

**County Administrator's  
Monthly Activity Report  
Feb, 2014**

1. Department Head Meeting

A Department Head meeting was held on Feb 12. This was the second month of conducting Jefferson U -101. Month one was review and discussion of the Purchasing Policy. This month focused on Property Damage Reporting, FMLA, Incident Reporting/Worker's Compensation and ADA. Senior staff of Departments were invited to attend as well to partake of the training. This was also the kick off meeting to discuss the next quarter homework assignment, which will be to develop performance measurements which will be included in future budget processes as well.

2. Old Countryside Home Demolition

Project is nearing the end with a punchlist walk through scheduled for Feb 27. Contractor should be de-mobilized from the site by mid-March. Transition discussion are occurring between MRD and Maas for transition of the site.

3. Economic Development

Continue to work with JCEDC program assist in preparation for new director. During the course of the month I attended the WRRTC meeting, met with a financial institution for future collaborative opportunities, attended a Lake Mills TIF JRB and met with a sight selector.

4. County Finances

Worked with Finance Director on 2013 close out issues. Reviewed and recommended 2013 Budget carry over request.

5. Personnel Matters

Several key items occurred over the course of the month. These included:

- Finalized agreement with new Economic Development Director
- Worked through the initial phase of transition for the Corporation Counsel Office
- Partook in a positive mediation session.
- Met with Sheriff, EMA and UW- Extension concerning internal transition issues.

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6. Highway Department Facilities

This was a very busy month for final preparations relating to the highway project. The pre-cast bid package was received on Feb 25<sup>th</sup>. These results are being reviewed and will be presented to Infrastructure. This week will also see the release of 19 bid packages. These will be received mid-March for review and analysis.

7. TAD Grant

Worked on project coordination to include correspondence with the state, development of RFP for case management services and interviewing of firms.

8. Community/Professional Events

During the course of February, I attended several community events and profession meetings. This included the Jefferson County Literacy Council fund raising event, Jefferson County Township meeting, participation in the legislative exchange and meetings with WCA. In addition, I met with senior staff in Waukesha County to discuss potential collaborative efforts.

9. Board/Commission Appointments

It is anticipated that there will be no appointments in March.

Ben Wehmeier  
County Administrator







# Watertown Daily Times

"A Daily Newspaper Since 1895"

James M. Clifford  
Editor - Publisher

Kevin C. Clifford  
General Manager

Thomas L. Schultz  
Managing Editor

A PUBLICATION of TIMES PUBLISHING COMPANY

115 West Main Street • P.O. Box 140 • Watertown, WI 53094-0140 • [www.wdtimes.com](http://www.wdtimes.com)

Feb. 14, 2014

Phil Ristow  
Jefferson County Corporation Counsel  
Jefferson County Courthouse  
320 S. Main St.  
Jefferson, WI 53549

Dear Phil,

Enclosed please find the bid form from the Watertown Daily Times to become the official Jefferson County newspaper for the next two years.

Don't hesitate to give me a call if you have any questions.

Sincerely,

Thomas L. Schultz  
Managing Editor

TLS/kt  
Enclosure

*Sealed bid rec'd 2/17/2014*

**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: 53036 (Ixonia) = 141  
53038 (Johnson Creek) = 246; 53094 (Watertown) = 2,453  
53137 (Helenville) = 49; 53178 (Sullivan) = 59; 53549 (Jefferson) = 189  
53551 (Lake Mills) = 346; 53594 (Waterville) = 236  
 Grand total of paid circulation in Jefferson County: 3,719

**Cost per line:** (width 21.75) \$ .68

*(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 \$ .05  
 Cost of 50 books \$ 6.10

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

**Price per disk:** \$ No charge

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Newspaper: Watertown Daily Times  
 By: Thomas L. Schultz  
 Date: 2/14/2014

# Daily Jefferson County Union

28 Milwaukee Ave. West

Fort Atkinson, WI 53538

Phone (920) 563-5553

Fax (920) 563-2323

February 20, 2014

Philip C. Ristow  
Jefferson County Corporation Counsel  
Courthouse, Room 110  
311 S. Center Ave.  
Jefferson, WI 53549

Mr. Ristow:

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 2014-2016 designation.

The Daily Union has undergone several positive changes in the past year. We have shifted our printing to a new facility with much higher quality print reproduction. We have completely redesigned our website, [www.dailyunion.com](http://www.dailyunion.com).

As you will see on the attached bid, the Daily Jefferson County Union has the highest circulation, readership audience, and market penetration of any publication in Jefferson County. I have included a chart that breaks down our paid circulation in Jefferson County by zip code, as well as our October 2013 U.S. Postal Statement of Ownership, Management and Circulation.

With our recent change in printing facilities, which changed our column widths, we reduced our rate per line by 5 percent for the remainder of this contract term. Our attached bid maintains that same rate for the next two years – in effect, no price increase for a four-year period.

We also want to offer an additional avenue to reach the citizens of Jefferson County for the next contract term. If the board so chooses, we will post to our website the monthly minutes in book form (PDF format), updated monthly after all corrections have been approved and after the minutes have been published in the newspaper. This will be posted under the web page titled "Public Notices" which is linked here:

[http://www.dailyunion.com/site/public\\_notices.html](http://www.dailyunion.com/site/public_notices.html)

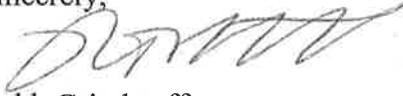
Bid rec'd 2/21/2014

There would be no additional cost to the County for this added service. Our website, which in 2013 was awarded the General Excellence in Newspaper Websites Award from the Wisconsin Newspaper Association, receives approximately 40,000 unique visitors each month. Having the book available on the Daily Union website will make it easier and more convenient for interested citizens to access it at any time for research and review.

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.

I appreciate yours and the Board's consideration of our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Robb Grindstaff", written over a light blue horizontal line.

Robb Grindstaff  
Manager  
Daily Jefferson County Union

OFFICIAL NEWSPAPER BID FORM

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(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 CIRCULATION CHART

Grand total of paid circulation in Jefferson County: 7,096

Cost per line: (width 21.75) \$ 0.77

(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 1/2 inch x 8 1/2 inch book with not less than 21.75 pica width, 9 pt. type (assume 244 pages/sec attached example)

Price per page if 50 books printed \$ 2.84
Cost of 50 books \$ 692.00

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

Price per disk: \$ 0 -- NO CHARGE

COMMENTS: Minutes book will also be posted/updated monthly to dailyunion.com, which reaches 40,000 unique visitors per month.

The Daily Jefferson County Union will also post the monthly minutes PDF on our website, under the "Public Notices" header. News stories about the Jefferson Board will reference to the link on the website where interested citizens can access the full "book" of minutes, up to date with the most recent minutes, after all proof corrections have been made and approved. This link can be found at: http://www.dailyunion.com/site/public\_notices.html. This service to the County and our citizens will be provided at no additional charge.

Newspaper: THE DAILY JEFFERSON COUNTY UNION

By: ROBB GRINDSTAFF

Date: FEB. 20, 2014

# DAILY JEFFERSON COUNTY UNION

28 Milwaukee Ave. W., Fort Atkinson  
920-563-5553 • [www.dailyunion.com](http://www.dailyunion.com)

## DAILY JEFFERSON COUNTY UNION JEFFERSON COUNTY, WISCONSIN AVERAGE NET PAID BY ZIP CODE

ZIP CODE	Paid Circulation
53538	3,494
53549	1,650
53038	205
53137	153
53523	234
53551	252
53178	123
53156	169
53094	52
53190	604
<b>Total</b>	<b>6,936</b>

**United States Postal Service**  
**STATEMENT OF OWNERSHIP, MANAGEMENT AND CIRCULATION**

1. Publication Title: DAILY JEFFERSON COUNTY UNION
2. Publication No.: 143-400
3. Filing Date: September 27, 2013
4. Issue Frequency: Daily except Saturday, Sunday and Holidays.
5. No. of Issues Published Annually: 255
6. Annual Subscription Price: \$99.75 Home Delivery; \$104.75 Mail.
7. Complete Mailing Address of Known Office of Publication: 28 Milwaukee Avenue West, P.O. Box 801, Fort Atkinson, Jefferson County, Wisconsin 53538-0801. Contact Person: Brian V. Knox. Telephone: 920-563-5551.
8. Complete Mailing Address of Headquarters or General Business Offices of the Publisher: 28 Milwaukee Avenue West, Fort Atkinson, Jefferson County, Wisconsin 53538-0801.
9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor  
 Publisher: Brian V. Knox, 28 Milwaukee Avenue West, P.O. Box 801, Fort Atkinson, Wisconsin 53538-0801.  
 Managing Editor: Christine M. Spangler, 28 Milwaukee Avenue West, P.O. Box 801, Fort Atkinson, Wisconsin 53538-0801.
10. Owner: W. D. Hoard & Sons Company, Fort Atkinson, WI 53538; Jane Shaw Knox Family Trust FBO Georgia K. Mode and Brian V. Knox, Georgia K. Mode Trust, Brian V. Knox Trust, Georgia K. Mode, Brian V. Knox, Terrie L. Knox, Paris M. Knox, Gillian V. Knox, Brian V. Knox II, Knox Investment BVK, LLC, and the 1982 Brian V. Knox Irrevocable Trust, Fort Atkinson, WI 53538; and PremierBank as co-trustee of various trusts, Fort Atkinson, WI 53538
11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgage, or Other Securities: None
12. N/A
13. Publication Name: DAILY JEFFERSON COUNTY UNION
14. Issue Date for Circulation Data Below: September 27, 2013
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> )	7,451	7,800
b. Paid Circulation ( <i>By Mail and Outside the Mail</i> )		
(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541. ( <i>Include paid distribution above nominal rate, advertiser's proof and exchange copies</i> )	255	238
(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 ( <i>Include paid distribution above nominal rate, advertiser's proof and exchange copies</i> )	33	33
(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors and Counter Sales, and Other Paid Distribution Outside USPS®	6,621	7,155
(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> )	6,909	7,426
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	7	7
(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> )	282	256
e. Total Free or Nominal Rate Distribution ( <i>Sum of 15d. (1), (2), (3) and (4)</i> )	289	263
f. Total Distribution ( <i>Sum of 15c and 15e</i> )	7,198	7,689
g. Copies not Distributed ( <i>See Instructions to Publishers #4 (page #3)</i> )	253	111
h. Total ( <i>Sum of 15f. and g</i> )	7,451	7,800
i. Percent Paid ( <i>15c divided by 15f times 100</i> )	95.98%	96.58%
16. Total circulation includes electronic copies. Report circulation on PS Form 3526-X worksheet.		
a. Paid Electronic Copies:	160	160
b. Total Paid Print Copies (Line 15C) + Paid Electronic Copies:	7,069	7,586
c. Total Print Distribution (Line 15F) + Paid Electronic Copies:	7,358	7,849
d. Percent Paid (Both Print & Electronic Copies):	96.07%	96.65%

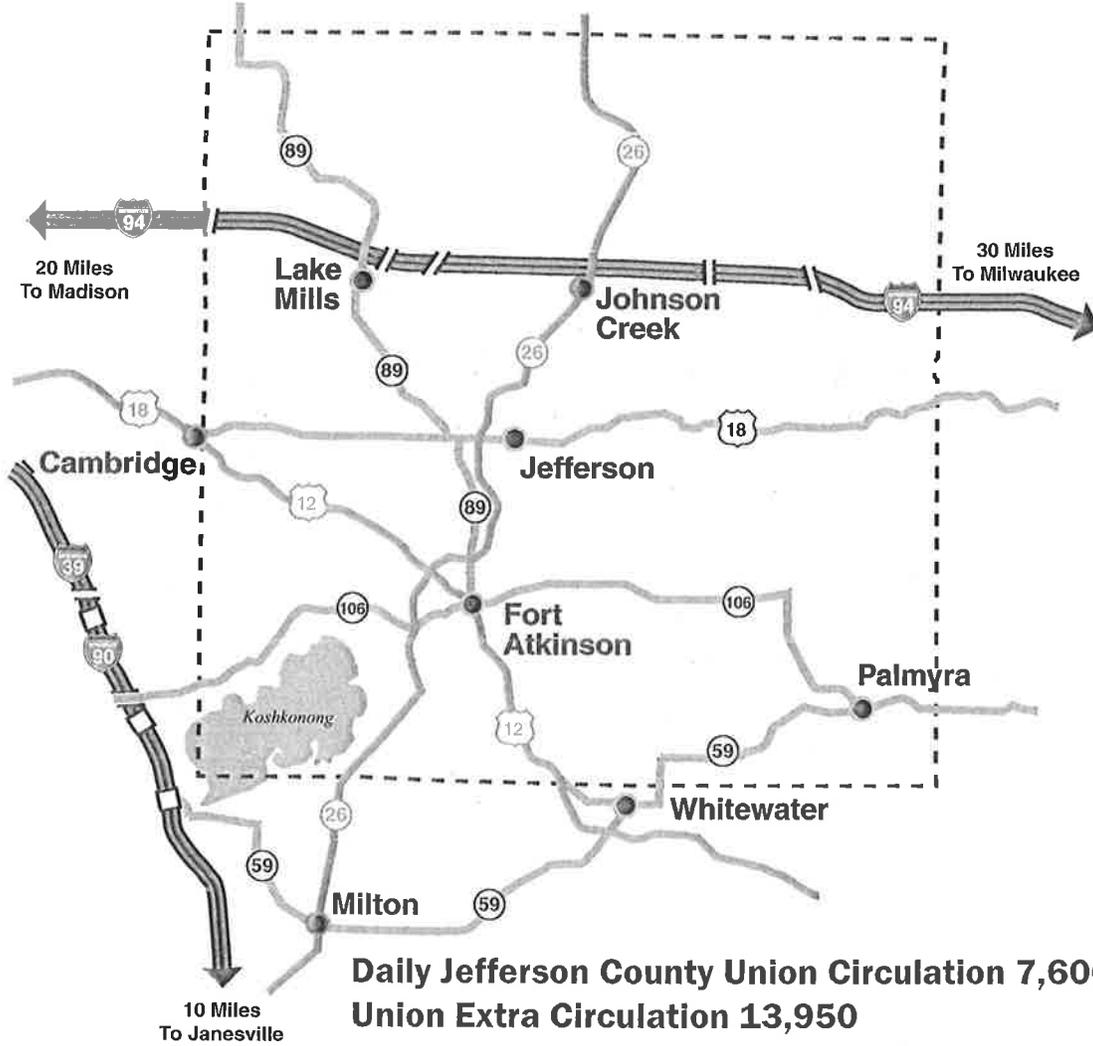
I certify that 50% of all my distributed copies (Electronic & Print) are paid above a nominal price.

17. Publication of Statement of Ownership: Will be printed in the October 10, 2013 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner. Brian V. Knox, President/Publisher, September 27, 2013

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).

# COVERAGE AREA



**DAILY**  
JEFFERSON COUNTY  
**UNION**

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920-563-5553  
[www.dailyunion.com](http://www.dailyunion.com)