

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-7-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Recorder's Office Transfer of Funds

Requested Meeting Date: 1-14-14 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 with possible 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 resolution (attach draft resolution)
- Approve/adopt proposal by motion
- 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.**

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

ADOPTED January 14, 2014

By Commissioner: xx

011414-0xx

Recorder's Office Transfer of Funds

**WHEREAS**, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$59,560.00 (\$10.00 for each document recorded in the County Recorder's office between January and December of 2013) from the General Revenue Fund to the County Recorder's Technology Fund, according to Minnesota Statute 357.18, Subd. 4; and

**WHEREAS**, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$65,516.00 (\$11.00 for each document recorded in the County Recorder's office between January and December of 2013) from the General Revenue Fund to the Unallocated Fund according to Minnesota Statute 357.182, Subd. 7.

**THEREFORE, BE IT RESOLVED**, that the order of transfer of \$59,560.00 from the General Revenue Fund to the County Recorder's Technology Fund and the order of transfer of \$65,516.00 from the General Revenue Fund to the Unallocated Fund is authorized by the Aitkin County Board of Commissioners.

Commissioner xx 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 14<sup>th</sup> day of January A.D., 2014, 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 14<sup>th</sup> day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

Month	Ucc	\$10.00Leg	Co Gen	St Gen F	R Tech fe	Unallot
Jan 13	0.00	320.00	6,931.00	5,019.00	4780.00	5,258.00
Feb	0.00	400.00	6,133.50	4,504.50	4290.00	4,719.00
March	40.00	260.00	5,524.50	4,126.50	3930.00	4,323.00
April	0.00	340.00	6,742.50	4,924.50	4690.00	5,159.00
May	0.00	230.00	8,294.00	6,048.00	5760.00	6,336.00
June	0.00	240.00	7,714.00	5,680.50	5410.00	5,951.00
July	0.00	380.00	8,932.00	6,468.00	6160.00	6,776.00
Aug	0.00	390.00	7,975.00	5,964.00	5680.00	6,248.00
Sept	0.00	330.00	7,380.50	5,418.00	5160.00	5,676.00
Oct	0.00	240.00	8,047.50	6,016.50	5730.00	6,303.00
Nov	0.00	270.00	4,959.00	3,748.50	3570.00	3,927.00
Dec	0.00	300.00	6,119.00	4,620.00	4400.00	4,840.00
Total	40.00	3,700.00	84,752.50	62,538.00	59560.00	65,516.00

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