

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-4-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Arrowhead Regional Development Commission (ARDC)

Requested Meeting Date: 11-12-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

- For info only, no action requested
- For discussion 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) Letter from ARDC

**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: Arrowhead Regional Development Commission (ARDC)**

**DATE: November 4, 2013**

Attached is a letter from ARDC to Commissioner Wedel requesting the Aitkin County Board recommend an Aitkin County Board member to serve on the Arrowhead Regional Development Commission. They have asked that a letter naming the County Board member be sent to them by December 20<sup>th</sup>.

At this time staff asks that the Board make their nomination. We will then send a letter to ARDC informing them of the decision.



## ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

October 31, 2013

Mr. J. Mark Wedel, Chair  
Aitkin County Board of Commissioners  
515 6<sup>th</sup> Ave. SE  
Aitkin, MN 56431

Dear Commissioner Wedel:

The Arrowhead Regional Development Commission has in its membership, as specified by Article III, Section 3.1(b) of its bylaws, one representative from each county board in the region with a population under 100,000. The term for your representative, Commissioner Don Niemi, will expire in January, 2014. This letter is a request for the Aitkin County Board to recommend the name of one of its members to serve on the Arrowhead Regional Development Commission. Mr. Niemi may be recommended for another term.

**Please send a letter by December 20, 2013, to Mary Zanoni, Board Coordinator, appointing your county's representative for the Arrowhead Regional Development Commission.** The Commissioner appointed will serve a three-year term from January, 2014 to January 2017. This appointment will be ratified by the ARDC at its Annual Meeting on January 16, 2014 in Duluth.

ARDC's mission is to serve the people of the Arrowhead Region by providing local units of government and citizen groups a means to work cooperatively in identifying needs, solving problems, and fostering local leadership. Your County Board's participation is vital to carrying out our agency's mission.

If you have any question concerning the position or nomination process, please contact Mary Zanoni at 218-529-7543, 800-232-0707 X543 or [mzanoni@ardc.org](mailto:mzanoni@ardc.org). Thank you.

Sincerely,

Pat Henderson  
Executive Director