

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-13-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Accept Donation of Leo Snow Plow to Long Lake Conservation Center

Requested Meeting Date: 11-26-13 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.

28952 - 438TH LANE PALISADE, MINNESOTA 56469
(218)768-4653 - (800)450-LLCC
FAX (218)768-2309 WWW.LLCC.ORG



LONG LAKE CONSERVATION CENTER

TO: Aitkin County Board of Commissioners
Patrick Wussow, County Administrator

FROM: Scott Rian, Business and Marketing Manager

RE: Leo Snow plow donation from The Long Lake Foundation to Aitkin County

DATE: November 13, 2013

Staff is requesting from the Aitkin County Board of Commissioners the acceptance of the donation of a 7 foot Leo Hydro turn snow plow to be mounted on the LLCC Chevrolet pickup at LLCC from the Long Lake Foundation.

The snow plow will be mounted By John Summers from J&L Auto for a cost of around \$400.00 to be paid for by the foundation.

This donation will allow us to plow our own snow and save approximately \$3000.00 per year in outside costs.