

JUDICIAL & LEGISLATIVE COMMITTEE

DATE: Thursday, February 6, 2020

TIME: 10:30 a.m.

LOCATION: Room 114, Wood County Courthouse

1. Call meeting to order.
2. Public comments. Now or at the time the item is taken up. Rules may apply.
3. Review minutes of previous meeting.
4. Review any claims and notices of injury against the County, as necessary.
5. Review any Dog License Fee Fund claims, including a quarantine bill from the Humane Society.
6. Review for approval the vouchers and monthly reports of departments the committee oversees.
7. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Report of Citizens Groundwater Group.
8. Register of Deeds compensation for next term.
9. Review of County Board Rules.
 - a. Department alignment in committee structure, excluding Dispatch.
 - b. County Board organizational meeting.
10. Criminal Justice Coordinator Committee update.
11. Courthouse security committee update.
12. Attendance at meetings.
13. Consideration of agenda items for next meeting.
14. Set date and time of next meeting.
15. Adjourn.

C: Kim McGrath
Tiffany Ringer

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 3, 2020
 TIME: 9:30 a.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 11:27 a.m.
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
 Kenneth Curry, Brad Hamilton, Jake Hahn
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:30 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. The minutes for the December 6, 2019, meeting were reviewed. There being no objections, the minutes were deemed approved by the Chair.
4. The Committee reviewed the notice of injury and claim of Ken Sobczak. This claim will be provided to the county board.
5. There were no new animal claims against the County.
6. Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Hamilton, seconded by Hahn, to approve the reports and payment of department vouchers. All ayes.
7. The Committee reviewed correspondence and legislative issues.
 - a. Report of Citizens Groundwater Group.
 Supervisor Leichtnam provided an update. He encouraged attendance at the Panel Discussion taking place on Monday, January 6 from 6:30 - 8:00 p.m. at the Nekoosa High School Auditorium.
 - b. Birth cost recovery legislation.
 Child Support Director Vruwink spoke in opposition to legislation that would eliminate responsibility for fathers of children born out of wedlock for the birth costs. No action needed or taken by the Committee.
 - c. Attendance at WCA Legislative Exchange. Five supervisors have signed up so far.
 - d. Washburn County resolution urging the legislature to revise and amend statutes to make Clerk of Court fees and Probate fees more equitable. Action previously taken by the county board in support of this matter.

- e. Racine County resolution supporting AB33/SB39 relating to the expungement of criminal and civil conviction and non-conviction records. No action taken.
 - f. Outagamie County resolution urging the Governor and Legislature to submit application for a waiver to the federal government regarding serious and persistent mental illness. No action taken.
8. County Board rules.
- a. Department alignment in committee structure. Many attendees were present due to opposition to a proposal to consolidate the Dispatch and Communications Departments with the Sheriff's Department. The Sheriff's Department advised it is neither supporting nor opposing the consolidation. Testimonials were given that the Dispatch and Communications Departments are very responsive and no structural changes are needed. Moved by Hamilton, seconded by Clendenning, to have the proposal to have Dispatch consolidated with the Sheriff's Department referred to Public Safety to consider. 3 ayes, 2 nays. Supervisors Curry and Hahn voted no as they don't believe there is any need or support for the proposal. Motion passed.
 - b. Renewable and Sustainable Committee membership. No discussion and remove from next agenda.
9. Vacant Position Policy proposal. This topic comes out of the Health and Human Services Committee. Brandon Vruwink explained the proposal (a written copy is attached to the minutes). A primary concern of Human Services is paying health insurance payments monthly on all vacant positions including RN and CNA positions that can be open long term. Moved by Clendenning, seconded by Hamilton, to approve the draft policy. 3 ayes, 2 nays. Supervisors Curry and Hahn voted no but were not opposed to further study of the proposal.
10. Criminal Justice Coordinator Committee update. Committee will be visiting Dunn and Marathon counties to study their programs.
11. Courthouse security committee update. Next meeting is on January 7, 2020.
12. Agenda items for the February 2020, meeting:
- Department alignment (excluding Dispatch)

13. The next committee meeting will be February 6, 2020, at 9:30 a.m.
14. Meeting adjourned without objection by the Chairperson at 11:27 a.m.

Minutes taken by Peter Kastenholz.

Judicial & Legislative Committee Meeting

Date: January 3, 2020

NAME (PLEASE PRINT)	REPRESENTING
Bill Clendinning	WCB #15
Terry Mincer	Pittsville Fire
Diana Malden	Daily Tribune / News Herald
Shawn Dillingham	Bloom Fire
Frank Cammarata	Grand Rapids FD
Dennis Dederich	Vesper FD
REUBEN VANTASSEL	MAINT.
Ed Newton	FINANCE
Lorrie Krokstrom	Marshfield PD / Shared Dispatch Committee
Patrick Zeps	Marshfield PD
Marissa Laher	EW H
Brandon Vruwink	WCISD
Adam Fischer	WCB #5
Tiffany Ringer	ROD
Joni Heideman	Wood Cty dispatch
Scott Owen	Marshfield Fire Dept
Steve Baker	Marshfield FD
Troy Weiland	Marshfield FD
ROBERT PEATT	GRAND RAPIDS FD
Erik Engel	WC Com dept
Melvin Pedersen	Grand Rapids P.D.
Scott Drew	Port Edwards P.D.
Kim W/pt ch	W.C.B. #15
Guy Zupka	WCB-17
Josh Sabo	Richfield Rural FD
QUENTIN ELLIS	SHERIFF
Kim McCham	HR
Brent Vruwink	CSA

Judicial & Legislative Committee Meeting

Date: January 3, 2020

[illegible]

RECEIVED

JAN 21 2020

cc: HR

Corp Counsel
Mtnce

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.

THE INCIDENT

Date: 11/13/2019

Time: approximately 9:30 AM

Place: Front of Court House

RECEIVED

JAN 21 2020

WOOD CO. CORP. COUNSEL

The circumstances giving rise to my claim are as follows:

I stepped wrong on the uneven pavement/blocks.
I twisted my left ankle, knee and hip. Also scrapped
my right pinky finger. My ankle swelled, my knee
hurt and my hip was locked up. I was afraid to move
my hip. My daughter went into get help. The deputies
stayed with me until the ambulance arrived. The
ambulance took me to the hospital to ensure nothing
was broke.

The names of county personnel involved are: Deputy McCormick and

Deputy Budderman Responded.

The names of other witnesses are: Jalena Sprague

THE CLAIM

I request the following monetary or other relief: \$ 945.90 ambulance ^{time} charge,
\$ 1966.00 hospital fee, \$ 2,751.00 chiro^m chiropractic fee,

1/21/2020
Date

Annette M. Conery
Signature

Print Name: Annette M. Conery

Address: W 3277 Third St. E
Nekoosa, Wisconsin

Phone: 54457
757-513-8128

RECEIVED

JAN 16 2020

NOTICE OF INJURY AND CLAIM

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

CC: HR
Corp Counsel
Hwy

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

THE INCIDENT

RECEIVED

JAN 16 2020

Date: 1/5/2020 (Sunday)

Time: 1:42 pm

Place: Cty TK "F" just west of "S" turnoff

WOOD CO. CORP. COUNSEL

The circumstances giving rise to my claim are as follows:

I was heading west on "F" just past the "S" turnoff (towards Vesper). I saw a County Dump Truck/Plow truck coming towards me, tires over the center line, spreading salt (there was nothing on the roads from earlier snow showers that morning) and kicking up a lot of debris. He appeared to be going very fast. I pulled as far right as I could and slowed way down, but there was nowhere to go, really. Salt came up all over my vehicle & one piece hit my windshield & chipped it.

The names of county personnel involved are: unknown driver. I spoke to Brandon @ Hwy dept on Monday, 1/6/2020.

The names of other witnesses are: None

THE CLAIM

I request the following monetary or other relief: Repair to windshield. I received a verbal quote of \$139.99 plus tax.

Date

1/13/2020

Signature

Print Name:

Carla Panosh

Address:

6141 Swedish Trl
Wisc. Rapids WI
54495

Phone:

715-459-1559 W - 715-422-0281

NOTICE OF INJURY AND CLAIM

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

RECEIVED

JAN 21 2020

cc: HR

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

26th
27

THE INCIDENT

Date: Dec 7 2019

Time: night - early morning -

Place: 8427 G Rd NE my home

JAN 21 2020

WOOD CO. CORP. COUNSEL

The circumstances giving rise to my claim are as follows:

I have lived at 8427 G Rd NE for or since
1972? or so - first damage to my
mail box -

My 2nd mail box is installed per your
instruction that you enclosed -

Shelby

The names of county personnel involved are: don't know who

was driving plow truck!

The names of other witnesses are: none

No city board/screws
supplied 21.00

THE CLAIM

I request the following monetary or other relief: \$50.00 - Had to put board on
or order box (no city to you) -

labor & time

Date: Jan 16, 2020

Signature

Print Name: Shelby J. Welster

Address: 8427 County Road Y

Shelby J. Welster
8427 County Road Y
Marshfield, WI 54449-8539

Phone: 715 305 5901

THANK YOU FOR SHOPPING AT
HILLERS TRUE VALUE HARDWARE
(715) 384-9101

SAVE THIS SLIP FOR RETURN OR EXCHANGE.
MON-FRI 7AM-7PM, SAT 8AM-5PM, SUN 9AM-4PM
12/27/19 10:38AM TO 551 SALE

323052 1 EA 1.79 EA
6X8 SHELF BRKT WHT 1.79

724896 1 EA 17.99 EA *
WHT STD1 Rural Mailbox 17.99

184705 1 EA 5.99 EA
V116 4X4 T PLATES ZC 5.99 *ms*

SUB-TOTAL:\$ 25.77 TAX:\$ 1.42
TOTAL:\$ 27.19
CHARGE AMT: 27.19



==>> JRNL#I90244 INV#484802
CUST NO: 35506
TVR ID # 3127001033

*Re drill
holes,
screws etc
labor for
strapping pole
on stand -*

Name : X
TOM
Acct: FOUR SEASONS ANTIQUE MALL
PO#: PERSONAL

South Wood County Humane Society
 3621 64th St N
 Wisconsin Rapids, WI 54494 US
 715-423-0505
 swchs@swchs.com
 www.swchs.com

Invoice



BILL TO

Nanci Olson
 WOOD COUNTY SHERIFF'S
 DEPARTMENT
 400 Market Street #2
 Wisconsin Rapids, Wisconsin
 54494

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
441	07/08/2019	\$300.00	08/07/2019	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/08/2019	Services	Loretta Keenlance (Harley) Bite Quarantine	1	300.00	300.00

Thank you for working with the South Wood County
 Humane Society

BALANCE DUE

\$300.00

"Working together to build a better community"

WOOD COUNTY HUMANE OFFICER

COMPLAINT FORM

Agency_ Wood County_____ Humane Officer_ Nanci Olson_

Complaint# 19- 9924_____ Date: 6-15-19_____ Time_____

Complainant Name:

Victim; Deputy Pigeon_____ DOB_____ Age_____

DOB_____ Age_____

Address_____ 400 Market St._____
_____ Wisconsin Rapids_____

phone #_____ 715-421-8702_____

Phone #_____

Suspect Name

_____ Loretta V. Keenlance_____ DOB 11/5/1987_____

DOB_____

_____ 1617 Main Street_____

Rudolph WI_____

***New address: 536 N. Street, Nekoosa WI_____

Phone #_____ 715-697-6303_____

Phone #_____

SUMMARY: On June 16th, 2019, a Wood County Deputy was out with a dog-at-large in Rudolph when he was bit by the black dog as the deputy he attempted to corral the dog towards his vehicle. The deputy reported to Dispatch that this dog was aggressive.

The owner of the dog is Loretta Keenlance of 1617 Main Street, Rudolph. Loretta states this dog's name is HARLEY; a Black Lab/Shar-Pei mix, male, age 5 years, and is not current with rabies vaccinations. Loretta was ordered to take her dog to the South Wood County Humane Society (SWCHS) for the 10 day quarantine. Loretta stated she would pay the \$300.00 ~ cost of quarantine and the 3 Veterinarian checks.

Beth Peabody, the Administrator of the SWCHS, stated that this dog was very aggressive while under their care. During the quarantine period Loretta moved to Nekoosa, WI; her new address is listed above.

I had spoke with Dan with the village of Rudolph, he stated that this dog has bitten in the past, possibly twice. I asked Loretta about a prior bite that possibly happened on or around May 14, 2019, she admitted that her dog has been at-large a few times; and that a gentleman had tried to bring her loose dog back by grabbing the dog's collar and the dog bit him. He had asked Loretta if the dog was current with rabies vaccinations. Loretta stated to me that she told the gentleman that 'he has everything'; she

said meaning shots. Although this dog was not current with rabies shots at that time. Unfortunately, that first bite was not reported to Dispatch.

The quarantine period for the 2nd bite, with the Deputy on June 15th was up June 25th, I had told Loretta that the dog was too aggressive to administer the Rabies Vaccinations on 'Day 10' and that she'd need to pick up the dog on after the quarantine and take the dog directly to a veterinarian for the shot.

But Loretta had given the dog to a friend and that friend picked up HARLEY from the SWCHS on Day 10. The new owner is Michael Bently, his phone number is 920-717-8136, his address is in GRAND RAPIDS, @ 5651 Boulder Circle. I spoke with Michael as he was picking up the dog, he was taking the dog directly to his veterinarian for the Rabies shot and all shots needed, with the rabies certificate being fax to me at the Sheriff's Dept. Michael says that he's known Loretta and HARLEY for years. Michael believed that Loretta didn't take care of this dog and that he gets along with the dog fine, and always had. I had warned him of the liability taking in a dog with a bite history. Michael said that he understood.

Also on June 25th Beth Peobody, SWCHS administrate, contacted Grand Rapids Police Department and advised them of this dog living in their jurisdiction.

Loretta Keenlance did not pay the quarantine fee of \$300.00 to the SWCHS.

Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: JANUARY 2020

For the range of vouchers: 03190067 - 03190069 03200001 - 03200016

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03190067	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/12/2019	\$19.19	P
03190068	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/23/2019	\$17.05	P
03190069	SOUTHEAST WISCONSIN PROCESS LLC	PROCESS SERVICE 18IN208	12/27/2019	\$35.00	
03200001	DELUXE	JUDGES 2021 CALENDAR	01/14/2020	\$121.11	
03200002	NATIONAL COURT REPORTERS ASSN	2020 DUES - KIMBERLY COLLINS	01/01/2020	\$300.00	
03200003	PROFESSIONAL PROCESS SERVERS	PROCESS SERVICE 14PR237	01/11/2020	\$50.00	
03200004	WI JUVENILE CT CLERKS ASSN	2020 DUES - TARA JENSEN	01/27/2020	\$40.00	
03200005	WI JUVENILE CT CLERKS ASSN	2020 DUES - KIMBERLY THURBER	01/27/2020	\$40.00	
03200006	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF130	01/07/2020	\$32.00	
03200007	COLLINS KIMBERLY	TRANSCRIPT FEE 16CF231	01/07/2020	\$40.00	
03200008	COLLINS KIMBERLY	TRANSCRIPT FEE 17CF238	01/07/2020	\$42.00	
03200009	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF350	01/09/2020	\$34.00	
03200010	COLLINS KIMBERLY	TRANSCRIPT FEES 17CF189,18CF94	01/09/2020	\$32.00	
03200011	COLLINS KIMBERLY	TRANSCRIPT FEE 19CF305	01/09/2020	\$32.00	
03200012	COLLINS KIMBERLY	TRANSCRIPT FEES 18CF236,413	01/14/2020	\$28.00	
03200013	COLLINS KIMBERLY	TRANSCRIPT FEE 18CF37	01/14/2020	\$24.00	
03200014	COLLINS KIMBERLY	TRANSCRIPT FEES 19CF280,286	01/16/2020	\$38.00	
03200015	COLLINS KIMBERLY	TRANSCRIPT FEE 19CF105	01/16/2020	\$58.00	
03200016	COLLINS KIMBERLY	TRANSCRIPT FEE 16CF132	01/16/2020	\$28.00	
Grand Total:				\$1,010.35	

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: JANUARY 2020

For the range of vouchers: 04190051 - 04190052 04200001 - 04200001

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04190051	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/05/2019	\$65.37	P
04190052	STAPLES ADVANTAGE	OFFICE SUPPLIES	11/08/2019	\$32.99	P
04200001	SWITS LTD	INTERPRETER FEES 11CF484	01/21/2020	\$51.00	
Grand Total:				\$149.36	

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 / DRUG COURT

For the period of: JANUARY 2020

For the range of vouchers: 05190106 - 05190110 05200001 - 05200007

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05190106	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/29/2019	\$208.97	P
05190107	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/11/2019	\$45.48	P
05190108	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/11/2019	\$4.49	P
05190109	CORDANT HEALTH SOLUTIONS	DRUG TESTING	12/31/2019	\$2,188.35	P
05190110	OFFICE DEPOT	TONER	11/27/2019	\$210.34	P
05200001	STICHERT JOHN ATTY	January 2000 bills	01/19/2000	\$1,888.07	P
05200002	O'NEILL CHARLES J	ATTORNEY FEES	01/19/2000	\$132.00	P
05200003	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF & REVENUE	01/03/2020	\$5,837.16	P
05200004	ATTIC CORRECTIONAL SERVICES INC	DRUG COURT STAFF ENHANCED	01/03/2020	\$1,833.33	P
05200005	ATTIC CORRECTIONAL SERVICES INC	2020 CONTRACT RATE INCREASE	01/07/2020	\$573.04	P
05200006	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/14/2020	\$35.45	
05200007	SWITS LTD	INTERPRETER FEES	01/21/2020	\$102.00	
Grand Total:				\$13,058.68	

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: JANUARY 2020

For the range of vouchers: 02190107 - 02200005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02190107	CW SOLUTIONS LLC	SCAN COSTS/5CDP COSTS-12/2019	12/31/2019	\$5,977.33	P
02190108	DNA DIAGNOSTICS CENTER	6-IND. GENETIC TESTS	12/31/2019	\$138.00	P
02190109	FIELDPRINT INC	NEW HIRE BACKGROUND CHK COSTS	12/31/2019	\$7.75	P
02190110	GEBERT LAW OFFICE	SUB. CORP. COUNSEL FEE-12/2019	12/31/2019	\$100.00	P
02190111	LEGAL LOGISTICS LLC	18-PROCESS OF SERVICE FEES	12/31/2019	\$1,220.00	P
02190112	RIVER CITY PROCESS SERVERS	5-PROCESS OF SERVICE FEES	12/31/2019	\$200.00	P
02190113	WI DEPT OF JUSTICE	MILLER-BACKGROUND CHK COSTS	12/31/2019	\$28.25	P
02200001	WISCONSIN COUNTIES ASSOCIATION	2020-WCA ANNUAL LEG. EXCHANGE	01/14/2020	\$150.00	P
02200002	OFFICE DEPOT	OFFICE SUPPLIES FOR AGENCY	01/28/2020	\$19.54	
02200003	RIVER CITY PROCESS SERVERS	8-PROCESS OF SERVICE FEES	01/28/2020	\$320.00	
02200004	WCSEA	2020-WCSEA MEMBERSHIP FEES	01/28/2020	\$100.00	
02200005	US BANK	PAYOFF CREDIT CARD-VRUWINK	01/28/2020	\$208.00	
Grand Total:				\$8,468.87	

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: JANUARY

For the range of vouchers: 07191548 - 07191628 07200001 - 07200040

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07191548	US BANK	Rm Charge - Feb COC Conf	12/16/2019	\$82.00	P
07191549	BRELLENTHIN MARK A	Atty Fee - 17GN58	12/17/2019	\$301.00	P
07191550	GEBERT LAW OFFICE	Atty Fee - 19GN100	12/23/2019	\$105.00	P
07191551	GEBERT LAW OFFICE	Atty Fee - 19JC92	12/23/2019	\$105.00	P
07191552	HILL & WALCZAK ATTYS	Atty Fee - 19JC01	12/17/2019	\$367.50	P
07191553	HILL & WALCZAK ATTYS	Atty Fee - 16GN81	12/18/2019	\$322.00	P
07191554	HILL & WALCZAK ATTYS	Atty Fee - 19JI03	12/17/2019	\$329.00	P
07191555	HILL & WALCZAK ATTYS	Atty Fee - 18JC21	12/17/2019	\$245.00	P
07191556	NASH LAW GROUP	Atty Fee - 19JI03	12/16/2019	\$147.00	P
07191557	NASH LAW GROUP	Atty Fee - 18JC08 - 10	12/23/2019	\$105.00	P
07191558	NASH LAW GROUP	Atty Fee - 18JC128 & 129	12/17/2019	\$21.00	P
07191559	NASH LAW GROUP	Atty Fee - 19JC81 - 83	12/17/2019	\$28.00	P
07191560	NASH LAW GROUP	Atty Fee - 19CM572	12/17/2019	\$14.00	P
07191561	NASH LAW GROUP	Atty Fee - 19CM588 & 709	12/16/2019	\$164.81	P
07191562	NASH LAW GROUP	Atty Fee - 19CF27	12/16/2019	\$531.96	P
07191563	NASH LAW GROUP	Atty Fee - 19CM508	12/17/2019	\$407.25	P
07191564	NASH LAW GROUP	Atty Fee - 18JC35 & 19TP14	12/19/2019	\$273.00	P
07191565	SERSCH THERESE	Med Exam - 12GN20	12/09/2019	\$424.12	P
07191566	TAYLOR LESLIE	Med Exam - 19ME212	12/19/2019	\$637.50	P
07191567	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19GN109	12/20/2019	\$500.00	P
07191568	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19GN110	12/20/2019	\$500.00	P
07191569	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19GN111	12/27/2019	\$1,000.00	P
07191570	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME223 (19)	01/02/2020	\$345.00	P
07191571	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME224 (19)	01/20/2020	\$395.00	P
07191572	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19JM216 (19)	01/02/2020	\$395.00	P
07191573	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN109	12/31/2019	\$375.00	P
07191574	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME118	12/31/2019	\$795.00	P
07191575	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME97	12/31/2019	\$795.00	P

CLERK OF CIRCUIT COURT - JANUARY

07200001 - 07200040 07191548 - 07191628

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07191576	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19JM216	01/02/2020	\$850.00	P
07191577	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME224 (19)	01/02/2020	\$750.00	P
07191578	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME223 (19)	01/02/2020	\$650.00	P
07191579	GEBERT LAW OFFICE	Atty Fee - 19JC92	12/23/2019	\$91.00	P
07191580	GEBERT LAW OFFICE	Atty Fee - 84GN220	01/06/2020	\$98.00	P
07191581	GEBERT LAW OFFICE	Atty Fee - 92GN205	01/06/2020	\$98.00	P
07191582	GEBERT LAW OFFICE	Atty Fee - 86GN207	01/06/2020	\$98.00	P
07191583	GEBERT LAW OFFICE	Atty Fee - 15GN65	01/06/2020	\$98.00	P
07191584	GEBERT LAW OFFICE	Atty Fee - 10GN51	01/06/2020	\$98.00	P
07191585	GORSKI & WITTMAN SC	Atty Fee - 16GN41	12/27/2019	\$253.35	P
07191586	GORSKI & WITTMAN SC	Atty Fee - 19GN103	12/27/2019	\$517.52	P
07191587	LEE DAVID C DR	Med Exam - 19ME212	12/18/2019	\$800.00	P
07191588	NASH LAW GROUP	Atty Fee - 19JV34	12/30/2019	\$73.50	P
07191589	NASH LAW GROUP	Atty Fee - 19CF489	12/19/2019	\$705.12	P
07191590	NASH LAW GROUP	Atty Fee - 19CF253	12/19/2019	\$1,716.65	P
07191591	NASH LAW GROUP	Atty Fee - 19CM49 et al	12/26/2019	\$778.81	P
07191592	NASH LAW GROUP	Atty Fee - 19CF267	12/26/2019	\$2,252.13	P
07191593	NASH LAW GROUP	Atty Fee - 19CF366 et al	12/23/2019	\$434.00	P
07191594	NASH LAW GROUP	Atty Fee - 19CT342	12/27/2019	\$526.89	P
07191595	STAPLES ADVANTAGE	Office Supplies - cleaning	12/17/2019	\$10.59	P
07191596	TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS	Person Search - Dec 2019	01/01/2020	\$67.80	P
07191597	WEILAND LEGAL SERVICES	Atty Fee - 14GN23	12/29/2019	\$203.00	P
07191598	WEILAND LEGAL SERVICES	Atty Fee - 18CN109 (19)	01/07/2020	\$92.00	P
07191599	WEYMOUTH RICHARD D	FCC Services - Dec 2019	12/27/2019	\$4,166.74	P
07191600	SWITS LTD	Interpreter 19FA296	12/12/2019	\$76.00	P
07191601	GORSKI KENNETH	Court Comm Services - Dec 2019	01/08/2020	\$1,250.00	P
07191602	LA CHAPELLE KRYSHAK & NETTESHEIM LLP	Atty Fees - 19CF30	06/12/2019	\$673.54	P
07191603	BENDER & BENDER	Atty Fee - 19CT233	01/03/2020	\$275.00	P
07191604	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18ME76	12/31/2019	\$845.00	P
07191605	LLOYD PETER C LLC	Atty Fee - 19GN110 (19)	01/09/2020	\$28.00	P
07191606	LYNCH MATTHEW A ATTORNEY AT LAW	Atty Fee - 19GN111 (19)	01/08/2020	\$210.00	P
07191607	WEILAND LEGAL SERVICES	Atty Fee - 19CF393 (19)	01/02/2020	\$350.00	P
07191608	WEST PAYMENT CENTER	LL Internet Access - Dec 2019	01/01/2020	\$1,430.55	P
07191609	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 17ME87	01/14/2020	\$195.00	P
07191610	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME115	01/16/2020	\$595.00	P
07191611	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 17ME90 (19)	01/14/2020	\$650.00	P
07191612	GEBERT LAW OFFICE	Mediation Services - Dec 2019	01/14/2020	\$1,650.00	P
07191613	GEBERT LAW OFFICE	Mediation Services - Misc case	01/14/2020	\$550.00	P
07191614	GORSKI & WITTMAN SC	Atty Fee - 18GN120 (19)	01/16/2020	\$119.00	P

Committee Report - County of Wood

CLERK OF CIRCUIT COURT - JANUARY

07200001 - 07200040 07191548 - 07191628

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07191615	GORSKI & WITTMAN SC	Atty Fee - 03GN28 (19)	01/16/2020	\$119.00	P
07191616	GORSKI & WITTMAN SC	Atty Fee - 16GN87 (19)	01/19/2020	\$119.00	P
07191617	GORSKI & WITTMAN SC	Atty Fee - 00GN32 (19)	01/20/2020	\$119.00	P
07191618	GORSKI & WITTMAN SC	Atty Fee - 83GN208 (19)	01/19/2020	\$119.00	P
07191619	GORSKI & WITTMAN SC	Atty Fee - 80GN17 (19)	01/21/2020	\$119.00	P
07191620	GORSKI & WITTMAN SC	Atty Fee - 03GN67 (19)	01/21/2020	\$147.00	P
07191621	GORSKI & WITTMAN SC	Atty Fee - 09GN42 (19)	01/21/2020	\$112.00	P
07191622	GORSKI & WITTMAN SC	Atty Fee - 12GN62 (19)	01/19/2020	\$119.00	P
07191623	LLOYD PETER C LLC	Atty Fee - 19JC98 & 99	01/14/2020	\$98.00	P
07191624	NASH LAW GROUP	Atty Fee - 19CF430 (19)	01/10/2020	\$261.17	P
07191625	NASH LAW GROUP	Atty Fee - 19TP27 (19)	01/21/2020	\$7.00	P
07191627	NASH LAW GROUP	Atty Fee - 18CT196 (19)	01/21/2020	\$91.00	P
07191628	SACRED HEART HOSPITAL	Med Exam - 19ME186	01/13/2020	\$795.00	P
07200001	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME223 (20)	01/02/2020	\$195.00	P
07200002	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME224 (20)	01/02/2020	\$195.00	P
07200003	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19JM216 (20)	01/02/2020	\$195.00	P
07200004	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19JM216 (20)	01/02/2020	\$195.00	P
07200005	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME224 (20)	01/02/2020	\$195.00	P
07200006	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME223 (20)	01/02/2020	\$195.00	P
07200007	SERSCH THERESE	Med Exam - 12GN92	01/03/2020	\$342.55	P
07200008	WCCCA	2020 WI COC Assn Dues	01/03/2020	\$125.00	P
07200009	WEILAND LEGAL SERVICES	Atty Fee - 18GN109 (20)	01/07/2020	\$320.25	P
07200010	WEILAND LEGAL SERVICES	Atty Fee - 18GN09	01/03/2020	\$158.63	P
07200011	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 18GN109	01/07/2020	\$195.00	P
07200012	LLOYD PETER C LLC	Atty fee - 19GN110 (20)	01/09/2020	\$360.00	P
07200013	LYNCH MATTHEW A ATTORNEY AT LAW	Atty Fee - 19GN111 (20)	01/08/2020	\$150.00	P
07200014	STAPLES ADVANTAGE	Office Supplies	01/08/2020	\$16.75	P
07200015	WEILAND LEGAL SERVICES	Atty Fee - 19CF393 (20)	01/02/2020	\$100.00	P
07200016	WEILAND LEGAL SERVICES	Atty Fee - 18GN05	01/03/2020	\$290.25	P
07200017	WEILAND LEGAL SERVICES	Atty Fee - 18GN08	01/03/2020	\$100.00	P
07200018	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME196	01/13/2020	\$540.00	P
07200019	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20ME02	01/13/2020	\$390.00	P
07200020	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 19ME113	01/14/2020	\$195.00	P
07200021	ANCHOR POINT THERAPY AND EVALUATION SERVICES LLC	Med Exam - 20GN02	01/16/2020	\$500.00	P
07200022	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 17ME90 (20)	01/14/2020	\$195.00	P
07200023	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME196	01/13/2020	\$845.00	P

Committee Report - County of Wood

CLERK OF CIRCUIT COURT - JANUARY

07200001 - 07200040 07191548 - 07191628

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07200024	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	MEd Exam - 20ME02	01/13/2020	\$845.00	P
07200025	PHYSICIAN BEHAVIORAL HEALTH EVALUATIONS LLC	Med Exam - 19ME109	01/15/2020	\$1,145.00	P
07200026	GORSKI & WITTMAN SC	Atty Fee - 18GN120 (20)	01/16/2020	\$10.00	P
07200027	GORSKI & WITTMAN SC	Atty Fee - 03GN28 (20)	01/16/2020	\$10.00	P
07200028	GORSKI & WITTMAN SC	Atty Fee - 16GN87 (20)	01/19/2020	\$10.00	P
07200029	GORSKI & WITTMAN SC	Atty Fee - 00GN32 (20)	01/20/2020	\$10.00	P
07200030	GORSKI & WITTMAN SC	Atty Fee - 83GN208 (20)	01/19/2020	\$10.00	P
07200031	GORSKI & WITTMAN SC	Atty Fee - 80GN17 (20)	01/21/2020	\$10.00	P
07200032	GORSKI & WITTMAN SC	Atty Fee - 03GN67 (20)	01/21/2020	\$10.00	P
07200033	GORSKI & WITTMAN SC	Atty Fee - 12GN62 (20)	01/19/2020	\$10.00	P
07200034	HODGE TONYA	Witness Fee - 19CF486	01/08/2020	\$16.68	P
07200035	LLOYD PETER C LLC	Atty Fee - 19JC98 & 99 (20)	01/14/2020	\$80.00	P
07200036	NASH LAW GROUP	Atty Fee - 19CF430 (20)	01/10/2020	\$70.00	P
07200037	NASH LAW GROUP	Atty Fee - 19TP27 (29)	01/21/2020	\$110.00	P
07200038	NASH LAW GROUP	Atty Fee - 19CF267	01/13/2020	\$440.00	P
07200039	NASH LAW GROUP	Atty Fee - 19TP28	01/21/2020	\$100.00	P
07200040	NASH LAW GROUP	Atty Fee - 18CT196 (20)	01/21/2020	\$10.00	P
Grand Total:				\$45,151.61	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

PREPARED BY: JANEL TEPP

MEETING DATE : FEB 06, 2020 @ 10:30 AM

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: January 2020

For the range of vouchers: 09200001 - 09200002

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09200001	STAPLES ADVANTAGE	supplies	01/27/2020	\$30.00	
09200002	STATE BAR OF WISCONSIN	appellate practice	01/17/2020	\$167.76	
Grand Total:				\$197.76	

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: JANUARY 2020

For the range of vouchers: 11190017 - 11190020

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11190017	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/10/2019	\$383.61	P
11190018	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/11/2019	\$186.95	P
11190019	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/21/2019	\$40.98	P
11190020	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/21/2019	\$104.66	P
Grand Total:				\$716.20	

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: JANUARY 2020

For the range of vouchers: 24190030 - 24190030 24200001 - 24200006

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24190030	FIDLAR TECHNOLOGIES INC	DECEMBER 2019 LAREDO USAGE	01/15/2020	\$61.57	P
24200001	WI REGISTER OF DEEDS ASSOCIATION	2020 WRDA DUES - RINGER	01/01/2020	\$125.00	P
24200002	WISCONSIN COUNTIES ASSOCIATION	WCA LEGISLATIVE EXCHANGE	01/01/2020	\$150.00	P
24200003	FIDLAR TECHNOLOGIES INC	2020 AVID LIFE CYCLE SERVICE	01/01/2020	\$40,538.00	P
24200004	FIDLAR TECHNOLOGIES INC	INFO REPLICATION SERVICE 2020	01/09/2020	\$250.00	P
24200005	WCCO (WI CTY CONSTITUTIONAL OFFICERS)	2020 CONFERENCE REG - RINGER	01/17/2020	\$75.00	P
24200006	WISCONSIN LAND TITLE ASSOCIATION INC	PRE LICENSING SEMINAR-BREUNIG	01/24/2020	\$250.00	
Grand Total:				\$41,449.57	

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: JANUARY 2020

For the range of vouchers: 32190009 - 32190012

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
32190009	PARAGON DEVELOPMENT SYSTEMS INC	VW LAPTOP ACCESSORIES	12/24/2019	\$146.00	P
32190010	STAPLES ADVANTAGE	REFRIGERATOR	11/26/2019	\$219.99	P
32190011	OFFICE DEPOT	MICROWAVE	12/03/2019	\$69.99	P
32190012	OFFICE DEPOT	TONER	12/03/2019	\$125.56	P
Grand Total:				\$561.54	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

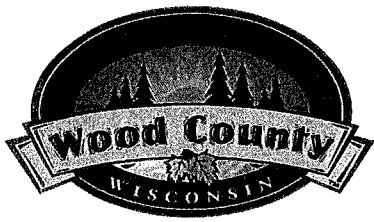
Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

FEBRUARY 2020

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On January 21st the State Assembly passed SB 158. This is the Administrative Paternity Legislation that we have been working on for several years. The bill will now move to the Governor's desk. It was through a lot of advocacy that we were able to get the legislation passed. I wish to express my gratitude to Supervisors Clendenning and Fischer for their involvement in advocating for the legislation at WCA CAP days. County Board Supervisor involvement is critical when working with state legislators.
- Shannon Lobner continues to attend monthly meetings with the Finance Department.
- We started enrolling participants in the Elevate Program. This has been a huge undertaking and we are very optimistic that all the work will be a huge benefit to the population that we serve. We have been meeting with community partners to explain the program to see how we can collaborate to best serve our customers.
- I will be attending WCA's Legislative Exchange on February 4th and 5th.
- Everyone in the agency has been busy completing their JDQ's for the wage study.
- I will be attending WCSEA meetings on February 20th and 21st.
- Vicki Stoflet, Emily Percy, Gabrielle Johnson and I will be presenting at Jackson Correctional on February 24th.
- Wood County's Children First Plan was approved. We were awarded the 30 slots that we requested. Wood County is one of 15 Counties that have a Children First Program.
- The cooperative agreements have been signed by all departments and were submitted to the state for review.
- I reviewed the December Performance Numbers. The arrears collection numbers are down 1.03% from last year, the current support collection rate is up slightly and the other numbers are comparable to past years.
- The current IV-D case count is 3,837.

**CLERK OF COURT COLLECTED
COUNTY REVENUES
FOR THE MONTH ENDING DECEMBER 30, 2019**

Which Dept. Receives Revenue	Account Title	Current Month Totals	Previous Month Totals	Difference
Clerk of Courts	County Forfeitures	\$ 8,206.12	\$ 7,627.79	\$ 578.33
Clerk of Courts	Occupational Lic Fee Due Co	\$ 40.00	\$ -	\$ 40.00
Clerk of Courts	County Share State Fines	\$ 7,894.01	\$ 8,749.22	\$ (855.21)
Clerk of Courts	Attorney Fees	\$ 2,119.20	\$ 2,007.48	\$ 111.72
Clerk of Courts	Interest (from A/C # 2299-851)	\$ 26.53	\$ 23.91	\$ 2.62
Clerk's Fees				
Clerk of Courts	Clerk of Courts Fees	\$ 8,733.17	\$ 9,164.04	\$ (430.87)
Clerk of Courts	Bond Forfeitures	\$ 5,250.00	\$ 3,258.44	\$ 1,991.56
Clerk of Courts	Payment Plan Fees	\$ 1,215.00	\$ 1,145.00	\$ 70.00
Clerk of Courts	Muni Disposal Fees	\$ 40.00	\$ 45.00	\$ (5.00)
COC Div. Mediation	Family Counseling Service Fees	\$ 335.00	\$ 550.00	\$ (215.00)
COC Div. Mediation	Family Counseling Reimbursement	\$ 100.00	\$ 185.00	\$ (85.00)
Subtotal of Clerk of Courts Revenue		\$ 33,959.03	\$ 32,755.88	\$ 1,203.15
Branch I	Juvenile Legal Fees	\$ 121.50	\$ 186.75	\$ (65.25)
District Attorney	District Attorney Witness Fees	\$ -	\$ -	\$ -
District Attorney	District Attorney Service	\$ 16.30	\$ 17.66	\$ (1.36)
District Attorney	District Attorney 10%	\$ 342.08	\$ 908.40	\$ (566.32)
Victim Witness	Victim Witness 10%	\$ 342.08	\$ 908.40	\$ (566.32)
Human Services	Custody Study Fees	\$ -	\$ -	\$ -
Human Services	Driver Improvement Surcharge	\$ 4,162.49	\$ 3,834.33	\$ 328.16
Sheriff's Dept.	Warrant Fees	\$ 2,324.10	\$ 1,677.43	\$ 646.67
Sheriff's Dept.	Jail Surcharge	\$ 2,130.39	\$ 2,384.43	\$ (254.04)
Sheriff's Dept.	Blood Tests	\$ 128.85	\$ 147.21	\$ (18.36)
Sheriff's Dept.	Extradition Costs	\$ 374.76	\$ 237.03	\$ 137.73
Finance Dept	Sales Tax	\$ -	\$ -	\$ -
COUNTY REVENUE		\$ 43,901.58	\$ 43,057.52	\$ 844.06
0700-24241 STATE REVENUES		\$ 126,066.21	\$ 126,828.45	\$ (762.24)
SUBTOTAL		\$ 169,967.79	\$ 169,885.97	\$ 81.82
Municipal Pass Through Revenues		\$ 1,516.47	\$ 1,527.48	\$ (11.01)
TOTAL		\$ 171,484.26	\$ 171,413.45	\$ 70.81

For the Judicial & Legislative Committee Meeting dated: February 6, 2020
Prepared by Cindy Joosten Clerk of Circuit Court

*1-6-20
Cindy R. Joosten*

ANNUAL REVENUE COMPARISON

2018					2019				
	Total	State	County	Muni		Total	State	County	Muni
Jan	202,024	152,601	49,083	339	Jan	179,852	136,758	42,461	633
Feb	213,995	156,381	56,060	1,554	Feb	212,467	158,150	52,379	1,939
Mar	200,318	147,209	51,352	1,756	Mar	194,299	142,536	49,778	1,984
Apr	216,658	157,104	58,444	1,110	Apr	189,013	139,172	48,347	1,493
May	206,201	151,893	53,396	912	May	185,776	140,207	44,153	1,417
Jun	191,610	143,283	47,584	742	Jun	210,035	156,223	51,320	2,492
Jul	195,758	149,266	45,605	887	Jul	193,788	143,500	48,455	1,833
Aug	225,595	175,731	48,846	1,017	Aug	187,702	139,549	47,035	1,118
Sep	176,068	132,213	42,179	1,676	Sep	194,335	147,992	44,695	1,648
Oct	199,817	149,706	49,186	925	Oct	207,441	155,176	49,993	2,272
Nov	188,187	144,071	42,778	1,339	Nov	171,413	126,828	43,058	1,527
Dec	176,356	135,413	39,447	1,496	Dec	171,484	126,066	43,902	1,516
	2,392,586	1,794,871	583,961	13,754		2,297,606	1,712,157	565,576	19,872
2018 YEAR TO DATE REVENUE:						2,392,586	1,794,871	583,961	13,754
INCREASE (Decrease)						(94,981)	(82,714)	(18,385)	6,118

COLLECTION ACTIVITY SUMMARY FOR 2019

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total Ytd
Warrants Issued	84	78	65	68	129	62	67	53	72	63	51	111	903
Suspensions Issued	27	5	26	17	15	6	21	11	8	14	16	9	175
Payment Plans Created	74	70	75	76	82	63	68	72	71	74	85	79	889
Receivables in Payment Plans	7633	7592	7583	7596	7591	7548	7564	7576	7663	7659	7739	7823	
Payment Plans Due	\$73,847	\$70,303	\$66,774	\$64,327	\$67,816	\$64,199	\$67,150	\$66,860	\$63,324	\$65,923	\$65,089	\$70,200	
# of Payment Plans PIF	66	93	93	74	58	60	80	69	67	67	64	69	860
Fines worked off through Community Service	24	28	15	12	27	15	15	7	14	14	7	14	192
\$ Worked off through Community Service	\$11,962	\$11,711	\$6,332	\$4,089	\$8,666	\$3,578	\$4,473	\$2,236	\$6,635	\$8,373	\$2,601	\$4,402	\$75,057
State Debt Collection Agency Payments	\$577	\$1,915	\$2,829	\$2,534	\$1,105	\$3,929	\$2,850	\$1,659	\$2,523	\$4,461	\$2,046	\$3,666	\$30,094
Electronic Payments	\$86,974	\$89,769	\$127,966	\$82,845	\$93,777	\$84,305	\$93,039	\$104,839	\$89,065	\$109,912	\$ 81,727	\$84,280	\$1,128,498

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)
For Month Ending 12-31-2019
Final

01-09-2020
04:33 pm

Account	0-1 Month	1-2 Months	2-3 Months	3-6 Months	6-12 Months	1-2 Years	2-3 Years	3-4 Years	4-5 Years	Over 5 Years	Total
Fees	29350.92	38022.19	29057.80	79347.44	115569.42	178449.99	117498.20	83109.11	49506.01	202982.13	922893.21
Traffic	25236.93	20795.11	16996.54	40581.15	82121.07	83633.89	53712.98	50949.36	33516.93	207400.14	614944.10
Criminal	59489.00	61667.02	62381.68	130232.94	248790.04	403059.15	323107.85	226716.11	176761.28	572037.07	2264242.14
Restitution	9827.85	11986.19	16184.94	43016.69	37552.93	61401.73	35491.71	36580.01	56563.41	288701.21	597306.67
TOTAL	\$ 123,904.70	\$ 132,470.51	\$ 124,620.96	\$ 293,178.22	\$ 484,033.46	\$ 726,544.76	\$ 529,810.74	\$ 397,354.59	\$ 316,347.63	\$ 1,271,120.55	\$ 4,399,386.12

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)
For Month Ending 12-31-2019
Final

01-09-2020
04:34 pm

Account	0-1 Month	1-2 Months	2-3 Months	3-6 Months	6-12 Months	1-2 Years	2-3 Years	3-4 Years	4-5 Years	Over 5 Years	Total
Fees	29350.92	37311.69	28845.68	74469.64	112276.24	166483.87	115123.23	79276.12	46809.45	152464.22	842411.06
Traffic	25236.93	20795.11	16996.54	40581.15	82121.07	83519.39	53712.98	50949.36	33516.93	206584.64	614014.10
Criminal	50996.00	57323.02	56139.68	113455.94	220966.53	324324.81	240308.12	177391.46	130929.40	409380.30	1781215.26
Restitution	500.01	9671.00	12468.34	24909.09	8085.53	26048.38	9595.40	4510.59	15665.55	59432.39	170886.28
TOTAL	\$ 106,083.86	\$ 125,100.82	\$ 114,450.24	\$ 253,415.82	\$ 423,449.37	\$ 600,376.45	\$ 418,739.73	\$ 312,127.53	\$ 226,921.33	\$ 827,861.55	\$ 3,408,526.70



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

January 29, 2020

Residential Options Committee. The ROC is currently waiting to see if our selected vendor can purchase the home we have identified such that it can be leased out to the State and the subject placed there in about a month. If so, the County will be in a good position and I will update the Marathon County court overseeing this matter accordingly. If things fall apart, again, I will be putting together a comprehensive communication to the court explaining all we have done to comply with the law and how we plan to proceed. Hopefully I will have some positive news to share with the committee when it meets.

Saratoga Solar Farm. There haven't been any developments on my end but I do have a meeting scheduled with the developer prior to the committee meeting and I will provide an oral update at that time.

Armenia Growers Coalition (AGC) Memorandum Of Understanding (MOU). David Lasker (Juneau County Corporation Counsel) and I have been pushing Cameron Fields (counsel for the AGC) to set up a meeting with the AGC and other interested parties as called for in our MOU. It hasn't happened. It is problematic from a professional licensing standpoint for us to communicate directly with Cameron's clients, the members of the AGC, and so I haven't done so even though the Judicial & Legislative Committee asked me to. A few weeks ago, Charles Mikalian (the EPA's counsel) sent a few of us an email asking what has been going on. I don't know if anyone else got back to him or not but I shared our predicament and our frustration and asked for his help. Charles has since communicated with Cameron. Maybe that will get things moving. It is worth noting that although as counsel we cannot communicate directly with the members of the AGC, as county board supervisors there are no impediments to your communicating with the AGC your concerns for the County. Update: the state DNR representatives have initiated the scheduling of a meeting, which we hope the AGC will attend.

Goals. It has been rather busy so although I have done some work on my goals in updating the contract templates on the County's intranet site over the past month, I haven't spent as much time on it as I had hoped to for this time of year.

Criminal Justice Coordinator. The subcommittee looking at getting the Coordinator position off the ground has inquired as to whether the position might be a fit within various departments including the Corporation Counsel's Office. I have opined that it makes sense to combine the office with an existing department, but from my perspective, attaching the position to this department wasn't the best option. Update: it looks like the consensus is to tie the position into the Sheriff's Department at least for a while.



Wood County

WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

FEBRUARY 2020

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. I attended the Judicial and Legislative committee meeting on January 3rd.
2. On January 3rd, I had a conference call with Fidlar representatives regarding a new product we are going to offer. "Monarch" will allow folks to purchase watermarked images in bulk. The addition of the new product is at no cost to the county.
3. On January 7th, I testified on AB-598 Condominium Law in Madison. This bill will provide clarity and consistency throughout Chapter 703 for our association, real estate partners and constituents.
4. The Heart of Wisconsin Leadership group toured our office as part of their Government Day on January 9th.
5. On January 10th, I attended a conference call with Fidlar and Wendy Markworth from IT, to discuss the upcoming schedule for system upgrade in February.
6. I attended the WRDA study group for mandatory electronic recording of all documents conference call on January 10th.
7. Angela Breunig and Deb Kaminski attended the Classification & Compensation Study Informational meeting on January 14th. Deb Killian and Rita Eichsteadt plan to watch the presentation when the link is posted.
8. On January 21st, I attended the Wood County Board meeting.
9. On January 23rd, I testified on SB-550 Condominium Law in Madison.
10. On January 24th, I attended a conference call for the WRDA study group for mandatory electronic recording of all documents.
11. I attended the WRDA District 7 meeting on January 29th.
12. I will be attending the WRDA Legislative committee conference call on January 31st. We will be discussing our legislative report and legislative chart.
13. I will be attending WCA Legislative Exchange in Madison on March 4th and 5th.

VICTIM WITNESS SERVICES REPORT
Michele Newman, Coordinator
December 24th 2019 to January 28th 2020

Victims/Witnesses Served:

136 Victims or Witnesses made contact with via phone

32 Victims or Witnesses met with in person

3 Victims assisted with preparation of Crime Victim Compensation Application

118 Initial contact packet information sent

41 No contact order information

68 No prosecutions notification

98 Victims or Witnesses were notified of all hearings

45 Victims or Witnesses were notified of plea agreement/sentencing

109 Victims or Witnesses notified of disposition on closed cases

42 Victims or Witnesses notified of sentencing after revocation

39 Victims with restitution requested

14 Victims registered with VOICE/Vine service

3 Victims notified of appeals court proceedings

607 Total services/events // Total unique parties = **386**

Restitution:

Totaled: \$ **3,744.28**

Amount for citizens = \$ 1,480.58

Amount for businesses = \$ 717.25

Amount for Wood County or State agencies = \$ 1,546.45

Trainings/Meetings/Other: none

Wood County Board Restructure Option 1

1. Operations- The committee will oversee the County Treasurer, Finance Department, County Clerk and Human Resources Department.
2. Health and Human Services- The committee will oversee the Health Department, Human Services Department and Veterans Department.
3. Highway, Infrastructure and Recreational Committee- The committee will oversee the Highway Department, and Parks/Forestry Department.
4. Conservation, Planning, Zoning and Education- The committee will oversee the Land and Water Conservation Department, UW Extension, Surveyor and Planning/Zoning Department.
5. Judicial and Legislative- The committee will oversee Corporation Counsel, Child Support, Clerk of Courts, Register of Deeds, Victim Witness, District Attorney, Circuit Court Branches 1, 2 and 3, the Family Court Commissioner and the Register in Probate.
6. Public Safety- The committee will oversee all departments relating to public safety. To streamline services the Communications Department will merge with the Sheriff's Department. This will allow for more collaboration and better outcomes for residents and the county. The Sheriff is best suited to oversee the daily operations of this department. Having a one person department is not efficient. The county has recently decided to move Safety and Risk Management to Human Resources to become more efficient and eliminate a one person department. This move would be consistent with that change and further the desire for efficiency across the county.
7. Property/Renewable and Sustainable Committee.-This committee will oversee the Maintenance Department including the Wood County Facilities Manager and Information Technology Department. We recognize the good work the Renewable and Sustainable Adhoc Committee has done and feel the work should continue in a more formal fashion. This allows one committee the ability to best plan for the needs of the county while making the county a leader in renewable and sustainable projects.

Wood County Board Restructure Option 2

1. Operations- The committee will oversee the County Treasurer, Finance Department, County Clerk and Human Resources Department.
2. Health and Human Services- The committee will oversee the Health Department, Human Services Department and Veterans Department.
3. Highway, Infrastructure & Recreational Committee- The committee will oversee the Highway Department, Parks/Forestry Department, Maintenance Department and Information Technology Department. The IT and Maintenance Departments both play vital roles in new county infrastructure as well as repair and maintenance of county property and infrastructure. This committee is a much better fit for the departments. The Operations Committee has nothing to do with maintenance, property or infrastructure so this committee is a much more natural fit and logical location for the departments. The Renewable and Sustainable Committee will be merged into this committee. This structure allows one committee the ability to best plan for the needs of the county while making the county a leader in renewable and sustainable projects.
4. Conservation, Planning, Zoning and Education- The committee will oversee the Land and Water Conservation Department, UW Extension, Surveyor and Planning/Zoning Department.
5. Judicial and Legislative- The committee will oversee Corporation Counsel, Child Support, Clerk of Courts, Register of Deeds, Victim Witness, District Attorney, Circuit Court Branches 1, 2 and 3, the Family Court Commissioner and the Register in Probate.
6. Public Safety- The committee will oversee all departments relating to public safety. To streamline services the Communications Department will merge with the Sheriff's Department. This will allow for more collaboration and better outcomes for residents and the county. The Sheriff is best suited to oversee the daily operations of this department. Having a one person department is not efficient. The county has recently decided to move Safety and Risk Management to Human Resources to become more efficient and eliminate a one person department. This move would be consistent with that change and further the desire for efficiency across the county.

Wood County Board Restructure Option 3

1. Operations- The committee will oversee the Corporation Counsel, County Treasurer, Finance Department, County Clerk and Human Resources Department. With the movement of the Corporation Counsel the Claims will also be moved to the Operations Committee.
2. Health and Human Services- The committee will oversee the Health Department, Human Services Department and Veterans Department.
3. Highway, Infrastructure and Recreational Committee- The committee will oversee the Highway Department, and Parks/Forestry Department.
4. Conservation, Planning, Zoning and Education- The committee will oversee the Land and Water Conservation Department, UW Extension, Surveyor and Planning/Zoning Department.
5. Judicial, Legislative & Property Committee.-This committee will oversee the Maintenance Department, Information Technology Department, Child Support, Clerk of Courts, Register of Deeds, Victim Witness, District Attorney, Circuit Court Branches 1, 2 and 3, the Family Court Commissioner and the Register in Probate. The Renewable and Sustainable Committee will also be merged into this committee. This allows one committee the ability to best plan for the needs of the county while making the county a leader in renewable and sustainable projects.
6. Public Safety- The committee will oversee all departments relating to public safety. To streamline services the Communications Department will merge with the Sheriff's Department. This will allow for more collaboration and better outcomes for residents and the county. The Sheriff is best suited to oversee the daily operations of this department. Having a one person department is not efficient. The county has recently decided to move Safety and Risk Management to Human Resources to become more efficient and eliminate a one person department. This move would be consistent with that change and further the desire for efficiency across the county.

RESOLUTION#

19-11-9

Introduced by

Judicial & Legislative Committee

Page 1 of 1

Motion:

Adopted: ☒

LAD

1st

Bren

Lost: ☐

2nd

Zurfluh

Tabled: ☐

No: 7

Yes: 11

Absent: 0

Number of votes required:

1 - ABSTAIN

☒

Majority

☐

Two-thirds

Reviewed by: PAK

, Corp Counsel

Reviewed by: _____

, Finance Dir.

INTENT & SYNOPSIS: To modify the name and membership of the Executive Committee

FISCAL NOTE: Nominal savings of two per diems per committee meeting.

WHEREAS, two years ago the Judicial & Legislative Committee (the Committee) recommended some changes to the County Board's rules and one of them had to do with the membership on the Executive Committee, specifically, it was suggested to have each of the five main committees of the board have their chair sit on the Executive Committee, and

WHEREAS, the County Board approved this and other changes to the rules, but in considering the status of the rules, the Judicial & Legislative Committee believes that the current situation results in too much power resting with the seven-member Executive Committee, and

WHEREAS, sometimes you need to try something to ascertain the benefits and detriments associated with the change and the Judicial & Legislative Committee is now recommending that the original version of the Executive Committee membership be reinstated, that being having the committee consist of the County Board Chairperson and the County Board Vice-Chairperson with three additional members of the board appointed by the county board chair as committee members, and

WHEREAS, the Committee thinks it might be preferable to change the name of the Executive Committee to the Operations Committee, primarily to reflect the intention that this committee does not supersede other main committees in authority.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES as follows:

1. The Executive Committee is hereby renamed the Operations Committee and all references to the Executive Committee in the Rules and Committees of the Wood County Board of Supervisors are hereby changed to reflect this amendment.
2. That the departments overseen by the Operations Committee shall be the same as those that have been reporting to the Executive Committee.
3. 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.

()

BILL CLENDENNING (Chairman)

BILL LEICHTNAM

KEN CURRY

BRAD HAMILTON

JAKE HAHN

Adopted by the County Board of Wood County, this

12th

day of

November 12, 2019

County Clerk

County Board Chairman

County Board Organizational Meeting

WCA Educational Seminar
January 13, 2020

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Organizational Meeting

- Required to meet on the third Tuesday of April
- May adjourn to different date
- Purpose is to organize and transact business

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Prepare Agenda

- Call to Order
- Roll Call
- Oath of Office
- Election of Officers (list)
- Adoption of Rules
- Business
- Adjournment

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Organizational Meeting

Conducting the Elections

Who Chairs the Meeting

- Current chair
- Former chair that was defeated or did not run for office
- Vice-chair or 2nd vice chair
- County clerk
- Corporation counsel
- Someone trusted
- Should not be someone who is seeking the office

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Nominations

- Declare the floor open for nominations
- Need not be recognized by the chair
- Anyone can nominate
- Can nominate yourself
- Chair should restate the nominee placing their name before the body
- Nomination speeches are allowed

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Nominations

- No second required but allowed to show support
- Seconding speeches are allowed
- Technically nominations are not necessary - each member is free to vote for anyone eligible

Nominations

- Motion to close
 - No motion necessary but may accept a motion to close
 - Not in order until reasonable time has been given
 - Is out of order if someone is seeking the floor
 - Requires two-thirds vote
 - No requirement to ask three times
 - Chair can declare nominations are closed

Elections

- May allow candidates to say a few words
- If only one candidate, the chair may accept a motion to close nominations and cast a unanimous ballot
- If only one candidate the chair may declare the candidate the victor

Elections

- Appoint ballot clerks
 - Need not be a member of the body
 - Distribute, collect and count ballots
 - Report the vote
 - Chosen for their accuracy and dependability
 - Should have confidence of membership
 - Should not have a direct personal involvement in the outcome of the vote

Elections

- Only time a secret ballot may be used

- Wis. Stat. sec. 19.88(1):

(1) Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

Elections

- Continue to vote until a majority is reached
- Candidates may withdraw
- Never remove lowest vote getter
- When unable to reach a majority: take a recess, allow the candidates to speak, allow members to speak
- Winner assumes the chair for the balance of the meeting

Elections

- Impropriety of limiting voting to the two leading candidates
 - Leading candidates may represent two different factions – division may be deepened
 - May unite members w/compromise candidate
- Improper to remove nominee w/lowest votes
 - Repeat balloting until you have a winner
 - Nominee w/lowest number of votes could be a “compromise candidate” who all can agree on

Organizational Meeting

County Board Rules

Source of Procedural Rules

- State Statutes
 - Open Meetings Law
 - Chapter 59
- Local Rules
- Robert's Rules of Order

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County Board Rules

- Current board/ committee should review rules and propose amendments as necessary prior to organizational meeting
- New board adopts rules at organizational meeting
- Rules should be incorporated into county ordinance

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County Board Rules

Chapters

- I. County Board Officers
- II. Organization of the County Board
- III. Procedural Rules of the County Board

I. County Board Officers

- Shall elect a chair & vice-chair. May elect a 2nd vice-chair
- Sergeant-at-arms?
 - one or two?
 - male & female?
- Elected at biennial organizational meeting
- Serve two year terms or until successors are chosen

Removal of Officers

- Removal may be at the will of a simple majority of the members (AG opinion)
- Removed at will, serve at the pleasure of the members
- Specify process – board resolution, motion filed with the clerk

Removal of Officers

- Removed by simple majority or two-thirds vote of the members?
- Specify process for removal of committee officers and committee appointees
 - board chair
 - county board
 - committee

Duties of Chair (sec. 59.12)

- Perform all duties required of the chair
- May administer oaths to persons required to be sworn
- Countersigns all ordinances of the board
- Preside at meetings

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Duties of Chair (sec. 59.12)

- When directed by ordinance:
 - countersign all county orders
 - transact all necessary board business with local and county officers
 - expedite all measures resolved upon by the board
 - take care that all federal, state and local laws pertaining to county government are enforced

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Duties of Chair (sec. 59.12)

- Maintains right to vote, not just on tie votes
- Appoints members to committees?
- Serves as chair of other committees?
- Serves as voting member or ex-officio member of all standing committees, commissions and boards?
- Fills-in for absent committee members as necessary?

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Duties of Vice-chair (sec. 59.12)

- Perform the chair's duties when chair is unable due to disability or absence of chair
- Attend official events representing the county in absence of the chair
- Receive chair salary if chair is disabled or incapacitated for significant time period?
- In the event of death or resignation specify if vice-chair becomes chair or special election

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Duties of Sergeant-at-Arms

Duties as directed by the chair

- Gather members for start of meeting
- Remove unruly members of the public
- Notify board members or members of the public of special events or procedures
- Contact department heads
- Distribute documents

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II. Organization of the Board

- Standing committees
- Other committees of the board
- Staff assistance
- Scheduling, notice, conduct
- Public appearances at committee and county board

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II. Organization of the Board

(cont)

- Minutes of meetings
- Budgetary reviews
- Fiscal notes

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Standing Committees

- County may establish as many standing and advisory committees as it deems necessary
- Specify the names of all committees

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Standing Committees

Duties and Responsibilities

- Policy oversight
- Provide policy direction and make program recommendations
- Recommend policy and planning initiatives

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Standing Committees

Duties and Responsibilities

- Monitor certain activities
- Act as liaison
- Review budget
- Advise the county board

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Standing Committees

- Specify number of members-odd number if possible
- Set appointment process
 - Board chair
 - Board election
 - Committee on committees (subject to board confirmation)
- Define terms
- Members on multiple standing committees?

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Standing Committees

- Specify officers-chair, vice-chair, secretary
 - elected by committee
 - appointed by chair
- Duties of secretary
 - Sec. 59.23(2)(a) – County Clerk is responsible for recording and keeping minutes of all committee meetings
 - Need to coordinate with Clerk's office

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Standing Committees

- Specify removal process of officers and members
 - removed by board chair
 - removed by committee-majority or super majority
 - with or without cause
- Determine if board chair is a member, ex-officio member or voting member
- Specify authority of chair
 - preside at meetings
 - set agendas
 - schedule meetings
 - make reports on behalf of committee

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Standing Committees

- Determine if non-elected may serve such as students
 - Age limits
 - Non-voting
 - Not counted for quorum
 - No participation in closed sessions

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Highway Committee

Wis. Stat. sec. 83.015(1):

(1) ELECTION; COMPENSATION; TERM.

(a) Except as otherwise provided in par. (c) each county board at the annual meeting shall by ballot elect a committee of not less than 3 nor more than 5 persons, to serve for one year, beginning either as soon as elected or on January 1 following their election, as designated by the county board, and until their successors are elected. Any vacancy in the committee may be filled until the next meeting of the county board by appointment made by the chairperson of the board. The committee shall be known as the "county highway committee," and shall be the only committee representing the county in the expenditure of county funds in constructing or maintaining, or aiding in constructing or maintaining highways.

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Highway Committee

(c) Notwithstanding par. (a), each county board may fix the number of members on the county highway committee, the membership, manner of appointment, method of filling vacancies and the terms of the members.

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Other Committees of the County Board

- Land Conservation
- University Extension
 - generally include members of the public
 - members may be appointed by someone other than the board chair
- Ad Hoc Committees – define purpose or “charge” and term

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Staff Assistance

- Specify county employee responsible
- May be department head for which committee has oversight – finance director for finance committee
- Responsibilities may include preparing and posting agendas and taking minutes
 - Consistent with direction of County Clerk (s. 59.23(2)(a))
- County Clerk responsible for taking minutes in absence of Clerk delegation

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Scheduling and Notice

- Meetings conducted in accordance with open meetings law
- Specify closed session requirements
- County officials, employees or others present shall not disclose confidential information acquired in closed session
- Open meetings held in public buildings or other places accessible to the general public

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Scheduling and Notice

- Specify the time period for posting agendas prior to meeting
 - minimum 24 hours
 - emergency two hours
 - may want one week or the Friday before, etc.
- Specify responsible party for posting agendas – clerk?
- Specify posting location

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Public Appearances

- The public has no right to speak at a county board or committee meeting
- If allowed, add agenda item “public comment”
- Limit speaking to “public comment” agenda item or allow to speak on any item on the agenda?

Public Appearances

- Should members of the public be encouraged to speak at the committee level?
- Specify time period, three, four or five minutes
- Clarify if board members are allowed to speak at committee meetings
- Board members should not be allowed to discuss or participate in debate, if not members of the committee

Public Appearances

- Should members of the public be required to register?
- Draft form with name, date, subject matter, speaking for, against or for information
- Are members allowed to ask questions?
- Are the rules different for a public hearing versus public comment?

Minutes of the Meeting

Minutes should include:

- Name of the committee
- Date, hour, location of meeting & time of adjournment
- Separate listings of committee members present and absent
- Each matter considered and the action taken

Minutes of the Meeting

Minutes should include:

- Persons appearing, the issue they're appearing on and the position taken
- The numerical vote in committee
- Allow members to be recorded on voice votes
- Should not include what was said

Minutes of the Meeting

- Minutes shall be kept of all committee meetings
- Specified filing deadline with the Clerk
- Specified format determined by the Clerk

Budgetary Reviews

- Each standing committee shall consider and make recommendations on the proposed budget of each department, agency or office of which it has oversight
- At least one full committee meeting shall be scheduled to consider such proposed budget with the public invited to attend

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Budgetary Reviews

- Counties with an Executive or Administrator
 - Board is not responsible for budget preparation
 - Process to involve committees in formulating budget may lead to more efficiency
- Each committee shall monitor the current years budget

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Fiscal Notes

- Determine whether fiscal notes are required on all resolutions and ordinances involving the receipt or expenditure of funds
- Specify the form that details the impact on the budget
- Legal Notes?

III. Procedural Rules

- County Board Meetings
- Resolutions – Form
- Resolutions – Referral
- Committee Agendas
- Resolutions – County Board Action
- Seating Arrangements

III. Procedural Rules (cont.)

- County Board Agendas
- County Board Agenda Order of Business
- County Board Meetings Conduct
- County Board Voting
- Define Session
- Parliamentary Procedure
- Rules of Decorum
- Interpretation of Rules

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County Board Meetings

- Specify date and times
- Specify if chair may cancel meetings or call special meetings
- Allow chair to designate special budget meetings during budget process with no other business
- Specify rules for committee of the whole
- Allow chair to schedule public hearing

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Resolutions – Form

- Ordinances may be enacted and resolutions adopted - s.59.02(2)
- The transaction of official business should be in ordinance or resolution format
- All resolutions and ordinance amendments shall be sponsored by a supervisor

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Resolutions – Form

- Define introduction process: submit to county clerk, board chair, committee by certain date
- Allow for co-sponsors
- Designate one person to draft ordinance amendments – corporation counsel?
- Designate one person to draft budget amendments – administrator, finance director, controller, etc.

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Resolutions – Referral

- Resolutions and ordinance amendments should go to committee before going to county board
- Authorize chair or committee to refer to appropriate standing committee, boards and commissions
- Primary sponsor should be invited and allowed to speak at committee meeting

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Committee Agendas

- Specify content – date, time, place and matters to be discussed
- Resolutions shall have number and title
- Specify if chair has discretion to place items on the agenda that have been referred
- After a certain time period, can members require an item to be placed on the agenda?

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Committee Agendas

- Can committee members require special meetings?
 - If so, how many members? A minimum of two, one less than a majority? Does the request have to be in writing?
- Can a primary sponsor request a delay?

Resolutions – County Board Action

- Define process for placing resolutions and ordinance amendments on the agenda when the committees have acted
- Motion before the board could be the committee recommendation
- All pending resolutions, ordinances and ordinance amendment shall be carried forward to the new board

Resolutions – County Board Action

- County board may discharge a committee that fails to act
- Consider requiring all amendments to resolutions, ordinance amendments be in writing

Seating Arrangements for Board Meetings

- Designate the process for supervisor seat selection
- Designate a place for the public, press, staff, corporation counsel, county clerk, administrator, department heads, the public to address the board

County Board Agendas

- Does board chair have sole discretion for placing items on the agenda?
- Should all items acted on by committee automatically be placed on the agenda?
- Do all items have to go to a committee first?
- Is there a deadline for submission to the board chair or clerk?
- Should all items be in a resolution format?

Agenda – Order of Business

- Call to order
- Roll call
- Pledge of Allegiance
- Special matters and announcements
- Approval of bills and accounts
- Approval of county board minutes
- Consent calendar
- Reports on zoning petition

Agenda – Order of Business

- Motions from previous meetings
- Ordinances
- Award of contracts
- Resolutions
- Special order of business
- Such other business as allowed by law
- Adjournment

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Conduct at County Board Meetings

- Committees should not meet when the board is in session
- Supervisors, visitors, staff and others shall at all times conduct themselves in respectful manner
- No conversation on the board floor or in the visitor's section

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Conduct at County Board Meetings

- All electronic devices shall be kept in the silent mode
- Supervisors shall use county provided electronic devices in accordance w/policy
- Designate who may distribute documents - supervisors, county board staff, sergeant-at-arms, county clerk, administrator, etc. – Not the general public

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County Board Voting

- Any supervisor should be able to request a roll call vote as long as it is done prior to the next order of business
- Record vote in the minutes
- Roll call votes should be taken in rotating alphabetical order per meeting
- Supervisors should be in their seats when voting

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Define Session

- A session determines when business can be brought back before the assembly
- A session may be one meeting, one year, the term of supervisors or as determined

Parliamentary Procedure

- Identify rules specific to county
- List common or basic rules of order
- Designate Robert's Rules of Order Newly Revised 11th Edition for rules not covered

Resources

- The UW-Extension Local Government Center
 - 608-262-9961

 - von Briesen & Roper, S.C.
 - 414-287-1570

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**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Wednesday, January 8, 2020
TIME: 1:00 p.m.
PLACE: Wood County Courthouse-Room 115
 Wisconsin Rapids, WI

PRESENT: Adam Fischer, Bill Clendenning, Brent Vruwink and Kim McGrath

OTHERS PRESENT: (for part or all of the meeting): Shannon Lobner; DA Craig Lambert

1. The meeting was called to order at 1:00 p.m. by the committee chair, Supervisor Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There were no public comments.
4. A motion was made by Clendenning and seconded by Vruwink to approve the minutes from the 12/17/2019 meeting. All voted aye, motion carried.
5. The committee will travel to Dunn County on January 22, 2020 and will observe diversion court processes and meet with the Justice Coordinator to ask questions and gather information. The committee will travel to Marathon County to observe diversion court processes in February 2020, and that date is yet to be confirmed.
6. The committee reviewed the Criminal Justice Coordinator Recruitment Timeline, Job Description, Interview questions and questions that will need to be answered prior to implementation of the Justice Coordinator position in July 2020. Discussion ensued about the position being under its own department or under an existing county department. The committee determined that the position should initially be under an existing county department for efficiency and success, as the newly created position will need guidance, mentoring and fiscal responsibility. Further discussion took place about the position becoming its own department at a future date.
7. Discussion took place on the next steps of the committee to implement the Justice Coordinator position. Tours of Dunn County will take place in January 2020 and Marathon County in February 2020. The committee would also like to have the Maintenance Director attend a future meeting to discuss the office location for this position.
8. Future agenda items include:
 - Justice Coordinator Wage
9. The next scheduled adhoc committee meeting will be the tour in Dunn County on 01/22/2020. The committee will also meet on Thursday, January 23, 2020, at 10:00 a.m. in Room 115 of the Wood County Courthouse.
10. The Chair declared the meeting adjourned at 2:49 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE
MEETING MINUTES**

DATE: Thursday, January 23, 2020
TIME: 10:00 a.m.
PLACE: Wood County Courthouse-Room 115
Wisconsin Rapids, WI

PRESENT: Adam Fischer-via video conferencing; Bill Clendenning, Brent Vruwink and Kim McGrath-in person

OTHERS PRESENT: (for part or all of the meeting): Shannon Lobner, Wood County Child Support; Doug Machon, Wood County Board Chair; Bill Leichtnam, Wood County Board Supervisor; Peter Kastenholz, Wood County Corporation Counsel; Shawn Becker, Randy Dorshorst, and Ted Ashbeck, Wood County Sheriff's Department-in-person; and Brandon Vruwink, Wood County Human Services-via telephone

1. The meeting was called to order at 10:00 a.m. by the committee chair, Supervisor Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There were no public comments.
4. A motion was made by Clendenning and seconded by Vruwink to approve the minutes from the January 8, 2020 meeting. All voted aye, motion carried.
5. The committee traveled to Dunn County on January 22, 2020 to observe diversion court processes and met with the Justice Coordinator to ask questions and gather information. Committee members spoke highly of the Dunn County Program and provided an overview of the experience.
6. The committee will travel to Marathon County to observe diversion court and meet with the Justice Coordinator on February 27, 2020. McGrath will coordinate the departure and meeting times, and will email confirmation to the committee members.
7. Discussion of the Criminal Justice Coordinator wage and job description took place to determine if any changes need to be made prior to implementation of the position in July 2020. This item is on-going and will continue to be discussed at the Adhoc committee level before recommendations are made to the Judicial and Legislative committee.
8. Discussion of the Criminal Justice Coordinator oversight took place to determine if the position should be its own department or under another department within the County. Background information was provided to those present.

Chairman Fischer recessed the meeting at 10:46 a.m. and reconvened at 11:02 a.m. Chairman Fischer turned the meeting over to Vice Chairman Clendenning due to technical issues with the video-conferencing connection, but remained on the telephone.

Motion was made by Clendenning to table further discussion on the oversight of the position until additional information could be gathered and reported back to the committee. Motion failed due to a lack of a 2nd.

Discussion ensued to determine the appropriate placement of the position within the county. Sheriff Becker expressed an interest in taking the position under their department and collaborating with other departments to develop a successful coordinator position for the county. Corporation Counsel Peter Kastenholtz concurred that the Sheriff's Department would be a logical choice for the coordinator position. Human Services Director Brandon Vruwink and Child Support Director Brent Vruwink both offered assistance in providing case management training and mentoring for the new position. Clendenning asked that the departments share this information on their monthly oversight committee reports.

9. The next step for the committee will be to tour the Marathon County diversion court process on February 27, 2020.
10. Future agenda items include:
 - Overview of Marathon County Tour
 - Criminal Justice Coordinator Wage and Job Description
11. The next scheduled Adhoc Committee Meeting will be the tour in Marathon County on **February 27, 2020.**
12. Vice-Chairman Clendenning declared the meeting adjourned at 11:14 a.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.