

To: Scott Arneson, Goodhue County Administrator      Date: \_\_\_\_\_

From: \_\_\_\_\_

Title of Item:  
\_\_\_\_\_

Requested Meeting Date: \_\_\_\_\_ Estimated Presentation Time: \_\_\_\_\_

Presenter: \_\_\_\_\_

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

- For info only, no action requested                       Approve under Consent Agenda
- Adopt Ordinance Revision                                       Let/Award Bid or Quote
- Approve/adopt proposal by resolution (attach draft resolution)
- Request to schedule public hearing                       Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**Fiscal Impact**

Budget Committee Approved : date \_\_\_\_\_

**Staffing Impact**

Personnel Committee Approved : date \_\_\_\_\_

**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 or motion
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Please provide electronic copies and three (3) paper copies of supporting documentation, NO LATER THAN Wednesday at 4:00pm to make the Board's agenda for the first or third Tuesday of each month. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets and staff has had ample time to review.**