

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

MACPZA District B Legal Workshop

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) Flier

**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.**

## Sue Bingham

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**From:** Sue Bingham [sue.bingham@co.aitkin.mn.us]  
**Sent:** Tuesday, December 18, 2012 4:19 PM  
**To:** 'Marcotte, Anne'; 'Napstad, Brian (brian.napstad@co.aitkin.mn.us)'; 'Niemi, Don'; 'Wedel, Mark (mark.wedel@co.aitkin.mn.us)'; 'Westerlund, Laurie (laurie.westerlund@co.aitkin.mn.us)'  
**Cc:** 'Patrick Wussow'  
**Subject:** MACPZA District B Legal Workshop  
**Attachments:** MACPZA District B Legal Workshop.pdf

Commissioners ~

Terry Neff, Environmental Services Director provided the attached information about a MACPZA District B Legal Workshop which is being held on February 8, 2013. If you are interested, please let us know. The registration deadline is January 30, 2013. The fee is \$25.00.

We will add this to the January 8, 2013 agenda as a reminder.

Thank you.

*Sue Bingham  
Administrative Assistant  
Aitkin County Administration  
217 - 2nd Street NW, Room 134  
Aitkin, MN 56431  
218-927-7276*

# MACPZA DISTRICT B LEGAL WORKSHOP

Jay T. Squires, Ratwik, Roszak and  
Maloney, P.A.

Friday - February 8, 2013

Carlton County Transportation  
Building  
Carlton, MN

The training is designed to give participants an overview of MN Chapter 394 and statutes related to planning and zoning activities and an update on the latest court decisions of related issues.

The training is intended for County Commissioners, Planning Commission members, Board of Adjustment members and County staff.

## SESSION AGENDA

- 9:30 a.m. Registration
- 10:00 a.m. Roles pertaining to Chapter 394
- County Board
  - Planning Commission
  - Board of Adjustment
- 10:30 a.m. Variances
- What is a hardship?
  - Making proper findings
- 11:15 a.m. CUP's
- Noon Lunch
- 12:45 Chapter 15.99 – 60 day rule
- 1:30 Case law – recent decisions
- 3:00 Adjourn

## LOCATION

Carlton County Transportation  
Building  
1630 County Road 61  
Carlton, MN

### Carlton County Meeting Room Site Map

