



Board of County Commissioners Agenda Request

8E

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Adopt Resolution - 2024 Reserve Requests

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <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*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>In accordance with the Aitkin County General Operations policy to reserve budgeted funds, please see the attached resolution. Please note that the following request was not included as it did not comply with the current policy:</p> <p>- Request to reserve additional revenues to build a boat & water garage. Additional revenues include AIS reimbursement dollars and COPS grant dollars to reimburse for the school resource officer. Reserving for a different purpose does not follow the Reserve Policy (attached).</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt Resolution - 2024 Reserve Requests		
Financial Impact: <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>		

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

AITKIN COUNTY RESERVE POLICY

PURPOSE:

To set up procedures for reserving budgeted funds in the most fiscally responsible manner. Note: In order to reserve funds during the current calendar year for equipment or projects that were not completed during that fiscal year, but will be completed during the following calendar year, those items must not be budgeted for in the following year and must not be moved from one-line item to another. Additionally, the items must be for a specific use and not generalized.

PROCEDURE:

- a) The County Administrator will distribute a memorandum soliciting requests of reserves during the month of December.
- b) The Department Heads will submit an itemized list of items not completed during the current calendar year, with the budget and line item necessary to complete the project. All previously reserved monies must be included within the budget. The Department Head must certify that these requested items cannot be completed during the following fiscal year without these reserves and that the item has not been budgeted for in the following year's budget.
- c) The County Administrator will review these requests and present the requests to the County Board prior to the end of each fiscal year.
- d) The County Board will act on these requests prior to the end of each fiscal year such to not hinder the fiscal health of Aitkin County and to uphold their fiscal responsibility to the taxpayers of Aitkin County.
- e) Any items not completed within the time period will be returned to the fund they were generated from at the end of the fiscal year they were reserved for.

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

ADOPTED December 17, 2024

By Commissioner: xxx

20241217-xxx

2024 Reserves Request

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be place in reserve funds for fiscal year end 2024:

Account Code	Department	Reserve Balance as of 11/2024	2024 Funds to Reserve	Balance for 2025	Project
02-012.6360	Court Administration	0.00		0.00	Court Appointed Atty Services
02-012-028.6405	Court Administration	8,837.45		8,837.45	Jury Deliberation/Technology
02-040-028.6405	Auditor/License Center	156.00		156.00	Computers/Office Equipment
02-601.6262	Extension	8,480.00	3,600.00	12,080.00	Summer Intern
02-601.6405	Extension	4,000.00	2,000.00	6,000.00	Supplies/Technology
02-044.6150	Central Services	0.00	213,500.00	213,500.00	Future Health Insurance Needs
02-044-251.6268	Central Services	0.00		0.00	Strategic Plan/LEAN Training
02-044.6360	Central Services	0.00		0.00	IFS/Equipment
02-044.6360	Central Services	0.00		0.00	Scanning
02-044-200.6360	Central Services	518,898.00		518,898.00	Public Safety Aid
02-045.6620	Motor Pool	16,000.00	28,000.00	44,000.00	Vehicle Replacement
02-049-190.6485	IT	15,000.00	20,000.00	35,000.00	Back up System/Servers
02-053-251.6268	HR	5,000.00	0.00	5,000.00	Staff Training
02-060.6800	Election	20,147.81	145,000.00	165,147.81	Election Expenses
02.090.6360	Attorney	0.00	104,800.00	104,800.00	Internal Case Management System
02-090.6800	Attorney	10,000.00		10,000.00	Murder Trial Expenses
02-110-011.6605	Maintenance	0.00		0.00	Facilities Planning
02-110-028.6405	Maintenance	9,355.82	6,000.00	15,355.82	Equipment
02-111-011.6605	Buildings	79,548.07	87,103.00	166,651.07	Capital Projects
02-120.6357	Veteran Service	2,214.55	(604.64)	1,609.91	Donations for Vets
02-200.6405	Sheriff	7,030.02	3,000.00	10,030.02	Office Furniture
02-200-011.6605	Sheriff	104,466.22		104,466.22	Buildings-Future Repairs
02-200-028.6405	Sheriff	23,600.00		23,600.00	Equipment/Radios
02-200-028.6620	Sheriff	0.00	60,000.00	60,000.00	Enforcement/Squad Cars
02-200-020.6360	Sheriff	36,886.39		36,886.39	Aitkin Co. Search & Rescue
02-200-190.6485	Sheriff	4,486.70	6,000.00	10,486.70	Technology Funds
02-200-019.6620	Sheriff	13,000.00		13,000.00	Canine Replacement

02-202.6620	B & W	0.00	20,000.00	20,000.00	Boat & Water Equipment
02-202.6630	B & W	0.00	493,463.00	493,463.00	B&W Storage Building
02-203-028.6620	Sheriff	12,000.00	4,000.00	16,000.00	Snowmobile Replacement
02-206-018.6800	Sheriff	18,206.80		18,206.80	Forfeiture
02-253-028.6620	STS	40,000.00		40,000.00	Van
02-257.6357	Community Corrections	64.08		64.08	Baker Foundation Grant
02-257-028.6405	Community Corrections	0.00		0.00	Computers
02-390-028.6620	FPL/Environmental Services	4,545.00		4,545.00	Vehicle Replacement
02-700.6230	Economic Development	4,200.00	25,000.00	29,200.00	Advertising/Marketing
02-700-909.6800	Economic Development	36,087.00		36,087.00	Business Development & Rec. Grant
02-700-952.6230	Economic Development	50,000.00	50,222.00	100,222.00	Future Economic Initiatives
02-952.6800	Economic Development	8,492.61	75,000.00	83,492.61	Broadband
	TOTAL	1,060,702.52	1,346,083.36	2,406,785.88	TOTAL

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

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 17th day of December 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2024

Jessica Seibert
County Administrator