

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-21-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

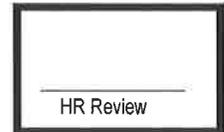
- For info only, no action requested Approve under Consent Agenda
- For discussion with possible action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion 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
- 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: Committee Appointments
DATE: January 21, 2014

There are openings on the following committees:

Forest Advisory:

District 3 – No applicant

Extension Committee:

District 4 – No applicant

East Central Regional Library Board

District 3 – One applicant, Linda Hommes

It is staff's recommendation that the County Board reappoint Linda Hommes to the East Central Regional Library Board. A copy of her application is included for your review.

Staff has advertised twice for the Forest Advisory Committee and Extension Committee openings with no response.

From: Barbara Misselt [<mailto:BMisselt@ECRLIB.ORG>]
Sent: Friday, January 10, 2014 3:07 PM
To: Patrick Wussow (patrick.wussow@co.aitkin.mn.us)
Subject: ECRL Board vacancy

Patrick,

Has the Aitkin County Board made ECRL Board appointment? I believe Commissioner Niemi would have informed you that the position filled by Linda Hommes is up for re-appointment. She is eligible for one more 3 year term. Please let me know?

Thank you.

Barbara

Barbara Misselt, Director
East Central Regional Library (ECRL)
244 South Birch Street, Cambridge MN 55008
Phone: 763-689-7390 x11 FAX: 763-689-7389
<http://www.ecrlib.org> bmisselt@ecrlib.org

**MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

East Central Regional Library Board

AITKIN COUNTY COMMISSIONER DISTRICT _____

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have completed my 2nd term on this board and wish to be considered for a 3rd and final term. Currently I am a member of ECRL's Legacy and Personnel Committees on which I serve as Secretary. An avid supporter of the Aitkin library's expansion project, it is my goal to see this project to completion. I am a Blandin Community Leadership Program alumni, Chamber member and have been involved with numerous Aitkin Community groups and activities. I believe my past experience on the ECRL Board is an asset to my qualifications.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Linda J. Hommes
Signature of Applicant

Jan. 13, 2014
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes _____ No _____

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Linda Jeanne Hommes

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

Extension Committee – Term is for three years

Commissioner District 4 (one opening) – Cities – McGregor, Tamarack
Townships – Clark, Fleming, Haugen, Jevne, McGregor, Morrison, Shamrock, Workman

Responsible for overseeing the County Extension Department. County Extension covers the areas of nutrition and youth leadership development, including the 4-H program. Meetings are held quarterly. Committee members receive a per diem and mileage reimbursement for each meeting. Term runs from January 2014 through December 31, 2016.

Applications are being accepted through January 21, 2014.

To obtain an application please access
<http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the January 28, 2014 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at (218) 927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

Please run this news release in two issues.

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

Aitkin County will be accepting applications through January 21, 2014 for citizen representation on the following committee:

Forest Advisory Committee – 4-year term

District 3 Position:

City - McGrath

Townships – Beaver, Glen, Idun, Kimberly, Lakeside, Lee, Millward North, Millward South, Pliny, Rice River, Salo, Seavey, Spalding, Wagner, White Pine, Williams, Unorg Townships – 47-24, 45-24

Basic Responsibilities are:

- A) Attends and actively participates in regular County Forest Advisory Committee meetings. Meetings are held at least quarterly (no set dates).
- B) Promotes a healthy, productive, and sustainable forest.
- C) Reviews and makes recommendations to the County Board involving timber harvest on Aitkin County lands (and State and private land to the extent feasible); and the classification of Aitkin County administered lands.

Optional Responsibilities are:

- A) Participates in Advisory Committee subcommittees and task forces.
- B) Serve as a Committee officer.
- C) Attends County Board and other meetings.

Committee members receive a per diem and mileage reimbursement for each meeting. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

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