



STAFF REPORT

DATE: January 2, 2018
CONSENT
ITEM #: 3

AGENDA ITEM: Designate Official Publication Newspaper of Record

SUBMITTED BY: Julie Johnson, City Clerk

BACKGROUND:

Pursuant to Minn. State Statute § 412.831, the City Council is to select an official newspaper of record for legal publications. From a financial and timeliness perspective, City Staff has had an effective working relationship with *The Oakdale-Lake Elmo Review* as its official newspaper for the past few years. *The Oakdale-Lake Elmo Review* meets all statutory requirements for legal publications, has a reasonable publication schedule/deadline for submission, and its rates for publication are very competitive. Complimentary copies of *The Oakdale-Lake Elmo Review* are delivered to City Hall each week for residents.

ISSUE BEFORE COUNCIL:

What newspaper should the City use for official publications?

PROPOSAL:

The City Council is asked to select an official newspaper. Two quotes were received one from *The Oakdale-Lake Elmo Review* and one from *St. Croix Valley Lowdown*.

OPTIONS:

The Council may designate one of the two newspapers that have submitted bids as the official publication newspaper of record.

RECOMMENDATION:

The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City's official newspaper of record for 2018. *The Oakdale-Lake Elmo Review* publishes weekly and the *St. Croix Valley Lowdown* publishes bi-weekly, therefore staff recommends choosing *The Oakdale-Lake Elmo Review*. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2018.”