

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-11-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Committee Appointment – Aitkin County HRA

Requested Meeting Date: 6-24-14      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.**

**HOUSING & REDEVELOPMENT AUTHORITY  
OF  
AITKIN COUNTY**

NANCY J. JOHNSON-HOUG  
Executive Director  
nancy@aitkinhra.org

215 – 3rd St. SE  
Aitkin, MN 56431  
Phone: (218) 927-2151  
Fax: (218) 927-4159

JUN 11 2014

June 11, 2014

Ms. Roxy Traxler  
Interim County Administrator  
Aitkin County Administration  
Room 130  
217 2<sup>nd</sup> St. N.W.  
Aitkin, MN 56431

RE: HRA Appointment, Aitkin County HRA

Dear Ms. Traxler:

Enclosed is an application for Commissioner of the Housing & Redevelopment Authority of Aitkin County. Recently one of our Commissioners passed away and we would like to have his wife Evelyn Turner fill the unexpired term. The term expires November 2018. It is our request for you to place this on your Consent Agenda for your meeting of June 24, 2014.

If you have any questions regarding this please contact our office at 218-927-2151.

Sincerely,



Nancy J. Johnson-Houg  
Executive Director  
Housing & Redevelopment Authority of Aitkin County

Enclosure (1)

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing & Redevelopment Authority of Aitkin County  
(fill unexpired term of Larry Turner)

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)

- Longtime resident of McGregor
- 35 years of working with the public
  - 25 years at Fire side Inn
  - 10 years manager of McGregor Community Center
- Member of American Legion Auxiliary - 3 years as President
- Member of McGregor Lions
- Member of Methodist Church
- 3 wonderful children - all in MN
- Marrried to a wonderful husband for almost 53 years (Larry)
- Enjoy Civic participation in the Community

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

Evelyn Turner  
Signature of Applicant

5-5-2014  
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 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Evelyn Turner