

## JUDICIAL & LEGISLATIVE COMMITTEE

**DATE: Friday, January 7, 2022**

**TIME: 9:00 a.m.**

**LOCATION: Room 114, Wood County Courthouse**

1. Call meeting to order.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Review minutes of previous meeting.
4. Review any claims, notices of injury, or litigation against the County, as necessary, including the claim of Bruce Diggles and Randy Schneider.
5. Review any Dog License Fee Fund claims.
6. Review for approval the vouchers and monthly reports of departments the committee oversees.
7. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
  - a. Report of Citizens Groundwater Group.
  - b. Discuss attendance at Centergy meeting.
8. Discuss Corporation Counsel memo "Resolution Drafting."
9. Discuss need for Humane Officer and Coroner to have departmental policies.
10. Review County Board Rules, specifically rules addressing the transfer of budgeted funds and rules on voting at county board meetings.
11. Attendance at meetings.
12. Consideration of agenda items for next meeting.
13. Set date and time of next meeting.
14. Adjourn.

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2494 502 3827

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m266b1b7034bf6b136bcead0c21e0a3ab>

Meeting number (access code): 2494 502 3827

Meeting password: JL0107

**JUDICIAL & LEGISLATIVE COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, November 29, 2021  
**TIME:** 8:00 a.m.  
**LOCATION:** Wood County Courthouse – Room 114  
400 Market St.  
Wisconsin Rapids, WI

**PRESENT:** Bill Clendenning, Ken Curry, Ed Wagner, and Joe Zurfluh

**EXCUSED:** Bill Leichtnam

**OTHERS PRESENT:** Dennis Polach, Kim McGrath

The meeting was called to order by Chair Clendenning at 8:00 a.m.

There were no public comments.

**Motion by Zurfluh, Second by Wagner to go into closed session at 8:04 a.m. pursuant to 19.85 (1)(c) Wis. Stats., to conduct interview(s) of candidate(s) for the Criminal Justice Coordinator position and to discuss qualifications of the candidate(s).**

**Roll call vote: Clendenning: yes; Curry: yes; Wagner: yes; Zurfluh: yes. Motion carried.**

**Motion (Zurfluh/Wagner) to return to open session at 12:26 p.m. Motion carried unanimously.**

The chair declared the meeting adjourned at 12:30 p.m.

Minutes recorded and prepared by Kim McGrath. Minutes in draft form until approved at the next meeting.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 3, 2021  
 TIME: 9:00 a.m.  
 PLACE: Room 114, Wood County Courthouse  
 TIME ADJOURNED: 10:15 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Bill Leichtnam,  
 Kenneth Curry, Ed Wagner, Joseph Zurfluh  
 OTHERS PRESENT: Peter Kastenholz. See attached list.

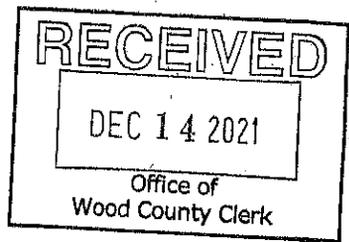
1. At 9:00 a.m., the meeting was called to order.
2. Public comments. None at this time
3. The minutes for the November 5, 2021, meeting were reviewed. Chairman Clendenning declared the minutes approved as there were no objections to them.
4. The Committee reviewed the claims of Donna Reber and Rita Meier. These claims will be provided to the county board.
5. There were no new animal claims against the County.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. **Moved by Wagner, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.**
7. The Committee reviewed correspondence and legislative issues.
  - a. Report of Citizens Groundwater Group. Supervisor Leichtnam gave a history of the five-year evolution of the Citizens Groundwater Group and some goals of the group.
  - b. Discussion of HIRC resolution on future changes at Sandhill Wildlife Area. **Moved by Leichtnam, seconded by Curry, to co-sponsor the resolution with HIRC to oppose the DNR's decision to decommission the Sandhill Wildlife Area game farm. All ayes.**
  - c. Discussion of opioid litigation settlement. **Moved by Curry, seconded by Wagner, to approve the opioid settlement via the presentation of a resolution to the county board. All ayes.**

The Committee expressed an interest in having this Committee involved in overseeing the expenditure of opioid settlement funds.

8. County Board rules. No action taken.
9. Attendance at meetings. No action taken.
10. Agenda items for the January 2022 meeting:
  - Discuss attendance at upcoming Synergy meeting.
  - Discuss need for Humane Officer and Coroner to have departmental policies.
  - Discuss memo on how to draft and process county board resolutions.
11. The next committee meeting will be January 7, 2022, at 9:00 a.m.
12. At 9:40 a.m., pursuant to Wis. Stat. s. 19.85(1)(c), it was **moved by Zurfluh, seconded by Leichtnam, to go into closed session to conduct performances reviews of department heads. All ayes.**
13. At 10:15 a.m., it was **moved by Zurfluh, seconded by Clendenning, to return to open session. All ayes.**
14. Meeting adjourned without objection by the Chairperson at 10:15 a.m.

Minutes taken by Peter Kastenholz and are in draft format until approved at the next meeting.





NOTICE OF INJURY AND CLAIM

To: Wood County Clerk  
400 Market Street  
Wisconsin Rapids, WI 54494

cc: Corp Counsel  
HR  
Sheriff

Pursuant to sec. 893.80. Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT:

Date: 12-11-2021  
Time: 11:00 A.M.  
Place: Rescue Garage

The circumstances giving rise to my claim are as follows:

Prior to 11:00 A.M. someone snowblowing  
around the building blew snow filling my grill  
and radiator full of snow, and scratching the paint below  
the drivers headlight.

The names of county personnel involved are: Bruce Diggles (Truck owner)

The names of other witnesses are: Brandon Franz (Rescue member)

THE CLAIM

I request the following monetary or other relief: \$179.56

12-13-2017  
Date

Bruce Diggles  
Signature  
Print Name: Bruce Diggles  
Address: 521 5th Street  
Port Edwards, WI 54469  
Phone: 715-213-4563

BALLWEG AUTOMOTIVE DBA TOYOTA OF WAUSAU  
2900 N. 20TH AVE. WAUSAU, WI. 54401  
PHONE: 715-675-5090 FAX: 715-675-6785  
TOLL FREE: 800-972-0467 FED ID # 26-0437593  
bodyshopwausau@toyotaofwausau.com

\*\*\* PRELIMINARY ESTIMATE \*\*\*

12/13/2021 02:10 PM

Owner

Owner: bruce diggles  
Address:

Work/Day: (715)213-4500

inspection

Inspection Date: 12/13/2021 02:11 PM

Inspection Type:

Appraiser Name: Austin Henricks  
Address: 2900 N 20th Ave  
City State Zip: Wausau, WI 54401  
Email: ahenricks@toyotaofwausau.com

Appraiser License # :  
Work/Day: (715)675-7775x216  
FAX:

Repairer

Repairer: TOYOTA OF WAUSAU  
Address: 2900 N 20th Ave  
City State Zip: Wausau, WI 54401  
Email: bodyshopwausau@ballweg.com

Contact:  
Work/Day: (715)675-5090  
FAX: (715)675-6785

Target Complete Date/Time:

Days To Repair: 1

Vehicle

2021 Toyota Tundra SR5 5.7 V8 4 DR Crew Cab Short Bed  
8cyl Gasoline 5.7 DOHC  
6-Speed Automatic

Lic Expire:  
Veh Insp# :  
Condition:  
Int. Refinish: Two-Stage

VIN: 5TFDY5F19MX043269  
Mileage Type: Actual  
Code: Y8245B  
Int. Refinish: Two-Stage

Options

1st Row LCD Monitor(s)  
60/40 Bench Seat  
Adjustable Seat System  
Anti-Lock Brakes  
Automatic High Beam  
Camper/Towing Package  
Chrome Step Bumper  
Courtesy/Warning Lights  
Driver Knee Airbag  
Electronic Compass  
Full Size Spare Tire  
Halogen Headlights  
Heated Wiper Park

2nd Row Head Airbags  
AM/FM CD Player  
Air Conditioning  
Armrest(s)  
Auxiliary Audio Input  
Cargo Lamp  
Collision Avoidance Sys  
Cruise Control  
Dual Airbags  
Emergency S.O.S. System  
Fwd. Collision Alert  
Head Airbags  
IPOD Control

4-Wheel Drive  
Adaptive Cruise Control  
Analog Gauges  
Automatic Dimming Mirror  
Black Bumper(s)  
Carpeting  
Color-Keyed Grille  
Driver Information Sys  
Elect. Stability Control  
Fog Lights  
Garage Door Opener  
Heated Power Mirrors  
In-Vehicle WiFi

Keyless Entry System	Knee Air Bags	Lane Departure Alert
Leather Shift Knob	Limited Slip Differential	MP3 Decoder
Manual Levling Headlamps	Mud/Splash Guards	Overhead Console
Pedestrian Detection Sys	Power Door Locks	Power Steering
Power Windows	Privacy Glass	Pwr Accessory Outlet(s)
Rear Center Arm Rest	Rear View Camera	Rear Window Defroster
Side Airbags	Side Steps	Single Exhaust System
SiriusXM Satellite Radio	Stability Cntrl Suspensn	Steel Wheels
Strg Wheel Radio Control	Tachometer	Tilt Steering Wheel
Tinted Glass	Tire Pressure Monitor	Tow Hooks
Brake	Trailer Hitch	Trip Computer
USB Audio Input(s)	Velour/Cloth Seats	Wireless Audio Streaming
Wireless Phone Connect		

**Damages**

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ% B%	Hours	R
<b>Front End Panel And Lamps</b>									
1	I	38		Pnl,Front End Finish LT	Repair			0.5*	SM
2	L	38	13	Pnl,Front End Finish LT	Refinish			1.1	RF
					0.4 Surface				
					0.6 Two-stage setup				
					0.1 Two-stage				
3	RI	38		Pnl,Front End Finish LT	R & I Assembly			0.4	SM
3				Items					
			MC	Message					
			13	INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE					

**Estimate Total & Entries**

<b>Paint &amp; Materials</b>		1.1 Hours @ \$42.00		\$46.20	
<b>Parts &amp; Material Total</b>					\$46.20
<b>Tax on Parts &amp; Material</b>		@ 5.500%			\$2.54
<b>Labor</b>	<b>Rate</b>	<b>Replace Hrs</b>	<b>Repair Hrs</b>	<b>Total Hrs</b>	
Sheet Metal (SM)	\$62.00	0.4	0.5	0.9	\$55.80
Mech/Elec (ME)	\$80.00				
Frame (FR)	\$75.00				
Refinish (RF)	\$62.00	1.1		1.1	\$68.20
<b>Labor Total</b>				2.0 Hours	\$124.00
<b>Tax on Labor</b>		@ 5.500%			\$6.82
<b>Gross Total</b>					<b>\$179.56</b>
<b>Net Total</b>					<b>\$179.56</b>

Alternate Parts Y/00/00/00/00/00 Cumulative 00/00/00/00/00 Zip Code: 54401 Default  
 SPPL Yes Zip Code: 00000 Default  
 Rate Name Default

Audatex Estimating 10.11.79 ES 12/13/2021 02:11 PM REL 10.11.79 DT 11/01/2021 DB 12/08/2021

State Disclosure: WI

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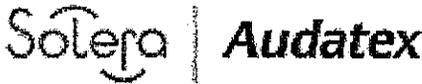
0.7 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

Op Codes

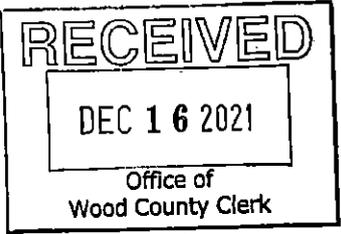
- |                            |   |                                |
|----------------------------|---|--------------------------------|
| * = User-Entered Value     | ^ = Labor Matches System Assigned Rates | E = Replace OEM                |
| NG = Replace NAGS          | EC = Replace Economy                    | OE = Replace PXN OE Srpls      |
| UE = Replace OE Surplus    | ET = Partial Replace Labor              | EP = Replace PXN               |
| EU = Replace Recycled      | TE = Partial Replace Price              | PM = Replace PXN Reman/Rebtl   |
| UM = Replace Reman/Rebuilt | L = Refinish                            | PC = Replace PXN Reconditioned |
| UC = Replace Reconditioned | TT = Two-Tone                           | SB = Sublet Repair             |
| N = Additional Labor       | BR = Blend Refinish                     | I = Repair                     |
| IT = Partial Repair        | CG = Chipguard                          | RI = R & I Assembly            |
| P = Check                  | AA = Appearance Allowance               | RP = Related Prior Damage      |

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NOTICE OF INJURY AND CLAIM

To: Wood County Clerk  
400 Market Street  
Wisconsin Rapids, WI 54494

cc: Corp Counsel  
Hwy  
HR

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

Date: 12-8-21

Time: '

Place: Pri City Motors, 1410 Hwy 73 So, Wis Rapids, WI, 54494

The circumstances giving rise to my claim are as follows:

Mailbox knocked off, Damaged,  
Box Can Be Viewed at Shop

The names of county personnel involved are: \_\_\_\_\_

The names of other witnesses are: \_\_\_\_\_

THE CLAIM

I request the following monetary or other relief: \_\_\_\_\_

12-13-21  
Date

Randy Schneider  
Signature

Print Name: RANDY SCHNEIDER

Address: 1330 Hwy 73 So  
WIS RAPIDS, WI, 54494

Phone: 715-325-2995 OR 715-325-5143

# Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: DECEMBER 2021

For the range of vouchers: 03210068 - 03210074

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03210068	NATIONAL COURT REPORTERS ASSN	2022 DUES - KIMBERLY COLLINS	11/02/2021	\$300.00	
03210069	OFFICE ENTERPRISES INC	INSTALL ADJUSTABLE BASES	12/15/2021	\$3,745.75	
03210070	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/08/2021	\$16.52	
03210071	COLLINS KIMBERLY	TRANSCRIPT FEE 20CF663	11/23/2021	\$34.00	
03210072	COLLINS KIMBERLY	TRANSCRIPT FEE 20CF713	12/01/2021	\$48.00	
03210073	COLLINS KIMBERLY	TRANSCRIPT FEE 21CF256	12/02/2021	\$24.00	
03210074	PETERSON MICHELLE L	TRANSCRIPT FEE 17CF70	11/23/2021	\$20.00	
<b>Grand Total:</b>				<b>\$4,188.27</b>	

## Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: DECEMBER 2021

For the range of vouchers: 04210037 - 04210046

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04210037	SWITS LTD	INTERPRETER 21TR1432 21CT391	11/22/2021	\$104.50	P
04210038	SWITS LTD	INTERPRETER FEES 21CM518	11/30/2021	\$105.00	P
04210039	NATIONAL COURT REPORTERS ASSN	2022 DUES - DENISE ZAMOW	11/02/2021	\$300.00	P
04210040	COLLINS KIMBERLY	TRANSCRIPT FEE 21CF36	11/23/2021	\$36.00	
04210041	ZAMOW DENISE	TRANSCRIPT FEE 20CF566 21CF467	12/20/2021	\$54.00	
04210042	ZAMOW DENISE	TRANSCRIPT FEE 18CF206	12/27/2021	\$38.00	
04210043	ZAMOW DENISE	TRANSCRIPT FEE 20CF419 20CF476	12/27/2021	\$38.00	
04210044	SOMMER KARLA M	TRANSCRIPT FEE 21CF504 21CF510	12/09/2021	\$8.00	
04210045	SOMMER KARLA M	TRANSCRIPT FEE 19CF776	12/09/2021	\$14.00	
04210046	SWITS LTD	INTERPRETER SERVICES	12/13/2021	\$254.00	
<b>Grand Total:</b>				<b>\$951.50</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: BRANCH 3

For the period of: DECEMBER 2021

For the range of vouchers: 05210064 - 05210067

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05210064	SWITS LTD	INTERPRETER FEE 20FA185	11/22/2021	\$113.50	P
05210065	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/02/2021	\$18.03	P
05210066	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/19/2021	\$54.87	
05210067	SWITS LTD	INTERPRETER SERVICES	12/13/2021	\$204.00	
<b>Grand Total:</b>				<b>\$390.40</b>	

## Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: DECEMBER 2021

For the range of vouchers: 02210098 - 02210110

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02210098	AEGIS CORPORATION	NOTARY BOND RENEWAL-KELNHOFER	12/27/2021	\$30.00	
02210099	WI DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL-KELNHOFER	12/27/2021	\$20.00	
02210100	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	12/27/2021	\$8,696.93	
02210101	DNA DIAGNOSTICS CENTER	19-IND. GENETIC TESTS	12/27/2021	\$486.00	
02210102	GEBERT LAW OFFICE	SUB. CORP COUNSEL FEE	12/27/2021	\$75.00	
02210103	LEGAL LOGISTICS LLC	13-PROCESS OF SERVICE FEES	12/27/2021	\$830.00	
02210104	OFFICE DEPOT	OFFICE SUPPLIES	12/27/2021	\$54.23	
02210105	OFFICE DEPOT	OFFICE SUPPLIES	12/27/2021	\$126.80	
02210106	RIVER CITY PROCESS SERVERS	17-PROCESS OF SERVICE FEES	12/27/2021	\$750.00	
02210107	SOUTHEAST WISCONSIN PROCESS LLC	2-PROCESS OF SERVICE FEES	12/27/2021	\$140.00	
02210108	WI DEPT OF ADMINISTRATION	SHARED ROUTER COSTS-CSA/DHSS	12/27/2021	\$75.00	
02210109	WOODTRUST BANK	4-BOXES-AGENCY CHECKS	12/27/2021	\$85.16	
02210110	US BANK	REFUND OF HOTEL CHARGES-WCSEA	12/27/2021	(\$71.04)	
<b>Grand Total:</b>				<b>\$11,298.08</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: CLERK OF CIRCUIT COURT

For the period of: DECEMBER 2021

For the range of vouchers: 07210828 - 07210977

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210828	US BANK	Jury Supplies	11/03/2021	\$75.80	P
07210829	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME160	11/04/2021	\$510.00	P
07210830	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME156	11/03/2021	\$720.00	P
07210831	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME153	11/03/2021	\$420.00	P
07210832	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 17GN93	11/04/2021	\$500.00	P
07210833	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21GN71	11/09/2021	\$500.00	P
07210834	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med exam - 21GN73	11/09/2021	\$500.00	P
07210835	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME164	11/11/2021	\$720.00	P
07210836	BILSKI & FRENCH LLC	Atty Fee - 18GN84	11/04/2021	\$100.00	P
07210837	BILSKI & FRENCH LLC	Atty Fee - 19GN86	11/04/2021	\$120.40	P
07210838	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Medical Exam - 21ME160	11/03/2021	\$650.00	P
07210839	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Medical Exam - 21ME153	11/03/2021	\$870.00	P
07210840	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Medical Exam - 21ME156	11/03/2021	\$870.00	P
07210841	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Medical Exam - 21ME164	11/11/2021	\$795.00	P
07210842	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Medical Exam - 19ME69	11/11/2021	\$795.00	P
07210843	DM STAMPS & SPECIALTIES	Office Supplies	11/04/2021	\$24.57	P
07210844	GORSKI & WITTMAN SC	GAL Fee - 19GN59	11/03/2021	\$290.00	P
07210845	GORSKI & WITTMAN SC	GAL Fee - 12GN66	11/05/2021	\$190.04	P
07210846	GORSKI & WITTMAN SC	GAL Fee - 19GN93	11/07/2021	\$220.42	P
07210847	GORSKI & WITTMAN SC	GAL Fee - 20GN74	11/06/2021	\$260.24	P
07210848	GORSKI & WITTMAN SC	GAL Fee - 21GN58	11/01/2021	\$719.60	P
07210849	GORSKI & WITTMAN SC	GAL Fee - 01GN18	11/07/2021	\$220.00	P
07210850	GORSKI & WITTMAN SC	GAL Fee - 10GN49	11/06/2021	\$150.00	P
07210851	GORSKI & WITTMAN SC	GAL Fee - 95GN78	11/06/2021	\$170.00	P
07210852	GORSKI & WITTMAN SC	GAL Fee - 02GN69	11/05/2021	\$170.00	P
07210853	HILL & WALCZAK ATTYS	GAL Fee - 21JC12 IHC	11/03/2021	\$290.00	P
07210854	HILL & WALCZAK ATTYS	GAL Fee - 20JC137 OHC	11/03/2021	\$390.00	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - DECEMBER  
2021

07210828 - 07210977

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210855	HILL & WALCZAK ATTYS	GAL Fee - 20JC142 OHC	11/08/2021	\$700.00	P
07210856	HILL & WALCZAK ATTYS	GAL Fee - 21JG18 OHC	11/03/2021	\$310.00	P
07210857	HILL & WALCZAK ATTYS	GAL Fee - 20JC138 OHC	11/03/2021	\$470.00	P
07210858	HILL & WALCZAK ATTYS	GAL Fee - 21JC61 & 21JC62 IHC	11/08/2021	\$500.00	P
07210859	HILL & WALCZAK ATTYS	GAL Fee - 21JC13 & 14 OHC	11/12/2021	\$620.00	P
07210860	HILL & WALCZAK ATTYS	GAL Fee - 21JC17 & 21JC18 IHC	11/12/2021	\$450.00	P
07210861	QUADIENT LEASING USA INC	Lease Pmt Sept - Dec 2021	11/08/2021	\$372.87	P
07210862	SERSCH THERESE	Med Exam - 19GN66	11/01/2021	\$383.08	P
07210863	SERSCH THERESE	Med Exam - 19GN09	11/01/2021	\$323.96	P
07210864	STAPLES ADVANTAGE	Office Supplies	11/11/2021	\$25.25	P
07210865	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN215	11/01/2021	\$362.86	P
07210866	WEILAND LEGAL SERVICES	GAL Fee - 20GN81	11/11/2021	\$100.00	P
07210867	WEILAND LEGAL SERVICES	GAL Fee - 12GN34	11/11/2021	\$100.00	P
07210868	WEST PAYMENT CENTER	Publications for Law Library	11/01/2021	\$1,577.17	P
07210869	SCRENOCK LAW OFFICE	GAL Fee - 19GN66	11/03/2021	\$620.00	P
07210870	BLADER LAW OFFICE LLC	GAL Fee - 19GN92	10/31/2021	\$208.64	P
07210871	CENTRAL WI COMMUNITY LAW INC	Atty Fee - 21CF229	11/21/2021	\$560.00	P
07210872	ABTS LAW LLC	GAL Fee - 21CV340	11/16/2021	\$370.00	P
07210873	ABTS LAW LLC	GAL Fee - 21JI3	11/16/2021	\$260.00	P
07210874	HILL & WALCZAK ATTYS	GAL Fee - 21JC46,47 & 48 OHC	11/15/2021	\$1,630.00	P
07210875	WEILAND LEGAL SERVICES	GAL Fee - 95GN90	11/16/2021	\$100.00	P
07210876	WEYMOUTH RICHARD D	Services as FCC - Nov 2021	11/23/2021	\$5,416.66	P
07210877	ABTS LAW LLC	Atty Fee - 21CV318	10/21/2021	\$270.00	P
07210878	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME163	11/15/2021	\$210.00	P
07210879	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME155	11/01/2021	\$720.00	P
07210880	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME66	10/25/2021	\$570.00	P
07210881	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21ME165	11/17/2021	\$720.00	P
07210882	BENSON STEVEN A PH D LLC	Med Exam - 21CF439	11/15/2021	\$2,974.41	P
07210883	BENSON STEVEN A PH D LLC	Med Exam - 21CM341	11/15/2021	\$3,464.33	P
07210884	CENTRAL WI COMMUNITY LAW INC	Atty Fee - 18GN66	10/27/2021	\$230.00	P
07210885	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME165	11/17/2021	\$845.00	P
07210886	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME163	11/15/2021	\$795.00	P
07210887	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME155	11/01/2021	\$995.00	P
07210888	CVEYKUS LAW OFFICE (DANIEL CVEYKUS)	Atty Fee - 94GN16	10/26/2021	\$230.00	P
07210889	CVEYKUS LAW OFFICE (DANIEL CVEYKUS)	Atty Fee - 00GN28	10/29/2021	\$270.00	P
07210890	GEBERT LAW OFFICE	Atty Fee - 21JG24 OHC	10/27/2021	\$150.00	P
07210891	GEBERT LAW OFFICE	Atty Fee - 21CF102	10/27/2021	\$382.37	P
07210892	GEBERT LAW OFFICE	Atty fee - 21CM179	10/27/2021	\$602.90	P
07210893	GEBERT LAW OFFICE	Atty fee - 21CF337	10/27/2021	\$529.83	P
07210894	GEBERT LAW OFFICE	Mediation Services - Oct 2021	11/18/2021	\$375.00	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - DECEMBER  
2021

07210828 - 07210977

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210895	HILL & WALCZAK ATTYS	Atty Fee - 21JC19 OHC	11/16/2021	\$505.00	P
07210896	HILL & WALCZAK ATTYS	Atty Fee - 21JC45 OHC	11/15/2021	\$875.00	P
07210897	HILL & WALCZAK ATTYS	Atty fee - 21JC20	11/15/2021	\$320.00	P
07210898	HILL & WALCZAK ATTYS	Atty fee - 20JC147 OHC	11/12/2021	\$330.00	P
07210899	HILL & WALCZAK ATTYS	Atty fee - 21JC16 OHC	11/12/2021	\$400.00	P
07210900	HILL & WALCZAK ATTYS	Mediation Services - Oct 2021	11/18/2021	\$50.00	P
07210901	NASH LAW GROUP	Atty Fee - 21CM363	10/27/2021	\$394.48	P
07210902	NASH LAW GROUP	Atty Fee - 21CF472	11/16/2021	\$520.91	P
07210903	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Search for SDC-Oct 21	11/01/2021	\$75.00	P
07210904	WEILAND LEGAL SERVICES	Atty Fee - 21GN62	10/27/2021	\$380.00	P
07210905	WEILAND LEGAL SERVICES	Atty Fee - 13GN62	10/26/2021	\$100.00	P
07210906	WEILAND LEGAL SERVICES	Atty Fee - 20GN71	10/18/2021	\$100.00	P
07210907	WEILAND LEGAL SERVICES	Atty Fee - 21CF391	10/27/2021	\$463.19	P
07210908	WEILAND LEGAL SERVICES	Atty Fee - 19CF516 & 20CF371	11/13/2021	\$699.49	P
07210909	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 21GN74	11/19/2021	\$500.00	P
07210910	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	MEd Exam - 21ME169	11/30/2021	\$570.00	P
07210911	BEHAVIORAL CONSULTANTS	Med Exam - 21CF389	11/30/2021	\$1,224.00	P
07210912	BLUM MICHAEL R ATTORNEY	Atty Fee - 20GN86	12/03/2021	\$220.00	P
07210913	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 18CF680	11/12/2021	\$3,280.00	P
07210914	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 19CF619 et all	12/01/2021	\$2,895.29	P
07210915	CENTRAL WI COMMUNITY LAW INC	Atty Fee - 21CF57	11/19/2021	\$360.00	P
07210916	CENTRAL WI COMMUNITY LAW INC	Atty Fee - 21CF430	12/03/2021	\$760.00	P
07210917	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 20ME80	11/18/2021	\$745.00	P
07210918	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME85	11/19/2021	\$550.00	P
07210919	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 21ME169	11/30/2021	\$845.00	P
07210920	EGLAND LAWRENCE	Witness Fee - 21FO97	12/07/2021	\$21.56	P
07210921	FOWLER JOHN T	Witness Fee - 21FO97	12/07/2021	\$19.40	P
07210922	GEBERT LAW OFFICE	Mediation Services - Nov 2021	12/07/2021	\$2,050.00	P
07210923	GEBERT LAW OFFICE	Atty fee - 21CM364	12/01/2021	\$363.69	P
07210924	GEBERT LAW OFFICE	Atty Fee - 21JC35 - 37 OHC	12/02/2021	\$170.00	P
07210925	GEBERT LAW OFFICE	Atty Fee - 21JC23 - 26 OHC	12/02/2021	\$110.00	P
07210926	GEBERT LAW OFFICE	Atty Fee - 21CF387 & 556	12/02/2021	\$562.93	P
07210927	GEBERT LAW OFFICE	Atty fee - 21JC39 - 42 OHC	12/02/2021	\$120.00	P
07210928	GEBERT LAW OFFICE	Atty Fee - 10GN51	12/02/2021	\$140.00	P
07210929	GEBERT LAW OFFICE	Atty Fee - 19CF391 et al	12/02/2021	\$4,830.47	P
07210930	GEBERT LAW OFFICE	Atty Fee - 84GN220	12/02/2021	\$140.00	P
07210931	GEBERT LAW OFFICE	Atty Fee - 21PA15	12/03/2021	\$150.00	P
07210932	GEBERT LAW OFFICE	Atty Fee - 21IG28 OHC	12/02/2021	\$120.00	P
07210933	GORSKI & WITTMAN SC	Atty Fee - 17GN93	11/30/2021	\$401.40	P
07210934	GORSKI & WITTMAN SC	Atty Fee - 21GN68	11/29/2021	\$787.32	P

## Committee Report - County of Wood

CLERK OF CIRCUIT COURT - DECEMBER  
2021

07210828 - 07210977

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210935	HILL & WALCZAK ATTYS	Mediation Services - Nov 2021	12/07/2021	\$100.00	P
07210936	DM STAMPS & SPECIALTIES	Office Supplies	11/22/2021	\$84.35	P
07210937	NASH LAW GROUP	Atty fee - 21CV354 & 355	12/02/2021	\$245.00	P
07210938	NASH LAW GROUP	Atty Fee - 21CF316	12/02/2021	\$1,217.12	P
07210939	NASH LAW GROUP	Atty Fee - 20JC58 & 59 OHC	12/03/2021	\$200.00	P
07210940	NASH LAW GROUP	Atty Fee - 21CM387	12/06/2021	\$284.48	P
07210941	PFLAGER LAWRENCE	Witness Fee - 20CF189	12/01/2021	\$56.40	P
07210942	SCHMIDT SHELLY A	Witness Fee - 20CF508	11/30/2021	\$19.52	P
07210943	SERSCH THERESE	Med Exam - 21GN68	11/23/2021	\$437.82	P
07210944	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN213	12/02/2021	\$50.00	P
07210945	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN215	12/02/2021	\$211.98	P
07210946	STORM BALGEMAN & KLIPPEL SC	Atty Fee - 17GN58	12/02/2021	\$300.00	P
07210947	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person SDC Search- Nov 2021	12/01/2021	\$75.00	P
07210948	WEILAND LEGAL SERVICES	Atty fee - 19GN106	11/19/2021	\$100.00	P
07210949	WEILAND LEGAL SERVICES	Atty Fee - 19GN09	11/25/2021	\$350.00	P
07210950	WEILAND LEGAL SERVICES	Atty Fee - 21GN71	11/25/2021	\$240.00	P
07210951	WEILAND LEGAL SERVICES	Atty Fee - 21GN73	12/01/2021	\$280.00	P
07210952	WEILAND LUKE A ATTORNEY AT LAW LLC	Mediation Services - Dec 2021	12/07/2021	\$50.00	P
07210953	WEST PAYMENT CENTER	LL Internet Access - Nov 2021	12/01/2021	\$1,577.17	P
07210954	ZAGRZEBSKI JOHN F	Witness Fee - 20CF508	11/30/2021	\$19.00	P
07210955	BALES MARSHALL J MD	Med Exam - 21ME88	07/15/2021	\$640.00	P
07210956	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fee - 21CF458	12/07/2021	\$1,043.16	P
07210957	BRATCHER LAW OFFICE LLC	Atty Fee - 13GN75	12/13/2021	\$212.33	P
07210958	CENTRAL WI COMMUNITY LAW INC	Atty Fee - 20CF110	12/03/2021	\$520.00	P
07210959	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME77	12/11/2021	\$1,095.00	P
07210960	GEBERT LAW OFFICE	Atty Fee - 21CM347	12/07/2021	\$465.80	P
07210961	GEBERT LAW OFFICE	Atty Fee - 21CF459	12/07/2021	\$792.16	P
07210962	GORSKI & WITTMAN SC	Atty Fee - 21GN66	12/13/2021	\$356.40	P
07210963	GORSKI & WITTMAN SC	Atty Fee - 10GN20	12/13/2021	\$231.84	P
07210964	GORSKI & WITTMAN SC	Atty Fee - 16GN69	12/13/2021	\$110.00	P
07210965	HILL & WALCZAK ATTYS	Atty Fee - 20JC87 OHC	12/07/2021	\$470.00	P
07210966	HILL & WALCZAK ATTYS	Atty Fee - 20JC109 -111 OHC	12/07/2021	\$810.00	P
07210967	HILL & WALCZAK ATTYS	Atty Fee - 21JC63 OHC	12/07/2021	\$420.00	P
07210968	HILL & WALCZAK ATTYS	Atty Fee - 19JG27 OHC	12/07/2021	\$340.00	P
07210969	HILL & WALCZAK ATTYS	Atty Fee - 21JC32-34 OHC	12/07/2021	\$860.00	P
07210970	HILL & WALCZAK ATTYS	Atty Fee - 21JG27 OHC	12/07/2021	\$480.00	P
07210971	DM STAMPS & SPECIALTIES	Office Supplies	12/08/2021	\$19.81	P
07210972	DM STAMPS & SPECIALTIES	Office Supplies	12/09/2021	\$27.17	P
07210973	MEEK STEVEN	Witness Fees - 20CM82	05/20/2021	\$31.16	P
07210974	NASH LAW GROUP	Atty Fee - 21CM346	12/01/2021	\$440.02	P
07210975	NASH LAW GROUP	Atty fee - 21CT279	12/11/2021	\$468.18	P
07210976	NASH LAW GROUP	Atty fee - 18PA26PJ	12/13/2021	\$115.00	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07210977	POST SHARI L	Atty Fee - 21CM352	12/08/2021	\$378.96	P
<b>Grand Total:</b>				<b>\$84,409.36</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: CRIMINAL JUSTICE COORDINATOR

For the period of: DECEMBER 2021

For the range of vouchers: 35210026 - 35210027

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
35210026	CORDANT HEALTH SOLUTIONS	DRUG TESTING NOVEMBER 2021	11/30/2021	\$3,841.80	P
35210027	COLONIAL SCIENTIFIC INC	EXAM GLOVES	12/07/2021	\$260.40	
<b>Grand Total:</b>				<b>\$4,102.20</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: DECEMBER 2021

For the range of vouchers: 11210045 - 11210052

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11210045	STAPLES ADVANTAGE	DESKTOP RISERS	11/24/2021	\$379.98	P
11210046	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/24/2021	\$105.15	P
11210047	STAPLES ADVANTAGE	PAPER SHREDDER, SUPPLIES	11/24/2021	\$241.74	P
11210048	STAPLES ADVANTAGE	DESK RISERS	11/27/2021	\$1,554.00	P
11210049	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/27/2021	\$23.78	P
11210050	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/27/2021	\$5.88	P
11210051	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/30/2021	\$24.99	P
11210052	STAPLES ADVANTAGE	DATE STAMPS	12/07/2021	\$107.80	P
<b>Grand Total:</b>				<b>\$2,443.32</b>	

## Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

# Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: DECEMBER 2021

For the range of vouchers: 24210031 - 24210034

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24210031	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/08/2021	\$37.00	
24210032	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/17/2021	\$49.80	
24210033	GAPPA SECURITY SOLUTIONS LLC	SECURITY CAMERA	12/20/2021	\$1,110.00	
24210034	RINGER TIFFANY	RETIREMENT CAKE	12/22/2021	\$56.99	
<b>Grand Total:</b>				<b>\$1,253.79</b>	

## Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

**Committee Report**

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: DECEMBER 2021

For the range of vouchers: 32210005 - 32210006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32210005	AMAZON CAPITAL SERVICES	PRINTER & TONER	11/20/2021	\$447.00	P
32210006	HEINZEN PRINTING INC	LETTERHEAD, BROCHURES	11/30/2021	\$408.00	P
<b>Grand Total:</b>				<b>\$855.00</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

---

**JANUARY 2022**

**MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

Prepared by Child Support Director Brent Vruwink

- As we finish out the year we are completing annual trainings that are required by the Bureau of Child Support. I will be working on the Cooperative Agreements in the month of January so we can request reimbursement for services provided in the 1<sup>st</sup> quarter of 2022. As Chair of the WCSEA Legislative Committee I have been tasked with evaluating State Funding of the Child Support Program to determine what the statewide need will be for the next biennial budget. Once this determination is made we will begin informing legislators why it is imperative we receive additional funding.
- I attended the WCSEA meeting on December 9<sup>th</sup>.
- I presented at the New Director Orientation on December 13<sup>th</sup>.
- On December 20<sup>th</sup> I met with the State Bureau of Regional Operations to complete the Annual Children First Check in.
- The current IV-D case count is 3,506.

**Clerk of Courts Departmentwide**  
For 11 months ending 11/30/2021

		Actual	2021 Budget	Variance	Variance %
<b>REVENUES</b>					
Intergovernmental Revenues					
43512	State Aid-Courts	\$59,761.00	\$59,000.00	\$761.00	1.29%
43513	State Aid - Courts IV-E Reimb Grant	16,530.65	20,000.00	(3,469.35)	(17.35%)
43514	State Aid-Court Support Services	90,867.00	88,678.00	2,189.00	2.47%
	<b>Total Intergovernmental</b>	<b>167,158.65</b>	<b>167,678.00</b>	<b>(519.35)</b>	<b>(0.31%)</b>
Fines, Forfeits and Penalties					
45115	County Share of Occupational Driver	120.00	200.00	(80.00)	(40.00%)
45120	County Share of State Fines and Forfeitures	99,660.74	130,000.00	(30,339.26)	(23.34%)
45130	County Forfeitures Revenue	81,176.31	94,000.00	(12,823.69)	(13.64%)
	<b>Total Fines, Forfeits and Penalties</b>	<b>180,957.05</b>	<b>224,200.00</b>	<b>(43,242.95)</b>	<b>(19.29%)</b>
Public Charges for Services					
46140	Court Fees	126,684.90	150,000.00	(23,315.10)	(15.54%)
46141	Court Fees and Costs-Marriage Counseling	6,290.00	6,000.00	290.00	4.83%
46142	Attorney and GAL Reimbursements	80,225.72	46,500.00	33,725.72	72.53%
46143	Interpreter Reimbursement	4,380.75	7,927.00	(3,546.25)	(44.74%)
	<b>Total Public Charges for Services</b>	<b>217,581.37</b>	<b>210,427.00</b>	<b>7,154.37</b>	<b>3.40%</b>
Interdepartmental Charges for Services					
47410	Dept Charges-FCC	904.60	2,000.00	(1,095.40)	(54.77%)
47411	Dept Charges-COC	5,036.34	9,000.00	(3,963.66)	(44.04%)
	<b>Total Interdepartmental Charges</b>	<b>5,940.94</b>	<b>11,000.00</b>	<b>(5,059.06)</b>	<b>(45.99%)</b>
	<b>Total Intergovernmental Charges for Services</b>	<b>5,940.94</b>	<b>11,000.00</b>	<b>(5,059.06)</b>	<b>(45.99%)</b>
Miscellaneous					
48000	Miscellaneous	6,338.53		6,338.53	0.00%
48117	Interest-Clerk of Courts	360.93	300.00	60.93	20.31%
	<b>Total Miscellaneous</b>	<b>6,699.46</b>	<b>300.00</b>	<b>6,399.46</b>	<b>2,133.15%</b>
	<b>TOTAL REVENUES</b>	<b>578,337.47</b>	<b>613,605.00</b>	<b>(35,267.53)</b>	<b>(5.75%)</b>
<b>EXPENDITURES</b>					
General Government					
51217	Clerk of Courts-Divorce Mediation	13,900.00	25,000.00	11,100.00	44.40%
51220	Family Court Commissioner	54,644.48	65,600.00	10,955.52	16.70%
51221	Clerk of Courts	1,099,950.01	1,579,453.61	479,503.60	30.36%
	<b>Total General Government</b>	<b>1,168,494.49</b>	<b>1,670,053.61</b>	<b>501,559.12</b>	<b>30.03%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,168,494.49</b>	<b>1,670,053.61</b>	<b>501,559.12</b>	<b>30.03%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(590,157.02)</b>	<b>(1,056,448.61)</b>	<b>466,291.59</b>	<b>(44.14%)</b>

This Report was generated on December 18, 2021 and includes November revenue.

For the Judicial & Legislative Committee Meeting dated: January 7, 2022  
Prepared by Cindy Joosten Clerk of Circuit Court

**CLERK OF CIRCUIT COURT  
ANNUAL REVENUE COMPARISON**

	Total	2020 State	County	Muni	Total	2021 State	County	Muni	
Jan	223,004	159,574	62,197	1,233	Jan	172,499	124,524	46,601	1,374
Feb	202,972	138,950	62,508	1,514	Feb	164,031	110,559	52,476	997
Mar	214,998	158,928	53,740	2,331	Mar	214,278	155,788	57,175	1,316
Apr	121,789	85,475	35,406	908	Apr	199,414	141,811	55,865	1,738
May	135,285	99,861	33,945	1,478	May	172,922	121,928	49,145	1,848
Jun	174,646	127,001	45,414	2,231	Jun	201,272	146,828	52,800	1,644
Jul	177,742	128,952	47,700	1,090	Jul	212,945	157,379	54,411	1,155
Aug	159,374	117,125	40,928	1,321	Aug	179,954	125,817	52,684	1,453
Sep	165,998	118,786	46,345	868	Sep	171,872	127,389	43,094	1,389
Oct	172,766	115,614	56,065	1,087	Oct	152,419	110,569	40,318	1,532
Nov	157,744	115,522	40,672	1,550	Nov	180,860	118,400	60,721	1,739
Dec	144,297	98,769	43,680	1,848	Dec	-			
	2,050,616	1,464,556	568,602	17,458		2,022,466	# 1,440,992	565,289	16,184
		2020 YEAR TO DATE REVENUE:				1,906,319	# 1,365,787	524,922	15,611
		INCREASE (Decrease)				116,147	75,206	40,368	574



# Wood County

## WISCONSIN

**REGISTER OF  
DEEDS OFFICE**

*Tiffany R. Ringer*  
Register of Deeds

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**JANUARY 2022**

### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

1. On November 30<sup>th</sup>, I met with Wood County IT to upgrade the email access on my phone, per their request.
2. On December 1<sup>st</sup>, the Property Fraud Alert link was updated by Fidlar, our software company. This is the perfect time to remind you to sign up for this free service, if you haven't already. It will not prevent fraud, however, an "alert" is sent to you via phone or email almost immediately after a document is recorded. Please contact me if you need help signing up or if you have any questions!
3. Deputy Register of Deeds, Rita Eichsteadt submitted her retirement notice. We wish Rita all the best in her retirement. She has been a pleasure to work with and will be greatly missed.
4. I attended the Judicial and Legislative committee meeting on December 3<sup>rd</sup>.
5. On December 8<sup>th</sup>, I attended a virtual WRDA Legislative committee meeting.
6. In working with Chairman Pliml and Facilities Manager Van Tassel, a new camera with audio was ordered and will be installed.
7. All 2021 staff performance reviews are completed and turned into Human Resources.
8. Interviews were held to fulfill the soon to be vacated deputy position. A final candidate was selected and will begin on January 3<sup>rd</sup>.
9. I was asked to host the next WRDA Executive board meeting in January. All arrangements have been made.
10. I will be attending the Judicial and Legislative committee meeting on January 7<sup>th</sup>.

**VICTIM WITNESS SERVICES REPORT**

Michele Newman, Coordinator  
October 27 to November 30 2021

**Victims/Witnesses Served:**

**160** Victims or Witnesses made contact with via phone

**28** Victims or Witnesses met with in person

**0** Victims assisted with preparation of Crime Victim Compensation Application

**102** Initial contact packet information sent

**1** No contact order information

**8** No prosecutions notification

**77** Victims or Witnesses were notified of all hearings

**77** Victims or Witnesses were notified of plea agreement/sentencing

**1** Victims or Witnesses notified of disposition on closed cases

**3** Victims or Witnesses notified of sentencing after revocation

**9** Victims with restitution requested

**16** Victim Impact Statements

**68** - Victims registered with NOTIS/Vine service – Victims now register for NOTIS services with the State Office of Crime Victim at the state level. This detail will now be for Vine Link only.

**0** Victims notified of appeals court proceedings

Total services/events // Total unique parties = **429//268**

**Trainings/Meetings/Other:** none

**VICTIM WITNESS SERVICES REPORT**  
Michele Newman, Coordinator  
November 30 to December 21, 2021

**Victims/Witnesses Served:**

**94** Victims or Witnesses made contact with via phone

**11** Victims or Witnesses met with in person

**0** Victims assisted with preparation of Crime Victim Compensation Application

**54** Initial contact packet information sent

**2** No contact order information

**6** No prosecutions notification

**47** Victims or Witnesses were notified of all hearings

**30** Victims or Witnesses were notified of plea agreement/sentencing

**30** Victims or Witnesses notified of disposition on closed cases

**0** Victims or Witnesses notified of sentencing after revocation

**9** Victims with restitution requested

**7** Victim Impact Statements

**68** - Victims registered Vine service.

**28** Victims notified of appeals court proceedings

Total services/events // Total unique parties = **268//194**

**Trainings/Meetings/Other:** none

## MEMORANDUM

TO: County Board Supervisors and Staff

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: January 18, 2022

RE: Resolution Drafting

A new department head recently commented to me that it would be nice to have some directions on how to prepare and process a resolution. I looked on the Corporation Counsel Intranet site and saw that a memo had been sent to the department heads in 1995 on this topic but the memo is stale. For instance, reference is made in the memo to working with the county board chairman's secretary, a position that no longer exists and some things have just changed over time. Consequently, I am updating the old memo and will include this on the Corporation Counsel's Intranet site under Policies and Procedures and it will replace the old memo.

Form. The Wood County Clerk's office has a form resolution, along with instructions, that are available on the L: Drive under Share>Resolutions.

Resolution #. The County Clerk will fill this in.

Item #. The County Clerk will fill this in as well.

Date. Fill in the date of the county board meeting at which the resolution will be presented to the county board.

Effective date. This will normally be the date the county board considers the resolution but if the resolution requires some precondition to taking effect, such as publication by the Clerk, then you would write in "upon passage and publication." If questions, ask the Clerk or Corporation Counsel.

Introduced by. This provision calls for the name of the introducing committee(s) to be identified. Normally a committee would not be listed here unless the committee has gone on record (a motion was made and passed at a meeting of the committee and is reflected in the committee's minutes) in support of the resolution. If you are going to deviate from this process, then, at a minimum, get the committee chair's approval in advance. The pertinent minutes of the committee do not have to be presented to the county board at the same meeting as the resolution but doing so is preferable.

Please note that County Board Rule #25 provides that “[r]esolutions carrying money appropriations shall be introduced by committees only.” Other resolutions may be submitted directly to the county board by a single supervisor. In most cases, the presentation of a resolution directly to the board by one or more supervisors and not a committee will result in the referral of the resolution to the proper oversight committee(s) for consideration. The County runs on a committee system whereby scrutiny of proposals is given to committees to consider with staff input and not direct presentation to the board itself.

Intent and Synopsis. Obviously, the purpose of this section is to give a summary of the resolution’s objective(s). This section need not mirror the “hereby resolves” paragraphs but often will and that is fine.

Number of Votes Required. The standard is that a resolution will be adopted if approved by a majority of supervisors in attendance at the county board meeting. The county board controls what attendance means but currently absentee and proxy voting are not permitted. Attendance via audio or video means is allowed. There are exceptions to the rule, particularly when dealing with financial matters. When dealing with budget modifications and other financial matters, extraordinary voting is often required, If questions on this, check with the Finance Director or Corporation Counsel.

When a resolution authorizes the expenditure of funds in a future year for which the budget has not been formally approved by the county board (at its November meeting), then the resolution will likely only require a majority vote.

Reviewed by. Although not mandated by law or any rule of the county board, drafters of resolutions are encouraged to have the resolutions reviewed by the Finance Director when financial matters are being addressed and by the Corporation Counsel to verify compliance with laws and County procedures. These folks and the County Clerk may provide input on grammar and syntax concerns if given the opportunity to timely consider the resolution.

Fiscal Note. The “fiscal note” is intended to identify the financial impact, if any, that action on the resolution will have upon the County. Often times the fiscal impact will be unknown and in those instances it is appropriate to say so. It is appropriate, however, to state the likely or possible financial implications to the County as a consequence of the approval or disapproval of the resolution. Different funding sources such as state, federal, or private funds should be identified here. In accordance with County Board Rule #27, resolutions involving wages must also include fringe benefits. Input from Human Resources should be obtained in preparing a resolution involving wages and assistance from Finance should be sought for resolutions dealing with the transfer of funds.

Whereas. The “whereas” paragraphs allow the drafter to explain the need for the resolution. Typically, each “whereas” paragraph will contain one idea and they will be sequentially arranged in some sort of logical order. The “whereas” paragraphs should succinctly but fully explain why the resolution is necessary and what the ramifications of its passage and non-passage will be. Sometimes a resolution will identify negative consequences to its adoption and sometimes the

drafter won't share this information; this is discretionary with the author. Essentially, the "whereas" provisions are the sales information.

It is not uncommon that a resolution will itself be insufficient to adequately explain its subject matter and it may be necessary to have supplementary written materials accompany the resolution. Other times it may be that a presentation will be made to the board in order to fully address the topic or to answer questions about it. If the presentation is planned, then it constitutes a special order of business and permission for same should be obtained from the County Board Chair or a committee and the County Clerk notified of it, consistent with County Board Rule #7.

Now, therefore, the "board" hereby resolves to: There are various formats used to start this part of a resolution, formal and informal; the statutes don't dictate how this section of the resolution begins so it is up to the drafter. This is, though, the legal part of the resolution. The county board is exercising its decision-making responsibilities and, right or wrong, that decision is expressed in this part of the resolution. As such, this portion of the resolution needs to stand on its own. It should not say "therefore, the action described above is hereby approved by the county board" or something of that nature. This part of the resolution needs to say exactly what is being done by the county board. Why the action is being authorized is not pertinent to this part of the resolution.

As discussed in other memoranda, a county board has almost all of the authority in a county, except as otherwise provided by law or constitution. A resolution is the primary means of the county board in conveying that authority or decision; hence, it must be clear.

If the resolution is authorizing the use or conveyance of funds, this part of the resolution must state this; the drafter cannot simply rely upon the fiscal note.

County Board Supervisors as well as department heads may ask the Corporation Counsel to draft a resolution and that is a proper request.