



**Portage County Clerk**  
1516 Church Street  
Stevens Point, WI 54481  
Phone: 715-346-1351 Fax: 715-346-1486  
[countyclerk@co.portage.wi.us](mailto:countyclerk@co.portage.wi.us)

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**PUBLIC COMMENT FORM**

Today's Date \_\_\_\_\_

If you wish to address the Portage County Board of Supervisors, please fill out this sheet completely and deliver to the Portage County Clerk's Office, 1516 Church St, Stevens Point, WI 54481, or send to [countyclerk@co.portage.wi.us](mailto:countyclerk@co.portage.wi.us) no later than noon seven days prior to the meeting. The agenda item shall be reviewed by the County Board Chair and must pertain to a County government function. At the meeting you will be recognized during the **Public Notice Agenda Items** section. Comments are limited to three minutes on the requested agenda item.

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Number Street City Zip

Phone (\_\_\_\_) \_\_\_\_\_

Date of County Board Meeting \_\_\_\_\_

Topic of Discussion \_\_\_\_\_

Brief Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Portage County Ordinance 3.1.48(e).** For all County Board meetings there shall be a provision for "**Public Notice Agenda Items**" as follows. Members of the Public may present an agenda item in writing to the County Clerk no later than noon seven days prior to the meeting. The agenda item shall be reviewed by the Chair and must pertain to a county governmental function. The citizen will then be afforded an opportunity to address the County Board during the County Board meeting for a period not to exceed three minutes on the agenda item. The County Clerk may serve as timekeeper for the Board. The citizen should not expect to engage in a general discussion with the County Board or with county staff. However, the County Board Chair may, at his or her discretion, allow County Board Members or county staff to respond for the sole purpose of clarifying or correcting factual statements only. No general debate will be permitted. This provision applies only to the County Board meetings and does not apply to other committees, boards, or commissions of the county.

Reviewed by: \_\_\_\_\_  
County Board Chair

Date: \_\_\_\_\_