

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9/25/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Approve Combination of Property Tax Statements and Valuation Notices

Requested Meeting Date: 10/8/13 Estimated Presentation Time: 15 minutes

Presenter: Mike Dangers and Lori Grams

**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.**



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
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[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

September 30, 2013

To: County Board of Commissioners  
County Administrator

From: Lori Grams, County Treasurer  
Mike Dangers, County Assessor *MD* *LD*

Re: Outsourcing the Notices of Valuation and Classification and Property Tax Statements

Every April, the Assessor's Office mails approximately 34,500 notices of valuation and classification. The Treasurer's Office also prints and mails the same number of property tax statements every March. Starting in the spring of 2014, we are proposing to combine both mailings into one envelope using a third party vendor.

The notices have been outsourced to a vendor for the past two assessment years. This has saved the County thousands of dollars in postage. We have not seen a reduction in the quality of the product from the previous in-house mailing and County staff time has been freed up to do more important tasks. We expect thousands more will be saved with the combination of the property tax statements and notices.

If the County chooses to not outsource mass mailings, we would need to acquire software that would print an Intelligent Mail Barcode. This would require special programming for our Property Tax System. MCIS has estimated the cost of supporting Intelligent Mail Barcodes exceeds \$10,000.

Prior to 2013, Minnesota Counties Information Systems (MCIS) did not support a combined mailing. Crow Wing County was the first MCIS County to go to this type of mailing. Many other Minnesota counties have made the switch including Pine County that first did this in 2005.

A primary concern that we have with a combined mailing is the timing of the mailing and the completion of the Assessor's Office annual appraisal work. Assessors are already preparing to get their information completed in the first full week of March or about three weeks ahead of schedule.

Prior to this new combined mailing, we plan to issue a press release and post on our website the new method of mailing so that taxpayers are aware of the change. We also plan to draft an informational cover letter or card to let all taxpayers know what's happening.

Included with this Board Packet is a copy of a letter of intent, cost estimate, and list of other counties that combine tax statements and valuation notices. Since the expenditure required exceeds \$10,000, County Board approval is required.

Please contact Mike or Lori with any questions.



**MONTE STRUCK**  
Sr. Account Executive

6557 Westwood Pkwy NE  
St Cloud, MN 56303  
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Admin Office: 800-862-3690  
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www.americanbus.com

RECEIVED  
SEP 24 2013  
BY: *Monte Struck*

## ***Tax Form Mailing Program Letter of Intent***

***This Letter of Intent between Aitkin County, MN  
& American Solutions for Business, Glenwood, MN  
is for a duration of one year***

American Solutions for Business (ASB), represented by Monte Struck, Sr. Account Executive, St Cloud MN, will provide the necessary forms and/or services for Aitkin County to successfully print and mail for the following annual projects:

### **Property Tax Statements/Valuation Notices together**

ASB services will include:

- 1) Consult with the Dept of Revenue for the form layout and approval.
- 2) Consult with MCIS to review program changes and form requirements to match software reporting.
- 3) Consult with the appropriate County personnel on the scope of the project, and the forms they wish to order from American Solutions.
- 4) Provide proofs to the Dept of Revenue on behalf of the County.
- 5) Provide proofs to the County for review and sign-off before printing.
- 6) Coordinate with an Outsource Vendor approved by the County and provide all materials to the vendor for the successful printing & mailing of the project.
- 7) Cost of forms and envelopes will not increase more than 7% per year in the terms of the agreement from date of signing.

The attached document represents ASB's estimate of total costs for 2014 excluding postage.

_____	_____	_____
<i>County Authorization</i>	<i>Title</i>	<i>Date</i>
_____	_____	_____
<i>County Authorization</i>	<i>Title</i>	<i>Date</i>
_____	_____	_____
<i>County Authorization</i>	<i>Title</i>	<i>Date</i>

*Monte Struck*

*Solutions for Business*

Sr. Account Executive  
*Title*

8-30-2013  
*Date*



**MONTE STRUCK**  
Sr. Account Executive

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August 12, 2013

**TO: Aitkin County Treasurer  
Aitkin County Assessor**

Enclosed is a cost estimate for the Outsource printing of your Tax Statements & Valuation Notices mailed together:

42,000 8 ½ x 14 Tax Statements	\$25.00/m	\$1,050.00
36,000 8 ½ x 11 Valuation Notice - Canary	\$24.50/m	\$ 882.00
25,000 #10 Wdw Mail-out Envelopes (estimated)	\$31.00/m	\$ 775.00
2 Programming, Set-up, Artwork & proofing	\$550.00/file	\$1,100.00
78,000 Laser imaging	\$42.15/m	\$3,287.70
25,000 (estimated) Fold & insert, matching, inline metering, data processing & print formatting	\$72.50/m	\$1,812.50
25,000 Sorting, NCOA Cass Certify, and mail entry to U.S Post Office	\$39.70/m	\$ 992.50
900 Hand insert Flats 9 x 12 Env.	\$ 0.60/ea	<u>\$ 540.00</u>

**Estimated Total (excluding postage)**

**\$10,439.70**

Options: Return Payment Envelopes – Green	\$32.50/m
PDF File images for in-house use	\$20.00/m

Estimate is based using Impact Proven Solutions as the outsourcing Vendor for this project. Impact is a Certified Full Service IBC Mailer with their printing location in Minneapolis, MN. American will coordinate all form design with the Treasurer, Assessor, MCIS, the Department of Revenue and Impact Mailing.

Please feel free to contact me if you have any questions or concerns.  
I look forward to serving you.

Sincerely

Monte Struck  
Sr Account Executive



**MONTE STRUCK**  
Sr. Account Executive

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**Counties that outsource and mail  
Tax Statement & Valuation notice together**

Beltrami  
Crow Wing  
Stearns  
Kandiyohi  
Isanti  
Winona  
Fillmore  
Martin  
Brown

Becker  
Pine  
Carver  
Douglas  
Goodhue  
Wabasha  
Mower  
Faribault  
Jackson

Clay  
Todd  
Scott  
Chisago  
Blue Earth  
Redwood  
Rice  
Watonwan