



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: October 28, 2025

Title of Item: 2025 3rd Quarter Budget Report

☒ REGULAR AGENDA ☐ CONSENT AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	☐ Direction Requested ☒ Discussion Item ☐ Information Only
Submitted by: David Minke		Department: Administration
Presenter (Name and Title): David Minke, County Administrator		Estimated Time Needed: 10 minutes
Summary of Issue: Present and discuss 2025 3rd Quarter Budget Report.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion Item.		
Financial Impact: <i>Is there a cost associated with this request?</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>		



AITKIN COUNTY ADMINISTRATION

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To: Aitkin County Commissioners
From: David Minke, County Administrator
Date: October 22, 2025
Subject: 3rd Quarter Budget Update

One of the duties of the County Administrator is to “manage” the budget. I interpret “managing the budget” as (1) working with department heads and others to ensure that the budget is implemented as approved by the county board and (2) periodically updating the county board.

My intent is to give you a quarterly report that provides a high-level snapshot of revenue and expenditures measured against the budget in four charts. The attached four charts are all measured as percentages of the approved budget as of the end of September, or 75% through the year.

Chart 1 compares revenue and expenditure in the General Fund, Road and Bridge Fund, Health and Human Services Fund and total all county funds. These three funds encompass most of the county’s financial activity and staff. The remaining columns represent the total of all county funds.

Overall, the General Fund is tracking well as measured against budget for both revenues and expenditures. Revenue is at 67%. This number does not include the 2nd half property tax payment or County Program Aid payment. Expenditures are at 68%, which is fine for this point in the year.

The Road and Bridge Fund is at 82% revenue and 91% expenditures. Although both are above 75% it is not a concern as those numbers are driven by the timing of the projects, payments, and reimbursements.

The HHS fund revenue is at 71% and expenditures are at 78%. Expenditures are tracking a little bit high and are explained below under Chart 4.

The total county revenue through September 30th is 83% of budget and the expenditures are at 84%. These numbers capture some unbudgeted activity such as the economic development loan fund, coronavirus relief fund, and the opioid settlement fund.

Chart 2 shows the revenue in the General Fund by budget department for funds with \$100,000 or more of budgeted revenue. Assessor is near 100% as most revenue is the township assessments which are fully collected. The jail and solid waste are underperforming. In the jail, most of the shortfall is accounted for by the lack of boarding revenue and the budgeted use of fund balance. Fund balance does not appear as a revenue, so it skews actual to budget comparisons. There is not concern in Solid Waste as the majority of revenue is from the property tax levy and the 2nd half payment has not been accounted for. Additionally, there is \$45,000 in fund balance included in the budget, which is not a revenue.

Chart 3 shows expenditures in the General Fund by operating departments over \$100,000. Most departments are tracking around 70%-75%. A few departments are spending well below budget.

Administration is at 48% due to vacancy savings. Buildings shows as significantly under budget. The roof replacement costs of nearly \$370,000 will appear in the October activity. As Jim Bright noted in his update, the project came in under budget. The U of M Extension is at 48% because it does not show the 2nd half contract payment.

The one department that is trending significantly over budget is Community Corrections. This situation is the result of higher than budgeted detention costs and it is anticipated that this line item will be over budget for the year.

Total General Fund expenditures are at 68%.

Chart 4 shows a little more detail in the HHS fund by breaking out spending in the major program areas of Public Health, Income Maintenance and Social Services. The chart shows the spending trending high due to planned spending of reserves. These expenses include approximately \$270,000 in building related costs for the remodel project and about \$55,000 in technology costs. These costs are spread across the three program areas.

Chart 1
Revenue and Expenditure by Major Funds and Total County as of 9/30/25

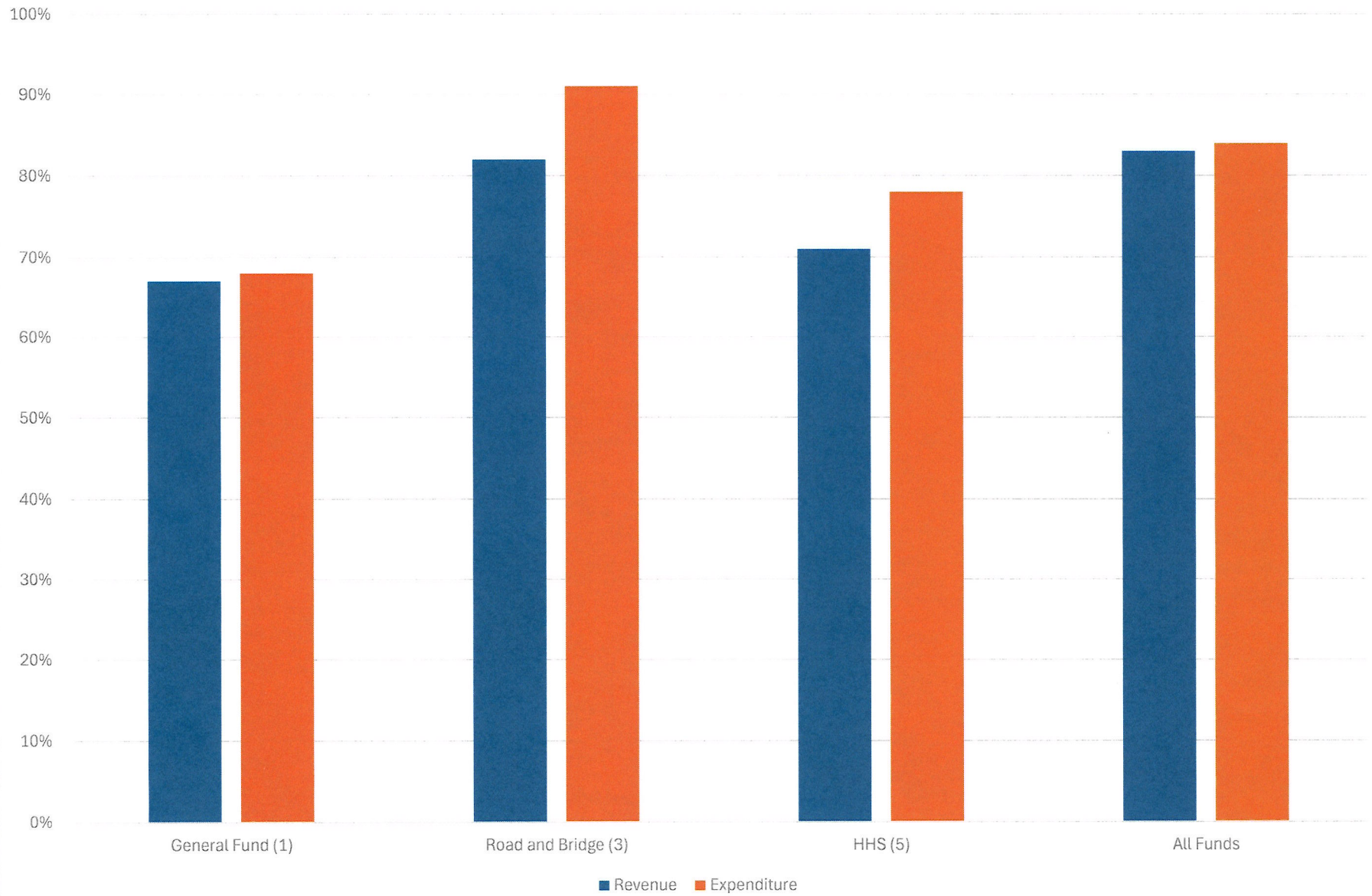


Chart 2
General Fund Revenue for Major Budget Departements as of 9/30/25

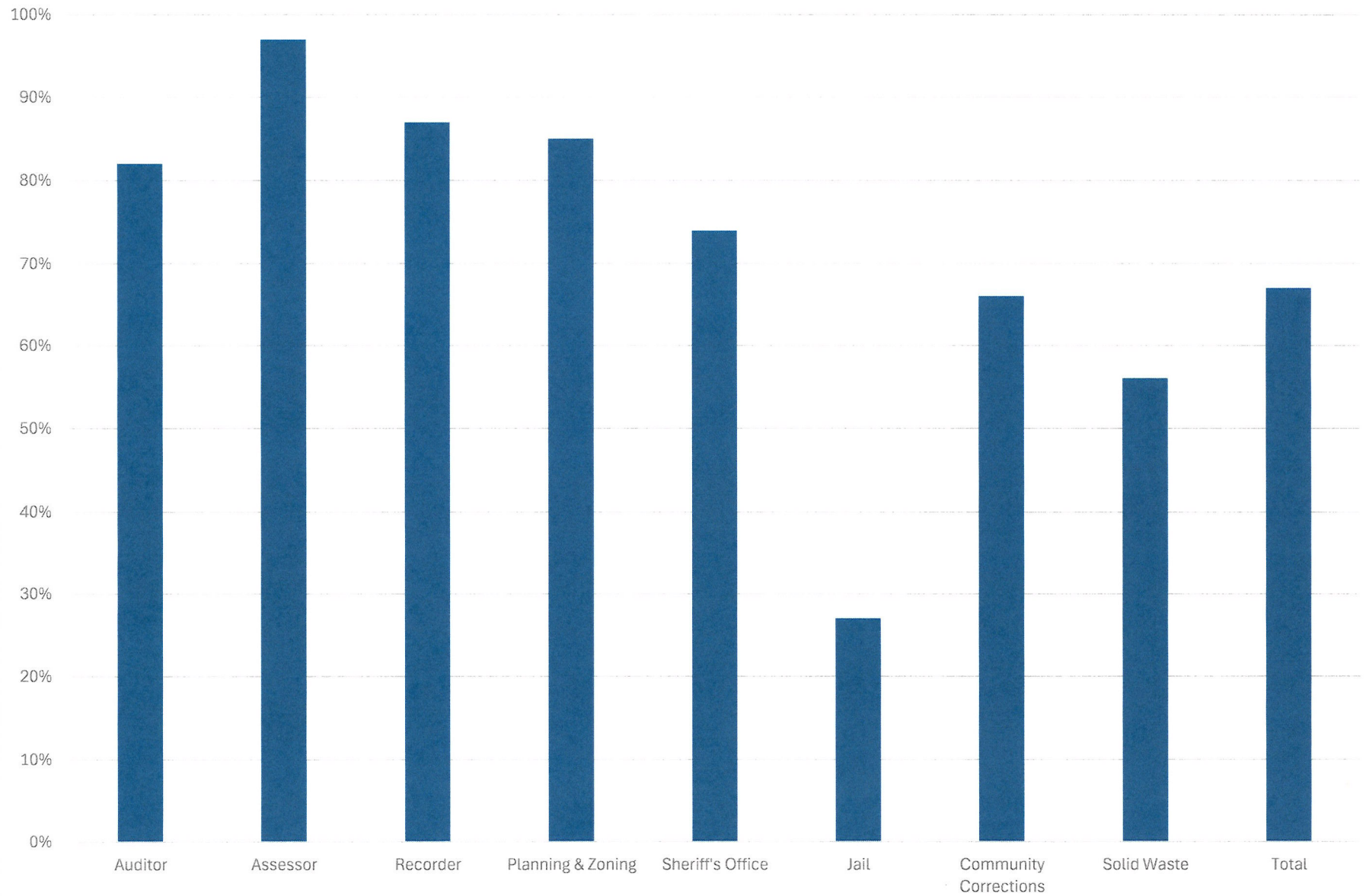


Chart 3
General Fund Expenditure by Major Budget Departements as of 9/30/25

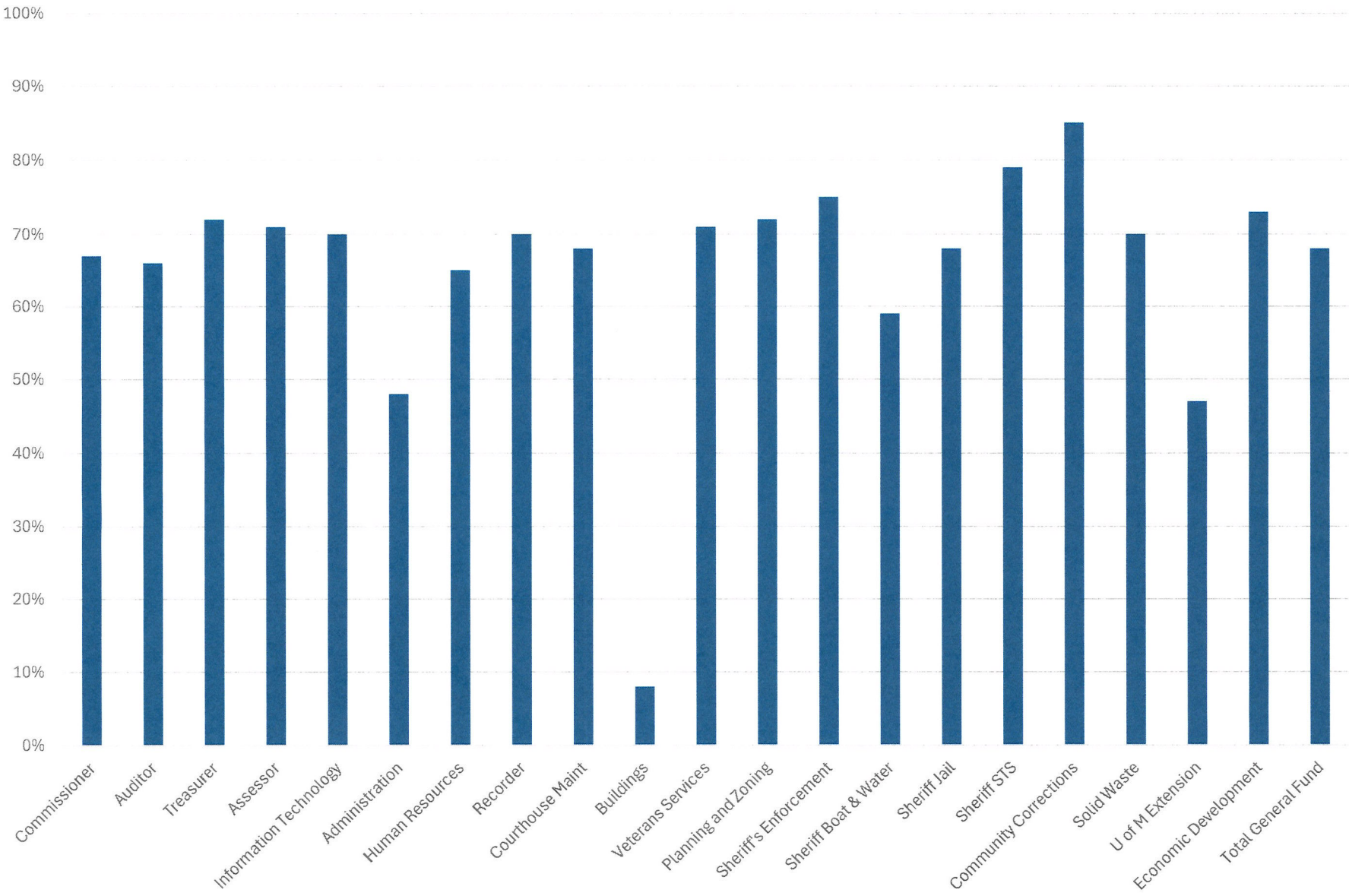


Chart 4
Health and Human Services Expenditures by Major Division as of 9/30/25

