

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-31-14

Via: Roxy Traxler, Interim County Administrator

From: Sue Bingham, Administrative Assistant

Title of Item:

Request to Fill Extension Committee Vacancy

Requested Meeting Date: 4-8-14 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible 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
- Other (please list) _____
- 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



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) Application

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: Sue Bingham, Administrative Assistant
RE: Committee Appointments
DATE: March 31, 2014

There is one opening on the following committee:

Extension:

District 4 – One application received, Debra Chute

It is staff's recommendation that the County Board reappoint Debra Chute to the Extension Committee. This is for a three year term ending December 31, 2016. A copy of her application is included for your review.

MAR 25 2014

MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

See attached

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Debra Chute
Signature of Applicant

march 24, 2014
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes _____ No _____

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Debra Chute

Other than one year away from Aitkin for schooling after high school graduation, I am a lifelong Aitkin County resident; and have always lived on a farm. I am very involved in the agriculture industry. My family own and operate a 400 acre cow/calf beef farm in Morrison Township, and have done so for over 30 years. While I may not have a "formal" education in agricultural/extension; I have plenty of "hands on training". I am an Aitkin County 4-H leader and serve on their Executive Council. I am a member of local, state and national CattleWomen and CattleMen associations, where I currently serve as Secretary for the Minnesota CattleWomen's Association. I serve as Aitkin-Carlton County Farm Bureau Federation's Secretary/Treasurer and have also served on committees at the state level. I work at Mille Lacs Energy Cooperative, and have for 28 years currently as the Administrative Assistant. Our three children graduated from Aitkin High School and have graduated from or are attending college in Minnesota. Our children were very involved with our family farm growing up and learned many work ethics that have helped them achieve the success they have today. They still continue to help out on the farm as much as their schedules allow.

Aitkin County can be proud of its extension background, and needs to remember and preserve the heritage that made us the great County we are. I strongly believe that as more and more people become further removed from the rural way of life - i.e. - how to grow a garden and preserve the fruits of that hard work; where their food comes from - it is more important today than ever before to continue to offer extension services in our County. I look forward to working with the excellent staff and county commissioners to accomplish this.

Thank you for considering me as the Aitkin County Extension Committee, District 4 representative.

A handwritten signature in cursive script that reads "Debra Chute". The signature is written in dark ink and is positioned in the lower right quadrant of the page.