

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



To: Chairperson, Aitkin County Board of Commissioners Date: July 31, 2012
Via: Patrick Wussow, County Administrator
From: Kirk Peysar, County Auditor

Title of Item:
Petition to Establish a Lake Improvement District-Lake Minnewawa (M.S. 103B.501-581)
Requested Meeting Date: August 7 Estimated Presentation Time: 15 mins
Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

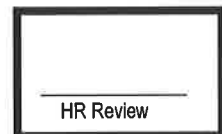
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal 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 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 8:00am 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)

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

July 31, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor

RE: Set Public Hearing (date, time, & location)

A petition has been received and reviewed requesting the establishment of a lake improvement district for Minnewawa Lake located in Shamrock Township. (M.S. 103B.521-581)

A public hearing must be held to hear comments regarding the petition for formation of the LID within 30 days.

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 Commissioners

FROM: Patrick Wussow, County Administrator

RE: Set Public Hearing Date – Lake Minnewawa Lake Improvement District

DATE: August 1, 2012

As you are aware, the above mentioned public hearing must be held within 30 days.

When setting the date, time, and location of this public hearing, please keep in mind:

- The hearing does not have to be held on a regularly scheduled County Board meeting date
- It can be held at another location entirely
- A quorum of commissioners does not have to be present, as this is a hearing to gather public comment
- After the hearing, the Board must take action within 30 days

Please contact me with any questions.