

cow

April 22, 2015

15-333

Jennifer Hudon, City Clerk
City Hall
900 Quay St.
Manitowoc, WI 54220

Dear Ms. Hudon,

In accordance with the legal advertising rates established by the State of Wisconsin, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

Classified 6 Column Per Line charge –
Arial 6-point Font:

Number of Columns	Column Width (Picas)	First Insertion	Subsequent Insertion(s)
1	9.18	\$.7054	\$.5572
2	19.36	\$ 1.4877	\$ 1.1753
3	29.54	\$ 2.2701	\$ 1.7933
4	39.73	\$ 3.0525	\$ 2.4114
5	49.91	\$ 3.8348	\$ 3.0295
6	60.09	\$ 4.6172	\$ 3.6475

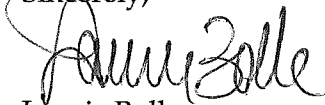
Our rates/fonts have changed since last year's bid based on our most recent certification from the state of Wisconsin. Going forward, if the State of Wisconsin changes their legal rate certifications, a 30 day notice will be sent accordingly

Newspapers to be circulated in this geographic area: 8,842

Additional charges that may apply - affidavit charges \$1.00 for each affidavit.

Thank you for the opportunity to serve your community.

Sincerely,



Laurie Bolle
Sales Director
Gannett WI Media

Deborah Neuser

From: GPG-legals mbx <legals@greenbaypressgazette.com>
Sent: Wednesday, May 06, 2015 3:27 PM
To: Deborah Neuser
Cc: Jennifer Hudon
Subject: RE: Official Newspaper Quote

Hi Deborah,

The attachment showed our legal state set rates. If you choose to run a display ad the following rates would apply:

First Insertion - \$11.75 per column inch
Second Insertion - \$9.75 per column inch

Please let me know if I can help with anything else.

Thank you,

Sara Rogers | Sales Manager - Operations | Gannett Wisconsin Media
srogers@gannett.com | p. 877-925-0236 | f. 877-943-0443
www.wisinfo.com



From: Deborah Neuser [<mailto:dneuser@manitowoc.org>]
Sent: Wednesday, May 06, 2015 1:39 PM
To: MAN-Legals dg
Cc: Jennifer Hudon
Subject: Official Newspaper Quote

Is the attached quote for liner or display or both?

Deborah A. Neuser

Deputy City Clerk, WCMC
City of Manitowoc
900 Quay St., Manitowoc, WI 54220
(Ph) 920-686-6952; (Fax) 920-686-6959
E-Mail: dneuser@manitowoc.org



NOTICE TO NEWSPAPERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City Clerk of the City of Manitowoc, Wisconsin, at the City Clerk's office in the City Hall until 12:00 o'clock Noon on the first Tuesday in May, being May 5, 2015, for separate proposals to publish in English (a) Council Proceedings, and (b) City's legal notices.

Bids will be received from all daily and weekly newspapers which have been published regularly in said City of Manitowoc for two years preceding the date hereof, being in accordance with Section 985.06 of the Wisconsin Statutes.

Bids for more than legal rate for like work will not be considered.

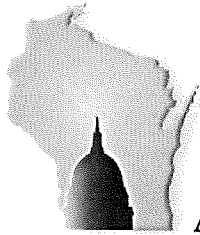
The right to reject any or all bids or to waive any informality is reserved by the City.

The successful bidder will be required to execute a contract according to law and in accordance with the bid and file a bond in the amount of Two Hundred Dollars (\$200.00) guaranteeing the performance of contract.

Dated March 16, 2015

Published April 14, 2015
(Signed) Jennifer Hudon, City Clerk

PUBLISHED IN ACCORDANCE WITH WISCONSIN STATUTES



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

MIKE HUEBSCH
SECRETARY
Division of Enterprise Operations
State Bureau of Procurement
101 East Wilson Street, 6th Floor
Post Office Box 7867
Madison, WI 53707-7867
Voice (608) 266-2605
Fax (608) 267-0600
<http://vendornet.state.wi.us>

December 23, 2014

KEEP THIS DOCUMENT FOR YOUR RECORDS

Herald Times Reporter

Erin Duffy
902 Franklin Street
PO Box
Manitowoc, WI 54220

2015 Certification of Legal Notice Rates for Newspapers

This letter certifies that the newspaper listed above may collect a fee for publishing legal notices required by Wisconsin law. Certification requirements are reviewed and legal are updated annually pursuant Chapter 10 ELECTION DATES AND NOTICES and 985 PUBLICATION OF LEGAL NOTICES; PUBLIC NEWSPAPERS; FEES of the Wisconsin Statutes.

- Part One lists information currently on file about this newspaper
- Part Two addresses general legal/public notices
- Part Three covers election facsimile ballots
- Part Four contains general information about the certification process

Effective Dates

Unless otherwise updated and amended, this certification letter governs notices published on:
January 1, 2015 through December 31, 2015.

Part 1 -- Newspaper Information

The information below will determine the rates/fee for this newspaper and is published on the Internet. Contact the Department of Administration IMMEDIATELY with changes to any of the information listed in this document:

Paid Circulation:	8,842	Telephone:	(920) 431-8298
Circulation Adjust:	15%	Fax:	(877) 943-0443
Day(s) Published:	Su M Tu W Th F Sa	E-Mail:	legals@htrnews.com
County:	Manitowoc	Parent Co.:	Gannett Satellite Info Sys dba Gannett WI Media

Part 2 -- General Legal Notices

Section 985.08 of the Wisconsin Statutes provides for publishing legal notices calculated on a per line basis:

Fees for publishing. (1) "The fee for publishing a legal notice shall be not more than the rate issued by the department of administration for the first and subsequent insertions per standard line. The charge for the publication of a facsimile ballot shall be computed as if the area occupied by the ballot were set in standard lines. If a legal notice contains tabulated matter, then the fees allowable for the area containing such matter shall be increased 50% of the standard line base rate without adjustment for circulation premium. Composed matter shall be interpreted as being tabular when it contains 2 or more justifications per line."

Your newspaper is certified for the fonts and column widths in the following list. Use the corresponding adjusted line rates to calculate fees.

Font(s)	Point Size	Alphabet Length	Column Width	Font Base	ADJUSTED RATES	
					First Insert	Subsq Insert
Arial	6	78	9.18	0.6134	0.7054	0.5572
Arial	6	78	19.36	1.2937	1.4877	1.1753
Arial	6	78	29.54	1.9740	2.2701	1.7933
Arial	6	78	39.73	2.6543	3.0525	2.4114
Arial	6	78	49.91	3.3346	3.8348	3.0295
Arial	6	78	60.09	4.0150	4.6172	3.6475

State law allows state agencies, municipalities, and any other units of government may place an order for public notices in a display or classified manner. Section 985.08(7), Wis. Stats., provides as follows:

“The discretion of utilizing the display method of publishing official materials shall be vested solely in the public authority ordering such publication and the rate charged for publication in this instance shall not exceed the regular commercial display advertising rate of the publisher.”

Part 3 -- Ballots

Fees for publishing ballots are calculated by area. The fee is charged as if the area occupied by the ballot were set in the standard line described in s. 985.08 (2)(a), Wis. Stats.

“All legal notices shall be in Arial type face. A standard line shall be 6–point Arial on a 6–point leading without spacing between the lines, and 11 picas in length. One inch equals 6 postscript pica and 72 postscript points. Nonstandard line lengths shall be allowed with adjustments in fees according to variations in line length.”

To calculate ballot rates use the current statute standard line rate of **\$0.7166** first insert and **\$0.5661** subsequent insertion, multiplying by 12 lines per inch, then dividing by 11 picas per column and applying the newspaper’s circulation adjustment.

Use the following worksheet to calculate fees for ballots:

- a) Measure the width of the ballot in picas (1 inch = 6 picas = 72 points): (a) _____
- b) Measure the height (single column) of the ballot in inches: (b) _____
- c) Multiply line (a) times line (b) equals: (c) _____
- d) Enter the appropriate adjusted facsimile ballot rate from the table below: (d) \$ _____

Range	Circulation Adjustment	Ballot Rate per line
First Insert: \$0.7166		
8,000 or less	0%	\$0.7817
8,001-12,000	15%	\$0.8990
12,001-16,000	30%	\$1.0163
16,001-20,000	45%	\$1.1335
20,001-24,000	60%	\$1.2508
24,001 and up	75%	\$1.3681
Subsequent Insert: \$0.5661		
8,000 or less	0%	\$0.6176
8,001-12,000	15%	\$0.7102
12,001-16,000	30%	\$0.8028
16,001-20,000	45%	\$0.8955
20,001-24,000	60%	\$0.9881
24,001 and up	75%	\$1.0807

e) Multiply line (c) times line (d) = TOTAL \$ _____

Sample Ballots shall be published per the copy furnished by the county and municipal clerks. Introductory and descriptive text includes material which accompanies the ballot but which in itself is not part of the actual ballot.

Fees for such are not calculated as facsimile ballots. Unless directed otherwise by the election official, this material should be published using the appropriate legal notice font and line rate from this certification.

s. 5.94 "Sample ballots; publication. When an electronic voting system employing a ballot that is distributed to electors is used, the county and municipal clerk of the county and municipality in which the polling place designated for use of the system is located shall cause to be published, in the type B notices, a true actual-size copy of the ballot containing the names of offices and candidates and statements of measures to be voted on, as nearly as possible, in the form in which they will appear on the official ballot on election day. The notice may be published as a newspaper insert. Municipal clerks may post the notice if the remainder of the type B notice is posted."

SIZE: Election ballots may **not** be enlarged. If appropriate to provide a proper fit for a newspaper's standard column width, ballots may be reduced in size photographically. If reduced, the fee calculations are based on the area covered by the ballot as published, i.e., after it is reduced.

Chapter 10 of the Wisconsin Statutes provides the information necessary to publish election ballots in newspapers.

OPTICAL SCAN BALLOTS: These were developed after the requirements of Chapter 985 Wisconsin Statutes were established. Responsibility for readability lies with the county or municipality placing the notice.

Part 4 -- General Information

QUALIFICATIONS: Section 985.03, Wis. Stats., establishes the minimum requirements for a newspaper to be eligible to publish legal notices. See 985.03(1) for clarification of the following:

- a) Has been published regularly and continuously for 2 of the 5 preceding years in the city, village or town where published.
- b) Has had a bona fide paid circulation during the period in (a) above which constitutes 50% or more of its circulation.
- c) That has had actual subscribers at each publication of not less than 1,000 copies in 1st and 2nd class cities, or 300 copies if in 3rd and 4th class cities, villages or towns.
- d) Appears at regular intervals and at least once a week and contains reports of happenings of recent occurrence of a varied character, such as political, social, moral and religious subjects, designed to inform the general reader.

MEASUREMENTS: For purposes of this certification, 1 inch = 6 picas = 72 points.

RATES: Wisconsin Statutes establish the standard line rate for publication of legal notices and the annual adjustment procedure. The rates for each newspaper are calculated by adjusting for the font alphabet length, the newspaper's column width(s) and total paid circulation. (Please refer to s. 985.08(2)(a), Wis. Stats.)

INSERTION: Use first insert rates to calculate fees for the first date a notice or ballot is published. First insert rates include an allowance for preparatory work by the publisher. Use subsequent insert rates for repeat publications of the same notice or ballot, i.e., when no additional preparation is needed.

COPY: When electronic copy for the entire legal notice or substantial areas thereof is provided, eliminating typesetting, enlargements or reductions, or other changes by the newspaper, the maximum rate is the same as the maximum rate established under sub.(1) for subsequent insertions. (Please refer to s. 985.08 (2)(b), Wis. Stats.)

TEAR SHEETS: Upon request, a tear sheet proof of a multiple insertion notice shall be mailed to the advertiser or the advertiser's attorney within 72 hours after the first insertion, and an additional charge of \$1 for such tear sheet proof may be made. (Please refer to s. 985.08 (8), Wis. Stats.)

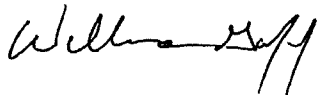
AFFIDAVITS: The fee for an affidavit of publication shall be \$1.00. (Please refer to s. 985.12(4), Wis. Stats.)

RENEWALS: Annually updated legal notice rate certification to newspapers who meet the statutory requirements. Newspapers need to contact the State Bureau of Procurement for any changes in address, font size, column width or any of the items listed in this certification. (Please refer to s. 985.08(1), Wis. Stats.)

Newspapers must contact the Department of Administration for any changes in public notice contact personnel, address, font sizes, column width and/or any of the items listed in this certification.

If you have any questions about this certification, please email me at: william2.goff@wisconsin.gov or you can call me at (608) 266-1002.

Sincerely,

A handwritten signature in black ink, appearing to read "William Goff". The signature is written in a cursive style with a long, sweeping underline.

Bill Goff
Newspaper Certification Program