

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 8-17-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Lakes & Pines Board of Director's Annual Meeting

Requested Meeting Date: 8-28-12      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) Invitation

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# AITKIN COUNTY ADMINISTRATION

**Patrick Wussow, County Administrator**

Aitkin County Courthouse

217 Second Street N.W.

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

TO: County Commissioners  
FROM: Sue Bingham, Administrative Assistant  
DATE: August 17, 2012  
RE: Lakes & Pines Board of Director's Annual Meeting

The Lakes & Pines Board of Director's Annual Meeting is scheduled for Monday, October 1, 2012. The invitation/agenda is attached.

Please review the attached information and let me know if you plan to attend. Commissioner Niemi has indicated he will be attending. I will RSVP for all who attend.

The deadline is September 14, 2012.

Thank you.

# *Lakes and Pines Community Action Council, Inc.*



## *Annual Board Meeting*

### *Celebrating 47 Years*

*Monday, October 1, 2012*

*5:00pm: Registration and Fellowship*

*5:30pm: Dinner (Reservation Required)*

*6:00pm: Entertainment: Tim Gabrielson, Comic Magician*

*7:00pm: Official Board Meeting with Award Ceremony*

*Silent Auction held throughout the evening.*

*Bowe's*

*118 Railroad Avenue NE*

*Mora, MN 55051*

*RSVP by September 14, 2012*

*Lakes and Pines CAC, Inc.*

*1700 Maple Avenue East*

*Mora, MN 55051*

*320-679-1800 800-832-6082*

*lap@lakesandpines.org*

*Registration Card Enclosed.*

*Sorry, late registrations cannot be accepted.*

*Partnering to End Poverty*

*Serving: Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties*