

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-31-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Opening - Tourism Grant Advisory

Requested Meeting Date: 2-7-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future 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) News Release & Application

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 Economic Development & Forest Industry Coordinator
Aitkin County Courthouse
Ross Wagner
217 Second Street N.W.
Aitkin, MN 56431
Phone: 218/927-7305
Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forrest Industry Coordinator

DATE: January 31, 2012

SUBJECT: Aitkin County Tourism Grant Advisory Committee Appointment

Aitkin County currently has an opening for the Grant Advisory Committee for District 4. After posting and notices published, an application from Janet Watson, McGregor, MN was received. I recommend the appointment of Janet Watson to the committee. I think with her background and work experience she will be an excellent addition to the committee.

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

Aitkin County Tourism Grant Advisory Committee

* District 4

Cities – McGregor, Tamarack
Townships – Clark, Fleming, Haugen, Jevne,
McGregor, Morrison, Shamrock, Workman

This committee reviews applications to the tourism grant fund and makes recommendations to the County Board for grant approval. Meetings are held quarterly. Appointment is for a three-year term ending December 31, 2014. Per Diem & mileage are available for committee members. Please call (218) 927-7305 for more information.

Applications are being accepted through Noon on January 27, 2012.

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 February 7, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected.