

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8/22/2012

Via: Patrick Wussow, County Administrator

From: Steve Bennett - IT

Title of Item:

Mobile Recording System

Requested Meeting Date: 8/28/2012 Estimated Presentation Time: 10 minutes

Presenter: Steve Bennett

**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 (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.**

# Memo

**To:** Patrick Wussow  
**From:** Steve Bennett - IT  
**Date:** 8/22/2012  
**Re:** Mobile Recording System

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Attached find the cost estimate for a mobile recording system. This system can be used to deliver sound at a remote Board meeting as well as to record the proceedings.

The system has six gooseneck table microphones plus a wired microphone connected to a mobile lectern. An audio mixer receives input from the microphones and sends output to the recording device and to the amplified speakers which provides sound to the audience. A mobile case with casters houses the equipment.

The system is capable of expansion in the future – wireless components, additional speakers, integral PC.

Existing equipment – laptop, recording software, speaker cables – will be utilized in addition to the purchased items.

## Mobile Recording System

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost/Each</u>	<u>Total</u>
Audio Mixer	AudioBox1818 VSL	1	\$499.95	\$499.95
Microphone	Shure MX412	7	\$254.75	\$1,783.25
Mic Cable	GSL Audio Patch Cord - 12'	6	\$12.99	\$77.94
Mic Cable	GSL Audio Patch Cord - 25'	1	\$14.99	\$14.99
Surge Protector	Cyberpower CPS-1212RM	1	\$38.24	\$38.24
Speaker	Roland Cube Monitor/PA	2	\$219.00	\$438.00
Extension Cord	16AWG Power Cord - 25'	2	\$16.74	\$33.48
Case	Gator G-Tour Rack Road Case	1	\$539.99	\$539.99
Lectern	K-Log Mobile Podium	1	\$244.00	\$244.00
Misc	Hardware, Foam Packing	1	\$100.00	\$100.00
				\$3,769.84
	Shipping - est			\$40.00
	Tax			\$259.18
<b>Total</b>				<b>\$4,069.02</b>