

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:
Discussion – Board Agenda Policy

Requested Meeting Date: 5-14-14 Estimated Presentation Time: _____

Presenter: Roxy Traxler, Interim County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible action
- 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
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

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) Samples from Mille Lacs County

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: Roxy Traxler, Interim County Administrator
RE: Discussion on board agenda policy
DATE: May 7, 2014

Board agenda related questions –

1. Agenda Form – samples, like or not like, what info should be on the form?
2. Consent Agenda vs. regular agenda discussion
 - a. Sample attached
 - b. Current Policy
 - i. The consent agenda covers routine administrative subjects.
 - c. What does the board want to see for financial reports? Ie. in person, consent? format?
 - d. Information versus decision and policy making?
3. Board Committee Reports – see sample agenda form; discuss purpose
4. Other discussion on Board agenda and policy

SAMPLE:

Meeting Agenda Procedures

1. Items to be placed on a County Board meeting agenda must be submitted in hard copy (including all attachments) to the Administrative Services Office (ASO) by noon on the Tuesday preceding the Board meeting. Resolutions must be emailed, in .DOC format, to the ASO.
2. Agenda Responsibility
 - a. Agenda items from Elected Officials shall be placed on the agenda as received, unless further information is requested by the Board Chair.
 - b. Agenda items must be submitted by the department head, or designee with approval of the department head.
 - c. Agenda items shall include the name and department of the individual submitting the item, as well as other individuals who will be present at the meeting to present the item.
3. Agenda Options
 - a. Consent Agenda may include:
 - i. Those items not requiring discussion by the Board, such as:
 1. Contracts which have been reviewed by either the County Attorney or County Administrator. (excluding new service contracts which require either County funds or services)
 2. Budgeted purchases
 3. Reports and informational items
 4. Licenses and permits not requiring a public hearing
 5. Policy revisions and updates
 6. Previously tabled or discussed items as directed
 7. Minutes
 8. Auditor warrants
 9. Actions pursuant to existing policies (i.e. fund transfers or donation resolutions)
 10. General housekeeping items as approved by the County Administrator or Board Chair
 11. Items as approved by the Board
 - b. Regular Agenda
 - i. All other items, including any non-budgeted purchases, must go on the Regular Agenda for Board Action.

4. Agenda Categories

- a. Informational Only – Items that are only for the Board’s information will be submitted to the Board under the Informational Items category of the consent agenda.
- b. Discussion Items – These items shall be reviewed by, and discussed with, the Administrator prior to placement on the Agenda; no action shall be taken by the Board on Discussion Items.
- c. Public Hearing
 - i. Matters requiring a public hearing should include a copy of the published notice of the public hearing, as well as any applicable background information.
 - ii. Action on matters requiring a public hearing should be requested at a subsequent Board meeting and/or at the direction of the County Board.
- d. Action Requested Items – These items must specifically state the requested action, and provide adequate background information.
 - i. Direction Requested – These items must first be discussed with the Administrator for placement on the agenda, and will require additional background information.
 - ii. Approve/Deny Motion Requests – These items must clearly state the action requested; background information will be requested by the ASO as necessary. When indicating the motion being requested, please be specific and use action verbs to clearly identify the action you are seeking from the Board. The statement should contain all the specific information needed, such as legal descriptions, dates, dollar amounts, etc., so that the Board can read it as their motion. If you need assistance in preparing resolutions or motions in advance, please contact the ASO for assistance.

5. Background Information

- a. Background information should sufficiently explain the action requested, including options, financials, other action taken, consequence of action/non-action, and your recommendation. Information provided should be sufficient so that the Board can make a decision based on the information you submit.
- b. The information you submit with your agenda item should not include any information that is private or confidential in nature. Please contact the ASO regarding any such information.
- c. No handouts are to go to the Board during the Board meeting. The Board requires time to review the information you submit.
- d. For ease of copying, please do not provide attachments larger than 8 ½” x 11” or color copies unless absolutely necessary.

6. Attachments must accompany the agenda form in the following circumstances:

- a. For purchase requests, quotes must be submitted, per the County’s purchasing policy. In addition, a summary sheet should be provided outlining the purchase costs.

- b. Anything the Board needs to sign or approve must be attached or it will be returned. All contracts, grants, etc., must follow County policy.
7. All agenda items shall be reviewed by the ASO prior to placement on the agenda:
 - a. Changes will be made as needed for clarity, understanding, provision of additional information, etc.
 - b. Placement on agenda may change as needed.
 - c. The Board Chairperson and County Administrator reserve the right to not place items on the agenda.
8. Add-on agenda items will only be accepted if the item has a deadline, or in the event of County Administrator or Board Chair approval.
9. Finalizing of Agenda
 - a. Board agendas will be finalized by noon on the Thursday prior to the Board meeting.
 - b. Complete agendas will be mailed out to County Commissioners on the Thursday prior to the meeting.
 - c. The complete finalized agenda shall be posted on the County's website by noon on the Friday preceding the meeting.

RULES OF BUSINESS

Presiding Officer. Roll Call

The Chair, or the Vice Chair in the Chair's absence, shall take the chair at the time appointed for the meeting and call the meeting to order.

Quorum

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

Minutes

The County Administrator shall prepare written copies of the minutes, which shall be submitted to the Board for formal approval. One or more copies of the minutes shall be available in the Administrative Services Office for examination by members of the public.

Order of Business

The Chair shall be responsible for preserving order and decorum. Upon the presence of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

SAMPLE

4.10.5

Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 4/15/14

(Board meets the 1st and 3rd Tuesday of each month)

Consent Agenda <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>		Regular Agenda – Estimate Time Needed: ___ minutes <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item <input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>	
Submitted By: Bruce D. Cochran, County Engineer <i>BDC</i>		Department: Public Works	
Who will attend the meeting and be able to respond to questions? Give name and title: Bruce D. Cochran, County Engineer			
Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes): The Mille Lacs County Public Works Department has received a federal grant over two federal fiscal year (FFY)s to be used for improvements to CSAH 4. Funds are available for FFY 2014 (\$415,700) and FFY 2015 (\$900,000). Plans for the project have been approved and authorization has been granted to advertise for bids. To use federal funds programed for FFY 2015, it will be necessary to enter into an agreement commonly referred to as an Advance Construct Agreement or an AC Agreement. By entering into the AC Agreement, Mille Lacs County will use available State Aid Funds to pay for construction items until federal funds become available. The AC Agreement is expected be relativity short lived considering the project is expected to start in June 2014, and FFY 2015 will start October 1, 2014. There are slight risks associated with the AC Agreement. In the event the federal government allows the Highway Trust Funds to become bankrupt, there is a possibility reimbursement to Mille Lacs County will be delayed. Another risk to Mille Lacs County is if the next federal transportation bill does not include reimbursement of AC Agreements to counties. Both risks described are slight, and if they came to fruition would have a crippling effect across the country. It is doubtful that funding for local projects beyond FFY 2016 would be authorized without 'making good' on the AC Agreements in place for FFY 2015. It is to the advantage of Mille Lacs County to use as much federal aid as possible. In this case federal aid displaces state aid, allowing the displaced state aid funds to be used elsewhere in the state aid system.			
Alternatives, options, effects on others/comments: The Board has two options: 1 Accept the AC Agreement assuming the federal government will honor the agreement. 2 Not accept the AC Agreement and the possibility of federal aid in FFY 2015.			
Recommended Action/Motion: Accept the AC Agreement by adopting Resolution No. 5-6-14-04; and authorize the County Board Chairman and County Administrator to execute Mn/DOT Agency Agreement No. 05765.			
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please explain:			

Meeting Date: 5/6/14

AGENDA TYPE: <input checked="" type="checkbox"/> Regular 5 minutes	TITLE OF ITEM FOR CONSIDERATION: Committee Reports	ACTION REQUESTED BY: County Business	
COMMITTEE:	Freq.	Schedule	Current Board Representative:
Association of MN Counties (AMC): Environment & Natural Resources Policy Cmte General Gov't Policy Cmte Health & Human Services Policy Cmte Indian Affairs Task Force Public Safety Committee Transportation Policy Committee			Land Services Director Michele McPherson County Administrator Roxy Traxler Cmsr Reynolds Cmsr Oslin Cmsr Tellinghuisen County Engineer Bruce Cochran
Central MN Emergency Medical Services (EMS) Region Board	4x/yr	5 th Fri. of month	Cmsr Reynolds
Central MN Emergency Services Board	4x/yr	5 th Wed. of month	Cmsr Oslin, ALT: Cmsr Reynolds
Central MN Jobs & Training	4x/yr	2 nd Fri. of month	Cmsr Wilhelm
Community Health Services (CHS) Board	2x/yr		All Cmsrs
Land Use Update Steering Cmte		As needed	Cmsrs Oslin and Wilhelm
Ditch Inspection Cmte *		As needed	Cmsr Tellinghuisen
East Central Regional Development Cmsn	6x/yr	4 th Mon. of month	Cmsr Reynolds
East Central Regional Juvenile Cntr Bd	3x/yr	1 st Thur. of month	Cmsr Tellinghuisen
East Central Regional Library	12x/yr	2 nd Mon. of month	Cmsr Reynolds
East Central Solid Waste Cmsn	12x/yr	2 nd Mon. of month	Cmsr Peterson, ALT: Cmsr Wilhelm
Emergency Food & Shelter Prgm	2x/yr		Cmsr Wilhelm
Employee Benefits Cmte *			Cmsr Peterson
Extension Cmte	4x/yr	1 st Thur. of month	Current Board Chairperson & Vice Chairperson
Finance Cmte *			All Cmsrs
Housing and Redevelopment Authority (HRA)	1x/yr	1 st Tues. of year	All Cmsrs
Labor/Management Cmte *	4x/yr	3 rd Tues of month	Cmsr Wilhelm
Lakes & Pines Community Action Council (CAC)	6x/yr	3 rd Mon. of month	Cmsr Reynolds
Law Library			Cmsr Oslin
Mental Health Local Advisory Cmte			Cmsr Tellinghuisen
Mille Lacs Co Ag Society (Fair Board)	9x/yr		Cmsr Wilhelm
Mille Lacs Co DAC (Developmental Achievement Center) Board	12x/yr	3 rd Mon. of month	Cmsr Peterson
Mille Lacs Co Water Mgmt Plan	4x/yr		Cmsr Oslin
Mille Lacs Lake Watershed Adv Group	6x/yr	3 rd Mon. of month	Cmsr Oslin
MN Rural Counties Caucus	12x/yr		Cmsr Tellinghuisen; ALT: Cmsr Oslin
Negotiations *		As needed	Current Board Chairperson, Cmsr Tellinghuisen
Noxious Weed Control Appeals Cmte *			Cmsr Tellinghuisen
Onanogozie Resource Conservation and Dev. (RC&D)	12x/yr	4 th Thurs. of month	Cmsr Tellinghuisen
Rum River Education Cooperative Cmtes			County Administrator Traxler
Snake River Watershed Mgmt Board	12x/yr	4 th Mon. of month	Cmsr Tellinghuisen
Soil and Water Conservation District	12x/yr		Cmsr Reynolds (liaison)
Veterans Quarterly Meeting Committee *	4x/yr	2 nd Tues. of month	Cmsr Tellinghuisen, ALT: Cmsr Wilhelm

* Internal cmte