

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-20-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Planning & Zoning Remodel & Equipment Purchase – Building Maintenance

Requested Meeting Date: 11-26-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator & Bill Thompson, Bldg Maintenance Supervisor

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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 Consent Agenda
- 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: _____
- 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.

AITKIN COUNTY BUILDINGS & MAINTENANCE

**Bill Thompson, Supervisor
Aitkin County Courthouse
209 2nd St. N.W., Rm 115
Aitkin, MN 56431
Phone: (218) 927-7363
Fax: (218) 927-7374**

TO: Patrick Wussow, County Administrator

FROM: Bill Thompson, Building Maintenance Supervisor

**RE: Remodeling project for Planning and Zoning and
Snow Removal Equipment for Building Maintenance**

DATE: November 20th, 2013

Terry Neff, Environmental Services Director, requested quotes for remodeling the zoning office. This construction will be two window accesses into the hallway with a countertop for the employees and public to exchange information which will provide better service.

I have contacted Paquette Construction of McGregor, Rolf Construction of Aitkin and Hytec Construction of Brainerd. Hytec Construction and Grandt Builders met with Terry Neff and myself. Hytec Construction responded with a quote of \$23,950.00. The other contractors did not respond.

The remodeling would come out of department 111 2014 expenditures.

The 2005 Cub Cadet used for blowing snow is out of service due to a cracked and leaking rear axle casing. Current repairs estimate is \$2,602.23. The replacement equipment would come out of department 111 expenditures.

Our commercial John Deere tractor is equipped with a mower deck and broom only.

I have contacted Dotzler Implement, Aitkin Implement and Northwood Equipment for replacement quotes. Northwood Equipment is the only one with a used John Deere lawn and snow tractor for a total of \$4,804.03. This includes a 47" snow blower, a 62" mower deck, and a cab.

The purchase of this used John Deere, along with our current equipment, will allow us to maintain our sidewalks as needed.

I am requesting approval to purchase this used equipment from Northwood Equipment.

Another option is to purchase a new snow blower for our existing equipment for a total of \$4,590.28.

The equipment purchase and remodeling is a total of \$29,334.03.

Please see attached quotes.

November 5, 2013

Bill Thompson
Building Maintenance supervisor
209 2nd St. N.W. Room 115
Aitkin, MN 56431

RE: New interior window opening in existing clay tile/plaster wall

Dear Bill:

We hereby submit our cost proposal to demo two new openings in the existing clay tile/plaster walls for access windows for the sum of \$23,950.00

Included in this proposal:

- On site supervision, demo, and clean-up
- Dust proof shelter for cutting clay tile and plaster
- Patch plaster as needed
- Wood trim to match existing
- 2 Operable double hung windows for office use (Lockable)(Match the Assessor window down the hall)
- New lower cabinets (Deduct \$4,000 to use existing cabinets)
- New Granite counter top (included allowance \$4,500)
- Night work figured

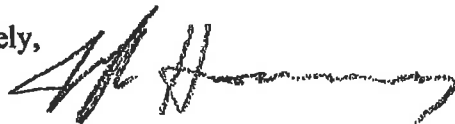
Not included in this proposal:

- Unforeseen conditions
- Testing plaster for Asbestos
- Electrical, plumbing, HVAC
- Building Permit

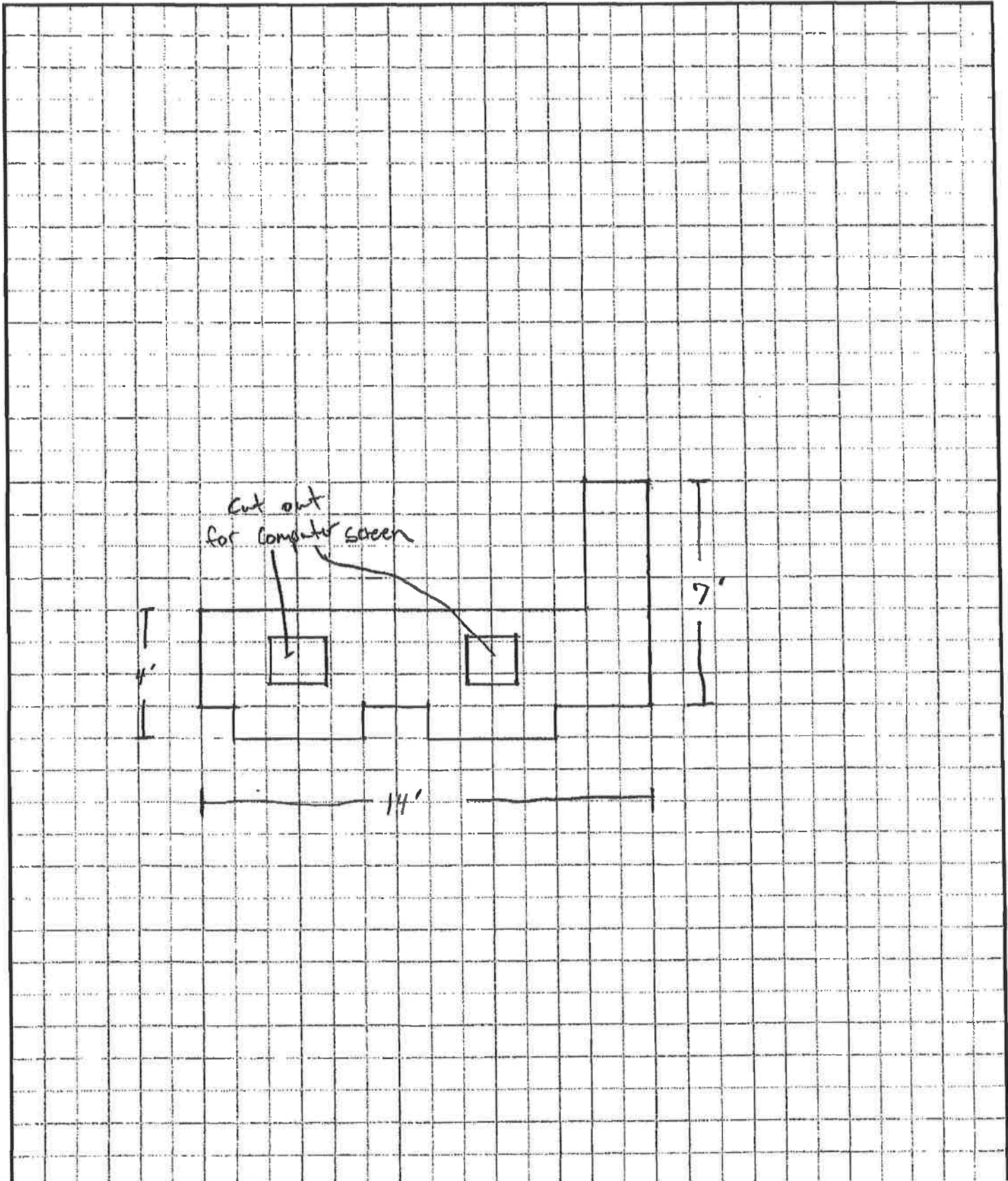
Thank you for the opportunity to present this proposal for your consideration. If you have any questions, please contact me.

Due to our current work load we are 10 to 12 weeks out.

Sincerely,



Jeff Hanson
Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.



Proposal
Dutch's Electric, Inc.

27208 Highway 210
Aitkin, MN 56431
Phone 218/927-2213
Fax 218/534-3063
dutch@dutchselectric.com

November 20, 2013

Bill Thompson
Aitkin County Court House
Aitkin, MN 56431

Moving the desk in the zoning office

- ✓ Move 2 existing lights 1 tile to the South
- ✓ Demo the current conduit connecting the counter to the wall
- ✓ Install a new quad on the wall next to the new desk location
- ✓ Connect the new quad to the existing wiring in the desk
- ✓ Move 2 data lines (C13, C16) to the new desk location
- ✓ State Electrical Inspection fees included

Total: \$580

Shawn Hasskamp
Dutch's Electric

Signature of acceptance _____ Date _____



JOHN DEERE



Quote Id: 8797204

Quote Summary

Prepared For: AITKIN COUNTY COURTHOUSE , MN	Prepared By: SCOTT BOYD MIDWEST MACHINERY CO. 1120 2nd Street NW Aitkin, MN 56431 Phone: 218-927-2140 sboyd@mmcj.com	Quote Id: 8797204 Created On: October 21, 2013 Last Modified On: November 04, 2013 Expiration Date: November 28, 2013
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Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE X485 LIQ COOL EFI 25HP L> WITH CAB/47" SNOW BLOWER/62" MOWER DECK	\$ 4,495.00 X	1 =	\$ 4,495.00
Equipment Total			\$ 4,495.00

Quote Summary	
Equipment Total	\$ 4,495.00
SubTotal	\$ 4,495.00
Sales Tax - (6.875%)	\$ 309.03
Total	\$ 4,804.03
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 4,804.03



JOHN DEERE



Quote Id: 8456355

Quote Summary

bill.thompson@co.aitkin.mn.us

Prepared For:
AITKIN COUNTY COURTHOUSE
, MN
Home: 218-9277363

Prepared By:
SCOTT BOYD
MIDWEST MACHINERY CO.
1120 2nd Street NW
Aitkin, MN 56431
Phone: 218-927-2140
sboyd@mmcj.com

Quote Id: 8456355
Created On: July 31, 2013
Last Modified On: November 20, 2013
Expiration Date: August 30, 2013

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 60 In. Heavy-Duty Two-Stage Snow Blower (For 1400/1500 Series II and Non-Series II Front Mowers)	\$ 5,204.00	\$ 4,295.00 X	1 =	\$ 4,295.00
Equipment Total				\$ 4,295.00

Quote Summary

Equipment Total	\$ 4,295.00
SubTotal	\$ 4,295.00
Sales Tax - (6.875%)	\$ 295.28
Total	\$ 4,590.28
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 4,590.28