

AGENDA
JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Friday, April 4, 2025
TIME: 9:00 AM
LOCATION: Courthouse, Room 302

1. Call meeting to order & declaration of quorum.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Review minutes from previous meetings.
4. Review any claims, notices of injury, or litigation against the County, as necessary.
5. Review any Dog License Fee Fund claims.
6. Review for approval the vouchers and monthly reports of departments the committee oversees.
7. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Report of Citizens Water Group.
8. Review County Board Rules.
9. Attendance at meetings.
10. Consideration of agenda items for next meeting.
11. Set date and time of next meeting – Friday, May 2, 2025 – 9:00 AM.
12. Adjourn.

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2496 549 4796

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m6de0032c014682d12b864d298df41b9f>
Meeting number (access code): 2496 549 4796
Meeting password: 040425

MINUTES
JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Thursday, March 7, 2025

TIME: 9:00 AM

PLACE: Courthouse – Room 302

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

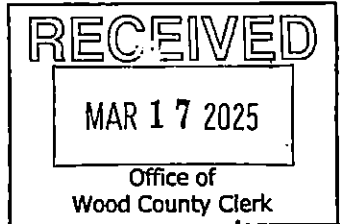
OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Vice Chair Voight called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Hovendick/Perlock to approve the minutes of the February 6, 2025, meeting as presented. Motion carried unanimously.
4. The claims of JoAnn Olson/Sewayna E. Bombagi, Zimmer & Rens, et al, and Curtis Orłowski were reviewed and will be provided to the county board.
5. The vouchers and reports from the departments the committee oversees were reviewed. Motion by Leichtnam/Perlock to approve them as presented. Motion carried unanimously.
6. Supervisor Leichtnam provided a report of the Citizens Water Group.
7. Clerk of Courts Stimac presented a resolution requesting a larger state contribution to the operations of the court system. Motion by Perlock/Leichtnam to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
8. District Attorney Barnett informed the committee that he will be purchasing a computer program to allow his office to do online redaction and e-filing. Wood County is one of only 2 counties in the state that still use paper for court filings. The cost of this program can be absorbed by underspent lines within his budget.
9. Barnett requested the committee to approve converting a Legal Assistant position to an Office Manager position. He reviewed the current office structure and cost of converting this position. Motion by Leichtnam/Hovendick to approve the conversion of a Legal Assistant position to an Office Manager position in the District Attorney office. Motion carried unanimously.
10. Corp Counsel Flanagan led the committee through the draft county board rules that were discussed last month, with some edits being made. Work will continue on the rules with a new section being looked at for next month.
11. The next meeting will be held on Friday, April 4, 2025, at 9:00 AM.
12. Vice Chair Voight declared the meeting adjourned at 10:55 AM.

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

Judicial & Legislative Committee
March 7, 2025

NAME	REPRESENTING
BILL VOIGHT	DIST 7 & COM 14
Russ Perlock,	WCB #4
TIM Hovendick	WCB #5
Jonathan Barnett	DA
Tiffany Ringer	ROD
Kim Stimac	COC
Brent Vrawich	CIA
Peter Kastenholz	Corp. Counsel
Nick Flanagan	"
James Anderson (WebEx)	
Katie Miloch (WebEx)	Human Services
Scott Drehm (Web Ex)	CB District 9
Lance Pliml (Web Ex)	CB Chair



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: Hwy Corp Council HR

THE INCIDENT

Date: MARCH 6, 2025

Time: 1:00 PM

Place: BINDER RESIDENCE MAILBOX 2500 ADLER RD. - HWY. E

The circumstances giving rise to my claim are as follows:

SNOW PLOW (GOING TO FAST) SMASHED MAILBOX

The names of county personnel involved are: PLOW DRIVER

The names of other witnesses are: JULIE BINDER

THE CLAIM

I request the following monetary or other relief: \$200.00

March 12, 2025
Date

Jane Binder
Signature

Print Name: JANE BINDER

Address: 2500 ADLER RD.
MARSHFIELD, WI.
54449

Phone: 715-384-5950

INVOICE

Castlerock Veterinary Hospital, Inc.

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

Printed: 03-19-25 at 2:01p

Date: 03-19-25

Account: 780

FOR: Ordinance Control Ordinance Control-WOOD CO
Courthouse Annex
184 2nd St North
Wis. Rapids, WI 54494
(715) 421-8911

Invoice: 274984

Date	For	Qty	Description	Price	Discount	Price
Services by Kristy Langhoff, DVM						
03-19-25	Debo	1	Rabies 3rd Exam			47.05
Services by Sarah Novak, DVM						
03-10-25		1	Rabies 1st Exam			63.60
03-14-25		1	Rabies 2nd Exam			47.05

Old balance	Charges	Payments
157.70	157.70	0.00

New balance
315.40

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

Total due.

South Wood County Humane Society
 3621 64th St N
 Wisconsin Rapids, WI 54494 US
 +17154230505
 swchs@swchs.com
 www.swchs.com

Invoice



BILL TO
 WOOD COUNTY TREASURER
 2ND FLOOR COURTHOUSE
 PO BOX 8095
 WISCONSIN RAPIDS, WI
 54495-8095

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
702	03/17/2025	\$210.00	04/16/2025	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/12/2025	Bite Quarantine	Jana A. Rodriguez / Apollo Bite Quarantine / 2/12 - 2/19/2025	1	210.00	210.00

Thank you for working with the South Wood County Humane Society

BALANCE DUE

\$210.00

"Working together to build a better community"

Committee Report

County of Wood

Report of claims for: BRANCH 1

For the period of: MARCH 2025

For the range of vouchers: 03250006 - 03250008

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03250006	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/11/2025	\$245.57	
03250007	DELUXE	COURT CALENDAR	03/14/2025	\$173.42	
03250008	SWITS LTD	INTERPRETER 25CM77	03/04/2025	\$76.00	
Grand Total:				\$494.99	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: MARCH 2025

For the range of vouchers: 04250008 - 04250009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04250008	WI COURT REPORTERS ASSN	MEMBERSHIP DUES - D ZAMOW	02/27/2025	\$100.00	P
04250009	SWITS LTD	INTERPRETER 25CM77	03/04/2025	\$76.00	
Grand Total:				\$176.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: BRANCH 3

For the period of: MARCH 2025

For the range of vouchers: 05250005 - 05250008

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05250005	SWITS LTD	INTERPRETER 25CF36, 18FA220	03/04/2025	\$1,073.83	
05250006	SWITS LTD	INTERPRETER 25CM36	03/04/2025	\$76.00	
05250007	WEBER LISA M	TRANSCRIPT 22CF534	03/11/2025	\$44.00	
05250008	ZAMOW DENISE	TRANSCRIPTS 19CF114, 19CT375	03/20/2025	\$20.00	
Grand Total:				\$1,213.83	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: BRANCH 4

For the period of: MARCH 2025

For the range of vouchers: 34250005 - 34250005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34250005	SWITS LTD	INTERPRETER FEES	03/04/2025	\$450.00	
Grand Total:				\$450.00	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: MARCH 2025

For the range of vouchers: 02250015 - 02250023

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02250015	MCCORMICK SARA	21-PROCESS OF SERVICE FEES	03/25/2025	\$1,080.00	
02250016	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	03/25/2025	\$825.07	
02250017	CW SOLUTIONS LLC	ELEVATE PROGRAM COSTS	03/25/2025	\$8,925.15	
02250018	CW SOLUTIONS LLC	A&V PROGRAM COSTS	03/25/2025	\$1,449.16	
02250019	DNA DIAGNOSTICS CENTER INC	15-GENETIC TESTS	03/25/2025	\$437.00	
02250020	LEGAL LOGISTICS LLC	17-PROCESS OF SERVICE FEES	03/25/2025	\$1,470.00	
02250021	WAUPACA COUNTY SHERIFF'S DEPT	1-PROCESS OF SERVICE FEE	03/25/2025	\$35.00	
02250022	WI DEPT OF ADMINISTRATION	CSA/DHSS SHARED ROUTER COSTS	03/25/2025	\$50.00	
02250023	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/25/2025	\$209.92	
Grand Total:				\$14,481.30	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Clerk of Circuit Court

For the period of: March

For the range of vouchers: 07250135 - 07250228

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250135	ABTS GRUBOFSKI & VRUWINK LLC	Akty Fee 24CF520	02/26/2025	\$210.00	P
07250136	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM25, 24CT106	02/26/2025	\$220.00	P
07250137	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF620	02/26/2025	\$526.07	P
07250138	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF516	02/26/2025	\$210.00	P
07250139	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 23CF325, 24CF303	02/26/2025	\$210.00	P
07250140	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM488	02/26/2025	\$220.00	P
07250141	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF319, 320	03/03/2025	\$70.00	P
07250142	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25JM19	03/04/2025	\$360.00	P
07250143	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN10	02/24/2025	\$650.00	P
07250144	BEHAVIORAL CONSULTANTS	Med Exam 24CF551	02/26/2025	\$831.00	P
07250145	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25JM19	03/04/2025	\$650.00	P
07250146	HILL & WALCZAK ATTYS	Atty Fee 24JC16 OHP	03/04/2025	\$290.00	P
07250147	HILL & WALCZAK ATTYS	Atty Fee 13JG13 OHP	03/04/2025	\$175.00	P
07250148	HILL & WALCZAK ATTYS	Atty Fee 25JC1 & 2 OHP	03/04/2025	\$490.00	P
07250149	MARSHFIELD CLINIC HEALTH SYSTEM	Med Exam 25GN5	02/10/2025	\$652.40	P
07250150	NASH LAW GROUP	Atty Fee 24JC42	01/28/2025	\$45.00	P
07250151	WEILAND LEGAL SERVICES	Atty Fee 23GN12	02/25/2025	\$110.00	P
07250152	WEILAND LEGAL SERVICES	Atty Fee 25GN7	02/23/2025	\$310.00	P
07250153	WEILAND LEGAL SERVICES	Atty Fee 18GN23	02/21/2025	\$100.00	P
07250154	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CF542	03/05/2025	\$330.00	P
07250155	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24JC81,82,83,84 IHP	03/05/2025	\$1,060.00	P
07250156	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25ME22	03/07/2025	\$570.00	P
07250157	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME22	03/07/2025	\$845.00	P
07250158	GORSKI & WITTMAN SC	Atty Fee 24GN14	03/07/2025	\$316.20	P
07250159	GORSKI & WITTMAN SC	Atty Fee 21GN83	03/07/2025	\$399.80	P
07250160	GORSKI & WITTMAN SC	Atty Fee 24GN16	03/07/2025	\$170.00	P
07250161	GORSKI & WITTMAN SC	Atty Fee 19GN11	03/07/2025	\$170.00	P
07250162	GORSKI & WITTMAN SC	Atty Fee 13GN18	03/07/2025	\$205.89	P
07250163	GORSKI & WITTMAN SC	Atty Fee 19GN19	03/07/2025	\$170.00	P
07250164	GORSKI & WITTMAN SC	Atty Fee 05GN37	03/07/2025	\$242.40	P
07250165	GORSKI & WITTMAN SC	Atty Fee 18GN117	03/07/2025	\$170.00	P

Committee Report - County of Wood

Clerk of Circuit Court - March

07250135 - 07250228

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250166	GORSKI & WITTMAN SC	Atty Fee 87GN224	03/07/2025	\$170.00	P
07250167	GORSKI & WITTMAN SC	Atty Fee 03GN67	03/07/2025	\$170.00	P
07250168	HILL & WALCZAK ATTYS	Atty Fee 24JC8,9,10 OHP	03/04/2025	\$550.00	P
07250169	HILL & WALCZAK ATTYS	Atty Fee 24TP33 OHP	03/04/2025	\$320.00	P
07250170	HILL & WALCZAK ATTYS	Atty Fee 23JC40 OHP	03/04/2025	\$250.00	P
07250171	HILL & WALCZAK ATTYS	Atty Fee 21JG18 OHP	03/05/2025	\$175.00	P
07250172	HILL & WALCZAK ATTYS	Atty Fee 22JC50	03/04/2025	\$180.00	P
07250173	NUSSBERGER LAW OFFICE	Atty Fee 06GN17	03/05/2025	\$260.00	P
07250174	SCHAUMBERG LAW FIRM LLC	Atty Fee 21GN9	02/25/2025	\$335.00	P
07250175	SCHULTZ DAVID J LAW OFFICE	Atty Fee 25GN6	03/06/2025	\$295.66	P
07250176	SWITS LTD	Interpreter Services	03/04/2025	\$112.50	P
07250177	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	People Search February 2025	03/01/2025	\$75.00	P
07250178	WEILAND LEGAL SERVICES	Atty Fee 12GN85	03/08/2025	\$190.00	P
07250179	WEILAND LEGAL SERVICES	Atty Fee 12GN85	03/08/2025	\$150.00	P
07250180	WEILAND LEGAL SERVICES	Atty Fee 24CM392	03/09/2025	\$641.87	P
07250181	WEILAND LEGAL SERVICES	Atty Fee 24CM392	03/09/2025	\$190.00	P
07250182	WEILAND LUKE A ATTORNEY AT LAW LLC	Atty Fee 18GN87	03/03/2025	\$220.00	P
07250183	AMAZON CAPITAL SERVICES	Office Supplies	03/12/2025	\$84.12	P
07250184	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 21JG6 OHP	03/12/2025	\$120.00	P
07250185	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 23JC53 OHP	03/12/2025	\$150.00	P
07250186	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM551	03/13/2025	\$592.37	P
07250187	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24CM524	03/13/2025	\$490.00	P
07250188	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 23JC48 49 OHP	03/13/2025	\$210.00	P
07250189	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 23JG43 OHP	03/14/2025	\$190.00	P
07250190	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25JG12 OHP	03/14/2025	\$60.00	P
07250191	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 15GN37	03/14/2025	\$650.00	P
07250192	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN8	03/15/2025	\$500.00	P
07250193	BEHAVIORAL CONSULTANTS	Med Exam 24CF517,523,560,605	03/10/2025	\$3,712.50	P
07250194	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 24ME177	03/11/2025	\$650.00	P
07250195	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 24ME180	03/12/2025	\$795.00	P
07250196	DAHNER SYLVIE ATTORNEY	Atty Fee 87GN207	01/21/2025	\$170.00	P
07250197	MEYERS FAMILY LAW LLC	Atty Fee 25JG7 OHP	02/28/2025	\$360.00	P
07250198	WEILAND LEGAL SERVICES	Atty Fee 24CM494	03/13/2025	\$562.37	P
07250199	WEILAND LEGAL SERVICES	Atty Fee 23CT8	03/11/2025	\$371.87	P
07250200	WEILAND LEGAL SERVICES	Atty Fee 24CF428	03/17/2025	\$170.00	P
07250201	WEST PAYMENT CENTER	Feb Law Library Publications	03/17/2025	\$2,104.11	P
07250202	AMAZON CAPITAL SERVICES	Office Suuplies	03/18/2025	\$21.90	P
07250203	AMAZON CAPITAL SERVICES	Office Supplies	03/13/2025	\$9.69	P
07250204	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 23JC26 OHP	03/18/2025	\$150.00	P
07250205	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 24JG52 OHP	03/18/2025	\$700.00	P
07250206	ABTS GRUBOFSKI & VRUWINK LLC	Atty Fee 25CT41, 564, 25CT90	03/26/2025	\$232.64	P

Committee Report - County of Wood

Clerk of Circuit Court - March

07250135 - 07250228

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07250207	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25ME27	03/18/2025	\$360.00	P
07250208	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam 25GN12	03/19/2025	\$700.00	P
07250209	BEHAVIORAL CONSULTANTS	Med Exam 25ME27	03/17/2025	\$575.00	P
07250210	CENTRAL WI COMMUNITY LAW INC	Atty Fee 20CF670 & 671	03/22/2025	\$5,920.00	P
07250211	CENTRAL WI COMMUNITY LAW INC	Atty Fee 20CF670 & 671	03/26/2025	\$4,050.88	P
07250212	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam 25ME28	03/21/2025	\$770.00	P
07250213	COE CUSKEY & STEPHENS SC	Atty Fee 25JG4	03/03/2025	\$328.00	P
07250214	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF514	03/18/2025	\$370.00	P
07250215	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF514	03/18/2025	\$240.00	P
07250216	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF355	03/18/2025	\$200.00	P
07250217	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF355	03/18/2025	\$115.01	P
07250218	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 22CF560	03/18/2025	\$29.81	P
07250219	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF346	03/18/2025	\$385.00	P
07250220	LAW OFFICE OF MICHAEL J SCHMIDT LLC	Atty Fee 24CF346	03/18/2025	\$68.97	P
07250221	WEILAND LEGAL SERVICES	Atty Fee 24CT336	03/18/2025	\$515.28	P
07250222	WEILAND LEGAL SERVICES	Atty Fee 24CT290	03/23/2025	\$708.18	P
07250223	WEILAND LEGAL SERVICES	Atty Fee 24CM347 & 466	03/19/2025	\$861.48	P
07250224	ZAMZOW LAW LLC	Atty Fee 24JC42 OHP	03/10/2025	\$391.60	P
07250225	ZAMZOW LAW LLC	Atty Fee 24JC42	03/10/2025	\$1,546.88	P
07250226	AMAZON CAPITAL SERVICES	Office Supplies	03/21/2025	\$7.20	P
07250227	US BANK	Supplies & Lodging for Train	03/18/2025	\$402.65	P
07250228	WEYMOUTH RICHARD D	March 2025 FCC Services	03/26/2025	\$5,833.33	P
Grand Total:				\$52,699.63	

Signatures

Committee Chair: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____

Committee Member: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: February - March 2025

For the range of vouchers: 09250003 - 09250013 09250010 - 09250013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09250003	STATE BAR OF WISCONSIN	Appellate Practice & Procedure	02/07/2025	\$199.10	P
09250004	AMAZON CAPITAL SERVICES	Office Supplies/Equipment	02/18/2025	\$244.99	P
09250005	AMAZON CAPITAL SERVICES	Office Supplies	02/19/2025	\$71.88	P
09250006	AMAZON CAPITAL SERVICES	Office Supplies	02/24/2025	\$50.56	P
09250007	AMAZON CAPITAL SERVICES	Office Supplies	02/27/2025	\$43.90	P
09250008	AMAZON CAPITAL SERVICES	Office Supplies	03/02/2025	\$22.72	P
09250009	AMAZON CAPITAL SERVICES	Office Supplies/Equipment	03/04/2025	\$251.99	P
09250010	KASTENHOLZ PETER A	Retirement Cake	03/21/2025	\$79.99	
09250011	AMAZON CAPITAL SERVICES	Office Supplies	03/21/2025	(\$24.97)	
09250012	AMAZON CAPITAL SERVICES	Office Supplies	03/17/2025	\$48.98	
09250013	AMAZON CAPITAL SERVICES	Office Supplies	03/10/2025	\$63.59	
Grand Total:				\$1,052.73	

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: CRIMINAL JUSTICE COORDINATOR

For the period of: MARCH 2025

For the range of vouchers: 35250011 - 35250017

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
35250011	THREE BRIDGES RECOVERY WI INC	TAD GRANT SERVICES - JAN 2025	03/06/2025	\$1,000.00	P
35250012	THREE BRIDGES RECOVERY WI INC	DHS GRANT SERVICES - JAN 2025	03/07/2025	\$1,674.00	P
35250013	WAUSAU COMPREHENSIVE TREATMENT CENTER	DHS GRANT SERVICES - FEB 2025	03/07/2025	\$668.00	P
35250014	OPTIONS LAB INC	DRUG TESTING - FEBRUARY 2025	02/28/2025	\$5,584.00	P
35250015	INVISIBLE CONNECTIONS	HOUSING FOR B.M. 2/4-4/4/25	03/12/2025	\$640.00	P
35250016	AMAZON CAPITAL SERVICES	SUPPLIES	03/14/2025	\$165.00	P
35250017	US BANK	RSAT,DHS,DC SUPPLIES & LODGING	03/18/2025	\$1,624.42	
Grand Total:				\$11,355.42	

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: DISTRICT ATTORNEY

For the period of: MARCH 2025

For the range of vouchers: 11250007 - 11250011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11250007	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/04/2025	\$142.71	P
11250008	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/04/2025	\$16.09	P
11250009	DATA CAPTURE GROUP LLC	TUNGSTEN POWER PDF SOFTWARE	01/22/2025	\$2,783.70	P
11250010	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/19/2025	\$144.42	
11250011	WEBER LISA M	TRANSCRIPT FEE 20CF212	03/26/2025	\$223.00	
Grand Total:				\$3,309.92	

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 IN PROBATE

For the period of: MARCH 2025

For the range of vouchers: 33250004 - 33250004

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
33250004	WI JUVENILE COURT CLERKS ASSN	2025 DUES - KARRIE MOORE	03/17/2025	\$80.00	P
Grand Total:				\$80.00	

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: MARCH 2025

For the range of vouchers: 24250010 - 24250011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24250010	FIDLAR TECHNOLOGIES INC	LAREDO USAGE FEBRUARY 2025	02/20/2025	\$2,068.43	P
24250011	FIDLAR TECHNOLOGIES INC	MARCH 2025 LAREDO USAGE	03/18/2025	\$2,036.16	
Grand Total:				\$4,104.59	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: VICTIM WITNESS

For the period of: MARCH 2025

For the range of vouchers: 32250006 - 32250009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32250006	WWWP	2025 MEMBERSHIP DUES - J.E.	03/03/2025	\$50.00	P
32250007	WWWP	2025 MEMBERSHIP DUES - A.P.	03/03/2025	\$50.00	P
32250008	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/20/2025	\$24.33	
32250009	WWWP	2025 CONF REGISTRATION - ESSER	03/26/2025	\$75.00	
Grand Total:				\$199.33	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County

WISCONSIN

CHILD SUPPORT
AGENCY

APRIL 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- We continue to monitor the State Budget process. The Joint Committee on Finance has announced their public budget hearings on the Governor's budget. I may attend the hearing on Tuesday April 29th in Wausau.
- I reviewed the end of year budget numbers for the Child Support Agency. We came in under budget and returned \$14,361.39 to the general fund.
- 2023 Wisconsin Act 235 allows judicial officers to request that certain information be protected from public disclosure and removed from public display. The new law will be effective April 1, 2025. The Child Support lien docket is a public facing website that will need to be altered if a request is made from a judicial member. The Bureau of Child Support has indicated if we receive a request to refrain from displaying personal information of a judicial officer or officer's immediate family in response to the law, we are to notify them so we can comply.
- The February performance numbers have been released. The current support number dipped a bit because of an error with some of the data from the state. We made the state aware of the issue and they are working to clean it up.
- The current IV-D case count is 3,694.



Wood County

WISCONSIN

Kimberly A. Stimac

CLERK OF
CIRCUIT COURT

April 2025

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

Meetings Attended:

- Property & Information Technology Committee meeting on 3/3/2025.
- Judicial & Legislative Committee meeting on 3/7/2025.
- Operations Committee meeting on 3/12/2025.
- WCA County Leadership Webinar on 3/17/2025.
- Wood County Board of Supervisors on 3/18/2025.
- Monthly Judges meeting on 3/19/2025.
- Webinar re: Interpreters and Translators: How the Law Affects You on 3/21/2025.
- WCA County Leadership Webinar on 3/24/2025.

February 28, 2025

I closed the office from 2:15 p.m. until 3:30 p.m. so all staff could attend the Investiture Ceremony of Judge Gregory Jerabek. This is the first time the majority of my staff have seen an investiture so they were very appreciative.

March 11 thru March 13, 2025

I attended the Court Safety and Security Conference held in Appleton.

March 21, 2025

Completed and filed the Annual Jury Report.

March 25, 2025

After 25 years with Wood County, Chief Deputy Clerk Vicki Ziegahn is going to join her husband and enjoy the retired life! Congratulations Vicki! The Chief Deputy Clerk position will be posted until April 2, 2025.

March 28, 2025

I have 4 staff members attending Regional Clerks Staff Training in Eau Claire. The topics they will be learning about are: Victims Rights Overview, Local Domestic Violence Resources, Case Retention and Processing Evictions and Restraining Order Processing.

I have gathered the reports and have been working on the Annual Report of Actual Costs which is due on May 15th. This report is filed with the Director of State Courts Office and is used in the calculation of the Circuit Court Support Payment, Guardian ad Litem payment and Interpreter payments that we receive bi-annually.



Wood County

WISCONSIN

CORPORATION

COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

March 2025

Hearings and Court Cases:

Health & Human Services – During the Months of January and February 2025, I was able to review files and meet with Peter to acclimate myself with Ch. 51 (mental commitment) and 54/55 (guardianship/protective placement) matters. Starting late February, I began handling hearings on these matters, which gave me an opportunity to get feedback from Peter on additional areas of consideration and items to address. I greatly appreciate the patience and feedback from Peter as I became familiar with and conducted those hearings. For the month of March, a breakdown of those hearings follows:

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

Child Support – I have been shadowing Peter as he handled child support/paternity matters during the last several months. Although in the immediate future these matters will continue to be handled by Peter, I continue to shadow and participate in these matters to be able to fill in during any times he may be unavailable, and to allow for an ease in transition when those matters are handled by me in house. During the month of March, the Corporation Counsel office participated in 5 dates for Child Support-related hearings.

Orientation and Training:

With my official start date of March 3, 2025, I attended new employee orientation. Shortly after, I attended a “meet and greet” luncheon to meet county department heads. I appreciate everyone welcoming me into this position and am looking forward to working with County personnel. Over the last month, I’ve also been scheduling meetings with department heads, as well as touring “offsite” departments/facilities to become familiar with those locations and how those departments interact with the Corporation Counsel office. I appreciate departments taking the time to meet with me and catch me up on current happenings and look forward to visiting with those departments I haven’t yet had the opportunity to connect with.

As training opportunities arise, I’ll be looking forward to registering and attending, to gain further familiarity with my position, as well as network with my counterparts in other Counties. I’m registered to take part in the Wisconsin Association of County Corporation Counsels (WACCC) spring conference and have also registered to attend the 32nd Annual Corporation Counsel/Defense Counsel Forum later this year. I’ll look forward to updating the Committee relevant topics shared at those conferences.

Webinars:

I participated in the following webinars during the month of March:

- WCA Webinar on status and litigation strategy regarding sale of tax foreclosed properties
- WCA Webinar on Judicial Shielding (Act 235)

New Laws:

Judicial Privacy Act (2023 Act 235) Wis. Stat. 757.07, Effective Date April 1, 2025. This new law requires shielding certain personal information (such as home addresses) from public view at the request of certain current and former judicial officers and their families as well as having specific requirements surrounding personal information maintained on land records websites and specific documents maintained by a County's Register of Deeds. After a government agency receives a written request from a judicial officer, the government agency must remove any such publicly available content including personal information of the judicial officer within 10 business days and (with limited exceptions) may not make any such information publicly available in the future. Over the month of March, I've worked with the Register of Deeds Office as well as participated in a staff meeting with various County departments which may be impacted by the new law's requirements to provide an overview of the law, discuss a plan and implementation steps for handling these requests internally, as well as processing external requests from 3rd parties and governmental agencies. Government agencies are permitted under Wis. Stat. 757.07(2)(b) to provide access to records containing shielded information where a written consent of the judicial officer is received, or a confidentiality agreement is executed. To that end, I've also reviewed a draft confidentiality agreement that has been worked on amongst County Corporation Counsels, and aim for having in place by the April 1, 2025, date. This Agreement will then be utilized in sharing "shielded" information subject to a written request with other municipalities and 3rd parties. Finally, I'll be continuing to work with County departments to explore any needed formal policies and processes needed for handling these matters, as we may receive related requests under the new law.

Thank you, Peter Kastenholz:

Although this report comes after Peter Kastenholz's last day as Corporation Counsel for Wood County, I wanted to still take an opportunity to express my thanks for the information provided during our time working together and thank him for his years of service to the County. As I've had the opportunity to work along-side Peter over the past several months, I've continued to appreciate all the information and guidance he's provided me on past and pending matters the Corporation Counsel's office has been/is working on. I have enormous admiration and gratitude for the wisdom, dedication and leadership he has provided Wood County over the last 34 years. He's made a positive and lasting difference on Wood County and our community, and I wish him the very best in his much-deserved retirement.



Wood County WISCONSIN

WOOD COUNTY CRIMINAL
JUSTICE DEPARTMENT

March 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Criminal Justice Coordinator, Dillon Ksionek

Meetings Attended:

2/26/2025: Mental Health Court Staffing/Court
2/26/2025: Department Head Meeting
2/27/2025: DHS Grant Monthly Zoom
2/27/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
3/3/2025: Drug Court Staffing/Court
3/5/2025: Mental Health Court Staffing/Court
3/6/2025: Weekly Staffing with Wood County Human Services Outpatient Clinic
3/7/2025: Judicial and Legislative Committee meeting
3/10/2025: Drug Court Staffing/Court
3/11/2025: Invisible Connections Board Meeting
3/12/2025: Mental Health Court Staffing/Court
3/13/2025: Treatment Court Standards Training in Wausau
3/17/2025: Drug Court Staffing/Court
3/18/2025: County Board Meeting
3/19/2025: Hope Consortium Webinar
3/20/2025: RSAT Grant Monthly Zoom
3/20/2025: Weekly Staffing with Wood County Human Service Outpatient Clinic
3/24/2025: Drug Court Staffing/Court
3/26/2025: Mental Health Court Staffing/Court

*I also had multiple meetings with other criminal justice coordinators from around the state this month, as well as several collaboration meetings with community partners involved in our RSAT and Drug Court programs.

Drug Court:

Current Participants: 22
Active Referrals: 7
2025 Terminations: 2
2025 Graduation: 3
Pending Referrals: 0

We continue to have monthly sustainability meetings with representatives from the district attorney's office, the division of community corrections, the state public defender, the criminal justice department, and with our treatment court judge. The conversation centers around all aspects of sustainability but varies from month to month. This month there was an emphasis on our treatment courts goals and objectives (a component of our TAD grant), drug court standards, the composition of our team, as well as continued discussion on policy and procedure.

My newest case manager and myself attended a treatment court standards training in Wausau on March 13th. The training covered all 10 of the national treatment court standards in depth, and the evidence-based practices associated with each standard. This was a free day long training offered by the Director of State Courts and the Department of Justice. Emily and I both found it to be worthwhile and have already implemented some small changes based off what was discussed there. We intend to propose more significant changes as we work through our notes and gain approval from the sustainability team to do so.

Residential Substance Abuse Treatment Grant/DHS Allotment:

The jail programming component of the Criminal Justice Department (known as STRONG) is made up of our medication assisted treatment program (MARF) and our jail residential treatment program (RSAT). During the first quarter of 2025 our STRONG program has had 30 total participants. We currently have 13 active participants within the community, and 10 in the jail. It is worth noting that we have only had 1 participant this quarter who was released from the jail and did not follow up as requested, compared to 2 that have already successfully completed the 3 months of aftercare requested. This level of follow through is significant and will hopefully continue as this program continues to develop. As programming is re-instated in the new facility, I hope to be able to provide regular updates on participation on this report. I am excited to see how things progress once both programs are able to commence at full capacity.

Medication Assisted Treatment Program (MARF):

Our Nurse Practitioner has occupied her office in the medical unit within the new jail now that occupancy has switched from the old facility to the new one. She continues to collaborate with Southern Health Partners, and to provide as much support to them as she can. Her focus remains on the individuals who are currently in our MARF program, and she continues to add to that list of participants.

A process has been established and implemented for individuals being sent to prison from our jail to ensure that there will be no lapse in care. We have also continued to have success in transferring individuals into the community and ensuring continuity of care regardless of where they are releasing to.

It is my understanding that the electronic medical record interface has been approved by Wood County IT, and the hope is that it can be utilized by all invested parties by mid-May. This was a large component of this program and these grants, and it is exciting to see the progress made on it in recent weeks.

Jail Residential Treatment Program (RSAT):

It is my understanding that by the time of the Judicial and Legislative Committee meeting the new Wood County Jail will be housing all of our inmates. The jail is not yet able to facilitate a residential treatment program, but full occupancy is a major step toward that goal. We continue to work on fostering communication and collaborating with our partners both in the community and in the jail in the meantime. We also continue to fine-tune (and add to) the list of services that we hope to offer once we do get our first residential treatment pod cycle underway.



Wood County

WISCONSIN

DISTRICT ATTORNEY

April 4, 2025

Report to Judicial and Legislative Committee

As of the time of filing this report, the District Attorney's Office has filed 169 Criminal Complaints for the month of March. Ten of those complaints were still 2023 incidents. 41 Felony cases filed. Did have one trial on Sexual Assault of a Child and ADA Jenny Zima did obtain guilty verdicts on all counts. Down to 165 cases currently Under Review, though one is a waiting charge that is set as an uncharged read in on an open file. Fifty of these open cases were referrals we received this month.

Still have two open Assistant District Attorney positions. No new applicants. We are posted on the Wisconsin Jobs site as well as the University of Wisconsin Law School and Marquette University Law School sites. The office continues to reach out to other experienced attorneys as well.

On March 6, 2025, DA Barnett did a presentation at the UW Law School on the Role of the Prosecutor at the invitation of Professor Ceclia Klingele. Hoping to continue being involved in opportunities like this. Provided a chance to put Wood County on the minds of young lawyers. On March 19, 2025, DA Barnett presented to the Rapids Connect group at Bullseye Country Club to update the community on the ongoing modernization efforts in the office.

On March 11, 2025, DA Barnett met with WRPD Chief Hostens at the Wisconsin Rapids Police Department. Discussed the role and future of the Adult Treatment Court and WRPD's role as well as discussed specific questions from staff and detectives in the department.

An offer was made and accepted on the Office Manager position. Julia Briski will be joining the District Attorney's Office with a start date of April 14, 2025. She is a current Legal Assistant with experience in PROTECT as well as the use of digital redaction for criminal discovery. She has years of managerial experience and we are looking forward to bringing her on board to help get the DA's Office paperless in the coming months.



Wood County

WISCONSIN

REGISTER IN
PROBATE

April 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.
- March 5 – Participated in a telephone conference with CCAP and Kim Stimac in regards to upcoming changes.
- March 7 – Judicial and Legislative Committee Meeting via video.
- March 7 – Act 235 Implementation webinar training.
- March 11 – Meeting with various Wood County departments on implementation of Act 235.
- March 12 – Operation Committee Meeting via video.
- March 12 – Department Head Meet and Greet with Corporation Counsel.
- March 17 – The first day for the new Legal Administrative Assistant Floater position in our office. This position has been filled by Lori Keena.
- March 18 – Wood County Board Meeting
- March 19 – Monthly Judges meeting
- March 19 – Completed the Annual Report of Costs, an accounting that reports circuit court revenue, expenditure and staffing information that is due to the Director of State Courts Office.

Tara Jensen
Register in Probate
Probate Registrar

Karrie Moore
Deputy Register in Probate
Juvenile Clerk



Wood County

WISCONSIN

**REGISTER OF
DEEDS OFFICE**

Tiffany R. Ringer
Register of Deeds

APRIL 2025

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended the WCA Weekly Leadership Meetings for the month.
- I attended the virtual option for the Property Records Industry Association (PRIA) conference March 4th – 6th.
- On March 6th I attended the WCA General Government & Finance Steering Committee meeting. This meeting was held virtually.
- I attended the Judicial and Legislative Committee meeting and I attended the Act 235 Implementation-Part 2 webinar on March 7th.
- On March 11th, I organized a meeting with Corporation Counsel and Department Heads that are required to comply with Act 235. Corporation Counsel Flanagan answered many questions and provided guidance on procedures we will follow.
- Myself and three Registrars from across the State met with Attorney Andy Phillips and Marcie Rainbolt, from WCA, to discuss the clean-up Bill of Chapter 59.43. Their review, input and support of any changes are appreciated to continue to move forward.
- I am requesting out of State travel to attend the annual Fidlar Symposium in Iowa. The dates are May 19th – 21st. I've attended this each year as Fidlar provides excellent sessions on software updates and what's happening nationwide in our offices.
- To keep you all informed, the Transfer Fee Bill is still active and will be ready for co-sponsorship soon. Should this pass as written, it will reduce a fee that's been in place for 44 years from \$3/\$1000 to \$2/\$1000 and will increase the percentage the County retains to 50% from 20%. While decreasing the fee is differing from the resolutions passed by many Counties, in the end, the percentage increase will be additional revenue for Counties. The Bill also includes the Realtors request to have a land records notification system in every ROD office.



VICTIM WITNESS SERVICES REPORT

February 27- March 27 2025

This is a general overview of Victim/Witness services for above reporting period

187 Total Victim/Witness Contacts:

- Support to victims/ witnesses by phone/email and in person
- Meetings with victims and witnesses
- Coordinate consultation with attorneys
- Escort victims to hearings
- Assist with victim impact statements
- Restitution
- Community Referrals
- Crime Victim Compensation
- Trial Preparation

263 - Notifications By Mail

(initial packet, hearings, bench warrant, dismissal, disposition, sentence after revocation, bond modification requests)

Victim / Witness Service Totals Served – YTD (1/1/2025-3/27/25)

- 512 total DA cases
- 291 parties identified as victims | 158 elected services (54%)
- Goal is to increase awareness and usage
- Monitor on monthly basis

Additional Information :

- Submitting grant application of \$1,000 – Offered by the Office of Crime Victim Services . Funds are to upgrade Victim/Witness waiting / comfort room. The goal of improving the criminal justice system experience for victims and witnesses.

Respectfully,

Alicia Parenteau

Alicia Parenteau, Victim Witness Coordinator
Julianne Esser, Program Assistant

WOOD COUNTY RULES OF THE BOARD

Table of Contents

SECTION 1: PURPOSE AND DEFINITIONS 2

 1.01 Purpose..... 2

 1.02 Interpretation..... 2

SECTION 2 COUNTY BOARD ORGANIZATION 2

 2.01 County Board Meetings 2

 2.02 County Board Meeting Agenda Responsibilities..... ~~43~~

 2.03 County Email Addresses..... ~~54~~

 2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence ~~54~~

 2.05 Committee and Other Boards and Commissions Appointments and Removals..... ~~65~~

 2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities .. ~~86~~

 2.07 County Board Member Compensation ~~107~~

 2.08 Meeting Minutes ~~148~~

 2.09 County Board Meeting Seating Arrangements ~~148~~

 2.10 Board Member Interest Forms ~~148~~

 2.11 Board Relationship with [*Executive/Administrator/Administrative Coordinator*] and Department Heads..... ~~159~~

 2.12 Vacancies in Office of County Board Member ~~159~~

 2.13 Official Statements by Board Members..... ~~1610~~

 2.14 Closed Session at Committee Meetings - Attendance ~~1710~~

SECTION 3 COUNTY BOARD OFFICERS ~~1711~~

 3.01 County Board Chair ~~1711~~

 3.02 County Board Vice Chair..... ~~1711~~

 3.03 Chairs and Vice Chairs of Committees..... ~~1812~~

SECTION 4 RULES OF PROCEDURE ~~1812~~

 4.01 Parliamentary Authority..... ~~1812~~

 4.02 Committee of the Whole..... ~~1812~~

 4.03 Remote Attendance at Meetings ~~1812~~

 4.04 Order of Business..... ~~1913~~

 4.05 Personal Electronic Devices ~~2014~~

 4.06 Recognition, Debate and Voting at County Board Meetings ~~2114~~

 4.07 Public Decorum and Comment..... ~~2215~~

 4.08 Reconsideration..... ~~2317~~

 4.09 Resolutions – Form and Introduction ~~2317~~

 4.10 Suspension of and Amendment to Rules ~~2418~~

SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

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

1.02 Interpretation

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

SECTION 2 COUNTY BOARD ORGANIZATION¹

2.01 County Board Meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

as allowed under the Wisconsin Statutes.

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

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

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

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

2.02 County Board Meeting Agenda Responsibilities

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

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

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

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

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

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

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

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

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

2.03 County Email Addresses

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

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

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

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

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

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

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

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

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

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

2.05 Committee and Other Boards and Commissions Appointments and Removals

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

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

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

~~-OR-~~

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

~~-OR-~~

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

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

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

improper behavior by a committee member to the entire board.

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

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

~~-OR-~~

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

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

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

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

~~-OR-~~

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

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

Vice Chair is performing the duties of the Board Chair.

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

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

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

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

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

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

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

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

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

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

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

(F) Travel Authorization and Expense Reimbursement.

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

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

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

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

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

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

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

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

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

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

April monthly salary.

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

2.08 Meeting Minutes

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

(B) Committee, Other Board and Commission Meetings. *[The County Clerk is responsible for taking and recording the minutes of any meeting of the Committee.]* OR *[The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member.]* 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.

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, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.]

2.10 Board Member Interest Forms

(A) *Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.*

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

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

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

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

2.11 Board Relationship with [Executive/Administrator/Administrative Coordinator] and Department Heads

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

2.12 Vacancies in Office of County Board Member

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

[Vacancies in the office of [•] County Board Supervisor shall be filled according to Wis. Stat. § 59.10(3)(e).]

-OR-

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

1. *Within 30 days of the seat becoming vacant, the County Clerk shall*

place a standard advertisement (not in the legal section) for 2 consecutive weeks in [•], containing:

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

2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.

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

2.13 Official Statements by Board Members

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

2.14 Closed Session at Committee Meetings - Attendance

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

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

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. [*The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.*]

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of [*the NAME Committee*]. The Board Chair shall be the Chair of [*the NAME Committee*].

(D) In the event of a 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).

3.02 County Board 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 NAME Committee. The Vice Chair shall be the Chair of the NAME Committee*].

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

3.03 Chairs and Vice Chairs of Committees.

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

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

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/Clerk/Other*] shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

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

4.03 Remote Attendance at Meetings

(A) [*Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B). In the physical absence of the Board Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive and Finance Committee may, from time to time, establish policies*