

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:

AMC Fall Policy Committee Meetings

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
- 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) Tentative agenda, lodging information

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: AMC Fall Policy Committee Meetings

The AMC Fall Policy Committee Meetings are scheduled for Thursday, September 27th and Friday, September 28th at Cragun's on Gull Lake, Brainerd. A tentative agenda is attached.

Please review the attached information and let me know if you plan to attend. I will register you for the meetings. The deadline for preferred lodging is August 29.

Thank you.



Fall Policy Committee Meetings

September 27 – 28, 2012 | Cragun's on Gull Lake, Brainerd

*You are responsible for making your own lodging reservations. Preferred lodging held until August 29, 2012. Please see required Cragun's Reservation form for details. Visit www.craguns.com for directions.

Meeting Fee: \$75 per attendee. Register for the meeting online today.

Tentative Agenda

Thursday, September 27, 2012

- 10:00 a.m. – 12:00 p.m. **Indian Affairs Task Force
Rural Affairs Advisory Committee**
- 12:30 p.m. **Registration Begins**
- 1:00 – 2:30 p.m. **General Session**
The AMC Executive Committee will provide membership updates, including plans for continuing work on the MAGIC Act, as well as defining priorities for the next legislative session.
- 2:30 – 4:30 p.m. **Policy Committee Meetings Begin**
- Environment & Natural Resources
 - General Government
 - Health & Human Services
 - Public Safety
 - Transportation
- 5:00 p.m. **Social Time & Dinner**

Friday, September 28, 2012

- 7:30 a.m. **Breakfast Buffet**
- 8:30 – 11:30 a.m. **Policy Committee Meetings Continue**
- 11:30 a.m. **Adjourn**

**PREFERRED LODGING HELD UNTIL
August 29, 2012**

(Room Rates honored after August 29 but
room AVAILABILITY is NOT GUARANTEED)

\$116.49 deposit required with reservation

(Reservation will not be processed without deposit)

No deposit required with Voucher or Purchase Order

Name _____

Street _____

City _____

State _____ Zip _____

Day Phone(_____) _____

Arrive /Depart Dates: _____ / _____ to _____ / _____

E-mail Address _____

Please print clearly

Confirmations will be sent to the above address.

(E-mail address will not be sold, but may be used for special offers by Cragun's)

Please do NOT send me e-mail specials from Cragun's

SPECIAL REQUESTS:

(i.e. Room Accessibility, Service Animal, Dietary, etc.)

Wheelchair Accessible Limited Accessibility

Impaired Mobility Impaired Vision Hearing

Please Explain: _____

INDICATE DEPOSIT METHOD OF PAYMENT

Voucher/Purchase order Send with form.

Check (Send with form - Payable to Cragun's)

Credit Card (Card charged upon receipt of form)

Debit Card (Card charged upon receipt of form)

Upon check-in, the debit card will be charged for the remainder of your stay.

Visa, MasterCard, American Express, Discover cards accepted

\$ _____ Deposit amount to be charged to:

Card # _____ Exp / _____

Cardholder's Name: _____

MAIL OR FAX FORM (No phone reservations)

Cragun's Resort & Hotel on Gull Lake

11000 Craguns Drive, Brainerd, MN 56401

Fax Number: (218) 825-1995

Website: www.craguns.com

Questions? Email lbourassa@craguns.com

Guaranteed Check-In 5:00pm - Check-Out by 12:00 noon

CRAGUN'S LODGING RESERVATION

Association of Minnesota Counties – September 26 – 28, 2012

ONE-NIGHT PACKAGE INCLUDES

- Thursday nights' lodging
- MN sales tax

\$116.49 per room per night single/double occupancy

SELECT LODGING TYPE:

Please indicate room preference. Rooms assigned first come, first served.

Fireplace Room: Balcony overlooks Gull Lake, fireplace, refrigerator, microwave, coffeemaker two queens or one king (All non-smoking rooms)

Poolside Room: Patio or balcony level overlooks indoor pool, refrigerator, microwave, coffeemaker, 2 double beds. (All non-smoking rooms)

Cabins: 1-5 bedroom units outside the main lodge; with 1-3 bathrooms, kitchen facilities, separate living and dining area, deck overlooking Gull Lake. (Package rate applied per room, e.g. 2 bedroom cabin is twice \$116.49)

EARLY ARRIVAL / STAYOVER: (Based on availability)

I will be arriving **Wednesday** \$116.49 Per Night, Per Room Single or Double Occupancy. **Rate includes MN sales tax.**

I will also be staying **Friday** \$154.97 Per Night, Per Room Single or Double Occupancy. **Rate includes MN sales tax.**

**All Rooms are Non-Smoking
\$300.00 charge for smoking anywhere inside**

MEETINGS ONLY / NO LODGING

I will not be staying overnight but attending activities on the following day(s):

Thursday Friday

Facility usage fee is \$10.00 per day, service charge and sales tax included. No meals included.

Entire prepayment must accompany this form.

ROOMMATE(S)

List names of people in room

CHILDREN RATES

The per night rate for children 13 and older is \$16 per night, sales tax included. No meals included. Children 12 and under stay free – meals are extra.

Number of children: _____

Name and age of each child: _____

GOLF INFORMATION & TEE TIMES

To guarantee availability of tee times or to make Reservations at the Legacy Courses at Cragun's call 1-800-272-4867 ext. 8100 or (218) 825-2800.

Cancellation/Refund Policy:

1. Less than 30 days prior to arrival-NO DEPOSIT REFUND
2. At 30 days or more prior to arrival-REFUND less \$40 processing fee.
3. When using a Voucher or Purchase Order, Cancellation /Refund Policy will apply.

10920/MZ/JW

**CRAGUN'S HAS A NO PET POLICY
And A No Jetskis / Waverunners Policy
PRIOR NOTIFICATION OF
CERTIFIED SERVICE ANIMALS REQUIRED**

**Complete 1 Form Per Person or Couple.
Make A Copy Of This Form For Your Records.**