

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-27-11

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2012 County Board Meeting Dates

Requested Meeting Date: 1-3-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future 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) Calendar, Schedules

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

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: 2012 County Board Meeting Dates

DATE: December 27, 2011

Each year the County Board reviews the upcoming year's scheduled meeting dates. Attached is a template for you to use for setting the 2012 meeting schedule, along with a 2012 calendar. Also attached for your review are the Aitkin County Board of Commissioners Meeting Schedules for the years 2009, 2010, and 2011.

When reviewing the upcoming calendar please note that the County Board must meet the first Tuesday of the year that is not a holiday.

2012

january

s	m	t	w	t	f	s
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				

february

s	m	t	w	t	f	s
				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					

march

s	m	t	w	t	f	s
					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		

april

s	m	t	w	t	f	s
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					

may

s	m	t	w	t	f	s
				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				

june

s	m	t	w	t	f	s
					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

july

s	m	t	w	t	f	s
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				

august

s	m	t	w	t	f	s
				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			

september

s	m	t	w	t	f	s
						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						

october

s	m	t	w	t	f	s
	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			

november

s	m	t	w	t	f	s
					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

s	m	t	w	t	f	s
						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					

Holidays

Aitkin County Board – Tuesdays 2012

January	3	Regular Board	Mandatory Meeting
	10		
	17		
	24	HHS Board	
	31	5 th Tuesday	
February	7		
	14		
	21		
	28	HHS Board	
March	6	Regular Board	Public Hearing Scheduled – Land
	13		
	20		March 21 & 22 – AMC Legislative Conference
	27	HHS Board	
April	3		
	10		
	17		
	24	HHS Board	
May	1		
	8		
	15		
	22	HHS Board	
	29	5 th Tuesday	
June	5		Board to set budget parameters
	12		*County Board of Appeal and Equalization held on June 12th
	19		
	26	HHS Board	
July	3		
	10		
	17		
	24	HHS Board	
	31	5 th Tuesday	
August	7		
	14		
	21		Budget Presentations – Proposed Date
	28	HHS Board	Budget Presentations – Proposed Date
September	4		
	11	Regular Board	**Set 2012 Preliminary Levy
	18		
	25	HHS Board	
October	2		
	9		
	16		
	23	HHS Board	
	30	5 th Tuesday	
November	6		
	13		
	20		
	27	HHS Board	
December	4		December 5-7 AMC Annual Conference
	11		Budget Hearing
	18	HHS Board	**Set 2012 Final Levy and Budget
	25		Holiday – Christmas Day

*Subject to change due to Legislative action, Mike Dangers will request to schedule Public Hearing date. Board needs to determine if they want to meet after 6 pm or on Saturday to help determine the dates.

**Subject to change due to Legislative action.

*** Township Boards of Appeal and Equalization are held in April and May – specific dates pending.

Aitkin County Board of Commissioners Meeting Schedule 2011 (3 Meetings)

January	4	Regular Board	
	11	Regular Board	
	18	No Board	
	25	HHS Board and Regular Board	
February	1	Regular Board	
	8	Regular Board	
	15	No Board	
	22	No HHS Board and No Regular Board	
March	1	Regular Board	
	8	Regular Board	
	15	No Board	
	22	HHS Board and Regular Board	
	29	No Board-5 th Tuesday of the Month	Added – Closed Session Board Meeting for Labor Negotiations & COTW meeting
April	5	Regular Board	
	12	Regular Board	
	19	No Board	
	26	HHS Board and Regular Board	
May	3	Regular Board	
	10	Regular Board	
	17	No Board	
	24	HHS Board and Regular Board	
June	31	No Board-5 th Tuesday of the Month	
	7	Regular Board	
	14	Regular Board	*County Board of Appeal and Equalization held on June 14th
	21	No Board	
	28	HHS Board and Regular Board	
July	5	No Board	
	6	Board Meeting to Discuss Government Shutdown	
	12	Regular Board	
	19	No Board	
	26	HHS Board and Regular Board	
August	2	Regular Board	
	9	Regular Board	
	16	No Board	
	23	HHS Board and Regular Board	
	30	No Board-5 th Tuesday of the Month	Added – Regular Board meeting to discuss Budget
September	6	No Board	
	13	Regular Board	
	20	No Board	
	27	HHS Board and Regular Board	
October	4	Regular Board	Cancelled
	11	Regular Board	
	18	No Board	
	25	HHS Board and Regular Board	
November	1	Regular Board	
	8	Regular Board	
	15	No Board	
	22	HHS Board and Regular Board	
	29	No Board-5 th Tuesday of the Month	
December	1	Budget Hearing	6:05 p.m.
	6	No Board – AMC Conference	
	13	Regular Board	
	20	HHS Board & Regular Board	
	27	No HHS Board & No Regular Board	

32 Board meetings scheduled
 1 Cancelled
 2 Mandated meetings
 3 Special Board meetings & 1 COTW added

Aitkin County Board of Commissioners Meeting Schedule 2010 (3 Meetings)

January	5	Regular Board	
	12	Regular Board	
	19	No Board	
	26	HHS Board and Regular Board	
February	2	Regular Board	Cancelled
	9	Regular Board & COTW	Added – COTW meeting
	16	No Board	
	23	HHS Board and Regular Board	
March	2	Regular Board	Cancelled
	9	Regular Board	
	16	No Board	
	23	HHS Board and Regular Board	
	30	No Board-5 th Tuesday of the Month	
April	6	Regular Board	Cancelled
	13	Regular Board	
	20	No Board	
	27	HHS Board and Regular Board	
May	4	Regular Board	
	11	Regular Board	Cancelled
	18	No Board	Added - 4:00 p.m. Board meeting & 5:00 p.m. Public Hearing Tax Abatement
	25	HHS Board and Regular Board	
June	1	Regular Board	
	8	Regular Board	
	15	No Board	*County Board of Appeal and Equalization held on June 15th
	22	HHS Board and Regular Board	
	29	No Board-5 th Tuesday of the Month	
July	6	Regular Board	
	13	Regular Board	
	20	No Board	
	27	HHS Board and Regular Board	
August	3	Regular Board	
	10	Regular Board	
	17	No Board	
	24	HHS Board and Regular Board	
	31	No Board-5 th Tuesday of the Month	
September	7	Regular Board	
	14	Regular Board	
	21	No Board	
	28	HHS Board and Regular Board	
October	5	Regular Board	
	12	Regular Board	
	19	No Board	
	26	HHS Board and Regular Board	
November	2	Regular Board	
	9	No Board-Deer Season	
	16	No Board	
	23	HHS Board and Regular Board	
	30	No Board-5 th Tuesday of the Month	
December	7	No Board – AMC Conference	
	14	Regular Board	Budget Hearing at 6:05 p.m.
	21	No Board	
	28	HHS Board and Regular Board	

34 Board meetings scheduled

4 Cancelled

2 Mandated Meetings

1 Board Meeting & Public Hearing Added

1 COTW added

Aitkin County Board of Commissioners Meeting Schedule 2009

January	6	Regular Board	
	13	Regular Board	
	20	Regular Board	
	27	HHS Board and Regular Board	
February	3	Regular Board	
	10	Regular Board	
	17	Regular Board	
	24	HHS Board and Regular Board	
March	3	Regular Board	Cancelled
	10	Regular Board	
	17	Regular Board	
	24	HHS Board and Regular Board	
	31	No Board-5 th Tuesday of the Month	
April	7	Regular Board	
	14	Regular Board	
	21	Regular Board	
	28	HHS Board and Regular Board & COTW	Added COTW meeting
May	5	Regular Board	Cancelled
	12	Regular Board	
	19	Regular Board	
	26	HHS Board and Regular Board	
June	2	Regular Board	
	9	Regular Board	
	13	Board of Appeal and Equalization	10:00 a.m. in Courtroom #1
	16	Regular Board	
	23	HHS Board and Regular Board	
July	30	No Board-5 th Tuesday of the Month	
	7	Regular Board	
	14	Regular Board	
	21	Regular Board	
August	28	HHS Board and Regular Board	
	4	Regular Board	
	11	Regular Board	
	18	Regular Board	Cancelled
September	25	HHS Board and Regular Board	
	1	Regular Board	
	8	Regular Board	
	15	Regular Board	
	22	HHS Board and Regular Board	
October	29	No Board-5 th Tuesday of the Month	
	6	Regular Board	
	13	Regular Board	Cancelled
	20	Regular Board	
November	27	HHS Board and Regular Board	
	3	Regular Board	
	10	No Board-Deer Season	
	17	Regular Board	
December	24	HHS Board and Regular Board	
	1	Regular Board & Truth in Taxation	Truth in Taxation Hearing At 6:05 p.m.
	8	No Board - AMC Conference	
	15	Regular Board	
	22	HHS Board and Regular Board	
	29	No Board-5 th Tuesday of the Month	

46 Board meetings scheduled

4 Cancelled

2 Mandated Meetings

1 COTW added