

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-28-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Designation of the Official County Newspaper - 2013

Requested Meeting Date: 1-8-13 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 (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.**

# 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, 2012**

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 13, 2012 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.

December 21, 2012

**Honorable Board of County Commissioners  
Aitkin County Courthouse  
209 Second St. N.W.  
Aitkin, MN 56431**

Dear Board of Commissioners:

Thank you for naming the *Aitkin Independent Age* and *Voyageur Press* its legal newspaper(s) in 2012. Attached is the bid sheet to run public notices again in 2013. And, it is again a joint bid with the *Voyageur Press* of McGregor.

The joint price bid in 2012 was lower than in 2000, when the board awarded the legals to the *Age* by itself with a rate of \$7.64 per column inch. Last year's lower price was provided because of difficult financial times. The joint bid this year, while slightly higher than last year, is still a great value based upon rates paid historically and the added reach of the public notices appearing in both county papers and online.

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

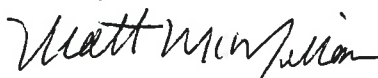
- >Publication of Official Proceedings (Commissioner and Board of Equalization)
- >Publication of Legal Notices and miscellaneous advertisements
- >In the matter of the delinquent tax list, the *Aitkin Independent Age* has elected to bid and the *Voyageur Press* has elected not to bid.
- >In the matter of the bid for printing the annual financial statement, 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 it 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.
- >All legal notices published in the *Age* and *Voyageur Press* are posted at no additional charge at the region's No. 1 website, [www.aitkinage.com](http://www.aitkinage.com).

It is our understanding a paper with its office in Brainerd may also be considered. We understand a court order from the mid-2000s declared it able to carry Aitkin County's public notices. We agree it earned the court order because it met the requirements at the time, which included having an office in Aitkin County. Since moving to another county, its ability to carry public notices also moves with its known office — which has been in Crow Wing County for several years as shown on its submitted bid forms.

We have not heard of an out-of-county paper being considered before when there are papers with offices in the same county. So, we asked Minnesota Newspaper Association attorney Mark Anfinson. He said, "A court order can't override state law." Statute 331A.04 is known as "Registration of a Newspaper for Official Publication." Anfinson says this law clearly states the board must give preference to newspapers with offices in the county.

Please let us know if you have any questions regarding our bid or publications. Thank you for the award of these notices in 2012. We hope to work with you again in 2013.

Sincerely,



Matt McMillan, Publisher  
*Aitkin Independent Age*

# VOYAGEUR PRESS

OF MCGREGOR

*Shining a positive light on our communities*

P. O. Box 59  
McGregor, MN 55760  
218-768-3405  
Fax - 218-768-7046

December 19, 2012

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

Re: 2013 Newspaper Bid

The Aitkin Independent age and the Voyageur Press have agreed, once again, to enter a cooperative bid for the 2013 newspaper advertising. Our goal of both Aitkin County publications maximizing our cooperative efforts and posting all the information in both papers has worked out well this past year.

All correspondence and billing will continue to be conducted with 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 COMPARISON FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2013

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

**Aitkin Age & Voyageur Press**

\$ 8.25 per column inch

**NewsHopper**

\$ 8.75 per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

**Aitkin Age & Voyageur Press**

\$ 8.25 per column inch

**NewsHopper**

\$ 8.75 per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

**Aitkin Age only**

\$ 8.25 per column inch

**NewsHopper**

\$ 8.75 per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

**Aitkin Age only**

\$ 5.50 per column inch

**NewsHopper**

\$ 8.75 per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

**Voyageur Press only**

\$ 2.75 per column inch

**NewsHopper**

\$ 8.75 per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

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 = 3,109 *Print*, **Age**, 575 *Print* **VP**  
+ 7,944 *web readers* = 15,294 *total*

Newspaper circulation within the boundaries of Aitkin County = 6,623 **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,684 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = 6,623 **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 - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2013

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)  
\$ 8.25 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8.25 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8.25 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 5.50 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 2.75 per column inch (WOULD APPEAR IN VOYAGEUR PRESS ONLY)

Size in inches of newspaper single page sheet = 10 3/8" by 15" - VOYAGEUR PRESS  
10 3/8" x 21" - AGE

Maximum number of columns per page in legal notice section = 4 - VOYAGEUR PRESS  
6 - AGE

Newspaper circulation within the boundaries of Aitkin County = 15,294 (see totals below)

Weekly circulation within the boundaries of Aitkin County = 15,294  
Print is 3,684 (3,109 + 575) AA VP  
Web readers 11,610

Subscription cost per individual customer within Aitkin County for 1 year = \$30  
\$30 AGE  
\$30 VP

**(Please Print Clearly)**

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

Printed Name of Submitter MATT MCMILLAN, PUBLISHER Title JOHN GRONES, 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.

Matt McMillan 12/20/12  
Signature in Ink of Submitter

John Grones 12/20/12  
Date

**AITKIN COUNTY - BID FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2013**

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)  
\$ 8.75 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8.75 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8.75 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.75 per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.75 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 = 6623

Weekly circulation within the boundaries of Aitkin County = 6623

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

**(Please Print Clearly)**

Name of Bidding Newspaper: Newshopper

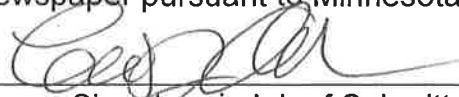
Official Address: P.O. Box 562

Ironton, MN 56455

Printed Name of Submitter Eric J. Heglund Title Owner

Phone: Cell 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

12-20-12  
Date

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

ADOPTED January 8, 2013

By Commissioner: xx

**010813-0xx**

**2013 Official County Newspaper**

**BE IT RESOLVED**, that the xxxxx is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published. xxxxx is named second publication of Financial Statement.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)  
County of Aitkin ) ss.  
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8<sup>th</sup> day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8<sup>th</sup> day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy