

**Not Approved**

**PROCEDURE FOR PROVIDING NOTICE OF ANNUAL & SPECIAL MEETINGS  
USING CONTRACT SERVICES & DIRECT MAIL**

**March 16, 2024**

1. The request for proposals for direct mail services for the annual meeting, are to be obtained prior to the May Quarterly Commissioners meeting. The request for proposal shall include contract services for all printing, envelopes, mailing and removal of duplicate property owners for the mailing list. The mailing content provided by the district shall include both the annual and quarterly meeting agendas and minutes, the proposed annual budget, and yearly newsletter. The Secretary will provide the printer with the number of pages of content that is anticipated and a date by which the content must be mailed. Note: Recently, the district has been contracting with Clermont Printing of Antigo.
2. The printer's proposal shall include the total cost of services and a deadline for receipt of the districts mail content.
3. The district will provide the printer with a mailing list from both Langlade and Oneida Counties, which need to be obtained prior to May 1<sup>st</sup>, as follows:

**Oneida County –**

The request must be in writing, asking for an excel file version, similar to the previous year. Request the file for the PLP&RD, defined by Oneida County as:

Township of Schoepke

Tax Code 2 – from Oneida County

There is a \$50.00 fee to be paid by invoice.

Send email request for the PLP&RD addresses via excel file to both names listed below:

Order via:

Marie Thompson

[Mthompson@co.oneida.wi.us](mailto:Mthompson@co.oneida.wi.us)

Ph: 715 369-6100

In 2022 & 2023, the file contact was passed to:

Justin Fralick, Technical Support, Oneida County I.T.S. Department

[jfralick@co.oneida.wi.us](mailto:jfralick@co.oneida.wi.us)

Ph: 715-369-6180

**Langlade County**

The request must be in writing, asking for an excel file version, similar to the previous year.

Note, duplicates will appear that the printer will need to remove prior to creating the mailing list. Antigo Printing is on top of this.

There is a \$50.00 fee to be paid by invoice.

Send email request to

Sue Paycer

[spaycer@co.langlade.wi.us](mailto:spaycer@co.langlade.wi.us)

Ph: 715 627-6287

Post Lake Protection and Rehabilitation District

PO Box 248

Elcho, WI 54228

Attn: Philip McGrath

4. Prior to the May Quarterly meeting, set a date for Newsletter content to be complete
5. At the May Quarterly Commissioners' Board meeting:
  - a. Confirm deadline date for content submission
  - b. Confirm who will be submitting content.
6. At the conclusion of the May Quarterly Meeting, update the websites home page to include the annual meeting announcement.
7. By July 15<sup>th</sup>, make arrangements with the Antigo Journal to publish the Agendas one week prior to the date of the meeting. Our contact:

**Judith Kline**  
*Classified Department*  
**1809 Dunlap Avenue**  
**Marinette, WI 54143**  
**715-735-6611, ext. 520122**  
**[classified@eagleherald.com](mailto:classified@eagleherald.com)**
8. Post the agendas around town for the Quarterly and Annual Meeting as soon as both are complete and approved.
9. Prior to the Annual meeting, create Ballot for 2024 Commissioner's election.
10. For the annual meeting, print and bring the district mailing list and ballots.