

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



To: Chairperson, Aitkin County Board of Commissioners Date: April 25, 2012

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin Area All Veterans Memorial Update

Requested Meeting Date: 5-1-2012 Estimated Presentation Time: 5 minutes

Presenter: Carroll & Joy Janzen

**Type of Action Requested** (check all that apply)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> For info only, no action requested   | <input type="checkbox"/> Approve under Consent Agenda                                   |
| <input type="checkbox"/> For discussion only with possible future action   | <input type="checkbox"/> Adopt Ordinance Revision                                       |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |   |
| <input type="checkbox"/> Approve/adopt proposal by motion  | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |   |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____                                      |
| <input type="checkbox"/> Request by member of the public to be heard   |   |
| <input type="checkbox"/> 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



**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 Noon 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)**

From: [janze003@umn.edu](mailto:janze003@umn.edu) [<mailto:janze003@umn.edu>]  
Sent: Monday, April 23, 2012 3:08 PM  
To: [patrick.wussow@co.aitkin.mn.us](mailto:patrick.wussow@co.aitkin.mn.us)  
Subject: Agenda item

Second item--Aitkin Area All Veterans memorial update.

Dedication will be Sunday, July 1 at 1:30 pm and we are applying to MNDOT to get Hwy. 210 in front of the courthouse closed for the program.

Thank you for your help, Pat. Joy and Carroll Janzen