

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



1-5

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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 12-18-12 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) Applications

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

**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 Appointments**  
**DATE: December 12, 2012**

We have a variety of openings on committees as follows:

**Board of Adjustment:**

District 3 – One application received, Irene Bright.

**Planning Commission:**

District 2, 3, or 4 (One opening only) - One application received, Dale Lueck.

**Housing and Redevelopment Authority (HRA):**

District 1 – One application received, Ihleen Williams

**Forest Advisory Committee:**

District 1 –Robert Lake  
District 2 –Russ Hoppe  
Professional – James Bixby  
At Large – Dale Shipp

**Park Commission:**

District 5 – Two applications received, Donald Kitzrow and Galen Tveit

Please see the attached memos from Terry Neff, Environmental Service's Director, and from Mark Jacobs, Land Commissioner.

It is staff's recommendation that the County Board appoint the applicants for the Board of Adjustment Committee, Planning Commission, and for the Housing and Redevelopment Authority (HRA) as listed next to the position they applied for.

Staff also recommends that the County Board appoint the applicants as listed above for the Forest Advisory Committee.

The Board will need to make the appointment for the Park Commission. Two applications were received for this opening. It is staff's recommendation that the County Board appoint Galen Tveit.

Copies of all applications received are included for your review.

**Aitkin County Environmental Services Planning and Zoning**  
**209 Second Street NW**  
**Room 100**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM**

**DATE:** December 10, 2012  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director   
**RE:** Planning Commission and Board of Adjustment Appointments

Attached are the applications for the Planning Commission and Board of Adjustment openings.

There is one opening on the Planning Commission (PC) and we received one application. The applicant is Dale Lueck from District 2. This will be Dale's second term. I recommend the Board reappoint Mr. Lueck to a 3 year term.

There is one opening on the Board of Adjustment. The opening is in District 3. We received one application for the opening. The applicant is the current member from District 3, Irene Bright. This will be Irene's third term. I recommend the Board reappoint Mrs. Bright for a 3 year term.

With the filling of these two vacancies, all positions on the Board of Adjustment and Planning Commission are now filled.

If you have any questions, please feel free to contact me at 218-927-7352 or by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us).

enclosures

c:\ctybrd\ctybrd2012

Aitkin County Land Department

County Board Memo

Forestry Advisory	Representing	# Terms	Recommend
Robert Lake	District 1	1	X
Russ Hoppe	District 2	2	X
James Bixby	Professional	0	X
Dale Shipp	At Large	1	X

Park Commission	Representing	# Terms	Recommend
Donald Kitzrow	District 5	2	
Galen Tveit	District 5	0	X

The following are my recommendations for ACLD citizen committees...

FAC - we had 4 applications for 4 openings and we have an appropriate slot for each based on their residence or background/experience.

ACPC - we have 2 applicants for 1 opening. both have ACPC experience and have been valued members. Mr. Kitzrow has served 2-terms while Mr. Tveit served as County Board representative a few years ago. Past County Board direction has indicated that we favor new applicants in situations where an incumbant has served multiple terms - thus I would recommend Mr. Tveit.



Mark Jacobs  
Land Commissioner

NAME OF APPLICANT: Irene Bright

I would like to continue serving as a member of the Board of Education. I have learned so much about P & L & want to put that knowledge to work. I have experience in working with townships as an educator for the Minnesota Association of Superintendents and as a consultant to townships. My expertise is in the financial fields & clerk/treasurer duties. I taught in the McGregor School System for 35 years. I have worked in the business arena, and volunteered in the community.

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

Irene Bright  
Signature of applicant

10/15/2012  
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     

Is this application submitted at the suggestion of appointing authority? Yes      No     

Please Return Application to the Personnel Department, 217 2<sup>nd</sup> St., NW, Aitkin, MN 56431

**FOR PERSONNEL USE**

Date Appointed:                      Term Expiration:                      Date Reappointed:                     

Term Expirations:                     

OCT 16 2012

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Planning Commission

AITKIN COUNTY COMMISSIONER DISTRICT 2

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)

Current Employment: Self Employed - Beef Cattle Rancher

Community Service: Current Planning Commission Member, Current President Aitkin-Carlton County Farm Bureau Chapter.

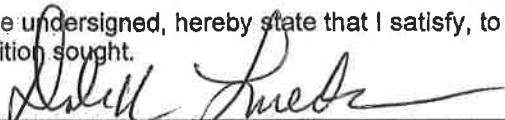
Previous Community Service: Member citizen's stake holder committee that developed most recent update to the Aitkin County Comprehensive Land Use Plan, past member of the Aitkin County Extension Committee, past member Aitkin County Forest Advisory Committee, previous member Aitkin County Board of Commissioners (District 2).

Education: Bachelor of Science Degree - Occupational Health & Safety (1984)

Bachelor's Degree - Business Administration (1984)

Additional Education & Training: Have attended numerous special training sessions on land use zoning administration procedures directly applicable to County Planning Commissions.

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



Signature of Applicant

November 28, 2012

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

Is this application submitted at the suggestion of appointing authority? Yes  No

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

NAME OF APPLICANT: Dale K Lueck

DEC 03 2012

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing and Redevelopment Authority of Aitkin County +

AITKIN COUNTY COMMISSIONER DISTRICT 1

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)

RN Consultant for Aitkin County DAC (2011-present) Retired  
Small business owner (2009-present) Business Owner (1981-2005)  
Aitkin Co. Public Health Dept (Staff- 1970-1979, director 1979-1981)  
Aitkin Co. CARE Board, Tre-County Community Health Board,  
Blandin Foundation Leadership Training program, Rides for  
Health Board, Community Volunteer  
currently serving as Vice Chairman of the  
Housing + Redevelopment Authority of Aitkin County

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

Ihleen E. Williams  
Signature of Applicant

11-27-2012  
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

Is this application submitted at the suggestion of appointing authority? Yes  No

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

NAME OF APPLICANT: Ihleen E Williams



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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

OCT 24 2012

Forest Advisory Committee.

AITKIN COUNTY COMMISSIONER DISTRICT 1

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 am familiar with the Aitkin County Forestry programs. My qualifications include classes from the University of Minnesota in Forestry, Wildlife Management, Economics and soil science. I taught 30 years at Aitkin High School as an Ag. Instructor. Some of the classes I taught included Forestry, Wildlife Mgmt and Soils. I am currently retired and I would like to serve our county.

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

Robert W. Lake  
Signature of Applicant

10-24-2012  
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

Is this application submitted at the suggestion of appointing authority? Yes  No

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

NAME OF APPLICANT: Robert W, Lake

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Forest Advisory Committee

OCT 31 2012

AITKIN COUNTY COMMISSIONER DISTRICT 2 FARM Island Township

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)

- Served as a citizen at large for the Forest Advisory Committee
- would like to be considered for another term
- Being a Forest land owner, enjoy working with the Forest Advisory committee, hopefully giving some good input from the public.
- Support the Land Department on Forest Management

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

Russell P. Hoppe  
Signature of Applicant

10/31/2012  
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

Is this application submitted at the suggestion of appointing authority? Yes  No

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

NAME OF APPLICANT: Russell P. Hoppe

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

NOV 19 2012

FORESTRY ADVISORY

AITKIN COUNTY COMMISSIONER DISTRICT 2

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)

Student - University of Mn. 1958-1962  
Employment - U.S. Forest Service - State of  
Montana - Bozeman (Gallatin Dist.) projects, camp  
ground construction, trails, timber, look-out tower,  
fire fighter, Spruce bud worm project.  
Community Service - donations Goodwill (volunteer)

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

James Bixby  
Signature of Applicant

11/19/2012  
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

Is this application submitted at the suggestion of appointing authority? Yes  No

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

NAME OF APPLICANT: JAMES BIXBY

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Forest Advisory Committee

NOV 08 2012

AITKIN COUNTY COMMISSIONER DISTRICT 5

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 have been a member of the Forest Advisory Committee for four years and a member of local V.F.W and Legion Posts. I've lived in Aitkin 10 years. I would like to stay on as a member of the Committee to do my part to contribute to the harvest of natural resources in a way that both helps the local economy and protects the environment.

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

Dale A. Shipp

Signature of Applicant

11/7/12

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 \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes  No

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Dale A Shipp

NOV 29 2012

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

AITKIN COUNTY PARKS COMMISSION

AITKIN COUNTY COMMISSIONER DISTRICT

#5

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)

Applicant holds/has:

(1) An Associate of Arts degree from ITASCA community college

(4) Retired Military (Electronics)

(2) Baccalaureate degrees from U. of Omaha (now U. of Nebraska)

(5) Retired Blandin paper co. (Paper maker)

(3) University of Texas

(6) Single engine aircraft license (not current)

(7) Served on county Advisory Committee when Lake, Shoreland, + Stream ordinances were adopted.

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

Donald H. Kitzrow  
Signature of Applicant

November 26, 2012  
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 \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes  No \_\_\_\_\_

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

NAME OF APPLICANT: \_\_\_\_\_

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Park Board

AITKIN COUNTY COMMISSIONER DISTRICT 5

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 spent 4 years when I was Co. Commissioner  
on The Park Board.

I also have an interest with the outcome  
of LLC

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

Galen N. Tveit  
Signature of Applicant

11/18/12  
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 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Galen N. Tveit

## NEWS RELEASE

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### **AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEES:**

1. Aitkin County Board of Adjustment
  - District 3

Reviews variance applications and interpretations from Aitkin County Zoning Ordinances. Individual will participate in public hearings for reviewing variance applications from Aitkin County Zoning Ordinances. Meetings are held the first Wednesday of each month at 4:00 P.M.

2. Aitkin County Planning Commission
  - District 2, 3, or 4 (One opening only)

Reviews applications for Conditional Use Permits, Planned Unit Developments, Rezoning and Subdivisions to ensure compliance with Aitkin County Ordinances and the Comprehensive Land Use Plan. Individual will participate in public hearings for review of the applications. Meetings are held on the third Monday of each month at 4:00 P.M.

Applications will be accepted until December 1, 2012. The position will start the first meeting of January 2013. Planning Commission and Board of Adjustment terms are three years.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 18, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

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Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

**NEWS RELEASE**

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**AITKIN COUNTY HAS AN OPENING ON THE FOLLOWING COMMITTEE:**

Aitkin County will be accepting applications through December 3, 2012 for citizen representation on the following committee:

**Forest Advisory Committee** – 4-year term

There are four openings on this committee. They are:

**At Large Position:**

Open to Citizens of Aitkin County

**Professional Position:**

Preferred Background in Natural Resources (e.g. forestry, forest industry, forest ecology)

**District 1 Position:**

City – Aitkin

Townships – Aitkin, Spencer

**District 2 Position:**

Townships – Farm Island, Hazelton, Malmo, Nordland, Wealthwood

**Basic Responsibilities are:**

- A) Attends and actively participates in regular County Forest Advisory Committee meetings. Meetings are held at least quarterly (no set dates).
- B) Promotes a healthy, productive, and sustainable forest.
- C) Reviews and makes recommendations to the County Board involving timber harvest on Aitkin County lands (and State and private land to the extent feasible); and the classification of Aitkin County administered lands.

**Optional Responsibilities are:**

- A) Participates in Advisory Committee subcommittees and task forces.
- B) Serve as a Committee officer.
- C) Attends County Board and other meetings.

Committee members receive a per diem and mileage reimbursement for each meeting. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 18, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

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NEWS RELEASE

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**AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEE:**

Aitkin County will be accepting applications through December 3, 2012 for citizen representation on the following committee:

**Aitkin County Park Commission** – 4-year term

**District 5**

Cities – Hill City, Palisade

Townships – Ball Bluff, Balsam, Cornish, Hill Lake, Libby, Logan, MacVile, Turner, Verdon,  
Waukenabo

Unorg Townships – 52-27, 52-25, 52-24, 52-22, 51-27, 51-25, 51-22, 50-27, 50-26, 50-25, 49-27,  
48-27

The Aitkin County Park Commission is seeking a representative from **District 5**. The committee reviews annual park fund expenditure budgets, reviews work plans for projects on designated County park lands, reviews and approves annual budget for the Long Lake Conservation Center (LLCC), oversees operation of LLCC, reviews classification of County park land, advises and directs the County Land Department regarding the management of County park lands, advises the County Land Department and County Board regarding recreation use on tax forfeited land.

To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 18, 2012 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

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