

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Tax Tour

Requested Meeting Date: 6-5-12      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) email from Rep. Carolyn McElfrick

**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: Tax Tour**  
**DATE: May 30, 2012**

Attached is an email received from Representative Carolyn McElfrick.

Staff would like to discuss this invitation with the Board at next week's meeting.

## Patrick Wussow

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**From:** Carolyn McElfatrick [Rep.Carolyn.McElfatrick@house.mn]  
**Sent:** Saturday, May 26, 2012 10:49 AM  
**To:** patrick.wussow@co.aitkin.mn.us  
**Subject:** Tax tour

Patrick,

Chair Greg Davids, House tax committee, will be touring the state to discuss the work of the committee and related legislation. Unfortunately he will not be able to visit Aitkin, but you or anyone else who is interested is welcome to attend here in Grand Rapids. The date is June 20, 8:30 AM, Board room at the courthouse.

Carolyn

Carolyn McElfatrick  
State Representative, District 3B  
545 State Office Building  
100 Rev Dr Martin Luther King Jr Blvd  
St. Paul, MN 55155-1298  
651-296-2365

If you would like to receive my periodic email updates go to  
<http://www.house.leg.state.mn.us/members/join.asp?id=15361>