



# Board of County Commissioners Agenda Request

**5B**  
Agenda Item #

**Requested Meeting Date:** December 17, 2019

**Title of Item:** Adopt 2020 Budget, Levy, and Supporting Resolutions

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" 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> 10 minutes
<b>Summary of Issue:</b>  Please adopt the following resolutions: 1. 2020 Levy 2. 2020 Budgets 3. 2020 Commissioners Salaries 4. 2020 ACSW and Snake River Watershed Appropriations 5. 2020 ECRL Levy 6. 2020 Boat & Water Safety Agreement Grant 7. 2020 Non-Levy Budgets 8. 2020 Unorganized Townships 9. Unorganized Road & Bridge Transfers 10. 2019 Ditch Fund Budgets 11. County Ditch and County Development Transfers 12. 2019 Reserve Funds		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b>  		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2020 Levy

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2020 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,909,208
Road and Bridge Fund	\$2,433,149
Solid Waste	\$245,306
Health & Human Services Fund	\$2,911,568
County Parks	\$15,000
Debt Service	\$747,143
Total:	\$15,261,374

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}

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 17<sup>th</sup> day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17<sup>th</sup> day of December 2019

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

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

**2020 Budgets**

**BE IT RESOLVED**, that the following 2020 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$14,511,657	\$161,261	\$14,672,918
Road and Bridge	\$8,856,579	\$812,500	\$9,669,079
Health & Human Service	\$6,882,673	\$350,000	\$7,232,673
Parks	\$542,102	\$35,152	\$577,254
Debt Service	\$747,143	(\$39,953)	\$707,190
<b>Total:</b>	<b>\$31,540,154</b>	<b>\$1,318,960</b>	<b>\$32,859,114</b>

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}**

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

By Commissioner: xx

20191217-xx

**2020 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2020 County Commissioner's salary at \$32,564.33. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

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

**FIVE MEMBERS PRESENT**

**All Members Present Voting Yes**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

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Jessica Seibert  
County Administrator

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**ADOPTED December 17, 2019**

By Commissioner: xx

**20191217-0xx**

**2020 ACSW and Snake River Watershed Appropriations**

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$126,254 be set for 2020 for the Aitkin County Soil and Water Conservation District (\$81,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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}  
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Jessica Seibert  
County Administrator

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

**ADOPTED December 17, 2019**

By Commissioner: xx

**20191217-xxx**

**2020 ECRL Levy**

**BE IT RESOLVED**, that the amount of \$236,698 be budgeted and levied for the year 2020 for the East Central Regional Library.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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Jessica Seibert  
County Administrator

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**ADOPTED December 17, 2019**

By Commissioner: xx

**20191217-0xx**

**2020 Boat & Water Safety Agreement Budget**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2020 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$97,926 for a term January 1, 2020 to December 31, 2020.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$100		
Boat & Water Grant	\$28,375		
<b>Totals:</b>	<b>\$28,475</b>	<b>\$69,451</b>	<b>\$97,926</b>

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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Jessica Seibert  
County Administrator

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ADOPTED December 17, 2019

By Commissioner: xx

20191217-xxx

2020 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2020.

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000	\$0	\$30,000
County Development	\$287,000	\$76,423	\$363,423
Cons. For Tax Sales	\$0	\$0	\$0
Forfeit Tax Sales	\$1,500,000	(\$589,990)	\$910,010
Resource Management	\$413,750	(\$31,929)	\$381,821
Memorial Forest	\$0	\$0	\$0
Forest Road	\$136,088	\$0	\$136,088
Gravel Pit	\$0	\$0	\$0
County Surveyor	\$362,050	\$0	\$362,050
Missing Heirs	\$0	\$0	\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,500	(\$15,500)	\$55,000
Environmental Trust	\$13,600	\$0	\$13,600
LLCC	\$754,402	(\$15,461)	\$738,941

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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County Administrator

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ADOPTED December 17, 2019

By Commissioner: xx

**20191217-0xx**

**2020 Unorganized Townships**

**BE IT RESOLVED**, that the following 2020 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$41,850		\$41,850
Unorganized Cemetery	\$2,700		\$2,700

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**All Members Voting Yes**

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Jessica Seibert  
County Administrator

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**ADOPTED December 17, 2019**

By Commissioner: xx

**20191217-0xx**

**Unorganized Road & Bridge Transfers**

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred form the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$6,997.50
45-24	\$8,900.45
47-24	\$7,602.10
52-24	\$43,835.41
50-25	\$4,439.52
52-25	\$10,827.54
50-26	\$900.00
48-27	\$7,821.06
49-27	\$9,429.10
50-27	\$11,366.60
51-27	\$2,520.00
52-27	\$29,295.12

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

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**All Members Voting Yes**

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Jessica Seibert  
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ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2019 Ditch Fund Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2019:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$221		\$0
Co Ditch 5	7-353	\$0		\$363
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$270
Co Ditch 28	7-356	\$0		\$5768
Co Ditch 30	7-352	\$487		\$0
Co Ditch 34	7-357	\$0		\$2686
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$676
St Ditch 63	7-362	\$0		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$995
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$278
Co Ditch 25	7-355	\$0		\$0
Co Ditch 42	7-360	\$0		\$1050
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$0
Co Ditch 14	7-	\$0		\$463
Co Ditch 63	7-	\$0		\$440

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All Members Voting Yes

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Jessica Seibert  
County Administrator

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**ADOPTED December 17, 2019**

By Commissioner: xx

**20191217-0xx**

**County Ditch and County Development Transfers**

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

County Ditch 5	\$362.50
County Ditch 23	\$277.50
County Ditch 28	\$185.00
County Ditch 37	\$676.10
County Ditch 42	\$425.00
County Ditch 63	\$440.00

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 2	\$994.85
County Ditch 14	\$462.50
County Ditch 24	\$270.00
County Ditch 28	\$5583.25
County Ditch 34	\$2686.38
County Ditch 42	\$625.00
County Ditch 88	\$371.12

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

By Commissioner: xx

**20191217-xxx**

**2019 Reserve Funds**

**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 2019:

**2019 Reserve Requests**

**Budget Amendments**

Dept. 110 - Maintenance	Move \$10,000 from 6254 to 6231
Dept. 110 - Maintenance	Move \$2,000 from 6422 to 6610
Dept. 052 - Administration	Move \$9,000 from 6232 to 6208
Dept. 053 - Human Resources	Move \$5,000 from 6232 to 6208

<b>Department</b>	<b>Current Reserve Balance</b>	<b>2019 Reserve Request</b>	<b>Purpose</b>
Administration - Training/Education		\$ 9,000.00	LEAN Trainer Training
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Buildings - Capital	\$ 53,091.00	\$ 72,000.00	Capital Building Repairs
Central Services	\$ 30,878.34		Scanning
Central Services - Service/Labor/Contracts	\$ 9,610.00		RT Vision IFS Upgrade
Community Corrections		\$ 1,769.72	Baker Foundation donation
Court Administration - Attorney Services		\$ 20,000.00	Court-Appointed Attorneys
Court Administration - Office Equipment	\$ 4,840.62	\$ 5,000.00	Jury Seating/ Technology Equipment
Elections		\$ 41,297.00	Ballots & Programming
Elections-Voting Equipment	\$ 100,000.00	\$ 50,000.00	Election Equipment/Expenses
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Human Resources - Staff Development/Training		\$ 5,000.00	Staff Training
IT - Networking Equipment	\$ 13,005.09	\$ 40,000.00	Networking/Storage
IT - Staff Training	\$ 17,850.00	\$ 5,000.00	County-Wide Training
Maintenance - Equipment		\$ 4,900.00	Cleaning Equipment & Laptop
Maintenance - Service/Labor/Contracts	\$ 5,000.00	\$ 10,000.00	Facilities Planning & Service Contract
Sheriff - Canine Replacement	\$ 8,000.00		K-9 Replacement
Sheriff - Radios		\$ 18,000.00	Portable radios
Sheriff - STS		\$ 10,000.00	STS Van
Sheriff-Buildings & Structures	\$ 30,000.00	\$ 30,000.00	Future Capital Repairs
Sheriff-Enforcement	\$ 7,627.10	\$ 115,000.00	Squad Cars

Sheriff-Forfeiture	\$ 11,831.00	\$ 22,127.68	
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Snowmobile	\$ 4,000.00		Snowmobile
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Tourism Fund	\$ 1,000.00	\$ 1,000.00	Walleye Tank Project
Treasurer - Equipment	\$ 2,473.82	\$ 2,200.00	Scanner & Teller pedestals

GENERAL FUND TOTAL \$ 379,511.70 \$ 462,294.40

Health & Human Services

BLDG Account \$ 90,000.00 Building Renovations

GRAND TOTAL \$ 469,511.70 \$ 462,294.40

\*\*Current reserve balances are requested to transfer to fiscal year 2020.

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}**

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County Administrator