



# Board of County Commissioners Agenda Request

2N  
Agenda Item #

**Requested Meeting Date:** February 11, 2020

**Title of Item:** Decommission Election Equipment

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

*\*provide copy of hearing notice that was published*

<b>Submitted by:</b> Kirk Peysar, County Auditor	<b>Department:</b> Auditor
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

The currently used Election Equipment has been used to the extent of its lifespan and new equipment has been purchased. This is a request to decommission the outdated equipment for disposal.

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

**Recommended Action/Motion:**  
Approve Resolution to Decommission and Dispose of Equipment.

**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:**

Most of the equipment will be recycled. There may be a minor cost for some parts that are not recyclable.

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

ADOPTED February 11, 2020

By Commissioner: xx

20200211-0xx

**DECOMMISSION/DISPOSE OF CURRENT ELECTION EQUIPMENT**

**WHEREAS**, the current election equipment has been utilized since 2002, with the remainder purchased in 2006;

**WHEREAS**, with technology and software programming advances the existing equipment has been updated;

**WHEREAS**, the outdated election equipment is at the end of its lifespan;

**THEREFORE, BE IT RESOLVED**, that Aitkin County approves decommission and disposal of the outdated election equipment.

Commissioner xx moved for 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 11<sup>th</sup> day of February, 2020 and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 11<sup>th</sup> day of February, 2020**

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

**Section C. Change Funds**

Subd. (1) The County Board must approve all permanent change funds.

Subd. (2) The County Administrator may approve temporary change funds, in effect for less than 30 days, in amounts less than \$500.00.

Subd. (3) The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of change funds. The County Auditor is responsible for implementing change fund accounting procedures.

**Section D. Revenue and Collections**

Subd. (1) The County Administrator will ensure appropriate procedures are adopted and followed to ensure accurate accounting of revenues receipted in to the County. The County Auditor and County Treasurer are responsible for implementing accounting procedures.

**Section E. Disbursements**

Subd. (1) The County Board must approve all disbursements.

Subd. (2) When it is necessary to pay a claim before it is possible to obtain County Board approval, in accordance with MN Statute 375.18 the County Board delegates authority to the County Administrator and County Auditor to authorize payment of certain claims. The claim must be presented for approval to the County Board at the next County Board meeting.

**Section F. Fixed Assets**

Subd. (1) Ownership of Fixed Assets

- (a) All assets of Aitkin County are under the final authority of the Aitkin County Board unless superseded by federal law, statute, rule or grant requirement.
- (b) All assets of Aitkin County which are acquired by Aitkin County, for use by Aitkin County, following adoption of this policy shall be titled in the name of Aitkin County, without reference to a specific department. Reasonable efforts to change the titles of assets owned as of adoption of this policy shall be made to comply with this policy in a reasonable period of time.
- (c) The titles of all assets acquired by Aitkin County, for use by Aitkin County shall be held in one office, as determined by the County Administrator.

Subd. (2) Criteria for Capitalization and Inventory

- (a) The County adopts the MN State Auditor Guide to Local Government Capital Assets and such updates as might be adopted from time to time to guide capitalization and inventory of assets, unless otherwise superseded by this policy.

Capital Asset Type	Tracking and Inventory Threshold	Capitalize and Depreciate for Financial Reporting
Land	\$1	Capitalize only
Land Improvements	\$1	\$25,000
Building and Building Improvements	\$1	\$25,000
Building Improvements	\$1	\$25,000
Construction in Progress	\$1	Capitalize only
Machinery, Equipment and Vehicles	\$250	\$5,000
Infrastructure	\$25,000	\$50,000

**Subd. (3) Transferring/Selling Assets between County Departments**

- (a) Assets may be transferred between departments without County Board approval.
- (b) Unless there is a need because of a grant agreement or reimbursement requirement, no accounting journal entry or warrant needs to be made to transfer assets between county departments.

**Subd. (4) Selling and Donating Assets**

- (a) All proceeds from the sale of items by the County shall be receipted by the County, and accounted for in to the appropriate departmental budget.
- (b) Assets no longer needed by the County may be donated to a non-profit or governmental organization, sold or discarded.
- (c) Assets must be appropriately decommissioned before being donated, sold or discarded.
- (d) Unless federal law, statute, contract or agreement requires the approval of the County Board, the County Administrator may approve of selling or donating assets when the projected value is less than \$10,000. Department Heads may approve of selling or donating assets when the projected value is less than \$1,000.
- (e) Generally, departments seeking to donate or sell assets shall ask other departments if they have a need for that asset, if no other county department has a need then it is appropriate to donate or sell the asset.

(f) From time to time, the County will hold an auction to sell items the County no longer has a need for. The County Administrator and Department Heads are authorized to utilize on-line auction sites, government surplus sites or other methods that may increase the likelihood of sale or increase the sale price.

(g) Items that fail to sell on the county auction or on-line auction, have little to no monetary or utilitarian value may be disposed of appropriately.

**Section G. Capital Improvement Plans**

Subd. (1) A capital improvement plan for a five year period will be submitted to the County Board for consideration and approval annually along with the annual budget.

Subd. (2) The capital improvement plan shall include at least all planned capital expenditures meeting the criteria of the fixed assets policy, for the next immediate fiscal year and a projection of planned expenditures for proceeding years.

Subd. (3) The capital improvement plan shall include at a minimum; a brief description of the expenditure, the department requesting, the projected amount, the funding source(s) and any necessary explanation of the need for the expenditure.

**Section H. Purchasing**

Subd. (1) The County Administrator is authorized to make purchases on behalf of the County Board, without prior County Board approval when:

(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and

(b) The expense will not exceed the current budget; and

(c) The expense is less than \$10,000;

(d) The expense is within the budgeted amount of a specifically identified line item under the County Administrator's management.

Subd. (2) Department Heads are authorized to make purchases on behalf of the County Board, without prior County Board approval when:

(a) The specific approval of the County Board is not required by federal law, statute, rule or other County Board policy; and

(b) The expense will not exceed the current budget; and

(c) The expense is less than \$5,000;