



# Board of County Commissioners Agenda Request

**5D**  
Agenda Item #

**Requested Meeting Date:** May 12, 2015

**Title of Item:** Capital Improvement Plan Schedule and Guidance

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input checked="" type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Nathan Burkett, County Administrator	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Nathan Burkett, County Administrator	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**  
Preparations are being made for capital improvement planning. A schedule has been prepared and is being presented to the County Board.

The Board is requested to provide guidance on Capital Improvement Planning. Any capital priorities of the Board would be appreciated by Administration and Departments.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*

Legally binding agreements must have County Attorney approval prior to submission.

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
**Nathan Burkett, Administrator**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

DATE: April 8, 2015

TO: Department Heads

FROM: Nathan Burkett, County Administrator 

RE: Capital Improvement Planning

The attached document is for you to fill in and return to administration for your capital requests. This year we will be preparing a 5 year capital improvement plan which will be approved by the County Board following a public hearing.

A couple of key principles:

1. We should be pretty confident in the capital purchases we need to make during 2016, as we move further out, our confidence will necessarily decrease.
2. Part of this process is identifying the highest priorities. If you do not put your needs in for consideration, they cannot be included in the plan. Please do not hesitate to add things that you might not feel are achievable. You never know what may happen!
3. Only items which are capitalized and will cost greater than 5,000 need to be projected in the plan.
4. You do not need to include standard replacement of computers and other standard technology equipment in the plan.
5. If you need to make a large investment in new equipment that should be included in the plan (i.e. you want to purchase 20 new ipads, but they are not replacement). However, you don't need to identify them separately – just write "20 ipads" and the projected cost.
6. Please feel free to ask administration for assistance.
7. Forms are due back to administration by May 15. Use more pages if necessary.

