

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-31-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Mobile Recording System

Requested Meeting Date: 8-7-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

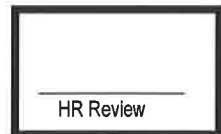
- ☒ For info only, no action requested ☐ Approve under Consent Agenda  
☐ For discussion only with possible future action ☐ Adopt Ordinance Revision  
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)  
☐ Approve/adopt proposal by motion ☐ Approve/adopt proposal by resolution (attach draft resolution)  
☐ Authorize filling vacant staff position  
☐ Request to schedule public hearing or sale ☐ Other (please list) \_\_\_\_\_  
☐ Request by member of the public to be heard  
☐ Item should be addressed in closed session under MN Statute \_\_\_\_\_

**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) Price outline

**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: Follow up – Discussion to hold Board meetings at Different Locations in Aitkin County**

**DATE: July 30, 2012**

Earlier this year, Commissioner Marcotte raised the issue of possibly holding County Board meetings in other locations in Aitkin County. Staff understands that it would only be a couple of meetings a year held at other locations, in the hope to involve more County residents.

With this in mind, and with the help of Commissioner Marcotte, the Hill City School was contacted to be a possible location for the first of these mobile County Board meetings. A meeting was held in July with the Superintendent to review their facilities, including determining which room would be adequate, access for the public, and recording equipment.

Of all the issues being addressed at the Hill City School the most significant is the recording. Where ever the Board wants/needs to record a meeting this will be an issue. Because the School Board does not record their School Board meetings, we are working with their music teacher, who is away for part of the summer, to determine if their recording equipment is compatible with the recording system of the County. Additionally, staff put together a quote (attached) for a mobile recording system for offsite meetings. Because the system has built in speakers it could be used for Board meetings that have overflow in the hallways of the Boardroom and Courtroom. This system could also be useful at Long Lake, Timber and Land sales, and a variety of other meetings held by county staff.

The dates that are being discussed for a County Board meeting in Hill City are the first two meetings in October.

Please contact me with any questions.

## **Mobile Recording System for Offsite Meetings**

- Use existing Lenovo laptop
- Use existing Liberty Court Recorder software
- Four wireless microphones (4 x 499)
- Four wireless receivers (4 x 380)
- One audio mixer (1 x 299)
- Two amp/speaker units (2 x 169)
- Two power adapters (2 x 35)
- Cables (est. @ 100)

Tax, shipping, misc brings above costs to approximately \$5000.

We would mount in some sort of traveling case with an equipment rack and soft packing, cost est. at \$1000.

Total package around \$6000.