

PROCEEDINGS
OF THE
BOARD OF SUPERVISORS
Columbia County, Wisconsin

Portage, Wisconsin
April 18, 2006
9:47 A.M.

The Board of Supervisors of Columbia County convened in annual session at the Courthouse in Portage pursuant to law. Chair Susan Martin called the meeting to order.

The Clerk read the roll of the members as follows:

District No. 1 – Brian L. Landers	District No. 16 – Barry Pufahl
District No. 2 – Donald P. Nelson	District No. 17 – Susan Martin
District No. 3 – Robert L. Hamele	District No. 18 – Robert J. Lane
District No. 4 – Kenneth Hutler	District No. 19 – Neil M. Ford
District No. 5 – Vacant	District No. 20 – Fred C. Teitgen
District No. 6 – J. Robert Curtis	District No. 21 – Andy Ross
District No. 7 – Richard C. Boockmeier	District No. 22 – Robert J. Stoltenberg
District No. 8 – Tom L. Jenkins	District No. 23 – Robert J. Andler
District No. 9 – Vern E. Gove	District No. 24 – Tim O’Neil
District No. 10 – Mary Cupery	District No. 25 – Gerald L. Salzwedel
District No. 11 – John H. Healy	District No. 26 – Jack Sanderson
District No. 12 – Don DeYoung	District No. 27 – John H. Tramburg
District No. 13 – Sarah E. Lloyd	District No. 28 – Douglas S. Richmond
District No. 14 – Harlan Baumgartner	District No. 29 – Robert Westby
District No. 15 – Debra L. H. Wopat	District No. 30 – Philip Baebler
	District No. 31 – John G. Stevenson

All members were present.

Members stood and recited the Pledge of Allegiance.

Chair Martin introduced newly elected supervisors thanking them for choosing to serve and represent their communities.

The Honorable Daniel George administered the Oath of Office to the members.

Chair Martin thanked everyone for allowing her to serve as Chair for the last (2) two years.

Pastor Dean Phillips offered the invocation.

The next order of business was the election of County Board Chair.

Supervisor Westby placed in nomination the name of Harlan Baumgartner.

Supervisor DeYoung seconded the nomination. Motion was made by Supervisor Boockmeier, second by Supervisor Ford that nominations are closed and the Clerk be instructed to cast a unanimous ballot for Harlan Baumgartner. Motion carried unanimously.

The ballot was so cast, and Harlan Baumgartner was declared elected Chair of the County Board for a term of (2) two years.

Chair Baumgartner presented Past Chair Martin with a plaque and the gavel used during her term of office, thanking her for a job well done.

The next order of business was the election of a Vice Chair. Supervisor Tramburg nominated Debra L.H. Wopat. Supervisor Martin seconded the nomination. Motion was made by Supervisor J. Curtis, second by Supervisor Hamele that nominations are closed and the Clerk be instructed to cast a unanimous ballot for Debra L.H. Wopat. Motion was carried unanimously.

Debra L.H. Wopat was declared elected Vice Chair of the County Board for a term of (2) two years.

Chair Baumgartner welcomed newly elected supervisors.

Other comments by Chair Baumgartner included:

- expense vouchers deadline - April 26
- county directory release deadline - April 21
- communication from City of Portage related to proposed resolution reducing board size eliminating Supervisory District 5.

Supervisor Westby conducted the review of Standing Rules.

STANDING RULES
Columbia County Board of Supervisors
ADOPTED April 18, 2006

Index

Rule 1.	Board Meetings
Rule 2.	Addressing the County Board
Rule 3.	Motions
Rule 4.	Reports
Rule 5.	Resolutions and Ordinances
Rule 6.	Recording Motions and Seconds
Rule 7.	Voting and Elections
Rule 8.	Reconsideration
Rule 9.	Department Annual Reports
Rule 10.	State and National Conventions
Rule 11.	Suspension or Amendment of Rules
Rule 12.	Rules Commissions, Robert's Rules
Rule 13.	Repeal of Conflicting Rules
Rule 14.	Effective Date
Rule 15.	County Board Chair and Vice Chair
Rule 16.	County Board Members
Rule 17.	Committee Meetings
Rule 18.	Special Committees
Rule 19.	Ad Hoc Committees
Rule 20.	Standing Committees
Rule 21.	Standing Committee Duties
Appendix:	Basic Principles of Parliamentary Procedure

STANDING RULES. The following are the Standing Rules of the Columbia County Board of Supervisors.

RULE 1. MEETINGS.

(1) **ANNUAL MEETINGS.** The Board shall meet on the third Tuesday of each April to organize and transact business, and shall hold an annual meeting on the Tuesday after the second Monday of November to address the regular monthly agenda and conduct the annual budget hearing.

At the organizational meeting held in April on even numbered years, a the County Board Chair, its Vice-Chair, and two Executive Committee members shall be elected as prescribed under Board election procedures by a majority vote of the members present. The Standing Rules for the current session of the Board shall be adopted by a majority vote, and committee appointments shall be made.

(2) **BOARD MEETINGS.** The Board shall hold its meetings on the third Wednesday of the month, except when Wisconsin statutes establish the meeting date. In the event the Chair is unavailable to preside over a meeting of the Board, the present Vice-Chair shall preside. In the event the present Vice-Chair is unavailable, the most immediate past Board chair shall preside.

(3) **MEETING HOUR.** The hour for the morning meeting of the Board shall be 9:45 o'clock A.M., and afternoon sessions following recess or adjournment shall meet at 1:30 o'clock P.M., unless otherwise ordered. During the months of May, June, July, August, September, and October, the Board shall commence its meeting at 7:00 P.M. The Clerk shall note the time of calling of the meetings in the minutes.

Motion by Supervisor Lloyd, second by Supervisor Sanderson, to amend Rule 1(3) to strike language referring to the meeting hour and insert: "all meetings shall be at 7:00 p.m."

Motion by Supervisor Nelson, second by Supervisor O'Neil, amended the motion to include statutory April and November meetings at 9:45 a.m. with the remaining ten meetings in the evening.

Supervisor Ford called for "point of order".

Corporation Counsel was asked for an opinion on statutory requirements. Corporation Counsel Ruf indicated that the statutes did not specify an hour.

The motion to amend was restated to read: regular monthly meetings commence at 7:00 p.m., except April and November.

Chair Baumgartner called for a roll call vote.

The motion to amend the amendment failed as follows:

AYES: 10; NOES: 20

AYES: Baebler, J. Curtis, Lloyd, Nelson, O'Neil, Pufahl, Richmond, Sanderson, Stevenson and Teitgen.

NOES: Andler, Boockmeier, Cupery, DeYoung, Ford, Gove, Hamele, Healy, Hutler, Jenkins, Landers, Lane, Martin, Ross, Salzwedel, Stoltenberg, Tramburg, Westby, Wopat and Baumgartner.

The motion to amend Rule 1(3) failed on a roll call vote as follows:

AYES: 8; NOES: 22

AYES: J. Curtis, Jenkins, Lloyd, Nelson, O'Neil, Richmond, Sanderson and Stevenson.

NOES: Baebler, Boockmeier, Cupery, DeYoung, Ford, Gove, Hamele, Healy, Hutler, Landers, Lane, Martin, Pufahl, Ross, Salzwedel, Stoltenberg, Teitgen, Tramburg, Westby, Wopat, Andler and Baumgartner.

(4) **MEMBER ROLL CALL.** Whenever the Board convenes or reconvenes, the Clerk shall make a roll call of the members to establish a quorum. A roll call shall not be required if the recess is 15 minutes or less. All roll call attendance records of each Supervisor shall be recorded in the minutes and printed with the annual proceedings of the Board. Any Supervisor who is not present for roll calls shall at the first opportune time, in order to be recorded present, make his/her presence known to the Clerk. In the event any member is going to be absent for all or a portion of a session, it shall be necessary to inform the Chair. ~~request permission from the Chair in order to be excused.~~

(5) **ORDER OF BUSINESS.** The regular order of business, which is subject to the discretion of the Chair, shall be as follows:

- (a) Roll call.
- (b) Pledge of Allegiance.
- (c) Approval of the printed journal unless otherwise ordered.
- (d) Approve agenda and any changes thereto in compliance with open meeting law requirements under Sections 19.81 through 19.98, Wisconsin Statutes.
- (e) Claims and petitions.
- (f) Communications.
- (g) Appointments.
- (h) Consideration of reports of committees.
- (i) Union Contract ratification.
- (j) Resolutions to be considered and resolved.
- (k) Consideration of proposed ordinances.
- (l) Consideration of miscellaneous business on the table.
- (m) On the day set for the adoption of the budget, the budget shall be considered immediately following "Appointments" during the morning session.
- (n) On the last day of the current session, reading and correcting of the journal of the day immediately prior to the final adjournment.

RULE 2. ADDRESSING THE COUNTY BOARD.

- (1) Every member, prior to speaking, shall address himself/herself to the Chair.
- (2) When two or more members wish to be recognized, the Chair shall designate who shall speak first.
- (3) No member shall speak more than twice on the same subject or question without approval of the Chair.
- (4) A member called to order by the Chair, shall immediately relinquish the floor. The Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted.
- (5) Any person who is not a member of the Board who desires to address the Board on a specific subject, must first receive the approval of a Board member. The member will then request that the Chair recognize that he/she is relinquishing time to the non-member to speak. The member thereafter forfeits one of his/her rights to further address the subject. The non-member shall be governed by all other relevant rules of the Board and shall address only the subject before the Board.

RULE 3. MOTIONS.

- (1) All motions must be presented by a Board member.
- (2) No motion shall be debated by the Board unless it is seconded; it shall be restated by the Chair before debate. ~~Any motion shall be reduced to writing if any member requests it.~~ Lengthy or complicated motions must be presented to the Clerk in writing after receiving a second.
- (3) After a motion is restated by the Chair, it shall be deemed to be in possession of the Board. All motions, resolutions, and amendments shall be entered at large upon the journal.
- (4) When a motion is being debated, no other motion shall be made except to lay on the table, to adjourn for the previous question(s), to limit or extend limits of debate, to postpone to a day certain, to refer, to amend, and to postpone indefinitely; these several motions shall have precedence in the order in which they are stated above.
- (5) The motion to adjourn shall always be in order; that and the motion to lay on the table shall be decided without debate.
- (6) If the question under debate contains several points, any member may move to have it divided.

RULE 4. REPORTS.

- (1) A committee report shall be a statement of the committee's position with respect to a particular issue or issues and shall be included with the mailing of the monthly Board agenda prior to the meeting. Reports may be discussed or read and will be accepted into the record and placed on file if there are no objections.
- (2) Final majority reports from ad hoc committees shall be written and shall be recorded in the Board Minutes by the Clerk. A minority report may be filed in a like manner.

RULE 5. RESOLUTIONS AND ORDINANCES.

- (1) The Chair, after consultation with the Corporation Counsel, will determine when the Board must approve contractual arrangements.
- (2) Salary increases for all non-union county employees shall be presented by the Human Resources Committee and shall be approved by two-thirds vote of the members present.
- (3) The resolution to adopt the budget shall require a two-thirds vote of the members present at the meeting.
- (4) Resolutions to make transfers from the General Fund or the Contingency Fund shall be referred to the Finance Committee for its recommendation back to the Board, and shall require a two-thirds vote of the entire membership of the Board to obtain passage, pursuant to Sec. 65.90 (5)(a), Wis. Stats.
- (5) A resolution, petition, or motion submitted by a member or members not constituting a committee shall be read and referred to the appropriate committee by the Chair. Resolutions, petitions, or motions submitted by non-members shall be presented through a member for referral to an appropriate committee. If not returned for Board consideration, the committee shall present an oral report of its conclusions.
- (6) Resolutions and/or ordinances shall:
 - (a) be submitted by Board members or committees only.
 - (b) indicate at the top a brief synopsis and the name of the committee introducing the document to the Board.
 - (c) be numbered on each line and page of the document.
 - (d) contain a fiscal note explaining the budgetary effect of the proposed action, if applicable.
 - (e) be submitted in writing to the Clerk by 9:00 a.m. on the Friday before the Board meeting date, unless the Clerk requests an earlier delivery date or time, and to the Corporation Counsel for review at the same time as distributed to members.
 - (f) be considered, if submitted after the above deadline, only if deemed urgent by the Chair. Any resolution that is not included in the agenda may be placed on the agenda if the media and public have been noticed of such addition more than 24 hours in advance if it is not an emergency or more than two (2) hours in advance if it is an emergency. Any resolution added in the above manner may be considered by the Board unless objected to, in which case a two-thirds majority of members present will be required for consideration.

(7) Resolutions submitted to the Board for adoption shall be signed by a majority of the members of the submitting committee and ordinances shall be signed by the Chair and Clerk after adoption.

(8) Resolutions and ordinances shall be taken up in the order in which they are presented, unless otherwise ordered by the Chair. If there is no objection from the Board members present, the reading of any proposed resolution or ordinance may be waived by the Chair and be referred to by title only provided that all members have received a written copy of said resolution or ordinance at least 24 hours prior to the Board meeting. An ordinance or resolution may be amended at any time prior to its being adopted by the Board.

(9) Amendments offered to resolutions shall be germane to the primary subject of the resolution or ordinance.

~~(10) Ordinances may be read at three regular or annual meetings of the Board before being adopted. However, a Board member may move to suspend the rules and after receiving a second and two-thirds majority vote, the ordinance may move directly to the final vote for adoption. An ordinance may be amended at any time prior to its being adopted by the Board. In the event an ordinance is amended following the second reading but prior to adoption, final consideration shall be put over until the next full Board meeting, at which time the ordinance, as amended, shall be presented in written form.~~

Corporation Counsel was consulted regarding (3) three readings. Attorney Ruf stated it was his opinion that (3) three readings are not required under Wisconsin State law; however, not uncommon in parliamentary procedures, nor unique to Columbia County.

Motion by Supervisor Hamele to amend to reinstate the following in our rules: "Ordinances may be read at three regular or annual meetings of the Board before being adopted. However, a Board member may move to suspend the rules and after receiving a second and two-thirds majority vote, the ordinance may move directly to the final vote for adoption." Second made by Supervisor Tramburg.

Elimination of three readings took away the opportunity to question and comment on issues that are up for consideration. Supervisors felt this procedure was generally confusing. This rule was first intended to carry consideration of an issue over a three-month period prior to a final vote. Reducing the readings was seen to make the procedure more concise and clear and streamline debate or discussion.

The motion to amend carried on a voice vote, not unanimous.

~~(11) (10)~~ Upon the passage of an ordinance, motion, or resolution affecting any County department, officer, or official, or any town, city or village, the Clerk shall immediately thereafter transmit a copy of the same to the County department, officer or official affected, and for the local municipalities shall transmit a copy of the same to the clerk of the affected municipality.

RULE 6. RECORDING MOTIONS AND SECONDS.

In all cases where an ordinance, resolution, or motion shall be entered on the journal of the Board, the name of the member moving the same, and the name of the member seconding shall be entered on the journal.

RULE 7. VOTING AND ELECTIONS.

(1) COUNTY BOARD VOTING.

- (a) Voting by the County Board shall be by voice vote or roll call vote, if requested.
- (b) Every member shall may vote aye, nay, or abstain unless previously excused from the meeting. ~~A member may abstain from voting on an issue and state the reason therefore by announcing his/her intention to do so and leaving the meeting room prior to discussion on that issue.~~

Corporation Counsel was consulted regarding the difference between "shall" and "may". He explained that "shall" and "must" are interchangeable and requires a vote.

Motion by Supervisor Hamele to amend Rule 7(1)(b) to read: "Every member shall vote aye, nay, abstain or present." Second was made by Supervisor Lane.

Importance of constituents right to know their representative is voting and how. Further clarification was given on what constituted a roll call, voice vote, and how they are counted.

Corporation Counsel Ruf indicated that a supervisor, who contends to have a conflict of interest, might abstain, not vote or leave the room during the vote. No one is required to vote by law. Supervisor Landers questioned procedure if a supervisor announced "present", did that reduce the size of a quorum? Corporation Counsel stated it shouldn't make any difference in a majority vote or a two-third majority of the entire board. "Present" would count as a "no or nay" vote if there were insufficient "yes or aye" votes.

Chair Baumgartner called the question and indicated the motion to amend carried on a voice vote.

Supervisor Nelson called for a roll call vote.

Supervisor Hamele indicated the Chair declared passed.

Supervisor Westby called for "division".

Supervisor Nelson challenged the Chair.

The amendment failed on a roll call vote as follows:

AYES: 11; NOES: 19

AYES: J. Curtis, Hamele, Landers, Lane, Ross, Salzwedel, Stevenson, Stoltenberg, Tramburg, Wopat and Andler.

NOES: Boockmeier, Cupery, DeYoung, Ford, Gove, Healy, Hutler, Jenkins, Lloyd, Martin, Nelson, O'Neil, Pufahl, Richmond, Sanderson, Teitgen, Westby, Baebler and Baumgartner.

Motion was made by Supervisor Sanderson to delete paragraph (b) of Rule 7 (1). Second made by Supervisor O'Neil.

Chair Baumgartner indicated the motion to amend carried on a voice vote.

c) In the event of a roll call vote, the Chair's vote shall be recorded last.

(2) COMMITTEE VOTING.

(a) The County Board Chair or Vice Chair shall vote when his/her presence is necessary at a meeting to create a quorum of the committee.

(b) The Committee Chair may vote to break a tie or create a tie.

Motion was made by Supervisor Pufahl to amend Rule 7(2)(b) to read: "The Committee Chair may vote on all issues". Supervisor Westby indicated that the Chair, as a member representing a supervisory district, could vote. Section (b) deals specifically with breaking a tie or creating a tie.

Motion was made by Supervisor Pufahl to strike paragraph (b) of rule 7(2). Second was made by Supervisor Sanderson.

The motion to amend carried on a voice vote.

(c) In the event of a roll call vote, the Committee Chair's vote shall be recorded last.

~~(3) CHAIR VOTING:~~

~~(a) The Board Chair or committee chair shall vote, or may abstain from voting, to break a tie.~~

~~(b) The Board Chair or committee chair may also vote to create a tie.~~

~~(c) The Board Chair or Vice Chair shall vote when his/her presence is necessary at a meeting to create a quorum of the Board or committee.~~

~~(d) In the event of a roll call vote The Chair's vote shall be recorded last.~~

(43) **ROLL CALL VOTES.** A vote on any question shall be taken by the ayes and nays when called for by a member of the Board. Roll call votes shall be taken in alphabetical order except that each successive roll call vote shall commence with the member voting second on the previous roll call vote.

(54) **ELECTIONS.** Where the vote is for election to an office, the vote shall be by ballot.

(a) If three or more candidates are nominated, balloting shall occur until such time as one candidate receives the majority of the votes of the members present. If no candidate receives a majority vote when the ballots are counted, the candidate with the lowest vote count shall be eliminated. This procedure shall be repeated until a majority vote is obtained.

- (b) The two elected members of the Executive Committee shall be selected by ballot from a slate of nominees proposed by nominations from the floor. The election shall be in accordance with the procedures established at Rule 7 (5)(a) except that each supervisor shall vote for two members on each ballot, with the election ending when two nominees receive a majority of the votes.
- (c) County Veteran's Service Officer Election: The Board shall elect by a majority vote a County Veteran's Service Officer who shall be a Wisconsin resident who served under honorable conditions in the Armed Forces of the United States as provided by Chapter 45 of the Wisconsin Statutes. The County Veteran's Service Officer shall serve until the first Monday in January of the second year-subsequent to the year of his or her election, and if re-elected, shall continue to serve unless removed by the Board for cause by two-thirds vote of the Board.
- (d) County Highway Commissioner Election: The Board shall elect a County Highway Commissioner by a majority vote. Upon his/her first election, the County Highway Commissioner shall serve until the first Monday in January of the second year succeeding the year of the election; and if re-elected, ~~it shall continue to serve be for a two-year term~~ unless removed for cause by two-thirds vote of the Board.

RULE 8. RECONSIDERATION.

A motion for reconsideration may be made by a member who voted on the side prevailing on the vote on such matter, provided the motion for reconsideration is made on the same day. Thereafter, the same subject may be placed on the agenda for consideration only with the vote of two-thirds of the entire membership. In the event of a tie vote, either side can ask for reconsideration.

Motion by Supervisor Sanderson to amend Rule 8 to read as follows: "A motion for reconsideration shall be made by any member. Provided the motion for reconsideration is made on the same day. Thereafter, the same subject shall be placed on the agenda for consideration at the next regular meeting." Second was made.

Supervisor Sanderson clarified the amendment would empower every member to ask for reconsideration of an ordinance or resolution as a result of new information, opinions expressed during discussion or suggestions that they have not had time to consider before voting and would like to review.

Supervisor Tramburg opposed the amendment referencing the number of resolutions and ordinances that could potentially be called back for reconsideration.

The motion to amend failed on a voice vote.

RULE 9. DEPARTMENT ANNUAL REPORTS.

County officers and department heads shall be introduced and shall be available for questions and comments at the direction of the Chair during the Board meeting at which his/her written annual report is taken under consideration.

RULE 10. STATE AND NATIONAL CONVENTIONS OR CONFERENCES.

Board members who attend state and national conventions or conferences must obtain approval in advance by the Board Chair prior to attendance. If prior approval is not received, no expense reimbursement will be made. Members of the Board who attend conventions or conferences shall make reports to the Board.

Supervisor O'Neil inquired what restrictions for eligibility are there for attending conferences, stating the rule was not clear in stating who could participate in state or national conferences.

Chair Baumgartner indicated attendance was offered first to Executive Committee Members. Supervisor Martin indicated that any board members interested in attending could attend, but without approval of the Board Chair, that member would not receive reimbursement. Supervisor Tramburg indicated that a restriction on attendance at conferences was primarily monetary.

Motion to amend by Supervisor Sanderson to strike "no" in second sentence and insert "25%". Motion failed for lack of a second.

Motion by Supervisor O'Neil, second by Supervisor Jenkins to amend first sentence of Rule 10 by striking "Board members" and inserting "Executive Committee members or designated alternate(s)" in first sentence.

Supervisor Wopat stated it hasn't always been the Executive Committee that has attended; other supervisors have had the opportunity. She suggested a better process to review this might be during budget preparation. Supervisor Pufahl felt the location of the conference influenced the number of attendees.

Chair Baumgartner called for a roll call vote. The motion failed by members present as follows:

AYES: 7; NOES: 19

AYES: Cupery, J. Curtis, DeYoung, Ford, Jenkins, Lloyd and O'Neil.

NOES: Gove, Hamele, Hutler, Landers, Lane, Martin, Nelson, Pufahl, Richmond, Ross, Salzwedel, Sanderson, Stoltenberg, Teitgen, Westby, Wopat, Andler, Baebler and Boockmeier.

RULE 11. SUSPENSION OR AMENDMENT OF RULES.

No rule of the Board shall be suspended, altered, or amended without the concurrence of two-thirds of the members present.

RULE 12. RULES COMMISSIONS, ROBERT'S RULES.

In all matters of parliamentary ~~practice~~ procedure not covered by these rules, Robert's Rules of Order, latest revision, shall govern the proceedings of this Board.

RULE 13. REPEAL OF CONFLICTING RULES.

All prior rules and regulations are hereby rescinded.

RULE 14. EFFECTIVE DATE.

The Standing Rules shall be in force upon adoption ~~passage~~.

RULE 15. COUNTY BOARD CHAIR AND VICE CHAIR.

(1) The Vice-Chair shall either be a member or shall have previously served as a member of the Finance Committee.

(2) The Chair shall be paid a salary as established by the members of the Board. The Chair shall not be a member of any particular standing committee, except the Executive Committee, but shall be given notice of and have the privilege of attending and participating in the deliberations of any other committee of the Board but shall not vote unless his/her presence is necessary to create a quorum of the committee. Mileage, per diems, and other accepted, authorized expenditures shall be reimbursed on the same basis as all other Board members, including days spent in the office as Chair.

(3) The Chair shall serve as chair of the public hearing to adopt the annual budget at the November Board meeting.

(4) The Board Chair and/or Vice Chair shall have the right to act as a voting member of any committee if said participation is necessary to establish a quorum.

(5) The Board Chair and Clerk shall sign all contracts approved by a resolution of the Board.

(6) The Chair shall assign topics and issues which arise that are not clearly defined in the Standing Rules as being the responsibility of a particular standing committee as he/she deems appropriate.

(7) A meeting of the standing committee chairs shall be convened at the discretion of the Chair.

(8) Board Chair activities could consist of, but not be limited to, the following:

- (a) Be available ~~present~~ at least two hours per week. ~~at a regularly scheduled time in the Chair's office to receive visits by members, department heads, employees, public officials and the public in general.~~
- (b) Work closely with all County departments on matters pertaining to the County.
- (c) Appear, when requested to do so, as the representative of the Board.
- (d) Attend as many committee meetings as ~~is feasibly possible, day or night.~~
- (e) Keep members informed, mostly through committee chairs.
- (f) Assist in the preparation of the Board meeting agenda and assure it is to be in the possession of members prior to Board meetings.
- (g) Take care of daily details that arise.

RULE 16. COUNTY BOARD MEMBERS

Every member of the Board must reside within the district, which he or she has been elected to represent. If a Board member moves out of that district, he or she will be expected to resign. If no resignation is forthcoming, the seat will be declared abandoned after three (3) consecutive months and the Board will appoint a new district representative.

RULE 17. COMMITTEE MEETINGS.

(1) Committee meetings may be held during a County Board meeting, during a recess of a County Board meeting or immediately after a County Board meeting to discuss noticed subjects on the County Board's meeting agenda. To accomplish this, the Chair of the governing committee must request permission of the County Board Chair to hold such a meeting, and to provide the Chair with the time, place and subject matter of the meeting so that the County Board Chair can publicly announce the facts of the meeting while the County Board is in session.

~~(2)~~ Meetings consisting of two or more committees shall require approval of the Board Chair.

~~(3)~~ To meet unanticipated special situations that require prompt attention, a committee may meet, with the Board Chair's approval and within the parameters of the open meetings law, to resolve the matter. Other committees who may have an interest shall be consulted prior to a final decision.

(4) Pre-County Board committee meetings must be scheduled by noon on the Thursday preceding the Board meeting (the Wednesday preceding the Board meeting in April and November); however, the County Board Chair may waive this requirement if he/she deems that the meeting is imperative to the best interests of the County and to not schedule it would put the County in a position of jeopardy financially or legally.

~~(5)~~ All committees shall comply with Board approved personnel policy, Standing Rules, Wisconsin Statutes, and mandated grant requirements.

~~(6)~~ Absences from a committee meeting must be approved by the committee chair prior to the meeting.

~~(7)~~ Each committee shall maintain a written record of its proceedings. A typewritten copy, signed by the secretary, shall be filed with the Clerk within ONE WEEK following the date of the meeting. Written documents referenced in the minutes shall be attached and filed with the minutes.

~~(8)~~ Minutes of a closed meeting shall be provided to the Clerk in a sealed envelope noting the committee name, closed session minutes, and the date of the meeting and shall remain confidential as long as the need for confidentiality exists pursuant to the relevant statutes on open meetings and public records. The sealed, closed session minutes shall be distributed to committee members, Chair, Vice Chair, and Corporation Counsel and may be handled by the committee's secretary. Committees shall review and/or amend the closed session minutes before going back to open session.

RULE 18. SPECIAL COMMITTEES.

(1) The Chair, with Board approval, shall appoint statutorily mandated, including tax increment financing (TIF) district representatives, and special committees and boards in the same manner as other standing committees are appointed.

(2) The Revolving Loan Fund / Housing Committee shall consist of one member from the Finance Committee or a citizen at large with banking or financial experience, one member each from the Agriculture and Land and Water Conservation and Executive Committees, a Board representative to the Columbia County Economic Development Corporation, and the Board Chair or designee.

RULE 19. AD HOC COMMITTEES.

(1) Ad hoc committees and their chairs shall be appointed by the Board Chair, with Board approval. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed and a final written report given to the Board.

(2) Ad hoc committees to whom reference is made shall in all cases report a statement of facts and their opinion thereon to the Board as interim verbal reports on no less than an annual basis. Such reports shall be given in addition to final written reports.

(3) The ad hoc negotiating committee shall be appointed for contracts which expire and shall consist of one member from the Finance, Human Resources, and Executive Committees, and shall represent the County, in conjunction with the Human Resources Director, in labor union contract negotiations.

RULE 20. STANDING COMMITTEES.

(1) Standing committees shall meet regularly, preferably prior to the monthly Finance meeting. Committees wishing to meet more than once a month shall request permission from the Board Chair. ~~Committee meetings during Board sessions shall be announced at the commencement of the session, or as soon as the need for such meeting arises.~~ All committee meetings shall comply with the applicable open meeting statutes.

(2) **MEMBERS' SERVICE.** Every member of the Board, except the Chair, shall be appointed to at least one standing committee initially and may be appointed to more than one such committee.

(3) **COMMITTEE CHAIRS.** Each standing committee shall elect its own chair, vice chair, and secretary. No member shall accept more than one chair position of a standing committee. This limitation shall not apply to ad hoc or special committees.

(4) The standing committees shall be composed of five members each except: the Health and Human Services Board, which shall be considered a standing committee of the County Board, shall be composed of six (6) County Board members, one being the chair of the Commission on Aging, and three lay members in accordance with Sections 46.23 (4) and 251.03, Wis. Stats. The concerns of the Division of Health shall be addressed as a separate agenda item of business at each Health and Human Services Board monthly meeting.

(5) Standing committee members shall be appointed at the annual meeting in April by the Board Chair and shall serve at the pleasure of the Chair.

(6) It is the responsibility of standing committees to approve operating policies and/or procedures, and goals submitted by the department heads for their designated departments and to monitor the implementation and execution of such policy, procedures and goals, as well as to assure that department heads are fulfilling their responsibilities.

RULE 21. STANDING COMMITTEE DUTIES.

The following shall be the assigned duties of the standing committees of the Board. Committees shall audit and approve bills for payment.

(1) AGRICULTURE AND LAND AND WATER CONSERVATION COMMITTEE.

This committee shall have jurisdiction over the offices of, and shall examine all claims and accounts connected with the Agriculture, Extension Education, and Resource Development and Land and Water Conservation departments and it shall be responsible for handling and processing claims for dog damage. This committee shall advise on matters pertaining to agriculture in the County.

This committee shall perform the duties prescribed in Chapter 92, Wisconsin Statutes, except as limited herein by the Board. The Chair of the Columbia County Consolidated Farm Services Agency Committee, or his/her designee, shall be a member of this committee for Land and Water Conservation Committee purposes. The Planning and Zoning Committee and Solid Waste Committee shall designate a representative to serve as an adviser to the Land and Water Conservation Committee, pursuant to Chapter 92, Wis. Stats. It shall be the duty of this committee to promote resource development in the County, and it shall serve as the County's liaison with the Columbia County Economic Development Corporation.

The Agriculture and Land and Water Conservation Committee shall plan and prepare applications for assistance to develop, operate and maintain snowmobile trails and facilities including County parks.

Supervisor Andler was not in favor of two committees – Highway and the Agriculture and Land and Water Conservation Committee governing the the parks.

Supervisor Andler felt the parks have seen improvements under the Highway Departments direction, even though working within a small budget. Chair Baumgartner explained this was an effort to seek additional money in the form of grants and/or donations to improve the County parks. Supervisor Tramburg indicated no additional county funds would go to LWCC. Supervisor Martin supported leaving the maintenance of the parks in the hands of the experts, the Highway Dept; but, also saw opportunities for potential donations from organizations, individuals and grant awards under the direction of Director Calkins.

(2) COLUMBIA CARE CENTER COMMITTEE.

This committee shall be responsible for the operation and maintenance of the Columbia Health Care Center in compliance with the Wisconsin Statutes.

(3) EXECUTIVE COMMITTEE.

There shall be an Executive Committee, consisting of five members: the Chair, the Vice-Chair, the immediate past Board chair, and two elected members. The Board Chair shall be the chair of this committee.

Should there be a vacancy on the committee, the Board in the manner set forth in Rule 7 shall elect a successor. The Chair shall review all standing committee minutes. Areas of concern shall be reviewed with the Executive Committee and the appropriate standing committee.

This committee shall have jurisdiction over the Office of County Clerk.

This committee shall have jurisdiction and fiscal responsibility for all matters and accounts pertaining to the Veterans' Service Office, other than those benefits under Section 45.10, Wisconsin Statutes.

The members of the Executive Committee are solely authorized to represent the County's point of view at State legislative hearings or Intercounty Coordinating Committee (ICC) meetings. In the event an Executive Committee member chooses not to attend such a hearing or meeting, the Chair may designate a knowledgeable supervisor to attend in his or her place.

This committee shall recommend to the Board the acquisition of real property on behalf of the County.

The Executive Committee and Property and Insurance Committee, working with the governing committees and department heads, shall be responsible for the planning, allocation, and location of space for personnel and equipment.

The Property and Insurance Committee shall periodically study and make proposals for medium (5 years) and long range (10 years) space, property and building needs for County personnel and equipment for the review of the Executive Committee.

(4) FINANCE COMMITTEE.

This committee shall have jurisdiction over the offices of County Treasurer and Comptroller/Auditor. It shall be the duty of the Finance Committee to make recommendations on all proposals for transfer from the General or Contingency Fund. It shall require the regular monitoring of all revenue and disbursement accounts and require that department heads and governing committees are alerted of deviations of concern. The Finance Committee shall audit all insurance premiums.

It shall prepare and present to the Board at the annual session the budget and tax levy; first in temporary form and finally in a complete form as changed during the Board session.

To enable the committee to prepare such budget, all requests for appropriations shall be filed with the Comptroller not later than a date designated by the committee.

It shall be the duty of the committee to familiarize itself with the certified audit report of County offices. It shall confer with the auditor in charge of the audit regarding details of the audit and make such recommendations to the Board as it deems necessary.

This committee shall act as Audit Committee and shall pass on miscellaneous current bills not audited by any other County committee or department as provided by law or by these rules.

All departmental accounting shall be in compliance with procedures established by the County Auditor under the direction of the Finance Committee.

(5) HEALTH AND HUMAN SERVICES BOARD.

The Health and Human Services Board shall function in accordance with Section 46.23, 251.03 (1), and 251.04, Wisconsin Statutes, and shall accept additional funding from the State of Wisconsin when no additional funding is required from the County per Resolution #69-94.

The chair and vice chair of the Health and Human Services Board shall be members of the County Board.

The Commission on Aging shall be an advisory sub-committee to the Health and Human Services Board and shall consist of 2 County Board members and 3 lay members. One of the County Board members on the Commission on Aging shall be chair and be appointed as a member of the Health and Human Services Board. The Commission on Aging shall meet in conjunction with the Health and Human Services Board when it holds a meeting and its minutes shall be made a part of the Health and Human Services Board minutes in that month. All expenditures on behalf of the Commission on Aging shall be approved by the Health and Human Services Board prior to payment.

The Health and Human Services Director and Health and Human Services Board, with the addition of three non-County Board members as required by Section 25I.03, Wis. Stats., shall establish policies and supervise the implementation of these policies as detailed in Section 25I.04, Wis. Stats.

(6) HIGHWAY COMMITTEE.

This committee shall be responsible for all highway and bridge maintenance and construction as provided by the Wisconsin Statutes or referred to it by this Board or as requested by local municipalities.

The Highway Committee shall function in accordance with all State and Federal statutes and administrative rules. Further, this committee shall govern the maintenance and operation of County parks and shall have authority over the budget therefore.

(7) HUMAN RESOURCES COMMITTEE.

This committee shall have jurisdiction over the Human Resources Department and all matters pertaining to employment to assure compliance with State and Federal labor directives; such as, wages, conditions of employment, fringe benefits, and other related matters; and shall assure compliance with Chapter 7 of the Code of Ordinances.

The committee shall have jurisdiction over the countywide Safety Committee and its budget.

This committee shall oversee the implementation and periodic review of the County's Affirmative Action Plan, Civil Rights, and Americans with Disabilities Act.

This committee shall create policies to provide health insurance coverage and a worker's compensation program for County employees.

(8) JUDICIARY COMMITTEE.

This committee shall have jurisdiction over the offices, records, and claims, and act as audit committee for, the offices of Corporation Counsel, District Attorney, Clerk of Courts, Register in Probate, Circuit Courts, Court Commissioner, Sheriff, Coroner, and the law enforcement communication systems.

All matters pertaining to litigation and legal issues concerning the County shall be referred to this committee for recommendation to the Board. It shall recommend the Standing Rules to the Board.

It shall be the duty of this committee to confer with and supervise the needs, powers and duties of all of the listed offices.

It shall investigate and report on all claims against the County referred by the Board Chair and shall report its recommendations back to the Board.

It shall make recommendations regarding enforcement of laws.

This committee shall ensure that the Sheriff's Department has a written operating policies and procedures manual in accordance with Wisconsin Statutes.

This committee shall have jurisdiction over the 9-1-1 programs in the County. Monthly operations and financial matters associated with the 9-1-1 programs shall be supervised by the Sheriff's Department and audited by the Judiciary Committee.

This committee shall have jurisdiction over Emergency Management in the County, as required by law, and shall budget and audit Emergency Management expenditures. This committee shall supervise monthly operations and financial matters associated with Emergency Management.

(9) LAND INFORMATION AND RECORDS COMMITTEE.

This committee shall have jurisdiction over the Land Information Department and Register of Deeds Office. These two offices shall collect and store all information in compliance with Sec. 16.967, 59.43, 70.09, and 77.21 through 77.30, Wisconsin Statutes.

This committee shall supervise the monumentation program and maintain it in an efficient manner, in compliance with Sec. 59.74, and 60.84 (3)(c), Wisconsin Statutes, and shall have jurisdiction over the County Surveyor.

(10) MANAGEMENT INFORMATION SERVICES COMMITTEE.

This committee shall have jurisdiction over the Management Information Services Department and shall direct all Management Information Services related tasks. It shall have responsibility for interdepartmental collecting, updating, coordinating, and disbursing of information so the County can conduct its business.

(11) PLANNING AND ZONING COMMITTEE.

This committee shall have jurisdiction over the Planning and Zoning Department.

It shall be the duty of this committee to establish shoreline use controls and pollution control of navigable waters, pursuant to Section 59.692, Wisconsin Statutes, in conjunction with the Agriculture and Land and Water Conservation Committee.

This committee is responsible for all County comprehensive planning relating to land use.

This committee shall supervise the enforcement of all matters relating to zoning, private sewage systems, subdivision control, land use, and non-metallic mining ordinances and statutes.

The Planning and Zoning Committee shall have responsibility for designation of emergency numbers for the emergency service number system throughout unincorporated Columbia County.

This committee shall have jurisdiction over the Farmland Preservation Program, the administration of the Wisconsin Fund, and the issuance of various permits required by the Planning and Zoning Department.

(12) PROPERTY AND INSURANCE COMMITTEE.

This committee shall:

- (a) have jurisdiction over the janitorial and maintenance staff of buildings with the exception of the highway and nursing home properties;
- (b) have jurisdiction over the repair and maintenance of all County buildings and grounds not budgeted by other committees or boards;
- (c) make recommendations to the Board for repairs or improvements for all County owned buildings in excess of approved budgeted amounts;
- (d) aggressively pursue with the County Treasurer all remedies relative to the collection of delinquent taxes and the sale of land for taxes, acting in this capacity as the County Land Appraisal Committee;
- (e) annually verify inventories and values of County property;
- (f) create policies to maintain reasonable liability and property insurance coverage for all County exposures and assets;
- (g) review, coordinate and analyze workers compensation claims and ensure claim information is made available to committee chairs for department head review; and
- (h) have responsibility over all matters pertaining to County performance bonds and the specific duties provided in Section 59.21, Wis. Stats.

The Executive Committee and Property and Insurance Committee, working with the governing committees and department heads, shall be responsible for the planning, allocation, and location of space for personnel and equipment.

The Property and Insurance Committee shall periodically study and make proposals for medium (5 years) and long range (10 years) space, property and building needs for County personnel and equipment for the review of the Executive Committee.

(13) SOLID WASTE COMMITTEE.

This committee shall have jurisdiction over the Solid Waste Facilities, which shall efficiently collect, process, market, and dispose of solid waste. The committee shall encourage waste reduction as the responsible unit for recycling for the County. This committee will audit the monthly departmental bills, receipts, recommend fees, and negotiate solid waste contracts for Board consideration.

This committee shall assure compliance with all DNR Codes, federal and Wisconsin Statutes pertaining to solid waste and recycled materials.

**BASIC PRINCIPLES OF
PARLIAMENTARY PROCEDURE (in plain English)**

(1) Except in the case of mayors, the chair or president is a member of the Board and votes on issues. The chair may participate in discussion of issues as a member of the group. However, provision should be made to maintain the chair's impartiality in other matters, such as ruling on procedural issues.

(2) Members have a basic right to give and receive information so that they can make informed decisions. This principle guides considerations regarding debate (including closing off debate). It relates to asking questions of each other, and of employees and citizens speaking to the body. Only two-thirds (2/3) of the body has the right to close off discussion. A single member may not do so by saying, "I call the question". That statement is only a motion.

(3) Bodies act through motions. Motions must be complete in themselves. After seconding and being stated by the chair, a motion becomes the property of the board and the member who made the motion may not withdraw it without consent.

(4) Only one matter at a time may claim the attention of the board. Predictable matters are placed on the agenda.

(5) Rules of precedence are established to handle situations in which unpredictable (usually arising spontaneously) matters compete for attention. The rules of precedence are summarized in tables attached.

(6) When a member believes that these Standing Rules are being violated, he/she can make a point of order, thereby calling upon the Chair for an immediate ruling and enforcement of the Standing Rules. A point of order shall take precedence over any pending question.

(7) County Board Supervisors have the right to and may abstain from voting but that abstention has the same effect as a negative vote.

Supervisor Lloyd disagreed with the statement on how abstention votes are counted.

Supervisor Pufahl indicated that the County Board, as a group, could supercede Robert's Rules and create its' own Standing Rules. Supervisor O'Neil agreed with the exception of State Statutes.

Supervisor O'Neil made a motion to amend (7) of the Basic Principles of Parliamentary Procedures to add ". . . , except as specified otherwise in State Statutes" after "negative vote". Second was made by Supervisor Jenkins.

Corporation Counsel was consulted on legality of the motion. He agreed with Supervisor O'Neil that state and federal law could not be changed; however, the merits of this motion are for the Board to decide.

Supervisor Lloyd requested a clarification of how abstention votes are counted. Corporation Counsel Ruf indicated in conversation with Wisconsin Counties Association, the question of abstention votes was that while it is an abstention, it is not legally a "yes" or "no", but has the same affect of "no". A member's response of "present", when the vote was called, could be asked for a "yes" or "no" response. Otherwise, no response to a request for a "yes" or "no" vote, is considered "present" in the board room, or a "no" for recording of a vote.

The motion to amend carried on a voice vote.

Motion was made by Supervisor Sanderson to delete paragraph (7) of the Basic Principles of Parliamentary Procedure. Second was made by Supervisor Lloyd.

It was stated that if the paragraph is deleted, Robert's Rules of Order, as mentioned in the standing rules, would apply. Corporation Counsel Ruf indicated that decision would remove the issue from the table and fall back on State Statutes. Supervisor Lloyd indicated the deletion of this paragraph, would allow each separate issue that comes before the Board, to be made independently of any other issues and counted as in parliamentary procedures. Corporation Counsel Ruf indicated that by eliminating paragraph (7), each vote would be counted on a case-by-case basis.

The Motion to delete paragraph (7) was carried on a voice vote.

BASIC INFORMATION ON MOTIONS

RANKING MOTIONS

Principal Characteristics

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below are not in order.

PRIVILEGED MOTIONS	Second Required	Can Be Debated	Can Be Amended	Vote Required	Can Be Reconsidered	Can Interrupt
Fix Time to Which to Adjourn	Yes	no	yes	maj	yes	No
Adjourn	Yes	no	no	maj	no	No
Recess	Yes	no	yes	maj	no	No
Raise a Question of Privilege	No	no	no	X*	no	Yes
Call for the Orders of the Day	No	no	no	X*	no	Yes
SUBSIDIARY MOTIONS						
Lay on the Table	Yes	no	no	maj	no	No
Previous Question (to close debate)	Yes	no	no	2/3	yes *	No
Limit or Extend Limits of Debate	Yes	no	yes	2/3	yes *	No
Postpone to a Certain Time	Yes	yes	yes	maj	yes	No
Commit (or Refer)	Yes	yes	yes	maj	yes *	No
Amend	Yes	yes	yes *	maj	yes	No
Postpone Indefinitely	Yes	yes	no	maj	yes	No
MAIN MOTION	Yes	yes	yes	maj *	yes	No

* - See Robert's Rules of Order Newly Revised for special rules. X - Usually no vote taken. Chair responds.

Basic Principles of Parliamentary Procedure

Motion was made to adopt the Standing Rules, as amended, by Supervisor Westby, second by Supervisor Boockmeier. The motion was unanimously approved.

Chair Baumgartner announced that the next order of business was to elect two (2) members to the Executive Committee. Nominations were accepted as follows:

Motion was made by Supervisor Pufahl to nominate Andy Ross, second by Supervisor Baebler.

Motion was made by Supervisor Andler to nominate Barry Pufahl, second by Supervisor Baebler.

Motion was made by Supervisor Martin to nominate Richard Boockmeier, second by Supervisor Stevenson.

Motion by Supervisor J. Curtis, second by Supervisor DeYoung, to close the nominations.

Chair Baumgartner indicated each member should cast a vote for two of the three nominations. A majority vote of board members was required, with the possibility that consecutive voting might be required to eliminate the candidates.

Chair Baumgartner asked that Supervisors Salzwedel and Richmond act as ballot clerks.

A written ballot was cast by each Supervisor and tallied by ballot clerks.

Ballots were cast for: Supervisor Ross, Pufahl and Boockmeier with the following results: Supervisors Ross and Pufahl were elected by a majority vote.

Chair Baumgartner called for a recess at 12:34 p.m. for the Executive Committee to convene for the purpose of committee appointments. The Board reconvened at 12:47 p.m.

Chair Baumgartner announced the Standing Committee appointments.

The County Board recessed for organizational meetings of the committees, at which officers were elected, meeting dates and times were established. The Clerk read names of those elected as committee officers.

Motion made by Supervisor Salzwedel, second by Supervisor Hutler, to approve committee appointments. Motion carried unanimously.

STANDING COMMITTEE APPOINTMENTS – April, 2006
Standing Committees have Five Supervisor Members
except Human Services with Six Suggested
Meeting Times

Agriculture and Land And Water Conservation	Bob Hamele, Chair Don Nelson Bob Stoltenberg, Vice Chair John Healy John Stevenson, Secretary		Statutory Non-Voting Members: Forestry – Jim Bernett Solid Waste – Bill Casey Planning and Zoning – John Healy			FSA Voting Member: Doug Tessman	1 st Monday 9:00 a.m./1:00 p.m.
Columbia Health Care Center	John Tramburg	Mary Cupery, Secretary	Andy Ross	Gerald Salzwedel, Chair	Bob Westby, Vice Chair		1 st Tuesday 9:00/9:30 a.m.
Executive	Harlan Baumgartner, Chair	Sue Martin	Debra L.H. Wopat, Vice Chair	Andy Ross	Barry Pufahl, Secretary	• <u>Executive members are elected.</u>	Monday week before County Board 9:00a.m.
Finance	John Tramburg, Chair	Deb Wopat	Sue Martin	Bob Westby, Secretary	Bob Hamele, Vice Chair		Thursday week before Board 9:00 a.m.
Health and Human Services	J. Robert Curtis, Chair Tim O'Neil, V. Chair Jack Sanderson		Sarah Lloyd Robert Lane, Secretary Mary Cupery		Citizen Members: • rotating 3 yr terms: • Dr. Chaires Boursier Susan Goethel Jan Gardner		2 nd Tuesday
Highway	Bob Andler, Chair	John Stevenson	Andy Ross, Vice Chair	Ken Hutler, Secretary	Sue Martin		Thurs., two (2) weeks prior to County Board 9:00 a.m.
Human Resources	Deb Wopat, Chair	J. Robert Curtis	Barry Pufahl, Vice Chair	Doug Richmond, Secretary	Neil Ford		1 st Wednesday 9:00 a.m.
Judiciary	Bob Hamele	Dick Boockmeier, Chair	Tom Jenkins	Barry Pufahl, Vice Chair	Andy Ross, Secretary		Wednesday week before County Board 8:00 a.m.
Land Information and Records	Neil Ford	Sarah Lloyd, Chair	Jack Sanderson, V. Chair	Fred Teitgen	Bob Stoltenberg, Secretary		2 nd Monday 1:30 p.m.
Management Information Services	Neil Ford, Chair	Robert Lane, Vice Chair	Vern Gove	Brian Landers	Don DeYoung, Secretary		2 nd Friday 9:00 a.m.
Planning and Zoning	John Healy, Vice Chair	Phil Baebler	Doug Richmond, Chair	Tim O'Neil	Fred Teitgen, Secretary		1 st Tuesday, Hearings will be 4:00 p.m.
Property and Insurance	Tom Jenkins	Ken Hutler, Chair	Don DeYoung	Robert Andler, Vice Chair	Dick Boockmeier, Secretary		1 st Friday 8:00 a.m.
Solid Waste	Gerald Salzwedel	Phil Baebler, Vice Chair	Vern Gove	Don Nelson, Chair	Brian Landers, Secretary		2 nd Tuesday 9:00 a.m.

Noting no changes to the Agenda, a motion to approve agenda as noticed was made by Supervisor Boockmeier, second by Supervisor Lane. Motion carried unanimously.

Carol Ziehmke was reappointed to the Ethics Inquiry Board for a term to expire April 2009. On motion by Supervisor Pufahl, second by Supervisor J. Curtis, the appointment was unanimously approved.

RESOLUTION NO. _____

WHEREAS, section 59.10(3)(cm), Stats., authorizes a county board of supervisors to reduce the size of the county board one time following the enactment of a decennial supervisory district plan; and,

WHEREAS, in the April 4, 2006 election, there were no official candidates and no write-in votes for the office of District 5 Supervisor representing Wards 1, 3 and 4 in the City of Portage;

NOW, THEREFORE, BE IT RESOLVED, that the size of the Columbia County Board of Supervisors is hereby decreased from 31 to 30 supervisors with current districts and representation to remain in effect until re-districting is next accomplished.

Fiscal Note: Anticipated savings in reduced county board per diem and mileage.

Fiscal Impact: None.

Robert R. Westby
Richard C. Boockmeier
Barry Pufahl
Harlan Baumgartner
Susan Martin
EXECUTIVE COMMITTEE

Motion was made to adopt the Resolution by Supervisor Boockmeier, second by Supervisor Ross.

Chair Baumgartner explained the Executive Committee drafted this resolution due to vacancy. There was no official candidate or write-in votes for this position at April election. If approved certain statutory requirements will have to be followed. Also, redistricting would need to be done by November 2007.

Supervisors concerns focused on the following: new census figures would not be used, cost of redistricting and work required, availability of program for redistricting, possibility of the public petitioning for a reduction that would affect county operations, and the importance of representing manageable number of constituents. The bill signed by the Governor permitted the public to petition for reduction of the Board with a minimal number of signatures based on 25 percent of the number of electors voting. Supervisor J. Curtis was opposed to the reduction and recommended that the Board appoint someone from that district, taking care of any impetus to reduce the Board size. Savings experienced on per diems and mileage was minimal compared to what the cost of redistricting. He encouraged supervisors to vote this resolution down.

Motion was made to amend by Supervisor O'Neil to add ". . . and the District 5 constituency be represented on the County Board of Supervisors by Supervisors of District 4, District 9 and District 18. Supervisor O'Neil considered those supervisory districts contiguous to District 5. By making this amendment, constituents in District 5 would have representation until further redistricting steps are taken. Second was made by Supervisor Lloyd.

Chair Baumgartner indicated that the resolution could be laid over to a time certain. He indicated the Executive Committee saw this as an opportunity to reduce the Board prior to a petition for reduction was circulated. The Executive Committee discussed the matter of no candidate filing for this district and hoped that there would be a write-in on the ballot, but there were none.

Motion made by Supervisor Andler, second by Supervisor Nelson, to layover to next months meeting.

The motion to layover carried, not unanimously.

Chair Baumgartner indicated Resolution would take up at amendment as has not been voted on.

RESOLUTION NO. 20-06

WHEREAS, Chapters 34 and 66 of the Wisconsin Statutes require the naming of public depositories, and

WHEREAS, Columbia County must establish banking institutions that qualify as public depositories under Chapter 34, of the Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1st National Bank of Berlin, Berlin, Wisconsin;
- Amcore Bank, Portage, Wisconsin;
- Anchor Bank, Columbus, Wisconsin;
- Associated Bank of Portage, Portage, Wisconsin;
- Bank of Poynette, Poynette, Wisconsin;
- Bank of Wisconsin Dells, Wisconsin Dells, Wisconsin;
- Banker's Bank, Madison, Wisconsin;
- Citizens Bank, Stevens Point, Wisconsin;
- Community First Bank, Baraboo, Wisconsin;
- Community Bank of Portage, Portage, Wisconsin;
- Farmers and Merchants Union Bank, Columbus, Wisconsin;
- Fox Valley Savings, Fond du Lac, Wisconsin;
- Grand Marsh State Bank, Grand Marsh, Wisconsin;
- Green Lake State Bank, Green Lake, Wisconsin;
- Hartford Savings Bank, Juneau, Wisconsin;
- Local Government Pooled Investment Fund, Madison, Wisconsin;
- Middleton Community Bank, Middleton, Wisconsin;
- Paper City Savings, Wisconsin Rapids, Wisconsin;
- Portage National Bank, Portage, Wisconsin;
- US Bank, Portage, Wisconsin; and
- Wisconsin Community Bank of Middleton, Middleton, Wisconsin;

qualify as public depositories under Chapter 34 of the Wisconsin Statutes, and are hereby designated as depositories for public monies coming into the hands of the Treasurer of Columbia County, State of Wisconsin, for funds deposited in time deposits, demand deposits, and/or in checking or savings accounts and that withdrawal or disbursement shall be only by order check as provided in Section 66.0607 of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that those banks who hold County funds of any kind totaling in excess of \$500,000 shall collateralize the amount held in excess of \$500,000 by pledging U.S. bills, notes, or bonds in an amount equal to the excess held over \$500,000.

Fiscal Note: None.
Fiscal Impact: None.

~~Kenneth E. Olson~~
Barry Pufahl
Harlan Baumgartner
Debra L.H. Wopat
John H. Tramburg
FINANCE COMMITTEE

Motion was made to adopt the Resolution by Supervisor Tramburg, second by Supervisor DeYoung.

The Resolution was unanimously adopted.

RESOLUTION NO. 21-06

WHEREAS, Article VI, Section 4, Subsection 2, of the Wisconsin Constitution provides that counties that have a population of less than 500,000 have the option of retaining the elective office of coroner or instituting a medical examiner system; and,

WHEREAS, Section 59.34(1) of the Wisconsin Statutes provides that in counties that have instituted a medical examiner system, the statutory duties of coroner shall be performed by a medical examiner and that the medical examiner shall be appointed by the board of supervisors; and,

WHEREAS, any action by the Columbia County Board of Supervisors to abolish the elective office of coroner and to institute a medical examiner system must be taken prior to the time of the general election for the next succeeding term of the office of coroner, and may only become effective after the incumbent coroner's term has expired; and,

WHEREAS, the creation of the position of medical examiner will provide Columbia County the opportunity to establish qualifications for appointment to that position; and,

WHEREAS, the medical examiner will report to and be under the supervision of the Columbia County Judiciary Committee, subject to overall supervision by the Columbia County Board of Supervisors; and,

WHEREAS, the medical examiner will be a County department head, the terms of whose employment will be defined by the Columbia County Code of Ordinances and the Columbia County Personnel Policies and Procedures Manual;

NOW, THEREFORE, BE IT RESOLVED, that the elective office of coroner is hereby abolished and a medical examiner system is hereby instituted, effective upon the termination of the current term of the Columbia County Coroner on January 2, 2007; and,

BE IT FURTHER RESOLVED, that the full-time position of medical examiner is hereby created; and,

BE IT FURTHER RESOLVED, that the Chair of the Columbia County Board of Supervisors is hereby authorized to appoint the incumbent Coroner to the position of medical examiner effective as of January 2, 2007; and,

BE IT FURTHER RESOLVED, that any future vacancies that occur in the position of medical examiner shall be filled in accordance with the provisions of the Columbia County Code of Ordinances and the Columbia County Personnel Policies and Procedures Manual governing the selection and replacement of County department heads; and,

BE IT FURTHER RESOLVED, that the duties of the medical examiner shall be generally as set forth in Section 59.34 of the Wisconsin Statutes, with specific duties of the medical examiner to be detailed in a job description for that position that shall be developed and approved by the Columbia County Human Resources Committee; and,

BE IT FURTHER RESOLVED, that the salary of the medical examiner shall be set, pursuant to Section 59.38 of the Wisconsin Statutes, in Grade 12 of the County Non-Represented Pay Structure Chart, and shall, together with other employee benefits, be administered in the same manner as the salary and benefits for other Columbia County employees; and,

BE IT FURTHER RESOLVED, that the medical examiner shall report to and be under the supervision of the Columbia County Judiciary Committee, subject to overall supervision by the Columbia County Board of Supervisors; and,

BE IT FINALLY RESOLVED, that this resolution shall be in full force and effect upon adoption and publication as provided by law.

Fiscal Note: None.

Fiscal Impact: None.

Robert R. Westby
Richard C. Boockmeier
Barry Pufahl
Harlan Baumgartner
Susan Martin
EXECUTIVE COMMITTEE

Robert R. Westby
J. Robert Curtis
Andy Ross
Timothy J. O'Neil
Debra L. H. Wopat
HUMAN RESOURCES COMMITTEE

Robert L. Hamele
Richard C. Boockmeier
Tom L. Jenkins
Robert J. Andler
Robert R. Westby
JUDICIARY COMMITTEE

Motion was made to adopt the Resolution by Supervisor Ross, second by Supervisor Pufahl.

The Resolution was unanimously adopted.

REPORT OF THE PLANNING AND ZONING COMMITTEE

The Planning and Zoning Committee having held public hearings thereon pursuant to Section 59.69 Wisconsin Statutes, notice thereof have been given as provided by law and being duly advised of the wishes of the people in the areas affected hereby recommend as follows:

- (1) A petition by Roger and Ida Price, Pardeeville, Wisconsin to rezone from Agricultural to Single Family Residence, property located in Section 2, Town of Wyocena on the 25th day of January, 2006 be approved as follows: To change from Agricultural to Single Family Residence, two parcels of land described as being a part of Government Lot 2 located in Section 2, Town 12N, Range 10E, Town of Wyocena.
- (2) A petition by George and Elaine Corning, Madison, Wisconsin to rezone from Agricultural to Agricultural No. 2, property located in Section 5, Town of Wyocena on the 1st day of March, 2006 be approved as follows: To change from Agricultural to Agricultural No. 2, a parcel of land being part of Government Lots 6 and 11, Section 5, Town 12N, Range 10E, Town of Wyocena.
- (3) A petition by The Town of Fountain Prairie, Fall River, Wisconsin to rezone from Agricultural to Single Family Residence, property located in Section 9, Town of Fountain Prairie on the 31st day of May, 2005 be approved as follows: To change from Agricultural to Single Family Residence, a parcel of land located in part of the SE ¼ of the SW ¼, Section 9, Town 11N, Range 12E, Town of Fountain Prairie.
- (4) A petition by Carl T. Benck, Fall River, Wisconsin to rezone from Agricultural to Rural Residential, property located in Section 14, Town of Fountain Prairie on the 2nd day of March, 2006 be approved as follows: To change from Agricultural to Rural Residential, a parcel of land located in part of the NW ¼ of the NE ¼, Section 14, Town 11N, Range 12E, Town of Fountain Prairie.
- (5) A petition by Bonnie Jane Jones, Lodi, Wisconsin to rezone from Agricultural to Rural Residential, property located in Section 12, Town of West Point on the 3rd day of March, 2006 be approved as follows: To change from Agricultural to Rural Residential, a parcel of land located in part of the SW ¼ of the SE ¼, Section 12, Town 10N, Range 7E, Town of West Point.
- (6) A petition by Wade Senft, Poynette, Wisconsin to rezone from Agricultural to Rural Residential, property located in Section 34, Town of Lowville on the 24th day of February, 2006 be approved as follows: To change from Agricultural to Rural Residential, a parcel of land located in part of the NE ¼ of the NW ¼, Section 34, Town 11N, Range 10E, Town of Lowville.
- (7) A petition by Roland and Carol Cross, Stoughton, Wisconsin to rezone from Agricultural to Single Family Residence, property located in Section 28, Town of Dekorra on the 24th day of February, 2006. To change from Agricultural to Single Family Residence, a parcel of land located in part of the NE ¼ of the NW ¼, Section 28, Town 11N, Range 9E, Town of Dekorra.

Harlan Baumgartner
 John Healy
 John Stevenson
~~Harlan Horton~~
 Phil Baebler
 PLANNING AND ZONING COMMITTEE

Upon hearing no objection, Chair Baumgartner directed the report be accepted and placed on file.

ORDINANCE NO. Z336-06
 An Amending Ordinance

The Columbia County Board of Supervisors do ordain as follows: That Title 16 – Chapter 1, entitled “Zoning”, of the County Code, as passed by the Board of Supervisors on February 16, 1972 is hereby amended and added thereto as follows:

- (1) "To change from Agricultural to Single Family Residence", (Roger and Ida Price) two parcels of land located in Section 2, Town 12N, Range 10E, Town of Wyocena, more particularly described as follows: PARCEL NUMBER 43 Being a part of Government Lot 2, Section 2, Town 12 North, Range 10 East, Town of Wyocena, Columbia County, Wisconsin, described as follows: Commencing at the north quarter corner of said Section 2; thence South 89°55'58" East along the north line of the Northeast Quarter of said Section 2, 159.36 feet; thence South 1,788.02 feet to a point in the center line of State Trunk Highway 44 and the point of beginning; thence North 36°29'28" East along the center line of State Trunk Highway 44, 233.38 feet; thence Northeasterly along a 11,989.00 foot radius curve to the right in the center line of State Trunk Highway 44 having a central angle of 00°25'38" and whose long chord bears North 36°42'17" East, 89.41 feet; thence South 53°39'31" East, 245.67 feet; thence South 36°29'28" West, 240.94 feet to a point in the north line of lands described and recorded in Volume 247 of deeds, page 401 and Volume 286 of deeds, page 172; thence North 72°02'45" West along the north line of lands described and recorded in Volume 247 of deeds, page 401 and Volume 286 of deeds, page 172, 259.46 feet to the point of beginning. Containing 69,329 square feet, (1.59 acres), more or less and easements of use or record if any. AND Being a part of Government Lot 2 of Section 2, Town 12 North, Range 10 East, Town of Wyocena, Columbia County, Wisconsin, described as follows: Commencing at the North Quarter corner of said Section 2; thence South 89°55'58" East along the north line of the Northeast Quarter of said Section 2, 1,313.89 feet to the northeast corner of Government Lot 2; thence South 00°05'46" East along the east line of said Government Lot 2, 181.29 feet to a point in the south line of Lot 1, Certified Survey Map, No. 1385 and the point of beginning; thence continuing South 00°05'46 East along the east line of said Government Lot 2 and the west line of Lot 1, Certified Survey Map, No. 1385, 168.11 feet to a point in the center line of State Trunk Highway 44; thence South 39°51'58" West along the center line of State Trunk Highway 44, 318.25 feet; thence North 50°08'00" West, 145.00 feet to a point which bears South 50°08'02" East, 121 feet more or less from the water's edge of the Fox River and the beginning of a meander line along said river; thence North 08°06'43" East along said meander line, 125.45 feet; thence North 24°31'23" East along said meander line, 214.93 feet to a point in the south line of said Lot 1, Certified Survey Map, No. 1385, said point also bearing South 89°55'04" East, 30 feet more or less from the water's edge of the Fox River and the end of this meander line along said river; thence South 89°55'04" East along the south line of said Lot 1, Certified Survey Map, No. 1385, 208.10 feet to the point of beginning. Containing 110,400 square feet, (2.54 acres), more or less. This rezoning effective upon the recording of the Certified Survey Maps.
- (2) "To change from Agricultural to Agricultural No. 2", (George and Elaine Corning) a parcel of land located in Section 5, Town 12N, Range 10E, Town of Wyocena, more particularly described as follows: PARCEL NUMBERS 175.1, 175.2 AND 176 Being a part of Government Lots 6 and 11 of Section 5, Town 12 North, Range 10 East, Town of Wyocena, Columbia County, Wisconsin, described as follows: Beginning at the northeast corner of said Government Lot 11; thence south along the east line of said Government Lot 11, 371.25 feet; thence Northwesterly to a point on the north line of said Government Lot 11, said point lying 406.00 feet west of the northeast corner of said Government Lot 11; thence West along the south line of Government Lot 6 to the southwest corner of the east half of the of the west half of said Government Lot 6; thence North along the west line of the east half of the west half of said Government Lot 6 to a point on the southerly right-of-way line of the abandoned C.M.ST.P & P Railroad; thence southeasterly along said southerly right-of-way line of the abandoned C.M.ST.P & P Railroad to a point on the east line of said Government Lot 6; thence south along the east line of said Government Lot 6 to the point of beginning. Containing 13.75 acres more or less. This rezoning effective upon the recording of the Certified survey Map that combines the three parcels into one lot.

- (3) "To change from Agricultural to Single Family Residence", (The Town of Fountain Prairie) a parcel of land located in part of the SE ¼ of the SW ¼, Section 9, Town 11N, Range 12E, Town of Fountain Prairie, more particularly described as follows: PARCEL NUMBERS 176.A, 177 AND 178 Being Lot 1, Certified Survey Map, No. 328 and a part of the Southeast Quarter of the Southwest Quarter of Section 9, Town 11 North, Range 12 East, Town of Fountain Prairie, Columbia County, Wisconsin, described as follows: Beginning at the South Quarter corner of said Section 9; thence South 88°02'45" West along the South line of the Southwest Quarter of said Section 9 and the south line of said Lot 1, 432.45 feet; thence North 01°57'15" West along the west line of said Lot 1, 125.00 feet; thence North 88°02'45" East along the north line of said Lot 1, 174.24 feet; thence South 01°57'15" East along the east line of said Lot 1, 29.00 feet; thence North 88°02'45" East, 51.53 feet to a point in the west line of lands described and recorded in Volume 496 of records, page 812; thence North 00°44'30" West along the west line of lands described and recorded in Volume 496 of records, page 812, 101.01 feet; thence North 88°50'28" East, 208.67 feet to a point in the north – south quarter line of said Section 9; thence South 00°44'30" East along the north – south quarter line of said Section 9, 194.13 feet to the point of beginning. Containing 67,440 square feet, (1.55 acres), more or less. This rezoning effective upon the recording of the Certified Survey Map, which will combine the three existing parcels into one lot.
- (4) "To change from Agricultural to Rural Residential", (Carl T. Benck) a parcel of land located in part of the NW ¼ of the NE ¼, Section 14, Town 11N, Range 12E, Town of Fountain Prairie, more particularly described as follows: PARCEL NUMBER 265 Being a part of the Northwest Quarter of the Northeast Quarter of Section 14 Town 11 North, Range 12 East, Town of Fountain Prairie, Columbia County, Wisconsin, described as follows: Commencing at the North Quarter corner of said Section 14; thence North 88°44'45" East along the north line of the Northeast Quarter of said Section 14, 638.06 feet; thence South 121.28 feet to the point of beginning; thence South 63°03'08" East along the south line of Lot 1, Certified Survey Map, No. 952 and the northwesterly extension thereof, 551.19 feet to a point in the center line of County Trunk Highway DG; thence South 23°35'01" West along the center line of County Trunk Highway DG, 155.65 feet; thence South 56°34'15" West along the north line of lands described and recorded in Volume 438 of records, page 533, 135.60 feet; thence North 63°03'08" West, 589.11 feet; thence North 46°16'10" East, 289.57 feet to the point of beginning. Containing 161,543 (3.71 acres), more or less. This rezoning effective upon the recording of the Certified Survey Map and submittal of a copy of the recorded Deed Restriction to the Planning and Zoning Department.
- (5) "To change from Agricultural to rural Residential", (Bonnie Jane Jones) a parcel of land located in part of the SW ¼ of the SE ¼, Section 12, Town 10N, Range 7E, Town of West Point, more particularly described as follows: PARCEL NUMBERS 74 AND 74.B Commencing at the southeast corner of said Section 12; Thence North 0 degrees 01 minute 08 seconds West, 723.92 feet; Thence South 87 degrees 03 minutes 39 seconds West, 1915.73 feet to the point of beginning Thence continue South 87 degrees 03 minutes 39 seconds West 516.00 feet; Thence North 2 degrees 56 minutes 21 seconds West, 300.00 feet; Thence North 49 degrees 57 minutes 15 seconds East, 242.00 feet, to the southwest corner of Lot 1, Certified Survey Map No. 1396; Thence North 87 degrees 03 minutes 39 seconds East along the south line of said Lot 1, 323.00 feet; Thence South 2 degrees 56 minutes 21 seconds East, 446.00 feet to the point of beginning. Said property contains 4.96 acres, more or less. This rezoning effective upon the recording of the Certified Survey Map.

- (6) "To change from Agricultural to Rural Residential", (Wade Senft) a parcel of land located in Section 34, Town 11N, Range 10E, Town of Lowville, more particularly described as follows: PARCEL NUMBER 615 Commencing at the North ¼ corner of Section 34, Town 11 North, Range 10E; Thence North 89 degrees 07 minutes 54 seconds West 975.43 feet along the north line of Section 34 to the point of beginning; Thence South 00 degrees 17 minutes 22 seconds West 330.02 feet; Thence North 89 degrees 07 minutes 54 seconds West 330.00 feet to the west line of the Northeast ¼ of the Northwest ¼, Section 34; Thence North 00 degrees 17 minutes 22 seconds East 330.02 feet along the west line of the Northeast ¼ of the Northwest ¼ to the Northwest corner thereof; Thence South 89 degrees 07 minutes 54 seconds East 330.00 feet along the north line of Section 34 to the point of beginning. Said property contains 2.50 acres, more or less. This rezoning effective upon the recording of the Certified Survey Map, and submittal of a copy of the recorded Deed Restriction to the Planning and Zoning Department.
- (7) "To change from Agricultural to Single Family Residence", (Roland and Carol Cross) a parcel of land located in Section 28, Town 11N, Range 9E, Town of Dekorra, more particularly described as follows: PARCEL NUMBER 432 Commencing at the North ¼ corner of said Section 28; thence South 00 degrees 23 minutes 26 seconds West 827.04 feet along the north – south ¼ line of Section 28; thence South 89 degrees 42 minutes 27 seconds West 264.00 feet; Thence North 00 degrees 23 minutes 26 seconds East 45.27 feet to the point of beginning; Thence North 81 degrees 57 minutes 20 seconds West 186.32 feet; Thence North 01 degrees 52 minutes 01 seconds East 267.36 feet to the centerline of Kent Road; Thence North 82 degrees 40 minutes 00 seconds East 131.31 feet to the centerline of Kent Road; Thence easterly along the arc of a curve of said centerline, concave southerly, having a radius of 1948.00 feet and a central angle of 01 degrees 24 minutes 41 seconds, whose long chord bears North 83 degrees 22 minutes 21 seconds East 47.99 feet; Thence South 00 degrees 23 minutes 26 seconds West 315.59 feet to the point of beginning. Said property contains 1.21 acres more or less. This rezoning effective upon recording of the Certified Survey Map.

Harlan Baumgartner, Chair
 COLUMBIA COUNTY
 BOARD OF SUPERVISORS
 Jeanne Miller
 COLUMBIA COUNTY CLERK

DATE PASSED: April 18, 2006
 DATE PUBLISHED: April 26, 2006

First reading of Ordinance.

Motion by Supervisor Boockmeier, second by Supervisor Ross to suspend the rules and have the second reading of the Ordinance by title only. The motion carried, not unanimously.

Second reading of Ordinance.

Motion by Supervisor DeYoung, second by Supervisor Hamele, to suspend the rules and have the third reading of the Ordinance by title only.

John Bluemke, Planning and Zoning Director, explained that Agricultural No. 2 allows building on less than 35 acres. Also, can carry on Agricultural purposes.

Supervisor Lloyd reiterated her concerns regarding rezoning to include lack of a comprehensive plan, additional services required as a result of these land developments and tracking of deed restrictions to protect land from further development and long-term effects.

The motion carried, not unanimously.

Third reading of Ordinance.

Motion made by Supervisor Healy, second by Supervisor Stoltenberg, to adopt. Motion carried, not unanimously. The Ordinance was declared passed and is to be known as Ordinance Z336-06.

Chair Baumgartner reminded new Supervisors of the orientation scheduled for Friday, April 21, 2006, 9:00 a.m., in the Chair's Office. The invitation was extended to municipal positions as well.

The 2005 Annual Reports were placed on supervisor's desks and will be presented at next months meeting. The Chair asked that they please review and bring back to the next meeting.

Supervisor Hamele Corporation Counsel Ruf familiarize the Board with State Statute pertaining to Self-Organized Counties. Corporation Counsel indicated this Statute has been on the books for quite a while and can afford more flexibility in specific county matters and that he would discuss with Executive Committee if desired.

J. Robert Curtis moved adjournment of this meeting to Wednesday, May 17 at 7:00 p.m. Second made by Stoltenberg. The motion carried unanimously. The meeting adjourned at 1:45 p.m.

T:\CountyBoard\Minutes0406