

AGENDA
JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: February 3, 2017

TIME: 10 a.m.

LOCATION: Room 115, Wood County Courthouse

1. Call Meeting to Order
2. Citizen Comments. Note: Citizens wishing to comment on current agenda items may ask to be recognized at the time the item appears on the agenda. It would be courteous to advise the presiding officer of those intentions at this time. Rules may apply.
3. Consent Agenda
 - a. Review of minutes of previous meeting
 - b. Review and place on file monthly reports and vouchers of departments the committee oversees.
4. Action and/or discussion of any items removed from the consent agenda.
5. Review Family Court Commissioner Retainer Agreements for John Kruse and Ken Gorski.
6. Review any claims and notices of injury against the County, as necessary.
7. Review any Dog License Fund claims.
8. Presentation of correspondence and legislative issues or referrals and recognition of Legislators who may be present.
 - a. Review memorandum for county board entitled "The Committee of the Whole."
9. Discussion on supervisory redistricting.
10. Review of County Board Rules
 - a. Review resolution on rule on acquisition, use, and disposition of personal property.
11. Meet with Human Resources Director to discuss employee rating system.
12. Consideration of agenda items for next meeting.
13. Set date and time of next meeting.
14. Adjourn.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 6, 2017
TIME: 1:30 p.m.
PLACE: Room 115 Wood County Courthouse
TIME ADJOURNED: 3:12 p.m.
MEMBERS PRESENT: Chairman Ed Wagner, Bill Clendenning, Bill Leichtnam, Ken Curry, Dave LaFontaine
OTHERS PRESENT: Peter Kastenholz, Cindy Joosten, Sue Ledford, Brent Vruwink, Dennis Polach, Joe Zurfluh

1. At 1:30 p.m., Chairman Wagner called the meeting to order.
2. Public comments. None.
3. Consent agenda items.

Moved by LaFontaine, seconded by Leichtnam, to approve the consent agenda, the minutes of the December 2, 2016, Committee meeting, and to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. 4 ayes, Clendenning voted no.

4. Action or discussion on items removed from consent agenda. Brief discussion on Corporation Counsel's report. Moved by Leichtnam, seconded by Clendenning, to approve the Corporation Counsel's report. All ayes.
5. Discussion on resolution to amend the 2017 budget of Branch 3 to include additional revenues from the City of Marshfield to continue Drug Court related services in Marshfield. Moved by LaFontaine, seconded by Leichtnam, to approve the resolution amending the 2017 budget of Branch 3 to include an additional \$22,000 in revenue from the City of Marshfield for Drug Court services in Marshfield. All ayes.
6. Discussion on resolution to amend the 2016 budget of Clerk of Courts. Moved by Clendenning, seconded by Curry, to amend the 2016 budget of Clerk of Courts in the amount of \$82,000 to cover medical evaluation expenses. All ayes.
7. Retainer Agreements for Family Court Commissioners John Kruse and Ken Gorski were reviewed. The Corporation Counsel was directed to ascertain if the proposed agreements reflected the appropriate increase in hourly rates and to bring the matter back in February.
8. There were two new notices of injury/claim filed with the County. The notices of injury/claim of Dania Blume and Kenneth Bargender were reviewed by the Committee and will be forwarded to the county board.
9. There were no new animal claims against the County.

10. The Committee reviewed correspondence and legislative issues.

- a. Committee goals:
- Review number of county board supervisors.
 - Committee decided to review goals of department heads quarterly.
 - Discussed pros and cons of county administrator, administrative coordinator, and executive.
 - Compensation package for county board supervisors.
 - Reconsider centralized accounting.
- b. BadgerNet. Brent Vruwink explained that BadgerNet is the entity that some departments use to access their computers. The County can do this differently and cheaper.

Due to a substantial increase in cost (\$100.00/month to \$577.07/month) and the recommendation of the Wood County IT Department, the Wood County Child Support and Human Services Departments will be converting from BadgerNet to a local Internet Service Provider (ISP) effective 01/2017 to access state systems (i.e. KIDS, CARES). The anticipated monthly cost will be \$146.00/month for mainframe printing and will be billed directly to the Wood County CSA by the Wood County IT Department as the agency needs this function for printing capability in KIDS.

Moved by Curry, seconded by LaFontaine, to accept the Child Support proposal on changing internet access providers. All ayes.

- c. Moved by Clendenning, seconded by LaFontaine, to use the committee of the whole process to discuss the Corporation Counsel's memo. All ayes. General discussion had with committee members and other supervisors in attendance all participating.

Corporation Counsel memo entitled "Invocations - Legislative Prayers" will be submitted to the county board.

Moved by LaFontaine, seconded by Curry, to return from the committee of the whole process. All ayes.

11. County Board rules.

Personal property. Moved by LaFontaine, seconded by Clendenning, to insert in the draft rule a provision for recycling. All ayes. Will be reviewed at February 2017 meeting.

12. Discussion on employee rating system. Committee determined to invite the Human Resources Director to the next meeting to advise how the department head performance evaluation system is working.
13. Agenda items for the February 3, 2017, meeting:
 - Draft rule on personal property.
 - Family Court Commissioner retainer agreements.
 - Meet with Human Resources Director to discuss performance evaluation system.
14. The next committee meeting will be February 3, 2017, at 10 a.m.
15. Moved by Clendenning, seconded by LaFontaine, to adjourn. All ayes. Meeting adjourned at 3:12 p.m.

Minutes taken by Peter Kastenholz and approved by Ken Curry.

Kenneth Curry
Kenneth Curry, Secretary (signed electronically)

Family Court Commissioner Activity Report to Claims and Judiciary Committee
(12/1/16 to 12/31/16)

I. Administrative and Procedural Matters:

RECEIVED

I have continued to meet with the judges to obtain their advice.

JAN 05 2017

II. Time Associated with Hearings:

WOOD CO. CORP. COUNSEL

December 1, 2016

1 Hearing
3 Injunctions

(4.5 hours, of which 2.0 hrs. pertained to the Wood County Child Support Agency)

December 8, 2016

5 Hearings
5 Injunctions

(5.0 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

December 15, 2016

3 Hearings
2 Injunctions

(5.0 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

December 29, 2016

4 Hearings
2 Injunctions

(4.5 hours, of which 0.0 hrs. pertained to the Wood County Child Support Agency)

Total Hearing Time was 19hrs. of which 2.0 pertained to the Wood County Child Support Agency

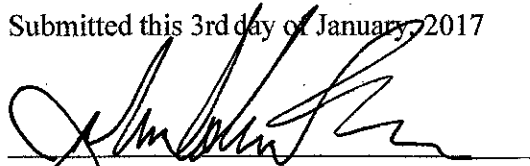
III. Total Time Associated with Mediation Orders and Dismissals was 21.5 hours.

IV. Total Time Associated with Providing Telephone Advice regarding Custody Procedures and Child Support was 7.9 hours of which 0.0 pertained to the Wood County Child Support Agency

V. Total Time for Procedural Matters was 21.5 hours of which 0.0 pertained to Wood County Child Support Agency. Total Time Associated with Continuing Education was 20 hours.

TOTAL TIME (December 1 through December 31) WAS 76.4 HOURS, OF WHICH 2.0 HOURS PERTAINED TO THE WOOD COUNTY CHILD SUPPORT AGENCY

Submitted this 3rd day of January 2017



John Adam Kruse,
Wood County Family Court Commissioner

Committee Report

County of Wood

Report of claims for: BRANCH 1 / PROBATE

For the period of: JANUARY 2017

For the range of vouchers: 03160043 - 03170003

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03160043	DELUXE FOR BUSINESS	TIMESCAN CALENDAR	12/23/2016	\$82.82	P
03160044	BEAR GRAPHICS INC	2017 WALL CALENDARS	12/30/2016	\$16.78	
03160045	SWITS LTD	INTERPRETER FEES NOV & DEC	12/19/2016	\$120.00	
03170001	COLLINS KIMBERLY	EQUIP REPAIR - STENO TRIPOD	01/12/2017	\$98.96	P
03170002	NATIONAL COURT REPORTERS ASSN	NATL COURT REPORTER DUES	01/01/2017	\$270.00	
03170003	THOMSON REUTERS-WEST PUBLISHING CORP	LAW BOOKS	01/04/2017	\$1,003.50	
Grand Total:				\$1,592.06	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: BRANCH 2

For the period of: JANUARY 2017

For the range of vouchers: 04160046 - 04170003

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04160046	SWITS LTD	INTERPRETER FEES 16CF460	12/19/2016	\$62.50	
04170001	SWITS LTD	INTERPRETER FEES	01/19/2017	\$76.00	
04170002	PETERSON MICHELLE L	TRANSCRIPT FEES 14CF91	01/25/2017	\$38.00	
04170003	PETERSON MICHELLE L	TRANSCRIPT FEES	01/12/2017	\$42.00	
Grand Total:				\$218.50	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

County of Wood

Report of claims for: BRANCH 3

For the period of: JANUARY 2017

For the range of vouchers: 05160070 - 05170005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05160070	CORDANT HEALTH SOLUTIONS	DRUG TESTING	12/31/2016	\$1,039.54	P
05160071	SWITS LTD	INTERPRETER FEES 16ME136	12/19/2016	\$85.00	
05170001	ATTIC CORRECTIONAL SERVICES INC	DRUG CRT STAFF & REVENUE	01/01/2017	\$6,445.65	P
05170003	DELUXE FOR BUSINESS	2018 CALENDAR	01/04/2017	\$73.64	
05170004	STATE BAR OF WISCONSIN	CIVIL BENCHBOOK UPDATES	01/01/2017	\$65.53	
05170005	SWITS LTD	INTERPRETER FEES 16CM242	01/19/2017	\$37.50	
Grand Total:				\$7,746.86	

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 2017

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On January 23rd Emily Desorcy, Nicole Stelzer and I attended a re-entry simulation at Jackson Correction Institution. We learned first-hand the difficulties inmates face when they are released from prison.
- I have scheduled Trauma Informed Care training for all staff. The training will take place on April 28th at the Nepco Shelter.
- Supervisor Clendenning, Tiffany Ringer and I attended CAP day at the capitol on January 18th. We met with all of the Legislators that represent Wood County. We are asking for an increase in child support funding along with two other pieces of legislation.
- Shannon Lobner will be attending training in Rhinelander on January 27th to learn how to use the new financial reporting system. The system is called SPARC and it is what child support agencies will use to get reimbursement from the State.
- I will be attending a WCSEA meeting in Appleton on February 9th.
- The agency has started working on the agenda for the WCSEA Fall Conference we are hosting in October.
- We will be adding a comment link to our website so customers can offer feedback on the services we provide.
- I received the December Performance Numbers. The numbers remain strong and we are on pace to have another solid year.
- The current IV-D case count is 3,941.

Committee Report

County of Wood

Report of claims for: CHILD SUPPORT

For the period of: 01/2017

For the range of vouchers: 02170001 - 02170008

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
02170001	BARRON COUNTY SHERIFF'S DEPARTMENT-WI	1-PROCESS OF SERVICE FEE	01/05/2017	\$50.00	P
02170002	BUREAU OF CHILD SUPPORT	2017 DIRECTORS DIALOGUE-REG.	01/24/2017	\$80.00	
02170003	CHARLES EVANS PROCESS SERVICE	4-PROCESS OF SERVICE FEES	01/24/2017	\$120.00	
02170004	DNA DIAGNOSTICS CENTER	6-IND. GENETIC TESTS	01/24/2017	\$144.00	
02170005	EO JOHNSON COMPANY INC	COPIER MAINT. AGREEMENT	01/24/2017	\$250.00	
02170006	LEGAL LOGISTICS LLC	8-PROCESS OF SERVICE FEES	01/24/2017	\$570.00	
02170007	RIVER CITY PROCESS SERVERS	31-PROCESS OF SERVICE FEES	01/24/2017	\$1,025.00	
02170008	WEILAND LEGAL SERVICES	SUB. CORP. COUNSEL FEE	01/24/2017	\$100.00	
Grand Total:				\$2,339.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

**CLERK OF COURT COLLECTED
COUNTY REVENUES**

FOR THE MONTH ENDING DECEMBER 31, 2016

Which Dept. Receives Revenue	Account Title	Current Month Totals	Previous Month Totals	Difference
Clerk of Courts	County Forfeitures	\$ 7,110.25	\$ 8,507.03	\$ (1,396.78)
Clerk of Courts	Occupational Lic Fee Due Co	\$ -	\$ -	\$ -
Clerk of Courts	County Share State Fines	\$ 10,484.77	\$ 9,196.84	\$ 1,287.93
Human Services	Custody Study Fees	\$ -	\$ -	\$ -
Clerk of Courts	Attorney Fees	\$ 870.17	\$ 1,726.74	\$ (856.57)
Human Services	County OWI Surcharge	\$ 2,904.39	\$ 3,711.29	\$ (806.90)
District Attorney	District Attorney Service	\$ -	\$ -	\$ -
District Attorney	District Attorney 10%	\$ 1,156.54	\$ 541.23	\$ 615.31
Victim Witness	Victim Witness 10%	\$ 1,156.54	\$ 541.22	\$ 615.32
District Attorney	District Attorney Witness Fees	\$ -	\$ -	\$ -
Finance Department	Sales Tax	\$ -	\$ 0.00	\$ -
Clerk's Fees				
Clerk of Courts	County Clerk of Courts Fees	\$ 8,305.41		
Clerk of Courts	Bond Forfeitures	\$ 150.00		
Clerk of Courts	Payment Plan Fees	\$ 1,265.00		
Clerk of Courts	Muni Disposal Fees	\$ 95.00	\$ 9,815.41	\$ 12,318.75
				\$ (2,503.34)
Branch I	Juvenile Ordinances	\$ 134.32	\$ 93.75	\$ 40.57
Sheriff's Dept.	Warrant Fees	\$ 2,191.07	\$ 1,745.05	\$ 446.02
Sheriff's Dept.	Jail Surcharge	\$ 2,877.18	\$ 2,713.70	\$ 163.48
Sheriff's Dept.	Blood Test Costs	\$ 99.27	\$ 160.88	\$ (61.61)
Sheriff's Dept.	Extradition Costs	\$ 482.29	\$ 17.42	
COC Div. Mediation	Family Counseling Service Fees	\$ 415.00	\$ 465.00	\$ (50.00)
COC Div. Mediation	Family Counseling Reimbursement	\$ 525.00	\$ 325.00	\$ 200.00
Clerk of Courts	Interest (from A/C # 2299-851)	\$ 24.72	\$ 24.02	\$ 0.70
COUNTY REVENUE		\$ 40,246.92	\$ 42,087.92	\$ (1,841.00)
0700-24241 STATE REVENUES		\$ 135,366.50	\$ 125,185.66	\$ 10,180.84
SUBTOTAL		\$ 175,613.42	\$ 167,273.58	\$ 8,339.84
MUNICIPAL PASS THROUGH REVENUES		\$ 476.30	\$ 1,076.34	\$ (600.04)
TOTAL REVENUE DISBURSED		\$ 176,089.72	\$ 168,349.92	\$ 7,739.80

For the Judicial & Legislative Committee Meeting dated: *2-3-16*
Prepared by Cindy L. Joosten, Clerk of Circuit Court

ANNUAL REVENUE COMPARISON

2015					2016				
	Total	State	County	Muni		Total	State	County	Muni
Jan	185,056	137,904	46,186	966	Jan	183,129	133,891	47,986	1,252
Feb	212,110	145,842	64,444	1,824	Feb	237,880	170,094	66,446	1,340
Mar	218,182	157,948	58,510	1,725	Mar	207,463	147,434	58,977	1,052
Apr	176,643	128,785	47,243	615	Apr	184,021	134,998	48,123	900
May	170,886	119,751	50,021	1,114	May	178,881	131,194	46,733	954
Jun	212,081	158,911	51,618	1,552	Jun	178,382	134,263	43,214	905
Jul	184,306	130,959	52,098	1,249	Jul	160,906	121,360	38,704	842
Aug	199,572	148,155	49,695	1,722	Aug	207,074	158,720	47,221	1,133
Sep	177,141	128,306	47,921	913	Sep	209,378	156,398	51,534	1,447
Oct	202,833	141,084	60,824	925	Oct	192,738	143,727	48,215	797
Nov	165,941	117,627	47,244	1,070	Nov	168,350	125,186	42,088	1,076
Dec	165,631	116,727	47,942	962	Dec	176,090	135,367	40,247	476
	2,270,382	1,631,998	623,746	14,638		2,284,292	1,692,631	579,487	12,175
2015 YEAR TO DATE REVENUE:						2,270,382	1,631,998	623,746	14,638
INCREASE (Decrease)						13,911	60,632	(44,259)	(2,463)

COLLECTION ACTIVITY SUMMARY FOR 2016

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Warrants Issued	75	112	40	54	120	14	60	107	74	62	154	66
Suspensions Issued	90	28	1	66	33	25	45	45	56	21	50	44
Payment Plans Created	82	73	54	89	60	72	66	106	76	80	84	93
Receivables in Payment Plans	5832	5748	5679	5775	5779	5733	5532	5930	6002	6029	6064	5835
Payment Plans Due	\$62,712	\$66,198	\$67,267	\$61,605	\$64,803	\$65,396	\$63,779	\$66,912	\$70,405	\$63,796	\$65,987	\$65,167
# of Payment Plans PIF	74	135	71	72	77	64	48	76	59	77	85	54
Fines worked off through Community Service	9	32	22	19	17	24	19	18	15	6	14	19
\$ Worked off through Community Service	\$3,230	\$15,441	\$9,499	\$6,402	\$6,301	\$8,816	\$7,709	\$6,089	\$5,177	\$7,782	\$10,852	\$6,873
Collection Agency Payments	\$35	\$6,776	\$1,253	\$340	\$2,403	\$645	\$101	\$106	\$492	\$84	\$254	\$346
Electronic Payments	\$42,902	\$27,753	\$44,900	\$28,411	\$40,870	\$38,445	\$39,998	\$52,809	\$50,493	\$51,757	\$68,923	\$54,388

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Included)
For Month Ending 12-31-2016
Final

01-10-2017
02:10 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	37015.31	26811.36	28015.89	76180.25	93877.37	117857.83	75353.77	29824.70	49393.13	202983.76	737313.37
Traffic	40919.20	29143.14	22249.85	54702.54	85334.27	85058.29	45798.18	78904.81	27075.92	177986.10	647172.30
Criminal	82927.19	57471.90	80811.47	202253.77	315907.08	459336.50	248491.26	214550.72	172240.80	483772.97	2317763.66
Restitution	7510.48	4082.85	14147.44	9690.20	40857.95	87751.63	43539.87	50150.54	179192.85	130789.39	567713.20
TOTAL	\$ 168,372.18	\$ 117,509.25	\$ 145,224.65	\$ 342,826.76	\$ 535,976.67	\$ 750,004.25	\$ 413,183.08	\$ 373,430.77	\$ 427,902.70	\$ 995,532.22	\$ 4,269,962.53

Wood County Circuit Court
Active Non-Escrow Receivables Audit Summary (DOC/Other Collects Omitted)
For Month Ending 12-31-2016
Final

01-10-2017
02:12 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	36668.11	26737.35	27987.89	70789.25	88908.22	111757.92	63921.05	26695.61	17243.49	149299.54	620008.43
Traffic	40919.20	29143.14	22249.85	54702.54	85334.27	85058.29	45798.18	78767.31	26397.92	177986.10	646356.80
Criminal	73533.19	53186.91	70324.96	178942.81	236810.05	330965.08	177343.23	145188.48	99158.67	332765.75	1698219.13
Restitution	434.01	2501.02	1368.28	1061.42	7333.47	32212.67	14504.58	7581.13	3860.48	62136.34	132993.40
TOTAL	\$ 151,554.51	\$ 111,568.42	\$ 121,930.98	\$ 305,496.02	\$ 418,386.01	\$ 559,993.96	\$ 301,567.04	\$ 258,232.53	\$ 146,660.56	\$ 722,187.73	\$ 3,097,577.76



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

February 2017

1. Goals. Attached is an updated status report on the ordinance review project.
2. Federal Laws. Every job has its oddities and one such area for government attorneys are federal laws like HIPAA (and its update the Hi-Tech Act) and the ADA. These laws are complex and broad in scope and I never seem to know enough about them to avoid having to review portions of them prior to giving counsel related to them. Unlike state laws that cover open meetings and public records, guardianships and mental commitments that are more clearly defined, the federal laws reach all over the place and cause me concern at times in wondering if my research was comprehensive enough and if I have left my client in a position of potential liability. Since this is something I worry about, you, as my bosses, should be aware of it and give consideration to it in overseeing my work. I am not going anywhere with this right now, this is more of a heads up about an aspect of my job that I worry about and wanted to share with you.
3. Succession Planning. At a holiday get-together someone asked if I would be retiring anytime soon as I must be about 60 years old. I responded to the ... hmm.... individual... that I would be turning 57 in March and figured I had 6 plus years to go with the county if they would continue to have me that long. The longer I am in my position and observe my co-workers in their jobs the more I realize how important it is not to lose any more learned information than is necessary. To that end I have 5 different manuals that I have developed over the years in case someone has to suddenly step in for me. Lisa has a few she retains as well. I don't refer to my manuals as much as I used to but plan in a few years to give them a good overhaul so that my successor can learn from some of my mistakes. I only bring this up because if I were one of my bosses, it is the kind of information I would want to know.
4. Complaint Resolution Process. The county has had a complaint resolution process (CRP) in place for decades. It once served as a type of grievance procedure for the non-union that was just a weaker version of what was contained in the labor agreements. A part of Act 10 required such a CRP and set forth provisions that must be encompassed in it, so Human Resources (HR) spent a lot of time and effort in updating our CRP. One of the new provisions is that either party to the proceeding, the employee or the employer (HR), has the right to appeal the matter to the county board. We have our first such appeal that is going to that step in February and I am working with Paula Tracy and Lance Pliml in setting up the procedures for this and future appeals that make it to the board. At some point these procedures may be codified but right now it is really a 'live and learn' process, so I would encourage the committee in particular to give feedback after the February county board meeting as to what your thoughts are in regard to the process. Meanwhile, at this committee meeting, if there are questions you have in regard to the process we are employing the first time around, please let me know.

Ordinance Review Project – Chapter 900

Ordinance 900: Ethics. The Ethics committee met in the fall of 2016 and determined not to make any major revisions to the Ethics ordinance at that time. The committee will meet again in the late summer of 2017 and may then take action with respect to the contents of the ordinance.

Ordinance 901: Records Retention. The review of this ordinance is a major undertaking involving the assistance of all departments. My first step will be to review what other counties have done and changes in the law generally as it applies to the obligation of the county to retain its records. State law generally requires that records promulgated by a county be retained for seven years, unless some other law provides otherwise, and then not be destroyed unless said destruction is not objected to by the State Historical Society. The state statutes dealing with this issue indicate a legislative recognition of the cumbersomeness of this process and allow for a governmental entity to prepare an ordinance that forgoes the Historical Society review of most records if the ordinance is first approved by the state and identifies all of the county's records the county possesses, how long they will be retained and a few other matters. This is the most complex of all the county ordinances and took upwards of two years to write and get approved by the State Records Board (Board) the first time around (in the early 90s). I was aware that in about 2010 the various associations representing the county departments in Wisconsin started working with the Board to prepare a standardized record retention list so that all of the counties could either adopt it or use it as a foundation to build from. In now looking at what the Board has created, I see that it is exceedingly comprehensive and I will be routing it by the department heads to see if they are okay with just adopting the Board's list by reference or if they want to embark on the creation of our own. My guess is that we will end up adopting the state list by reference and then the real work will be at the department level of integrating the record retention provisions into their practices.

Ordinance 902: Will Retention. The legal reference in the law is current and I am in the process of verifying with the Register in Probate that she is not looking for any changes. RIP Sherry Masephol has emphatically advised that she wishes the ordinance to stay the same.

Ordinance 903: Access to Public Records. I have reviewed the ordinance and it continues to reflect the statutory mandates applicable to the county. The county does have policies and procedures in place to comply with the ordinance/statute and those were updated and expanded upon a few years ago, No change is needed at this time.

Ordinance 904: Tax Deeded Land. A statute cited to in the ordinance doesn't have the correct subsection number anymore and that has been noted. Emailed Treasurer to please review ordinance and advise if changes are sought.

Ordinance 905: Dog Damage Claim. Pursuant to the authority granted by Wis. Stat. s. 174.11(5), a cap may be set for dog damage claims for an animal. The county selected the amount of \$1,000 as a cap a number of years ago; if there is to be a change to this figure, it would be this committee that should develop that recommendation. I have sought input from the County Clerk but it is up to this committee to determine if revisions are needed.

Ordinance 906: Self-Organized County. Have sought input from the County Clerk but it is up to this committee to determine if revisions are needed.

Ordinance 907: Worthless Checks. Emailed several department heads to ascertain if they wanted a change in the current \$30 worthless check fee, including the Treasurer, the Finance Director, Register of Deeds, County Clerk, Human Services Director and Clerk of Court. There appears to be a glitch in the amount some departments are currently charging for worthless checks but that is being addressed. *The Finance Director advises that most departments are charging \$35. So we need to increase this figure to that amount. Mike also suggested changing the name of the ordinance and its coverage to include electronic transfer fees.*

Ordinance 908: Over Payments and Under Payments. Emailed several department heads to ascertain if they wanted a change in the current \$4 overpayment/underpayment waiver, including the Treasurer, Finance Director, Register of Deeds, County Clerk, Human Services Director and Clerk of Court. No requests for a change have been received. *The only communications back to me on this issue is that the \$4.00 range works fine. Mike Martin did advise that there are write-offs of uncollected receivables and each department dealing with this sets up its own process of allocating responsibility to different levels of management as to what amount they can write off and how to go about doing so. This ordinance is not meant to address that type of write-off but I wanted to make sure that everyone was aware of that.*

Ordinance 909: Wood County Sales Tax. I have emailed the Finance Director to ascertain if he has a desire for a modification to this ordinance. He has advised he will take the issue to his oversight committee. *Mike Martin has suggested removing the last sentence of section 909.01 as it no longer was applicable upon the county taking over the shared dispatch function in 2006.*

Ordinance 910: Public Assistance Fraud. I have emailed Director Brandon Vruwink to ascertain if this ordinance is being used for enforcement of financial fraud in the programs administered by Human Services and therefore needed or not.

Ordinance 911: currently unused. This had been the jury service ordinance but it was repealed in full on 10-9-10.

Ordinance 912: Filing & Recording Documents in the Register of Deeds Office. I have been in contact with ROD Susan Ginter and she is not seeking any modifications to this ordinance.

Ordinance 913: Supervisory District Plan. Every ten years, after the decennial census, the county is obligated to revise its supervisory districts to reflect one-person one-vote and other prescribed community interests. These redistricting plans are approved by resolution per statute. However, when there is a redistricting during the decade resulting from a referendum to change the size of the county board, as occurred in Wood County in 2007, then the county board is required to enact an ordinance prescribing the revised boundaries of the new supervisory districts. Wis. Stat. s. 59.10(3)(cm)2. Since the supervisory districts have been revised via resolution since the 2007 modifications, the 2007 ordinance should be removed from the books as it doesn't reflect the current supervisory district boundaries. Therefore this ordinance will not be included in the recodified ordinances.

Ordinance 1000: Mental Health Services. I have emailed Brandon Vruwink to ascertain if this ordinance needs updating or if it isn't needed at all as it seems to only restate what is currently found in the state statutes in so far as the need for and authority of the (Health and) Human Services Board.

Committee Report

County of Wood

Report of claims for: Corporation Counsel

For the period of: January 2017

For the range of vouchers: 09160028 - 09160028 09170001 - 09170002

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09160028	STATE BAR OF WISCONSIN	Appellate Practice	12/27/2016	\$156.23	
09170001	STATE BAR OF WISCONSIN	Guardianship handbooks	01/25/2017	\$15.30	
09170002	WACCC	2017 membership dues	01/25/2017	\$35.00	
Grand Total:				\$206.53	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

	2014 Budgeted Expenditures	2014 Actual Revenue	2014 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,120.90	\$ 29,311.37	\$ 32,666.63	\$ (3,355.26)
February	\$ 32,120.92	\$ 22,826.54	\$ 32,666.67	\$ (9,840.13)
March	\$ 32,120.92	\$ 27,621.10	\$ 32,666.67	\$ (5,045.57)
April	\$ 32,120.92	\$ 28,596.48	\$ 32,666.67	\$ (4,070.19)
May	\$ 32,120.92	\$ 35,663.79	\$ 32,666.67	\$ 2,997.12
June	\$ 32,120.92	\$ 34,790.73	\$ 32,666.67	\$ 2,124.06
July	\$ 32,120.92	\$ 34,912.48	\$ 32,666.67	\$ 2,245.81
August	\$ 32,120.92	\$ 34,946.24	\$ 32,666.67	\$ 2,279.57
September	\$ 32,120.92	\$ 32,622.44	\$ 32,666.67	\$ (44.23)
October	\$ 32,120.92	\$ 39,271.98	\$ 32,666.67	\$ 6,605.31
November	\$ 32,120.92	\$ 30,525.01	\$ 32,666.67	\$ (2,141.66)
December	\$ 32,120.92	\$ 32,769.16	\$ 32,666.67	\$ 102.49
Total	\$385,451.02	\$383,857.32	\$ 392,000.00	\$ (8,142.68)

	2015 Budgeted Expenditures	2015 Actual Revenue	2015 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,120.69	\$ 43,273.46	\$ 32,666.67	\$ 10,606.79
February	\$ 32,120.69	\$ 25,929.50	\$ 32,666.67	\$ (6,737.17)
March	\$ 32,120.69	\$ 30,183.28	\$ 32,666.67	\$ (2,483.39)
April	\$ 32,120.69	\$ 34,949.76	\$ 32,666.67	\$ 2,283.09
May	\$ 32,120.69	\$ 36,920.87	\$ 32,666.67	\$ 4,254.20
June	\$ 32,120.69	\$ 38,756.94	\$ 32,666.67	\$ 6,090.27
July	\$ 32,120.69	\$ 42,490.09	\$ 32,666.67	\$ 9,823.42
August	\$ 32,120.69	\$ 45,717.82	\$ 32,666.67	\$ 13,051.15
September	\$ 32,120.69	\$ 37,858.13	\$ 32,666.67	\$ 5,191.46
October	\$ 32,120.69	\$ 38,513.86	\$ 32,666.67	\$ 5,847.19
November	\$ 32,120.69	\$ 31,556.27	\$ 32,666.67	\$ (1,110.40)
December	\$ 32,120.69	\$ 36,821.29	\$ 32,666.67	\$ 4,154.62
Total	\$385,448.28	\$442,971.27	\$392,000.04	\$50,971.23

	2016 Budgeted Expenditures	2016 Actual Revenue	2016 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,831.67	\$ 30,622.11	\$ 32,837.00	\$ (2,214.89)
February	\$ 32,831.67	\$ 25,924.37	\$ 32,833.00	\$ (6,908.63)
March	\$ 32,831.67	\$ 34,792.62	\$ 32,833.00	\$ 1,959.62
April	\$ 32,831.67	\$ 30,479.46	\$ 32,833.00	\$ (2,353.54)
May	\$ 32,831.67	\$ 36,744.14	\$ 32,833.00	\$ 3,911.14
June	\$ 32,831.67	\$ 47,522.11	\$ 32,833.00	\$ 14,689.11
July	\$ 32,831.67	\$ 42,452.28	\$ 32,833.00	\$ 9,619.28
August	\$ 32,831.67	\$ 46,937.33	\$ 32,833.00	\$ 14,104.33
September	\$ 32,831.67	\$ 37,904.58	\$ 32,833.00	\$ 5,071.58
October	\$ 32,831.67	\$ 40,434.15	\$ 32,833.00	\$ 7,601.15
November	\$ 32,831.67	\$ 36,186.56	\$ 32,833.00	\$ 3,353.56
December	\$ 32,831.63	\$ 38,570.20	\$ 32,833.00	\$ 5,737.20
Total	\$393,980.00	\$448,569.91	\$394,000.00	\$54,569.91

Charge Payment Fund: Payments received on outstanding charges.

Escrow Payment Fund: Customer money being held for future activity.

County Transfer Fee Fund: County retains 20% of all Transfer Fees collected.

County VitalChek Fee Fund: County retains \$10.00 from every person requesting a vital record online via Vitalchek.

Laredo Remote: County collects a fee from customers using Laredo software outside of the courthouse.

State DOA Fund: Signing of state budget bill 10/26/2007 increased birth certificates by \$8, marriage and death certificates by \$13.00, and the expedite fee by \$10.00. All monies to be mailed to the Department of Administration. The increase was enacted to come into compliance with recent federal laws. The monies will be used to automate outdated paper registration, archiving and copy issuance systems at the State and local vital records offices.

Reports Fund: County collects a fee (.50/page) from customers requesting reports.

Register of Deeds Fund: County retains all remaining recording fees (\$15.00 from each document recorded. \$5.00 from each first copy of every birth record sold. \$7.00 from each first copy of every death and marriage record sold. \$3.00 for each extra copy of vital records sold.)

County Land Record Fund: Effective June 25, 2010 statutes provide that \$8.00 is retained for the provision of land information on the internet and for Land Records modernization.

State Transfer Fund: State collects 80% of all Transfer Fees collected.

State Birth Fund: State collects \$7.00 of every birth record sold.

State Land Record Fund: State collects \$7.00 from each document recorded.

Fund Transaction Summary Report by Account Number

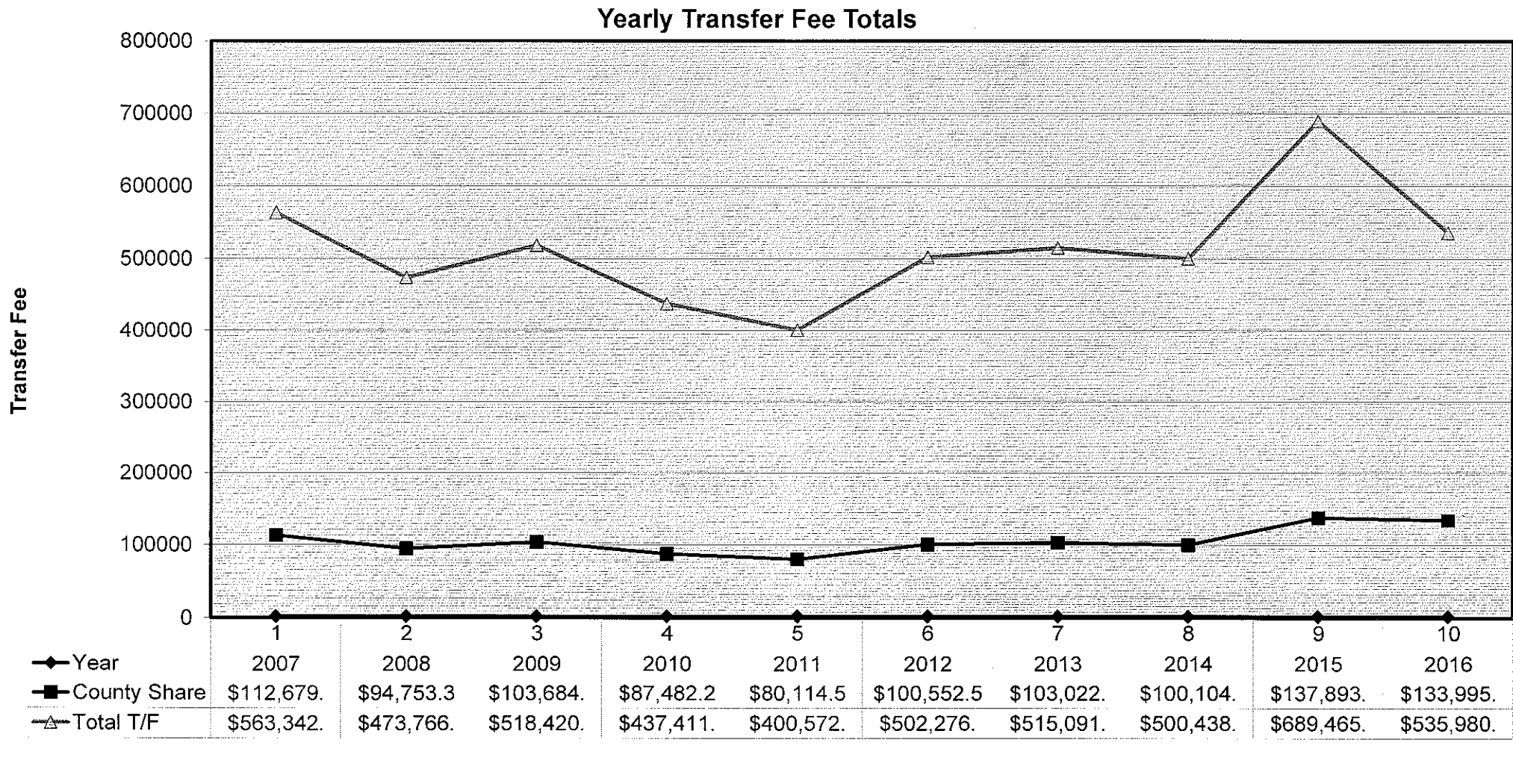
Report Criteria: TndrDate >= Date(2016, 12, 1) And TndrDate <= Date(2016, 12, 31)

Account Number	Fund Name	Total Fund Amount	Total Outstanding Charges	Total Fund due
-1	CHARGE PAYMENT FUND	64.00	0.00	64.00
	Subtotal for -1:	64.00	0.00	64.00
-2	ESCROW PAYMENT FUND	27,881.80	0.00	27,881.80
	Subtotal for -2:	27,881.80	0.00	27,881.80
11	COUNTY TRANSFER FEE FUND	8,902.98	0.00	8,902.98
	Subtotal for 11:	8,902.98	0.00	8,902.98
20	COUNTY VITALCHEK FEE FUND	170.00	0.00	170.00
	Subtotal for 20:	170.00	0.00	170.00
21	LAREDO REMOTE	8,052.72	0.00	8,052.72
	Subtotal for 21:	8,052.72	0.00	8,052.72
22	STATE DOA FUND	3,094.00	0.00	3,094.00
	Subtotal for 22:	3,094.00	0.00	3,094.00
30	REPORTS FUND	55.00	0.00	55.00
	Subtotal for 30:	55.00	0.00	55.00
4	REGISTER OF DEEDS FUND	21,389.50	0.00	21,389.50
	Subtotal for 4:	21,389.50	0.00	21,389.50
5	COUNTY LAND RECORD FUND	7,904.00	0.00	7,904.00
	Subtotal for 5:	7,904.00	0.00	7,904.00
6	STATE TRANSFER FUND	35,611.92	0.00	35,611.92
	Subtotal for 6:	35,611.92	0.00	35,611.92
7	STATE BIRTH FUND	1,057.00	0.00	1,057.00
	Subtotal for 7:	1,057.00	0.00	1,057.00
9	STATE LAND RECORD FUND	6,916.00	0.00	6,916.00
	Subtotal for 9:	6,916.00	0.00	6,916.00
	Grand Total:	121,098.92	0.00	121,098.92

End of Report

Monthly Document Totals

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1995	909	846	1030	1068	1316	1407	1173	1510	1408	1315	1156	1131	14269
1996	1103	1059	1141	1475	1541	1433	1490	1458	1472	1313	1118	1066	15669
1997	985	832	1107	1344	1475	1489	1428	1407	1302	1454	1101	1377	15301
1998	1168	1467	1437	1737	1689	1970	1965	1599	1676	1854	1750	1606	19918
1999	1514	1385	1736	1884	1663	1947	1635	1547	1350	1378	1244	1149	18432
2000	1067	1087	1366	1261	1448	1458	1177	1289	1217	1388	1224	1054	15036
2001	1048	1112	1476	1582	1953	1818	1797	1905	1438	1965	2030	1949	20073
2002	2223	1574	1492	1801	1704	1627	1845	1804	2155	2379	2226	2098	22928
2003	2185	1972	2088	2232	2237	2222	2654	2616	2302	1943	1419	1385	25255
2004	1380	1148	1604	1776	1538	1873	1550	1691	1602	1530	1478	1294	18464
2005	1279	1029	1281	1365	1470	1667	1482	1658	1479	1458	1354	1473	16995
2006	1243	983	1340	1362	1565	1531	1241	1387	1277	1306	1197	993	15425
2007	1024	960	1192	1289	1327	1387	1296	1397	1128	1312	1067	887	14266
2008	1077	1138	1328	1408	1355	1419	1293	1151	1138	1128	875	878	14188
2009	1122	1378	1507	1484	1604	1596	1507	1234	1186	1264	1187	988	16057
2010	914	789	1154	1126	1038	1317	993	1349	1304	1321	1583	1371	14259
2011	1168	952	902	884	916	1023	884	1087	1097	1263	1259	1079	12514
2012	1129	964	1165	1098	1361	1186	1228	1274	1038	1283	1239	1070	14035
2013	1136	1070	1031	1122	1138	1070	1110	1044	942	1060	944	818	12485
2014	727	627	724	814	985	964	992	945	933	1040	852	754	10357
2015	835	745	904	954	971	1092	1232	1069	1134	987	921	901	11745
2016	766	673	858	834	1042	1007	947	1086	1060	1041	950	990	11254



FMXFES01 RPT

Fee Transaction Summary Report by Account Number

Report Criteria: TndrDate >= Date(2016, 12, 1) And TndrDate <= Date(2016, 12, 31)

Account Number	Fee Name	Count	Total Fee Amount	Total Outstanding Charges	Total Fee Due
-1	CHARGE PAYMENT FEE	2	64.00	0.00	64.00
	Subtotal for -1:	2	64.00	0.00	64.00
-2	ESCROW PAYMENT FEE	48	27,881.80	0.00	27,881.80
	Subtotal for -2:	48	27,881.80	0.00	27,881.80
13	PLAT FEE	2	100.00	0.00	100.00
	Subtotal for 13:	2	100.00	0.00	100.00
14	116 - BIRTH ADDL VITALS	76	348.00	0.00	348.00
	151 - BIRTH ORIG VITALS	136	3,020.00	0.00	3,020.00
	790 - DEATH ADDL VITALS	95	2,370.00	0.00	2,370.00
	102 - DEATH ORIG VITALS	102	2,040.00	0.00	2,040.00
	43 - MARRIAGE ADDL VITALS	19	129.00	0.00	129.00
	80 - MARRIAGE ORIG VITALS	30	600.00	0.00	600.00
	Subtotal for 14:	458	8,507.00	0.00	8,507.00
20	1232 VITALCHEK FEE	17	340.00	0.00	340.00
	Subtotal for 20:	17	340.00	0.00	340.00
21	LAREDO REMOTE FEE	12	8,052.72	0.00	8,052.72
	Subtotal for 21:	12	8,052.72	0.00	8,052.72
24	CERTIFIED COPY FEE	4	16.00	0.00	16.00
	Subtotal for 24:	4	16.00	0.00	16.00
30	REPORTS FEE	4	55.00	0.00	55.00
	Subtotal for 30:	4	55.00	0.00	55.00
31	OVERAGE AMOUNT	1	2.00	0.00	2.00
	Subtotal for 31:	1	2.00	0.00	2.00
4	RECORDING FEES	1,030	29,640.00	0.00	29,640.00
	Subtotal for 4:	1,030	29,640.00	0.00	29,640.00
5	ABTRACTOR COPY FEE	38	481.00	0.00	481.00
	COPY FEE	75	368.00	0.00	368.00
	LAREDO REMOTE COPY FEE	109	1,076.50	0.00	1,076.50
	Subtotal for 5:	222	1,925.50	0.00	1,925.50
8	TRANSFER FEE	121	44,514.90	0.00	44,514.90
	Subtotal for 8:	121	44,514.90	0.00	44,514.90
	Grand Total:	1,921	121,098.92	0.00	121,098.92

End of Report

Vital Statistics Count																
Births																
Year	Jan.	Feb.	Mar.	1st 1/4	Apr.	May	June	2nd 1/4	July	Aug.	Sept.	3rd 1/4	Oct.	Nov.	Dec.	Year Total
2000	154	145	166	465	161	153	186	500	153	179	124	456	121	134	131	1807
2001	149	130	157	436	157	160	146	463	171	174	127	472	155	148	140	1814
2002	158	150	120	428	151	152	129	432	173	170	164	507	154	108	132	1761
2003	167	128	136	431	133	173	151	457	168	166	146	480	163	88	152	1771
2004	157	127	143	427	145	152	170	467	164	156	154	474	100	152	151	1771
2005	125	146	156	427	149	157	167	473	139	190	150	479	133	155	129	1796
2006	126	81	119	326	104	99	134	337	111	154	141	406	133	107	93	1402
2007	128	107	171	406	123	139	153	415	166	133	124	423	160	150	126	1680
2008	131	130	164	425	155	145	149	449	141	128	144	413	150	121	137	1695
2009	143	108	111	362	129	150	142	421	138	113	125	376	118	119	133	1529
2010	135	104	158	397	133	139	143	415	142	128	133	403	110	118	124	1567
2011	117	92	143	352	119	173	135	427	115	132	122	369	148	115	122	1533
2012	132	103	110	345	119	112	119	350	132	133	118	383	132	106	125	1441
2013	143	119	111	373	149	139	138	426	122	142	143	407	107	103	120	1536
2014	114	118	127	359	126	136	106	368	135	118	128	381	121	103	137	1469
2015	118	129	118	365	115	130	145	390	147	138	142	427	123	117	128	1550
2016	132	131	131	394	107	132	134	373	149	148	131	428	137	138	98	1568

Vital Statistics Count																
Deaths																
Year	Jan.	Feb.	Mar.	1st 1/4	Apr.	May	June	2nd 1/4	July	Aug.	Sept.	3rd 1/4	Oct.	Nov.	Dec.	Year Total
2000	115	109	104	328	77	83	92	252	77	97	83	257	103	90	98	1128
2001	117	86	107	310	100	85	92	277	96	91	91	278	100	96	78	1139
2002	114	93	90	297	89	90	79	258	108	85	104	297	82	84	125	1143
2003	115	100	91	306	96	83	67	246	108	70	71	249	102	72	95	1070
2004	113	63	94	270	73	91	96	260	97	78	80	255	98	77	75	1035
2005	138	95	118	351	103	93	83	279	73	114	81	268	88	105	86	1177
2006	119	84	95	298	86	93	97	276	82	88	83	253	98	96	77	1098
2007	117	89	108	314	108	105	90	303	102	92	82	276	104	97	81	1175
2008	88	96	95	279	103	86	80	269	91	87	83	261	88	90	99	1086
2009	108	84	98	290	86	81	85	252	81	79	96	256	94	102	70	1064
2010	100	93	107	300	105	97	92	294	85	127	87	299	93	90	89	1165
2011	93	77	101	271	101	104	94	299	104	109	93	306	99	76	89	1140
2012	125	91	85	301	101	101	95	297	90	78	98	266	99	120	93	1176
2013	120	103	106	329	110	86	81	277	113	95	115	323	115	108	110	1262
2014	104	86	103	293	91	113	109	313	66	75	93	234	83	61	87	1071
2015	94	65	82	241	95	56	72	223	81	64	63	208	109	54	65	900
2016	71	56	90	217	74	67	64	205	57	71	72	200	75	73	64	834

Vital Statistics Count																
Marriages																
Year	Jan.	Feb.	Mar.	1st 1/4	Apr.	May	June	2nd 1/4	July	Aug.	Sept.	3rd 1/4	Oct.	Nov.	Dec.	Year Total
2000	28	25	39	92	31	59	69	159	53	73	65	191	63	32	19	556
2001	25	22	20	67	33	59	54	146	77	78	51	206	59	28	25	531
2002	28	23	17	68	40	55	58	153	52	64	57	173	59	26	29	508
2003	26	24	23	73	31	44	64	139	70	55	83	208	51	31	25	527
2004	9	16	20	45	24	42	58	124	52	73	51	176	60	28	30	463
2005	26	19	17	62	26	46	61	133	69	86	57	212	51	34	26	518
2006	27	20	23	70	27	53	47	127	48	62	66	176	66	27	25	491
2007	21	15	21	57	25	36	57	118	63	69	52	184	59	18	17	453
2008	20	23	22	65	24	31	57	112	54	65	45	164	62	15	27	445
2009	18	22	21	61	34	38	54	126	35	50	57	142	50	23	19	421
2010	13	11	22	46	15	36	71	122	44	56	62	162	57	21	15	423
2011	23	13	13	49	19	44	48	111	43	76	51	170	46	25	9	410
2012	18	17	14	49	15	38	52	105	52	56	49	157	61	13	21	406
2013	26	16	16	58	25	43	43	111	55	61	56	172	59	23	14	437
2014	21	23	13	57	17	29	54	100	46	50	53	149	52	16	26	400
2015	11	13	17	41	19	34	57	110	49	66	50	165	62	12	20	410
2016	22	14	11	47	23	32	45	100	48	53	67	168	62	12	13	402

County of Wood

Report of claims for: REGISTER OF DEEDS

For the period of: JANUARY 2017

For the range of vouchers: 24170001 - 24170005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
24170001	FIDLAR TECHNOLOGIES INC	LIFE CYCLE & REPLICATION SVCS	01/01/2017	\$40,500.00	
24170002	FIDLAR TECHNOLOGIES INC	DECEMBER LAREDO	01/12/2017	\$304.39	
24170003	STATE OF WISCONSIN HEALTH & FAMILY	VITAL RECORDS SECURITY PAPER	01/09/2017	\$1,196.80	
24170004	WI REG OF DEEDS ASSOCIATION	WI REG OF DEEDS ASSOC DUES	01/01/2017	\$100.00	
24170005	GINTER SUSAN	MILEAGE TO/FROM DISTRICT MTG	01/24/2017	\$49.22	
Grand Total:				\$42,150.41	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

VICTIM WITNESS SERVICES MONTHLY REPORT
DECEMBER 30, 2016 TO JANUARY 26, 2017

Contact made with 94 victim and witnesses.

Met with 32 victims or witnesses in person.

Initial Contact Packets sent on 53 new cases.

Disposition information sent on 76 closed cases.

Sentencing after revocation information sent to 46 victims.

Informed 12 cases of no prosecution .

Relayed no contact information in 22 cases.

Processed Victim Appellate information in 1 case.

Restitution determined in 14 new files.

Participated in the Child Abuse Task Force Meeting on December 14, 2016.

Chaired the Crime Victim Rights Board Meeting at the State Bar in Madison on January 6th .

Prepared and assisted a Family through Trial on January 18th.

Attended the Coordinated Community Response Team Meeting at Department of Correction Office on January 20th .

Submitted State Reimbursement for July – December 2017 and the Annual Report to DOJ on January 20, 2017.

Restitution ordered in this time period of \$14362.17 of which \$1453.89 is owed to Wood County Citizens and \$12908.28 to Wood County Businesses.

Respectfully Submitted ,



Trisha L. Anderson

6

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

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: 1-17-17

Time: 11:30 AM

Place: 7760 Hwy Y. Mfld
HOME

The circumstances giving rise to my claim are as follows:

SNOW PLOWING GRADER WING.
HIT MAIL BOX. BROKE PIPE & ELBOW.



The names of county personnel involved are: WOOD

The names of other witnesses are: CURT PRIEM 7750 Hwy. Y. Mfld. 54449.

THE CLAIM

I request the following relief: ^{1 1/2"}36" PIPE & ELBOW 18.99
3.08
LABOR 210.00
\$32.07

Date

1-24-17

Signature

Print Name: MARTIN KLOOS

Address: 7760 Hwy. Y.
MARSHFIELD WI.
54449

1/26/17 Copy to Corp Counsel, Rick Maynt, Hwy

MARSHFIELD, WI 54449

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 04/18/17

If you have questions regarding the
charges on your receipt, please
email us at:
MFLDfrontend@menards.com



Sale Transaction

1-1/2" GALV COUPLING	
6857354	3.19
1-1/2" X 36" GALV NIPPLE	
6858366	18.99
1-1/2" GALV CAP	
6857383	2.17
1-1/2" X 3" GALV NIPPLE	
6857451	1.59
1-1/2" 90DEG GALV ELBOW	
6857325	3.08

TOTAL	29.02
TAX MARATHON-WI 5.5%	1.60
TOTAL SALE	30.62
CASH	40.00
CHANGE	9.38

TOTAL NUMBER OF ITEMS = 5

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
6497

NOW HIRING

THANK YOU, YOUR CASHIER, Courtney

52464 06 3622 01/18/17 09:44AM 3147

MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholtz, Corporation Counsel

DATE: February 21, 2017

RE: The Committee of the Whole

Some local units of government have monthly committee of the whole meetings and some rarely do. Wood County falls into the latter category and so the Judicial and Legislative Committee thought it appropriate that some information be gathered on what the function of a committee of the whole (COW) is and how it operates.

According to *Robert's Rules of Order* there are three different types of a COW, the first being for large assemblies (100 or more members), the second being for medium size entities (50 – 100, also known as a quasi-committee of the whole), and the third being for smaller groups (under 50) which is sometimes called “Informal Consideration.” It is this third type that will primarily be discussed herein. Some of the attributes to such a COW are:

- Even though the COW consists of all of the members of the entire body in attendance, it is a committee in how it acts.
- The normal presiding officer chairs the COW for smaller, informal consideration type entities but in a large assembly a different member will be chosen to run the COW.
- The governmental body votes to go into a COW and upon majority vote passage does so then or at a future designated time. (It isn't unusual for a local unit of government to have a COW meeting on a monthly basis so that significant matters that exceed the bounds of any given committee are discussed at the same time by the entire elected body.)
- The motion to refer a matter to a COW or to enter a COW is debatable.
- The governing body (the county board) may decide in advance of the COW as to what will constitute a quorum for the COW if different than for that of the body itself.
- Members can speak to an issue an unlimited number of times, which is one of the primary purposes of addressing a matter as a COW. In lieu of referring an issue to a COW an assembly can waive the number of times a member may speak to an issue.
- Decisions made at the COW constitute recommendations to the parent body and require final action by the parent body. (That has been my experience working with governmental entities over the years but is an aberration from what *Robert's* suggests is the rule for the smaller, informal consideration groups.)
- There are slightly different rules for the three types of COW.

- A COW may not refer a matter to a committee and none of the three types of a COW contemplate anything other than the entire governmental body referring a matter to a COW; a committee of the body would not appear to have this power. *Robert's* doesn't contemplate a committee being in a position to have non-committee members but members of the larger governmental body incorporated into the committee's duties by the committee moving to become a COW.

In light of the various ways the three different types of COWs act, it is important for there to be adequate directions given to a COW in a motion referring a matter to a COW or moving for the body to proceed as a COW. Plans to use the COW process should be reviewed with the board's parliamentarian or corporation counsel in advance of doing so.

Board: Memorandums: Committee of the Whole Feb 2017.docx

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Peter Kastenholz

From: Peter Kastenholz
Sent: Monday, January 9, 2017 11:44 AM
To: Ed Wagner
Cc: Jason Grueneberg; lance1@charter.net; Cindy Cepress
Subject: Supervisory Redistricting

Hi Ed. One of the matters brought up at the January J&L Comm. meeting that has been listed for further discussion at the committee's February meeting is the idea of revising the number of county board supervisory districts, presumably before the next decennial census results. The committee directed me to ascertain if this was legal and report back to the committee. After reviewing the statutory provisions set forth below, I have determined it would be legal for the county board to reduce the number of supervisory districts before the next decennial census results.

In relevant part, Wis. Stat. s. 59.10(3), which addresses supervisory redistricting for counties with a population of less than 500,000 residents, provides as follows:

(3) Other counties.

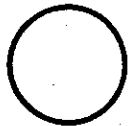
(cm) *Changes during decade; reduction in size.* 1. 'Number of supervisors; redistricting.' Except as provided in subd. 3., following the enactment of a decennial supervisory district plan under par. (b), the board may decrease the number of supervisors.

.....
3. 'Limitation.' If the number of supervisors in a county is decreased by the board or by petition under this paragraph, no further action may be taken by the board or by petition under this paragraph in that county until after enactment of the next decennial supervisory district plan by the board under par. (b).

Since the county board last modified the number of supervisors in 2008, there hasn't been a reduction in supervisory districts since the last decennial census and therefore the law does allow for one such reduction prior to the next decennial census. There is no provision for the increase in the number of supervisory districts between decennial censuses.

I thought I would share this information with you, as the committee chair, before the meeting and also copy in Jason and Lance on the email so that they are aware of the discussion as they may be interested in participating in it at the committee's next meeting.

Thanks. Peter



RESOLUTION#

Introduced by Judicial & Legislative Committee

Page 1 of 1

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

LAD

INTENT & SYNOPSIS: To adopt a county board rule that provides guidance on the acquisition and disposition of personal property by county staff.

FISCAL NOTE: None.

WHEREAS, there currently are no rules with respect to the acquisition of personal property by the county and only Emergency Management Surplus Property Procedures with respect to disposing of personal property, and

WHEREAS, it is important for both employees and county board supervisors to understand when and how personal property of the county may be acquired and disposed of, and

WHEREAS, the Judicial and Legislative Committee has considered the matter and drafted proposed County Board Rule #43 to read as follows:

Department heads are responsible for county-owned personal property used by their staff. Personal property means all furniture, fixtures and equipment that had an original value of \$50 or more but does not include consumables.

A. Acquisition of personal property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Department and approved by its oversight committee.

- B. Use of personal property. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.
- C. Disposition of personal property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:
1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it shall be properly recycled if appropriate, otherwise it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.
 2. If the personal property has sufficient value it may be:
 - a. Transferred to the Emergency Management Department for disposition pursuant to the policies of that department.
 - b. Turned over to a vendor for a credit on the acquisition of new personal property.
 - c. Transferred to a different county department.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to create County Board Rule #43, as set forth above.