

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 1-8-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Strategic Land Asset Management

Requested Meeting Date: 1-14-14      Estimated Presentation Time: \_\_\_\_\_

Presenter: Lori Dowling-Hanson, Northeast Regional Director for MN DNR

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

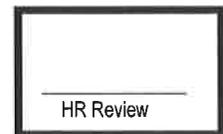
- For info only, no action requested       Approve under Consent Agenda
- For discussion with possible action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion       Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale       Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- 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 (e-mail)
- 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

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**From:** Patrick Wussow [Patrick.Wussow@co.aitkin.mn.us]  
**Sent:** Friday, December 20, 2013 8:38 AM  
**To:** 'Benes, Jenifer (DNR)'  
**Cc:** 'Sue Bingham'  
**Subject:** RE: January 14 Aitkin County Board Meeting

That day works fine. As for the time we will put her down for 10:00 a.m., a confirmation agenda will be sent to you (email) on or about the Friday before.

Thank you  
Patrick Wussow  
Aitkin County Administrator

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**From:** Benes, Jenifer (DNR) [mailto:Jenifer.Benes@state.mn.us]  
**Sent:** Friday, December 20, 2013 8:28 AM  
**To:** Patrick Wussow  
**Subject:** January 14 Aitkin County Board Meeting

Good morning, Patrick.

Lori Dowling-Hanson, Northeast Regional Director for MN DNR, would like some time on the January 14 Aitkin County Board of Commissioner's agenda. She would like to discuss Strategic Land Asset Management with the Commissioners. Please let me know if this is possible and if you would require any more information. It would be helpful to know the time of the meeting and her approximate agenda time. Thank you! Jenny  
[Lori.dowling-hanson@state.mn.us](mailto:Lori.dowling-hanson@state.mn.us)  
218 999 7913



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**From:** Patrick Wussow [mailto:Patrick.Wussow@co.aitkin.mn.us]  
**Sent:** Thursday, December 19, 2013 2:49 PM  
**To:** Benes, Jenifer (DNR)  
**Subject:** RE: Aitkin County Board Meeting Dates for January and February 2014

The Aitkin County Board will be meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month in the year 2014. A written request should be filed with the County Administrator's office at least seven days prior to the scheduled meeting, if you wish to place an item on the Board agenda.

Please let me know if you have questions.

Patrick Wussow  
Aitkin County Administrator

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**From:** Benes, Jenifer (DNR) [<mailto:Jenifer.Benes@state.mn.us>]  
**Sent:** Thursday, December 19, 2013 12:56 PM  
**To:** [patrick.wussow@co.aitkin.mn.us](mailto:patrick.wussow@co.aitkin.mn.us)  
**Subject:** Aitkin County Board Meeting Dates for January and February 2014

Hi Patrick,  
Would you please share the Aitkin County Board meeting dates for 2014? The DNR is especially interested in meeting dates during the months of January and February. Thank you so much! Jenny

	<p><b>Jenifer Benes</b> Dept. of Natural Resources Office Services Supervisor</p> <p>(218) 999-7912 Work <a href="mailto:jenifer.benes@state.mn.us">jenifer.benes@state.mn.us</a></p> <p>Northeast Regional Operations 1201 East Highway 2 Grand Rapids MN 55744</p>
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