

AGENDA
JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Thursday, July 3, 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. Opioid Settlement Update.
5. Review any claims, notices of injury, or litigation against the County, as necessary.
6. Review any Dog License Fee Fund claims.
7. Review for approval the vouchers and monthly reports of departments the committee oversees.
8. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Report of Citizens Water Group.
9. Oversight of Criminal Justice Coordinator (Judge Wolf).
10. Retirement Announcement (Judge Wolf).
11. Criminal Justice Department sustainability and staffing concerns.
12. Review County Board Rules.
13. Referral from County Board: Resolution 25-6-7, re: County Board Compensation.
14. Attendance at meetings.
15. Consideration of agenda items for next meeting.
16. Set date and time of next meeting.
17. Adjourn.

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2490 770 5542

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m064def7d44b48a4eb62b7f1189d0ac81>
Meeting number (access code): 2490 770 5542
Meeting password: 070325

MINUTES JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Friday, June 6, 2025
TIME: 9:00 AM
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 9:00 AM.
2. There was no public comment.
3. Motion by Voight/Hovendick to approve the minutes of the previous meetings as presented. Motion carried unanimously.
4. The claim of Tyler Brown was reviewed. Motion by Leichtnam/Hovendick to deny the claim. Motion carried unanimously.
5. The claim of Curtis Orlowski was reviewed. Motion by Hovendick/Voight to deny the claim. Motion carried unanimously.
6. The dog claim from Castlerock Veterinary was reviewed. Motion by Perlock/Leichtnam to hold this claim over until the rabies testing has been completed. Motion carried unanimously.
7. Criminal Justice Coordinator Ksionek informed the committee of various budgetary issues that were inherited when he assumed leadership of the department. He believes he is able to fund the department until the end of the year, however, there are certain programs that could be affected based on the outcome of the federal budget and because of financial decision made prior to him taking over. Working with the Finance Director, he will come up with various scenarios for the committee to review for the 2026 budget.
8. 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.
9. Supervisor Leichtnam provided a report of the Citizens Water Group.
10. Corp Counsel Flanagan led the committee through the last of the current county board rules that were not incorporated in the new version. He will have a finalized version ready for the July meeting.
11. The compensation for the newly elected county board in 2026 was reviewed and discussed with the following motions being offered and acted on:

- a. Motion by Clendenning/Leichtnam to direct the County Clerk to draft a resolution for consideration of the county board raising the per diem for county board meetings and committee meetings from \$50.00 to \$65.00 with no compensation allowed for meetings held prior to the county board meeting. Motion carried unanimously.
- b. Motion by Clendenning/Voight to direct the County Clerk to draft a resolution for consideration of the county board raising the Administrative Coordinator yearly salary from \$20,000 to \$25,000. Motion carried unanimously.
- c. Motion by Leichtnam/Voight to direct the County Clerk to draft a resolution for consideration of the county board raising the monthly salary for county board members from \$150.00 to \$250.00. Motion carried unanimously.

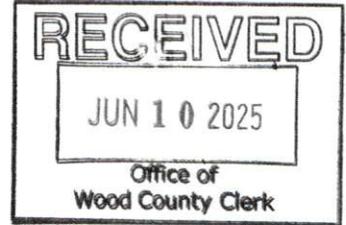
12. The next meeting will be held on Thursday, July 3rd at 9:00 AM. The following dates were also committed to:

- a. September monthly meeting – Friday, August 29th at 9:00 AM
- b. October monthly meeting – Friday, September 26th at 9:00 AM

13. Motion by Voight/Leichtnam to adjourn. Motion carried unanimously at 10:28 AM.

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

NOTICE OF INJURY AND CLAIM



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

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

cc: Corp Counsel
HR
Amy

THE INCIDENT

Date: 6-2-25

Time: 1:30 pm

Place: Cary Rock Rd - Wood Cty

The circumstances giving rise to my claim are as follows:

Traveling west on Cary Rock Road to get to Lindsey Rd - attempting to avoid construction. Dump truck traveling east coming our way, we slowed + moved to shoulder. Dump truck flew past us at a rate of speed unnecessary after laying a fresh layer of rock on road. Completely peppered vehicle cracking + chipping windshield + leaving many chips on hood of car.

The names of county personnel involved are: No clue

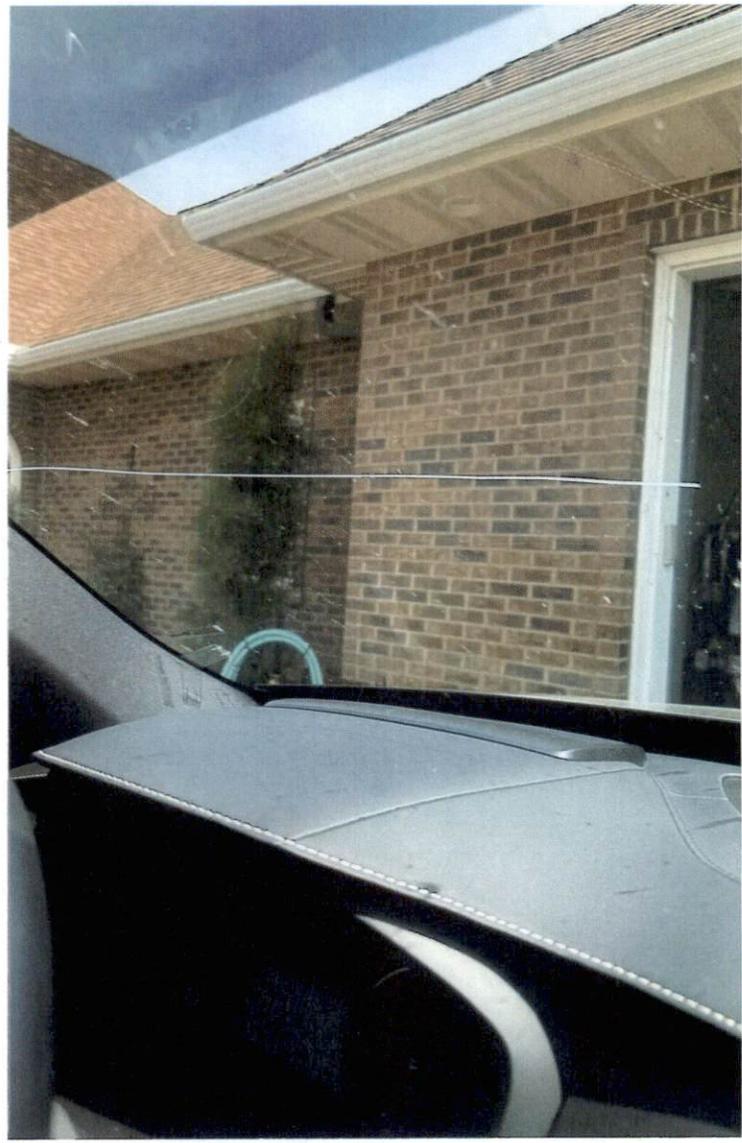
The names of other witnesses are: Husband / driver + employee we stopped on road who gave us a number to call.

THE CLAIM

I request the following monetary or other relief: Invoice included for windshield - awaiting quote for paint chips on hood

6-2-25
Date

Jackie Trierweiler
Signature
Print Name: Jackie Trierweiler
Address: 11599 Cady View Trk
Marshfield WI 54449
Phone: 715-316-2116



Central WI, Glass Co. Inc.
 307 N. Central Ave
 Marshfield, WI 54449-
 (715) 387-8010 / Fax (715) 389-2446
 Fed. ID# 391688337

JACKIE TRIERWEILER

Int. #	00049385	Date	06/06/2025
Est. #	3162166	Blkcode	03
P.O. #		Sold Pr	
Fed Tax #		Inst. By	

Cell: (715) 316-2166

Year	2022	Make	VOLVO	Policy #		
Model	XU90	Body Style	4 DOOR UTILITY	Autho- ized by		
Lic. #		V.I.N.		Claim #	Low Date 06/03/2025	
Home Phone	() -	Bus. Phone	() -	Damage (Cause)		
City	Part #	Description	Block Size	List	Price	Total
1	FW04212GTYN	Windshield (hud) (air contr) (W/GPS) (PAAS) (Rain/Light Sensor) (Acoustic Interlayer) (Forward Collision Alert)	35.5 x 58	1384.00	545.59	545.59
1	LABOR	Labor 4.00 hours		60.00	60.00	60.00
1	HMH016000	2.0 High Modulus Urethane, Dam. Primer		80.00	80.00	80.00
SERVING THE AREA SINCE 1982						
SPECIAL INSTRUCTIONS					Subtotal	625.59
					Labor	60.00
					Tax	34.41
SERVING THE AREA SINCE 1982					Total	720.00
Terms of payment are 30 days from invoice date. A service charge of 1.500% per month (18.000% annum) will be added to past due accounts.					Balance	720.00
RECEIVED BY			The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my Insurance Company to pay Central WI, Glass Co. Inc. directly for the glass and installation charges, or repairs.			
6/3/25 1:37pm by ADMIN Updated 4/6/25 12:54pm by ADMIN						

Committee Report

County of Wood

Report of claims for: BRANCH 1

For the period of: JUNE 2025

For the range of vouchers: 03250030 - 03250033

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03250030	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/29/2025	\$49.99	P
03250031	SWITS LTD	INTERPRETER FEES	02/06/2025	\$228.00	P
03250032	SWITS LTD	INTERPRETER FEES	06/12/2025	\$380.00	P
03250033	STATE BAR OF WISCONSIN	STATE BAR DUES - JERABEK	06/20/2025	\$302.00	
Grand Total:				\$959.99	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: JUNE 2025

For the range of vouchers: 04250018 - 04250021

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04250018	MENDEZ JOHN	MAY INTERPRETER BR 1, 2 & 3	06/12/2025	\$465.00	P
04250019	SWITS LTD	INTERPRETER FEES	06/12/2025	\$228.00	P
04250020	ZAMOW DENISE	TRANSCRIPTS 20CF139	06/11/2025	\$36.00	
04250021	BRAZEAU NICHOLAS J JR	REIMBURSE STATE BAR DUES	05/20/2025	\$302.00	
Grand Total:				\$1,031.00	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 3

For the period of: JUNE 2025

For the range of vouchers: 05250029 - 05250031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05250029	SWITS LTD	INTERPRETER 25CM54	06/12/2025	\$76.00	P
05250030	ZAMOW DENISE	TRANSCRIPTS 19CF560	06/11/2025	\$34.00	
05250031	PETERSON MICHELLE L	TRANSCRIPTS 24CF454	06/16/2025	\$42.00	
Grand Total:				\$152.00	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 4

For the period of: JUNE 2025

For the range of vouchers: 34250014 - 34250018

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34250014	SWITS LTD	INTERPRETER 24CT236 24CM497	02/06/2025	\$225.00	P
34250015	SWITS LTD	INTERPRETER FEES	06/12/2025	\$337.50	P
34250016	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/09/2025	\$32.73	P
34250017	CHEN HOLLY	INTERPRETER FEE 22FA303	05/20/2025	\$527.76	
34250018	LIVERNASH ALICIA	TRANSCRIPTS 24CF512	06/17/2025	\$26.00	
Grand Total:				\$1,148.99	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: JUNE 2025

For the range of vouchers: 02250047 - 02250054

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02250047	MCCORMICK SARA	10-PROCESS OF SERVICE FEES	06/23/2025	\$500.00	
02250048	CW SOLUTIONS LLC	A&V PROGRAM COSTS	06/23/2025	\$1,417.39	
02250049	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	06/23/2025	\$7,352.08	
02250050	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	06/23/2025	\$99.63	
02250051	DNA DIAGNOSTICS CENTER INC	9-GENETIC TESTS	06/23/2025	\$259.00	
02250052	LEGAL LOGISTICS LLC	11-PROCESS OF SERVICE FEES	06/23/2025	\$935.00	
02250053	RADTKE LONN J	40-PROCESS OF SERVICE FEES	06/23/2025	\$2,010.00	
02250054	SWITS LTD	INTEPRETER FEES	06/23/2025	\$147.00	
Grand Total:				\$12,720.10	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Clerk of Circuit Court

For the period of: June 2025

For the range of vouchers: 07250464 - 07250553

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250464	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CF39	05/28/2025	\$628.70	P
07250465	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM573	05/29/2025	\$560.00	P
07250466	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24FA364	06/02/2025	\$150.00	P
07250467	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JC17 OHP	06/02/2025	\$320.00	P
07250468	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25ME47	05/27/2025	\$570.00	P
07250469	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25JM60	05/21/2025	\$510.00	P
07250470	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 18GN120	06/02/2025	\$1,010.00	P
07250471	BEHAVIORAL CONSULTANTS	Med Exam 11CF18,41,120	06/02/2025	\$1,350.00	P
07250472	BLEND AMIRA	Witness Fees 24CF102	06/02/2025	\$17.20	P
07250473	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME38	04/10/2025	\$850.00	P
07250474	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME47	05/27/2025	\$845.00	P
07250475	DIAMOND BUSINESS GRAPHICS	Jury Brochure	05/20/2025	\$838.00	P
07250476	DOMINO'S PIZZA	Jury Meal 23CF536	05/02/2025	\$125.09	P
07250477	GORSKI & WITTMAN SC	Atty Fee 25GN25	06/02/2025	\$765.50	P
07250478	GORSKI & WITTMAN SC	Atty Fee 24GN90	06/02/2025	\$170.00	P
07250479	GORSKI & WITTMAN SC	Atty Fee 25GN29	06/02/2025	\$692.75	P
07250480	GORSKI & WITTMAN SC	Atty Fee 21GN30	06/02/2025	\$200.00	P
07250481	GORSKI & WITTMAN SC	Atty Fee 25GN31	06/02/2025	\$455.50	P
07250482	GRAY LISA	Witness Fees 23CF704	05/27/2025	\$17.20	P
07250483	KIMBALL JAMES	Window Air Blocker	05/19/2025	\$70.00	P
07250484	LLOYD PETER C LLC	Atty Fee 24JC41 IHP	05/28/2025	\$340.00	P
07250485	LLOYD PETER C LLC	Atty Fee 25CM62 & 64	05/28/2025	\$870.88	P
07250486	LLOYD PETER C LLC	Atty Fee 25CF97	05/28/2025	\$627.64	P
07250487	LONG JOSEPH ATTY	Atty Fee 25JI07	05/28/2025	\$410.00	P
07250488	PATEL SANGITA MD	Med Exam 25ME55	06/01/2025	\$1,250.00	P
07250489	SABATKE JULIE	Atty Fee 24CF102	05/21/2025	\$19.40	P
07250490	STADLER SACKS LLC	Atty Fee 24GN34	06/03/2025	\$440.00	P
07250491	SWITS LTD	Interpreter Services	05/23/2025	\$112.50	P
07250492	TAMMINGA EMMA	Witness Fee 23CF704	05/27/2025	\$16.00	P
07250493	TAMMINGA LYDIA	Witness Fees 23CF704	05/27/2025	\$16.00	P
07250494	WEILAND LEGAL SERVICES	Atty Fee 25CM09	06/01/2025	\$396.33	P

Committee Report - County of Wood

Clerk of Circuit Court - June 2025

07250464 - 07250553

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250495	WEILAND LEGAL SERVICES	Atty Fee 25GN14	05/29/2025	\$440.00	P
07250496	WEILAND LEGAL SERVICES	Atty Fee 24GN17	06/01/2025	\$380.00	P
07250497	AMAZON CAPITAL SERVICES	Office Supplies	06/16/2025	\$27.19	P
07250498	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 21GN40	06/04/2025	\$260.00	P
07250499	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 14GN12	06/04/2025	\$180.00	P
07250500	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 11GN20	06/04/2025	\$200.00	P
07250501	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JG27 & 28	06/05/2025	\$120.00	P
07250502	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24JC2 IHP	06/05/2025	\$140.00	P
07250503	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 20JC116 & 117 OHP	06/06/2025	\$150.00	P
07250504	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25ME68	06/10/2025	\$510.00	P
07250505	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN34	06/09/2025	\$650.00	P
07250506	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME68	06/10/2025	\$875.00	P
07250507	GORSKI & WITTMAN SC	Atty Fee 98GN60	06/06/2025	\$220.50	P
07250508	GORSKI & WITTMAN SC	Atty Fee 24GN41	06/07/2025	\$170.00	P
07250509	GORSKI & WITTMAN SC	Atty Fee 25GN18	06/06/2025	\$732.75	P
07250510	GORSKI & WITTMAN SC	Atty Fee 18GN30	06/06/2025	\$206.30	P
07250511	GORSKI & WITTMAN SC	Atty Fee 24GN38	06/06/2025	\$170.00	P
07250512	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF376	06/06/2025	\$320.00	P
07250513	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF376	05/12/2025	\$257.91	P
07250514	LLOYD PETER C LLC	Atty Fee 24CT615	06/04/2025	\$799.10	P
07250515	LLOYD PETER C LLC	Atty Fee 25JG14 IHP	06/04/2025	\$480.00	P
07250516	MEYERS FAMILY LAW LLC	Atty Fee 25JG16 OHP	05/31/2025	\$170.00	P
07250517	MEYERS FAMILY LAW LLC	Atty Fee 25JG25 OHP	05/31/2025	\$220.00	P
07250518	MEYERS FAMILY LAW LLC	Atty Fee 25JG3A OHP	05/31/2025	\$120.00	P
07250519	WEILAND LEGAL SERVICES	Atty Fee 25GN4	06/07/2025	\$250.00	P
07250520	WEILAND LEGAL SERVICES	Atty Fee 25GN27	06/08/2025	\$330.00	P
07250521	WEILAND LEGAL SERVICES	Atty Fee 24CF488	06/07/2025	\$170.00	P
07250522	WEILAND LEGAL SERVICES	Atty Fee 25CM104	06/07/2025	\$544.22	P
07250523	WEILAND LEGAL SERVICES	Atty Fee 24GN26	06/09/2025	\$180.00	P
07250524	WRIGHT HALEY B ATTORNEY	Atty Fee 04GN08	06/09/2025	\$160.00	P
07250525	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 24ME228	06/13/2025	\$360.00	P
07250526	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME72	06/13/2025	\$1,095.00	P
07250527	GORSKI & WITTMAN SC	Atty Fee 25GN32	06/14/2025	\$320.00	P
07250528	KRYSHAK LAW LLC	Atty Fee 24CF372	05/09/2025	\$1,032.64	P
07250529	KRYSHAK LAW LLC	Atty Fee 25CF32	05/28/2025	\$478.97	P
07250530	RUFFALO LAW LLC	Atty Fee 25JC20 OHP	06/10/2025	\$432.00	P
07250531	WEILAND LEGAL SERVICES	Atty Fee 25GN34	06/16/2025	\$290.00	P
07250532	WEST PAYMENT CENTER	Law Library Publications	06/01/2025	\$2,104.11	P
07250533	AMAZON CAPITAL SERVICES	Office Supplies	06/16/2025	\$94.99	P
07250534	US BANK	Hotel for Clerk Conference	06/18/2025	\$196.00	P
07250535	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25PA20	06/21/2025	\$200.00	P

Committee Report - County of Wood

Clerk of Circuit Court - June 2025

07250464 - 07250553

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250536	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM276	06/21/2025	\$270.00	P
07250537	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24FA203	06/21/2025	\$200.00	P
07250538	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CT530	06/21/2025	\$320.00	P
07250539	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CM35	06/21/2025	\$761.85	P
07250540	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF643	06/21/2025	\$682.66	P
07250541	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM516	06/21/2025	\$451.58	P
07250542	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CF86	06/21/2025	\$1,185.01	P
07250543	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM153	06/21/2025	\$733.17	P
07250544	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CM39	06/21/2025	\$741.85	P
07250545	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25ME57	06/13/2025	\$360.00	P
07250546	BALES MARSHALL J MD	Med Exam 25ME72	06/16/2025	\$846.00	P
07250547	BALES MARSHALL J MD	Med Exan 25ME62	06/15/2025	\$666.00	P
07250548	BOETTCHER AMY J	June Mediation Services	06/25/2025	\$150.00	P
07250549	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME57	06/13/2025	\$650.00	P
07250550	GORSKI & WITTMAN SC	Atty Fee 21GN03	06/24/2025	\$439.20	P
07250551	GORSKI & WITTMAN SC	Atty Fee 25GN17	06/24/2025	\$1,299.25	P
07250552	GORSKI & WITTMAN SC	June Mediation Services	06/25/2025	\$1,275.00	P
07250553	WEYMOUTH RICHARD D	June 2025 FCC Services	06/25/2025	\$5,833.33	P
Grand Total:				\$47,545.27	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: June 2025

For the range of vouchers: 09250025 - 09250032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09250025	FRANKEL ADR LLC	24CV246 Mediation	05/13/2025	\$2,362.50	P
09250026	STATE BAR OF WISCONSIN	WI Benchbook/Codebook/Mental	05/19/2025	\$503.30	P
09250027	AMAZON CAPITAL SERVICES	Office Supplies	05/29/2025	\$31.37	P
09250028	STATE BAR OF WISCONSIN	WI Employment Law	05/29/2025	\$253.10	P
09250029	STATE BAR OF WISCONSIN	WI Civil Procedure	06/11/2025	\$100.10	P
09250030	WEILAND LEGAL SERVICES	Outside Counsel	06/13/2025	\$140.00	P
09250031	WEILAND LEGAL SERVICES	Outside Counsel	06/16/2025	\$140.00	P
09250032	US BANK	2025 WACCC Conference	06/18/2025	\$280.23	
Grand Total:				\$3,810.60	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: CRIMINAL JUSTICE COORDINATOR

For the period of: JUNE 2025

For the range of vouchers: 35250037 - 35250048

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
35250037	INVISIBLE CONNECTIONS	TRANSITIONAL HOUSING - M.W.	05/27/2025	\$400.00	P
35250038	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/04/2025	\$45.88	P
35250039	OPPORTUNITY DEVELOPMENT CENTER	TREATMENT SVCS MAY 2025	05/31/2025	\$750.00	P
35250040	OPPORTUNITY DEVELOPMENT CENTER	RSAT PROGRAM MAY 2025	05/31/2025	\$2,750.00	P
35250041	THREE BRIDGES RECOVERY WI INC	DHS GRANT SERVICES - APR 2025	05/20/2025	\$3,118.50	P
35250042	SOUTHERN HEALTH PARTNERS INC	MAY 2025 MEDS	05/31/2025	\$11,137.51	P
35250043	OPTIONS LAB INC	DRUG TESTING - MAY 2025	05/31/2025	\$7,674.50	P
35250044	US BANK	RSAT, DHS, DC SUPPLIES	06/17/2025	\$476.61	
35250045	CLINICAL SOLUTIONS PHARMACY	NARCAN	05/31/2025	\$4,998.00	
35250046	THREE BRIDGES RECOVERY WI INC	DHS GRANT SERVICES - MAY 2025	06/20/2025	\$2,497.50	
35250047	THREE BRIDGES RECOVERY WI INC	TAD GRANT SERVICES - MAY 2025	06/20/2025	\$1,000.00	
35250048	INVISIBLE CONNECTIONS	M.W. TRANSITIONAL HOUSING	06/23/2025	\$320.00	
Grand Total:				\$35,168.50	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: DISTRICT ATTORNEY

For the period of: JUNE 2025

For the range of vouchers: 11250026 - 11250032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11250026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/30/2025	\$12.58	P
11250027	AMAZON CAPITAL SERVICES	CREDIT - OFFICE SUPPLIES	05/29/2025	(\$16.99)	P
11250028	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/29/2025	\$35.16	P
11250029	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/14/2025	\$312.80	P
11250030	ZAMOW DENISE	TRANSCRIPTS 24TR2019 2025 2053	05/28/2025	\$10.00	
11250031	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/23/2025	\$15.95	
11250032	AMAZON CAPITAL SERVICES	WIRELESS MOUSE	06/24/2025	\$8.48	
Grand Total:				\$377.98	

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: JUNE 2025

For the range of vouchers: 24250019 - 24250022

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24250019	FIDLAR TECHNOLOGIES INC	LAREDO USAGE MAY 2025	05/23/2025	\$1,909.28	P
24250020	PRIA (Property Records Industry Assoc)	2025 VIRTUAL CONF REGISTRATION	06/02/2025	\$145.00	P
24250021	US BANK	CONF LODGING	06/17/2025	\$133.26	
24250022	PRIA (Property Records Industry Assoc)	MEMBERSHIP DUES - RINGER	06/19/2025	\$60.00	
Grand Total:				\$2,247.54	

Signatures

Committee Chair:

Committee Member:

Committee Report

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: JUNE 2025

For the range of vouchers: 32250012 - 32250014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32250012	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	06/10/2025	\$77.73	P
32250013	AMAZON CAPITAL SERVICES	VW GRANT SUPPLIES	06/11/2025	\$560.98	P
32250014	AMAZON CAPITAL SERVICES	VW GRANT SUPPLIES	06/16/2025	\$102.95	P
Grand Total:				\$741.66	

Signatures

Committee Chair:

Committee Member:



Wood County

WISCONSIN

CHILD SUPPORT
AGENCY

JULY 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- During the month of July, we will begin working on the agency budget. Once the State Budget is passed, we will have a better idea on what our funding levels will be. At this time, I don't see any issues in regards to reduced funding.
- We are monitoring legislation involving a change to referrals for out of home care placement cases to the Child Support Agency. WCA is monitoring the legislation and has expressed some concerns to the Senator working on the legislation.
- All staff will be completing Civil Rights Training during July as required by the Bureau of Child Support.
- I will be attending WCSEA meetings on July 10th and 11th.
- I will be attending the WCA Health and Human Services Steering Committee Meeting on July 18th in Wisconsin Dells.
- We continue to do well in current support collections but are down in arrears collections.
- The current IV-D case count is 3,739.



Wood County

WISCONSIN

Kimberly A. Stimac

CLERK OF
CIRCUIT COURT

July 2025

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

Meetings Attended:

- Operations Committee Meeting on 6/3/2025.
- Presented on Small Claims Evictions at the Landlord Association Meeting on 6/9/2025.
- Wood County Board of Supervisors on 6/17/2025.
- Monthly judges meeting on 6/18/2025.

June 2, 2025

The posting for the Court Clerk – Family/Paternity position ended. We had a total of 34 applications.

June 9, 2025

I was invited to speak at the Landlord Association meeting on June 9, 2025 at the Elks Lodge. I presented on the small claims eviction filing process. While my presentation focused on the documentation needed and procedures for filing an eviction case, I was happy to answer questions outside of the eviction process.

June 11th thru June 13th, 2025

Attended the Wisconsin Clerks of Circuit Court Association (WCCCA) summer conference in Neenah, WI. At the conference I received my Certificate in Court Executive Development from the University of Wisconsin – Green Bay. This certificate consists of 88 hours of intensive workshops in critical skills, management and leadership. It is the highest level of recognition for a Clerk of Circuit Court at UW-GB. UW-GB is now offering a Master Court Executive certificate which I hope to achieve. I would like to offer this opportunity to members of my team who are interested in furthering their careers within the court system.

Interviews were held for the Court Clerk – Family/Paternity position on June 13th, 16th and 25th, 2025. We had 6 interviews scheduled over these three dates. One person withdrew the night before their interview as they had already accepted a position with another company.

The Joint Finance Committee allocated \$20 million in GPR funding to support the circuit courts through the Court Support Cost Appropriation. In an email from the Director of State Courts on June 13, 2025:

Should the budget be enacted with the funding level as approved by the Joint Committee on Finance, it would represent an approximate 35% increase in the appropriation. We are taking the opportunity to look carefully at how such a potential increase could affect individual counties, especially in areas of critical need such as interpreter costs.



Wood County

WISCONSIN

CORPORATION

COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

June 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 June 2025:

- 15 Mental Commitments (includes Probable Cause, Final Hearings, and Recommitments)
- 11 Guardianship/Protective Placement Hearings
- 19 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 June, the Corporation Counsel's office participated in three in-custody hearing and observing one date for Child Support-related hearings.

Appellate Brief – From time-to-time, the Corporation Counsel's office is required to brief Appellate cases that are appealed from Circuit Court matters. In June, my office prepared and filed an Appellate Brief with the District IV Court of Appeals. Year to date, our office has handled two appeals (one received an *affirmed* ruling in our favor, while the other is pending).

New Laws/Implementation of Law Changes:

2024 HIPAA Privacy Rule to Support Reproductive Health Care Privacy, Effective Dates December 23, 2024, and February 16, 2026. The US Department of Health and Human Services Office of Civil Rights (OCR) issued a final rule modifying the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule to support reproductive health care privacy. The Final Rule prohibits the use or disclosure of protected health information by covered entities or their business associates (collectively, Regulated Entities) and sets forth new requirements those entities must follow when responding to subpoenas, demands, or other requests for records that may contain reproductive health care information. The new rule had a staggered implementation schedule: Beginning December 23, 2024, requests for disclosure of protected health information that potentially relates to reproductive healthcare must include an attestation that the request is not for a prohibited purpose. Beginning February 16, 2026, HIPAA-regulated entities must update their policies, procedures and business associate agreements to comply with the final rule. Over the last several months, I developed a general Business Associate Agreement that the County can use as needed when a business associate doesn't have their own. I'll be working on updating that document to incorporate the needed language requirements from the Final Rule. Additionally, I've been working with Health and Human Services and Norwood Health Center to review and implement an attestation document and updating our request for information (ROI) forms where PHI is concerned. Finally, I'm working on preparing updates to our Notice of Privacy Practices form, which appears to have been last updated in 2011.

LWM – Municipal Attorneys Institute:

Last month, I attended the League of Wisconsin Municipalities (LWM) annual Municipal Attorneys Institute in Lake Geneva, WI. The Conference served as a great opportunity to take part in sessions of relevancy to topics my office may take part in. Specifically, sessions regarding land use regulation and development strategies, regulation and laws surrounding cryptocurrency, and the Municipal Attorney’s role in assisting Public Safety (police/fire/EMS), were all particularly informative and valuable to take part in.



Wood County WISCONSIN

WOOD COUNTY CRIMINAL
JUSTICE DEPARTMENT

June 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Dillon Ksionek

Meetings Attended:

5/29/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
6/2/2025: Drug Court Staffing/Court
6/2/2025: RSAT meeting with UW-Extension Office
6/4/2025: Mental Health Court Staffing/Court
6/5/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
6/6/2025: Judicial and Legislative Committee Meeting
6/9/2025: Drug Court Staffing/Court
6/10/2025: Oxford House Board Meeting
6/11/2025: Mental Health Court Staffing/Court
6/11/2025: RSAT monthly training/webinar
6/12/2025: DHS Allotment Call
6/12/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
6/16/2025: Drug Court Staffing/Court
6/17/2025: County Board Meeting
6/18/2025: Hope Consortium Presentation
6/19/2025: Drug Court Sustainability Meeting
6/19/2025: Monthly DOJ RSAT Meeting
6/19/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic

Adult Drug Treatment Court:

Current Participants: 23
Active Referrals: 2
2025 Admissions: 12
2025 Terminations: 3
2025 Graduation: 7
Pending Referrals: 3

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 joined by corporation counsel to address some policy concerns. He was able to clear things up for me and help us to move forward. We also spent some time discussing financial sustainability, and core team changes (specifically how things will potentially look when Judge Wolf retires and another team member leaves Wood County).

Jail Programming:

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 was high enough these last few months that we had to create a wait list. Thankfully, as of this week, we are caught back up and have eliminated that list. We were able to accomplish this after DHS approved re-allocation of funding so that the part-time drug court case manager, as well as the part time MARP case-manager, were able to work extra hours for the month of June.

Jail Programming (STRONG):

Current participants: 53

Total YTD participants: 77

Medication Assisted Treatment Program (MARP):

Current Participants: 22

Year to date participants: 67

Jail Residential Treatment Program (RSAT):

Current Participants: 7

Year to date participants: 13

A large portion of our jail programming is funded by an Opiate Settlement Fund allotment from DHS. This allotment ran from July 2024-June 2025. I had a conversation with the DHS representative that oversees this funding, and she shared that she is not sure if we will have the opportunity to apply for funding again for 2025-2026. She stated that we would know more in late July or early August. At this time, we are projected to have a significant amount of funding left at the end of June when the original contract ends. My goal in the first part of July is to create a new spend-down contract with DHS that will sustain MARP programming through the end of the year. If we are eligible for this funding source again, and if we are able to secure that funding, this would ensure that there are no interruptions in services (as the money is not predicted to drop until November). If we are not able to secure funding again, it would allow us some time to plan before having to cease operations.

Other Matters:

Our department participated in two different community outreach/awareness events this month. On 6/12/2025 we had a joint booth at the Farmer's Market with Three Bridges Recovery and on 6/20/2025 we had an informational booth about our programs at an event hosted by Ho-Chunk Nation Healing to Wellness Court. I think these types of events are an excellent opportunity to provide education to the community on what we are doing to support those in recovery here in Wood County.

On 6/18/2025, I did a presentation for the 2025 HOPE Consortium Webinar Series on "Addressing Substance Use Disorder and Mental Health for the Incarcerated & Criminal Justice Involved Population of Wood County." The organization that hosts the webinar series was very interested in all that we are doing in Wood County and saw value in sharing insight on our efforts with other Central Wisconsin professionals. Specifically, they wanted to focus on how well so many entities here are collaborating to benefit our residents. It was a great opportunity to highlight several of the initiatives surrounding substance use and mental health within the Wood County Jail, the Sheriff's Department, Human Services, the Criminal Justice Department, and with community stakeholders.

I have started speaking with various county entities including human services and finance about different financial expansion plans for next year. I plan to have some preliminary ideas for review by the time of our meeting on 7/3/2025.



Wood County

WISCONSIN

REGISTER IN
PROBATE

July 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.
- June 2 – Property & Information Technology Committee Meeting
- June 3 - Operations Committee Meeting
- June 6 - Judicial & Legislative Committee
- June 17 – Monthly Judges Meeting

Due to the demolition of the old jail our office had been working from two locations. We are happy to have everyone back in our own office space. A big thank you to the maintenance department for all of the help in making two moves over a period of a few weeks.

The filing of estates is done through the Probate Office. Individuals may choose to have an attorney file for them or we sell packets for them to do the filing themselves. The packet contains all the necessary forms with a guideline to break the process down in steps. After they have completed all the necessary forms to open the case, I meet with them individually. This past month I had 15 different meetings to work with individuals to open an estate.

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

JULY 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended WCA's County Leadership meetings for the month.
- I met with Scott Moore, from Fidlar, to discuss Wood County's software contract renewal. The initial ask was an increase of 15% for five years totaling an additional \$30,403. In the end, we agreed on a 4% increase for four years totaling \$6,486. This is a reasonable increase considering my last contract renewal was 0% for 3 years.
- On June 9th, I attended the Wisconsin Rapids Area Property Owners meeting to present on property fraud at the Elk's club. Thank you for the invite, Supervisor Penzkover!
- On June 17th, Brian Slinkman invited me to attend the NextHome Realtors meeting to present on property fraud. It was educational to hear what they are seeing and how they are combating fraud.
- I attended the In the Board Room with Andy Phillips from Attolles Law webinar.
- ROD Staff and I completed the required IT trainings.
- I attended a Fidlar User Group meeting to discuss Laredo and Monarch activity follow-up.
- The ROD office was disrupted a little this month due to construction. We appreciate the assistance of Facilities Director Van Tassel and his crew for the fast response!



**RULES OF THE
BOARD OF SUPERVISORS**

**WOOD COUNTY
WISCONSIN**

Revised July 2025

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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 ORGANIZATION

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

The County Clerk shall chair the organizational meeting of the board 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)]

(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 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.

[**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. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address. 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(E) 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 should take reasonable efforts to utilize the county email address for county business and 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)]

(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)]

(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)]

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) At the Initial Meeting of a Committee, 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 Compensation and Expense Reimbursement

(A) County Board 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) 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].

[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)]

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

(H) 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. . Such forms shall be submitted to the County Clerk's Office not later than the 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. 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 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.

(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.

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 shall designate a person as the Administrative Coordinator according to Wis. Stat. § 59.19. The Administrative Coordinator shall perform all duties and have such authority as specified in Wis. Stat. § 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. 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.

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).

2.13 Misconduct in Office

No member of the County Board of Supervisors shall engage in any activity contrary to s. 946.12 (Misconduct in office) or 946.13 (Private interest in public contract prohibited), Wis. Stats.

[**History:** Adopted by the County Board of Wood County as Rule 6 of the August 2022 Board Rules (prior Rules)]

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.

(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.

(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. The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

SECTION 4	RULES OF PROCEDURE
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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 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)]

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." . 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 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. 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.

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

(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)]

(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 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. 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.
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.
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

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. 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 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 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

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, the following additional requirements shall apply to Resolutions:

1. Resolutions with Money Appropriations - Resolutions carrying money appropriations shall be introduced by committees only.
2. Resolutions Involving Wages - Any Resolution involving wages must also include fringe benefits.
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.

[**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 Interpretating Rules

(A) Suspension of Rules. 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 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

4.09 Creating New Employment Positions

A majority of County Board members present is required to authorize the creation of any new position in county employment except that an oversight committee may authorize transitioning a contract position into a county position if there will be a savings in doing so and a transfer of funds from one function to another is not necessary.

[**History:** Adopted by the County Board of Wood County as Rule 28 of the August 2022 Board Rules (prior Rules)]

SECTION 5 FINANCE AND BUDGETING

5.01 Payment of Bills

(A) Vendors shall be instructed to send invoices payable by Wood County to the department requesting and receiving the goods or services.

(B) Department Heads or their designee(s) shall review all vouchers received by their department and prepare a voucher jacket when a voucher is ready to be processed for payment.

(C) The Finance Department processes checks for vendor payments once a week on Thursday mornings. The deadline to enter the voucher into the ERP system for a Thursday check run is the preceding Wednesday at 3:30pm. If a check run needs to be processed on a different day other than Thursday due to the holidays, communication from the Finance Department will be sent out to Department Heads and ERP users ahead of time.

1. If a Department Head determines that a payment cannot wait until the next regular check run and a special check run is necessary to mail out payment in a timely manner, either the Finance Director or Deputy Finance Director will review and give approval as appropriate for payment processing.

(D) Department Heads will provide a voucher listing of payments to their oversight committee to be reviewed and audited on a monthly basis. If a committee chairperson determines that there is not enough pending business to justify a full committee meeting that month, either the committee chairperson or their designee will review and audit the voucher listing of payments and may provide any approval needed for those bills that are appropriate for payment.

(E) Copies of departments' narratives, as presented to the oversight committee shall be included in the monthly County Board packet. Inclusion of other reports will be at the discretion of the oversight committee.

[History: Adopted by the County Board of Wood County as Rule 18 of the August 2022 Board Rules (prior Rules)]

5.02 Exceeding Budgeted Expenses

When any board or county department anticipates its expenses will exceed its annual appropriation, the directing officer of such board or county department shall first inform its oversight committee and together they shall meet at the first opportunity with the Operations Committee and explain the reason for the anticipated deficit. No payment from a departmental account which would result in a deficit of the total department budget shall be passed on for payment to the County Clerk until such deficit and a source of funds for payment of the deficit have been properly approved and provided for by the Board. This shall in no way interfere with deficits or overdrafts made legal by the Wisconsin Statutes.

[History: Adopted by the County Board of Wood County as Rule 22 of the August 2022 Board Rules (prior Rules)]

5.03 Budget Amendments

(A) An amendment to the budget, including use of contingency funds, is required any time the actual costs will exceed the budget at the function level. The budget may be amended and contingency funds authorized only by a two-thirds vote of the entire county board.

(B) The county board recognizes that unanticipated emergencies that require the commitment of funds may arise from time to time and that in those situations the respective department head shall work with the Finance Director and the Administrative Coordinator to resolve the matter and that the county board will address the matter after the fact and either ratify the action taken or amend it.

(C) All budget amendments described herein shall require the publication of a class 1 notice thereof within 10 days of the transfer or amendment.

[History: Adopted by the County Board of Wood County as Rule 26 of the August 2022 Board Rules (prior Rules)]

5.04 Soliciting

No person shall solicit funds on behalf of the County without approval of their oversight committee.

[History: Adopted by the County Board of Wood County as Rule 32 of the August 2022 Board Rules (prior Rules)]

SECTION 6 ACQUISITION & SALE OF REAL AND PERSONAL PROPERTY

6.01 Real Property

(A) Definitions. For the purposes of this rule, the following shall apply:

1. Real Property means land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land.
2. Lease means any contract or conveyance or understanding by which the rightful possessor of real property conveys the right to use that property in exchange for consideration.
3. Committee means any duly appointed subordinate group of the Wood County Board of Supervisors, or any of its agencies, commissions or authorities.
4. Negotiate means to propose final terms for the conveyance of an interest in Real Property to the County. Negotiate does not include the sharing of ideas at the conceptual level.

(B) Resolution Required. A resolution of the Board is required before the purchase, lease, rental or any other interest in real property is acquired on the county's behalf.

1. No county supervisor, committee, or employee, elected or appointed, may negotiate for the purchase, lease, rental, or any other instrument conveying an interest in Real Property to Wood County without prior consent of the Property and Information Technology Committee.
2. Before a lease, purchase or any other instrument of conveyance to acquire an interest in real property can be executed on behalf of the County, the supervisor, employee, agency, committee, commission or authority shall obtain an approval via resolution of authorization from the Wood County Board of Supervisors.
3. The County Board may by resolution authorize an employee or a committee to negotiate and enter into an agreement for the acquisition of Real Property by means of one resolution or the Board may require a two-step process, with the first step authorizing the negotiations and the second step authorizing the terms of the deal.
4. Wood County shall not be bound by the provisions of any document negotiated or settled without the resolutions required in this Section.

(C) Exemption. This rule will not apply when the state statutes, Wisconsin Administrative Code, or a county ordinance or policy approved via resolution give specific authority to a position in county employment, such

as the Highway Commissioner, to acquire interests in real property for specific purposes.

- (D) Penalties. Any person who violates this rule shall be subject to such penalties as prescribed for supervisors or employees under existing county disciplinary policies, rules or ordinances.

[**History:** Adopted by the County Board of Wood County as Rule 42 of the August 2022 Board Rules (prior Rules)]

6.02 Guidance on Acquisition and Disposition of Personal Property by County Staff

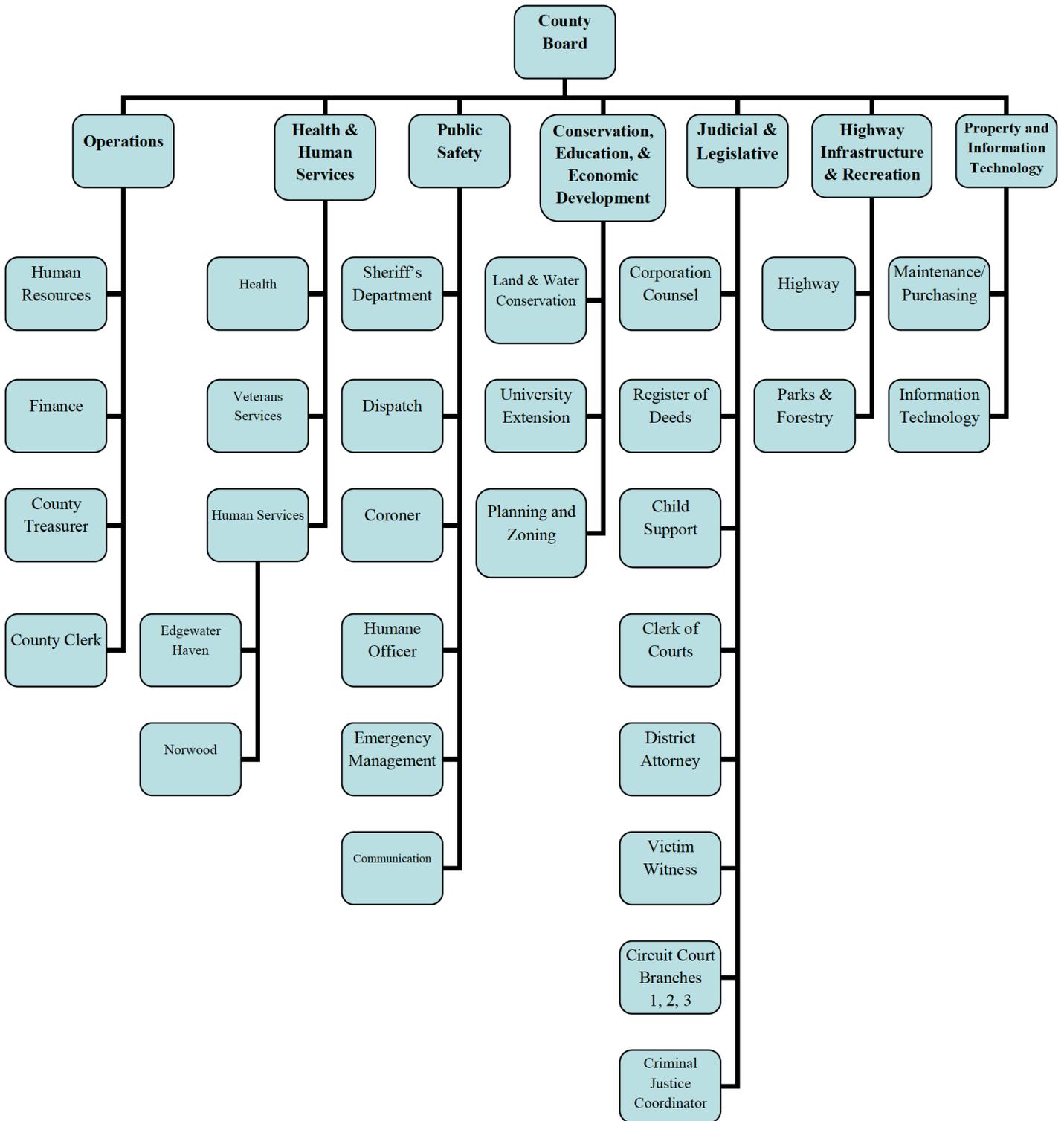
- (A) Definition. Personal property means all furniture, fixtures and equipment that had an original value of \$50 or more but does not include consumables.
- (B) Acquisition of Personal Property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Department and approved by its oversight committee.
- (C) Use of Personal Property. Department heads are responsible for county-owned personal property used by their staff. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.
- (D) Disposition of Personal Property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:
1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it shall be properly recycled if appropriate, otherwise it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.
 2. If the personal property has sufficient value, it may be:
 - Transferred to the Emergency Management Department for disposition pursuant to the policies of that department.
 - Turned over to a vendor for a credit on the acquisition of new personal property.
 - Transferred to a different county department.

3. The proceeds of the sale of personal property of the county shall be remitted to the county's General Fund, except for:
- When the oversight committee and the Operations Committee approve via motion that the sale proceeds go to another account.
 - When the purchase price of personal property was primarily paid for from a Special Revenue Fund, the sale proceeds shall revert back to that fund, if it still exists and if it doesn't, then to the county's General Fund.
 - Sales proceeds of Highway Department personal property shall go to the Highway Department's non-lapsing fund.
 - Sales proceeds of Maintenance Department personal property shall go to the Maintenance Department's non-lapsing fund.
 - Sales proceeds of Park and Forestry Department personal property shall go to the Park and Forestry Department's non-lapsing fund.

[History: Adopted by the County Board of Wood County as Rule 43 of the August 2022 Board Rules (prior Rules)]

Appendix A

WOOD COUNTY COMMITTEE STRUCTURE ORGANIZATION CHART



MAIN COMMITTEE DESCRIPTIONS

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson, plus the Chairperson of the Farm Service Agency (FSA). The FSA chairperson's authority on the Committee shall only be with respect to matters addressed by the Land & Water Conservation Department. The Conservation, Education & Economic Development Committee shall elect a Chairperson and Vice-Chairperson.

The Conservation, Education and Economic Development Committee shall have oversight of the following departments: Land & Water Conservation, Planning and Zoning, and University Extension. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

HEALTH AND HUMAN SERVICES COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson and four (4) citizen representatives. The four citizen representatives shall be:

1. a physician,
2. a registered nurse,
3. an individual who has demonstrated interest or competence in the field of public health and human services, and
4. an individual who has received services for mental illness, developmental disability, alcoholism or drug dependency, or a family member of such an individual.

The Health and Human Services Committee shall elect a Chairperson and Vice-Chairperson.

The Health and Human Services Committee shall have oversight of the following departments: Human Services, Public Health Department, and Veteran's Service Office. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

HIGHWAY INFRASTRUCTURE AND RECREATION COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Highway Infrastructure and Recreation Committee shall elect a Chairperson and Vice-Chairperson.

The Highway Infrastructure and Recreation Committee shall have oversight of the following departments: Highway Department and Parks and Forestry Department. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and

expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

JUDICIAL & LEGISLATIVE COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Judicial & Legislative Committee shall elect a Chairperson and Vice-Chairperson.

The Judicial & Legislative Committee shall have oversight of the following departments: Clerk of Court, District Attorney, Register of Deeds, Family Court Commissioner, Corporation Counsel, Wood County Circuit Courts, Victim Witness, and Child Support. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

OPERATIONS COMMITTEE

Membership on the Operations Committee shall be the County Board Chairperson, the County Board Vice-Chairperson and three members of the County Board at large appointed by the County Board Chairperson. The County Board Chairperson or another member of the committee shall serve as the committee chair as determined by the County Board Chairperson. The Operations Committee shall elect a Vice-Chairperson.

The Operations Committee shall have oversight of the following departments: County Clerk, County Treasurer, Finance, and Human Resources. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

PUBLIC SAFETY COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Public Safety Committee shall elect a Chairperson and Vice-Chairperson.

The Public Safety Committee shall have oversight of the following departments: Central Dispatch, Communications, Coroner, Emergency Management, Humane Officer, and Sherriff's Department. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE

Membership shall consist of five (5) Wood County Supervisors appointed by the County Board Chairperson. The Property and Information Technology Committee shall elect a Chairperson and Vice-Chairperson.

The Property and Information Technology Committee shall have oversight of the Maintenance and Information Technology departments. The Committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets; audit the revenues and expenditures pursuant to the approved budgets; study and develop recommendations to the county board pertaining to changes in the budgets, functions, and personnel; and oversee the management of the departments and the services they provide.

COMMITTEES AND BOARDS MADE UP OF SUPERVISORS AND OTHERS

The Wood County Board Chairperson will make the following membership appointments and others as needed:

- Aging and Disability Resource Center (ADRC) 3 appointed by County Board at least 2 supervisors
- Central Records Advisory Committee 1 Supervisor
- Civil Service Commission No Supervisors
- Community Development Block Grant Committee 1 Supervisor
- Criminal Justice Task Force County Board Chairperson
- Ethics Committee 1 Supervisor, 2 citizens, 2 employees
- Fair Boards
 - Board of Marshfield Fairground Committee 3 Supervisors
 - Central Wisconsin State Fair Board of Directors 1 Supervisor
- Golden Sands Resource Conservation & Development 1 Supervisor
- Land Information Council 1 Supervisor, 1 rep from Land Information Office, A realtor, A public safety or emergency communications rep employed w/in the county, the county surveyor or a registered land surveyor employed w/in the county, any other member of the board or public that the board designates.
- Liaison Officer 1 Supervisor
- Liaison Officer to HoChunk Nation 1 Supervisor
- Library Boards
 - McMillan Memorial Library Board 1 Supervisor
 - Wood County Library Board 1 or 2 Supervisors
 - South Central Library Board 1 Supervisor or 1 citizen
- Local Emergency Planning Committee 1 Supervisor
- North Central Community Action 1 Supervisor
- North Central Wisconsin Workforce Development Brd. 1 Supervisor
- Northeast Wisconsin Public Safety Communications (NEWCOM) 1 Supervisor
- Security and Facilities Committee 1 Supervisor
- State Wildlife Advisory Committee 1 Supervisor
- Traffic Safety Commission 1 Supervisor
- University Commission – UW Marshfield/Wood County 3 Supervisors
- Veterans Service Commission 3 Veterans
- Wood County Board Chaplain 1 Supervisor
- Wood County Board Parliamentarian(s) 1 or 2 Supervisors

ETHICS COMMITTEE

Shall be composed of five members; two County citizens, two County employees, and one County Board Supervisor. Members shall be appointed by the County Board Chairperson, subject to Board approval. Members shall serve three-year terms. Officers will be elected annually by the Committee.

The duties and policy of the Ethics Committee shall be to ensure the proper operation of County government by its supervisors, officials, and employees so that the public may have confidence in the integrity of its government. Wisconsin Statute s. 19.59 and the Code of Ethics for the Wood County Board of Supervisors, officials, and employees, as approved by the Wood County Board, shall govern the duties and responsibilities of the Ethics Committee.

WOOD COUNTY LIBRARY BOARD

The "Library Board" shall consist of seven members appointed by the County Board Chairperson from any city, village, or town in the county where no municipal tax for a public library service is levied. The seven-member board shall also consist of one or two County Board Supervisors and shall include at least one school district administrator, or their designee, of a school district located in whole or in part in the County [Wis. Stats. s. 43.57(4)]. The Library Board shall have the powers conferred on it by the Wood County Board in Resolution #7, dated August 14, 1973, and the authority granted in Wis. Stats. s. 43.57 and 43.58.

LIBRARY SERVICE

The South Central Library Service is a Federated Public Library System created pursuant to s. 43.19, Wis. Stats. Wood County currently has four members on the System's Board, one of which shall be a County Board Supervisor, and all of who shall be appointed by the County Board Chairperson. The Library System shall have those powers set forth in Wis. Stats. s. 43.19.

LOCAL EMERGENCY PLANNING COMMITTEE

The Local Emergency Planning Committee (LEPC) is created pursuant to ss. 59.54(8), 166.20, and 166.21, Wis. Stats. and shall exercise the authority set forth in those statutes. Generally, the committee shall implement programs and conduct activities that are designed to prepare the county to respond to emergencies involving the accidental release of hazardous substances.

There shall be no set number of members to the committee; the members shall be appointed by the County Board Chairperson and shall include representatives from those entities identified in Resolution #88-7-6.

MARSHFIELD FAIRGROUND COMMISSION

The "Fairgrounds Commission" shall consist of six members; three City of Marshfield Alderman and three Wood County Board Supervisors. The Fairgrounds Commission shall have the full, complete, and exclusive jurisdiction of the fairgrounds, including the advertising for and the awarding of bids for the construction, improvement or maintenance of any building or buildings or land improvements, the letting of contracts therefor, and the care, custody, maintenance, improvement, and repair of said lands and buildings

during its operation until changed by joint resolutions of the City of Marshfield and the Wood County Board of Supervisors.

THE UNIVERSITY COMMISSION: UW-MARSHFIELD/WOOD COUNTY

The County Board Chairperson shall appoint three members of the Board to serve on the University Commission. The Commission shall have authority over the University of Wisconsin-Marshfield/Wood County as provided for in Resolution #2, dated August 14, 1962.

WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE

The Wood County State Wildlife Area Advisory Committee shall consist of nine citizen members, all appointed by the County Board Chairperson. The Committee shall advise the Park and Forestry Committee on issues related to the management of land owned by the County and leased to the Wisconsin Department of Natural Resources (Wood County State Wildlife Area). The Committee is further described and governed by the Wood County State Wildlife Area Advisory Committee Rules of Order as adopted by the Wood County Board.



RESOLUTION# 25-6-7

DATE June 17, 2025
Effective _____
Date April 21, 2026

Page 1 of 2

Introduced by Judicial & Legislative Committee

Motion:	Adopted:	<input type="checkbox"/>
1 st <u>Voight</u>	Lost:	<input type="checkbox"/>
2 nd <u>Breu</u>	Tabled:	<input checked="" type="checkbox"/>
No: _____ Yes: _____	Absent:	_____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>NBF</u>	, Corp Counsel	
Reviewed by: <u>PY</u>	, Finance Dir.	

REFERRED TO COMMITTEE

INTENT & SYNOPSIS: To set the compensation of the County Board of Supervisors beginning with the new term of office commencing April 21, 2026.

FISCAL NOTE: Using 2024 data, the increase would be approximately \$45,403 but is dependent on the number of meetings attended by the County Board Supervisors.

		NO	YES	A
1	Schulz, W			
2	Rozar, D			
3	Buttke, T			
4	Perlock, R			
5	Hovendick, T			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Brehm, S			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, it has been many years since the pay structure of the county board has increased and any changes to that structure needs to be put in place prior to the circulation of nomination papers, commencing in December, and

WHEREAS, the Judicial & Legislative Committee has reviewed the pay structure of the county board supervisors as well as that of the Administrative Coordinator, and

WHEREAS, the Judicial & Legislative Committee recommends the per diem, salary, and Administrative Coordinator stipend be increased at this time.

NOW THEREFORE BE IT RESOLVED, that beginning with the commencement of the 2026-2028 county board term on April 21, 2026, the per diem rate be increased from \$50.00 to \$65.00, the county board supervisor salary be increased from \$150.00 per month to \$250.00 per month, and the Administrative Coordinator stipend be increased from \$20,000 per year to \$25,000 per year.

BE IT FURTHER RESOLVED, no per diem will be allowed for any meeting held immediately preceding the county board meeting, and

BE IT FURTHER RESOLVED, all other compensation (i.e. committee chair stipend, etc.) be maintained at the same amount currently authorized.

Adopted by the County Board of Wood County, June 17, 2025

County Clerk

County Board Chairman

Motion by Voight/Breu to adopt Resolution 25-6-7. Discussion followed. Motion by Buttke/Hovendick to amend Resolution 25-6-7 to increase the Administrative Coordinator salary to \$30,000. Motion to amend carried. Voting no were Schulz, Perlock, Brehm, Thao, Valenstein, and Hokamp. Excused were Rozar, Hahn, and Penzkover. Motion by Clendenning/Zurfluh to refer Resolution 25-6-7 back to Judicial & Legislative Committee. Motion to refer carried. Voting no were Buttke, Hovendick, Breu, Pliml, and Leichtnam. Excused were Rozar, Hahn, and Penzkover.

Administrative Coordinator Salary				
County	Population			
LaFayette			16611	CB Chair Salary = \$6000/year. Admin Coordinator Stipend = \$1000/year

County	Population	#Supers Dist Pop	Position	Annual Salary	Per Meeting Payment	Other Notes
Juneau	26718		Chair	\$15,000		If Supervisor has a meeting in morning & afternoon or if a meeting goes into the afternoon, he or she receives per diem for morning and afternoon. Chair is given County cell phone.
		21	Vice Chair		\$50/meeting	
		1300	Supervisor			
Clark	34659		Chair	\$7,200	\$70/4 hours or less \$100 over 4 hours	
		29	Vice Chair			
		1200	Supervisor			
Jackson	21145		Chair	\$4,400	\$10.00/per mtg	
		19	Vice Chair	\$600		
		1100	Supervisor		\$55.00/3.5 hour mtg; \$65/4.5 hour mtg; \$75/over 4.5 hour	
Adams	20654		Chair	\$350/month	\$75/CB meeting, \$55/all other meetings	
		20	Vice Chair			
		1000	Supervisor			
Portage	70377		Chair	\$27,434	\$62.87/CB meeting	1/2 salary of Chair while performing duties of Chair, if absent for 30 days or more. Same per-meeting per diem as supervisors. Additional \$15 for Committee Chair
		25	Vice Chair		\$62.87/CB meeting, \$57.15/Committee meeting	
		2800	Supervisor			
Marathon	138013		Chair	\$33,765	No	
		38	Vice Chair	\$10,120	No	Chair of Standing Committee, add 1,200; Vice Chair of Standing Committee, add \$400
		3700	Supervisor	\$6,181	No	
Manitowoc	81359		Chair	\$4,800		
		25	Vice Chair	\$3,300		
		3300	Supervisor			
Sauk	65763		Chair	\$7,800	\$90 Board is in session, \$75 authorized service or committee meetings	
		31	Vice Chair			
		2100	Supervisor			
Chippewa	66297		Chair	\$4,800	\$35/per mtg.	
		21	Vice Chair	\$1,200	\$35/per mtg.	
		3200	Supervisor	\$840	\$35/per mtg.	
Wood	74207		Chair	\$20000 as AC	\$50/per mtg.	
		19	Vice Chair	\$2,760	\$50/per mtg.	
		3900	Supervisor	\$1,800	\$50/per mtg.	added \$15.00 for committee chairs

Population = 2020 Census from Wisconsin Blue Book
Information regarding Administrative Coordinators = Wisconsin Blue Book
#Supervisors/District Population = 2024 WCA Green Book