

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

2E  
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 03/26/14

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item:

STS Donation

Requested Meeting Date: 04/08/2014 Estimated Presentation Time:

Presenter: Sheriff Scott Turner

**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

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.**

**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: March 26, 2014  
FROM: Sheriff Scott Turner      RE: STS Donation

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The Public Utilities Commission has made a generous donation of \$50 to the Aitkin County STS program.