

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-4-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Set 2014 Budget Hearing Date

Requested Meeting Date: 9-10-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> For info only, no action requested  | <input 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.**

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Setting Budget Hearing "Public Meeting Date" for 2014 Budget**

**DATE: September 4, 2013**

At Tuesday's meeting the County Board will need to schedule a Public Hearing for the Budget hearing as required by the legislature. It is staff's recommendation to hold the meeting on Tuesday, December 3<sup>th</sup> at 6:05 p.m. in the County Boardroom.

Historically this meeting has been referred to as the Truth in Taxation meeting. The Board has the ability to set the meeting any date from November 27<sup>th</sup> thru December 26<sup>th</sup>. This Board has taken the approach to digest the comments from the "public hearing" prior to adopting a final levy. Staff is attaching calendars for November and December for your review. At this time the County Board has regular Board meetings scheduled for November 26<sup>th</sup>, December 10<sup>th</sup> and December 24<sup>th</sup>. Health and Human Services meetings are scheduled for November 26<sup>th</sup> and December 17<sup>th</sup>.

Additionally, this year's AMC Annual Conference is scheduled for Sunday, Monday, and Tuesday, December 8<sup>th</sup>- 10<sup>th</sup> in Minneapolis. The exact schedule of events has not been set, but it could mean that the Board would not meet on December 10<sup>th</sup>.

# November 2013

November 2013							December 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Sunday							Monday							Tuesday							Wednesday							Thursday							Friday							Saturday						
Oct 27							28							29							30							31							Nov 1							2						
3							4							5							6							7							8							9						
10							11							12							13							14							15							16						
17							18							19							20							21							22							23						
24							25							26							27							28							29							30						

# December 2013

December 2013						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 1 - 7	<b>Dec 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Dec 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Dec 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Dec 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
Dec 29 - Jan 4	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jan 1, 14</b>	<b>2</b>	<b>3</b>	<b>4</b>