

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-4-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Paperless Board Packets

Requested Meeting Date: 1-10-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

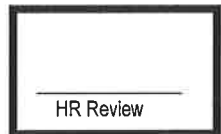
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal 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) _____

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, County Administrator

RE: Discussion – County Board Packets Online

DATE: January 4, 2012

For several years staff has discuss the possibility of putting the County Board packet online. The benefits are that the public would be able to see exactly what is being presented to the County Board and even the possibility of not having to make paper copies of the Board Packet. Staff has contacted several other local governments that currently provide paperless Board packets to identify what they found out to be the pro's and con's.

The biggest negative that we continued to run into was the cost. Our neighbors paid in excess of \$50,000 for a specialized computer program. We found similar programs but the expense was in excess of \$25,000 without all the bells and whistles.

Staff from our IT and Administration department reviewed what our needs were and what the private companies were providing. Staff was able to create a program/process and we have been using it on a trial basis with Commissioner Westerlund for a couple of weeks. The process has been successful and we are prepared to bring it to the County Board for approval.

We have included a memo from Steve Bennett, IT Department Head, for your review. At the Board meeting on Tuesday I would like to take time to review what is available on line and to discuss the next steps.

Please review the attached document and contact me with questions.

Memo

To: Patrick Wussow
From: Steve Bennett - IT
Date: 1/3/2012
Re: Paperless Board Packets

The staffs of the Administration and IT Departments have been testing an in house system of providing electronic Board packets. Since mid November the Board agendas and supporting documentation have been scanned to PDF documents and made available at an obscure location on the County website. The agenda appears as the opening page and items show as links if supporting material is available. The system has functioned well and staff has fine tuned the procedure.

We are ready to move ahead to full implementation of the system. The current Board Minutes/Meetings page on the County website has been revised to provide the linked agenda from the existing Current Board Agenda button. The Minutes area has been redesigned to show both the packets and minutes as they become available. That data – both packets and minutes - will then be archived by years as is the practice with our current minutes. Attached is a copy of the revised webpage showing the new layout.

"Our Mission is to Provide Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County"



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2012 BOARD MEETINGS

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Aitkin County's 150th Anniversary Flag

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Minutes:

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<p align="center">January</p> <p>Packets Minutes</p> <p>Jan 3, 2012 Jan 3, 2012</p> <p>Jan 10, 2012</p>	<p align="center">February</p> <p>Packets Minutes</p>	<p align="center">March</p> <p>Packets Minutes</p>
<p align="center">April</p> <p>Packets Minutes</p>	<p align="center">May</p> <p>Packets Minutes</p>	<p align="center">June</p> <p>Packets Minutes</p>
<p align="center">July</p> <p>Packets Minutes</p>	<p align="center">August</p> <p>Packets Minutes</p>	<p align="center">September</p> <p>Packets Minutes</p>
<p align="center">October</p> <p>Packets Minutes</p>	<p align="center">November</p> <p>Packets Minutes</p>	<p align="center">December</p> <p>Packets Minutes</p>

BOARD MINUTES FROM PREVIOUS/CURRENT YEARS

- [2011 Board Minutes](#)
- [2010 Board Minutes](#)
- [2009 Board Minutes](#)
- [2008 Board Minutes](#)

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