

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Shared Assessor Concept Update

Requested Meeting Date: 5-14-14 Estimated Presentation Time: _____

Presenter: Roxy Traxler, Interim County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) _____

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 Board of Commissioners

FROM: Roxy Traxler, Interim County Administrator

RE: Shared Assessor Concept Update

DATE: May 7, 2014

Concept of working on a shared assessor agreement with Mille Lacs County, so Mike D. would function as Assessor for both. We would propose starting with a 6 month period, with a review and 6 month extension, with annual review thereafter.

Other counties such as Kanabec/Pine and Jackson/Watonwan are currently doing this in one form or another. I have had correspondence with the Department of Revenue and have addressed and will continue discussions with Mike on these comments:

- Believes that sharing a County Assessor can sometimes be a good option for smaller counties particularly if the following are in place:
- The county assessor embraces the plan to serve as County Assessor in both counties. For a shared county assessor to be successful the assessor needs to want it to work. – *Mike is in full support of this concept.*
- The counties should be proximate to one another so that the assessor will be able to devote time to both offices without spending excessive time commuting. – *Drive is about the same for Mike either way (40 miles or so)*
- The counties have the same CAMA systems and computer tax vendors. – *we currently do not have the same vendor, and to go long term this may need to be addressed or it may not really be an issue*
- Both counties have competent staff in place to assist the assessor and deal with questions and problems that arise in his/her absence – *Aitkin has an Assistant County Assessor, Mille Lacs will have a Lead Appraiser.*
- That there is a contract or joint powers agreement in place clearly laying out expectations and responsibilities – *this is currently being drafted and will be presented at the May 27 Board meeting. Mille Lacs County would contract for time from Aitkin County and terms would be negotiated, including review timelines and measures to determine if this is working.*