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

61 Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners   Date: __1-3-13__

Via: Patrick Wussow, County Administrator

From: _Patrick Wussow, County Administrator_

Title of Item:

Administer Oath of Office for Mike Dangers, County Assessor

Requested Meeting Date: __1-8-13__   Estimated Presentation Time: _____

Presenter: _County Board Chair_

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   _X_ Other (please list) __Administer Oath of Office__

___ 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

HR Review

Supporting Attachment(s)

_X_ 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
_X_ Other supporting document(s) (please list) __Copy of Oath__

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, County Administrator**

RE: **Administer Oath of Office**

DATE: **January 3, 2013**

After the nominations for Chairperson and Vice Chairperson have taken place, the Chair will administer the Oath of Office for Mike Dangers, County Assessor.

MINNESOTA·REVENUE

MEMO

Date: December 31, 2012

To: County Assessors

From: **Drew Imes, State Program Administrator**
        Information and Education Section

Subject: **Oath of Office - County Assessor Reappointment**

Each assessor approved by the Commissioner of Revenue to serve another four-year term as County Assessor must take an Oath of Office per Minnesota Statute 273.061. The oath should be taken at the first County Board meeting that takes place after January 1, 2013. The language of the oath is as follows:

"I __<NAME>__ swear and affirm that I will support the constitution of the United States and of this state, that I will be diligent, faithful, and impartial in the performance of the duties of the office and trust that I now assume as County Assessor for the county of __<COUNTY NAME>__. So help me God."