

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/6/14
Via: Patrick Wussow, County Administrator
From: Land Department
Title of Item: Set date for public meeting - Classification of County Tax-forfeited lands
Requested Meeting Date: 5/13/14 Estimated Presentation Time: n/a
Presenter: Mark Jacobs

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future 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)

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board
CC: County Administrator
Date: 5/6/2014
**Re: Set date for public meeting -
Classification of County Tax Forfeited Lands**

MN Statute 282.01 require that the County Board classify County administered tax-forfeited land as conservation or non-conservation. It has been more than a decade since the last re-classification was done so the Forest Advisory Committee has developed a draft classification for review.

This process requires a public meeting to receive and consider input prior to the classification decision. The date must be set *"no more than 90-days and no less than 60-days before the date of the meeting"*.

Once the date is set, information (e.g. maps) on the classification will be made available to the public.

I'm proposing 7/22/2014 @ 11:00 AM as the date/time of the public meeting.

Thank you.

A handwritten signature in blue ink is located below the text "Thank you." The signature is stylized and appears to be the name of the sender, Mark Jacobs.