



# Board of County Commissioners Agenda Request

2C  
Agenda Item #

**Requested Meeting Date:** January 8, 2019

**Title of Item:** Acknowledge County Administrator's Year-End Matters

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  At the December 18, 2018 County Board meeting the County Board gave authorization to the County Administrator to approve miscellaneous year-end matters, including trailing liquor licenses, warrants, and other miscellaneous items.  The following were approved:  1. Resolution #20181231-105: 2018 Reserve Funds 2. Resolution #20181231-106: Liquor License - Whispering Pines		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Acknowledgement.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

**20181231-105**

**2018 Reserve Funds**

**WHEREAS**, Resolution #20181218-102 did not show all Reserve Requests received, and

**WHEREAS**, the dollar amount requested for 2018 Reserve Funds remains unchanged.

**THEREFORE, BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2018:

**2018 Reserve Requests**

<b>Department</b>	<b>Current Reserve Balance</b>	<b>2018 Reserve Request</b>	<b>Purpose</b>
Treasurer - Equipment		\$ 4,000.00	Scanner & Laptop
Human Resources - Equipment		\$ 2,000.00	Laptop
Assessor - Equipment	\$ 34,413.06		
Elections-Voting Equipment	\$ 50,000.00	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Sheriff-Enforcement		\$ 61,000.00	Squad Cars
Sheriff-Snowmobile		\$ 4,000.00	Snowmobile
Sheriff-Buildings & Structures		\$ 30,000.00	Future Capital Repairs
Canine Replacement	\$ 6,000.00		K-9 Replacement
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Tourism Fund	\$ 1,000.00		Walleye Tank Project
Buildings - Capital	\$ 8,091.00	\$ 45,000.00	Capital Building Repairs
Maintenance - Part - Time Salaries		\$ 25,000.00	Full Time Custodian
IT - Staff Training	\$ 12,850.00	\$ 5,000.00	County-Wide Training
IT - Networking Equipment	\$ 12,998.59	\$ 23,000.00	Exchange Email
Central Services	\$ 35,469.00		Scanning
HR - Staff Training		\$ 6,000.00	Top 20 Training
Maintenance - Service/Labor/Contracts		\$ 5,000.00	Facilities Planning
Court Administration - Office Equipment		\$ 15,000.00	Jury Seating/ Technology Equipment
Central Services - Service/Labor/Contracts		\$ 10,000.00	RT Vision IFS Upgrade
HR - Staff Training		\$ 3,000.00	Lean Process Training
Treasurer - Equipment			
<b>TOTAL</b>	\$ 252,957.38	\$ 288,000.00	

Health & Human Services

BLDG Account	\$ 50,000.00	Building Renovations
	\$ 40,000.00	Heating System work
<b>TOTAL</b>	<b>\$ 342,957.38</b>	<b>\$ 288,000.00</b>

\*\*Current reserve balances are requested to transfer to fiscal year 2019.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8<sup>th</sup> day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8<sup>th</sup> day of January 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED January 8, 2019

By Commissioner: xx

20181231-106

Liquor License – Whispering Pines

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019:

“ON”, “OFF” and “SUNDAY” Sale:

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township

This establishment has an address of 16469 Goshawk Street, McGregor, MN

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8th day of January 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 8th day of January 2019

\_\_\_\_\_  
Jessica Seibert  
County Administrator