

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 12/19/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 01/07/2014 Est. Presentation Time:     

Presenter: Sheriff Scott Turner

**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?  Yes     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: December 19, 2013  
FROM: Sheriff Scott Turner      RE: STS Donation

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Riceland Chapter of Minnesota Deer Hunters Association has made a generous donation of \$145 to the Aitkin County STS program.