

Portage County
Official Directory
2020-2021
(Updated 10-16-20)

Portage County Courthouse
1516 Church Street
Stevens Point, WI 54481
www.co.portage.wi.us

Compiled by:
Kayla R. Filen
County Clerk

County Information
(715)346-1351

County Population
71,680

County Seat
Stevens Point

823 Square Miles
526,813 Acres

**PORTAGE COUNTY
WISCONSIN**

2020-2021

AL HAGA
Chairman of County Board

LARRY RAIKOWSKI
First Vice-Chairman

JEANNE DODGE
Second Vice-Chairman

KAYLA R. FILEN
County Clerk

DIRECTORY INDEX

County Departments

Aging & Disability Resource Center	Circuit Court Branch 1	Circuit Court Branch 2	Circuit Court Branch 3
Clerk of Circuit Courts	Corporation Counsel	County Clerk	County Executive
District Attorney	Facilities Management	Family Court Commissioner	Finance
Health and Human Services	Health Care Center	Highway	Human Resources
Information Technology	Justice Programs	Library	Medical Examiner
Parks	Planning and Zoning	Purchasing	Register of Deeds/Land Description
Sheriff	Solid Waste	Surveyor	Treasurer
University of Wisconsin-Madison Portage County	Veterans Service		

[County Directory](#)
[County Officers](#)
[National Officers](#)
[US Senators and Congressmen](#)
[State Officers](#)
[State Senators and Representatives](#)
[Supervisory District Boundaries](#)
[County Board Supervisors](#)
[County Board Committees](#)
[Structures and Responsibilities of the County Board](#)
[City of Stevens Point Officers](#)
[School Districts](#)
[Technical College Board Members](#)

Town Officers

Alban	Almond	Amherst
Belmont	Buena Vista	Carson
Dewey	Eau Pleine	Grant
Hull	Lanark	Linwood
New Hope	Pine Grove	Plover
Sharon	Stockton	

Village Officers

Almond	Amherst	Amherst Junction
Junction City	Nelsonville	Park Ridge
Plover	Rosholt	Whiting

COUNTY INDEX

(Stevens Point, WI 54481 Mailing Address Unless Otherwise Listed)

AGING & DISABILITY RESOURCE CENTER	
1519 Water St.....	715-346-1401
AGRICULTURAL AGENT - EXTENSION	
1462 Strongs Ave.....	715-346-1318
CENTRAL WISCONSIN AIRPORT	
100 CWA Dr, Suite 277, Mosinee, WI 54455	715-693-2147
CHILD SUPPORT	
817 Whiting Ave.....	715-346-1588
CIRCUIT COURT JUDGE BRANCH I	
1516 Church St.....	715-346-1355
CIRCUIT COURT JUDGE BRANCH II	
1516 Church St.....	715-346-1360
CIRCUIT COURT JUDGE BRANCH III	
1516 Church St.....	715-346-1244
CLERK OF CIRCUIT COURTS	
1516 Church St.....	715-346-1364
COMMUNITY DEV EDUCATOR - EXTENSION	
1462 Strongs Ave.....	715-346-1319
CORPORATION COUNSEL	
1516 Church St.....	715-346-1368
COUNTY BOARD CHAIRMAN	
1516 Church St.....	715-346-1351
COUNTY CLERK	
1516 Church St.....	715-346-1351
COUNTY EXECUTIVE	
1462 Strongs Ave.....	715-346-1997
DEPARTMENT OF MOTOR VEHICLES (DMV)	
1001 Maple Bluff Rd, Suite 2.....	608-264-7447
DEPARTMENT OF NATURAL RESOURCES (DNR)	
2510 Maple Dr, Plover, WI 54467	
Fax 715-344-1035.....	1-888-936-7463
DISTRICT ATTORNEY	
1516 Church St.....	715-346-1300
FACILITIES MANAGEMENT	
1462 Strongs Ave.....	715-346-1598
FAMILY COURT COMMISSIONER	
1516 Church St.....	715-345-5703
FAMILY LIVING EDUCATOR - EXTENSION	
1462 Strongs Ave.....	715-346-1321
FINANCE DEPARTMENT	
1462 Strongs Ave.....	715-346-1330
FOODWISE PROGRAM - EXTENSION	
1462 Strongs Ave.....	715-346-1664
4-H YOUTH DEV EDUCATOR - EXTENSION	
1462 Strongs Ave.....	715-346-1320
GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT COUNCIL INC	
1100 Main St, Suite #150.....	715-343-6215
HEALTH CARE CENTER	
825 Whiting Ave.....	715-346-1375
HEALTH & HUMAN SERVICES DEPT	
817 Whiting Ave.....	715-345-5350
HIGHWAY	
800 Plover Rd, Plover, WI 54467	715-345-5230

HISTORICAL SOCIETY
P.O. Box 672.....715-600-4930

HOUSING AUTHORITY
1100 Center Point Dr, Suite 201B715-346-1392

HUMAN RESOURCES DEPARTMENT
1462 Strong's Ave
Main Number.....715-346-1327
Job Hotline715-346-1345

HUMANE SOCIETY
3200 Iber Ln, Plover, WI 54467.....715-344-6012

INFORMATION
1516 Church St715-346-1351

INFORMATION TECHNOLOGY
1462 Strong's Ave.....715-346-1395

JUDICARE
817 Whiting Ave715-345-5350

JUSTICE PROGRAMS
1462 Strong's Ave.....715-346-1334

LAND DESCRIPTION
1516 Church St715-346-1344

LIBRARY
1001 Main St.....715-346-1544

MEDICAL EXAMINER
1500 Strong's Ave.....715-346-1449

MUNICIPAL COURT
City of Stevens Point/Village of Plover
1515 Strong's Ave.....715-342-4054

NATURAL RESOURCES CONSER SERV
4949 Kirschling Ct, Suite 1.....715-346-1313

PARKS
Lodge Rentals, Camping & Info
1903 County Hwy Y, Stevens Point, WI 54482715-346-1433
Snowmobile Trail Info.....715-343-6277
Jordan Park Nature Center/Campground
5800 Jordan Road, Stevens Point, WI 54482715-345-0520
Standing Rocks Park, Amherst715-824-3949

PLANNING & ZONING
1462 Strong's Ave.....715-346-1334

PORTAGE HOUSE
1019 Arlington Place715-346-1436

PROBATION & PAROLE
1001 Maple Bluff Rd, Suite 3
Stevens Point, WI 54482.....715-346-1250

PUBLIC DEFENDER
1025 Clark St, 3rd floor715-345-5382

PURCHASING
1462 Strong's Ave.....715-346-1241

REGISTER IN PROBATE
1516 Church St715-346-1490

REGISTER OF DEEDS/LAND DESCRIPTION
1516 Church St715-346-1428

SHERIFF	
1500 Strongs Ave	
Emergency	911
Non-Emergency	715-346-1400
Court Services.....	715-346-1270
Jail.....	715-346-1259
Juvenile Detention.....	715-346-1263
Records.....	715-346-1443
Emergency Management	715-346-1437
Emergency Medical Services.....	715-346-1399
SOCIAL SECURITY	
2213 8th St S, Wisconsin Rapids, WI 54494.... 1-800-772-1213	
SOLID WASTE MANAGEMENT	
600 Moore Rd, Plover, WI 54467	
Transfer Facility & Material Recovery Facility	715-343-6297
SURVEYOR	
1516 Church St	715-346-1343
TREASURER	
1516 Church St	715-346-1348
USDA AREA 5-RURAL DEVELOPMENT	
5417 Clem's Way, Stevens Point, WI 54482.....715-345-7601	
USDA FARM SERVICE AGENCY	
4949 Kirschling Ct, Suite 1.....	715-346-1313
UW-MADISON DIV OF	
EXTENSION PORTAGE COUNTY	
1462 Strongs Ave.....	715-346-1316
VETERANS	
1516 Church St	715-346-1310
VICTIM WITNESS PROGRAM	
1516 Church St	715-346-1300
FOR ALL OTHER NUMBERS	
NOT LISTED ABOVE.....	715-346-1351

[Index](#)

NATIONAL OFFICERS

President Donald J. Trump
Vice-President Michael R. Pence
Attorney General William P. Barr
Secretary of Agriculture Sonny Perdue
Secretary of Commerce Wilbur L. Ross, Jr.
Secretary of Defense Mark T. Esper
Secretary of Education Betsy DeVos
Secretary of Energy Dan Brouillette
Secretary of Health & Human Services Alex M. Azar II
Acting Secretary of
Homeland Security Chad F. Wolf
Secretary of Housing/Urban Dev Ben S. Carson, Sr.
Secretary of Interior David L. Bernhardt
Secretary of Labor Eugene Scalia
Secretary of State Michael R. Pompeo
Secretary of Transportation Elaine L. Chao
Secretary of Treasury Steven T. Mnuchin
Secretary of Veteran Affairs Robert Wilkie

[Index](#)

UNITED STATES

SENATORS

Tammy Baldwin 608-264-5338
30 West Mifflin Street, Suite 700
Madison, WI 53703

Ron Johnson 608-240-9629
5315 Wall Street, Suite 110
Madison, WI 53718

REPRESENTATIVE IN CONGRESS

3rd District

Comprised of the whole counties of Adams, Buffalo,
Crawford, Dunn, Eau Claire, Grant, LaCrosse, Pepin,
Pierce, Portage, Trempealeau, and Vernon,
and parts of Chippewa, Jackson, Juneau, Monroe,
Richland, and Wood County

Ron Kind 608-782-2558
205 5th Ave South, Suite 400
La Crosse, WI 54601

[Index](#)

STATE SENATOR

24th District

Comprised of Assembly Districts 70, 71 and 72.

Patrick Testin 608-266-3123
Room 131 South, State Capitol Fax 608-282-3564
P.O. Box 7882
Madison, WI 53707
sen.testin@legis.wi.gov

[Index](#)

MEMBERS OF ASSEMBLY

NOTE: Written boundary descriptions may have slight changes due to annexations.

70th District

All of the following territory constitutes the 70th Assembly District:

1. Jackson County. That part of Jackson County consisting of the towns of Bear Bluff, City Point, Knapp, Manchester, and Millston
2. Monroe County. That part of Monroe County consisting of all of the following:
 - a. The towns of Byron, Grant, Greenfield, La Grange, Lafayette, Lincoln, Little Falls, New Lyme, Oakdale, Scott, and Sparta
 - b. The villages of Oakdale, Warrens, and Wyeville
 - c. The cities of Sparta and Tomah
3. Portage County. That part of Portage County consisting of all of the following:
 - a. The towns of Carson, Dewey, Eau Pleine, and Hull
 - b. The village Junction City
 - c. The part of the village of Milladore located in the County
 - d. The city of Stevens Point – Wards 34-47
4. Wood County. That part of Wood County consisting of all of the following:
 - a. The towns of Arpin, Cranmoor, Dexter, Hansen, Hiles, Milladore, Port Edwards, Remington, Richfield, Rudolph, Seneca, Sherry, Sigel, and Wood
 - b. The villages of Arpin, Rudolph, and Vesper
 - c. That part of the village of Milladore located in the county.
 - d. The cities of Nekoosa and Pittsville

Nancy VanderMeer 608-266-8366
Room 11 West, State Capitol Toll Free 888-534-0070
P.O. Box 8953 Fax 608-282-3670
Madison, WI 53708
rep.vandermeer@legis.wisconsin.gov

71st District

All of the following territory constitutes the 71st Assembly District:

- 1) Portage County. That part of Portage County consisting of all of the following:
 - a) The towns of Alban, Amherst, Belmont, Buena Vista, Lanark, Linwood, New Hope, Plover, Sharon, and Stockton
 - b) That part of the town of Grant comprising Ward 3
 - c) The villages of Amherst, Amherst Junction, Nelsonville, Park Ridge, Plover, Rosholt, and Whiting
 - d) The city of Stevens Point – Wards 1-33

Katrina Shankland 608-267-9649

Room 304 West, State Capitol Toll Free 888-534-0071

P.O. Box 8953 Fax 608-282-3671

Madison, WI 53708

rep.shankland@legis.wisconsin.gov

72nd District

All of the following territory constitutes the 72nd Assembly District:

1. Adams County. That part of Adams County consisting of the towns of Big Flats, Colburn, Leola, Monroe, Preston, Richfield, Rome, and Strongs Prairie
2. Portage County. That part of Portage County consisting of all of the following:
 - a. The towns of Almond and Pine Grove
 - b. That part of the town of Grant comprising Wards 1, 2 and 4
 - c. The village of Almond
3. Waushara County. The part of Waushara County consisting of all of the following:
 - a. The towns of Coloma, Dakota, Deerfield, Hancock, Marion, Oasis, Plainfield, Richford, Rose, and Wautoma
 - b. The villages of Coloma, Hancock, and Plainfield
 - c. The city of Wautoma
4. Wood County. That part of Wood County consisting of all of the following:
 - a. The towns of Grand Rapids and Saratoga
 - b. The villages of Biron and Port Edwards
 - c. The city of Wisconsin Rapids

Scott Krug 608-266-0215

Room 207 North, State Capitol Toll Free 888-529-0072

P.O. Box 8952 Fax 608-282-3672

Madison, WI 53708

rep.krug@legis.wisconsin.gov

[Index](#)

STATE OFFICERS

Governor Tony Evers

Lieutenant Governor..... Mandela Barnes

Secretary of State..... Doug La Follette

State Treasurer Sarah Godlewski

Attorney General Josh Kaul

Superintendent of

Public Instruction.....Carolyn Stanford Taylor

[Index](#)

COUNTY OFFICERS

County Executive Chris Holman
County Clerk Kayla R. Filen
Treasurer..... Pam Przybelski
Sheriff..... Mike Lukas
Clerk of Circuit Court..... Lisa M. Roth
District Attorney Louis J. Molepske, Jr.
Register of Deeds..... Cynthia Wisinski
Surveyor..... Thomas Trzinski

[Index](#)

DEPARTMENTS

AGING & DISABILITY RESOURCE CENTER

1519 Water St, Stevens Point, WI 54481

715-346-1401 Fax 715-346-1418

Email: adrc@co.portage.wi.us

www.co.portage.wi.us/department/adrc

ADRC Director..... Cindy Piotrowski

[Index](#)

CIRCUIT COURT – BRANCH I

1516 Church St, Stevens Point, WI 54481

715-346-1355 Fax 715-346-1236

Circuit Judge Branch I..... Hon. Thomas B. Eagon

[Index](#)

CIRCUIT COURT – BRANCH II

1516 Church St, Stevens Point, WI 54481

715-346-1360 Fax 715-346-1236

Circuit Judge Branch II..... Hon. Robert J. Shannon

• Register in Probate 715-346-1490

[Index](#)

CIRCUIT COURT – BRANCH III

1516 Church St, Stevens Point, WI 54481

715-346-1244 Fax 715-346-1236

Circuit Judge Branch III..... Hon. Thomas T. Flugaur

[Index](#)

CLERK OF CIRCUIT COURTS

1516 Church St, Stevens Point, WI 54481

715-346-1364 Fax 715-346-1236

Email: portage.clerkofcourts@wicourts.gov

www.co.portage.wi.us/department/clerk-of-courts

Clerk of Circuit Court..... Lisa M. Roth

[Index](#)

CORPORATION COUNSEL

1516 Church St, Stevens Point, WI 54481
715-346-1368 Fax 715-343-6258
Email: corporationcounsel@co.portage.wi.us
Corporation Counsel David Ray
[Index](#)

COUNTY CLERK

1516 Church St, Stevens Point, WI 54481
715-346-1351 Fax 715-346-1486
Email: countyclerk@co.portage.wi.us
County Clerk Kayla R. Filen
[Index](#)

COUNTY EXECUTIVE

1462 Strongs Ave, Stevens Point, WI 54481
715-346-1997 Fax 715-346-1995
Email: countyexecutive@co.portage.wi.us
County Executive Chris Holman
[Index](#)

DISTRICT ATTORNEY

1516 Church St, Stevens Point, WI 54481
715-346-1300 Fax 715-346-1236
Email: louis.molepske@da.wi.gov
District Attorney Louis J. Molepske, Jr.
• Victim Witness Program 715-346-1300
• Diversion Program Coordinator 715-346-1300
[Index](#)

FACILITIES MANAGEMENT

1462 Strongs Ave, Stevens Point, WI 54481
715-346-1598
Email: facilitiesmanagement@co.portage.wi.us
Facilities Director Todd J. Neuenfeldt
[Index](#)

FAMILY COURT COMMISSIONER

1516 Church St, Stevens Point, WI 54481
715-345-5703 Fax 715-346-1236
Family Court Commissioner Melissa Dalkert
[Index](#)

FINANCE DEPARTMENT

1462 Strongs Ave, Stevens Point, WI 54481
715-346-1330 Fax 715-346-1634
Email: finance@co.portage.wi.us
Finance Director Jennifer A. Jossie
[Index](#)

HEALTH AND HUMAN SERVICES

817 Whiting Ave, Stevens Point, WI 54481

715-345-5350 Fax 715-345-5966

Email: pchhsd@co.portage.wi.us

Health & Human

Services DirectorRaymond F. Przybelski

• Child Support 715-346-1588 Child Support Fax 715-343-6263

• Public Health Fax 715-345-5760

• Portage House 1019 Arlington Place, Stevens Point 54481 715-346-1436

[Index](#)

HEALTH CARE CENTER

825 Whiting Ave, Stevens Point, WI 54481

715-346-1375 Fax 715-346-1628

Health Care Center Director Marcia McDonald, N.H.A.

[Index](#)

HIGHWAY

800 Plover Rd, Plover, WI 54467

715-345-5230 Fax 715-345-5356

Email: highway@co.portage.wi.us

Highway Commissioner..... Nathaniel Check

[Index](#)

HUMAN RESOURCES

1462 Strongs Ave, Stevens Point, WI 54481

715-346-1327 Main Number 715-346-1345 Job Hotline

Fax 715-343-6274

Email: human.resources@co.portage.wi.us

www.co.portage.wi.us/department/human-resources-department

Human Resources Director Laura Belanger Tess

[Index](#)

INFORMATION TECHNOLOGY

1462 Strongs Ave, Stevens Point, WI 54481

715-346-1395 Fax 715-343-6226

Email: itdepartment@co.portage.wi.us

Information Technology Director Alan Hawker

[Index](#)

JUSTICE PROGRAMS

1462 Strongs Ave, Stevens Point, WI 54481

715-346-1334 Fax 715-346-1677

Justice Programs DirectorAndrea Behnke

[Index](#)

LIBRARY

1001 Main St, Stevens Point, WI 54481

715-346-1544 Fax 715-346-1239

Email: reference@pocolibrary.org/

<http://www.pocolibrary.org/>

Director..... Larry E. Oathout

• Almond Library 122 Main St, Almond, WI 54909
715-366-2151

• Plover Library 2151 Roosevelt Dr, Plover, WI 54467
715-341-4007

• Rosholt Library 137 N. Main St, Rosholt, WI 54473
715-677-4512

[Index](#)

MEDICAL EXAMINER

1500 Strongs Ave, Stevens Point, WI 54481

715-346-1449 Fax 715-345-1591

Email: riflemas@co.portage.wi.us

Chief Medical

Examiner Scott W. Rifleman, EMT-P, ABMDI

[Index](#)

PARKS

1903 County Hwy Y, Stevens Point, WI 54482

715-346-1433 Fax 715-346-1994

Email: parks@co.portage.wi.us

Parks Director.....Ryan Rose

[Index](#)

PLANNING & ZONING

1462 Strongs Ave, Stevens Point, WI 54481

715-346-1334 Fax 715-346-1677

Email: planningandzoning@co.portage.wi.us

Planning & Zoning Director Jeffrey P. Schuler

[Index](#)

PURCHASING

1462 Strongs Ave, Stevens Point, WI 54481

715-346-1241 Fax 715-346-1445

Email: purchasing@co.portage.wi.us

Procurement Director Christopher Schultz

[Index](#)

REGISTER OF DEEDS/LAND DESCRIPTION

1516 Church St, Stevens Point, WI 54481

715-346-1428/715-346-1344 Fax 715-345-5361

Email: registerofdeeds@co.portage.wi.us

Register of Deeds.....Cynthia A. Wisinski

[Index](#)

SHERIFF

1500 Strongs Ave, Stevens Point, WI 54481

715-346-1400 Fax 715-346-1591

Email: sheriff@co.portage.wi.uswww.co.portage.wi.us/sheriff

Sheriff..... Mike Lukas

- Court Services 715-346-1270
- Jail 715-346-1259
- Juvenile Detention 715-346-1263
- Records 715-346-1443
- Emergency Management 715-346-1437
- Emergency Medical Services 715-346-1399

[Index](#)**SOLID WASTE**

600 Moore Rd, Plover, WI 54467

715-343-6297 Hazardous Waste Inquiries 715-316-1931

Email: solidwaste@co.portage.wi.us

Solid Waste Director.....Amanda Haffele

[Index](#)**SURVEYOR**

1516 Church St, Stevens Point, WI 54481

715-346-1343 Fax 715-345-5361

Email: surveyor@co.portage.wi.us

Surveyor..... Thomas Trzinski

[Index](#)**TREASURER**

1516 Church St, Stevens Point, WI 54481

715-346-1348 Fax 715-346-1934

Email: treasurerdepartment@co.portage.wi.us

Treasurer.....Pam Przybelski

[Index](#)**UW-MADISON DIV OF EXTENSION PORTAGE COUNTY**

1462 Strongs Ave, Stevens Point, WI 54481

715-346-1316 Fax 715-346-1323

<https://portage.extension.wisc.edu/>

Department Head..... Jason Hausler

[Index](#)**VETERANS SERVICE**

1516 Church St, Stevens Point, WI 54481

715-346-1310 Fax 715-346-1410

Email: veterans@co.portage.wi.us

Veterans Service Director Michael J. Clements

[Index](#)

SUPERVISORY DISTRICT BOUNDARIES

DISTRICT 1

City of Stevens Point – Wards 1-3 & 10

DISTRICT 2

City of Stevens Point – Wards 4-5, 9, 32 & 34

DISTRICT 3

City of Stevens Point – Wards 7-8 & 13

DISTRICT 4

City of Stevens Point – Wards 11, 25-26

DISTRICT 5

City of Stevens Point – Wards 12, 31, 33 & 42

DISTRICT 6

City of Stevens Point – Wards 14-15 & 21

DISTRICT 7

City of Stevens Point – Wards 16-18, 30, 37 & 39

DISTRICT 8

City of Stevens Point – Wards 6, 22-24, 35, 40, 43, 46 & 47

DISTRICT 9

City of Stevens Point – Wards 27-29

DISTRICT 10

City of Stevens Point – Wards 19-20, & 36, & 38, 41, 44 & 45
Town of Hull – Ward 8 and Village of Park Ridge

DISTRICT 11

Town of Dewey and Town of Hull – Wards 1-3

DISTRICT 12

Town of Hull – Wards 4-7

DISTRICT 13

Village of Plover – Wards 2-3

DISTRICT 14

Village of Plover – Wards 4-5

DISTRICT 15

Village of Plover – Wards 6-7

DISTRICT 16

Village of Plover – Wards 8-9

DISTRICT 17

Village of Plover – Ward 1 and Village of Whiting - Wards 1-4

DISTRICT 18

Town of Carson - Wards 1-2, Town of Eau Pleine,
Village of Junction City and Village of Milladore - Ward 2

DISTRICT 19

Town of Linwood - Wards 1-2 and Town of Plover - Wards 1-3

DISTRICT 20

Town of Grant - Wards 1-4 and Town of Pine Grove - Wards 1-2

DISTRICT 21

Town of Sharon - Wards 1-3 and Town of Stockton – Wards 4-5

DISTRICT 22

Town of Buena Vista – Ward 1 and Town of Stockton – Wards 1-3

DISTRICT 23

Town of Almond, Town of Belmont, Town of Buena Vista – Ward 2,
Town of Lanark – Ward 2 and Village of Almond

DISTRICT 24

Town of Amherst – Ward 1, Town of Lanark – Ward 1,
Village of Amherst - Wards 1-2 and Village of Amherst Junction

DISTRICT 25

Town of Alban, Town of Amherst – Ward 2, Town of New Hope,
Village of Nelsonville and Village of Rosholt

[Index](#)

COUNTY BOARD SUPERVISORS

DISTRICT 1

Vinnie Miresse..... 715-252-5791
1008 6th Ave, Stevens Point, WI 54481
Email: miressev@co.portage.wi.us

DISTRICT 2

Chris Doubek 715-341-6119
2225 Fourth Ave, Stevens Point, WI 54481
Email: doubekc@co.portage.wi.us

DISTRICT 3

Meleesa Johnson 715-343-1624
1703 Division St, Stevens Point, WI 54481
Email: supervisormeleesajohnson@gmail.com

DISTRICT 4

David Medin 715-341-0861
2101 West River Dr, Stevens Point, WI 54481
Email: medind@co.portage.wi.us

DISTRICT 5

Julie Morrow 715-544-4422
2509 Falcons Cove, Stevens Point, WI 54482
Email: morrowj@co.portage.wi.us

DISTRICT 6

Mildred E. Neville 715-341-0749
1709 Jefferson St, Stevens Point, WI 54481
Email: nevillem@co.portage.wi.us

DISTRICT 7

Dave Ladick 715-498-7340
4517 Nicolet Ave, Stevens Point, WI 54481
Email: ladickd@co.portage.wi.us

DISTRICT 8

Joan M. Honl 715-341-5880
717 Green Ave, Stevens Point, WI 54481
Email: honlj@co.portage.wi.us

DISTRICT 9

Ntxhais Chai Moua 715-303-8898
2949 Minnesota Ave, Stevens Point, WI 54481
Email: mouac@co.portage.wi.us

DISTRICT 10

Bob Gifford 715-344-2939
517 Fieldcrest Ave, Stevens Point, WI 54481
Email: giffordb@co.portage.wi.us

DISTRICT 11

Stan Potocki 715-341-0725
3474 Sunset Dr, Stevens Point, WI 54482
Email: potockis@co.portage.wi.us

DISTRICT 12

Mike Splinter 715-341-9472
1475 Torun Rd, Stevens Point, WI 54482
Email: splintem@co.portage.wi.us

DISTRICT 13

Donald Jankowski 715-341-4540
2920 Drake St, Plover, WI 54467
Email: jankowskid@co.portage.wi.us

DISTRICT 14

Anton Anday 715-341-2238
2141 Plover Springs Dr, Plover, WI 54467
Email: andaya@co.portage.wi.us

DISTRICT 15

Al Haga 715-346-1351
2140 Norway Pine Dr, Plover, WI 54467
Email: hagaa@co.portage.wi.us

DISTRICT 16

Daniel Martinson 715-498-4123
3140 Revere Rd, Plover, WI 54467
Email: martinsd@co.portage.wi.us

DISTRICT 17

Dennis Raabe 715-570-7482
700 Coventry Dr, Plover, WI 54467
Email: raabed@co.portage.wi.us

DISTRICT 18

Larry Raikowski 715-457-3491
4025 County Rd HO, Junction City, WI 54443
Email: raikowskil@co.portage.wi.us

DISTRICT 19

Scott Soik 715-340-4975
415 West River Dr W, Stevens Point, WI 54481
Email: soiks@co.portage.wi.us

DISTRICT 20

Charles Gussel 715-424-2680
9021 Lake Rd, Wisconsin Rapids, WI 54494
Email: gusselc@co.portage.wi.us

DISTRICT 21

Jeanne Dodge 715-592-4153
1714 County Rd K, Custer, WI 54423
Email: dodgej@co.portage.wi.us

DISTRICT 22

Matt Jacowski, 6695 Eckels Rd..... 715-347-3052
Plover, WI 54467
Email: jacowskim@co.portage.wi.us

DISTRICT 23

Barry Jacowski 715-366-8500
10597 County Rd D, Almond, WI 54909
Email: N/A

DISTRICT 24

Gerry Zastrow..... 715-824-2073
328 Pond St, Amherst, WI 54406
Email: zastrowg@co.portage.wi.us

DISTRICT 25

Ray Reser 715-677-4710
1501 County Rd ZZ, Amherst Junciton, WI 54407
Email: reserr@co.portage.wi.us

[Index](#)

COUNTY BOARD COMMITTEES 2020-2022

EXECUTIVE/OPERATIONS COMMITTEE

Al Haga - CHAIR

Larry Raikowski - FIRST VICE CHAIR

Jeanne Dodge - SECOND VICE CHAIR

Vinnie Miresse

Stan Potocki

James Clark - Citizen

Perry Pazdernik - Citizen

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE (Statutory)

Daniel Martinson

Charles Gussel – VICE CHAIR

Anton Anday

Matt Jacowski – CHAIR

Barry Jacowski

BOARD OF ADJUSTMENT (Statutory)

(County Executive Appointment)

James A. Garbe - Citizen

Donald Rusch - Citizen

Jim Hopp - Citizen

Dennis Meis - Citizen

John Jazdzewski - Citizen

Mike Pagel - 1st Alternate

vacant - 2nd Alternate

CENTRAL WISCONSIN JOINT AIRPORT BOARD

Dave Ladick

Ray Reser

Lonnie Krogwold - Citizen

COMMISSION ON AGING/AGING AND DISABILITY RESOURCE CENTER BOARD

(County Executive Appointment)

Bob Gifford - VICE CHAIR

Mike Splinter

Meleesa Johnson

Bernice M. Woitczak - Citizen

Bernie Coulthurst - Citizen

Bill Zimdars - Citizen

Cathy Jones Ferk - Citizen

John Buzza - Citizen - CHAIR

Eleanor Brush - Citizen

Barbara Zwickey - Citizen

CONVENTION & VISITORS BUREAU BOARD OF DIRECTORS

Julie Morrow

DIVERSITY AFFAIRS AND INCLUSIVENESS COMMITTEE

Anton Anday
Meleesa Johnson
Dennis Raabe
Marc Young - Citizen
Mykeerah Zarazua - Citizen
Alicia Razvi - Citizen
Christopher Benny - Citizen

FINANCE COMMITTEE

Jeanne Dodge – CHAIR
Dave Ladick
Larry Raikowski – VICE CHAIR
Julie Morrow
Dennis Raabe

HEALTH AND HUMAN SERVICES BOARD

(County Executive Appointment)

Bob Gifford
Jeanne Dodge
Gerry Zastrow – VICE CHAIR
Julie Morrow
Chris Doubek – CHAIR
David Medin
Dr. Joseph Jarabek - Health Care Prov.-Nurse/Doctor - Citizen
Donna Warzynski - Citizen
James Clark - Citizen

HEALTH CARE CENTER COMMITTEE

Dennis Raabe
Mildred Neville
Meleesa Johnson – CHAIR
Ntxhais Chai Moua – VICE CHAIR
Ray Reser

HIGHWAY COMMITTEE (Statutory)

Stan Potocki
Charles Gussel
Dave Ladick - VICE CHAIR
Matt Jacowski - CHAIR
Scott Soik

HOUSING AUTHORITY BOARD

(County Executive Appointment)

Ntxhais Chai Moua
Chris Doubek – VICE CHAIR
Christian S. Budzinski - Citizen - CHAIR
Sharon Mras - Citizen
Holly Carter - Citizen

HUMAN RESOURCES COMMITTEE

Meleesa Johnson
Gerry Zastrow
Vinnie Miresse – VICE CHAIR
Matt Jacowski
Larry Raikowski – CHAIR

JUDICIAL/GENERAL GOVERNMENT COMMITTEE

Matt Jacowski – CHAIR
Dennis Raabe – VICE CHAIR
Vinnie Miresse
Stan Potocki
David Medin

JUSTICE COALITION

Stan Potocki
David Medin
Dave Ladick
Jeanne Dodge
Ntxhais Chai Moua

LAND AND WATER CONSERVATION COMMITTEE (Statutory)

Julie Morrow
Gerry Zastrow
Mildred Neville
Matt Jacowski
Barry Jacowski
John Ruzicka – FSA Rep.

LAND RECORDS MODERNIZATION COMMITTEE

Don Jankowski
Anton Anday
Barry Jacowski
Dr. Keith Rice - Citizen - Prof of Geography
Sharon Patoka - Assessor Representative
Steve Lane - Citizen - Licensed Realtor
Josh Ostrowski - Emergency Communications Representative
Portage County Land Information Officer
Portage County Information Technology Manager
Portage County Surveyor
Portage County Register of Deeds
City of Stevens Point Surveyor
Village of Plover GIS Manager
Portage County Treasurer

LANDFILL MONITORING COMMITTEE

Town of Stockton Plan Commission

LIAISON TO CAP AGENCY BOARD

Bob Gifford
Health & Human Services Board Chair/Designee
Has to be Elected Official per CAP guidelines

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Don Jankowski, Public Safety Comm Chair or designee

Chris Holman, County Executive

Law Enforcement, Civil Defense, Firefighting, First Aid, Health,

Local Environmental, Hospital and Transportation Personnel

Gary Garske Ken Voss Mark Deaver

Wayne Kropidowski James Williams Robert Finn

JB Moody Joe Gemza Joel Lemke

Kenneth Glazer Jason Draheim Dan Ault

Ryan Fox Andrew Carlin

Broadcast & Print Media

Brandi Makuski

Community Groups

Corinna Neeb Walter Clark

Brian Leper Sally McGinty

Owners Operations of Facilities – req of EPCRA

Mark Dewitt Pete Krzmarzick Joe Nagel

James Polum Debra Coleman Kevin Kawleski

Peter Meilann

NORTH CENTRAL ITBEC BOARD (not in 3.1)

O. Philip Idsvoog, Board Member at Large and Tourism and Economic Development Advisory Committee member

Sara Brish, Tourism and Economic Development Advisory Committee member

Al Haga, Board Member as County Board Chair

NORTHEAST WISCONSIN PUBLIC SAFETY COMMUNICATIONS (NEWCOM) GROUP

Don Jankowski, County Board Supervisor-Designated by Public Safety/Emergency Management Committee

Denise Schultz - Staff member designated by Sheriff

PARK COMMISSION (Statutory)

(County Executive Appointment)

Mildred Neville

Charles Gussel

Anton Anday

Mike Splinter – PRESIDENT

Sara Brish - Citizen

James Zach – Citizen – VICE PRESIDENT

George Kraft - Citizen

PLANNING AND ZONING COMMITTEE

Barry Jacowski – VICE CHAIR

Larry Raikowski – CHAIR

Mike Splinter

Charles Gussel

Julie Morrow

PORTAGE COUNTY BUSINESS COUNCIL

Chris Holman, County Executive

Al Haga, County Board Chair

Jeanne Dodge, Finance Committee Chair

PORTAGE COUNTY SAFETY OFFICER

Donald Jankowski

PORTAGE COUNTY

TRANSPORTATION COORDINATING COMMITTEE

Ray Reser

Dennis Raabe

Jeanne Dodge

Karalyn Peterson - Mayor of Stevens Point or Designee

Steve Kunst - President of the Village of Plover or Designee

Cindy Piotrowski - Director of ADRC or Designee

Rose Williams - Citizen

Robert Prosch - Citizen

MacKenzie Kinney - Citizen

Tonya Mazur - Citizen

Kathleen Sankey - Citizen

PUBLIC INLAND LAKE & REHABILITATION DISTRICT

BOARD COMMISSION (not in 3.1)

(County Executive Appointment)

Mildred Neville

PUBLIC LIBRARY BOARD (Statutory)

(County Executive Appointment)

Joan Honl

Chris Doubek

Debra L. Knippel - Citizen - VICE PRESIDENT

Sunshine Buchholz - Citizen - PRESIDENT

Holly Petrillo - Citizen

Anne Pawlak - Citizen

Elizabeth Peterson - School District Administrator Representative - Citizen

PUBLIC SAFETY/EMERGENCY MANAGEMENT COMMITTEE

Daniel Martinson

Donald Jankowski

Anton Anday

Scott Soik

Stan Potocki - CHAIR

REGIONAL CENTRAL WISCONSIN HOUSING

CONSORTIUM OVERSIGHT BOARD

(County Executive Appointment)

Jeanne Dodge -Primary

Gerry Zastrow - Alternate

SOLID WASTE MANAGEMENT BOARD

(County Executive Appointment)

Joan Honl

Gerry Zastrow

David Medin – VICE CHAIR

Mildred Neville
Vinnie Miresse – CHAIR
John Holdridge - Citizen
James Zach - Citizen
Steve Fritz - Citizen
Mike Wiza - Mayor

SOUTH CENTRAL LIBRARY SYSTEM BOARD

(County Executive Appointment)

Joan Honl
Nancy Foth - Citizen

SPACE AND PROPERTIES COMMITTEE

Dennis Raabe
Jeanne Dodge
Mike Splinter
Donald Jankowski - CHAIR
David Medin - VICE CHAIR
Mike Wiza – Mayor

TRAFFIC SAFETY COMMISSION

(County Executive Appointment)

Al Haga - County Board Chair
Chris Holman - County Executive
Donald Jankowski - County Safety Officer
Nathan Check -County Highway Commissioner or Designated Representative
Josh Ostrowski - Sheriff or Designated Representative- PRESIDENT
Ben Beaudoin - County Highway Safety Coordinator
Christian S. Budzinski - Education Representative
Joe Gemza - Medicine Representative
David Ray - Corporation Counsel, Law Representative
Sgt Robert Kussow - Stevens Point Police Department Representative
Lt Ryan Fox - Plover Police Department Representative
Scott Rifleman – Medical Examiner
Sgt Craig Loiselle - Sheriff's Traffic Safety Officer
Joe Mulrooney - Traffic Incident Management Committee Representative. - VICE PRESIDENT
Jeffrey Schuler - Planning and Zoning Director
Bob Weinert - Emergency Management Coordinator
Three reps appointed by -
Secretary of Transportation - Law Enforcement, Highways & Highway Safety

VETERANS SERVICE COMMISSION (Statutory)

(County Executive Appointment)

John A. Monday - Citizen
Ronald MacDonald – Citizen - CHAIR
Scott Peplinski - Citizen

WOODLAND ENHANCED HEALTH SERVICES COMMISSION

Bob Gifford - Health & Human Services Board (Chair/Des.)

[Index](#)

3.1 THE PORTAGE COUNTY BOARD OF SUPERVISORS STRUCTURES AND RESPONSIBILITIES OF THE STANDING COMMITTEES AND STANDING APPOINTMENTS OF THE PORTAGE COUNTY BOARD

Overview. This section details the membership, structure, terms, per diem policies and appointment structure of the standing committees of the Portage County Board of Supervisors and for permanent memberships and appointments of the Board as well. As a general rule, per diem payments are authorized for county board supervisors for attendance at regular committee meetings and for bona fide county business. Supervisor and citizen member (where specifically authorized in this code) per diems will be given for subcommittee meeting when designated and authorized by a majority of the standing committee through the special meeting approval process. As a general rule and unless otherwise specified, per diem and mileage payments are not authorized for citizen members of committees for attendance at regular committee meeting, for county business, or for subcommittee meetings.

Terms of Offices. Unless otherwise specified by Statute or agreement of the County Board of Supervisors, all supervisor and citizen member committee and commission terms shall end on the Monday in April before the third Tuesday (or other designated month) in the last year of such term. New terms will therefore commence on the third of Tuesday of the designated month. The April terms are intended to coincide as nearly as possible with the two-year terms of the County Board Supervisors.

STANDING COMMITTEES OF THE PORTAGE COUNTY BOARD

3.1.1. AGRICULTURE AND EXTENSION EDUCATION COMMITTEE (Statutory)

- a. Five members.
- b. Selected by the Executive/Operations Committee for appointment by the County Board.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. Members to be County Supervisors.
- e. To comply with all appropriate statutory duties as described in Chapter 59.87 and other sections of the Wisconsin State Statutes.
- f. To set policy and provide policy guidance and legislative oversight for the activities of the Portage County University Extension Office and determine Educational program needs in cooperation with U.W. Extension.
- g. Audit claims under dog license law and make recommendations to the County Board.
- h. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.2 BOARD OF ADJUSTMENT (Statutory)

- a. Five members, with two alternate members.
- b. Selected by the County Executive for appointment and subject to confirmation by the County Board.
- c. Members must reside outside the limits of incorporated cities and villages, provided however that no two members shall reside in the same town.
- d. Term of three years, expiring the last day of June of the designated year.
- e. To carry out the duties in accordance with Section 59.694 of the Wisconsin State Statutes.
- f. Per Diem: Members shall be entitled to per diems and mileage.

3.1.3 IS NO LONGER NEEDED BECAUSE THE CAPITAL IMPROVEMENTS/ECONOMIC DEVELOPMENT COMMITTEE NO LONGER EXISTS (3-17-20)

3.1.4 CENTRAL WISCONSIN JOINT AIRPORT BOARD

- a. Three members. Two County Supervisors and one Citizen member. Citizen member's term expires the Monday before the third Tuesday in April of odd-numbered years.

- b. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- c. Selected by the Executive/Operations Committee for appointment by the County Board.
- d. To set policy and provide guidance and legislative oversight for the activities of the Central Wisconsin Airport as defined in the Joint Agreement with Marathon County.
- e. Per Diem: County Supervisors and citizen members shall be entitled to per diems and mileage.

3.1.5 COMMISSION ON AGING/AGING AND DISABILITY RESOURCE CENTER BOARD

- a. Ten members. Three County Supervisors and seven citizen members.
- b. Of the seven (7) target group citizen members, five (5) shall be age 65 or older; of the remaining two (2) target group members, one (1) shall be an adult with a physical disability, or their family member or other representative; and one (1) shall be an adult with a developmental disability, or their family member or other representative as set forth by State policy. Each of these members may only represent one target group and elected county officials may not serve as a representative for any of these target group members. Individuals who are elected to any office (including the Portage County Board of Supervisors) may not constitute 50% or more of the membership of the COA/ADRC Board. The composition of the COA/ADRC Board shall reflect the ethnic and economic diversity of Portage County; and
- c. Any individual who has a financial interest in, or serves on the governing Board of, a Managed Care Organization (MCO), PACE Program, Family Care Partnership Program, or SSI managed care plan and IRIS Independent Consultant Agency or Financial Services Agency – that provides service in Portage County or who has a family member with any of these same conflicts, is prohibited from serving on the COA/ADRC Board. Providers offering long term care services in Portage County for older adults or people with physical or developmental disabilities are also prohibited from serving on the governing board. County employees may not serve on the COA/ADRC Board, unless prior authorization for exceptional circumstances is obtained from the Wisconsin Department of Health Services.
- d. Term of two years for County Supervisors, coinciding with the term of the County Board Supervisors and a three year term for citizen members, ending the Monday before the third Tuesday in April of the odd or even numbered year. No member may serve more than six consecutive years.
- e. All members to be selected by the County Executive for appointment and subject to confirmation by the County Board.
- f. The Commission on Aging/Aging & Disability Resource Center Board shall be responsible to set policy and provide policy guidance and legislative oversight for the programs and services of the county aging unit and the Aging and Disability Resource Center.
- g. Per Diem: County Supervisors and Citizen members shall be entitled to per diems and mileage.

3.1.6 DIVERSITY AFFAIRS AND INCLUSIVENESS COMMITTEE

- a. Seven members as follows:
 - 1. Three County Supervisors shall be selected by the County Board Chair for appointment, approved by the Executive/Operations Committee, and are subject to confirmation by the County Board;
 - 2. Four citizen members from marginalized and/or underrepresented communities in Portage County. If fewer than four citizens meeting these criteria apply to serve, then up to four citizen members who work directly with marginalized and/or underrepresented communities in Portage County may be selected to serve on the committee; and
 - 3. Citizen members shall be selected by the County Executive for appointment, approved by the Executive/Operations Committee, and are subject to confirmation by the County Board.
- b. Term of two years for all members coinciding with the term of the County Board of Supervisors.
- c. The Chairperson shall be an elected member of the County Board of Supervisors.
- d. The committee members will work collectively and individually to:
 - 1. Enlist the cooperation of agencies, organizations, and individuals in the community to promote awareness and appreciation of diversity and inclusiveness;
 - 2. Evaluate Portage County's policies for bias and make recommendations to reduce bias and create more inclusiveness;
 - 3. Recommend strategies that improve Portage County's capacity to attract and retain people from groups that are either marginalized or underrepresented in central Wisconsin;
 - 4. Promote equitable and fair access to public services; and

5. Develop strategies to address the public health issues related to discrimination, oppression, and racism.
- e. The committee shall meet monthly and be accountable to the County Board.
- f. Per Diem: County Supervisors and citizen members shall be entitled to per diems and mileage.

3.1.7 IS NO LONGER NEEDED BECAUSE THE EMERGENCY MEDICAL SERVICES OVERSIGHT BOARD (EMS BOARD) NO LONGER EXISTS (12-17-19)

3.1.8 IS NO LONGER NEEDED BECAUSE THE ETHICS COMMITTEE NO LONGER EXISTS (1-21-20)

3.1.9 EXECUTIVE/OPERATIONS COMMITTEE

- a. Five members, elected separately, (Majority vote required) consisting of the County Board Chair, First Vice-Chair, Second Vice-Chair and two additional County Board members.
- b. For the exclusive, limited purpose of carrying out the provisions of Section 3.6 of the Portage County Code of Ordinances, entitled "Code of Ethics for Portage County Public Officials and Employees" as set forth in section 3.1.9.I. below, the Executive Operations Committee shall consist of two additional citizen members, and the Corporation Counsel shall be an ex-officio, non-voting member. The two additional citizen members shall be selected by the Executive/Operations Committee for appointment by the County Board and will serve a term of two years coinciding with the term of the County Board of Supervisors, ending the third Monday before the third Tuesday of April of the designated year.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. To recommend for appointment by the County Board, the Supervisors and/or citizen members to staff the Committee/Board/Commission/Council/Authority as required by this resolution.
- e. To recommend to the County Board the creation and membership or the dissolution of any Committee/Board/Commission/Council/Authority.
- f. To act as a rules Committee for defining the areas of jurisdiction for each Committee, for referral of matters to the proper Committees and for recommending changes of Board procedure.
- g. To approve payment for all special meetings attended by County Board Committee members, and citizen members where authorized.
- h. To appoint a Supervisor to serve as Safety Officer for all safety matters in the County.
- i. To address County related issues not falling within the area of jurisdiction of another County Board Committee/Board/Commission/Council/Authority or the County Executive.
- j. To meet as needed with the County Executive, Committee Chairs and Department Heads.
- k. To oversee Portage County's Strategic Planning Program.
- l. To carry out the provisions of Section 3.6 of the Portage County Codified Ordinance entitled "Code of Ethics for Portage County Public Officials and Employees," including the investigation, reporting and resolution of ethical misconduct allegations.
- m. At the direction of the Chair, to represent Portage County to the Wisconsin Counties Association, to review proposed state and local legislation concerning county Government and make recommendations thereon, and to act as liaison between the County Board and area Legislators.
- n. Per Diem: County Supervisors and citizen members shall be entitled to per diems and mileage.

3.1.10 FINANCE COMMITTEE

- a. Five members.
- b. Selected by the Executive Operations Committee for appointment by the County Board.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. Members to be County Supervisors.
- e. To set policy and provide policy guidance and legislative oversight for the county's financial, insurance, risk management, information technology, treasury and tax, and purchasing operations, and to coordinate and work with the County Executive, Treasurer, Procurement Director, Information Technology Director, and Finance Director.

- f. To provide financial oversight for all financial matters of the County including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. This includes the areas of debt management, investment management, economic development, accounting and financial reporting, grants management, fund balance, risk management, internal controls, procurement, long-term financial planning, operational and capital budgeting, along with revenue and expenditure policies.
- g. To provide for all necessary and appropriate lines of insurance coverage, including, without limitation: General Liability, Automobile Liability and Collision, Worker's Compensation, Umbrella, Fire and Extended, Boiler, Faithful Performance, False Arrest, Money and Securities, Burglary and Theft. To review notice of circumstances of claims, claims, losses, and make policy recommendations regarding loss prevention.
- h. To set policy and provide policy guidance and legislative oversight for all matters pertaining to taking of tax deeds and canceling tax deeds.
- i. To plan, review, and determine a schedule of capital improvements for implementation within the limits of the County's financial resources as provided for in the *Capital Improvements Program Handbook* in conjunction with guidance from the County Board and the County Executive.
- j. To review and approve all agreements for the County related to the County's support of economic development activities. Further, to review, approve, and recommend to the County Board any financial incentive packages or offers involving County property or dollars, in an effort to secure development projects within Portage County and its municipalities. To review, evaluate, and set policy on any economic development projects or programs, including constructing, managing, operating, and marketing of the Portage County Business Park, along with establishing lot prices and any sales commissions. To review and make final decisions on any covenant waivers requested by developers in Portage County Business Park and to act on any site/building or landscape plan disputes that remain unresolved between the Director of Planning and Zoning and developers locating in the Portage County Business Park. Staff assistance for meetings shall be furnished by the Planning and Zoning Department.
- k. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.11 HEALTH AND HUMAN SERVICES BOARD

- a. Nine members. Six members to be County Supervisors and three citizen members. At least one member appointed to a county human services board shall be an individual who receives or has received human services or shall be a family member of such an individual. The remainder of the county human services board members shall be consumers of services, or citizens-at-large. Portage County will make a good faith effort to appoint a registered nurse and a physician to the Board, in compliance with sec. 251.03 Stats. No public or private provider of services may be appointed to the county human services board.
- b. A three year term for citizen members and three year term for County Board members. Each year on the Monday before the third Tuesday in April, the terms of one citizen member and two County Board members will end to provide for the staggered terms. A County Board member may be removed for failure of re-election as provided by law. All terms to end on the Monday in April before the third Tuesday and shall begin on the third Tuesday in April.
- c. All members to be selected by the County Executive for appointment and subject to confirmation by the County Board.
- d. To set policy and provide policy guidance and legislative oversight for the activities of the consolidated departments of Health, Social Services and the 51.42 Board in accordance with Wisconsin State Statutes sec. 46.23, including the Division of Health Services, the Division of Community Programs, and the Division of Children and Family Services (including the Child Support Enforcement section).
- e. Per Diem: County Supervisors and Citizen members shall be entitled to per diems and mileage.

3.1.12 HEALTH CARE CENTER COMMITTEE

- a. Five members.
- b. Selected by the Executive/Operations Committee for appointment by the County Board.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. Members to be County Supervisors.
- e. To set policy and provide policy guidance and legislative oversight for the activities of the Portage County Health Care Center.

f. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.13 HIGHWAY COMMITTEE (Statutory)

a. Five members.

b. Selected by the Executive/Operations Committee for appointment by the County Board.

c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

d. Members to be County Supervisors.

e. To set policy and provide policy guidance and legislative oversight for the activities of the Highway Department and comply with all appropriate statutes as pertains to roads and bridges.

f. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.14 HOUSING AUTHORITY (Appointment Authority Only)

a. Five members (Two County Board members and Three citizen members).

b. One member of the three citizen members must be a participant of the Housing Authority of the County of Portage's Section 8 Housing Choice Voucher Program.

c. Selected by the County Executive for appointment and subject to confirmation by the County Board.

d. Term of five years, expiring on the last day of the month of September, County Supervisor's term subject to re-election.

e. To set policy and provide policy guidance and legislative oversight for the activities of the Housing Authority of the County of Portage to operate its units and programs to ensure diverse, affordable, and integrated housing is available to the residents and in all areas of Portage County, and to perform all duties as required by Wisconsin State Statutes 59.07(56), 59.075 and 66.40 through 66.404 (now 66.1201 through 66.1213). The Housing Authority of Portage County is a non-profit government agency, a Wisconsin municipal corporation (but is not part of the overall Portage County government). (The Housing Authority of the County of Portage is an independent entity separate and distinct from the County Board and County government but will retain certain in-kind county services per County Board Resolution and Administrative Memorandum of Understanding.)

f. Per Diem: County Supervisors and Citizen members shall be entitled to per diems and mileage along with reimbursement of other necessary expenses incurred in the discharge of their duties per County Resolution 169-March 1988 and Wisconsin Statute 66.1201(5)(b).

3.1.15 HUMAN RESOURCES COMMITTEE

a. Five members.

b. Selected by the Executive/Operations Committee for appointment by the County Board.

c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

d. Members to be County Supervisors.

e. To set policy and provide policy guidance and legislative oversight for the activities of the Human Resources Department.

f. In consultation with the County Executive, to set policy for all matters pertaining to salaries, working conditions, employee benefits, including health and life insurance and job descriptions of all County employees; to negotiate with Union and other representatives of employees in all departments and units of the County with the advice and cooperation of Committees having jurisdiction over the various departments and units. To recommend approval of negotiated contracts to the County Board; to submit recommendations to the County Board the salaries of all elected officials, prior to the election of such officials.

g. In consultation with the County Executive, and County Board approval, establish human resources policies and oversee conformance with such established policies.

h. Conduct third-step grievance hearings.

i. Act as a Grievance Committee for all matters under Section 59.21(a)&(b), Wisconsin State Statutes.

j. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.16 JUDICIAL/GENERAL GOVERNMENT COMMITTEE

- a. Five members.
- b. Selected by the Executive/Operations Committee for appointment by the County Board.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. Members to be County Supervisors.
- e. To set policy and provide guidance and legislative oversight for county-related activities of the offices of Clerk of Court, District Attorney, County Clerk, Register of Deeds, Family Court Commissioner, Veterans Service, Corporation Counsel, Portage County Circuit Court Offices, and Department of Justice Programs.
- f. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.17 LAND AND WATER CONSERVATION COMMITTEE (Statutory)

- a. Six members. Five County Supervisors, and one member from the elected County Office Committee of the Farm Service Agency (FSA) said member to be designated by FSA County Office Committee to a two year term by law.
 1. One County Supervisor from each of the following:
Planning and Zoning Committee, Solid Waste Management Board, Park Commission
 2. Two County Supervisors from the Agriculture and Extension Education Committee.
- b. Selected by the Executive/Operations Committee for appointment by the County Board.
- c. Chair to be County Supervisor.
- d. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- e. To set policy and provide policy guidance and legislative oversight for the activities of the Land and Water Conservation Office and carry out such duties as provided in Chapter 92 of the Wisconsin State Statutes.
- f. To deal with all matters relating to wind and water erosion and the prevention of water and air pollution including provisions of Chapter 33, Wisconsin State Statutes.
- g. Per Diem: County Supervisors and the citizen member shall be entitled to per diems and mileage.

3.1.18 IS NO LONGER NEEDED BECAUSE THE LAND PRESERVATION FUND COMMITTEE NO LONGER EXISTS (3-17-20)

3.1.19 LAND RECORDS MODERNIZATION COMMITTEE

- a. Fourteen members. Three County Supervisors and eleven other members. Supervisors will be representatives from the following committees: Finance, Planning and Zoning, and one at large member.
- b. Additional membership will be set as follows:
 1. Position Appointment-Portage County Land Information Officer.
 2. Position Appointment-Portage County Information Technology Manager.
 3. Position Appointment-County Surveyor.
 4. By Position-County Register of Deeds.
 5. Position Appointment-City of Stevens Point Surveyor.
 6. Position Appointment-Village of Plover GIS Manager.
 7. By Position-County Treasurer.
 8. Citizen appointment-assessor.
 9. Citizen appointment-professor of geography.
 10. Citizen appointment-a licensed realtor employed within the county.
 11. Citizen or position appointment-a public safety or emergency communications representative employed within the county.
- c. Term of two years for County Supervisors, coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year and a five year term for citizen and position-appointment members

ending the Monday before the third Tuesday of April of the designated year. County Register of Deeds and County Treasurer will automatically be on the Committee by law without need for county board appointment.

d. Citizens selected by the Executive/Operations Committee for appointment by the County Board.

e. The Committee shall be responsible to set policy and provide policy guidance and legislative oversight for the county land records program. This oversight shall include the inventory of land records, review of the program and document and electronic services, and recommendation of any necessary changes or new program initiatives for land records.

f. Per Diem: County Supervisors shall be entitled to per diems and mileage. Citizen members shall not be entitled to per diems and mileage.

3.1.20 PARK COMMISSION (Statutory)

a. Seven members as follows four members from the County Board of Supervisors and three citizen members.

b. Citizen members selected by the County Executive for appointment and subject to confirmation by the County Board.

c. Term of seven years set by State Statutes, expiring the last day of June in the designated year for each citizen member, but not to exceed two consecutive terms. County Supervisor's term shall end when the commissioner's membership on the County Board terminates (each two year term), unless thereafter reappointed to the Commission pursuant to Sec. 27.02 Wis. Stats.

The Chairperson shall be an elected member of the County Board of Supervisors.

d. To set policy and provide policy guidance and legislative oversight for the activities of the County Parks Department and the Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.

e. To deal with matters pertaining to restoration of forests and encouragement of programs to assist in the restoration of wild life, game and fish within Portage County.

f. Per Diem: County Supervisors and citizen members shall be entitled to per diems and mileage.

3.1.21 PLANNING AND ZONING COMMITTEE

a. Five members.

b. Selected by the Executive/Operations Committee for appointment by the County Board.

c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

d. Members to be County Supervisors.

e. To set policy and provide policy guidance and legislative oversight for the activities of the Planning and Zoning Department and the County Surveyor's Office.

f. To set policy and provide policy guidance and legislative oversight for short and long range county planning. To maintain an up-to-date comprehensive zoning ordinance for the County and to handle its application and implementation in the County as provided by Wisconsin State Statutes 59.69.

g. To review all groundwater matters.

h. To review and supervise street name and building numbering program.

i. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.22 PORTAGE COUNTY JUSTICE COALITION

a. Membership Listing. Numerous community and government officials to include the County Board Chairman, one supervisor each from the Finance, Public Safety, Judicial General Government, and Space and Properties Committee, and one at large supervisor. Additional supervisors may be added by necessity as set forth in paragraph c.

b. Term of two years for County Supervisors coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

c. All members to be selected and nominated by the Executive Operations Committee and approved by the County Board.

d. The Justice Coalition is an independent advisory body with its own charter charged with reviewing, drafting, and suggesting policies impacting the improvement of the operation of the judicial system in Portage County, including the courts, law enforcement, attorneys, human services, and citizen participation. The Coalition is lead by a Circuit Court Judge and retains a flexible membership and structure to meet the changing conditions and challenges of the justice system.

e. Per Diem: County Supervisors only shall be entitled to per diems and mileage.

3.1.23 PUBLIC LIBRARY BOARD (Sec. 43.57 Wis. Stats.)

- a. Seven members. Two members to be County Supervisors and one member to be a School District Administrator or that School District Administrator's designee.
- b. Term of three years, expiring the last day in January as set by State Statute. County Supervisor's term subject to re-election.
- c. Selected by the County Executive for appointment and subject to confirmation by the County Board.
- d. To set policy and provide policy guidance and legislative oversight for activities of the Portage County Public Library System in accordance with Wisconsin State Statutes 43.58.
- e. Per Diem: All members, County Supervisors, School District Administrator/designee, and citizen members, shall be entitled to per diems and mileage.

3.1.24 PUBLIC SAFETY/EMERGENCY MANAGEMENT COMMITTEE

- a. Five members.
- b. Selected by the Executive Operations Committee for appointment by the County Board.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. Members to be County Supervisors.
- e. Chair of Committee to be designated by the County Board Chair.
- f. To set policy and provide guidance and legislative oversight for the activities of the Portage County Sheriff's Office, Emergency Medical Services, including Portage County's county-wide ambulance service, Medical Examiner, and all areas related to protection of person's property, public safety, emergency planning, and law enforcement.
- g. To set policy and provide policy guidance and legislative oversight for Emergency Management and assure compliance with Emergency Management programs as provided by Chapter 323, Wisconsin State Statutes.
- h. Per Diem: County Supervisors shall be entitled to per diems and mileage.

3.1.25 PORTAGE COUNTY TRANSPORTATION COORDINATING COMMITTEE

- a. Eleven voting members as follows:
 1. One County Board Supervisor.
 2. One member of the Portage County Finance Committee.
 3. One County Board Supervisor member of the Health & Human Services Board.
 4. Eight members subject to the following criteria (Three by position or designation and five by citizen appointment):
 - a. The Mayor of Stevens Point or designee.
 - b. The President of the Village of Plover or designee.
 - c. The Director of the Aging and Disability Resource Center of Portage County or designee.
 - d. One Citizen member with low income (defined as 150% or less of the federal poverty level amount).
 - e. One Citizen member who is an older adult (defined as age 60 or older).
 - f. One Citizen member with a disability (defined as someone who self-reports a physical or mental impairment that substantially limits one or more major life activity).
 - g. One representative from private, public or non-profit transportation providers.
 - h. One representative from a human service agency.
 5. The following individuals shall be ex officio but non-voting members of the committee:
 - a. The County/City Merged Transportation Program's Mobility Management Coordinator and the Transit Manager who shall provide administrative and executive support to the Committee and assist the Chairperson in calling meetings. Setting the Committee agenda and sending out notices.
- Privileges of Ex Officio Member of the Committee
An Ex Officio Member of the Committee, as defined in these Committee Policies, shall be entitled to the privileges of membership, subject to the following limitations:

- a. An Ex Officio Member shall be allowed to sit with the Committee and participate in discussions of agenda items, but shall not be allowed to vote on any matter coming before the Committee or any committee of the Committee, or to make any motion regarding any matter before the Committee or any committee of the Committee.
 - b. An Ex Officio Member shall be allowed to participate in and attend executive or closed sessions of the Committee (or of any committee of the Committee).
 - c. An Ex Officio Member may not be elected as an officer of the Committee.
 - d. At the request of an Ex Officio Member, the Chair of the Committee may appoint the Ex Officio Member as an ex officio member of any standing committee of the Committee.
 - e. An Ex Officio Member shall be allowed to attend and participate in any open meeting discussion at any meeting of this committee.
 - f. An Ex Officio Member shall observe all rules, regulations and policies applicable to members of the Committee, and any other conditions, restrictions or requirements established or directed by vote of a majority of the voting members of the Committee.
6. The County Clerk shall, by letter, coordinate the solicitation of nominations or confirmations of members prior to appointment, and shall make a good faith effort to secure representatives with requisite criteria for the committee. Membership shall be contingent upon the citizen's continued and ongoing participation in designated employment or membership.
7. All County Board Supervisors, citizen and representative members to be selected by the Executive Operations Committee for appointment by the County Board.
8. Terms of office:
- a. County Board Supervisors – 2 year terms coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year and may serve 3 consecutive terms.
 - b. Position representative terms are subject to existence of position.
 - c. Citizen Representative members – 3 year terms expiring the Monday before the third Tuesday of April of the designated year and may serve three consecutive terms.
9. The committee shall meet at least annually.
10. The powers and duties of the Committee shall be:
- a. Develop a vision and mission statement for transportation services in Portage County.
 - b. Coordinate the development of the local public transit-human services transportation plan. The plan will be updated to align with the competitive selection process based on needs identified on the local levels. As part of the planning process, the committee agency will identify the process for adoption of the plan.
 - c. Maintain an inventory of existing transportation services, equipment and costs. This will also provide a comprehensive list in event of disaster or other emergency.
 - d. The committee shall evaluate the unmet transportation needs within the county. Special attention should be focused on those populations which are most likely to be transit dependent, e.g. the elderly, low-income, handicapped, minorities, and recipients of human services. These needs shall be used to identify gaps and duplications in the delivery of transportation services and provide guidance to the committee in its coordination efforts.
 - e. A process shall be developed in cooperation with the county board chairperson and county executive to ensure county board and executive reaction and approval of the strategies for provision of transportation services. A vital function of this committee will be to serve as a communication link to higher levels of administrative government. This two-way communication will allow local agencies to better inform regional and state offices of problems in coordination of transportation needs and to seek assistance when necessary.
 - f. The committee shall have the following duties per Wisconsin Administrative Code, Chapter Trans 2.10 (b)
 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas;
 2. Review passenger transportation plans for service areas;
 3. Review and comment on county aid applications under section 85.21, Wisconsin Statutes;
 4. Review and comment on capital assistance applications under section 85.22, Wisconsin Statutes;
 5. Act as an informational resource for local transportation providers regarding the requirements of the American with Disabilities Act of 1990, 42 USC 12101 et seq.;
 6. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled person for the purpose of becoming eligible for assistance under the Federal sec. 5310 program; and

7. Apply for and accept Federal section 5310 grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County in accordance with county procedures.

g. Per Diem: Only the county supervisors shall be entitled to per diems and mileage.

3.1.26 IS NO LONGER NEEDED BECAUSE THE REVOLVING LOAN FUND COMMITTEE'S AUTHORITY HAS BEEN TRANSFERRED TO THE REGIONAL REVOLVING LOAN FUND, KNOWN AS THE CENTRAL WISCONSIN ECONOMIC DEVELOPMENT (CWED) FUND, BOARD OF DIRECTORS (11-9-17)

3.1.27 IS NO LONGER NEEDED BECAUSE THE RISK MANAGEMENT COMMITTEE NO LONGER EXISTS (6-19-18)

3.1.28 SOLID WASTE MANAGEMENT BOARD

a. Nine members as follows:

1. Five County Supervisors.

2. Four Representative members, non County Supervisors subject to the following criteria:

a. One resident of the Town of Stockton, where the County landfill is located.

b. The Mayor of Stevens Point or his designee.

c. The President of the Village of Plover or his designee (as the location of the transfer facility and the material recovery facility).

d. One member to represent the Towns in the program, chosen in consultation with the Portage County Unit of the Wisconsin Towns Association.

e. The County Executive shall, by letter, coordinate the solicitation of nominations or confirmations of representative members prior to appointment.

f. Representative membership shall be contingent upon the member's municipality's continued and ongoing participation in the Portage County Solid Waste program.

g. All representative members under this paragraph are exempt from the term limits section of the Portage County Code of Ordinances, with such representative memberships herein deemed to be "titles or positions" as set forth in that section.

3. Each County Supervisor must represent municipalities which are part of the County pick-up and/or disposal program, and at least one supervisor must represent a district with a participating village.

4. All members to be selected by the County Executive for appointment and subject to confirmation by County Board.

5. Terms of office:

a. County Supervisors – 2 year terms coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

b. Representative members – 3 year terms expiring the Monday before the third Tuesday of April of the designated year and exempt from term limits as set forth above.

c. Per Diem: County Supervisors and citizen members shall be entitled to per diems and mileage.

6. The powers and duties of said Board shall be:

a. To set policy and provide policy guidance and legislative oversight for the solid waste management and county recycling system.

b. To carry out all duties and responsibilities set forth in the Portage County Solid Waste Ordinance.

c. To arrange for, as necessary, the collection, transport, and disposal of wastes, including garbage, ashes, or incinerator residue, municipal, domestic, agricultural, industrial and commercial wastes, chemical wastes, and herbicide and pesticide wastes.

3.1.29 SPACE AND PROPERTIES COMMITTEE

a. Six members. Five County Supervisors and the City of Stevens Point Mayor/Designee.

b. Selected by the Executive/Operations Committee for appointment by the County Board.

c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

d. City of Stevens Point position to vote only on matters contained in the Joint County-City Building Agreement.

e. To allocate or lease space in all County properties and report same to the County Board.

- f. To secure options and with County Board approval purchase or sell County Property as deemed necessary.
- g. To authorize improvements and alterations in all County properties.
- h. To recommend future County construction projects.
- i. To set policy and provide policy guidance and legislative oversight for the activities of the Maintenance Department and maintain custodial services and property repair of the County-City Building, Law Enforcement Center, Gilfry Center, Lincoln Center, Portage County Public Library, Courthouse Annex, MRF and all County rental properties.
- j. To set policy and provide policy guidance and legislative oversight for the management of all tax deeded lands and policies for the appraisal and sale of any excess lands as provided in Chapter 75, Wisconsin State Statutes.
- k. To ensure compliance with Title II, IV and V of the Americans with Disability Act (ADA).
- l. Per Diem: County Supervisors shall be entitled to per diems and mileage. The City of Stevens Point Mayor or designee shall not be entitled to per diems or mileage.

3.1.30 VETERANS SERVICE COMMISSION (Statutory)

- a. Three members.
- b. Selected by the County Executive for appointment and subject to confirmation by the County Board.
- c. Term of three years, expiring the Monday before the third Tuesday in December of the designated year.
- d. Members must be Veterans.
- e. To carry out such duties as provided in Chapter 45, Wisconsin State Statutes providing for services to the veterans of Portage County.
- f. Per Diem: Citizen members shall be entitled to per diems and mileage.

STANDING APPOINTMENTS AND MEMBERSHIPS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS

3.1.31 IS NO LONGER NEEDED BECAUSE COMMUNITY CARE CONNECTIONS OF WISCONSIN (A MULTI-COUNTY ENTITY OF CENTRAL WISCONSIN COUNTIES) NO LONGER EXISTS (1-17-17)

3.1.32 NORTHEAST WISCONSIN PUBLIC SAFETY COMMUNICATIONS (NEWCOM) GROUP

- a. County Board Supervisor and staff to the Advisory Board.
- b. County Board Supervisor to be designated by the Public Safety Committee and staff member by the Sheriff, on file with the County clerk.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. To represent Portage county in the implementation of reliable and interoperable communications systems for emergency services and public safety agencies.
- e. NEWCOM and the designations herein are hereby designated as a permanent program of Portage County.
- f. Per Diem: The County Supervisor shall be entitled to per diems and mileage.

3.1.33 CONVENTION AND VISITORS BUREAU

- a. One member of the Board of Supervisors, the Chairman or designee from the Board.
- b. Confirmed by the Executive Operations Committee for appointment by the County Board.
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. Appointment to the indicated independent bureau to set policy and provide guidance and legislative oversight for the activities of the Convention and Visitor's Bureau for the promotion of are local tourism, marketing organizations specializing in developing conventions, meetings, conferences and visitations for all municipalities in Portage County.
- e. Per Diem: The County Supervisor shall be entitled to per diems and mileage

3.1.34 LANDFILL MONITORING COMMITTEE

- a. No member from the Board of Supervisors. There are four committee members, one of whom is staff (Solid Waste Manager) appointed from the Portage County Solid Waste Department, other members appointed by and from the Town of Stockton per the landfill siting agreement between Stockton and Portage County.
- b. Staff selected by the Solid Waste Department for membership.
- c. An independent board, created by the landfill siting agreement which monitors the county landfill in Stockton.
- d. Per Diem: All costs of the committee are paid by the Solid Waste Department.

3.1.35 LIAISON TO THE CAP AGENCY BOARD

- a. One member of the Board of Supervisors who is a member of the Health and Human Services Board, to be the Chair of the Health and Human Services Board or designee, confirmed by the county board.
- b. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- c. This is an appointment to a separate Board to set policy and provide guidance and oversight to provide community services and projects, such as emergency human services, receiving and disbursing grants for governmental program, typically for those of modest means.
- d. Per Diem: County Supervisor shall be entitled to per diems and mileage

3.1.36 IS NO LONGER NEEDED BECAUSE THE COUNTY EMS NEGOTIATIONS GROUP NO LONGER EXISTS (6-19-18)

3.1.37 LOCAL EMERGENCY PLANNING COMMITTEE (Statutory)

- a. The Local Emergency Planning Committee (LEPC) is a committee of the County established by section 59.54(8) of the Wisconsin state statutes. The County Executive shall appoint (with County Board Confirmation), at a minimum, representatives from each of the following groups or organizations as specified in Emergency Planning and Community Right-to-Know Act (EPCRA; 42 USC 11001(c)):
 - 1. Elected State and Local Officials. This shall include the Chair or designee of the Public Safety/Emergency Management Committee.
 - 2. Law Enforcement, Civil Defense, Firefighting, First Aid, Health, Local Environmental, Hospital, and Transportation Personnel.
 - 3. Broadcast and Print Media.
 - 4. Community Groups.
 - 5. Owners and operators of facilities subject to the requirements of EPCRA.
- b. The term of appointment shall be four years for all members, except the term shall be two years for county board supervisors. All terms shall coincide with the term of the County Board of Supervisors, ending Monday before the third Tuesday of April of the designated year.
- c. The LEPC is a statutory committee which is established for several purposes. These include providing a forum wherein representatives of local government, community leaders, emergency response agencies, long term response agencies, reporting and planning facilities, the media, and other concerned parties may cooperatively examine and discuss the political, financial, environmental, and personal safety issues of emergency planning activities; conduct fact-finding, planning, exercising, evaluating, and coordinating activities for the development of a comprehensive area-wide response system to hazardous materials emergencies; identify local response needs and resources; serve as the primary information source for residents of Portage County regarding emergency response activities, especially hazardous materials information and activities; fulfill requirements set out in EPCRA, sections 59.54, 323.60, and 323.61 of the Wisconsin statutes; and establish liaison, maintain communication, and exchange information with other LEPCs in the region.
- d. Per diems and mileage are to be paid to county board supervisors. No other payments shall be made for any other purpose. Administrative support is to be provided by the Sheriff's Office.

3.1.38 PORTAGE COUNTY BUSINESS COUNCIL

- a. The County Executive, the County Board Chairman, and the Chairperson of the Finance Committee, by virtue of their positions.

- b. As set forth in paragraph a.
- c. Terms of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. To provide membership and oversight of the Portage County Business Council, a organization with the mission of fostering and promoting business growth and development in Portage County, with funding from the county.
- e. Per Diem: County Supervisors shall be entitled to per diems and mileage

3.1.39 PORTAGE COUNTY SAFETY OFFICER

- a. One member of the Board of Supervisors, County Board chair or designee.
- b. Confirmed by the Executive Operations Committee for appointment by the County Board,
- c. Term of two years coinciding with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- d. To provide coordination and oversight for County safety functions, including interaction with county departments, insurance, and the county board, in particular to oversee the worker's compensation program.
- f. Per Diem: County Supervisor shall be entitled to per diems and mileage

3.1.40 PORTAGE COUNTY TRAFFIC SAFETY COMMISSION (Statutory)

- a. The Portage County Traffic Safety Commission is a committee of the County established by section 83.013 of the Wisconsin state statutes. The membership consists of the following persons by virtue of their position:
 1. County Highway Commissioner, or a designated representative
 2. Sheriff, or a designated representative
 3. County Highway Safety Coordinator
 4. Three representatives will be appointed by the Secretary of Transportation involved in law enforcement, highways, and highway safety.
 5. The County Executive shall appoint (with County Board confirmation) a representative from education, medicine, and law.
 6. The County Executive may appoint (with County Board confirmation) additional persons to serve on the Commission, including, but not limited to, any or all of the following:
 - a. County Board Chairman;
 - b. County Executive;
 - c. County Safety Officer;
 - d. Stevens Point Police Department Representative;
 - e. Plover Police Department Representative;
 - f. Medical Examiner;
 - g. Sheriff's Traffic Safety Officer;
 - h. Traffic Incident Management Committee Representative;
 - i. Planning and Zoning Director;
 - j. Emergency Management Coordinator.
- b. The term of appointment shall be four years for all members, except the term shall be two years for county board supervisors. All terms shall coincide with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.
- c. The Commission shall meet at least quarterly with the charter of reviewing traffic accident data and other traffic safety related matters, as well as other duties detailed in law.
- d. Per diems are to be paid to county board supervisors. No other payments shall be made for any other purpose. Administrative support is to be provided by the Sheriff's Office.

3.1.41 SOUTH CENTRAL LIBRARY SYSTEM BOARD (SCLS)

- a. One citizen member at large and one member from the Board of Supervisors (said Board member to be concurrently serving on the Portage County Library Board). The citizen member need not be concurrently serving on the Portage County Library

Board, but must express and demonstrate an interest and expertise in library matters and be able to represent Portage County's interests on the SCLS.

b. Both members appointed by the County Executive, confirmed by the County Board.

c. Staggered terms of three years ending the Monday before the third Tuesday of December of the designated year.

d. To set policy and provide policy guidance and legislative oversight for the SCLS, a coalition of member libraries offering exchange library services for member libraries and patrons.

e. Per Diem: Mileage is paid by the SCLS. Both the citizen members and the Supervisor shall receive per diem payments (exception to the general policy).

f. As an exception to policy (Code section 3.1.49) attendance by telephone or video is permitted as the SCLS meets in Madison.

3.1.42 WISCONSIN COUNTIES ASSOCIATION (WCA)

a. All WCA sponsored activities, committees and events shall be authorized for participation by the Portage County Board of Supervisors, including ITBEC, the County Mutual Insurance Board, and WCA Steering Committees.

b. Supervisors shall be appointed by the Executive Operations Committee, confirmed by the County Board to serve on any WCA sponsored committee, group, or sub-committee.

c. Per diems shall be authorized for such participation through the special meeting payment policy.

3.1.43 WOODLAND ENHANCED HEALTH SERVICES COMMISSION

a. The Commission is established by member counties, including Portage, by an intergovernmental agreement for the operation of the former Clark County Health Care Center which will enable Portage County Health and Human Services to better manage individual cases (and reserve space) for those who need the use of the facility.

b. Portage County representation on the Commission is by the Chairperson of the Health and Human Services Board or designee from the Board (who must be an elected supervisor). The term shall coincide with the term of the County Board of Supervisors, ending the Monday before the third Tuesday of April of the designated year.

c. Per diems shall be authorized through the special meeting payment policy.

3.1.44 LIMITATION ON THE TERMS OF CHAIRPERSONS

All Chairs/Presidents of any Standing Committee/Board/Commission/Council/Authority of the County Board who are currently serving in that capacity or who will serve in that capacity are limited to no more than two consecutive two year terms as such Chair/President.

3.1.45 ADOPTION OF ROBERT'S RULES OF ORDER

The rules of Parliamentary Practice comprised in Robert's Rules of Order, revised, shall be the Rules of Order in all county meetings, including the county board and all county committees, except where they are inconsistent with specified cases in the Code of Ordinances and state statutes. Specific exceptions include the following. The presiding chair shall not be required to relinquish the position of chair before debating any issue. Members of the board or committee shall be permitted to address an issue more than twice, upon the recognition of the chair and after others members have been afforded an opportunity to address any issue. Any member of the Board of Supervisors may attend any meeting of any sub-committee, standing committee or any other county commission, board or organization in closed or in open session.

3.1.46 REAPPOINTMENT OF CITIZEN MEMBERS

No citizen member of any standing committee of the Portage County Board of Supervisors shall be reappointed, if such member has reached ten years longevity on that committee prior to the start of the proposed term, excluding any "title or position" specific appointment.

3.1.47 PER DIEM, MILEAGE PAYMENTS AND ATTENDANCE

- a. For any member to be eligible for any payment of per diem or mileage, of the board or of its committees, the member must physically attend the meeting claimed. No telephonic or other electronic means are authorized for attendance or for voting, an exception is made for the South Central Library Board. The Chairman of the Board and the chairperson of its committees may excuse the attendance of the members, for good cause only. Excessive absenteeism is defined by the board as good cause for removal or other actions of the board.
- b. As an exception to subparagraph (a), County Board Supervisors who serve on bona fide Wisconsin Counties Association (WCA) committee and board positions shall be entitled to per diem meeting payments without physically attending a meeting in cases where the meeting involves no physical meeting place. The agenda indicating the nature of such meeting will accompany the payment voucher, and signatures by appropriate governing committee prior to payment.
- c. Supervisors/citizen members must obtain prior approval to attend a special meeting to receive any per diem and expense payment.
- d. As a general rule, per diem payments are authorized for county board supervisors/citizen members for attendance at regular committee meetings and for bona fide county business. Supervisor and citizen member (where specifically authorized in this code) per diems will be given for subcommittee meeting when designated and authorized by a majority of the standing committee through the special meeting approval process. As a general rule and unless otherwise specified, per diem and mileage payments are not authorized for citizen members of committees for attendance at regular committee meeting, for county business, or for subcommittee meetings unless designated in Portage County Ordinance 3.1.
- e. The Chairman of the Board is a salaried position and therefore does not receive per diems.
- f. It shall be county policy that all persons, including elected officials (including county board supervisors) and citizen members, who are entitled to any payments under this provision, must establish and abide by a direct deposit to their accounts, in lieu of payment by check. This requirement is a condition of the receipt of such payments.

3.1.48 BOARD AND COMMITTEE ADMINISTRATIVE REQUIREMENTS

- a. Committee/Board/Commission/Council/Authority minutes must be prepared and filed in the County Clerk's office for approval at the next Committee/Board/Commission/Council/Authority meeting or within two weeks, whichever is earlier, unless there is good cause for delay.
- b. Under direction of the County Board Chair, the Corporation Counsel may be directed to review Special Meeting vouchers of the Board in determining bona fide county board business.
- c. On all Committee/Board/Commission/Council/Authority meeting agendas the following item shall appear: Members of the public who wish to address the Committee/Board/Commission/Council/Authority on specific agenda items must register their request at this time, which such comments subject to the reasonable control of the Committee/Board/Commission/Council/Authority Chair as to set policy forth in Robert's Rules of Order.
- d. Any supervisor desiring to have an item placed on the agenda of a standing committee may contact the committee chairperson or, if necessary, the County Board Chairperson with the request. Upon such request, the item shall be placed on a subsequent committee agenda for consideration within 60 days. The supervisor who makes such request shall be notified with the agenda including the requested item. Any difficulty in implementing this policy shall be referred to the County Board Chair for review and resolution.
- 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.
- f. No resolutions/ordinances or any other action items shall be placed on the County Board meeting agenda unless first approved by the respective reviewing committee or authorized by majority Board vote. Minutes, in draft form or finalized form,

shall be made available upon request for any committee, board or commission meeting from which a resolution or ordinance is sent to the county board, on the Friday before the applicable county board meeting.

g. For all Committee/Board/Council/Authority/Commission meetings, all supporting documents to any action items on the agenda (a/k/a the packet of information) must be received by the membership no less than 24 hours prior to the meeting, either via U.S. mail or electronically, and must be published on the County's website for the public to access. Failure to provide supporting documentation to action items on the agenda at least 24 hours prior to the meeting will make any and all action taken with respect to the action items null and void (i.e. no handouts will be allowed for action items). The foregoing requirement shall not apply to Special Meeting Per Diem/Expense Reports at governing committee level. Any documentation (i.e. handouts) with respect to discussion items on the agenda will be allowed less than 24 hours prior to the meeting but is not encouraged.

h. Committee/Board/Council/Authority/Commission agenda shall include:

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance report

i. The County Board meeting agenda shall be mailed out six (6) days prior to the Board meeting with no addendums to the agenda being permitted. Extreme emergencies will be reviewed and handled on a case by case basis by the County Board Chair/Corporation Counsel/County Clerk.

j. The Standard meeting day and time of the monthly meetings of the Portage County Board of Supervisors shall be the third Tuesday of the month at 5:00 p.m. Special meetings of the Board may be called by the Chair on different days and at different times as may be necessary.

k. Votes of the members of the county board shall be deemed final upon confirmation and posting of the computer results by the County Clerk.

l. Tablet Devices (a/k/a mobile devices) may be distributed to members of the County Board of Supervisors with the consent of the member. Reasonable regulations and policies may be set for the distribution and use of such devices.

3.1.49 DUTIES OF THE CHAIR OF THE COUNTY BOARD

a. Board Duties

General. The Chair is the elected head of the County Board and shall set and approve the agenda and meeting times and places of the County Board. The Chair shall ensure County Board compliance with Wisconsin's Open Meetings and Open Records Law.

Meetings. The County Board Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. Consistent with Board rules and the conduct of an orderly meeting, the Chair shall allow public input on agenda items after registration.

Conflict. The Chair is a member of the County Board, and has the same rights in debate as any other member and may discuss issues before the Board. However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair has an unresolved conflict of interest regarding matters before the Board, the First Vice Chair or Second Vice Chair will then assume the Chair for the duration of the discussion and action on the subject agenda item.

b. General Duties

Leadership. The Chair shall provide leadership and coordination for the integration of county governmental functions, including the county board, its committees and the departments. The Chair shall maintain an effective relationship with the County Executive in the management and oversight of county government, to include ensuring compliance with county policies. The

Chair, or designee, shall represent the County at various events and functions in the community and conduct negotiations on behalf of the county as needed.

The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes in coordination with the County Clerk. The Chair shall ensure that the Board remains focused on key legislative tasks and functions and shall foster good relations among members. The Chair shall ensure that all supervisors are involved in the work of the Board and encourage active engagement and contributions of all members of the Board.

In particular, the Chair will apprise the Board and county officials of pending legislative and legal changes to county operations. By law, the Chair shall take care that all federal, state, and local laws, rules and regulations pertaining to county government are enforced.

Committee membership. The Chair shall be an ex-officio member of all committees, but may vote as such in committee only in the absence of a member of the committee.

3.1.50 RESIDENCY REQUIREMENT FOR APPOINTMENTS AND CONFIRMATIONS

a. Only county residents may be appointed to boards, commissions, and committees. A resident is an individual who has resided continuously within Portage County for thirty days before appointment. An appointee must continue his or her residency to maintain the appointment.

b. Exceptions to this policy may be granted for good cause shown.

Changes do occur throughout the year – to view the most current version of 3.1, please visit www.co.portage.wi.us [Index](#)

MUNICIPAL OFFICERS
TOWN, VILLAGE AND CITY

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Population 886

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

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[Index](#)

VILLAGE OF JUNCTION CITY

Population 437

<https://www.junctioncitywisconsin.gov/>

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[Index](#)

VILLAGE OF NELSONVILLE

Population 161

<https://www.villageofnelsonville.com/>

VILLAGE HALL

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[Index](#)

VILLAGE OF PARK RIDGE

Population 495

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[Index](#)

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<http://www.ploverwi.gov/>

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[Index](#)

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[Index](#)

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[Index](#)

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www.stevenspoint.com

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[Index](#)

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[Index](#)

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[Index](#)