

AGENDA
***AMDENDED* JUDICIAL & LEGISLATIVE COMMITTEE**

DATE: Friday, June 6, 2025
TIME: 9:00 AM
LOCATION: Courthouse, Room 302

1. Call meeting to order & declaration of quorum.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Review minutes from previous meetings.
4. Review any claims, notices of injury, or litigation against the County, as necessary.
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 Water Group.
8. Criminal Justice Department sustainability and staffing concerns
9. Review County Board Rules.
10. Review County Board compensation for the 2026-2028 term
11. Attendance at meetings.
12. Consideration of agenda items for next meeting.
13. Set date and time of next meeting – (Note: the first Friday of the month is the 4th of July)
 - a. Review meeting date for September.
14. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2494 789 2808

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mc5b443fd7e7365bc4fe82ddf69232dea>

Meeting number (access code): 2494 789 2808

Meeting password: 060625

MINUTES JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Monday, April 28, 2025
TIME: 10:30 AM
PLACE: Courthouse – Room 302

MEMBERS PRESENT: Bill Clendenning, Bill Leichtnam, Russ Perlock, Tim Hovendick

MEMBER EXCUSED: William Voight

OTHERS PRESENT: Trent Miner, County Clerk; Nick Flanagan

1. Chairman Clendenning called the meeting to order at 10:30 AM.
2. There was no public comment.
3. The committee commenced to review the draft rules as presented by the Wisconsin Counties Association. Corporation Counsel Flanagan led the group in the review both the draft rules and the current rules and the incorporation of same. Changes and modifications were by consensus of the committee except as follows.
4. Motion by Leichtnam/Perlock to have the Corporation Counsel, by rule, seated on the dais during county board meetings. Motion carried unanimously.
5. Chairman Clendenning adjourned the meeting at 12:12 PM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

MINUTES JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Thursday, May 1, 2025
TIME: 1:00 PM
PLACE: Courthouse – Room 302

MEMBERS PRESENT: Bill Clendenning, Bill Leichtnam, William Voight, Russ Perlock,
Tim Hovendick

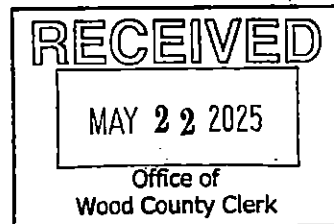
OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Clendenning called the meeting to order at 1:00 PM.
2. There was no public comment.
3. Motion by Voight/Leichtnam to approve the minutes of the April 4, 2025, meeting as presented. Motion carried unanimously.
4. The claim of Jane Binder was reviewed. Motion by Hovendick/Voight to deny the claim. Motion carried unanimously.
5. The vouchers and reports from the departments the committee oversees were reviewed and discussed. Motion by Leichtnam/Perlock to approve them as presented. Motion carried unanimously.
6. Supervisor Leichtnam provided a report of the Citizens Water Group.
7. Supervisor Hovendick & Child Support Director Vruwink presented a request to move the Child Support Director from his current step 5 wage to step 6. Vruwink explained that this would move him to the control point/market rate and feels this is appropriate based on his past reviews and years of service. Motion by Voight/Hovendick to approve the step increase, effective June 8, 2025. Motion carried unanimously.
8. The next meeting will be held on Friday, June 6, 2025 at 9:00 AM.
9. Motion by Voight/Leichtnam to adjourn. Motion carried unanimously at 1:19 PM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

May 1, 2025

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NOTICE OF INJURY AND CLAIM

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

cc: Corp Counsel
HE
they

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

THE INCIDENT

Date: 5/13/25

Time: 4:55 pm

Place: Just West of the grand Rapids Lions club entrance, Kellner rd

The circumstances giving rise to my claim are as follows:

I was on my way home, travelling east on
Kellner rd. There was a street sweeper in the
median. I got as far right as I could
to give him room but still was struck
by a stone, causing a chip in my windshield

The names of county personnel involved are: Didn't stop for a name
as that wouldn't have been safe.

The names of other witnesses are: Alone in vehicle

THE CLAIM

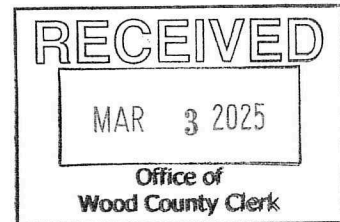
I request the following monetary or other relief: repair or replacement of
my 2017 4Runner windshield.

5/16/25
Date

Tyler Brown
Signature
Print Name: Tyler Brown
Address: 5431 Auburn Ave
Wisconsin Rapids, WI, 54494
Phone: (715) 323-7193

NOTICE OF CLAIM AGAINST WOOD COUNTY JAIL

(Pursuant to Wis. Stat. § 893.80)



TO: Wood County Jail 400 Market Street, P.O. Box 8095, Wisconsin Rapids, WI 54495
Joseph.keena@woodcounty.gov
Phone: (715) 421-8715

FROM: Curtis J. Orlowski
7511 north park road
Wisconsin rapids WI 54494
flipperman8732@duck.com
715-315-8250

DATE: 2-28-25

Notice of Claim for Unlawful Medical Procedure and Excessive Medical Billing

I. CLAIMANT INFORMATION

Name: Curtis J. Orlowski
Date of Birth: 11-18-1987
Address: 7511 north park road
Wisconsin Rapids WI 54494
Phone: 715-315-8250
Email: flipperman8732@duck.com

II. NOTICE OF CLAIM

1. Date and location of Incident

Wood County Jail Wisconsin Rapids WI 54494
Date of Incident: 11-11-24

Time of Incident: 2am

Location: Wood County Jail – Wisconsin Rapids, WI

2. Names of Involved Officers and Jail Staff (If Known)

Due to having time limits to file Notice I couldn't retrieve names.
All Jail staff working on 11-11-2024

3. Description of the Incident

On November 11 2024 I was booked into Wood County Jail following my arrest by the Wisconsin Rapids Police Department in connection with the charges referenced in my previous Notice of Claim against WRPD.

During my intake at the Wood County Jail, I was forcibly subjected to X-ray imaging against my will, despite my clear and repeated refusals to consent. Jail staff claimed I had contraband inside my body, which I explicitly denied multiple times. I was coerced into complying under threat of additional consequences, even though I never consented to the X-ray procedure.

The procedure violated my constitutional rights, including my Fourth Amendment right against unlawful searches and my Fourteenth Amendment right to bodily autonomy. Following the forced procedure, no contraband was found, confirming that there was no justifiable medical or security reason for the X-ray.

I was subsequently billed \$1,800 for the non-consensual medical procedure, despite being in state custody and never requesting medical treatment.

This incident represents a clear violation of my constitutional rights and a financially abusive practice of billing detainees for unauthorized medical procedures.

4. Legal Violations Committed by Wood County Jail

A. Fourth Amendment Violation – Unlawful Search (42 U.S.C. § 1983)

I was subjected to a medical X-ray without valid consent, a warrant, or exigent circumstances, violating my Fourth Amendment right against unreasonable searches and seizures.

Legal Precedent: In *United States v. Booker* (2012), courts ruled that forced medical procedures must meet strict constitutional scrutiny and cannot be performed without clear legal justification.

B. Fourteenth Amendment Violation – Due Process & Bodily Autonomy

The unlawful medical procedure violated my right to personal bodily integrity under the Fourteenth Amendment.

The procedure was performed with coercion, without informed consent, and without medical necessity.

C. Excessive and Unlawful Billing for Medical Procedure

Charging a detainee for a non-consensual medical procedure is both unconstitutional and financially exploitative.

Wisconsin law and federal case law prohibit jails from billing individuals for unnecessary or unauthorized medical services.

5. Damages and Compensation Requeste

As a result of these unlawful actions, I have suffered:

Emotional distress and psychological trauma from the forced medical procedure.

Violation of my constitutional rights to be free from unlawful searches and coerced medical interventions.

Financial harm due to the \$1,800 medical bill, which was imposed unjustly while I was in state custody.

I am seeking:

1. Monetary compensation in the amount of \$250,000 for damages suffered due to this unlawful medical procedure.
2. Immediate cancellation and reimbursement of the \$1,800 medical charge imposed upon me.
3. A formal acknowledgment of the constitutional violations committed by the Wood County Jail and policy changes to prevent future violations.
6. Request for Response

Pursuant to Wis. Stat. § 893.80, Wood County has 120 days from receipt of this Notice of Claim to respond. If the claim is denied or not addressed within that time frame, I will proceed with filing a federal civil rights lawsuit under 42 U.S.C. § 1983 for violations of my constitutional rights.

Dated: 2-28-2025 Respectfully submitted,

Curtis J. Orlowski
flipperman8732@duck.com

INVOICE

Castlerock Veterinary Hospital, Inc.

1214 S Oak Ave.
Marshfield, WI 54449
715-389-1011

FOR: Erin Parmeter
5010 Whitrock Ave
Wis. Rapids, WI 54494
(715) 570-1653

Printed: 05-20-25 at 1:32p
Date: 05-18-25
Account: 18454
Invoice: 278074

Date	For	Qty	Description	Price	Discount	Price
Services by Sarah Novak, DVM UC						
05-18-25	Bat	1	UC: Urgent Care Doctor Fee			93.70
05-18-25		1	UC: OSHA Compliance			8.85
05-18-25		1	Euthanasia Exotic/Bird-Burial or Ind*			53.65
05-18-25		1	Rabies Processing Fee-BAT			45.00
Services by						
05-18-25			Scratch Payment.			-204.15
<hr/>						
Old balance		Charges	Tax	Payments	New balance	
0.00		201.20	*2.95	204.15	0.00	

Thank you! Download the Pet Desk App to make contacting us easy. You can also email us at castlerockvethosp@gmail.com. For all your pets needs visit our online pharmacy/store at shop.castlerockveterinaryhospital.com. If you LOVED your visit at our clinic today please leave us a good Google review.

Committee Report

County of Wood

Report of claims for: BRANCH 1

For the period of: MAY 2025

For the range of vouchers: 03250024 - 03250029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03250024	AMAZON CAPITAL SERVICES	OFFICE FURNITURE	04/18/2025	\$639.96	P
03250025	AMAZON CAPITAL SERVICES	CREDIT - OFFICE FURNITURE	04/21/2025	(\$399.98)	P
03250026	AMAZON CAPITAL SERVICES	OFFICE FURNITURE & SUPPLIES	04/28/2025	\$430.32	P
03250027	ACADEMIC CHOIR APPAREL	JUDICIAL ROBE	05/01/2025	\$398.00	P
03250028	SWITS LTD	INTERPRETER FEES	05/23/2025	\$304.00	
03250029	KIMBALL JAMES	REIMB FOR SUPPLIES	05/19/2025	\$37.28	
Grand Total:				\$1,409.58	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: MAY 2025

For the range of vouchers: 04250014 - 04250017

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04250014	MENDEZ JOHN	MAR INTERPRETER BR 1 & 2	04/25/2025	\$225.00	P
04250015	MENDEZ JOHN	APR INTERPRETER BR 1, 2, 3 & 4	04/25/2025	\$540.00	P
04250016	SWITS LTD	INTERPRETER 25GF866 25GF868	05/23/2025	\$188.50	
04250017	ZAMOW DENISE	TRANSCRIPT FEE 21CF243	05/23/2025	\$5.00	
Grand Total:				\$958.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: BRANCH 3

For the period of: MAY 2025

For the range of vouchers: 05250018 - 05250028

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05250018	STATE BAR OF WISCONSIN	STATE BAR DUES - WOLF	05/20/2025	\$295.47	
05250019	SWITS LTD	INTERPRETER 25CT7 24CT434	05/23/2025	\$152.00	
05250020	PETERSON MICHELLE L	TRANSCRIPTS 24CF42	05/19/2025	\$50.00	
05250021	PETERSON MICHELLE L	TRANSCRIPTS 24CF27	05/12/2025	\$22.00	
05250022	PETERSON MICHELLE L	TRANSCRIPTS 22CF204	05/12/2025	\$28.00	
05250023	PETERSON MICHELLE L	TRANSCRIPTS 23CF78	05/12/2025	\$60.00	
05250024	PETERSON MICHELLE L	TRANSCRIPTS 24CF192	05/12/2025	\$46.00	
05250025	PETERSON MICHELLE L	TRANSCRIPTS 25CF64	05/12/2025	\$28.00	
05250026	PETERSON MICHELLE L	TRANSCRIPTS 21CF28	05/12/2025	\$32.00	
05250027	PETERSON MICHELLE L	TRANSCRIPTS 24CF653 25CF229	05/12/2025	\$46.00	
05250028	PETERSON MICHELLE L	TRANSCRIPTS 25CF95	05/19/2025	\$26.00	
Grand Total:				\$785.47	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: BRANCH 4

For the period of: MAY 2025

For the range of vouchers: 34250007 - 34250013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34250007	LIVERNASH ALICIA	TRANSCRIPTS 23CF591	04/28/2025	\$12.00	P
34250008	LIVERNASH ALICIA	TRANSCRIPTS 23CF25 24CF235	04/23/2025	\$102.50	P
34250009	STATE BAR OF WISCONSIN	STATE BAR DUES - GEBERT	05/14/2025	\$302.00	P
34250010	SWITS LTD	INTERPRETER FEES	05/23/2025	\$2,004.12	
34250011	LIVERNASH ALICIA	TRANSCRIPTS 24CF98	05/15/2025	\$30.00	
34250012	LIVERNASH ALICIA	TRANSCRIPTS	05/22/2025	\$48.00	
34250013	LIVERNASH ALICIA	TRANSCRIPTS 24CF179	05/22/2025	\$34.00	
Grand Total:				\$2,532.62	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: MAY 2025

For the range of vouchers: 02250036 - 02250046

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02250036	MCCORMICK SARA	16 PROCESS OF SERVICE FEES	05/27/2025	\$820.00	
02250037	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	05/27/2025	\$7,841.78	
02250038	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	05/27/2025	\$1,014.53	
02250039	CW SOLUTIONS LLC	A&V PROGRAM COSTS	05/27/2025	\$1,763.49	
02250040	DNA DIAGNOSTICS CENTER INC	14-GENETIC TESTS	05/27/2025	\$394.00	
02250041	LEGAL LOGISTICS LLC	12-PROCESS OF SERVICE FEES	05/27/2025	\$1,065.00	
02250042	MARATHON CO SHERIFFS DEPT	1-PROCESS OF SERVICE FEE	05/27/2025	\$40.00	
02250043	MUNRO WAYNE	16-PROCESS OF SERVICE FEES	05/27/2025	\$880.00	
02250044	ODP BUSINESS SOLUTIONS LLC (OFFICE DEPOT)	OFFICE SUPPLIES	05/27/2025	\$256.41	
02250045	QUALITY PLUS PRINTING INC	COURT POSTCARDS/ENVELOPES	05/27/2025	\$390.00	
02250046	WI DEPT OF ADMINISTRATION	CSA/DHSS SHARED ROUTER	05/27/2025	\$50.00	
Grand Total:				\$14,515.21	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Clerk of Circuit Court

For the period of: May 2025

For the range of vouchers: 07250350 - 0725463

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250350	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CM57	04/28/2025	\$140.00	P
07250351	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 23JC14 & 15 OHP	04/30/2025	\$210.00	P
07250352	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24JG43 & 44 OHP	04/05/2025	\$180.00	P
07250353	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CM572	04/30/2025	\$803.69	P
07250354	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25ME53	05/05/2025	\$820.00	P
07250355	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 24ME204	05/04/2025	\$845.00	P
07250356	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 24ME154	05/04/2025	\$845.00	P
07250357	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME46	04/26/2025	\$650.00	P
07250358	FEDDICK-GOODWIN LAW OFFICE SC	Atty Fee 06GN02	04/30/2025	\$250.80	P
07250359	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	People Search -Mar & April	05/01/2025	\$150.00	P
07250360	WEILAND LEGAL SERVICES	Atty Fee 24CM559	05/03/2025	\$290.00	P
07250361	WEILAND LEGAL SERVICES	Atty Fee 25CM6	05/03/2025	\$703.96	P
07250362	WEILAND LEGAL SERVICES	Atty Fee 24CF558	04/29/2025	\$590.00	P
07250363	WEILAND LEGAL SERVICES	Atty Fee 22GN26	04/30/2025	\$150.00	P
07250364	WEILAND LEGAL SERVICES	Atty Fee 21CF97	04/29/2025	\$320.00	P
07250365	WEST PAYMENT CENTER	March Law Library Publications	04/29/2025	\$2,104.11	P
07250366	AMAZON CAPITAL SERVICES	Office Supplies	05/05/2025	\$11.15	P
07250367	AMAZON CAPITAL SERVICES	Office Supplies	05/05/2025	\$27.54	P
07250368	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24JC62 IHP	05/12/2025	\$70.00	P
07250369	ABTS GRUBOFSKI & VRUWINK LLC	Atty 22JG25,25JC12, 20JC27 IH	05/06/2025	\$1,400.00	P
07250370	ABTS GRUBOFSKI & VRUWINK LLC	25JG15 & 25JG15a OHP	05/08/2025	\$460.00	P
07250371	BALES MARSHALL J MD	Med Exam 25ME48	05/05/2025	\$180.00	P
07250372	BRANTMEIER HEIDI	Witness Fees 22CF218	05/02/2025	\$32.44	P
07250373	CARMICHAEL & QUARTEMONT SC	Atty Fee 24GN08	03/31/2025	\$225.00	P
07250374	DELANEY LAURA	Witness Fees 22CF218	05/02/2025	\$35.84	P
07250375	DELANEY LEONARD	Witness Fees 22CF218	05/02/2025	\$32.00	P
07250376	DELANEY MADELYN	Witness Fees 22CF218	05/02/2025	\$32.00	P
07250377	DOMINO'S PIZZA	Jury Meal 22CF218	04/22/2025	\$142.29	P
07250378	HILL & WALCZAK ATTYS	Atty Fee 20JG24 OHP	04/13/2025	\$340.00	P
07250379	HILL & WALCZAK ATTYS	Atty Fee 24TP3,4,5 OHP	05/12/2025	\$675.00	P
07250380	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CM496	05/09/2025	\$242.90	P

Committee Report - County of Wood

Clerk of Circuit Court - May 2025

07250350 - 0725463

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250381	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF546	05/09/2025	\$100.00	P
07250382	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CM492	05/12/2025	\$103.17	P
07250383	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF579	05/12/2025	\$2,633.97	P
07250384	LLOYD PETER C LLC	Atty Fee 24JC57,58,59 IHP	05/09/2025	\$220.00	P
07250385	LLOYD PETER C LLC	Atty Fee 25JG21 OHP	05/09/2025	\$250.00	P
07250386	LLOYD PETER C LLC	Atty Fee 25JG17 OHP	04/29/2025	\$310.00	P
07250387	MCHS - FRANCISCAN HEALTHCARE CLINIC	Med Exam 25ME53	04/25/2025	\$155.70	P
07250388	MEYERS FAMILY LAW LLC	Atty Fee 25JG16 OHP	04/30/2025	\$705.00	P
07250389	MEYERS FAMILY LAW LLC	Atty Fee 25JC11 OHP	04/30/2025	\$430.00	P
07250390	MEYERS FAMILY LAW LLC	Atty Fee 25JG3A OHP	04/30/2025	\$360.00	P
07250391	MEYERS FAMILY LAW LLC	Atty Fee 25JG25 OHP	04/30/2025	\$190.00	P
07250392	NASH LAW GROUP	Atty Fee 25JG22, 23, 24 OHP	05/08/2025	\$910.00	P
07250393	PAUTZ SARAH K	Witness Fees 22CF218	05/02/2025	\$32.66	P
07250394	WEILAND LUKE A ATTORNEY AT LAW LLC	Atty Fee 25PA11	05/06/2025	\$200.00	P
07250395	WEST PAYMENT CENTER	Law Library Publications	05/06/2025	\$2,104.11	P
07250396	AMAZON CAPITAL SERVICES	Office Supplies	04/18/2025	\$6.83	P
07250397	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JI4 & 5	05/13/2025	\$250.00	P
07250398	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JI2 & 3	05/13/2025	\$300.00	P
07250399	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CF44	05/13/2025	\$813.43	P
07250400	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24GN24	05/13/2025	\$250.00	P
07250401	ABTS GRUBOFSKI & VRUWINK LLC	25JC08, 09 OHP	05/14/2025	\$390.00	P
07250402	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JG13 OHP	05/14/2025	\$150.00	P
07250403	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JG12A OHP	05/16/2025	\$140.00	P
07250404	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JG8 OHP	05/14/2025	\$670.00	P
07250405	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 24ME215	05/09/2025	\$360.00	P
07250406	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 21GN30	05/15/2025	\$650.00	P
07250407	BALES MARSHALL J MD	Med Exam 25ME55	05/19/2025	\$1,026.00	P
07250408	BALES MARSHALL J MD	Med Exam 25ME51	05/19/2025	\$666.00	P
07250409	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME51	05/19/2025	\$650.00	P
07250410	DAL CERRO STEPHEN P PHD	Med Exam 07GN45	05/10/2025	\$1,050.00	P
07250411	GARDNER ROBERT A ATTY	Atty Fee 24CF442	05/18/2025	\$505.28	P
07250412	GARDNER ROBERT A ATTY	Atty Fee 24CM510	05/18/2025	\$302.37	P
07250413	GORSKI & WITTMAN SC	Atty Fee 24GN29	05/19/2025	\$170.00	P
07250414	GORSKI & WITTMAN SC	Atty Fee 11GN7	05/19/2025	\$170.00	P
07250415	GORSKI & WITTMAN SC	Atty Fee 24GN33	05/19/2025	\$248.70	P
07250416	GORSKI & WITTMAN SC	Atty Fee 24GN31	05/19/2025	\$170.00	P
07250417	GORSKI & WITTMAN SC	Atty Fee 23GN31	05/19/2025	\$310.00	P
07250418	GORSKI & WITTMAN SC	Atty Fee 88GN214	05/19/2025	\$170.00	P
07250419	GORSKI & WITTMAN SC	Atty Fee 23GN27	05/19/2025	\$235.75	P
07250420	GORSKI & WITTMAN SC	Atty Fee 15GN26	05/19/2025	\$220.00	P
07250421	HILL & WALCZAK ATTYS	Atty Fee 25JC4 IHP	05/13/2025	\$245.00	P
07250422	HILL & WALCZAK ATTYS	Atty Fee 25TP4	05/13/2025	\$255.00	P

Committee Report - County of Wood

Clerk of Circuit Court - May 2025

07250350 - 0725463

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250423	HILL & WALCZAK ATTYS	Atty Fee 25JC1 & 2	05/13/2025	\$270.00	P
07250424	HILL & WALCZAK ATTYS	Atty Fee 22TP22	05/12/2025	\$290.00	P
07250425	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 23CF607	05/09/2025	\$80.00	P
07250426	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 23CF607	05/09/2025	\$110.00	P
07250427	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 25CF181	05/09/2025	\$90.00	P
07250428	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF653	05/09/2025	\$260.00	P
07250429	NASH LAW GROUP	GAL Deposit 12FA124	03/12/2025	\$1,000.00	P
07250430	NASH LAW GROUP	Atty Fee 25JG18,19,20 OHP	05/13/2025	\$430.00	P
07250431	STADLER SACKS LLC	Atty Fee 24GN34	05/14/2025	\$281.48	P
07250432	WORDEN-WACHSMUTH LAW OFFICE	Atty Fee 23GN13	03/07/2025	\$146.68	P
07250433	WORDEN-WACHSMUTH LAW OFFICE	Atty Fee 99GN54	03/07/2025	\$148.35	P
07250434	WRIGHT HALEY B ATTORNEY	Atty Fee 21GN31	05/19/2025	\$120.00	P
07250435	AMAZON CAPITAL SERVICES	Office Supplies	05/14/2025	\$37.71	P
07250436	US BANK	Jury Supplies	05/01/2025	\$70.46	P
07250437	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24PA60	02/26/2025	\$170.00	P
07250438	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24PA66	02/26/2025	\$200.00	P
07250439	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JC15 OHP	05/20/2025	\$320.00	P
07250440	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 22JG13 OHP	05/22/2025	\$370.00	P
07250441	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JC7	05/21/2025	\$670.00	P
07250442	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24JC33,34,35 IHP	05/21/2025	\$80.00	P
07250443	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF540	05/22/2025	\$776.33	P
07250444	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF569	05/22/2025	\$549.48	P
07250445	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM453	05/22/2025	\$562.90	P
07250446	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JI07	05/22/2025	\$320.00	P
07250447	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25PA15	05/24/2025	\$200.00	P
07250448	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25PA11	05/27/2025	\$200.00	P
07250449	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN4	04/11/2025	\$650.00	P
07250450	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN14	05/23/2025	\$210.00	P
07250451	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN25	05/20/2025	\$860.00	P
07250452	BOETTCHER AMY J	May Mediation Services	05/28/2025	\$450.00	P
07250453	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25GN35	05/28/2025	\$600.00	P
07250454	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 23ME233	05/20/2025	\$695.00	P
07250455	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25JM60	05/19/2025	\$800.00	P
07250456	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Atty Fee 23ME229	05/20/2025	\$795.00	P
07250457	GORSKI & WITTMAN SC	May Mediation Services	05/28/2025	\$1,275.00	P
07250458	GORSKI & WITTMAN SC	Atty Fee 25GN20	05/22/2025	\$382.40	P
07250459	GORSKI & WITTMAN SC	Atty Fee 25GN21	05/22/2025	\$494.80	P
07250460	GORSKI & WITTMAN SC	Atty Fee 22GN26	05/21/2025	\$442.40	P
07250461	HILL & WALCZAK ATTYS	Atty Fee 22JG25 IHP	05/13/2025	\$295.00	P
07250462	WEILAND LEGAL SERVICES	Atty Fee 25CM546	05/27/2025	\$522.90	P

Clerk of Circuit Court - May 2025

07250350 - 0725463

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250463	WEYMOUTH RICHARD D	May FCC Services	05/28/2025	\$5,833.33	P
Grand Total:				\$54,096.91	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: May 2025

For the range of vouchers: 09250021 - 09250024

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09250021	STATE BAR OF WISCONSIN	WI Public Records	04/18/2025	\$136.10	
09250022	AMAZON CAPITAL SERVICES	Office Supplies	04/23/2025	(\$5.70)	
09250023	WEILAND LEGAL SERVICES	Outside Counsel	05/14/2025	\$200.00	
09250024	STATE BAR OF WISCONSIN	2026 State Bar Dues	05/16/2025	\$578.20	
Grand Total:				\$908.60	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: CRIMINAL JUSTICE COORDINATOR

For the period of: MAY 2025

For the range of vouchers: 35250027 - 35250036

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
35250027	HENSEL PAULA	REIMB DC TRAINING EXPENSES	04/28/2025	\$1,619.01	P
35250028	THREE BRIDGES RECOVERY WI INC	DHS GRANT SERVICES - MAR 2025	05/01/2025	\$1,525.00	P
35250029	THREE BRIDGES RECOVERY WI INC	TAD GRANT SERVICES - MAR 2025	05/01/2025	\$1,000.00	P
35250030	OPPORTUNITY DEVELOPMENT CENTER	TREATMENT SVCS APRIL 2025	04/30/2025	\$500.00	P
35250031	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/07/2025	\$52.47	P
35250032	OPTIONS LAB INC	DRUG TESTING - APRIL 2025	04/30/2025	\$2,598.50	P
35250033	ANDERSON TRINA	CONF EXPENSE REIMBURSEMENT	05/20/2025	\$152.20	P
35250034	SOUTHERN HEALTH PARTNERS INC	APRIL 2025 MEDS	04/30/2025	\$3,927.06	P
35250035	THREE BRIDGES RECOVERY WI INC	TAD GRANT SERVICES - APR 2025	05/20/2025	\$1,000.00	P
35250036	US BANK	RSAT, DHS, DC SUPPLIES	05/19/2025	\$2,524.05	
Grand Total:				\$14,898.29	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: MAY 2025

For the range of vouchers: 11250014 - 11250025

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11250014	LIVERNASH ALICIA	TRANSCRIPTS 24CF268	04/30/2025	\$86.00	P
11250015	LIVERNASH ALICIA	TRANSCRIPTS 24CF268	04/30/2025	\$14.00	P
11250016	WERGIN MADELINE	REIMB FOR SPET CONFERENCE	05/06/2025	\$135.00	P
11250017	ZIMA JENNIFER	REIMB FOR SPET CONFERENCE	05/06/2025	\$135.00	P
11250018	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/07/2025	\$16.99	P
11250019	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/12/2025	\$103.62	P
11250020	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/12/2025	\$58.99	P
11250021	STATE BAR OF WISCONSIN	STATE BAR DUES - BARNETT	05/20/2025	\$578.20	P
11250022	STATE BAR OF WISCONSIN	STATE BAR DUES - BROWN	05/20/2025	\$578.20	P
11250023	STATE BAR OF WISCONSIN	STATE BAR DUES - WERGIN	05/20/2025	\$578.20	P
11250024	STATE BAR OF WISCONSIN	STATE BAR DUES - ZIMA	05/20/2025	\$578.20	P
11250025	SCHREIBER NICOLE	TRANSCRIPT FEE 25TR131	04/30/2025	\$8.00	
Grand Total:				\$2,870.40	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: MAY 2025

For the range of vouchers: 24250014 - 24250018

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24250014	FIDLAR TECHNOLOGIES INC	LAREDO USAGE APRIL 2025	04/21/2025	\$1,945.22	P
24250015	WISCONSIN LAND TITLE ASSOCIATION INC	WLTA TITLE EXAMINER COURSE FEE	04/28/2025	\$1,100.00	P
24250016	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/01/2025	\$105.55	P
24250017	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/20/2025	\$73.54	
24250018	PFC PRODUCTS INC	BIRTH RECORD FOLDERS	05/12/2025	\$546.00	
Grand Total:				\$3,770.31	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: MAY 2025

For the range of vouchers: 32250011 - 32250011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32250011	PARENTEAU ALICIA	REIMBURSE TRIAL EXPENSES	05/01/2025	\$27.00	
Grand Total:				\$27.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

JUNE 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I attended the WCSEA meeting on May 1st.
- I attended the Policy Advisory Meeting on May 8th.
- I attended the State and County Contracts meeting on May 15th.
- I attended the Judges meeting on May 20th.
- Shannon Lobner attended the Department Head Meeting on May 28th.
- I have been working on the Child Support Triennial Review.
- Overall, the performance measures are solid we just need to improve our arrears numbers in the next several months.
- The current IV-D case count is 3,713.



Wood County

WISCONSIN

Kimberly A. Stimac

CLERK OF
CIRCUIT COURT

June 2025

Monthly Report to the Judicial and Legislative Committee
Prepared by Kimberly Stimac, Clerk of Circuit Court

Meetings Attended:

- Operations Committee Meeting on 5/6/2025.
- Wood County Board of Supervisors on 5/20/2025.
- Monthly judges meeting on 5/20/2025.
- Department Head meeting on 5/28/2025.

May 8, 2025

I received a resignation from my Family/Paternity Court Clerk, effective immediately.

We started an online underage drinking course through Advent eLearning which is the same program that the City of Wisconsin Rapids Municipal Court uses. Participants are referred to take the course by the District Attorney's office or the Court directly. The participant pays a \$125 fee to Advent eLearning at the time they enroll. The fee covers the \$75 course fee for Advent eLearning and a \$50 fee that is retained by the county. Advent eLearning will then send a check to the county on a monthly basis. The online course is 4 hours in length and helps the participant learn the skills to make better decisions in the future. On the initial appearance date, the participant will enter a not guilty plea and the matter will be set for a final pre-trial conference. The course has to be completed by their final pre-trial date. The participant is responsible to file their certificate of completion with the Clerk of Courts. The District Attorney's office will then move to dismiss the charge.

May 9, 2025

Submitted my Annual Report of Actual Costs (CS-147) to the State.

May 14, 2025

The Family/Paternity Court Clerk position was posted and will be posted through June 2nd. I hope to do interviews on June 10th and/or June 17th. I will be away at a conference on June 11th thru the 13th. At this time, I have been helping to cover the position along with help from several staff members.

I have not posted the Information Clerk position as of yet. With the anticipated retirement of Judge Wolf in Branch 3, I will have staff to assist in covering that position until the new judge is appointed and starts. I will post that position at that time.

The construction noise has been minimal so far, which is lucky for us. I did allow staff to flex hours to leave early on May 16th and May 23rd which were set to be the loudest and most intense portions of the demolition. None of my staff are able to work remote as we don't have the laptops available for staff to use. I was provided a temporary workspace by the reserve courtroom during the construction however, I have found it more beneficial to work in my office at an available computer so I am available to the clerk staff and the public.



Wood County

WISCONSIN

CORPORATION
COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

May 2025

Hearings and Court Cases:

Health & Human Services – The following is a breakdown of Ch. 51 (mental commitment) and 54/55 (guardianship/protective placement) matters handled by my office in the month of May 2025:

- 16 Mental Commitments (includes Probable Cause, Final Hearings, and Recommitments)
- 13 Guardianship/Protective Placement Hearings
- 17 WATTS Review/Contested Hearings

Child Support – I’ve continued assisting with review and approval of pleadings, motions and stipulations related to Child Support matters. During the month of May, the Corporation Counsel’s office participated in one in-custody hearing and observing one date for Child Support-related hearings.

Small Claims – Over the last several months, I’ve been working on several open small claims matters. To that end, I’ve recently been working with staff from the Land & Water Conservation Department on two open cases to work towards a disposition. This included participation in Court-ordered mediation in May. I appreciate the time that Shane and Rodney provided my office in preparation and participation in the mediation to work towards resolution.

WACCC Spring Conference:

In May I attended the Wisconsin Association of County Corporation Counsels (WACCC) Spring Conference in Baraboo, WI. The Conference served as a great opportunity to meet and talk with my counterparts from other Counties, as well as take part in sessions of relevancy to topics my office regularly works on. Specifically, sessions regarding CAPTA Administrative Hearings, an update and panel discussion re: Wis. Stat. 51/54/55 (mental commitments, guardianship/protective placement) matters, and essentials for maintaining HIPAA privacy compliance were all particularly informative and valuable to take part in.

General Items of Note:

Residential Options Committee – Last month, I provided an overview of anticipated Ch. 980 placement considerations necessitating a meeting of the Residential Options Committee (ROC). The ROC Committee convened in May to provide an update on a placement order received from the Court, review upcoming hearings scheduled, and to proactively work towards identifying future appropriate placement options, should a subsequent order be received. As stated last month, my office continues to work through some backup options in an attempt to avoid us being faced with the same placement difficulties, should another court order for placement be received.



Wood County WISCONSIN

WOOD COUNTY CRIMINAL JUSTICE DEPARTMENT

May 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Dillon Ksionek

Meetings Attended:

4/28/2025: Drug Court Staffing/Court
4/30/2025: RSAT meeting with Three Bridges
4/30/2025: Mental Health Court Staffing/Court
5/1/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
5/1/2025: Judicial and Legislative Committee Meeting
5/5/2025: Drug Court Staffing/Court
5/7/2025: Mental Health court Staffing/Court
5/8/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
5/12/2025: Drug Court Staffing/Court
5/13/2025: Oxford House Board Meeting
5/15/2025: Drug Court Sustainability Meeting
5/15/2025: Monthly DOJ RSAT Meeting
5/15/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
5/19/2025: Drug Court Staffing/Court
5/20/2025: County Board Meeting
5/21/2025: Mental Health Court Staffing
5/22/2025: Presentation to DOJ with State Public Defender
5/28/2025: Department head Meeting
5/28/2025: Mental Health Court Staffing/Court

Adult Drug Treatment Court:

Current Participants: 23
Active Referrals: 5
2025 Admissions: 10
2025 Terminations: 3
2025 Graduation: 4
Pending Referrals: 0

We continue to have monthly sustainability meetings with representatives from the district attorney's office, the division of community corrections, the state public defender, the criminal justice department, and with our treatment court judge. The conversation centers around all aspects of sustainability but varies from month to month. This month we were focused primarily on approving the new referral form, budgeting concerns/solutions, and discussing some basic policy and procedure questions for the case managers. We also discussed changing who the medical professional would be on our UA orders. After speaking with the lab and with human services, it was determined that it would be most appropriate to switch our ordering physician from Dr. Grimm (Wood County Human Services) to Paula Hensel NP (Criminal Justice Department).

Three members of our drug court team presented at the yearly WATCP conference in the Wisconsin Dells in late April. Our presentation centered around external evaluations, specifically Wood County Adult Drug Treatment Court's experience with our 2023 external evaluation (and the subsequent report we received). A TAD representative from the DOJ who attended the WATCP conference asked us to present again to a DOJ sub-committee on May 22nd (as she felt that our presentation provided insight into the value of TAD assisting in the funding of external evaluations). We accepted the invitation to speak again on this subject, and myself and one other member of the team were able to do a similar presentation as requested.

I continue to investigate ways to address sustainability concerns with our current drug court budget.

Residential Substance Abuse Treatment Grant/DHS Allotment:

The jail programming component of the Criminal Justice Department (known as STRONG) is made up of our medication assisted treatment program (MARF) and our jail residential treatment program (RSAT). We continue to get regular requests and self-referrals from those that are incarcerated to participate in STRONG. The demand for STRONG programming has been so strong that we are currently looking at how to allot more hours within our department to serve this population.

Year to date, we have had 60 total participants enroll in our STRONG programming (40 male and 20 female). 63% of those participants identified either alcohol or opiates as their drug of choice. The average number of opportunities for past treatment reported by our participants was 1. In other words, the average participant had only engaged in substance use treatment of any kind only once prior to their current incarceration. I think this demonstrates just how important this opportunity to engage in treatment while in custody is. Not only is it providing an opportunity for treatment in the jail, but it is also providing an opportunity to have treatment already lined up upon release. I think it is also noteworthy that the medication assisted treatment that we provide is able to directly assist almost 2/3 of the people that have reached out for treatment and/or programming thus far.

Medication Assisted Treatment Program (MARF):

Current Participants: 23 (17 on oral medications and 6 on injectable medications)

Year to date participants: 46

We continue to offer Naltrexone (for Opioid and Alcohol use disorder) in both its oral tablet and injectable forms. We also continue to offer Buprenorphine (for opioid use disorder) in its oral film form. We have access to continue medications for those with an active and compliant prescription for Methadone in the community as well, but do not prescribe this medication in the jail for those seeking new medication assisted treatment prescriptions.

Jail Residential Treatment Program (RSAT):

Current Participants: 11

Year to date participants: 13

The first Recovery Pods in the new Wood County Jail opened on May 12th. Three Bridges Recovery has started their SMART Recovery program with both a male and a female pod and Opportunity for Hope Clinic was immediately able to start providing individual counseling sessions for clients as well. We also were able to re-start the programming that was previously offered in the old jail to our residential participants. We continue to look for partnerships and other programming opportunities to offer to our clients. Our staff have started offering a new evidence-based group and we have been working with other entities to introduce other opportunities in the coming weeks as well.

Other Matters:

The storms on May 15th resulted in our office space accruing a noteworthy amount of water damage. Thankfully, we have an excellent maintenance team that was able to address the standing water, remediate the problem that caused it, prevent any mold or other hazards in our space, and replace the necessary materials in our office suite. We were displaced for just over a week, and I cannot begin to express my gratitude for how quickly and thoroughly the issue was addressed. Furthermore, I am grateful for the accommodations offered by so many of the other county departments. We were able to continue our services uninterrupted with our clients thanks to everyone's willingness to help when we needed it.



Wood County

WISCONSIN

DISTRICT ATTORNEY
Jonathan E Barnett

June 6, 2025

Report to Judicial and Legislative Committee

As of the date of filing this report, this office has received 167 referrals for the month of May. We also generated 151 Criminal Complaints in this month. There were also two multi-day trials this month, one resulting in conviction. We still have 31 cases uncharged that were present at the beginning of 2025. The Committee should be made aware that criminal complaint filings will likely look to be increasing as we have stopped the practice of placing multiple defendants on to single complaints. This is a practice not done elsewhere in the State. This was done as a matter of efficiency. This will avoid issues of having multiple sets of co-defendants being placed before several different judges and having to work out cases with multiple attorneys. Now, each defendant gets one judge, one prosecutor and one defense attorney regardless of how many additional cases they might pick up. Still, this will mean a case that used to generate one complaint might create three or four now.

ADA Zima and ADA Wergin attended the State Prosecutors Education and Training (SPET) Conference in Wisconsin Dells from May 20-23, 2025. The Fall SPET Conference will be in November.

District Attorney attended the Wood County Law Enforcement Executives meeting on May 6, 2025. Also on May 6, 2025, the District Attorney attended the Financial Abuse Specialist Team (FAST) meeting and joined the Wood County Sheriff's Office in meeting with the staff of Sen. Parick Testin's office regarding the Sheriff's Office's ongoing work to further legislation that will help protect Wisconsin residents from Crypto Currency ATM scams. District Attorney and the Office Manager, Julia Briski, have also had multiple ongoing meeting with the District Attorney Information Technology (DAIT) offices to facilitate training for staff to prepare for the transition to a paperless office.

The District Attorney's Office will have an inter assisting through the summer. Bryant Hedrington will be joining us for the summer. He has just completed his first year of law school and is a rising 2L. He is a Central Wisconsin native, but attends New England Law in Boston. The County is not paying anything toward the inter, but his university is providing him a stipend. The District Attorney and Office Manager are investigating if there is a way to work with the University of Wisconsin Law School for future summer internship options. We feel this would be good in creating a positive view of the office across the State and lay ground work for future hiring needs. The Office continues to work on interviewing and seeking additional applicants for the two open ADA positions.



Wood County

WISCONSIN

REGISTER IN PROBATE

June 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Register in Probate, Tara Jensen

- Attended Wisconsin Counties Association weekly Zoom meetings on Mondays.
- May 1 – Judicial and Legislative Committee Meeting
- May 6 - Operations Committee Meeting
- May 7-8 I attended the Wisconsin Register in Probate Association Spring Conference in Appleton. These conferences are always beneficial because of the training that takes place on matters pertinent to probate.
- May 20 – Wood County Board Meeting
- May 28 – Wood County Department Head Meeting

The Probate Office is on a shared wall with the old jail and due to the demolition, we have had two offices in our space relocated for the past month. This has been inconvenient having staff in two different locations. We are anxiously anticipating returning everyone to our office space in the next few weeks.

The judicial assistant floater position in our office has now completed all training within each judicial branch. This position is based in probate but is a back up for any of the four judicial assistants when they are out of the office.

Tara Jensen
Register in Probate
Probate Registrar

Karrie Moore
Deputy Register in Probate
Juvenile Clerk



Wood County

WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

JUNE 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended the Judicial and Legislative committee meeting on May 1st.
- I attended the WCA County Leadership weekly meetings for the month of May.
- My office continues to work with Fidlar on condensing document types to streamline the electronic recording process. It is my goal to have under 100 document types by the end of 2025. Satisfaction and Release documents are expected to be finished soon. Fidlar is renaming as many of the documents as they are able and what is left will be combined into a back index queue for ROD staff to update as time allows.
- I finalized an updated Laredo contract for Wood County subscribers. Thank you to Corporation Counsel Flanagan for his review, changes and approval. The contract will go out to each user for signature.
- I attended the WRDA Advisory Committee meeting in preparation for the upcoming WRDA Summer conference and board elections.
- I attended the Fidlar Symposium May 19-21 and presented on a panel for tagless scanning. Numerous counties across the nation are now reaching out to learn more about Wood County's tagless scanning process.
- I attended a meeting for LRB 1580/P4 with staff from Representative Krug's office and Senator James' office. It is our hope this will be the final draft for the Chapter 59.43 clean-up Bill.
- I attended the Department Head meeting and the In the Board Room meeting with Attorney Andy Phillips regarding Act 235 – Judicial Shielding on May 28th.

WOOD COUNTY RULES OF THE BOARD

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Wood County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Wood County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION¹

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1). The Board Chair shall serve and perform the duties of Administrative Coordinator pursuant to Wis. Stat. § 59.19;
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2). The Board shall also elect a member 2nd Vice Chair, who in case of the absence or disability of the Chair and Vice Chair shall perform the duties set forth in Wis. Stat. § 59.12(2); and

¹ WCA encourages counties to adopt self-organized status under Wis. Stat. § 59.10(1). According to the Secretary of State, as of January 1, 2024, 52 counties are self-organized. If a county codifies its board rules in ordinance, a simple means by which to become self-organized is to make the selection in Section 2 of these board rules and file a copy of the ordinance with the Secretary of State’s office.

4. Appoint Committees. The Board Chair appoints committees, subject to Board confirmation, pursuant to Wis. Stat. § 59.13 and Section 2.05 hereof.

**** DRAFTER'S NOTE: The highway committee is elected pursuant to Wis. Stat. § 83.015(1)(a) unless a different method is specified in the Board Rules.**

The County Clerk shall chair the organizational meeting of the board in April of even-numbered years until all of the elections being conducted by secret ballot are concluded at which time the county board chair will assume the responsibility of running the meeting. No substantive matters will be brought before the board during the organizational meeting until the elections are concluded.

The County Clerk shall handle the elections by identifying in turn each office that is open for election. For each office, the Clerk will declare the floor open for nominations (including self-nominations). A nomination need not (but can) be seconded. The supervisor making a nomination or one supporting a nomination may speak for or against a nominee. After a reasonable time, the Clerk will declare the time for making nominations for an office closed.

If there is only one nominee, the Clerk will declare the sole nominee as the winning candidate for the office (no motion or vote is necessary).

If there are multiple nominees for an office, the Clerk shall conduct votes by secret ballot until one candidate receives a majority of the votes being cast. During the voting process, a candidate may withdraw their name from consideration for election to the office. If a majority cannot be reached, the Clerk may allow speeches for and against candidates as well as breaks to allow the supervisors to speak privately amongst themselves. Votes may be made for any person eligible for an office; they need not have been nominated. The Clerk may appoint tellers for assisting in the election process as the Clerk deems fit.

[History: Adopted by the County Board of Wood County as Rule 35 of the August 2022 Board Rules (prior Rules)]

The [County Clerk/Corporation Counsel/Other] shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and Board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.

(B) The Annual Meeting. The County Board will convene on the Tuesday following the second Monday in November for an annual (budget) meeting for the purpose of transacting general business on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time

as allowed under the Wisconsin Statutes.

[History: Adopted by the County Board of Wood County as Rule 3 of the August 2022 Board Rules (prior Rules)]

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business at 9:30 a.m. on the third Tuesday of each month, except for the month of November, during which month the County Board shall meet on the Tuesday following the second Monday of the month. This rule may be waived to an alternate day and time as may be approved by a majority vote of the Board. ~~[7:00 p.m. on the third Tuesday of each month except for the month of December, during which month the County Board shall meet on the second Tuesday of the month].~~

[History: Adopted by the County Board of Wood County as Rule 3 of the August 2022 Board Rules (prior Rules)]

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting or referred to the appropriate committee and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The Chairperson of each committee of the County Board shall have filed with the County Clerk no later than 2:00 p.m. on the Wednesday prior to each county board session, notification of all business, including ordinances, resolutions,

claims and reports to be brought before the board by the respective committees. This rule shall also apply to individual supervisors. The County Clerk shall have compiled from the information filed by the various Committee Chairpersons or individual supervisors an agenda containing the business to be presented at the next session of the county board. A copy of the agenda and resolutions shall be on file in the County Clerk's office.

[History: Adopted by the County Board of Wood County as Rule 8(A)-(D) of the August 2022 Board Rules (prior Rules)]

(E) The County Clerk shall distribute the agenda and meeting packet (including a copy of each ordinance, resolution and report listed thereon) to all County Board Members, and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 4:00 p.m. on the Wednesday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. ~~Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than [5:00 p.m. on the Thursday] preceding the week of the regular meeting.~~ The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address, ~~unless a recipient requests a hard copy of the materials.~~ Any late agenda items including resolutions, minutes, or ordinances shall be transmitted to the County Board Supervisors and news media no later than the Friday immediately preceding that month's County Board session. The requirements of this Section 2.02(~~DE~~) may be waived, in whole or in part, by the Board Chair in their discretion.

[History: Adopted by the County Board of Wood County as Rule 8(A), (B), (C) of the August 2022 Board Rules (prior Rules)]

2.03 County Email Addresses

The County shall provide every Board Member with a county email address. Meeting notices and other County-related information shall be provided to each Board Member's county email address. All Board Members ~~shall~~ should take reasonable efforts to utilize the county email address for county business and ~~shall not~~ conduct county business on any other email address. Emails conducting county business sent or received by a Board Member constitutes a Record pursuant to Wis. Stat. 19.32(2), regardless of its occurrence on the county email account or a personal email account.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated in Appendix A to these Board Rules. Standing Committees are regular committees of the County

Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. The continuing duration of any Ad Hoc Committee that has not met for one year shall be studied by the committee responsible for the oversight of the Ad Hoc Committee, and any recommendation for termination shall be presented by resolution to the County Board for final decision. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations.

[History: Adopted by the County Board of Wood County as Rule 31 of the August 2022 Board Rules (prior Rules)]

(C) In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.”

(D) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(E) The County Board Chairperson shall be an ex officio member of every committee of the Board and may attend the meetings of the committees. Pursuant to Section 3.01 of these Rules, the County Board Chairperson shall be a voting member, with full rights and privileges, at any committee meeting at which the Board Chairperson’s presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

[History: Adopted by the County Board of Wood County as Rule 38 of the August 2022 Board Rules (prior Rules)]

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) Organizing Committees. At the time of the Organizational Meeting or within three days thereafter, the County Board Chairperson shall appoint from the members of the County Board all Committees as herein stated, unless otherwise ordered or provided by state statutes. [s. 59.13(1), Wis. Stats.] The appointments made herein must be ratified by a majority vote of the County Board members present at the Organizational Meeting or the next scheduled meeting of the Board. The committees may meet and take action prior to their ratification. No motions to amend the motion to ratify are allowable.

[History: Adopted by the County Board of Wood County as Rule 37 & 39 of the August 2022 Board Rules (prior Rules)]

~~At the time of the Organizational Meeting or within one (1) week thereafter, the Board Chair shall appoint members of committees and communicate such appointments to all members of the County Board.]~~

~~-OR-~~

~~[The Board hereby establishes the Committee on Committees, which shall convene within one (1) week following each Organizational Meeting for purposes of nominating members to Standing Committees. The Committee on Committees shall be comprised of seven (7) members consisting of the Board Chair, Board Vice Chair and five (5) at large Board Members elected by the County Board at the Organizational Meeting. Such election shall occur by ballot with the 5 members receiving the most votes on the ballot being elected. The Board Chair shall serve as chair of the Committee on Committees. The Committee on Committees shall nominate persons to serve on each Standing Committee in writing at the first Board meeting following the Organizational Meeting. The Board shall either confirm or reject any nomination for each Standing Committee and in the event of rejection, the Board shall appoint the member to the Standing Committee relating to such rejection. In making nominations, the Committee on Committees shall consider the interest forms submitted by Board Members and Board Member tenure and previous service on Standing Committees.]~~

~~-OR-~~

~~[Other process established by the Board]~~

(B) Initial Meeting and Electing Committee Officers. Each main committee (except Operations) shall meet within one week of the naming of the committee members by the County Board Chairperson (hereinafter the "Initial Meeting"). In order to maximize efficiency, the date and time of the Initial Meetings shall be set by the County Clerk. The County Clerk shall chair the Initial Meeting of Committees until the Committee elects a Chairperson and Vice-Chairperson, at which time the Committee chairperson will assume the responsibility of running the meeting. In all Committees (except Operations), the members thereof shall elect the chairperson at the Initial Meeting of the committee. None of the main committees may elect as its chair a supervisor who is serving as a chair of another main committee. A Committee Chairperson shall vote on all matters brought before the committee. A vice-chairperson shall be elected at the Committee's Initial Meeting. In electing the Chairperson and Vice-Chairperson, where not a unanimous vote, the vote must be recorded.

The County Board Chair, in his or her sole discretion, may remove a member's designation as Chair or Vice Chair of a committee at any time for any reason. A committee does not have the authority to punish its members, but should report

improper behavior by a committee member to the entire board.

[History: Adopted by the County Board of Wood County as Rule 40 of the August 2022 Board Rules (prior Rules)]

~~[At the first meeting of each Standing Committee following the Organizational Meeting, the Standing Committee shall elect a Chair and Vice Chair of each Standing Committee, which designations are subject to County Board confirmation.]~~

~~-OR-~~

~~[At the time of appointments to Standing Committees, the Board Chair shall designate Chairs and Vice Chairs for each Standing Committee.]~~

(C) Committee Vacancies. The County Board Chairperson shall have the authority to replace committee members, when in their judgment, their work has been found to be unsatisfactory or their unexcused absences have exceeded two meetings. New appointments shall be ratified by the County Board.

[History: Adopted by the County Board of Wood County as Rule 41 of the August 2022 Board Rules (prior Rules)]

~~[The Board Chair may recommend the removal of any member of any Committee at any time for any reason to the County Board and the County Board may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason and the County Board may make such removal.]~~

~~-OR-~~

~~[The Board Chair, in his or her sole discretion, may remove any member of any Committee at any time for any reason. The Board Chair, in his or her sole discretion, may remove the designation as Chair or Vice Chair at any time for any reason.]~~

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) ~~In-At~~ the ~~first meeting~~Initial Meeting of a Committee~~following the Organizational Meeting~~, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

(B) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.

1. Committee meetings may be called by the Committee Chairperson, the County Board Chairperson, or by the County Board Vice-Chairperson. Notice of all committee meetings shall be given to the County Clerk, who shall notify all committee members and others as directed. Notice of at least 24 hours, whenever possible, but not less than 2 hours, shall be given of all committee meetings. Notices shall state the date, time, place of meeting, agenda and whether or not any of the meeting may be held in closed session.
2. The Chairperson of each Committee of the County Board is responsible to make every effort to have filed with the County Clerk no later than 4 p.m. on each Wednesday the agenda for any committee meeting to be held the following week. Each committee agenda shall separately list all minutes, vouchers and reports to be reviewed irrespective if a consent agenda is used or not. In that practice often necessitates a Committee Chair authorizing committee members and department heads to place matters on upcoming committee agendas as they arise, the County Clerk will verify with the Committee Chairs late each Wednesday afternoon the acceptability of the draft agenda and the Committee Chair is responsible for then finalizing the agenda within the time constraints given by the County Clerk so that the open meeting law notice requirements can be met. Late additions to a committee agenda that meet the requirements of the open meetings law are permissible if made by or with the permission of the Committee Chair.
3. The County Clerk, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
4. The agenda for all standing committees, ad-hoc committees and subcommittees of the county board shall include an item ideally placed at the end of the agenda, which calls upon members to offer items for the agenda of the next meeting. The Chair shall indicate concurrence or dissent with any item offered. If the Chair dissents, the member offering the item may appeal the Chair's decision to the entire committee and, after a second is received, the entire committee will vote by simple majority to affirm or override the decision of the Chair.

[History: Adopted by the County Board of Wood County as Rule 8(E), (F) & 20 of the August 2022 Board Rules (prior Rules)]

(C) A Committee Chair shall run a committee meeting in conformance with these rules. The goal of the Committee Chair is to give the members of a committee an opportunity to provide a reasonable amount of input on a matter before the committee. Nonmembers of a committee in attendance do not have a right to

provide input on an issue other than when public comment is open and as otherwise directed by the Chair, subject to appeal to the committee. A County Board Supervisor who is not a member of a committee of the county board has the right to provide input on matters before all such committees, subject to the control of the Committee Chair, whose actions are appealable to the committee. A Committee Chair retains all of the rights and obligations of other committee members including making and seconding motions. A Committee Chair may deviate from the order of an agenda if there is no objection by the committee members and it would not violate the open meetings law with respect to public notice. If a committee utilizes a consent agenda, then any member of the committee may, without a second needed, have an item on the consent agenda removed therefrom and held out for discussion by the committee at that meeting. Matters on a committee agenda may be discussed without a motion first being made and the committee chair may call for a motion when he or she deems it appropriate. A Committee Chair may note for purposes of the minutes any consensus of the committee but a committee member may have a matter formally voted upon and any matter that is or may be contentious should be voted upon after a motion is first made and seconded.

[History: Adopted by the County Board of Wood County as Rule 8(G) of the August 2022 Board Rules (prior Rules)]

(D) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

2.07 ~~County Board Member~~ Compensation and Expense Reimbursement

**** DRAFTER'S NOTE:** Counties that have elected self-organized status may compensate Board members as they see fit. Some counties have adopted an annual salary for Board members and others have maintained the traditional per diem method. If a salary system is adopted, this section should provide the salary and any additional amounts for Chair and Vice Chair, if any. The language below applies to counties that pay per diem.

(A) County Board ~~Meetings~~Monthly Compensation. County Board Members shall receive compensation in the form of a monthly salary as established by the County Board of \$150.00/month. To collect the monthly salary, a supervisor must attend the county board meeting that month and have attended at least one committee meeting that month, unless excused.

(B) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$20,000.00 annual stipend for performing duties as Administrative Coordinator. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the

Vice Chair is performing the duties of the Board Chair.

(C) Board Vice Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Vice-Chair shall receive an additional \$80.00/month. If the Vice Chair is unable or unwilling to perform the duties of Vice Chair for a period of four weeks or longer, the Vice Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the 2nd Vice Chair for the months during which the 2nd Vice Chair is performing the duties of Vice Chair.

(D) Committee Meetings Supervisor Per Diems for Meeting Attendance. Board Members shall also receive compensation in the form of a per diem at the rate of \$50.00/meeting for attending a Board or Committee meeting. A Committee Chairperson shall receive an additional \$15.00/meeting for chairing a meeting. If a Committee Chairperson is unable or unwilling to chair a committee meeting, the Committee Chairperson shall not be paid the additional compensation for chairing the meeting, and the compensation shall be paid to the Vice Chairperson for the meetings during which the Vice Chairperson chairs the meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day. A Supervisor shall attend all meetings of the committees they are appointed to unless excused for good cause by the Chairperson of the committee. An unexcused absence from a committee meeting will result in a \$20 reduction of the Supervisor's pay for that month.

[History: Adopted by the County Board of Wood County as Rule 5 of the August 2022 Board Rules (prior Rules)]

(E) Additional Supervisor Per Diems and Mileage. Supervisors may be authorized an additional per diem and mileage as follows:

1. The County Board Chairperson may authorize per diem and mileage to a member of a committee who performs extra service which is within the purpose and duties of the committee.
2. A committee may authorize per diem and mileage for a member of the committee who performs extra service which is within the purpose and duties of the committee. (A committee chairperson does not possess this authority on their own.)

The number of days for which per diem and mileage may be paid for service on committees in any year shall not exceed 150 days. A change of this rule requires a two-thirds vote of the members present. [s. 59.13(2)(b), Wis. Stats.]

Mileage will be allowed to the driver only. No mileage will be allowed while traveling in a county vehicle.

A County Board supervisor is not entitled to per diem or mileage for appearing before a committee of which he or she is not a member unless he or she is directed

by the County Board, County Board Chairperson, or committee to appear or unless he or she is invited to appear as a representative of their committee on a matter within the authorized concern of their committee. [57 OAG 130].

~~Other Meetings. Board Members shall receive [•] for attending a meeting of a body that is not a Committee only with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.07 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.~~

[History: Adopted by the County Board of Wood County as Rule 16 & 30 of the August 2022 Board Rules (prior Rules)]

(F) Travel Authorization and Expense Reimbursement.

Authorization of county officers, agents, committee members and employees to travel shall be in accordance with the following:

1. The authorization of county officers, agents, committee members, and employees to travel and attend meetings and conventions within the State of Wisconsin shall be within the responsibility and authority of the appropriate committee/or department head having jurisdiction of that officer, committee member, agent, or employee. Authority to travel or attend meetings or conventions may be authorized by a committee/or department head if the cost thereof is within the established budget. Actions on such matters shall be reported to the committee.
2. The County Board Chairperson shall be allowed expenses and per diem for travel within the State to attend to the concerns of the County.
3. Out-of-state travel to attend meetings and conventions must be authorized by the oversight committee. If any Wood County tax levy dollars are used to fund the out-of-state travel, then County Board authorization is required and the costs, including costs of replacement labor where applicable, must be set forth. If time does not permit to obtain authorization from the County Board, then the County Board Chair shall have the authority to grant the authorization.
4. For the annual WCA convention, supervisors are allowed a maximum of three full days per diem and two nights of hotel accommodations, unless for good reason the county board chairperson authorizes otherwise in writing before the convention.
5. The department head or committee chairperson shall determine whether funds may be advanced for attendance at seminars, meetings or conventions.

6. Travel time is not counted in determining per diems.

County employees, committee members and officers shall be reimbursed for meal expenses in accordance with the following:

1. Morning meal - \$12.00 - Leave before 6:00 a.m.
2. Noon meal - \$18.00 - Leave before 10:30 a.m., Return after 1:30 p.m.
3. Evening meal - \$28.00 - Return after 6:00 p.m.
4. Receipts for meals are not required. Maximum not to be exceeded
5. No meal allowance shall be granted for travel within Wood County.

[History: Adopted by the County Board of Wood County as Rule 16 of the August 2022 Board Rules (prior Rules)]

~~Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the [Finance/Executive/Personnel] Committee [subject to confirmation by the County Board] from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.~~

(G) No per diem compensation shall be paid for attendance at any meeting ~~held~~ which begins one hour or less before or which ends one hour or less after a County Board meeting.

(H) ~~Board Members~~All claims for per diems, mileage or reimbursement shall be made on a meeting/expense voucher form. Claims for reimbursement shall include only expenses incurred prior to the end of the preceding month, shall complete and sign any forms required to verify attendance and expenses as established by the [Finance/Executive/Personnel] Committee [and confirmed by the County Board] from time to time. Such forms are required toshall be submitted to the County Clerk's Office not later than the ~~not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed~~first Monday of each month. Any claims for per diems, mileage or reimbursement shall be processed and paid by the County except those which are in excess of sums permitted by County Rule, Resolution or Ordinance, or State Statute; in which case the allowable limit shall be paid upon approval by the County Board. In no instance shall a claim be processed or paid which is received by the County Clerk's Office more than 24 months after the date in which the meeting/expense occurred. [s. 893.44(1), Wis. Stats.].

(I) In April of even numbered years when supervisors are elected, both the outgoing and incoming supervisor from a district shall be entitled to collect the

April monthly salary.

[History: Adopted by the County Board of Wood County as Rule 21 of the August 2022 Board Rules (prior Rules)]

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 2.02(D).

(B) Committee, Other Board and Commission Meetings. Minutes shall be kept for all subunits (committees) of the Wood County Board, with the official minutes (those reflecting evidence of approval) kept at the County Clerk's office. The County Clerk or their designee is responsible for taking and recording the minutes of any meeting of the Committee. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk. ~~OR [The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member.]~~ Committee minutes shall be submitted to the Wood County Board for review. The committee minutes shall contain all motions made at the committee meetings, a statement as to who made the motion, who seconded the motion, whether the motion passed or failed, and who voted against the motion. The committee minutes should reflect the major reasons for and against motions made at the meeting so as to enable the County Board Supervisors to understand the pending issues and to take positions with respect to them.

[History: Adopted by the County Board of Wood County as Rule 29 of the August 2022 Board Rules (prior Rules)]

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, Vice Chair, 2nd Vice Chair, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member ~~Interest-Preference~~ Forms and Orientation

(A) In the month prior to the April meeting of the County Board, the County Clerk shall distribute a committee/board/commission preference form to all County Board candidates and members-elect to assist with committee/board/commission member-assignments. Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) An orientation session is customarily held for all newly elected Supervisors after the even-year April elections and prior to the Organizational Meeting. The orientation session provides an explanation of the work of the Board and the manner in which it functions, committee membership, the projects of various departments, long-range planning, and the status of various projects of the Board. No County business is taken up at this session. Newly elected Supervisors are entitled to per diem and mileage for this session.

Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the County Board Chair/Vice Chair candidate answers form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

—All Board Members shall also complete a Committee/Board/Commission Preference form and a Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect in advance of the Organizational Meeting.

**** While not required, WCA encourages counties to provide a process for submitting interest forms to assist in the committee selection and officer election processes.**

2.11 Board Relationship with Administrative Coordinator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board ~~[recognizes the role of the County Executive as chief executive officer of the County]~~ OR ~~[shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1)]~~ OR ~~[shall designate a person as the Administrative Coordinator according to Wis. Stat. § 59.19]~~. The ~~[Executive/Administrator/Administrative Coordinator]~~ shall perform all duties and have such authority as specified in Wis. Stat. § ~~[59.17/59.18/59.19]~~, ~~[the Position Description]~~, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to their oversight committee, ~~the [Executive/Administrator/Administrative Coordinator]~~. County Board Members desiring

information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting ~~or from the [Executive/Administrator/Administrative Coordinator]~~.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled. Vacancies in the office of County Board Supervisor shall be filled according to Wis. Stat. § 59.10(3)(e).

~~—OR—~~

~~[The following procedure shall be utilized when there is a vacancy in the office of [●] County Board Supervisor:]~~

~~1. Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in [●], containing:~~

- ~~a. A notification that there is a vacancy in Supervisory District # [●].~~
- ~~b. A map which reasonably informs the public of the boundaries of the District.~~
- ~~c. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:~~
 - ~~• The applicant's name and address;~~
 - ~~• That the applicant is at least 18 years' old;~~
 - ~~• That the applicant is qualified to vote in the District in which there is a vacancy; and~~
 - ~~• A brief statement as to the applicant's qualifications to serve on the County Board.~~
- ~~d. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.~~
- ~~e. The County Clerk's mailing address, fax number and e-mail address.~~

~~2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and~~

~~vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.~~

~~ DRAFTER'S NOTE: The process for filling vacancies is specified in Wis. Stat. § 59.10(3)(c) unless a county has elected self-organized status, in which case a county may choose an alternative process. The alternative process above is an example and may be modified as a county desires.~~**

~~2.13 Official Statements by Board Members~~

~~No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.~~

~~2.14 Closed Session at Committee Meetings Attendance~~

~~In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Board Member may be excluded from any meeting of the Committee or Other Board and Commission provided, however, that a Committee or Other Board and Commission may exclude a Board Member that is not a member of the Committee or Other Board and Commission from a closed session portion of a meeting upon majority vote of the Committee or Other Board and Commission members present.}]~~

~~ DRAFTER'S NOTE: This rule is important and should be considered carefully. Wis. Stat. § 19.89 provides that a member of the County Board may not be excluded from a committee meeting, including any closed session portion, in the absence of a board rule providing for such exclusion.~~**

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The County Board Chairperson shall be an ex officio member of every committee of the Board

and may attend the meetings of the committees. The County Board Chairperson shall be a voting member at any committee meeting at which the Board Chairperson's presence is necessary to provide a quorum for the meeting. Where the Board Chairperson is named as an official member of a committee, the Board Chairperson shall have the right to vote.

~~[The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.]~~

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions. The Board Chair may appoint a board member or members to represent the interests of Wood County at any meeting held within the state.

(C) The Board Chair shall be a member of the Operations Committee. The Board Chair shall be the Chair of the Operations Committee, or may designate a member of the committee as Chair.

(D) Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson's judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

(E) In the event of a permanent vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

[History: Adopted by the County Board of Wood County as Rule 4 & 38 of the August 2022 Board Rules (prior Rules)]

3.02 County Board Vice Chair and 2nd Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of the Operations Committee. ~~*The Vice Chair shall be the Chair of the NAME Committee.*~~

(C) The 2nd Vice Chair shall perform the duties of the Board Chair in the absence or disability of the Chair and Vice Chair and shall perform such other duties as specified in these Board Rules.

(D) In the event of a permanent vacancy in the position of Vice Chair or 2nd Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings ~~and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings.~~ The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority and Code of Ethics

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The Corporation Counsel shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure. The Wood County Code of Ethics is incorporated into these rules.

[History: Adopted by the County Board of Wood County as Rule 1 of the August 2022 Board Rules (prior Rules)]

~~4.02 Committee of the Whole~~

~~The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq. The Board Vice Chair shall be the chair of any committee of the whole.~~

4.02 Remote Attendance at Meetings

Board Members shall make every attempt to attend County Board and Committee meetings in-person. A supervisor may participate in a County Board or Committee meeting via telephonic or audio-visual means and may vote on those matters presented for consideration. A supervisor participating in the meeting via telephonic or audio-visual means shall participate in the vote unless they have properly abstained. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication. In the physical absence of the Board Chair, Vice Chair and 2nd Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting.

[History: Adopted by the County Board of Wood County as Rule 13(D) of the August 2022 Board Rules (prior Rules)]

~~A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in~~

~~the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B). In the physical absence of the Board Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive and Finance Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies.~~

~~(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin's Open Meetings Law.]~~

~~**** DRAFTER'S NOTE:** Remote attendance is not allowed unless permitted by board rule or ordinance. If remote attendance will be authorized, the procedure should be here. In addition, if a person is allowed to participate in a closed session by remote communication, determine if there are any rules associated with such participation.~~

~~4.04 Order of Business~~

~~(A) County Board Meetings.~~

~~— The order of business for all meetings of the County Board shall be as follows:~~

- ~~1. Call to Order~~
- ~~2. Roll Call~~
- ~~3. Pledge of Allegiance~~
- ~~4. [County Clerk Verification of Open Meetings Law Compliance]~~
- ~~5. [Approve Agenda]~~
- ~~6. Approve Minutes of Previous Meeting(s)~~
- ~~7. [Public Comment]~~
- ~~8. Special Orders of Business/Recognitions~~
- ~~9. Public Hearings~~
- ~~10. Resolutions~~
- ~~11. Ordinances and Ordinance Amendments~~
- ~~12. Reports~~
 - ~~a. [Executive/Administrator/Administrative Coordinator]'s Report~~
- ~~13. Correspondence~~
- ~~14. Future Agenda Items~~
- ~~15. Closed Session (if any)~~
- ~~16. Adjourn~~

~~— The order of business may be changed by the Board Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.~~

~~(B) Committee Meetings.~~

~~— The order of business for all meetings of Committees shall be as follows:~~

- ~~1. Call to Order~~
- ~~2. Roll Call~~
- ~~3. [Verification of Open Meetings Law Compliance]~~
- ~~4. [Approve Agenda]~~
- ~~5. Approve Minutes from Previous Meeting(s)~~
- ~~6. Public Comment~~
- ~~7. Public Hearing~~
- ~~8. Reports~~
- ~~9. Contract Approvals~~
- ~~10. Resolutions~~
- ~~11. Ordinances and Ordinance Amendments~~
- ~~12. Correspondence~~
- ~~13. Future Agenda Items~~
- ~~14. Closed Session (if any)~~
- ~~15. Adjourn~~

~~— The order of business may be changed by the committee or other board and commission chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.~~

~~(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.~~

~~(D) Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read unless requested by the Board Chair or a majority of the County Board provided such resolution(s) is made available to the Board or Committee members prior to the meeting.~~

4.03 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other non-county issued personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.04 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by rising and waiting to be recognized by the Chairperson. All members shall stand when speaking, unless excused by the County Board Chairperson, and shall use the microphone. When recognized, a member shall state "Thank you Mr./Madam Chairperson." ~~utilizing the electronic voting machine/rising or raising a hand~~. The Board Chair is responsible for determining recognition. If two or more members rise at the same time, the Chairperson shall decide who is entitled to speak first.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 10 minutes per instance on any matter pending before the Board and open for discussion unless by permission of the Chairperson. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. Cross-floor discussion must be approved by the Chairperson and the Chairperson has authority to call the discussion to a halt. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.

[History: Adopted by the County Board of Wood County as Rule 10 & 11 of the August 2022 Board Rules (prior Rules)]

(C) Voting. All questions presented to the County Board shall be determined by a majority of the supervisors present, unless otherwise required by law or these Board Rules. Unless ~~roll call or~~ secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the use of the electronic voting board shall be utilized where possible. ~~the Board Chair shall conduct a voice vote by asking for those in favor and those opposed~~ OR ~~utilize the electronic voting board.~~ When conducting roll call votes, if the electronic voting board cannot be used, the County Clerk shall call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote. When the Board is equally divided on a question, the question is lost. No general subject matter shall be voted upon at more than two Board meetings in the Board year, unless by permission of a two-thirds vote of the members present. ~~[The use of electronic voting processes is allowed and shall be utilized where possible.]~~

[History: Adopted by the County Board of Wood County as Rule 13 & 15 of the August 2022 Board Rules (prior Rules)]

~~ DRAFTER'S NOTE: The voting procedures and mechanisms should mirror the system the county board utilizes. Secret ballots are authorized only when electing officers of the governmental body. See Wis. Stat. § 19.88(2).~~**

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes. A Member excused from voting because of an announced conflict of interest on any matter shall not participate in discussion of the matter.

[History: Adopted by the County Board of Wood County as Rule 13(E) of the August 2022 Board Rules (prior Rules)]

~~ DRAFTER'S NOTE: There may be different or additional procedures under a county's ethics code related to abstention and voting. Please ensure consistency between the board rules and other applicable ordinances and policies.~~**

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by ~~RONR 49:21, Procedure in Small Boards~~ parliamentary procedure pursuant to Section 4.01.

4.05 Public Decorum and Comment

(A) Public Comment at Meetings. Individuals or groups wishing to inform the County Board on matters are encouraged to express their views. Consent for a non-Board member to speak up to three minutes on an agenda item at a Board meeting shall be authorized by the Chairperson. Committees shall open part of their meetings for the public to speak to issues. Committees may also hold public hearings on issues of importance. Committees may also be required by statute or direction of the full Board of Supervisors to hold public hearings. The Chairperson, subject to consent of the Board/committee, may set forth guidelines for speakers to comply with. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. This Section 4.05(A) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

(B) Correspondence Received at County Board Meetings. No report or communication shall be received for consideration from any person or persons unless it is signed by such person or persons. A statement offering an explanation or justification for or against an issue should accompany any correspondence directed to the Board.

(C) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(D) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Public comments are restricted to residents of Wood County unless the Board/committee approves in advance waiving this restriction. An individual speaking on an agenda item, under public comments or at a hearing shall provide their name and address. Any person who wishes to address the County Board during the "Public Comment" portion of the agenda must provide their name and address prior to beginning comment.
2. Unless arranged with the Chairperson in advance, public comments require personal attendance by the speaker. If a person desiring to make a public comment is unable to attend a meeting in person, they may submit a written statement to the Chairperson or a Board/committee member in advance of the meeting and the written statement can then be read at the meeting, subject to the same rules applicable to those speaking in person. Such written comments to the Board/committee do not become a part of a record nor are they to be included in the committee's minutes unless specifically directed by the committee via motion made and passed.
3. Consent for the public to speak up to three minutes on an agenda item at a Board/committee meeting shall be authorized by the Chairperson of that Board/committee. No individual Board Member or member of a Committee may cede additional time during discussion of a pending question to a member of the public. An individual is permitted to speak once per agenda item unless the Board/committee grants permission. All comments must be germane to the specific item on the meeting agenda.

4. During any public comment portion of an agenda, The Chairperson by consensus or the Board/committee by vote may set time limits for public comments per individual. The Chairperson may also set a total time limit on the public comments portion of the agenda. The Chairperson may appoint a timekeeper. Time limits may be extended by consensus or vote of the Board/committee. Comments or questions by Board/committee members will not count against allotted time given for public comment. "Public comments" as an agenda item may be closed at any time by a motion and majority vote of the Board/committee. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.
5. Board/committee members are not required to participate in discussion or answer questions from individuals during public comments. In general, they are to use public comments to gather information or gauge public opinion. However, Board/committee members may comment, or ask questions if they choose.
6. Comments should be directed to the Board as a whole and not addressed to individual Board Members. A commenter should refrain from asking questions of the Board or any individual Board Member.
7. The Chairperson will not tolerate abusive language or disruptive behavior. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
8. The Board Chair reserves the right to terminate an individual's public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.
9. When the Board or a committee is presented with a controversial issue or in any instance where there are a large number of residents who are likely to want to provide public comment, the Chairperson is encouraged to prepare in advance for the public comment session. This may include arranging with law enforcement to be present and reviewing in advance with law enforcement what is and is not acceptable behavior and what the Chairperson's expectations are. The Chairperson should be prepared to have a written handout on rules pertaining to the public's participation at the meeting and to give a short presentation on how public comments work in advance of opening the floor for public comments. This presentation may include the following: "We thank the citizens of Wood County for their participation in the

democratic process. If you have not already done so, please sign in and when it is your turn to speak, identify yourself and follow the rules of civil discourse, which include:

- Listening quietly and not interrupting others' remarks.
- Refraining from derogatory comments, inappropriate gesturing, or applause.
- Staying within the time limits provided.
- Making use of a group spokesperson and not repeating what has already been said.
- You are encouraged to read from a signed, prepared text, which can be shared with the Board or committee

~~ DRAFTER'S NOTE: The County should consider whether to utilize a sign-in process and form for public comment. If so, that should be identified in this section. As well, the rules surrounding public comment should be posted or made available for the public.~~**

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. ~~[Subject to Section 2.14],~~ Board Members are allowed to attend any meeting of a Committee. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

[History: Adopted by the County Board of Wood County as Rule 2, 23 & 34 of the August 2022 Board Rules (prior Rules)]

4.06 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same ~~or next succeeding~~ meeting as the initial vote. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same ~~or next succeeding~~ meeting. If a reconsidered question is again voted upon and is lost, a second motion to reconsider cannot be made except by unanimous consent.

[History: Adopted by the County Board of Wood County as Rule 14 of the August 2022 Board Rules (prior Rules)]

4.07 Resolutions – Form and Introduction

(A) Form and Introduction of Resolutions. Every resolution shall be in writing and have affixed thereto the name of the supervisor or committee introducing it. All resolutions shall carry a preamble setting forth intent and synopsis and fiscal note, and shall also contain within the “now, therefore” section of the resolution any pertinent information contained in the fiscal note. In addition to any other form requirements, ~~all proposed Resolutions shall include the following~~ the following

additional requirements shall apply to Resolutions:

~~A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel.~~

1. Resolutions with Money Appropriations - Resolutions carrying money appropriations shall be introduced by committees only.

~~A space for a fiscal note. The County [Executive/Administrator/Administrative Coordinator] or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.~~

2. Resolutions Involving Wages - Any Resolution involving wages must also include fringe benefits.

~~A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.~~

3. Appropriations and Budget Changes - All budget changes or appropriations of money shall be made only by the adoption of a resolution passed in accordance with the laws of the State of Wisconsin.

~~A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.~~

~~(B) Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.~~

1. ~~Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request~~

~~that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.~~

~~2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.~~

~~[(C) The County Board will consider a Resolution commemorating the retirement of a County employee only if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.]~~

[History: Adopted by the County Board of Wood County as Rule 23, 24, 25 & 27 of the August 2022 Board Rules (prior Rules)]

4.08 Suspension, Amendment and Interpreting Rules

(A) Suspension of Rules. ~~Any rule in these Rules may be suspended by 2/3 vote. No rule shall be suspended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule, and~~ provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. ~~No rule shall be changed or amended except by an affirmative vote of that number of supervisors needed to authorize a motion or resolution governed by the rule, and The County Board may amend these Rules by 2/3 vote of the [members-elect]~~ provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

(C) Interpreting Rules. ~~Nothing in these rules shall be construed to conflict with any statute. If any rule is held invalid by operation of law or by any court of competent jurisdiction, the remainder of the rules shall not be affected thereby.~~

(D) Rescinding Conflicting Rules. ~~All rules and regulations previously adopted conflicting with the provisions of this Code of Rules are hereby rescinded.~~

[History: Adopted by the County Board of Wood County as Rule 2, 23 & 34 of the August 2022 Board Rules (prior Rules)]