
6101	Salaries-Full Time	\$ 115,469	\$ 315,091	\$ 63,814	\$ 94,794	\$ 126,870	\$ 42,952				\$ 328,430	\$ 758,990
6102	Salaries-Part Time			\$ 12,500		\$ 10,000		\$ 27,500			\$ 50,000	\$ 50,000
6108	Meals (Not Overnight)										\$ -	\$ -
6109	Overtime										\$ -	\$ -
6124	Medicare-Employer	\$ 1,674	\$ 4,570	\$ 926	\$ 1,375	\$ 1,840	\$ 623				\$ 4,764	\$ 11,008
6149	Employer Deduct Contribution-Veba	\$ 2,000	\$ 8,100	\$ 2,500	\$ 3,200	\$ 3,500	\$ 1,500				\$ 10,700	\$ 20,800
6150	Health Insurance Employer	\$ 16,800	\$ 65,101	\$ 19,824	\$ 25,704	\$ 28,224	\$ 12,012				\$ 85,764	\$ 167,665
6152	Life Insurance-Employer	\$ 132	\$ 410	\$ 110	\$ 139	\$ 183	\$ 73				\$ 505	\$ 1,046
6154	Long Term Disability-Employer	\$ 347	\$ 729	\$ -	\$ -	\$ -	\$ -				\$ -	\$ 1,076
6159	Pera Co	\$ 8,372	\$ 22,844	\$ 4,627	\$ 6,872	\$ 9,198	\$ 3,114				\$ 23,811	\$ 55,027
6165	Fica-Employer	\$ 7,159	\$ 19,536	\$ 3,956	\$ 5,877	\$ 7,866	\$ 2,663				\$ 20,362	\$ 47,057
<b>Total</b>		<b>\$ 151,953</b>	<b>\$ 436,381</b>	<b>\$ 108,256</b>	<b>\$ 137,961</b>	<b>\$ 187,681</b>	<b>\$ 62,937</b>	<b>\$ 27,500</b>			<b>\$ 524,335</b>	<b>\$ 1,112,668</b>
6205	Postage		\$ 2,000								\$ -	\$ 2,000
6208	Training/Education		\$ 1,000		\$ 500	\$ 500	\$ 1,500				\$ 2,500	\$ 3,500
6230	Printing, Publishing & Adv	\$ 2,500	\$ 2,500	\$ 2,500							\$ 2,500	\$ 7,500
6231	Services, Labor, Contracts	\$ 150,000	\$ 9,750	\$ 20,000	\$ 35,000	\$ 20,000	\$ 30,000				\$ 105,000	\$ 264,750
6240	Dues	\$ 2,500	\$ 1,500								\$ -	\$ 4,000
6243	License Fee			\$ 1,000							\$ 1,000	\$ 1,000
6250	Telephone		\$ 500	\$ 500	\$ 900			\$ 500			\$ 1,900	\$ 2,400
6254	Utilities		\$ 1,000	\$ 15,000							\$ 15,000	\$ 16,000
6255	Garbage										\$ -	\$ -
6267	Unemployment Compensation					\$ 1,000					\$ 1,000	\$ 1,000
6272	Physical Examinations		\$ 500								\$ -	\$ 500
6273	Timber Improvement				\$ 5,000	\$ 5,000	\$ 40,000				\$ 50,000	\$ 50,000
6280	State Deed Forfeited Tax Sales		\$ 250								\$ -	\$ 250
6282	State Deed Repurchase		\$ 50								\$ -	\$ 50
6311	Sales Tax		\$ 250	\$ 500	\$ 250	\$ 250					\$ 1,000	\$ 1,250
6312	Sales Tax Adjustment										\$ -	\$ -
6330	Transportation & Travel		\$ 1,000								\$ -	\$ 1,000
6332	Hotel / Motel Lodging		\$ 319								\$ -	\$ 319
6340	Meals Reimbursed Non-Taxable										\$ -	\$ -
6350	Per Diem			\$ 1,000	\$ 2,000						\$ 3,000	\$ 3,000
6352	Insurance	\$ 500	\$ 4,500								\$ -	\$ 5,000
6353	Workers Compensation Insurance	\$ 750	\$ 1,500	\$ 2,250	\$ 1,000	\$ 1,500	\$ 2,000				\$ 6,750	\$ 9,000
6356	License Fees										\$ -	\$ -
6360	Miscellaneous-Services										\$ -	\$ -
6361	Road Construction Service					\$ 5,000	\$ 25,000				\$ 30,000	\$ 30,000
6374	Auto & Trailer License			\$ 200							\$ 200	\$ 200
6405	Office Supplies		\$ 10,000		\$ 2,000						\$ 2,000	\$ 12,000
6406	Field Supplies				\$ 3,000		\$ 3,000				\$ 6,000	\$ 6,000
6450	Small Tools			\$ 1,500							\$ 1,500	\$ 1,500
6511	Gas And Oil			\$ 25,000	\$ 20,000			\$ 5,000			\$ 50,000	\$ 50,000
6515	Culverts	\$ 15,000					\$ 5,000				\$ 5,000	\$ 20,000
6590	Repair & Maintenance Supplies	\$ -	\$ 15,000	\$ 5,000	\$ 5,000		\$ 5,000	\$ 10,000			\$ 25,000	\$ 40,000
6610	Equipment										\$ -	\$ -
6620	Auto, Trailers, Snowmobiles						\$ 10,000				\$ 10,000	\$ 10,000
6630	Miscellaneous-Capital Outlay										\$ -	\$ -
6801	Appropriations	\$ 100,000									\$ -	\$ 100,000
6802	Trail Grants			\$ 375,000							\$ 375,000	\$ 375,000
6818	Apportionments		\$ 715,000								\$ -	\$ 715,000
6820	Refunds & Reimbursements		\$ 50,000		\$ 1,000						\$ 1,000	\$ 51,000
6900	Transfers									\$ 10,000	\$ 10,000	\$ 10,000
6901	Incidental Transfers		\$ 50,000								\$ -	\$ 50,000
<b>Total</b>		<b>\$ 271,250</b>	<b>\$ 866,619</b>	<b>\$ 449,450</b>	<b>\$ 75,650</b>	<b>\$ 33,250</b>	<b>\$ 121,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 705,350</b>	<b>\$ 1,843,219</b>
<b>Grand Total</b>		<b>\$ 423,203</b>	<b>\$ 1,303,000</b>	<b>\$ 557,706</b>	<b>\$ 213,611</b>	<b>\$ 220,931</b>	<b>\$ 184,437</b>	<b>\$ 43,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 1,229,685</b>	<b>\$ 2,955,887</b>
<b>Net</b>		<b>\$ (133,203)</b>	<b>\$ 0</b>	<b>\$ 20,294</b>	<b>\$ (70,611)</b>	<b>\$ (31,931)</b>	<b>\$ (92,437)</b>	<b>\$ (8,000)</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ (181,185)</b>	<b>\$ (314,387)</b>
	res 6/30/12	\$ 272,000	\$ -	\$ 86,300	\$ 200,405	\$ 659,000	\$ 227,000	\$ 70,200	\$ 64,000	\$ -	\$ 1,316,905	\$ 1,588,905

**2013 ACLD Budget Summary**

<b>Forfeited Tax Sales</b>	<b>10-923</b>	<b>Comments</b>	<b>2013</b>
<b>Income</b>	<b>\$ 1,303,000</b>		
timber sales	\$ 1,100,000		
land sales	\$ 190,000		
leases-easements-etc.	\$ 10,000		
misc	\$ 3,000	(a) mailings, notices,	
<b>Expenses</b>	<b>\$ 1,303,000</b>	supplies, bldg demo,	
Salary/Benefits	\$ 436,000	telephone, copier, fund	
Apportionment	\$ 715,000	transfers, repairs	
misc (a)	\$ 152,000		
<b>Co Development</b>	<b>10-921</b>	<b>Comments</b>	<b>Co Dev Res (7/31/12)</b>
<b>Income</b>	<b>\$ 290,000</b>		\$ 241,000
		(a) 40 % econ dev, GIS,	
<b>Expenses</b>	<b>\$ 423,200</b>	survey,	<b>\$ (133,200)</b>
Salary/Benefits (a)	\$ 152,000	(b) SWCD, P&Z , Sheriff,	
transfers (b)	\$ 105,000	Assessor	
Projects (c)	\$ 166,200	(c) roads, ditches,	
		bridges/culverts, rec	
		trails, etc	
<b>Operational</b>	<b>various*</b>	<b>Comments</b>	<b>Op reserves (7/31/12)</b>
<b>Income</b>	<b>\$ 1,049,500</b>	County Parks (01-520)	\$ 68,400
FTS (01-520, 11-925, 11-934)	\$ 405,000	Forest Resources (11-924)	\$ 191,800
Forest Road (11-935)	\$ 35,000	Reforestation (11-925)	\$ 619,650
PILT (11-924)	\$ 142,000	Memorial Forest (11-934)	\$ 227,000
campground rec (01-520)	\$ 10,000	Forest Road (11-935)	\$ 63,000
ETF interest (11-937)*	\$ 10,000	Gravel (11-936)	\$ 64,000
Trail Grants (01-520)	\$ 425,000	ETF (18-937)*	\$ 480,000
misc	\$ 22,500		
<b>Expenses</b>	<b>\$ 1,230,000</b>	<b>\$ (180,500)</b>	
Salary/Benefits	\$ 525,000	(a) tree planting, TSI,	
Projects/contracts (a)	\$ 180,000	forest inventory, park	
supplies (b)	\$ 130,000	maint, FSC assess, forest	
recreation trails	\$ 375,000	road/trails, etc	
LLCC loan (11-937)*	\$ 10,000	(b) computers (2), fuel,	
capital purchases (c)	\$ 10,000	park supplies	
		(c) ATV	
* interest only			

<b>INCOME</b>	<b>\$</b>	<b>2,642,500</b>
<b>EXPENSE</b>	<b>\$</b>	<b>2,956,200</b>
<b>RESERVES</b>	<b>\$</b>	<b>313,700</b>