

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



To: Chairperson, Aitkin County Board of Commissioners Date: July 31, 2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:

White Pine Logging & Threshing Show

Requested Meeting Date: August 27, 2013 Estimated Presentation Time: 10 min.

Presenter: Kirk Peysar, County Auditor

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

- For info only, no action requested
- For discussion with possible 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) Notice of Hearing

**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 BOARD  
NOTICE OF HEARING**

Notice is hereby given that a public hearing will be held by the Aitkin County Board of Commissioners, in the Courthouse Annex, Aitkin, Minnesota, at 11:00 A.M. on the 27<sup>th</sup> day of August, 2013, for the purpose of hearing all those who wish to be heard on the request for an assembly permit by John Langenbach, for an event to be held August 31 - September 2<sup>nd</sup>, 2013 at the White Pine Logging & Threshing Show, located in the Town of Williams, Aitkin County, Minnesota.

By Order of the Aitkin County Board.

Kirk Peysar  
Aitkin County Auditor

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

ADOPTED August 27, 2013

By Commissioner: xx

**082713-0xx**

**White Pine Logging & Threshing Show**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

White Pine Logging & Threshing Show – Williams Township.

This is scheduled to take place August 31, September 1 & 2, 2013 from 7:00 A.M. to 12:00 Midnight.

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 27<sup>th</sup> day of August 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 27<sup>th</sup> day of August A.D., 2013

KIRK PEYSAR, County Auditor  
BY \_\_\_\_\_, Deputy