

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



To: Chairperson, Aitkin County Board of Commissioners Date: May 1, 2013

Via: Patrick Wussow, County Administrator

From: Penny Harms, VSO

Title of Item:

DAV mobile unit to use the north end of the west parking lot, Friday, May 31, 2013.

Requested Meeting Date: May 14, 2013 Estimated Presentation Time:

Presenter: Penny Harms

Type of Action Requested (check all that apply)

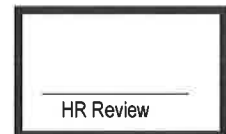
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal 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 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 VETERAN SERVICES

Penny Harms
Veterans Service Officer
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7320
888-404-7320
Fax: 218-927-7374

To: Aitkin County Board of Commissioners

From: Penny Harms, VSO

RE: DAV National Service Officers

Date: May 1, 2013

The DAV National Service Officers are scheduled to bring their mobile unit to Aitkin County on Friday, May 31, 2013. I am requesting permission to use the north end of the west parking lot for them to set up to see veterans. They will need the area from 7:30 until 4:30.

Sincerely,



Penny Harms
Veterans Service Officer