

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 15, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Recycling Agreement Extensions

Requested Meeting Date: January 28, 2014 Estimated Presentation Time: Consent Agenda

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- 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) _____
- 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: 391-5001 & 5392
- Expenditure line account # for this item is: 391-6360

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) Letters of Request

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 Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: January 16, 2013

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

FROM: Terry Neff, Environmental Services Director 

RE: Recycling Agreement Extensions

Enclosed are letters from Garrison Disposal and J&H Transfer requesting to exercise the one-year extension option to the recycling agreements. The agreements expire on December 31, 2014. This will be the third one year extension requested and will extend the expiration date to December 31, 2015. I recommend the County Board approve of the one-year extensions to the agreements.

If you have any questions, please feel free to contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosures

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218-
Fax to: 927-4372

January 10, 2013

Terry Neff,

I am writing to request a one year extention on the recycling agreement. Please forward this request to the county board. I am emailing this request to you, if you need me to mail a copy please let me know. Thanks!

Sincerely,
Jessie Hooper
Lakes Sanitary Service

A handwritten signature in cursive script that reads "Jessie Hooper". The signature is written in dark ink and includes a long horizontal flourish extending to the right.



December 31, 2013

Terry Neff
Aitkin County
209 2nd Street NW, Room 118
Aitkin MN 56431

Re: Recycling Contract Extension

Terry,

Garrison Disposal Company would like to exercise the one year extension option on the Aitkin County Recycling Contract. This extension will expire toward the end of 2015.

Terry, we would hope that the board will approve our request to extend the contract. Please feel free to call me if you or any of the board members have any questions regarding this contract extension.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul B. Fischer', is written over the typed name.

Paul B. Fischer
President