

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Set 2013 Board Meeting Schedule

Requested Meeting Date: 12-18-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

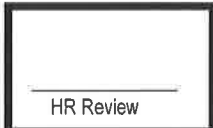
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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) \_\_\_\_\_

**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: 2013 County Board Meeting Dates**

**DATE: December 12, 2012**

Each year the County Board reviews the upcoming year's scheduled meeting dates. Attached is a template for you to use for setting the 2013 meeting schedule. In order to help you set your schedule, staff has listed pertinent information in the far right column. Also attached is a schedule showing the actual dates the Aitkin County Board of Commissioners met in 2012.

The 2013 Health & Human Services Board meeting schedule was set on November 27, 2012, and is included for your review.

When reviewing the upcoming calendar please note that the County Board must meet the first Tuesday of the year that is not a holiday.

## Aitkin County Board of Commissioners Meeting Schedule – 2013

<b>January</b>	1	No Board	New Year's Day
	8		
	15		
	22	HHS Board	Follows Martin Luther King Jr. Day
	29		5 <sup>th</sup> Tuesday
<b>February</b>	5		
	12		
	19		Follows Presidents' Day
	26	HHS Board	
<b>March</b>	5		
	12		
	19		
	26	HHS Board	March 21 & 22 – AMC Legislative Conference
<b>April</b>	2		
	9		
	16		
	23	HHS Board	
	30		5 <sup>th</sup> Tuesday
<b>May</b>	7		
	14		
	21		
	28	HHS Board	Follows Memorial Day
<b>June</b>	4		Board provides budget direction to staff
	11		*Possible date for County Board of Appeal and Equalization @ 4:00 p.m.
	18		
	25	HHS Board	
<b>July</b>	2		
	9		
	16		
	23	HHS Board	
	30		5 <sup>th</sup> Tuesday
<b>August</b>	6		
	13		Possible Budget Presentations
	20		Possible Budget Presentations
	27	HHS Board	Possible Budget Presentations
<b>September</b>	3		Possible Budget Presentations - Follows Labor Day
	10	Regular Board	**Set 2014 Preliminary Levy
	17		
	24	HHS Board	
<b>October</b>	1		
	8		
	15		Follows Columbus Day
	22	HHS Board	
	29		5 <sup>th</sup> Tuesday
<b>November</b>	5		
	12		Follows Veterans Day
	19		
	26	HHS Board	Possible date for Budget Hearing – 6:05 p.m.
<b>December</b>	3	No Regular Board – AMC Conference	December 2-3 AMC Annual Conference
	10		Discuss Comments from Budget Hearing
	17	HHS Board & Regular Board	**Set 2014 Final Levy and Budget
	24	No Board	Christmas Eve
	31		5 <sup>th</sup> Tuesday and New Year's Eve

\*Subject to change due to Legislative action, Mike Dangers will request to schedule Public Hearing date. Board needs to determine if they want to meet after 6 pm or on Saturday to help determine the dates.

\*\*Subject to change due to Legislative action.

\*\*\* Township Boards of Appeal and Equalization are held in April and May – specific dates pending.

## Aitkin County Board of Commissioners Meeting Schedule – 2012 (Actual)

Month	Date	Meeting Type	Notes
January	3	Regular Board	
	10	Regular Board	
	17	No Board	
	24	HHS Board & Regular Board	
	31	No Board - 5 <sup>th</sup> Tuesday	
February	7	Regular Board	
	14	Regular Board - Cancelled	
	21	No Board	
	28	HHS Board & Regular Board	
March	6	Regular Board	
	13	Regular Board	
	20	No Board	March 21 & 22 – AMC Legislative Conference
	27	HHS Board & Regular Board	
April	3	Regular Board - Cancelled	
	10	Regular Board	
	17	No Board	
	24	HHS Board & Regular Board	
May	1	Regular Board	
	8	Regular Board	
	15	No Board	
	22	HHS Board & Regular Board	
	29	No Board - 5 <sup>th</sup> Tuesday	
June	1	Emergency Meeting	
	5	Regular Board	Board to set budget parameters
	12	Regular Board @ 2:00 p.m.	County Board of Appeal and Equalization held on June 12th @ 4:00 p.m.
	19	No Board	
	26	HHS Board & Regular Board	
July	3	Regular Board	
	10	Regular Board	
	17	No Board	
	22	Emergency Meeting	
	24	HHS Board & Regular Board	
	31	No Board - 5 <sup>th</sup> Tuesday	
August	7	Regular Board	
	14	Regular Board	Budget Presentations
	21	No Board	
	28	HHS Board	Budget Presentations
September	4	Regular Board	Budget Presentations
	11	Regular Board	Set 2013 Preliminary Levy
	18	No Board	
	25	HHS Board & Regular Board – both cancelled	
October	2	Regular Board	
	9	Regular Board	
	16	No Board	
	23	HHS Board & Regular Board	
	30	No Board - 5 <sup>th</sup> Tuesday	
November	6	Regular Board	
	13	Regular Board	
	20	No Board	
	27	HHS Board & Regular Board	
December	4	Budget Hearing – 6:05 p.m.	December 3-4 AMC Annual Conference
	11	Regular Board	Discuss Comments from Budget Hearing
	18	HHS Board & Regular Board	Set 2013 Final Levy and Budget
	25	No Board - Holiday	

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\*\*Subject to change due to Legislative action.

\*\*\* Township Boards of Appeal and Equalization are held in April and May – specific dates pending.

# 2013

## HEALTH & HUMAN SERVICES BOARD MEETING DATES

JANUARY	22
FEBRUARY	26
MARCH	26
APRIL	23
MAY	28
JUNE	25
JULY	23
AUGUST	27
SEPTEMBER	24
OCTOBER	22
NOVEMBER	26
DECEMBER	17