

## RESOLUTION NO. 2021- \_\_\_\_\_

### Designating Official County Newspaper

#### Executive Summary

Every two years Jefferson County enters into a contract with a local newspaper to serve as the County's official newspaper for the publication of County Board proceedings and other necessary legal publications as required by Wisconsin Statutes. The existing contract with the *Daily Jefferson County Union* expires on April 18, 2022. The Executive Committee solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, to be the County's official newspaper for the next two years commencing April 19, 2022 and running until April 15, 2024. APG Media of Southern Wisconsin submitted 3 joint bids, which included printing in both newspapers and free online posting on the corresponding newspaper website at no additional charge. After reviewing the bids, the Executive Committee recommends selecting Daily Jefferson County Union from APG Media of Southern Wisconsin as the official county newspaper for the 2022-2024 term of the Jefferson County Board of Supervisors. The committee also recommends selecting bid number three that would print the County Board minutes in both the Daily Jefferson County Union and Watertown Daily Times, as well as posting of a digital copy on the corresponding newspaper website at no additional charge.

WHEREAS, the Executive Committee has solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union*, to be the County's official newspaper for the next two years commencing April 19, 2022, and

WHEREAS, APG Media of Southern Wisconsin, submitted three bids as follows:

Bid #1	Bid #2	Bid #3
Daily Jefferson County Union	Watertown Daily Times	Printed in Both Papers
\$1.04 per published line	\$1.04 per published line	\$1.24 per published line

WHEREAS, printing in both the Daily Jefferson County Union and the Watertown Daily Times will reach more than 7,000 Jefferson County households, and

WHEREAS, the Executive Committee recommends selecting bid number three from APG Media of Southern Wisconsin, printing the County Board minutes in both the Daily Jefferson County Union and the Watertown Daily Times at a cost of \$1.24 per line, and

WHEREAS, the Executive Committee recommends designating the Daily Jefferson County Union as the official county newspaper for the 2022-2024 term of the Jefferson County Board of Supervisors, and

WHEREAS, the Executive Committee recommends continuing to print the minute book in house.

NOW, THEREFORE, BE IT RESOLVED that Daily Jefferson County Union, owned by APG Media of Southern Wisconsin, be designated the County's official newspaper for April 2022 - April 2024, and the bid of APG Media of Southern Wisconsin to publish the County Board minutes in both the Daily Jefferson County Union & the Watertown Daily Times, be accepted in the amount of \$1.24 per published line.

*Fiscal Note: Publication costs are increasing per published line, but the amount of lines of publication will be decreasing. It is anticipated that the fiscal impact of this resolution is estimated to remain under the current budgeted amount based on 2020-2022 publication requirements.*

Referred By:  
Executive Committee

3-08-2022

REVIEWED: County Administrator:      ; Corporation Counsel:      ; Finance Director:      .

## **Proposed Orientation Meeting –**

- Pre-meeting – new board members on-board with HR (ID's, paperwork)
- Welcome, Introductions, Meet and Greet (last time we did a small dinner)
- Review of Organizational Meeting Agenda (County Clerk and Administrator)
  - o Review voting process for election of board leadership
  - o Review any action items
- Legal and Ethical Considerations: Corporation Counsel J. Blair Ward
  - o Open Meetings/Public Records
  - o Ethics
  - o Parliamentary Procedure
- Practical Tips: County Clerk/Administrator/MIS
  - o Supervisory District Information
  - o Use of County E-mail/ multifactor authentication training
  - o Per Diems/Benefits/Reimbursements (training on per diem software)
  - o Using the Attendance/Roll Call/Voting Machine
  - o Agenda Packets (Web Site Information Resource):
    - Annotated Agenda
    - Resolution Mock-Up
    - Voting Procedure Mock-Up
  - o Interest Survey (for Committee/Board Assignments)
  - o Supervisor Assignments
  - o Business Cards
- General Information
  - o Building Security Considerations
  - o Other General Information
  - o Department Head Contacts and County Facilities
  - o Additional Resources and Training – (WCA and Extension)
- Question and answers
  
- \*\*Wisconsin County Government: (this was included last time, some may be)
  - o Framework of Your WI Government/Context on County Government
  - o Limits of County Board Administrative Authority Fact Sheet
  - o Review of Recommended County Board Rules of Order

## **Recommend Pre- orientation/Education Sessions**

- Jefferson County 101
  - o Department Structure
  - o Committee Overview/Process
  - o Budget
    - Provide Calendar
  - o Insurance
- American Rescue Plan Act Status
- Projects
  - o Interurban
  - o Courthouse/Sheriff
  - o South Campus
  - o Fair Park
  - o Broadband
  - o Communications projects
  - o Flood mitigation
  - o Utility Projects
    - LNG
    - Solar Projects
- Highway
  - o Operations
  - o Capital Process/Current Highway Plans
- Comprehensive Plan
  - o Implementation process
    - Project examples – Discover Wisconsin, Housing
    - New positions – GIS, HR, Admin
  - o Strategic Plan
  - o Priority Based budgeting