

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



To: Chairperson, Aitkin County Board of Commissioners Date: October 29, 2013

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:
Property Record Information System of Minnesota (PRISM) grant application

Requested Meeting Date: Nov 12 Estimated Presentation Time: _____

Presenter: Kirk Peysar

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? n/a Yes No (attach explanation)
- What type of expenditure is this? Operating 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) grant application

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am 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)

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

October 29, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Property Record Information System and Minnesota (PRISM) grant application

The Minnesota Legislature has authorized a grant to help counties implement PRISM. The total grant is \$300,000 to be divided equally among approved grantees. If all 87 counties apply the grant amount would be \$3,448 per county.

The PRISM Project is a modernization of the processes and systems in property tax. Currently, counties make 9 unique file format submissions of data throughout a valuation/taxation cycle to MN Revenue. PRISM will reduce that to a single standard format, submitted twice a year.

MINNESOTA · REVENUE



PRISM Implementation Grant Application

The Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM. The total grant amount is \$300,000, to be equally divided among the approved grantees. [Minnesota Laws 2013, Chapter 142, Section 14]

To qualify for the grant your county must:

- Complete the form below, signed by the county's board chairperson.
- Return the completed application to PRISM.mdor@state.mn.us by Dec. 20, 2013. (We will not accept, or consider, late applications for this grant.)
- Be current on all property tax data submissions at the time of application.

If you have questions, contact us at PRISM.mdor@state.mn.us or call 651- 556-6091.

County Name:	<u>Aitkin County</u>
Contact Person:	<u>Kirk Peysar</u>
Title/Position:	<u>County Auditor</u>
Phone Number:	<u>218-927-7354</u>
Email:	<u>kpeysar@co.aitkin.mn.us</u>

Describe how you plan to use these funds to implement PRISM.

The funds will be directed to Minnesota Counties information Systems (MCIS), the joint powers organization that supports the property tax system in use by Aitkin County, to offset the costs of implementing system enhancements necessitated by the PRISM project. Based on the best estimated costs at this time, the grants will cover about 37 percent of the actual cost, not including the time spent to date for MCIS to function as the lead contact for our group. Implementation costs include: design, programming, quality assurance. Timelines for the project are: the valuation/assessment side by August 2015 and the property tax side by March 2016.

County Board Chairperson

Signature

Print Name

Date