

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-30-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Designation of the Official County Newspaper - 2014

Requested Meeting Date: 1-7-14 Estimated Presentation Time: _____

Presenter: Steve Bennett, IT Director

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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 30, 2013

At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the results of the request for bids that were sent to the Aitkin Independent Age/ Voyager Press and the NewsHopper Publication, Inc. The County Board authorized the bid forms and procedures at the November 12, 2013 County Board meeting.

Staff has attached the 2014 bid summary sheet for the County Board to review. Staff will be present at the Board meeting to present the data. Please note this year the NewsHopper did not submit a bid.

Also included in this packet are the bid comparisons for the years 2013, 2012, 2011, 2010, and 2009 to give the Board a better understanding of the increasing costs over the years.

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



December 27, 2013

**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 2013. Attached is the bid sheet to run public notices again in 2014. And, it is again a joint bid with the *Voyageur Press* of McGregor.

In 2000, the board awarded the legals to the *Age* by itself with a rate of \$7.64 per column inch. The joint bid 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.

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 ever 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.

Since Crow Wing County awarded public notices to the other paper this year, it is more clear than ever that its known office is not in Aitkin County.

Please let us know if you have any questions regarding our bid or publications. Thank you for the award of these notices in 2013. We hope to work with you again in 2014.

Sincerely,

A handwritten signature in black ink that reads "Matt McMillan".

Matt McMillan, Publisher
Aitkin Independent Age

**AITKIN COUNTY - BID COMPARISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age & Voyageur Press

\$ 8.58 per column inch

NewsHopper

\$ no bid per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age & Voyageur Press

\$ 8.58 per column inch

NewsHopper

\$ no bid per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age only

\$ 8.58 per column inch

NewsHopper

\$ no bid per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age only

\$ 5.66 per column inch

NewsHopper

\$ no bid per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Voyageur Press only

\$ 2.92 per column inch

NewsHopper

\$ no bid 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 = no bid **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 = no bid **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 = no bid **NewsHopper**

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

Weekly circulation within the boundaries of Aitkin County = no bid **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$32.00 **Age**

Subscription cost per individual customer within Aitkin County for 1 year = no bid **NewsHopper**

JOINT BID - AITKIN INDEPENDENT AGE & VOYAGEUR PRESS OF MCGREGOR
(Draft for discussion Only)

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014

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)
\$ 8.58 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 8.58 per column inch (WOULD APPEAR IN BOTH NEWSPAPERS)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 8.58 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 5.66 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 2.92 per column inch (WOULD APPEAR IN VOYAGEUR PRESS ONLY)

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

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

Newspaper circulation within the boundaries of Aitkin County = 15,294

Weekly circulation within the boundaries of Aitkin County = 15,294 Print is 3,684 (3,104, 575) 9A 10
Web readers = 7,944 652 AGE

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

(Please Print Clearly)

Name of Bidding Newspaper: AITKIN INDEPENDENT AGE VOYAGEUR PRESS
213 MINNESOTA AVE. N. PO BOX 254 15 COUNTRY HOUSE LANE PO BOX 59
Official Address: AITKIN, MN 56431 MCGREGOR, MN 55760

Printed Name of Submitter MATT McMILLAN, PUBLISHER Title JOHN GRONES, PUBLISHER
Phone: 218-917-3761 218-768-3465

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

Matt McMullan 12/23/13
Signature in Ink of Submitter

Date

John Grones 12/27/13

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

ADOPTED January 7, 2014

By Commissioner: xx

010714-0xx

2014 Official County Newspaper

BE IT RESOLVED, that the *Aitkin Independent Age/Voyageur Press* is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published. *Voyageur Press* 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 7th day of January A.D., 2014, 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 7th day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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 COMPARISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2012**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age & Voyageur Press

\$ 7.50 per column inch

NewsHopper

\$ 7.00 per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age & Voyageur Press

\$ 7.50 per column inch

NewsHopper

\$ 7.00 per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age only

\$ 7.50 per column inch

NewsHopper

\$ 7.00 per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age only

\$ 5.00 per column inch

NewsHopper

\$ 7.00 per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Voyageur Press only

\$ 2.50 per column inch

NewsHopper

\$ 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 - BID COMPARRISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2011**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper
\$__7.50__ per column inch	\$__8.75__ per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper
\$__7.50__ per column inch	\$__8.75__ per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper
\$__7.50__ per column inch	\$__8.75__ per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__5.00__ per column inch	\$__8.75__ per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__2.50__ per column inch	\$__8.75__ 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**

Maximum number of columns per page in legal notice section = __6__ **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = _?????_ **Aitkin Age**

Newspaper circulation within the boundaries of Aitkin County = _9,420_ **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = __3,892__ **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = __9,420__ **NewsHopper**

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

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

**AITKIN COUNTY - BID COMPARRISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2010**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper
\$__3.75__ per column inch	\$__4.88__ per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper
\$__5.50__ per column inch	\$__4.88__ per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper
\$__4.50__ per column inch	\$__4.88__ per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__4.00__ per column inch	\$__4.88__ per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__6.50__ per column inch	\$__4.88__ 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 = 11.375 by 17" **NewsHopper**

Maximum number of columns per page in legal notice section = __6__ **Aitkin Age**

Maximum number of columns per page in legal notice section = __6__ **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = _3,816_ **Aitkin Age**

Newspaper circulation within the boundaries of Aitkin County = _8,256_ **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = _12,018 Paper & Web_ **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = __8,256__ **NewsHopper**

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

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

**AITKIN COUNTY - BID COMPARRISON FORM
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2009**

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper
\$__3.60__ per column inch	\$__6.75__ per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper
\$__5.00__ per column inch	\$__6.75__ per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper
\$__3.60__ per column inch	\$__2.95__ per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__3.60__ per column inch	\$__6.75__ per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper
\$__5.00__ 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 16" **NewsHopper**

Maximum number of columns per page in legal notice section = __6__ **Aitkin Age**

Maximum number of columns per page in legal notice section = __6__ **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = __3,444__ **Aitkin Age**

Newspaper circulation within the boundaries of Aitkin County = __8,364__ **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = __3,444__ **Aitkin Age**

Weekly circulation within the boundaries of Aitkin County = __8,364__ **NewsHopper**

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

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