

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-15-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointment – Snake River Watershed Citizens Advisory Committee

Requested Meeting Date: _____ Estimated Presentation Time: n/a

Presenter: _____

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) Copy of application and News Release

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: Committee Appointment
DATE: May 15, 2012

The following committee has one opening:

Snake River Watershed Citizens Advisory Committee:
At Large – One application received – Roberta Elvecrog

It is staff's recommendation that the County Board appoint Roberta Elvecrog to the Snake River Watershed Citizens Advisory Committee.

A copy of the application is included for your review.

Please contact me with any questions.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Snake River Watershed Committee

MAY 04 2012

AITKIN COUNTY COMMISSIONER DISTRICT

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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 understand the importance of the watershed areas of rivers and other bodies of water. I have a sister and many friends who live along the Snake River. Our county has enough of Snake River in it that we need to be involved in decisions that are made concerning the Snake River.

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

Roberta Elvecrog
Signature of Applicant

5/2/12
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 X

Is this application submitted at the suggestion of appointing authority?

Yes _____ No X

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

NAME OF APPLICANT: Roberta Elvecrog

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:

DAYS _____

EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

NEWS RELEASE

AITKIN COUNTY HAS AN OPENING ON THE FOLLOWING COMMITTEE:

1. Snake River Watershed Citizens Advisory Committee – 3 year term

*At Large

Duties include reviewing and discussing proposed projects within the watershed, and making recommendations to the Snake River Watershed Board.

Meetings are held the 4th Monday of each month at 9:00 a.m. at the Kanabec County Courthouse.

Applications are being accepted until Noon on Monday, May 14, 2012. The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the May 22, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please call Sue Bingham at (218) 927-7276 for any questions concerning this news release. Thank you.