



West & Dunn

To: City Council, City Manager, City Clerk

From: John M. Bruce

Date: May 10, 2022

Re: Official Newspaper

Cities are required to designate newspapers for the publication of council proceedings and other city legal notices. Wis. Stat. § 985.06. A newspaper designated by a city for publication must be published in the city, Wis. Stat. § 985.06(2). A newspaper is “published” at the place from which its mailing permit is issued, except that if the place where a newspaper has its concentration of circulation has no primary post office, then it is published at the place it designates as its place of publication. Wis. Stat. § 985.01(5).

A fourth class city in which there is no eligible paper published may designate a newspaper published in the county and having a general circulation in the city. Wis. Stat. § 985.06(2). A fourth class city is one having less than 10,000 residents. The City of Two Rivers is a third class city, i.e. one that has more than 10,000 residents but less than 39,000 residents. See Wis. Stat. § 62.05(1).

To qualify for the publication of legal notices, a newspaper must meet certain requirements. The paper must report news and publish regularly, at least once a week. For at least two of the five year period prior to publication of a notice, the paper must have published regularly and continuously in the municipality, for at least 50 consecutive issues, and must have a bona fide paid circulation of at least half of its circulation and must have a designated number



Note: Valdes
Journal reported to
City Clerk that it
has 46 subscribers
in Two Rivers
J. Dudley

of subscribers. Wis. Stat. § 985.03(1). The number of subscribers must be at least 300 for a third class city like Two Rivers. Wis. Stat. § 985.01(1b).

If there is no newspaper which fully meets the requirements of the law to be an official newspaper, or a city is for any reason without an official newspaper, matters required to be published are to be published in a newspaper which otherwise meets the requirements of Wis. Stat. § 985.03, designated by the Council.