



# Board of County Commissioners Agenda Request

## 2J

Agenda Item #

**Requested Meeting Date:** February 27, 2024

**Title of Item:** Correct/Update 2023 Reserve Request

<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 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> Kathleen Ryan		<b>Department:</b> Auditor
<b>Presenter (Name and Title):</b> Kathleen Ryan		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> <p>When the 2023 Reserve Funds were approved on December 19, 2023 - the remaining amount transferred from Fiscal Recovery Funds to the Economic Development Department to be used for Business Development &amp; Recreation Grants was missed. This transfer was approved by the Board on December 13, 2022 to be used in multiple years. The remaining amount of that transfer equals \$38,695.00.</p> <p>After the 2023 Reserve Funds were approved it was discovered that the NG911 funds did not need to be reserved. Those funds are already tracked and managed in a separate account.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve the resolution included to update/correct the 2023 Reserve Funds as part of the 2024 Budget.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> All funds are accounted for in the budget and have been previously approved by the Board.		

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

ADOPTED February 27, 2024

By Commissioner: xxx

**20240227-xxx**

**2023 Reserve Funds Correction Add to Economic Development and remove Sheriff E911**

**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 2023:

2023 Reserve Requests

Department	Reserve Balance as of 11/2023	2023 Funds to Reserve	Balance for 2024	Project
Court Administration	3,837.45	5,000.00	8,837.45	Jury Deliberation/Technology
Assessor	0.00	2,900.00	2,900.00	iPads
Auditor	3,000.00	1,400.00	4,400.00	Computers/Office Equipment
Auditor	11,000.00	0.00	11,000.00	Scanning
Extension	4,800.00	3,680.00	8,480.00	Summer Intern
Extension	2,000.00	2,000.00	4,000.00	Supplies/Technology
Central Services	59,748.60	0.00	59,748.60	Strategic Plan/LEAN Training
Central Services	6,471.07	0.00	6,471.07	Scanning
Central Services	0.00	518,898.00	518,898.00	Public Safety Aid
IT	7,068.00	0.00	7,068.00	Staff Training
IT	0.00	15,000.00	15,000.00	Back up System
HR	4,480.42	519.58	5,000.00	Staff Training
Election	96,542.24	50,000.00	146,542.24	Ballots & Programming
Attorney	10,000.00	0.00	10,000.00	Murder Trial Expenses
Maintenance	3,355.82	6,000.00	9,355.82	Equipment
Buildings	34,764.09	44,783.98	79,548.07	Capital Projects
Motor Pool	0.00	16,000.00	16,000.00	Vehicle Replacement
Veteran Service	1,899.63	2,500.00	4,399.63	Donations for Vets
Sheriff	120,000.00	0.00	120,000.00	Buildings-Future Repairs
Sheriff	29,000.00	0.00	29,000.00	Equipment/Radios
Sheriff	110,149.15	0.00	110,149.15	Enforcement/Squad Cars
Sheriff	36,849.10	0.00	36,849.10	Aitkin Co. Search & Rescue
Sheriff	5,835.68	0.00	5,835.68	Technology Funds
Sheriff	10,000.00	0.00	10,000.00	Canine Replacement
Sheriff	8,000.00	4,000.00	12,000.00	Snowmobile Replacement
Sheriff	0.00	10,000.00	10,000.00	Office Furniture
<b>Sheriff</b>	<b>0.00</b>	<b>44,627.54</b>	<b>44,627.54</b>	<b>NG911</b>
Sheriff	14,449.89	4,364.91	18,814.80	Forfeiture
STS	30,000.00	10,000.00	40,000.00	Van
Community Corrections	677.02	0.00	677.02	Baker Foundation Grant
Community Corrections	0.00	4,500.00	4,500.00	Computers
FPL/Environmental Services	4,545.00	0.00	4,545.00	Vehicle Replacement
<b>Economic Development</b>	<b>0.00</b>	<b>38,695.00</b>	<b>38,695.00</b>	<b>Business Development &amp; Rec. Grant</b>
Economic Development	0.00	4,200.00	4,200.00	Advertising
Economic Development	0.00	50,000.00	50,000.00	Future Economic Develop Initiative
<b>TOTAL</b>	<b>618,473.16</b>	<b>839,069.01</b>	<b>1,457,542.17</b>	<b>TOTAL</b>
Econ Development from 16.952	8,492.61	0.00	8,492.61	Broadband
<b>TOTAL</b>	<b>626,965.77</b>		<b>1,466,034.78</b>	<b>TOTAL</b>

\* \*Current reserve balances are requested to transfer to fiscal year 2024.

Commissioner xxx moved for 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 27<sup>th</sup> day of February 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 27<sup>th</sup> day of February 2024**

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Jessica Seibert  
County Administrator