

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-27-11

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Designation of the "Official County Newspaper"

Requested Meeting Date: 1-3-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

- For info only, no action requested
- For discussion only with possible future 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



**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)**

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Designation of the Official County Newspaper**

**DATE: December 28, 2011**

At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the two bids that were received from the Aitkin Independent Age/ Voyager Press and the NewsHopper Publication, Inc. The County Board authorized the bid forms and procedures at the November 22, 2011 County Board meeting.

Staff has attached a bid summary sheet for the County Board to review. Staff will be present at the Board meeting to present the data.

Prior to the meeting contact Kirk or me if you have related questions.

# AITKIN COUNTY - BID COMPARISON FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2012

- 1) (1) PUBLICATION OF OFFICIAL PROCEEDINGS  
**Aitkin Age & Voyageur Press**                      **NewsHopper**  
 \$ 7.50 per column inch                      \$ 7.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS  
**Aitkin Age & Voyageur Press**                      **NewsHopper**  
 \$ 7.50 per column inch                      \$ 7.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST  
**Aitkin Age only**    **NewsHopper**  
 \$ 7.50 per column inch                      \$ 7.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT  
**Aitkin Age only**    **NewsHopper**  
 \$ 5.00 per column inch                      \$ 7.00 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT  
**Voyageur Press only**                                      **NewsHopper**  
 \$ 2.50 per column inch                      \$ 6.75 per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**

Size in inches of newspaper single page sheet = 10.5 by 21.25" **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = 6 **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 213,200 **Age**, 28,943 **VP**

Newspaper circulation within the boundaries of Aitkin County = 9,104 **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,892 **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = 9,104 **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$30.00 **Age**, \$30.00 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = Free **NewsHopper**



*Aitkin County's Newspaper Since 1883*

(218) 927-3761  
(800) 450-3761  
FAX (218) 927-3763  
news@aitkinage.com

PO Box 259  
213 Minnesota Ave. N.  
Aitkin, Minnesota 56431-0159

December 22, 2011

Honorable Board of County Commissioners  
Aitkin County Courthouse  
209 2nd Street NW  
Aitkin, Minnesota 56431

Dear Board of Commissioners:

Pursuant to your request for bids for Aitkin County printing for the year 2012, the *Aitkin Independent Age* and the *Voyageur Press of McGregor* submit to you the attached sheet of printing and publishing bids. In the interest of responding to the current difficult financial times, we are honoring the same rate as last year. We would also like to again point out that these column inch rate numbers are even below the column inch rates you awarded to the *Independent Age* in 2000 (\$7.64 per column inch.)

If the bid is awarded to us we will print the following items in the *Aitkin Independent Age* and furnish all legal printed materials to the *Voyageur Press of McGregor* to be published as well:

Publication of Official Proceedings (Commissioners and Board of Equalization Proceedings)  
Publication of Legal Notices and Miscellaneous Advertisements

In the matter of the Delinquent Tax List, the *Aitkin Independent Age* has elected to bid and the *Voyageur Press of McGregor* has chosen not to bid.

In the matter of the bid for the printing of the county's annual Financial Statement (Official Publication): if accepted, it will be printed in the *Aitkin Independent Age* with a second publication in the *Voyageur Press of McGregor*. The *Age* will furnish all necessary printed materials when approved by the County Auditor to the *Voyageur Press* for publication.

All correspondence and billing will be with the *Aitkin Independent Age* and they will forward all information to the *Voyageur Press*. The *Voyageur Press* will bill the county directly for the Second Printing of the County Financial Statement.

As a reminder, all legal notices published in the *Independent Age* and the *Voyageur Press* are posted on our websites - at no additional charge.

Sincerely,

Kevin G. Anderson, Publisher  
*Aitkin Independent Age*

# VOYAGEUR PRESS

OF MCGREGOR

15 Country House Lane, Suite 400  
P.O. Box 59  
McGregor, MN 55760

Phone: 218-768-3405 • Toll Free: 1-888-339-1199  
Fax: 218-768-7046  
E-mail: [vpofmg@frontiernet.net](mailto:vpofmg@frontiernet.net)

**December 22, 2011**

**Patrick Wussow, County Administrator  
Aitkin County Courthouse  
217 Second Street NW  
Aitkin, MN 56431**

**Re: 2012 Newspaper Bid**

**The Aitkin Independent Age and the Voyageur Press have agreed, once again, to enter a cooperative bid for the 2012 newspaper advertising. Our goal of both Aitkin County publications maximizing our cooperative efforts and posting all information in both papers has worked out well this past year.**

**This bid will remain the same as in 2011. It is fair and comparable to many other counties throughout the state.**

**All correspondence and billing will continue to be conducted with the Aitkin Independent Age and they will forward all information to the Voyageur Press.**

**Please consider the efforts the Aitkin Independent Age and the Voyageur Press have committed to Aitkin County over the years.**

**Thank you for your consideration of our cooperative bid.**

**Sincerely,**

**John Grones, Publisher  
Voyageur Press**

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2011

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 7.50 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 7.50 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 7.50 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 5.00 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 2.50 per column inch (WOULD APPEAR IN VOYAGEUR PRESS ONLY)

Size in inches of newspaper single page sheet = 10 3/8" by 15" (VP OF MCGREGOR)

Maximum number of columns per page in legal notice section = 6 (AGE)  
4 (VP OF MCGREGOR)

Newspaper circulation within the boundaries of Aitkin County = 213,200 (AGE)  
28,943 (VP OF MCGREGOR)

Weekly circulation within the boundaries of Aitkin County = 3892 + 8287 web readers = 12,179 (AGE)  
557 (VP OF MCGREGOR)

Subscription cost per individual customer within Aitkin County for 1 year = \$30 - (AGE)  
\$30 - (VP OF MCGREGOR)

**(Please Print Clearly)**

Name of Bidding Newspaper: AITKIN INDEPENDENT AGE VOYAGEUR PRESS OF MCGREGOR  
BOX 259 15 COUNTRY HOUSE LANE  
Official Address: AITKIN, MN 56431 BOX 59  
MCGREGOR, MN 55760

Printed Name of Submitter: KEVIN G ANDERSON Title: JOHN GRONOS  
PUBLISHER PUBLISHER  
Phone: 218-927-3761 218-768-3405

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Kevin Anderson  
Signature in Ink of Submitter

12/22/11  
Date

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2012

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 7.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 7.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 7.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 7.00 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 6.75 per column inch

Size in inches of newspaper single page sheet = 10.5" by 21.25"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 9104

Weekly circulation within the boundaries of Aitkin County = 9104

Subscription cost per individual customer within Aitkin County for 1 year = Free

**(Please Print Clearly)**

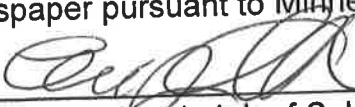
Name of Bidding Newspaper: News Hopper

Official Address: 2027 South Sixth Street Suite 105  
Brainerd, MN 56401

Printed Name of Submitter Eric Heglund Title Owner

Phone: 218-821-1393

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

  
Signature in Ink of Submitter

12-26-11  
Date