

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-28-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 1-8-13 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) 2012 Committee Appointments

**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 28, 2012**

The Board needs to make committee appointments for 2013. I have included a list of the committee appointments for 2012 and proposed resolutions for 2013.

## Sue Bingham

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**From:** Patrick Wussow [patrick.wussow@co.aitkin.mn.us]  
**Sent:** Monday, December 24, 2012 1:23 PM  
**To:** 'Sue Bingham'  
**Subject:** FW: Lakes and Pines Community Action Council  
**Attachments:** Board Calendar 2013.pub

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**From:** Denise Stewart [mailto:Denise.Stewart@lakesandpines.org]  
**Sent:** Monday, December 24, 2012 11:40 AM  
**To:** [patrick.wussow@co.aitkin.mn.us](mailto:patrick.wussow@co.aitkin.mn.us); [bamesse@co.chisago.mn.us](mailto:bamesse@co.chisago.mn.us); [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us); [roxy.traxer@co.mille-lacs.mn.us](mailto:roxy.traxer@co.mille-lacs.mn.us); [kevin.vanhooser@co.isanti.mn.us](mailto:kevin.vanhooser@co.isanti.mn.us)  
**Subject:** Lakes and Pines Community Action Council

*Good Morning,*

*As we prepare for our January Board of Directors Meeting at Lakes and Pines, I wondered if you could please provide us with the name and contact information for the Commissioner assigned to our Board from your County? Thank you for helping us update our records. If your appointed Commissioner is new to our Board Bob does like to meet with them prior to their first meeting, which will be on Monday, January 28<sup>th</sup>. Typically our meetings are held on the 3<sup>rd</sup> Monday of the month, however, due to the Holiday, January falls a week behind. Attached you will also find the 2013 calendar for Lakes and Pines Board Meetings. If you have any questions, please feel free to contact me.*

*Denise Stewart*

*Agency Administrative Assistant*

*Lakes and Pines CAC, Inc.*

*1700 Maple Avenue East*

*Mora, MN 55051*

*320-679-1800 ext. 101*

*Partnering to end Poverty.*

# Lakes and Pines Board Meetings 2013



January 28: 10am Full Board, 9am Personnel Committee if needed

February 25: 10 am Executive Committee

March 18: 10am Full Board

April 15: 10am Executive Committee, 9am Personnel Committee if needed

May 20: 10am Full Board (Luncheon to follow)

June 17: 10am Executive Committee

July 15: 10am Full Board, 9am Personnel Committee if needed

August 19: 10am Executive Committee

September 16: 10am Full Board

October 1: 5pm Annual Board Meeting (Full Board)

October 21: 10am Executive Committee if needed, 9am Personnel Committee if needed

November 18: 10am Full Board

December 16: 10am Executive Committee

January 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
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March 2013						
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31						

April 2013						
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28	29	30				

May 2013						
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June 2013						
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23	24	25	26	27	28	29
30						

July 2013						
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August 2013						
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September 2013						
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29	30					

October 2013						
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27	28	29	30	31		

November 2013						
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December 2013						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Sue Bingham**

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**From:** Mark Jacobs [mjacobs@co.aitkin.mn.us]  
**Sent:** Thursday, December 06, 2012 1:37 PM  
**To:** 'Sue Bingham'  
**Cc:** 'Patrick Wussow'  
**Subject:** info for Committee assignments - 2013

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Park Commission – Generally 2<sup>nd</sup> Monday (evening) of each month, generally at LLCC  
2012 = Westerlund

Forest Advisory – Generally 3<sup>rd</sup> Tuesday (evening) of “even” months (F-A-J-A-O-D)  
2012 = Marcotte, Napstad

**Mark Jacobs**  
**Land Commissioner**  
**Aitkin County Land Department**  
**209 2nd St. NW Room #206**  
**Aitkin, MN 56431**  
**P: 218-927-7367**  
**F: 218-927-7249**

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**AMC 2013 POLICY COMMITTEE APPOINTMENTS**

**POLICY COMMITTEE**

**DELEGATE**

- Environment & Natural Resources Policy Committee
- General Government Policy Committee
- Health & Human Services Policy Committee
- Public Safety Policy Committee
- Transportation & Infrastructure Policy Committee

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*Each county can appoint one commissioner or county official to each of five policy committees. Each county must have at least one member appointed to a policy committee. No policy Committee member can be on more than one Policy Committee.*

**INDIAN AFFAIRS ADVISORY COUNCIL**

**DELEGATE:** \_\_\_\_\_

*Eighteen counties are located in federally recognized Indian Country and a substantial Native American population resides in Hennepin County. Each of the 19 counties may designate a delegate to be a voting member of the Indian Affairs Advisory Committee.*

**AMC 2013 DELEGATE APPOINTMENTS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS**  
**Section 1. Association Delegates** Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

## Year 2012 Committee Appointments

### NOMINATIONS:

Chairperson	J. Mark Wedel
Vice-Chairperson	Laurie Westerlund

### DESIGNATE:

Official Newspaper	Aitkin Independent Age/Voyageur Press
Newspaper/Financial Statement/Taxes/Real Estate	Aitkin Independent Age/Voyageur Press

### APPOINTMENTS:

Assessor for Unorganized Twps.	Mike Dangers
Fairgrounds Custodian	Kirk Peysar
AMC Delegates (8)	County Board Environmental Svcs Dir. HHS Director County Administrator
Purchasing/Building Committee	Board
Facilities Committee	J. Mark Wedel Brian Napstad
Aitkin Airport Commission (2)	J. Mark Wedel John Welle
McGregor Airport Commission (2)	Brian Napstad William Bedor
Tri-County Community Health Services Board	Laurie Westerlund
Arrowhead Regional Development Council	Don Niemi
Aitkin County Water Planning Task Force	Mark Wedel
Snake River Watershed Management Board	Don Niemi
NE MN Office Job Training	Brian Napstad

## **COMMITTEE APPOINTMENTS: (Chair Appoints)**

Aitkin County Growth, Board of Directors, Liaison	Anne Marcotte
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi Anne Marcotte
Arrowhead Economic Opportunity Agency	Brian Napstad
Arrowhead Emergency Management Services (1 + Alternate)	Anne Marcotte Brian Napstad, Alternate
Arrowhead Regional Transportation Committee	John Welle
ATV Committee (2)	Brian Napstad Anne Marcotte
Beyond the Yellow Ribbon Steering Committee	Don Niemi Anne Marcotte
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
Central MN Corrections (2)	J. Mark Wedel Laurie Westerlund
Development Achievement Center (liaison)	Laurie Westerlund Don Niemi, Alternate
East Central Regional Library Board	Don Niemi
Economic Development (2)	Anne Marcotte Don Niemi
Employee Recognition (2)	Don Niemi Laurie Westerlund
Environmental Assessment Worksheet (2)	Anne Marcotte Brian Napstad
Emergency Management	J. Mark Wedel
Extension Committee (2)	J. Mark Wedel Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte Brian Napstad



H & HS Advisory Committee (Liaison)	Laurie Westerlund Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
Insurance Committee (2)	J. Mark Wedel Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad Mark Jacobs
Kinship of Aitkin County	J. Mark Wedel
Labor Management Committee	J. Mark Wedel Laurie Westerlund, Alternate
Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (1 + Alternate) (NEWAC)	Brian Napstad Laurie Westerlund, Alternate

Northern Counties Land Use Coordinating Board (NCLUCB)	Brian Napstad Anne Marcotte, Alternate
Onanegozie (RCDC)      (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alternate
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Park Commission	Laurie Westerlund
Personnel Committee (2)	J. Mark Wedel Don Niemi
Planning Commission	Laurie Westerlund
Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad

The Board further recognizes the following commitments:

Aitkin County Housing and Redevelopment Authority	Laurie Westerlund Galen Tveit
MnDNR Shoreland Regulations The Board of Water and Soil Resources MN Environmental Quality Board	Brian Napstad Brian Napstad Brian Napstad

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

**ADOPTED January 8, 2013**

By Commissioner: xx

**010813-0xx**

**COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2013:

Assessor for Unorganized Twps.  
Fairgrounds Custodian  
AMC Delegates (8)

Mike Dangers  
Kirk Peysar  
County Board  
Environmental Services Director  
HHS Director  
County Administrator  
Board

Purchasing/Building Committee  
Facilities Committee

J. Mark Wedel  
Brian Napstad  
J. Mark Wedel  
John Welle

Aitkin Airport Commission (2)

Brian Napstad  
William Bedor  
Laurie Westerlund  
Don Niemi  
Mark Wedel  
Don Niemi  
Brian Napstad

McGregor Airport Commission (2)

Tri-County Community Health Services Board  
Arrowhead Regional Development Council  
Aitkin County Water Planning Task Force  
Snake River Watershed Management Board  
NE MN Office Job Training

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)**

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8<sup>th</sup> day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8<sup>th</sup> day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

By Commissioner: xx

010813-0xx

**COMMITTEE APPOINTMENTS**

**BE IT HEREBY RESOLVED**, that Board Chairperson xx make the following committee appointments for the year 2013:

Aitkin County Growth, Board of Directors, Liaison	Anne Marcotte
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
	Anne Marcotte
Arrowhead Economic Opportunity Agency	Brian Napstad
Arrowhead Emergency Management Services (1 + alternate)	Anne Marcotte
Arrowhead Regional Transportation Committee	Brian Napstad, Alternate
ATV Committee (2)	John Welle
	Brian Napstad
Beyond the Yellow Ribbon Steering Committee	Anne Marcotte
	All Board Members
	Don Niemi, Primary
Big Sandy Lake Management Plan (1 + Alternate)	Anne Marcotte, Primary
	Brian Napstad
Central MN Corrections (2)	Anne Marcotte, Alternate
	J. Mark Wedel
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund
	Laurie Westerlund
East Central Regional Library Board	Don Niemi, Alternate
Economic Development (2)	Don Niemi
	Anne Marcotte
Employee Recognition (2)	Don Niemi
	Don Niemi
Environmental Assessment Worksheet (2)	Laurie Westerlund
	Anne Marcotte
Emergency Management	Brian Napstad
Extension Committee (2)	J. Mark Wedel
	J. Mark Wedel
Forest Advisory Committee (2)	Laurie Westerlund
	Anne Marcotte
H & HS Advisory Committee (Liaison)	Brian Napstad
	Laurie Westerlund
Historical Society (Liaison)	Anne Marcotte
Insurance Committee (2)	J. Mark Wedel
	J. Mark Wedel
Investment Committee	Laurie Westerlund
Joint Powers Natural Resources Board	County Board
	Brian Napstad
Kinship of Aitkin	Mark Jacobs
	All Board Members
Labor Management Committee	J. Mark Wedel, Primary
	J. Mark Wedel
	Laurie Westerlund, Alternate

**COMMITTEE APPOINTMENTS**

Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board (NCLUCEB) (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
Onanegozie (RCDC) (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alternate
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Personnel Committee (2)	Don Niemi J. Mark Wedel
Planning Commission	Laurie Westerlund
Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Park Commission	Laurie Westerlund

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8<sup>th</sup> day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8<sup>th</sup> day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy