

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8/15/2013

Via:

From: Undersheriff John Drahota

Title of Item: Public Auction of Vehicle

Requested Meeting Date: 08/27/2013 Est. Presentation Time: \_\_\_\_\_

Presenter: Undersheriff John Drahota

**Type of Action Requested** (check all that apply)

- For info only, no action requested  Approve under Routine Business  
 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) **CONSENT AGENDA**  
 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?  N/A  No (attach explanation)  
What type of expenditure is this? \_\_\_\_\_ 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)**

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

218-927-7435 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887  
TOLL FREE 1-888-900-2138

**MEMO**

TO: Board of Commissioners      DATE: August 15, 2013  
FROM: Undersheriff John Drahota      RE: Public Auction of Vehicle

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I am requesting approval to offer at public auction the following vehicle:

- 2005 Chevrolet Impala – former squad (132,189 miles)

The vehicle will be auctioned in the same manner as in previous years – it will be placed on the web site [www.minnbid.org](http://www.minnbid.org) .

I am available if you have any questions concerning this matter. Thank you.