

AGENDA

Executive Committee
Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

Wednesday, February 26, 2020 8:30 a.m.

Committee Members

Amy Rinard, Chair; Jim Braughler, vice-chair; Steve Nass, secretary; Jim Mode; Jim Schroeder

1. Call to Order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Review of Agenda
5. Public Comment (Members of the public who wish to address the committee on specific agenda items must register at this time)
6. Approval of January 29, 2020 committee meeting minutes
7. Approval of February 11, 2020 county board minutes
8. Communications
9. Discussion and possible action on 2020-2022 Official Newspaper Bid Results
10. Discussion and possible action on publishing resolutions and ordinance in the minutes
11. Discussion and possible action on proposed County Board rules
12. Comprehensive Plan Update
 - Discuss Focus Groups
13. Discussion on Public Policy Forum report
14. County Projects Updates
15. County Administrator's monthly report
16. Discussion and possible action on tentative future meeting schedule and agenda items.
17. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

#6

January 29, 2020
Executive Committee

1. **Call to Order**
Meeting was called to order by Rinard at 8:30 a.m.
2. **Roll Call**
Administration and Rules Committee Members
Members present: Jim Braughler, Jim Mode, Steve Nass, Amy Rinard and Jim Schroeder.

Others Present: Ben Wehmeier, County Administrator; Anita Martin, Lake Mills; Supervisor Walt Christensen; Lisa Stukenberg, Citizen Climate Lobby; Alyson Schmeisser, Citizen Climate Lobby; Supervisor Ed Morse; Sarana Stolar, Corporation Counsel; Frankie Fuller; Peggy Glassford; Matt Zangl, Zoning Director and Patricia Cicero, Interim Land and Water Conservation Director.
3. **Certification of compliance with Open Meeting Law Requirements**
Wehmeier certified compliance with the Open Meetings Law.
4. **Review of Agenda**
Item #11 was moved up to accommodate staff and members of the public.
5. **Public Comment**
 - Stukenberg, Christensen, Morse, Fuller and Schmeisser spoke in support of the Resolution "Recommending Support for HR 763, the Proposed Energy Innovation and Carbon Dividend Act"
 - Fuller spoke against combining the Land and Water Conservation and UW Extension Committees
 - Martin asked the committee to consider changing the Solid Waste Committee back to the Solid Waste/Air Quality Committee
6. **Approval of the January 8, 2020 committee meeting minutes**
Draft minutes were provided for review.

Motion by Nass/Mode to approve the January 8, 2020 committee meeting minutes as presented.
Motion passed 5-0.
7. **Approval of the January 14, 2020 county board minutes**
Draft minutes were provided for review.

Motion by Braughler/Schroeder to approve the January 14, 2020 County Board minutes as corrected.
Motion passed 5-0.
8. **Communications**
None
9. **Comprehensive Plan Update**
Wehmeier said that the Focus Groups have been scheduled. There is still a need for participants on the Transportation Focus Group. No action taken.
10. **Discussion and possible action on 2020-2022 Official Newspaper Bid documents**
A copy of the bid documents was provided for review. Adding a bid for online postings for all newspapers was discussed. No action taken.
11. **Discussion and possible action on Resolution "Recommending Support for HR 763, the Proposed Energy Innovation and Carbon Dividend Act"**
A copy of the resolution was provided for review. The committee discussed the resolution and the county's authority on this matter.

Motion by Nass/Rinard to support the resolution and forward it to the County Board for their consideration. Braughler, Mode, Schroeder voted No. Motion failed. 3-2.

12. Discussion and possible action on Complete Count Committee - Census

Wehmeier has an individual that may help with reaching out to some key groups for proper representation. No action taken.

13. Discussion and possible action on draft of County Board Rules regarding combination committees (HR & Finance: UW Extension & Land and Water Conservation)

A copy of the proposed board rules was provided for review. No action taken.

Motion by Schroeder/Braugler to advance both combinations to the Board. Motion passed.

Motion by Schroeder/Mode to amend the language of the HR & Finance Committee to say seven members appointed by the Chair consisting County Board Supervisors. Braugler and Rinard voted no. Motion passed 3-2.

Motion by Schroeder/Mode to amend the language of the UW Extension and Land and Water Conservation Committee to say seven members appointed by the Chair consisting of at least five County Board Supervisors. Motion passed.

14. Discussion and possible action on remote meeting attendance rules

A copy of the proposed Board Rule for Remote Attendance was provided for review. Wehmeier reviewed the information. The committee revised some language. It was suggested that the Administrator prepare a report for the County Board showing how many remote attendances occurred that year. No action taken.

15. Review of County Board Rules

The committee discussed the authority of the county in terms of dealing with air quality issues. The committee supports leaving the current name - Solid Waste Committee. A copy of the proposed Board Rule for the Broadband Working Group was provided for review. An overview of the Board Rules will go the February County Board meeting. They will be voted on at the April meeting.

Motion by Mode/Schroeder to include the Broadband Working Group in the proposed Board Rules. Motion passed 5-0

16. Financial Reports (YTD)

- a. Clerk of Courts
- b. Corporation Counsel
- c. County Administrator
- d. County Board
- e. County Clerk

Financial Reports were provided for review. No action taken.

17. County Administrator's monthly report

Wehmeier gave a verbal report highlighting the following: looking at road conditions related to safety and various maintenance options, attended State Leadership Program, Oconomowoc Rotary meeting, Corporation Counsel transition, Rock River Landing Park; Potter Lawson and building upgrade kick off, Waterloo GIS Implementation, WI Policy Forum shared services meeting, Finalizing information for County Board Orientation meeting, Bond call. No action taken.

18. Discussion and possible action on tentative future meeting schedule and agenda items

- Approval of January 29, 2020 Executive Committee meeting minutes
- Approval of February 11 2020 County Board meeting minutes
- Discussion and possible action on County Board Rules
- Comprehensive Plan Update
- Financial Reports

19. Next meeting: February 26, 2020 at 8:30 a.m.

20. Adjourn

Motion by Rinard/Nass to adjourn at 10:50 a.m. Motion approved 5-0.



HOME

Account Inquiry - Munis [Jefferson County]

Accept Cancel Search Browse Query Builder Segment Find Search Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notes Audit Maplink Alerts

Confirm Search Actions Output Office Tools Menu

Detail Project Strings Months User Defined Fields Totals























Fund 100 ... Gen Fund Acct 100 -10-16-00-000-000-16010-000-531321-

Org 11601 ... Co Board Acct name Publication Of Legal Notice Account Notes

Object 531321 ... Pub of Lgl Type Expense Status Active

Project ... Co Bd Operating Cost

Sub-Rollup ... MultiYr Fund

Yr/Per 2019/12	Current Year	History					
	Fiscal Year 2019		Fiscal Year 2018		Fiscal Year 2017		Fiscal Year 2020
Original Budget	15,000.00		15,000.00		15,000.00		.00 
Transfers In	.00		.00		.00		.00 
Transfers Out	.00		.00		.00		.00 
Revised Budget	15,000.00		15,000.00		15,000.00		.00
Actual (Memo)	12,625.90		13,374.04		10,893.42		1,033.18 
Encumbrances	.00		.00		.00		.00 
Requisitions	.00						.00 
Available	2,374.10		1,625.96		4,106.58		-1,033.18
Percent used	84.17		89.16		72.62		.00

Daily Jefferson County Union

28 Milwaukee Ave. West

Fort Atkinson, WI 53538

Phone (920) 563-5553

Fax (920) 563-2323

February 22, 2018

J. Blair Ward, Corporation Counsel
Jefferson County Corporation Counsel
Courthouse, Room 110
311 S. Center Ave.
Jefferson, WI 53549

Mr. Ward:

Thank you and the Jefferson County Board for the opportunity to again bid on the selection of the official newspaper for the publication of the monthly minutes of Jefferson County Board. The Daily Union has been pleased to be a partner with the County for the past several years in this capacity. This cover letter is attached to our bid for the April 2018 through March 2020 time period.

As you will see on the attached bid, the Daily Jefferson County Union has the highest circulation, readership audience, and market penetration of any newspaper in Jefferson County. I have included a chart that breaks down our paid circulation by zip code, as well as our October 2017 U.S. Postal Statement of Ownership, Management and Circulation.

Between the readership of the Daily Jefferson County Union newspaper, the expanded reach and convenience of our website, and our record of service to the County, we believe that we are the best option to most effectively serve the citizens of Jefferson County.

We appreciate the Board's consideration of our proposal.

Sincerely,



Robb Grindstaff
General Manager
Daily Jefferson County Union

cc: Brian V. Knox, Publisher

OFFICIAL NEWSPAPER BID FORM

A. Publication of Official Board Proceedings:

(Estimate an average of 1,000 lines per month for Board minutes)

Type Size: 9 pt. set

Line Size: 9.5 pt. line

Line Width: 21.75 picas

There are to be no additional charges for tables, graphs, etc.

Paid circulation in Jefferson County by zip code: _____

SEE ATTACHED ZIP CODE BREAKDOWN.

Grand total of paid circulation in Jefferson County: 6,482

Cost per line: (width 21.75) \$ 0.76

(Minutes must be published in a regularly circulated publication of the successful bidder's newspaper in the manner provided by law not later than 60 days after the adjournment of a County Board meeting.)

B. OPTION: Printing of Minute Books – 5 ½ inch x 8 ½ inch book with not less than 21.75 pica width, 9 pt. type (assume 244 pages/see attached example)

Price per page if 50 books printed \$ 0.049 per pg. per book

Cost of 50 books \$ 600.00

C. CD of the Board minutes from April through March:

Price per disk: \$ 0.00 - no charge

COMMENTS: _____

Monthly minutes will also be posted to the newspaper's website at www.dailyunion.com/public_notices/ at no additional charge. Daily Union website draws an average of 60,000+ unique visitors per month.

Minutes are also uploaded the Wisconsinpublicnotice.org at no charge, a searchable database produced by the Wisconsin Newspaper Association of all legal/public notice advertising statewide.

Newspaper: DAILY JEFFERSON COUNTY UNION

By: ROBB GRINDSTAFF

Date: FEB. 22, 2018

DAILY JEFFERSON COUNTY UNION

28 Milwaukee Ave. W., Fort Atkinson
920-563-5553 • www.dailyunion.com

JEFFERSON COUNTY, WISCONSIN AVERAGE PAID CIRCULATION BY ZIP CODE

ZIP CODE	Paid Circulation
53538	3,238
53549	1,574
53038	215
53137	142
53523	211
53551	265
53178	144
53156	133
53094	55
53190	505
Total	6,482

Numbers as of 9/29/2017 per USPS Form 3526, Annual
Statement of Ownership, Management and Circulation.



**UNITED STATES
POSTAL SERVICE®**

**Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)**

1. Publication Title DAILY JEFFERSON COUNTY UNION	2. Publication Number 1 4 3 - 4 0 0	3. Filing Date September 29, 2017
4. Issue Frequency Daily except Saturday, Sunday and Holidays	5. Number of Issues Published Annually 254	6. Annual Subscription Price \$99.75 Home Delivery \$104.75 Mail
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) 28 Milwaukee Avenue West, PO Box 801, Fort Atkinson, Jefferson County, WI 53538-0801		Contact Person Brian V. Knox Telephone (Include area code) 920-563-5551

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)
28 Milwaukee Avenue West, PO Box 801, Fort Atkinson, Jefferson County, WI 53538-0801

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)
Publisher (Name and complete mailing address)

Brian V. Knox, 28 Milwaukee Avenue West, PO Box 801, Fort Atkinson WI 53538-0801

Editor (Name and complete mailing address)

Managing Editor (Name and complete mailing address)

Christine M. Spangler, 28 Milwaukee Avenue West, P.O. Box 801, Fort Atkinson WI 53538-0801

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
(SEE RIDER ATTACHED)	

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box ☒ None

Full Name	Complete Mailing Address

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
☐ Has Not Changed During Preceding 12 Months
☐ Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title DAILY JEFFERSON COUNTY UNION		14. Issue Date for Circulation Data Below September 29, 2017	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (<i>Net press run</i>)		6,959	7,249
b. Paid Circulation (<i>By Mail and Outside the Mail</i>)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	211	213
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (<i>Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies</i>)	34	34
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	6,400	6,448
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Distribution (<i>Sum of 15b (1), (2), (3), and (4)</i>) ▶		6,645	6,695
d. Free or Nominal Rate Distribution (<i>By Mail and Outside the Mail</i>)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	5	5
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	0	0
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	0	0
	(4) Free or Nominal Rate Distribution Outside the Mail (<i>Carriers or other means</i>)	49	284
e. Total Free or Nominal Rate Distribution (<i>Sum of 15d (1), (2), (3) and (4)</i>)		54	289
f. Total Distribution (<i>Sum of 15c and 15e</i>) ▶		6,699	6,984
g. Copies not Distributed (<i>See Instructions to Publishers #4 (page #3)</i>) ▶		260	265
h. Total (<i>Sum of 15f and g</i>)		6,959	7,249
i. Percent Paid (<i>15c divided by 15f times 100</i>) ▶		99.19%	95.86%

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



**UNITED STATES
POSTAL SERVICE®**

**Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)**

16. Electronic Copy Circulation

DAILY JEFFERSON COUNTY UNION	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies ▶	244	268
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a) ▶	6,889	6,963
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a) ▶	6,943	7,252
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100) ▶	99.22%	96.01%

☐ I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

☒ If the publication is a general publication, publication of this statement is required. Will be printed

☐ Publication not required.

in the October 12, 2017 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Brian V. Knox
President/Publisher

Date

September 29, 2017

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).



**OFFICIAL NEWSPAPER BIDS
JEFFERSON COUNTY BOARD PROCEEDINGS**

Publication of Official Proceedings

APG Media of Southern Wisconsin, dba Daily Jefferson County Union and Watertown Daily Times, (APG) hereby submit this joint bid for publication of the Jefferson County Board official proceedings, commencing on the third Tuesday in April of 2020 and running until the date immediately preceding the third Tuesday in April of 2022.

Three (3) separate bids are included on this document, along with digital posting options:

- (a) Daily Jefferson County Union
- (b) Watertown Daily Times
- (c) Combined Daily Union and Daily Times

Requirements

1. APG will publish the official Jefferson County Board proceedings in a regularly circulated newspaper or newspapers in the manner provided by law not later than sixty (60) days after the adjournment of each County Board meeting. An affidavit of publication shall be provided to the County Administrators Office following publication.

2. Type shall be 9 pt. set on a 9.5 pt. line. Line width shall be not less than 21.75 picas for the 5 ½ inch x 8 ½ inch book. Paid circulation within Jefferson County by zip code summarized below, with more detailed breakdown on separate attachments.

-- Line width in newspaper printed edition is 19.5 picas wide; booklet may be set at same size as newspaper line width, or can be enlarged slightly to 21.75 picas; this can, however, throw off any special formatting.

-- Daily Jefferson County Union 2019 net paid circulation averaged 5,322. Total distribution within Jefferson County was approximately 5,600.

-- Watertown Daily Times 2019 net paid circulation averaged 5,283. Gross distribution within Jefferson County was approximately 3,505.

3.

4.

PO Box 888
Fort Atkinson WI 53538

920.691.3624
rgrindstaff@dailyunion.com

Daily Jefferson County Union

Watertown Daily Times

Hometown News Publications

5. County will provide a WORD format copy of the official Jefferson County Board proceedings for each session of the Board by email not later than 72 hours after the Board adjourns each meeting.

6. A pdf proof shall be emailed back to the County Board Reporter as soon as possible. The County Board Reporter will provide any corrections via email to the newspaper and request an updated pdf proof. The Executive Committee generally meets the last Wednesday of each month. The updated proof for this meeting is to be submitted via email by the Friday preceding this meeting to the County Board Reporter. A payment of \$5.00 per page per day shall be paid to the County for late delivery. (See: attached example)

7. The corrected/final pdf proof shall be emailed by the newspaper each month to the County Board Reporter. This is required so that each month an index can be compiled

Publication of Legal Notices, Etc.:

Materials shall be published as directed by Jefferson County as needed according to applicable legal requirements throughout the term of this contract. An affidavit of publication shall be provided to the County Administrator's Office following publication.

Bid #1 – Daily Jefferson County Union

Production and publication of official Jefferson County Board proceedings in the Daily Jefferson County Union:

- \$0.73 per published line (including formatted blank lines and space occupied by special formatted text);
- Rate is 53 percent off the standard legal rate as set by the State of Wisconsin for a legal notice publishing 19.5 picas wide, adjusted for point size;
- All proceedings are posted on the Wisconsin Newspaper Association (WNA) Public Notices website <http://www.wisconsinpublicnotice.org/> automatically at no charge. This is a statewide searchable database of legal notice advertising provided by the WNA;
- All display advertising, including the board proceedings, will be digitized and placed on the corresponding newspaper website in a searchable archive at no additional fee;
- Optional: For a fee of \$10 per newspaper page, we will post the booklet-format PDFs to a specific web page on our website at www.dailyunion.com each month upon print publication.

Bid #2 – Watertown Daily Times

Production and publication of official Jefferson County Board proceedings in the Watertown Daily Times:

- \$0.73 per published line (including formatted blank lines and space occupied by special formatted text);
- Rate is 53 percent off the standard legal rate as set by the State of Wisconsin for a legal notice publishing 19.5 picas wide, adjusted for point size;
- All proceedings are posted on the Wisconsin Newspaper Association Public Notices website <http://www.wisconsinpublicnotice.org/> automatically at no charge. This is a statewide searchable database of legal notice advertising provided by the WNA;

- All display advertising, including the board proceedings, will be digitized and placed on our website in a searchable archive;
- Optional: For a fee of \$10 per newspaper page, we will post PDFs to a specific page on our website at www.wdtimes.com.

Bid #3 – Combined Daily Jefferson County Union and Watertown Daily Times

Production and publication of official Jefferson County Board proceedings in both the Daily Jefferson County Union and the Watertown Daily Times:

- \$1.11 per published line (including formatted blank lines and space occupied by special formatted text);
- Rate is 60 percent off the standard legal rates as set by the State of Wisconsin for a legal notice publishing 19.5 picas wide and publishing twice (first insertion and subsequent insertion), adjusted for point size;
- All proceedings are posted on the Wisconsin Newspaper Association Public Notices website <http://www.wisconsinpublicnotice.org/> automatically at no charge. This is a statewide searchable database of legal notice advertising provided by the WNA;
- All display advertising, including the board proceedings, will be digitized and placed on both websites in a searchable archive;
- Optional: For a fee of \$15 per newspaper page, we will post PDFs to specific pages on both websites;
- As we are under combined operations, we are able to offer a highly discounted rate to publish the proceedings in both newspapers and both websites for the County, reaching a larger portion of Jefferson County residents and taxpayers, as we will only have to produce the booklet and the newspaper pages one time, then include with the printing of each newspaper. This combination will reach more than 7,500 Jefferson County households with the printed editions.

Submitted respectfully,

Robb Grindstaff
General Manager

**APG OF SOUTHERN WISCONSIN
DISTRIBUTION QUANTITIES BY ZIP CODE IN JEFFERSON COUNTY
2019 AVERAGE**

<u>PUBLICATION</u>	<u>ZIP</u>	<u>PUBLISHES</u>	<u>QTY BY ZONE</u>	<u>QUANTITY</u>
DAILY JEFFERSON COUNTY UNION				
Fort Atkinson	53538	MON-FRI	3,050	
Jefferson zone (including Helenville and Johnson Creek)	53549, 53038, 53137	MON-FRI	1,785	
Cambridge	53523	MON-FRI	225	
Lake Mills	53551	MON-FRI	250	
Sullivan	53178	MON-FRI	160	
Palmyra	53156	MON-FRI	130	
	TOTAL			5,600
WATERTOWN DAILY TIMES				
Watertown (Jefferson County only portion)	53094	MON-FRI	2,305	
Johnson Creek	53038	MON-FRI	300	
Lake Mills	53551	MON-FRI	250	
Waterloo	53594	MON-FRI	200	
Watertown area bulk delivery to assisted living facilities	OTHER	MON-FRI	450	
	TOTAL			3,505
<u>TOTAL BOTH NEWSPAPERS IN JEFFERSON COUNTY*</u>				<u>9,105</u>

** As zip codes do not match up precisely with county lines, there is some overlap and underlap at various points. For example, Whitewater zip 53190 is not included in the list above, as most is in Walworth County, but some Whitewater subscribers do reside in Jefferson County. In Cambridge, some of the numbers included in the count above may be Dane County residents. These represent very small discrepancies that do not materially affect the total quantities.*

Robb Grindstaff, General Manager, 920-691-3624, rgrindstaff@dailyunion.com