



AGENDA SECTION	CONSENT
ITEM NO.	
MEETING DATE	JANUARY 11, 2020

**CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER**

<b>ITEM:</b>	Legal Newspaper for 2021		
<b>DEPARTMENT:</b>	Administration	<b>CITY MANAGER'S APPROVAL:</b>	
<b>BY/DATE:</b>	Nicole Tingley / January 5, 2021	<b>BY/DATE:</b>	<i>Kell Bonyea</i> 1/5/21
<b>CITY STRATEGY:</b>	Choose an item.		
<b>Additional Strategy?</b>	Choose an item.		
<b>SHORT TERM GOAL (IF APPLICABLE):</b>	Choose an item.		
<b>Additional Goal?</b>	Choose an item.		

**BACKGROUND:**

Annually the City Council designates an official newspaper for publishing of legal notices and other required publications. The City Charter Chapter 12, Section 10 and State Statute 331A addresses the requirements of a legal newspaper, some of the requirements include that the newspaper:

- Be published at least twice a month
- Be registered with the Secretary of State's office
- Be circulated in the political subdivision which it purports to serve
- Have its known office of issue established in either the county in which it lies, or the political subdivision which the newspaper purports to serve
- File a copy of each issue immediately with the State Historical Society
- Submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section and paid the fee.
- It shall annually designate a newspaper of general circulation in the city as the official paper in which shall be published such measures and matters as are by the constitution and laws of this state required to be so published, and such other matters as the council may deem it wise to have published in this matter, or in lieu thereof it may establish a municipal publication, which shall then be the official newspaper.

Staff received quotes from Life, the Star Tribune, and the Northeaster. These are attached. A comparison table is on the next page.

	<b>Life</b>	<b>Northeast</b>	<b>Star Tribune</b>
<b>Submission Deadline</b>	Tuesday at 10 am	Tuesday the week before	2 days before at 4 pm
<b>Publication Schedule</b>	Weekly Every Friday	Generally, Every Other Wednesday*	Sunday-Saturday (Everyday)
<b>Circulation in Columbia Heights</b>	1,060	8,093	Daily: 940 Sunday: 2020
<b>How Distributed</b>	Free Subscription	Free Automatically Delivered	Paid Subscription
<b>Areas Served</b>	Blaine, Spring Lake Park, Fridley, Columbia Heights	St. Anthony, NE Minneapolis, Columbia Heights	All over Twin Cities Area
<b>Price for Sample Publication</b>	\$56.25	\$60	\$57.64

\*Every other week except two 3 week breaks, one June 30 to July 21 and one to August 4 to August 25, no paper at end of December.

**STAFF RECOMMENDATION:**

City staff recommends moving forward with designating Life as the legal newspaper for 2021. Price is fairly similar for all options based on the sample publication pricing. After consideration of other factors, Life is the free newspaper option with a more frequent publishing schedule and a closer to publication submission deadline. This is important for notices that may not have as advanced notice and/or needs to be published in multiple editions.

**RECOMMENDED MOTION(S):**

Move to designate Life as the City of Columbia Heights official legal newspaper for 2021.

**ATTACHMENT(S):**

Life Submission  
Northeast Submission  
Star Tribune Submission