

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-17-12

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Local Road Improvement Program - Resolution for Grant Application

Requested Meeting Date: 1-24-12 Estimated Presentation Time: 15 min

Presenter: John Welle

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future 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 Routine Business
- 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) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am 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)

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 17, 2012

Regular Agenda Items:

1. Final Contract Payment – C.P. 01-241-0

I would like authorization by the enclosed resolution to make the final contract payment to J.R. Ferche, Inc. in the amount of \$16,201.20 for this project, which was a grading, aggregate base, and bituminous surfacing project on an 0.6 mile segment of County Road 241 on the Itasca County line. The final contract amount of \$316,021.12 is approximately 5% above the bid amount of \$300,097.78. The cost overrun was because of larger quantities of aggregate base and bituminous pavement that were necessary to complete the project.

2. Engineering Service Agreement – CSAH 4 bridge

In April 2011, I had discussions with the Board about the need to post a number of our timber bridges to restrict the loads on these bridges. One of those bridges was on CSAH 4 over the Rice River, which is 53 year old structure.

I have recently solicited engineering service agreements from Erickson Engineering of Bloomington, MN and Widseth, Smith, Nolting (WSN) of Alexandria, MN for design of a replacement structure for this bridge. The Erickson Engineering quote amount was \$25,500 and the WSN quote amount was \$23,600. I therefore would like authorization to enter into the agreement with WSN for this design work.

3. Local Road Improvement Program – Resolution for Grant Application

Last year, the state legislature made \$10 million available statewide for the Local Road Improvement Program. MnDOT is now soliciting project candidates for this program, with a submittal deadline of February 3, 2012. Part of the grant application includes a county board resolution. At our annual meetings this week, I anticipate getting further guidance about the program, so I have not yet decided which project I will submit. I need to schedule this agenda item at this time, as it is the last scheduled meeting before the grant application deadline. I will have a recommended project and accompanying resolution by the Board meeting date on January 24th.