

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Reserving Budgeted Funds

Requested Meeting Date: 12-18-12 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

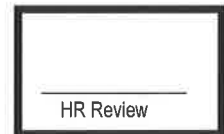
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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) _____
- 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 (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.

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 Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Reserving Budgeted Funds - Section 8.12 of Personnel Policy

DATE: December 12, 2012

Section 8.12 of the Aitkin County Personnel Policies and Procedures Manual creates a procedure to reserve funds from the current calendar year for equipment or projects that were not completed during 2012, but will be completed during the following calendar year. A memo was sent out to Department Heads at the beginning of December and the following is a summary of the responses returned.

The following is a summary of the funds recommended to be reserved for 2013:

Assessor's office

1. \$1,400 from account 01-043-000-0000-6620, vehicle replacement
2. \$2,000 from account 01-043-000-0000-6625, computers and office equipment.

Environmental Services

1. \$12,500 from account 01-391-060-6360, to purchase a newer vehicle
2. \$7,500 from account 01-390-000-6101 for a vehicle purchase.

The Sheriff, Attorney, and IT departments all will be maintaining some reserves again in 2013 from the 2012 reserves. Please note that the funds reserved by this action have reduced substantially in recent years.

By approving this item on the consent agenda these funds will be reserved/earmarked for use in 2013 per the County's procedures.

If you have any questions please contact me at 927-7276.