

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 4-30-13

Via: Patrick Wussow, County Administrator

From: Ryan Perish, Instruction Coordinator

Title of Item:

Archery Grant at Long Lake Conservation Center

Requested Meeting Date: 5-14-13      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) \_\_\_\_\_

**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.**



## LONG LAKE CONSERVATION CENTER

April 22, 2013

MEMO

To: Aitkin County Board  
From: Ryan Perish, Instruction Coordinator  
Re: Archery Grant at Long Lake Conservation Center

Long Lake Conservation Center is requesting approval from the Aitkin County Board to receive a \$1600 grant from Minnesota Department of Natural Resources National Archery in the Schools Program. The grant requires a \$1600 match, and \$800 has already been received from the Riceland Chapter of the Minnesota Deer Hunters Association for that match. The remaining \$800 is guaranteed; it will come from other or local chapters of the Minnesota Deer Hunters Association or a private contributor.

With no financial cost to Long Lake Conservation Center or the Aitkin County budget, the grant will allow LLCC to receive \$3200 worth of archery equipment. This will certainly enhance the education program and, therefore, customer satisfaction. In addition, the grant offers training for LLCC's archery instructors; this will further benefit LLCC and its customers. The other pieces are in place for the grant. With approval from the Aitkin County Board, Long Lake Conservation Center can take advantage of this opportunity.