

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

4A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 3-19-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

MnDOT Presentation

Requested Meeting Date: 3-25-14 Estimated Presentation Time: 30 min (pre-arranged time 10:30 to 11:00)

Presenter: John Welle

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

HR Review

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 COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Roxy Traxler, Interim County Administrator

FROM: John Welle

DATE: February 19, 2014

Regular Agenda Item:

MnDOT Presentation

Summary:

Representatives of MnDOT District 1 in Duluth will be available to discuss the proposed 2013-2017 Area Transportation Improvement Program developed by the Northeast Minnesota Area Transportation Partnership.