

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Reappoint Roberta Elvecrog to the Snake River Watershed Citizens Advisory Committee

Requested Meeting Date: 2-12-2013 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> For info only, no action requested | <input checked="" type="checkbox"/> Approve under Consent Agenda |
| <input type="checkbox"/> For discussion with possible action | <input type="checkbox"/> Adopt Ordinance Revision |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) | |
| <input checked="" type="checkbox"/> Approve/adopt proposal by motion | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position | |
| <input type="checkbox"/> Request to schedule public hearing or sale | <input type="checkbox"/> Other (please list) _____ |
| <input type="checkbox"/> Request by member of the public to be heard | |
| <input type="checkbox"/> Item should be addressed in closed session under MN Statute | _____ |

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☐ No
- Applicable job description(s) may require revision. ☐ Yes ☐ No
- Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☐ No
- Item may change the department's authorized staffing level. ☐ Yes ☐ No



Supporting Attachment(s)

- ☒ Memorandum Summary of Item
- ☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
- ☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
- ☐ Copy of applicable contract and/or agreement
- ☐ Original bid spec or quote request (excluding complex construction projects)
- ☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- ☐ Bid/quote comparison worksheet
- ☐ Draft County Board resolution
- ☐ Plat approval check-list and supporting documents
- ☐ Copy of previous minutes related to this issue
- ☐ Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

Sue Bingham

From: Patrick Wussow [patrick.wussow@co.aitkin.mn.us]
Sent: Monday, February 04, 2013 11:16 AM
To: 'Sue Bingham'
Subject: FW: Snake River Citizen appointment

From: Teresa Wickeham [mailto:teresa.wickeham@co.kanabec.mn.us]
Sent: Monday, February 04, 2013 10:45 AM
To: patrick.wussow@co.aitkin.mn.us
Subject: Snake River Citizen appointment

At the last meeting of the Snake River Watershed Citizen meeting the Aitkin citizen representative Roberta Elvecrog stated you needed a request for re-appointment to the committee. Please consider this your request to re-appoint a citizen to the Snake River Watershed Citizens Advisory Committee.

Thank you and if you have any questions please contact
Teresa Wickeham
Snake River Watershed Coordinator

Teresa Wickeham
Environmental Services Supervisor
Kanabec County

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