

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10-15-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Equipment Purchase – Tractor Loader/Backhoe

Requested Meeting Date: 11-12-13      Estimated Presentation Time: 10 minutes

Presenter: NA

**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: 5001
- Expenditure line account # for this item is: 6600

**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 (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** November 5, 2013

### **Regular Agenda Items:**

Equipment Purchase – Tractor Loader Backhoe

#### **Summary:**

The proposed 2014 Capital Equipment Budget contains \$33,000 for replacement of the loader at the Swatara Area Maintenance Facility. The machine being replaced is a 1980 Clark Michigan Loader with approximately 3,200 hours. This machine is essentially at the end of it's service life with major repairs needed to keep it serviceable.

Nortrax from Grand Rapids, MN currently has a used 2000 John Deere 410E with approximately 4,000 hours for \$28,500 plus tax. A picture of this machine is shown below. Zeigler does not currently have any suitable machines in the budgeted price range.

Authorization is therefore requested to purchase the John Deere 410E from Nortrax for the stated price. Authorization is also requested to sell the Clark Michigan loader through an online auction.

