

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/8/13

Via: Patrick Wussow, County Administrator

From: Utvo Department

Title of Item:
Possible acquisition of snow pit adjacent to ATV trail

Requested Meeting Date: 5/14 Estimated Presentation Time: 1

Presenter: MARK JAKUBS

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
- Approve/adopt proposal by resolution (attach draft resolution)
- 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
- 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 (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.

Mark Jacobs
Aitkin County Land Commissioner

To: County Board
CC: County Administrator
Date: 5/8/2013
Re: Possible acquisition – 40 acre sand pit

A 40-acre (less Soo Line ROW) sand pit adjacent to the North Soo Line ATV Trail that we have cited as a possible ATV park/technical area has been offered for sale. I've been assured that the MN DNR would develop the site if acquired. This would be a very popular amenity and a great addition to the trail system – and meet the project goal of more diverse riding opportunities within the Northwoods Regional ATV trail system.

We currently have a written agreement on the sale price and the seller has verbally agreed to sign a purchase agreement in the near future – he is currently out-of-state.

Staff expects additional information that will be presented at Tuesday's Board meeting.

Thank you.

