

PROCEEDINGS
OF THE
BOARD OF SUPERVISORS
Columbia County, Wisconsin

Portage, Wisconsin
April 17, 2012
9:45 A.M.

The Board of Supervisors of Columbia County convened in annual session at the Carl C. Frederick Administration Building in Portage pursuant to law. The meeting was called to order by Chair Westby and was certified to be in compliance with the Wisconsin Open Meetings Law.

The Clerk read the roll call by district as follows:

District 1 – Robert C. McClyman	District 15 – Mark Sleger
District 2 – Mike Weyh	District 16 – Fred C. Teitgen
District 3 – Mary Cupery	District 17 – Andy Ross
District 4 – Vern E. Gove	District 18 – Harlan Baumgartner
District 5 – Adam Field	District 19 – John H. Tramburg
District 6 – Kirk Konkel	District 20 – Tim Zander
District 7 – Kenneth W. Hutler	District 21 – Brad Basten
District 8 – Richard C. Boockmeier	District 22 – Teresa Ann Sumnicht
District 9 – Don De Young	District 23 – James Foley
District 10 – JoAnn Wingers (absent)	District 24 – John G. Stevenson
District 11 – Bruce J. Rashke	District 25 – James L. Bechen
District 12 – Barry Pufahl	District 26 – Philip Baebler
District 13 – Susan G. Martin	District 27 – Robert Westby
District 14 – Susanna R. Bradley	District 28 – Kevin Kessler

Members stood and recited the Pledge of Allegiance.

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

Pastor Paul Strickert offered the invocation.

The Clerk indicated that an Oath of Office and "Official Name" form was placed in supervisor's mailboxes. Supervisors were asked to sign Oath of Office and complete "Office Name" form and return both forms to the County Clerk's Office.

Chair Westby introduced and welcomed the new elected supervisors: Brad Basten, James Bechen, Susanna Bradley, James Foley, Kevin Kessler, Bruce Rashke and Tim Zander.

Chair Westby recapped the last two (2) years and thanked everyone for allowing him to serve as Chair.

He recognized former County Board Supervisor, Doug Richmond, on receiving the Asset Builders award for his involvement with Future Leaders Active in Government (F.L.A.G.) and Rotary International Youth Exchange programs for Columbia County.

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

Teitgen placed in nomination the name of Andy Ross. Motion by De Young, second by Baebler, to close nominations. Motion carried. Motion was made by Tramburg, second by Gove, that the Clerk be instructed to cast a unanimous ballot for Andy Ross. Motion carried.

The ballot was so cast, and Andy Ross was declared elected Chair of the County Board for a term of two years.

Chair Ross commended past Chair Westby for his service and a job well done.

The next order of business was the election of a Vice Chair.

Hutler placed in nomination the name of Vern Gove.

Sumnicht placed in nomination the name of Richard Boockmeier.

Motion was made by De Young, second by Teitgen, to close the nominations. Motion carried.

Supervisors Boockmeier and Gove were given the opportunity to address the Board. They gave a brief history of themselves and why they should be considered to serve as Vice Chair.

Chair Ross asked that Supervisors Baumgartner and Tramburg act as ballot clerks.

A written ballot was cast by each supervisor and tallied by the ballot clerks.

Ballots were cast as follows: Gove – 19 and Boockmeier – 8.

Vern Gove was declared elected Vice Chair of the County Board for a term of two years.

STANDING RULES

Columbia County Board of Supervisors

(Adopted April 17, 2012)

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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, 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. Committee appointments shall be made by the County Board Chair.

(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. The date of the meeting may be changed by a majority vote of the members.

(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.

(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.

(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/Public Input.
- (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, a reading and correcting of the journal of the day shall be done 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 an agenda item, 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. 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 contractual arrangements must be approved by the Board.

(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 12:00 noon on the Thursday 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 shall be germane to the primary subject of the resolution or ordinance.

(10) Resolutions and ordinances may be passed or adopted at a single meeting of the Board. Upon the reading of a resolution or an ordinance, one of two motions must be made by a member of the Board of Supervisors:

(a) to approve; or

(b) to postpone to a date certain.

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

(3) 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.

(4) 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. Nominations do not require a second. 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 (4)(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, shall continue to serve 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.

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 from 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.

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 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.

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 at least two hours per week.

(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 possible.

(e) Keep members informed, mostly through committee chairs.

(f) Assist in the preparation of the Board meeting agenda and assure it is in the possession of members prior to Board meetings.

(g) Take care of daily details that arise.

RULE 16. COUNTY BOARD MEMBERS.

(1) 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.

(2) Pursuant to Section 59.10(4), Wis. Stats., a member of the Board may not also simultaneously serve as a County employee or as a County official.

RULE 17. COMMITTEE MEETINGS.

(1) In addition to or in place of meetings described in Rule 20, committee meetings may be held immediately before 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 meeting concurrently 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. A member who misses three (3) consecutive Board or committee meetings shall meet with the Board Chair to discuss the member's commitment to continued service on the Board. The Board Chair may recommend that the Executive Committee take disciplinary action against a member for excessive absenteeism under this Rule.

(7) Each committee shall maintain a written record of its proceedings. A draft copy of the minutes shall be sent by email attachment to the Clerk within one week following the date of the meeting. The original approved minutes, signed by the committee secretary, shall be filed with the Clerk within one week following approval of the minutes. Written documents referenced in the minutes shall be attached and filed with the original minutes.

(8) Minutes of a closed meeting shall only be created when action is taken in closed session. Closed session minutes shall be reviewed, approved and retained in the same manner as other committee meeting minutes.

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. 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 at least 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 have jurisdiction over the Farmland Preservation Program.

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.

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.

(2) **COLUMBIA HEALTH CARE CENTER COMMITTEE.**

This committee shall be responsible for the operation and maintenance of the Columbia HealthCare 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, a successor shall be elected by the Board in the manner set forth in Rule 7. 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 the Standing Rules to the Board.

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

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

This committee shall create policies to maintain reasonable liability and property insurance coverage for all County exposures and assets.

(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. All insurance premiums shall be audited by the Finance Committee.

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.

The Finance Committee shall serve as the oversight committee for the Columbia County Economic Development Corporation.

(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 two County Board members and three 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 of County parks in cooperation with the Land and Water Conservation Committee and shall have authority over the budget therefor.

(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.

This committee shall review, coordinate and analyze workers compensation claims and ensure claim information is made available to committee chairs for department head review.

(8) **JUDICIARY AND PROPERTY 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, and Court Commissioner.

All matters pertaining to litigation and legal issues concerning the County shall be referred to this committee for recommendation 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.

This committee shall also:

(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; and

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

(9) **PUBLIC SAFETY COMMITTEE.**

This committee shall have jurisdiction over the offices, records, and claims, and act as audit committee for the offices of Sheriff, Medical Examiner, and the law enforcement communication systems.

It shall make recommendations regarding enforcement of laws.

This committee shall ensure that the Sheriff's Office 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 Office and audited by the Public Safety 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.

(10) **INFORMATION SERVICES COMMITTEE.**

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

This committee shall have jurisdiction over the Management Information Services Department, Land Information Department and Register of Deeds Office. These 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.

(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 administration of the Wisconsin Fund and the issuance of various permits required by the Planning and Zoning Department.

(12) **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.

BASIC INFORMATION ON MOTIONS

RANKING MOTIONS

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.

Principal Characteristics

PRIVILEGED MOTIONS	Second Required	Can Be Debated	Can Be Amended	Vote Required	Can Be Reconsidered	Can Interrupt
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.

Chair Ross gave a brief explanation of recommended changes to the Standing Rules and referred to a handout mailed to supervisors for review.

Motion was made by Westby, second by Gove to approve the Standing Rules as presented.

A motion was made by Teitgen, seconded by Sumnicht, to amend Rule 21 (10) by striking “MANAGEMENT” in the Title. Motion to amend carried, not unanimously.

Motion by Martin, seconded by Teitgen, to amend the first sentence of Rule 21 (10) to read: This committee shall have jurisdiction over the County’s Information Services Departments and shall direct all Information Services related tasks; and amend the second paragraph to read: This committee shall have jurisdiction over the Management Information Services Department, Land Information Department and Register of Deeds Office. These 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. The motion to amend carried.

Motion was made by Pufahl, second by Westby, to amend Rule 1 (2) to add “The date of the meeting may be changed by a majority vote of the members.” The motion to amend carried, not unanimously.

Motion was made by Tramburg, second by Field, to amend Rule 21 (2) to include “HEALTH” in the title. Motion to amend carried.

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

Motion was made by Gove to nominate Pufahl.

Motion was made by De Young to nominate Hutler.

Motion was made by Baumgartner to nominate Cupery.

Motion was made by Stevenson to nominate Boockmeier.

Chair Ross called three times for nominations from the floor. Upon hearing no additional motions, nominations were closed.

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

Chair Ross asked that Supervisors Baumgartner and Tramburg act as ballot clerks.

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

Ballots were cast as follows: Cupery – 14; Boockmeier – 13; Hutler – 11; and Pufahl – 11.

Supervisor Cupery was declared elected to the Executive Committee by majority vote.

Chair Ross stated one vote per ballot. The ballots were cast as follows: Boockmeier – 11; Hutler – 8; and Pufahl 7. Pufahl was eliminated with least number of votes.

Chair Ross stated again one vote per ballot. The ballots were cast as follows: Boockmeier – 16 and Hutler – 10. Supervisor Boockmeier was declared elected to the Executive Committee by majority vote.

Chair Ross called for a short recess at 10:55 a.m. for the Executive Committee to convene for the purpose of committee appointments. The Board reconvened at 11:20 a.m.

A handout was provided with the 2012-2014 Standing Committee Appointments and 2012-2014 Committees, Commissions and Boards to the supervisors.

Motion was made by Westby, second by Baumgartner to approve the 2012-2014 Standing Committee appointments. Motion carried.

Motion was made by Martin, second by Teitgen to approve the 2012-2014 Committees, Commissions and Boards. Motion carried.

The County Board recessed at 11:34 a.m. for organizational meetings of the committees, at which officers were elected and meeting dates and times were established. The Board reconvened at 12:05 p.m.

A motion to approve the agenda, as printed, with the addition of County Library Systems Board appointment. Motion to approve the agenda as amended was made by Teitgen, second by Martin. Motion carried.

The following appointments were announced:

(1) Ethics Inquiry Board: Reappoint Carol Ziehmke, 3 year term to April, 2015. Motion by Pufahl, second by Martin, the appointment was approved.

(2) Lake Districts:

- Harmony Grove Lake District: John Klingbiel, 2 year term to April, 2014.
- Lazy Lake Management District: John Tramburg, 2 year term to April, 2014.
- Pardeeville Lakes Management District: Deb Wopat, 2 year term to April, 2014.
- Wyona Lake Management District: Clark Hodgson, 2 year term to April, 2014.

Motion by Bechen, second Stevenson, the appointments were approved.

(3) Local Emergency Planning Committee: Suzi Yanchesky, Mike Hudgens, Judy Haase, Patrick Beghin, Susan Lorenz, Dennis Richards, Clayton Simonson, Jr., James Foley, Kathy Johnson, Red Cross Representative, Fred Clark, Paul Nadolski, Phil Tegen and David Tracey, 2 year terms to April, 2014. Motion by Teitgen, second by Baebler, the appointments were approved.

(4) County Library Systems Board: Dianne Effinger, 3 year term to January, 2015. Motion by Baumgartner, second by Martin, the appointment was approved.

A motion was made by Westby, second by Teitgen, to elect Richard E. Hasse as Columbia County Veterans Service Officer to be effective April 23, 2012. Chair Ross introduced Richard E. Hasse, who spoke briefly to the Board. Motion carried.

REPORT OF THE PLANNING AND ZONING COMMITTEE

The Planning and Zoning committee having held a public hearing 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 Linda Bartnicki Lytle, Pardeeville, WI, Petitioner and Owner, to rezone from Agricultural to Agricultural No.2, Parcel 74.A1, Section 5, T13N, R10E in the Town of Marcellon on the 12th day of April, 2012 did not recommend approval or denial as follows: To change from Agricultural to Agricultural No. 2, Parcel 74.A1, Section 5, T13N, R10E, Town of Marcellon.
2. A petition by Rick Lane, Beau Lane and Peter Tonn, Lodi, WI, Petitioners and Owners, to rezone from Agricultural/Commercial to Highway Interchange, Parcel 1150.A, Section 30, T12N, R9E in the Town of Caledonia on the 13th day of March, 2012 to be approved as follows: To change from Agricultural/Commercial to Highway Interchange, Parcel 1150.A, Section 30, T12N, R9E, Town of Caledonia.
3. A petition by Barbara Le Laura-Marley-Margaret Gerstenkorn, Portage, WI Petitioner and Owner, to rezone from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, Parcels 641.1 & 653.1, Section 20, T13N, R8E in the Town of Lewiston on the 23rd day of February, 2012 to be approved as follows: To change from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, Parcels 641.1 & 653.1, Section 20, T13N, R8E, Town of Lewiston.
4. A petition by Donna R. Farrey, Portage, WI, Petitioner and Owner, to rezone from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, Parcel 525, Section 13, T13N, R8E in the Town of Lewiston on the 23rd day of February, 2012 to be approved as follows: To change from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, Parcel 525, Section 13, T13N, R8E, Town of Lewiston.
5. A petition by Kathleen M. Ballweg, Lodi, WI, Petitioner and Owner, to rezone from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, Parcel 317.01, Section 26, T10N, R7E in the Town of West Point on the 8th day of March, 2012 to be approved as follows: To change from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay, Parcel 317.01, Section 26, T10N, R7E, Town of West Point.

Douglas Richmond
Harlan Baumgartner
~~Debra L. Healy Wopat~~
Fred C. Teitgen
Mike Weyh
PLANNING AND ZONING COMMITTEE

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

RESOLUTION NO. 19-12

WHEREAS, BEARING IN MIND that the Executive Committee of the Columbia County Board of Supervisors approved the Future Leaders Active in Government (F.L.A.G.) program to educate selected students concerning wide-ranging government knowledge; and,

WHEREAS, CONSIDERING during the 2011-2012 school year, a total of seventeen (17) students from the Columbus High School, Lodi High School, Portage High School, and Poynette High School, will have participated in seven (7) different sessions focused on and pertaining to leadership and government; and,

WHEREAS, BELIEVING F.L.A.G. courses in recent years have shown to be successful and the achievements of the participants are documented in Capstone Projects and other files; and,

WHEREAS, UNDERSTANDING that school officials believe the program is good for students attending because it helps develop their leadership skills to a sufficient and useful level; and,

WHEREAS, AWARE that supervisors have stated that they enjoy seeing students active in programs like this and are delighted by how the students are motivated and go about learning; and,

WHEREAS, INDEED, the past accomplishments have proven the effectiveness of F.L.A.G. and how it continues to positively teach students on topics regarding their local government; and,

WHEREAS, KNOWING that the F.L.A.G program has successfully helped students to gain further knowledge of government issues and the processes done to help our community progress; and

WHEREAS, VIEWING that grant money has provided additional support to the program with expenses of approximately \$2,000.00 annually.

NOW, THEREFORE, BE IT RESOLVED, that the Columbia County Board of Supervisors, upon request of the Executive Committee, will continue to support of the F.L.A.G. Youth Leadership Program and provide additional funding.

BE IT FURTHER RESOLVED, that the Columbia County Board of Supervisors directs the Columbia County UW-Extension Office to maintain and coordinate the F.L.A.G. Program for the 2012-2013 school year.

Fiscal Note: \$1,000.00 is included in County Board Chair 2012 Budget

Fiscal Impact: None

~~Debra L. Healy Wopat~~
Fred C. Teitgen
Kenneth W. Hutler, Secretary
Andy Ross, Vice Chair
Robert R. Westby, Chair
EXECUTIVE COMMITTEE

The F.L.A.G. students read the Resolution being submitted before the Board and gave a power-point presentation on the sessions they attended for 2011-2012.

Motion was made to adopt the Resolution by Weyh, second by Bradley. The resolution was adopted.

Chair Ross thanked Kathleen Haas and Karen Nelson of the UW-Extension Office for their participation and commitment to the program. Certificates of Achievements of Completion of the Program were presented to the F.L.A.G. students.

Supervisors were asked to complete 2011-2012 Columbia County Future Leaders Active in Government (F.L.A.G.) Evaluation form placed on their desks and return to the UW-Extension Office.

RESOLUTION NO. 20-12

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:

Associated Bank of Columbus, Columbus, Wisconsin
1st National Bank of Berlin, Berlin, 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 Bank of Portage, Portage, Wisconsin;
Farmers and Merchants Union Bank, Columbus, Wisconsin;
Green Lake State Bank, Green Lake, Wisconsin;
Hartford Savings Bank, Juneau, Wisconsin;
Local Government Pooled Investment Fund, Madison, Wisconsin;
Portage National Bank, Portage, Wisconsin;
US Bank, Portage, Wisconsin;
Timberwood Bank, Tomah, Wisconsin;
Bank Mutual, Portage;
PMA-WISC Fund; and

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 that hold County funds of any kind totaling in excess of \$650,000 shall collateralize the amount held in excess of \$650,000 by pledging U.S. bills, notes, or bonds in an amount equal to the excess held over \$650,000.

Fiscal Note: None.
Fiscal Impact: None.

Andy Ross
Vern E. Gove
Debra L. Healy Wopat
Harlan Baumgartner
John H. Tramburg
FINANCE COMMITTEE

Motion was made to adopt the Resolution by Tramburg, second by De Young. Pufahl abstained from voting. The resolution was adopted.

RESOLUTION NO. 21-12

WHEREAS, on January 18, 2012, the Columbia County Board of Supervisors enacted Ordinance No. 128-12 which amended Columbia County Code of Ordinances Title 7 – Human Resources; and,

WHEREAS, as part of Ordinance No. 128-12, the County Board adopted new Policies and Procedures for General Employees, Field Employees of the Highway and Transportation Department, Columbia Health Care Center Employees and Non-Sworn Staff of the Sheriff’s Office, and a new Operations Manual for Management; and,

WHEREAS, since the enactment of Ordinance No. 128-12, several County Board Committees determined that certain provisions of the Policies and Procedures and the Operations Manual for Management should be amended.

NOW, THEREFORE BE IT RESOLVED, that the Policies and Procedures and the Operations Manual for Management are hereby amended as follows:

Policies and Procedures for General Employees:

Title Page:

Columbia County, Wisconsin
Policies and Procedures

For Employees in

Accounting, Building and Grounds, Child Support, Clerk of Courts’ Office, County Clerk’s Office, District Attorney’s Office, Emergency Management, ~~Highway Office Operations~~, Land and Water Conservation, Land Information, Planning and Zoning, Register of Deeds, Treasurer’s Office, Veterans’ Service Office, Health and Human Services, Human Resources, Management Information Services, and Solid Waste

Page 10:

Holidays, Vacations and Other Time Off

Time off with pay comes in the form of sick leave, holidays, vacations and compensatory time (if available the department in which you work).

Holidays

Paid holidays for employees in departments other than the Sheriff's Office and the Columbia Health Care Center are as follows:

New Year's Day	Independence Day
Memorial Day	Labor Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve Day	Christmas Day
New Year's Eve Day	Three (3) <u>Two (2)</u> personal Holidays

If a holiday falls on a Saturday, the County will recognize that holiday on the preceding Friday; Sunday holidays will be recognized on the following Monday.

Personal Holidays must be approved by department management and scheduled in advance. They must be taken in full work day increments. (either 7.5 hours or 8.0 hours). Because the Sheriff's Office (SO) and the Columbia Health Care Center (CHCC) are both around-the-clock operations, they have different holiday schedules than the rest of the County departments.

Page 16:

Military Leave

Employees who are called for Military Duty will be granted a Military Leave of Absence. Where the salary paid to the employee for such Military Duty is less than an employee's County salary, the County shall reimburse the employee for the loss occasioned by such difference in pay. The employee's position will be available for him/her upon return from military service, provided that the employee is still able to perform the duties of his/her position. The employee who has been on a Military Leave of Absence will be returned to a position that is similar in responsibilities, status and pay, with the understanding that salary advancement will not be interrupted by the military leave of absence. The employee must return to work at the County within 90 days of discharge, or as agreed upon by the employee and department management.

Page 28:

Speaking of Cell Phones.....

It is recognized that the majority of the County employees have their own, personal, non-County issued cell phones. ~~Those telephones must be deactivated or turned off while employees are at work. The use of personal cell phones in a business environment is not appropriate when employees are responsible for serving the needs of the public.~~ In most cases, it is not appropriate to engage in personal telephone calls while at work. However, management in each department is responsible for setting appropriate guidelines for use of personal cell and business telephones. It is recognized that in many departments, cell phone usage is integral to the conduct of County business.

Page 37:

Reimbursement for Loss of Personal Items

The County will not normally reimburse, in any manner or form, personnel employed by the County, for any personal objects, possessions or clothing which are lost or damaged either while on duty or off duty, as an employee of the County, unless the employee can prove liability rests with the County, or the items are covered by the County's insurance. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the County.

In order that all employee requests might be processed in accordance with the foregoing policy, the following procedures shall be used:

(1) The employee shall submit to his/her supervisor a request for reimbursement along with a full description of what contributed to the loss and the extent to which the County or one of its employees was liable or responsible for the loss sustained.

(2) The supervisor will review the incident and the facts, consult the County's insurance contract, and present to the Human Resources Committee a report and recommendation on disposition of the claim.

(3) The Human Resources Committee will review the case and either declare the claim invalid and so advise the employee, or authorize reimbursement in part or full. The decision of the Human Resources Committee is final and shall be communicated in writing to the employee.

Pages 41-42:

Special Provisions for the Highway and Transportation Department
Management and Office Staff
Your Work Week

~~Regular full time employees have a work week of forty (40.0) hours per week with paid fifteen (15) minute rest breaks in the morning and afternoon, and a lunch break of thirty (30) minutes.~~

~~Management of the Highway and Transportation Department may choose to change the majority of the department's operations to a "Four/Ten Seasonal Schedule" beginning on the third Monday in April and concluding the last Thursday in September. This includes the Highway and Transportation Department Office staff and all other employees except ferry operators, ferry mechanics and any dispatching positions. During the term of the Four/Ten Seasonal Schedule, the anticipated normal work week for management and the Office Staff will be Monday through Thursday. Under normal circumstances, each day's work will commence at 6:00 a.m. and conclude at 4:30 p.m. with paid fifteen (15) minute morning and afternoon rest breaks and a thirty (30) minute lunch break.~~

Management

~~All employees in management positions are on-call twenty four (24) hours a day/seven (7) days a week.~~

~~To ensure the continued operation of the Highway and Transportation Department in the event of an emergency, the Highway Commissioner or his/her designee will schedule supervisory personnel as deemed necessary for holiday work.~~

~~If a management employee is required to work on a holiday, she/he will be allowed to take a floating holiday to make up for that lost holiday.~~

~~The Highway Commissioner or her/his designee will develop an annual supervisory on-call schedule for emergencies to cover weekends and holidays.~~

~~In the event of an emergency or other unforeseeable event, the Highway Commissioner or her/his designee may cancel the scheduled vacation or holiday of any member of management on order to facilitate and coordinate the services provided by the department.~~

~~No department equipment or property will be utilized by any member of management except during emergency on-call periods.~~

~~Business-casual attire is required for all management and office work environments.~~

~~Business-casual apparel is the minimum requirement for all business meetings out of the Highway office. However, the hosting county or organization should be contacted to verify the dress code for the meeting, but under no circumstances should a Columbia County Highway and Transportation Department employee attend any meeting in anything less than business-casual attire.~~

~~Field supervisors should follow these provisions when a full day in the office or meetings are scheduled. Business-casual or dress foot wear is required at all times; however, field supervisors may opt to wear leather work boots while doing field operations.~~

Office Staff

~~Employees who work in the administrative office of the Department are expected to dress appropriately for their profession, and to always maintain a professional attitude while carrying out their duties. The Highway Commissioner may schedule Casual Days for special tasks.~~

~~Tee-shirts or tops with sayings that may be considered offensive to others because of sexual innuendos or political or ethnic connotations will not be tolerated.~~

~~While sandals are considered appropriate in a business setting, flip-flops, which may also cause injury, should not be worn.~~

Management and Office Staff

~~Inappropriate wearing apparel includes: Non-collared shirts, advertising tee-shirts, sports gear, tank tops, spaghetti-strap or halter tops or tops that expose midribs, shorts and cut-offs, as well as flip-flops, canvas shoes, slippers and sports footwear.~~

Policies and Procedures for Field Employees of the Highway and Transportation Department:

Page 4:

Your Work Week

Regular full time employees will normally have a 40 (forty) hour work week (eight {8} hours per day). The anticipated, normal work schedule for all employees, except those classified as Ferry Operators, will be eight (8) hours per day, Monday through Friday. The anticipated daily work hours will commence at 7:00 a.m. include a lunch period of one-half hour (30 minutes) and the normal work day will end at 3:30 p.m. Employees' actual work hours will vary depending on road and weather conditions as well as staffing requirements.

Ferry Operators will work twelve (12) hours per day, three (3) days on and three (3) days off throughout the ferry season. Shift hours will be set by management, The Ferry Operator (Maintenance Person) will work a minimum of eight (8) hours per day, forty (40) hours per week. The hours will be paid at straight time only. The normal work week will be Monday through Friday from 7:00 a.m. to 3:30 p.m., including a thirty (30) minute lunch period. No one classified as a Ferry Operator will be eligible to participate in the Four/Ten Seasonal Schedule.

Management of the Highway and Transportation Department may choose to change the majority of the department's operations to a "Four/Ten Seasonal Schedule" ~~beginning on the third Monday in April and concluding the last Thursday in September.~~ at the discretion of the Highway Commissioner. This includes all ~~the~~ Highway and Transportation Department ~~Office staff and all other employees except~~ ferry operators, ferry mechanics and any dispatching positions. During the term of the Four/Ten Seasonal Schedule, the anticipated normal work week will be Monday through Thursday. Each day's work will commence at 6:00 a.m. and conclude at 4:00 p.m. with a fifteen (15) minute paid morning rest break and a fifteen (15) minute paid lunch break. See Special Provisions for the Highway and Transportation Department for additional information regarding the Four/Ten Seasonal Schedule.

Page 16:

Military Leaves of Absence

Employees who are called for Military Duty will be granted a Military Leave of Absence. Where the salary paid to the employee for such Military Duty is less than an employee's County salary, the County shall reimburse the employee for the loss occasioned by such difference in pay. The employee's position will be available for him/her upon return from military service, provided that the employee is still able to perform the duties of his/her position. The employee who has been on a Military Leave of Absence will be returned to a position that is similar in responsibilities, status and pay, with the understanding that salary advancement will not be interrupted by the military leave of absence. The employee must return to work at the County within 90 days of discharge, or as agreed upon by the employee and department management.

Page 31:

Speaking of Cell Phones.....

It is recognized that the majority of the County employees have their own, personal, non-County issued cell phones. Those telephones must be deactivated or turned off while employees are at work. The use of personal cell phones in a business environment is not appropriate when employees are responsible for serving the needs of the public. In most cases, it is not appropriate to engage in personal telephone calls while at work. However, management in each department is responsible for setting appropriate guidelines for use of personal cell and business telephones. It is recognized that in many departments, cell phone usage is integral to the conduct of County business.

Page 40:

Reimbursement for Loss of Personal Items

The County will not normally reimburse, in any manner or form, personnel employed by the County, for any personal objects, possessions or clothing which are lost or damaged either while on duty or off duty, as an employee of the County, unless the employee can prove liability rests with the County, or the items are covered by the County's insurance. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the County.

In order that all employee requests might be processed in accordance with the foregoing policy, the following procedures shall be used:

(1) The employee shall submit to his/her supervisor a request for reimbursement along with a full description of what contributed to the loss and the extent to which the County or one of its employees was liable or responsible for the loss sustained.

(2) The supervisor will review the incident and the facts, consult the County's insurance contract, and present to the Human Resources Committee a report and recommendation on disposition of the claim.

(3) The Human Resources Committee will review the case and either declare the claim invalid and so advise the employee, or authorize reimbursement in part or full. The decision of the Human Resources Committee is final and shall be communicated in writing to the employee.

Page 42:

Special Provisions for the Highway and Transportation Department Field Employees

Four/Ten Seasonal Schedule

**This schedule is in effect, at the discretion of the Highway Commissioner,
from the third Monday in April through the last Thursday in September.**

Work Week: During the term of the Four/Ten Seasonal Schedule, the normal work week will be Monday through Thursday.

Work Day: during the Four/Ten Schedule the anticipated work day will commence at 6:00 a.m. and conclude at 4:00 p.m. with a fifteen (15) minute paid morning rest period and a paid fifteen (15) minute meal break.

Pay: Overtime pay will be earned only for hours worked in excess of forty (40) hours per week.

Holidays: during the term of the Four/Ten Schedule employees will work three (3) ten (10) hour days, and receive ten (10) hours of holiday pay. If the holiday falls on a Friday or Saturday, the previous Thursday will be treated as the holiday; if the holiday falls on a Sunday, the following Monday will be treated as the holiday.

Vacation: The vacation time of all employees is converted to hours, with each week of vacation equaling forty (40) hours. Vacation time used during the Four/Ten Schedule, will be deducted from the employee's vacation accumulation, not to exceed ten (10) hours per workday. The maximum vacation paid in one week will be forty (40) hours.

With the approval of management, vacation may be taken in four (4) hour increments; however, at the end of the day, vacation may be used in increments of (2) hours.

Sick Leave: During the term of the Four/Ten Schedule, sick leave will continue to accumulate at the rate of eight (8) hours per month. During this term, employees, *not including employees classified as Ferry Operators* will be paid for time lost, up to a maximum of ten (10) hours per day. The hours paid will be deducted from the employee's sick leave accumulation. Ferry Operators but **not** the Ferry Operator (Maintenance Person) will be paid twelve (12) hours regular pay for each day of sick leave used during the ferry operating season. The Ferry Operator (Maintenance Person) will be paid eight (8) hours regular pay for each day of sick leave used during the ferry operating season.

Bereavement Leave: In the event that a Bereavement Leave (as defined on page _____) is necessary during the term of the Four/Ten Schedule, the employee will be paid for the time missed from work for a period not to exceed ten (10) hours in one work day.

Jury Duty: In the event that an employee is called for Jury Duty during the Four/Ten Schedule, he/she will be paid for time lost from work for a period not to exceed ten (10) hours per day as long as the employee turns his/her jury duty pay (not including the mileage reimbursement) over to the County.

Subpoenas: If an employee is summoned to testify in conjunction with his/her job, during the Four/Ten Schedule either as a witness to an incident occurring on the job or because his/her job was responsible for his/her involvement in an incident, the employee will be paid for time lost from work in the same manner as an employee being called for Jury Duty.

Pages 46-47:

Special Provisions for Highway and Transportation Department Management and Office Staff

Your Work Week

Regular full time employees have a work week of forty (40.0) hours per week with paid fifteen (15) minute rest breaks in the morning and afternoon, and a lunch break of thirty (30) minutes.

Management of the Highway and Transportation Department may choose to change the majority of the department's operations to a "Four/Ten Seasonal Schedule" ~~beginning on the third Monday in April and concluding the last Thursday in September.~~ at the discretion of the Highway Commissioner. This includes ~~all the Highway and Transportation Department Office staff and all other employees except ferry operators, ferry mechanics and any dispatching positions.~~ During the term of the Four/Ten Seasonal Schedule, the anticipated normal work week for management ~~and the Office Staff~~ will be Monday through Thursday. Under normal circumstances, each day's work will commence at 6:00 a.m. and conclude at 4:30 p.m. with paid fifteen (15) minute morning and afternoon rest breaks and a thirty (30) minute lunch break.

Management

All employees in management positions are on-call twenty-four (24) hours a day/seven (7) days a week.

To ensure the continued operation of the Highway and Transportation Department in the event of an emergency, the Highway Commissioner or his/her designee will schedule supervisory personnel as deemed necessary for holiday work.

If a management employee is required to work on a holiday, she/he will be allowed to take a floating holiday to make up for that lost holiday.

The Highway Commissioner or her/his designee will develop an annual supervisory on-call schedule for emergencies to cover weekends and holidays.

In the event of an emergency or other unforeseeable event, the Highway Commissioner or her/his designee may cancel the scheduled vacation or holiday of any member of management on order to facilitate and coordinate the services provided by the department.

No department equipment or property will be utilized by any member of management except during emergency on-call periods.

Business-casual attire is required for all management and office work environments.

Business casual apparel is the minimum requirement for all business meetings out of the Highway office. However, the hosting county or organization should be contacted to verify the dress code for the meeting, but under no circumstances should a Columbia County Highway and Transportation Department employee attend any meeting in anything less than business-casual attire.

Field supervisors should follow these provisions when a full day in the office or meetings are scheduled. Business-casual or dress foot wear is required at all times; however, field supervisors may opt to wear leather work boots while doing field operations.

Office Staff

~~Employees who work in the administrative office of the Department are expected to dress appropriately for their profession, and to always maintain a professional attitude while carrying out their duties. The Highway Commissioner may schedule Casual Days for special tasks.~~

~~Tee-shirts or tops with sayings that may be considered offensive to others because of sexual innuendos or political or ethnic connotations will not be tolerated.~~

~~While sandals are considered appropriate in a business setting, flip-flops, which may also cause injury, should not be worn.~~

Everyone

Inappropriate wearing apparel includes:

Non-collared shirts, advertising tee-shirts, sports gear, tank tops, spaghetti strap or halter tops or tops that expose midriffs.

Shorts, cut-offs.

Flip-flops, canvas shoes, slippers and sports footwear.

Policies and Procedures for Columbia Health Care Center Employees:

Page 17:

Military Leaves of Absence

Employees who are called for Military Duty will be granted a Military Leave of Absence. Where the salary paid to the employee for such Military Duty is less than an employee's County salary, the County shall reimburse the employee for the loss occasioned by such difference in pay. The employee's position will be available for him/her upon return from military service, provided that the employee is still able to perform the duties of his/her position. The employee who has been on a Military Leave of Absence will be returned to a position that is similar in responsibilities, status and pay, with the understanding that salary advancement will not be interrupted by the military leave of absence. The employee must return to work at the County within 90 days of discharge, or as agreed upon by the employee and department management.

Speaking of Cell Phones.....

It is recognized that the majority of the County employees have their own, personal, non-County issued cell phones. Those telephones must be deactivated or turned off while employees are at work. The use of personal cell phones in a business environment is not appropriate when employees are responsible for serving the needs of the public. In most cases, it is not appropriate to engage in personal telephone calls while at work. However, management in each department is responsible for setting appropriate guidelines for use of personal cell and business telephones. It is recognized that in many departments, cell phone usage is integral to the conduct of County business. Refer also to the CHCC's Personal Hand Held Devices policy.

Reimbursement for Loss of Personal Items

The County will not normally reimburse, in any manner or form, personnel employed by the County, for any personal objects, possessions or clothing which are lost or damaged either while on duty or off duty, as an employee of the County, unless the employee can prove liability rests with the County, or the items are covered by the County's insurance. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the County.

In order that all employee requests might be processed in accordance with the foregoing policy, the following procedures shall be used:

(1) The employee shall submit to his/her supervisor a request for reimbursement along with a full description of what contributed to the loss and the extent to which the County or one of its employees was liable or responsible for the loss sustained.

(2) The supervisor will review the incident and the facts, consult the County's insurance contract, and present to the Human Resources Committee a report and recommendation on disposition of the claim.

(3) The Human Resources Committee will review the case and either declare the claim invalid and so advise the employee, or authorize reimbursement in part or full. The decision of the Human Resources Committee is final and shall be communicated in writing to the employee.

Policies and Procedures for Non-Sworn Staff of the Sheriff's Office:

Call-In Pay: An employee required to respond to a call to work outside his/her regular scheduled work days or week shall be paid for time worked at the prevailing wage. time and one half (1½) for such call-in time with a minimum of two (2) hours.

Court Time: An employee required to appear in any court of law (relating to matters arising out of his/her employment) outside his/her regular scheduled work day or week shall be paid for time worked at the prevailing wage. time and one half (1½) for such court time with a minimum of two (2) hours.

Clothing Allowance

Those employees who are on the payroll will receive three hundred seventy-five dollars (\$375.00) per year, paid in two (2) equal, separate payments. The first payment will be on the second payday in March. The second payment will be on the last payday in September.

Compensatory Time Off

Any time worked in excess of the designated shift and authorized by the Sheriff is compensated at one and one-half (1 ½) times the hourly rate. Employees may elect to take compensatory time off in lieu of cash at the rate of one and one-half (1 ½) hours of compensatory time for every one (1) hour of overtime. However, employees who work less than one (1) hour of overtime shall receive a cash payment at the overtime rate and will not have the option of electing to accrue compensatory time in lieu of cash.

Employees may accrue a maximum total of forty (40) hours of compensatory time in any calendar year, and compensatory time cannot be replenished. The Sheriff may direct employees to take compensatory time off. Compensatory time that is not scheduled to be taken by December 31 of any calendar year will be paid as overtime to the employee in the first pay period of the following year. on the first pay period during the month of December.

Employees must request the use of compensatory time no less than thirty (30) days in advance of usage, and requests for use of compensatory time will be approved on a 'first come, first served basis.' Requests for compensatory time that are not received at least thirty (30) days prior to usage will be considered on a case-by-case basis. Compensatory time usage requests will not be unreasonably denied, but the employee's department head, or his/her designee, has the right to deny a compensatory time off request if, in the opinion of the department head or his/her designee granting the request would be disruptive to the effective operations of the department or interfere with the minimum staffing of the department. Compensatory time usage requests that, if granted, would require the department head or his/her designee to fill the position with another employee working overtime will not be granted. Compensatory time off in lieu of pay will normally be taken in no less than four (4) hour time blocks.

Military Leave

Employees who are called for Military Duty will be granted a Military Leave of Absence. Where the salary paid to the employee for such Military Duty is less than an employee's County salary, the County shall reimburse the employee for the loss occasioned by such difference in pay. The employee's position will be available for him/her upon return from military service, provided that the employee is still able to perform the duties of his/her position. The employee who has been on a Military Leave of Absence will be returned to a position that is similar in responsibilities, status and pay, with the understanding that salary advancement will not be interrupted by the military leave of absence. The employee must return to work at the County within 90 days of discharge, or as agreed upon by the employee and department management.

Reimbursement for Loss of Personal Items

The County will not normally reimburse, in any manner or form, personnel employed by the County, for any personal objects, possessions or clothing which are lost or damaged either while on duty or off duty, as an employee of the County, unless the employee can prove liability rests with the County, or the items are covered by the County's insurance. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the County.

In order that all employee requests might be processed in accordance with the foregoing policy, the following procedures shall be used:

(1) The employee shall submit to his/her supervisor a request for reimbursement along with a full description of what contributed to the loss and the extent to which the County or one of its employees was liable or responsible for the loss sustained.

(2) The supervisor will review the incident and the facts, consult the County's insurance contract, and present to the Human Resources Committee a report and recommendation on disposition of the claim.

(3) The Human Resources Committee will review the case and either declare the claim invalid and so advise the employee, or authorize reimbursement in part or full. The decision of the Human Resources Committee is final and shall be communicated in writing to the employee.

Operations Manual For Management:

Page 29:

Holidays, Vacations and Other Time Off

Time off with pay comes in the form of sick leave, holidays, vacations and compensatory time (if available the department in which you work).

Holidays

Paid holidays for employees in departments other than the Sheriff's Office and the Columbia Health Care Center are as follows:

New Year's Day	Independence Day
Memorial Day	Labor Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve Day	Christmas Day
New Year's Eve Day	Three (3) <u>Two (2)</u> personal Holidays

If a holiday falls on a Saturday, the County will recognize that holiday on the preceding Friday; Sunday holidays will be recognized on the following Monday.

Personal Holidays must be approved by department management and scheduled in advance. They must be taken in full work day increments. (either 7.5 hours or 8.0 hours).

Because the Sheriff's Office (SO) and the Columbia Health Care Center (CHCC) are both around-the-clock operations, they have different holiday schedules than the rest of the County departments.

Page 30:

Vacation

After one year of employment, employees earn two weeks of vacation; however, department management may, at its discretion, approve one week of anticipated vacation after six months of employment. If the one week of anticipated vacation is granted, it is with the understanding that no vacation is earned until an employee has been employed for one full year. In the event that an employee terminates his/her employment, or is terminated by the County prior to his/her one year anniversary of employment, the final check will reflect that the pay for that week of anticipated vacation has been deducted.

<u>Full Years of Continuous Employment</u>	<u>Weeks of Vacation</u>
1-4	2 (10 days)
5-11	3 (15 days)
12	4 (20 days)

18+ (**For employees hired before 12/31/1995**) 4 weeks (20 days) + one additional day for each additional year of service to a maximum of 30 days of vacation per year

Department Heads will receive four (4) weeks of vacation upon hire and ~~an additional~~ four (4) weeks of vacation beginning on the anniversary date of hire each year thereafter.

Earned vacation credits shall be used in the year following that in which they have been earned. Vacation credits not used within the anniversary year after which they have been earned shall automatically be carried over into the next anniversary year. They must be used within 90 days of the next anniversary year. If not used within that time frame, the vacation days will be lost.

Department management is responsible for scheduling vacations and personal holidays for the department's staff and for themselves to ensure the most efficient operation of the department. Length of employment shall not be used to schedule vacations or personal holidays in such a way that advantages some employees over others.

Page 33:

Military Leave

Employees who are called for Military Duty will be granted a Military Leave of Absence. Where the salary paid to the employee for such Military Duty is less than an employee's County salary, the County shall reimburse the employee for the loss occasioned by such difference in pay. The employee's position will be available for him/her upon return from military service, provided that the employee is still able to perform the duties of his/her position. The employee who has been on a Military Leave of Absence will be returned to a position that is similar in responsibilities, status and pay, with the understanding that salary advancement will not be interrupted by the military leave of absence. The employee must return to work at the County within 90 days of discharge, or as agreed upon by the employee and department management.

Page 37:

Speaking of Cell Phones.....

It is recognized that the majority of the County employees have their own, personal, non-County issued cell phones. ~~Those telephones must be deactivated or turned off while employees are at work. The use of personal cell phones in a business environment is not appropriate when employees are responsible for serving the needs of the public.~~ In most cases, it is not appropriate to engage in personal telephone calls while at work. However, management in each department is responsible for setting appropriate guidelines for use of personal cell and business telephones. It is recognized that in many departments, cell phone usage is integral to the conduct of County business.

Page 64:

Reimbursement for Loss of Personal Items

The County will not normally reimburse, in any manner or form, personnel employed by the County, for any personal objects, possessions or clothing which are lost or damaged either while on duty or off duty, as an employee of the County, unless the employee can prove liability rests with the County, or the items are covered by the County's insurance. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the County.

In order that all employee requests might be processed in accordance with the foregoing policy, the following procedures shall be used:

- (1) The employee shall submit to his/her supervisor a request for reimbursement along with a full description of what contributed to the loss and the extent to which the County or one of its employees was liable or responsible for the loss sustained.
- (2) The supervisor will review the incident and the facts, consult the County's insurance contract, and present to the Human Resources Committee a report and recommendation on disposition of the claim.
- (3) The Human Resources Committee will review the case and either declare the claim invalid and so advise the employee, or authorize reimbursement in part or full. The decision of the Human Resources Committee is final and shall be communicated in writing to the employee.

BE IT FURTHER RESOLVED, that all other provisions of the Policies and Procedures and the Operations Manual for Management that were enacted in Ordinance No. 128-12, as amended by Resolution No. 4-12, are unchanged and remain in full force and effect; and,

BE IT FURTHER RESOLVED, that the effects of these amendments to the Policies and Procedures and the Operations Manual for Management are retroactive to January 1, 2012.

Fiscal Note: Required funds are included in the 2012 County Budget.

Fiscal Impact: NONE

Debra L. Healy Wopat
Fred C. Teitgen
Kenneth W. Hutler
Andy Ross
Robert R. Westby
EXECUTIVE COMMITTEE

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

Motion was made by Westby to amend the Operations Manual for Management on page 30 under Vacation for Department Heads to strike "an additional" before "four (4) weeks of vacation each year thereafter". Seconded by Martin.

A motion was made by Teitgen, second by Baebler, to amend the Operations Manual for Management on page 30 under Vacation for Department Heads (same sentence as above) to insert "beginning on the anniversary date of hire" before "each year thereafter".

Westby called for point of order.

The motion to amend to strike "an additional" carried.

The motion to amend to insert "beginning on the anniversary date of hire" carried, not unanimously.

Thus, reading as follows: Department Heads will receive four (4) weeks of vacation upon hire and four (4) weeks of vacation beginning on the anniversary date of hire each year thereafter.

Motion by Konkell, second by Martin, to amend Special Provisions for Highway and Transportation Department Management Staff on page 46 of the Special Provisions for the Highway and Transportation Department Field Employees Manual to delete "and the Office Staff" in the second paragraph to correspond with Title. Motion to amend carried.

The resolution as amended was adopted.

RESOLUTION NO. 22-12

WHEREAS, on December 14, 2011, the Columbia County Board of Supervisors adopted a Classification and Compensation Plan for Non-Management, Non-Supervisory County Employees ("Compensation Plan") in Resolution No. 37-11; and

WHEREAS, following adoption of the Compensation Plan, several Committees of the County Board determined that the Compensation Plan should be amended to provide additional compensation to Non-Sworn Staff of the Sheriff's Office who are called into work or required to appear in court.

NOW, THEREFORE BE IT RESOLVED, that the Compensation Plan, and specifically Page 9 of Exhibit A to Resolution No. 37-11, is amended to add the following language:

Call-In Pay: All employees required to respond to a call to work outside their regular scheduled work days or week shall be paid ~~for time worked at the prevailing rate.~~ time and one half (1½) for such call-in time with a minimum of two (2) hours.

Court Time: All employees required to appear in any court of law (relating to matters arising out of their employment) outside their regular scheduled work day or week shall be paid ~~for time worked at the prevailing rate.~~ time and one half (1½) for such court time with a minimum of two (2) hours.

BE IT FURTHER RESOLVED, that all other provisions of the Compensation Plan that was adopted in Resolution No. 37-11, as amended by Resolution No. 5-12 are unchanged and remain in full force and effect; and,

BE IT FURTHER RESOLVED, that the effect of this amendment to the Compensation Plan is retroactive to January 1, 2012.

Fiscal Note: Required funds are included in the 2012 County Budget.

Fiscal Impact: NONE

~~Debra L. Healy Wopat~~
Fred C. Teitgen
Kenneth W. Hutler
Andy Ross
Robert R. Westby
EXECUTIVE COMMITTEE

Motion was made to adopt the Resolution by Westby, second by Teitgen. The resolution was adopted.

RESOLUTION NO. 23-12

WHEREAS, the Columbia County Board of Supervisors wishes to express its appreciation to those who have worked on behalf of the citizens of Columbia County by serving on the County Board, and

WHEREAS, service on the Columbia County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members, and

WHEREAS, **Robert J. Lane** has served as County Board Supervisor representing District 18 from April 18, 2006, to April 16, 2012, and

WHEREAS, Mr. Lane served as Chair of the Judiciary Committee from April, 2010, to April, 2012, and

WHEREAS, Mr. Lane served on the following committees: Health and Human Services; Judiciary and Management Information Services.

NOW, THEREFORE, BE IT RESOLVED, that the Columbia County Board of Supervisors hereby expresses its appreciation and commends Robert J. Lane for his faithful and dedicated years of service to the people of Columbia County and wishes him continued success and happiness in the years to come.

BE IT FURTHER RESOLVED, that the Chair of the Columbia County Board of Supervisors is directed to present an appropriate certificate of commendation to Mr. Lane.

BE IT FURTHER RESOLVED, that this Resolution is permanently entered in the record of the Proceedings of the Columbia County Board of Supervisors and that a copy is forwarded to Mr. Lane as a token of appreciation on behalf of the County Board.

Philip Baebler
James L. Bechen
Mary Cupery
James Foley
Kevin Kessler
Robert C. McClyman
Andy Ross
Teresa A. Sumnicht
Robert R. Westby
Tim Zander

Brad Basten
Richard C. Boockmeier
Don DeYoung
Vern E. Gove
Kirk Konkell
Barry Pufahl
Mark L. Sleger
Fred C. Teitgen
Mike Weyh

Harlan Baumgartner
Susanna R. Bradley
Adam Field
Kenneth W. Hutler
Susan G. Martin
Bruce J. Rashke
John G. Stevenson
John H. Tramburg
JoAnn Wingers

RESOLUTION NO. 24-12

WHEREAS, the Columbia County Board of Supervisors wishes to express its appreciation to those who have worked on behalf of the citizens of Columbia County by serving on the County Board, and

WHEREAS, service on the Columbia County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members, and

WHEREAS, **Douglas S. Richmond** has served as County Board Supervisor representing District 28 from December 21, 2005, to April 16, 2012, and

WHEREAS, Mr. Richmond served as Chair of the Planning and Zoning Committee from April, 2006, to April, 2012, and

WHEREAS, Mr. Richmond served on the following committees: Ad Hoc Health; Human Resources; Planning and Zoning and Solid Waste.

NOW, THEREFORE, BE IT RESOLVED, that the Columbia County Board of Supervisors hereby expresses its appreciation and commends Douglas S. Richmond for his faithful and dedicated years of service to the people of Columbia County and wishes him continued success and happiness in the years to come.

BE IT FURTHER RESOLVED, that the Chair of the Columbia County Board of Supervisors is directed to present an appropriate certificate of commendation to Mr. Richmond.

BE IT FURTHER RESOLVED, that this Resolution is permanently entered in the record of the Proceedings of the Columbia County Board of Supervisors and that a copy is forwarded to Mr. Richmond as a token of appreciation on behalf of the County Board.

Philip Baebler
James L. Bechen
Mary Cupery
James Foley
Kevin Kessler
Robert C. McClyman
Andy Ross
Teresa A. Sumnicht
Robert R. Westby
Tim Zander

Brad Basten
Richard C. Boockmeier
Don DeYoung
Vern E. Gove
Kirk Konkell
Barry Pufahl
Mark L. Sleger
Fred C. Teitgen
Mike Weyh

Harlan Baumgartner
Susanna R. Bradley
Adam Field
Kenneth W. Hutler
Susan G. Martin
Bruce J. Rashke
John G. Stevenson
John H. Tramburg
JoAnn Wingers

Motion was made to adopt the Resolutions by Teitgen, second by McClyman. The resolutions were adopted.

RESOLUTION NO. 25-12

WHEREAS, Kathleen A. Dykstra, of Pardeeville, Wisconsin, recently passed away,
and

WHEREAS, prior to her death Kathleen Dykstra faithfully served the residents of Columbia County as a member of the Columbia County Board of Supervisors, and

WHEREAS, Mrs. Dykstra was elected to serve on the Columbia County Board of Supervisors to represent District 19 from April 20, 1982, to April 20, 1992, and

WHEREAS, Mrs. Dykstra served as Chair of the Health and Education Committee from April, 1986 to April, 1988 and Health & Aging from April, 1988, to April, 1992, and

WHEREAS, Mrs. Dykstra served on the following committees: Central Wisconsin Community Action Council; Health and Aging; Human Services; Property and Printing; and Social Services, Health and Education.

BE IT FURTHER RESOLVED, that this Resolution is permanently entered into the official records of the Proceedings of the Columbia County Board of Supervisors in recognition of Kathleen A. Dykstra's service to her county, her country, her community and that a copy will be sent to her family.

Philip Baebler
James L. Bechen
Mary Cupery
James Foley
Kevin Kessler
Robert C. McClyman
Andy Ross
Teresa A. Sumnicht
Robert R. Westby
Tim Zander

Brad Basten
Richard C. Boockmeier
Don DeYoung
Vern E. Gove
Kirk Konkell
Barry Pufahl
Mark L. Sleger
Fred C. Teitgen
Mike Weyh

Harlan Baumgartner
Susanna R. Bradley
Adam Field
Kenneth W. Hutler
Susan G. Martin
Bruce J. Rashke
John G. Stevenson
John H. Tramburg
JoAnn Wingers

Motion was made to adopt the Resolution by De Young, second by Gove. The resolution was adopted.

ORDINANCE NO. Z398-12

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 & Agricultural No. 2", (Linda Bartnicki Lytle, Petitioner and Owner) parcel of land located in Section 5, T13N, R10E, Town of Marcellon more particularly described as follows: Land to be Rezoned from Agricultural to Agricultural No. 2: PARCEL 74.A1, Lot 2, CSM108-1-108.
- (2) "To change from Commercial & Agricultural to Highway Interchange", (Beau Lane, Rick Lane, Peter Tonn, Petitioners and Owners) parcel of land located in Section 30, T12N, R9E, Town of Caledonia more particularly described as follows: Land to be Rezoned from Commercial & Agricultural to Highway Interchange: PARCEL 1150.A, Lot 1, CSM 1443-6-205. Containing (10.00 acres), more or less.

- (3) "To change from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay", (Barbara Le Laura-Marley-Margaret Gerstenkorn, Petitioner and Owner) parcel of land located in Section 20, T13N, R8E, Town of Lewiston more particularly described as follows: Land to be Rezoned from Agricultural to Rural Residential: Commencing at the northeast corner of said Section 20; thence South 89°19'17" West along the north line of the Northeast Quarter of said Section 20, 1,329.05 feet to the northwest corner of the Northeast Quarter of the Northeast Quarter; thence South 00°19'53" East along the west line of the Northeast Quarter of the Northeast Quarter, 773.29 feet to a point in the northerly right-of-way line of State Trunk Highway 127 and the point of beginning; thence South 38°22'36" East along the northerly right-of-way line of State Trunk Highway 127, 467.35 feet; thence southeasterly along a 921.93 foot radius curve to the left in said northern right-of-way line of State Trunk Highway 127 having a central angle of 18°12'32" and whose long chord bears South 47°28'52" East, 291.76 feet; thence South 53°44'33" West, 279.11 feet; thence South 10°53'09" West, 40.76 feet; thence South 36°56'54" East, 60.27 feet; thence South 89°18'17" West, 303.93 feet to a point in the west line of the Southeast Quarter of the Northeast Quarter; thence North 00°19'53" West along said west line of the Southeast Quarter of the Northeast Quarter and the west line of the Northeast Quarter of the Northeast Quarter, 820.52 feet to the point of beginning. Containing 217,800 square feet (5.00 acres), more or less. Land to be Rezoned from Agricultural to Agricultural with Agricultural Overlay: Commencing at the northeast corner of said Section 20; thence South 89°19'17" West along the north line of the Northeast Quarter of said Section 20, 1,329.05 feet to the northwest corner of the Northeast Quarter of the Northeast Quarter; thence South 00°19'53" East along the west line of the Northeast Quarter of the Northeast Quarter and the west line of the Southeast Quarter of the Northeast Quarter, 1,593.81 feet to the point of beginning; thence North 89°18'17" East, 303.93 feet; thence South 36°56'54" East, 242.18 feet; thence South 00°19'22" East, 1,548.93 feet; thence South 89°18'17" West, 1,560.79 feet; thence North 00°19'22" West, 680.33 feet to a point in the east-west quarter line of said Section 20; thence North 89°18'17" East along the east-west quarter line, 1,112.54 feet to the southwest corner of the Southeast Quarter of the Northeast Quarter; thence North 00°19'53" West along the west line of the Southeast Quarter of the Northeast Quarter, 1,063.90 feet to the point of beginning. Containing 1,524,695 square feet, (35.00 acres), more or less.
- (4) "To change from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay", (Donna R. Farrey, Petitioner and Owner) parcel of land located in Section 13, T13N, R8E, Town of Lewiston more particularly described as follows: Land to be Rezoned from Agricultural to Rural Residential: Commencing at the north quarter corner of said Section 13; thence North 00°13'01" West along the north-south quarter line of said Section 13, 1,313.13 feet to the southeast corner of the Northeast Quarter of the Northwest Quarter of said Section 13; thence South 89°54'32" West along the south line of the Northeast Quarter of the Northwest Quarter of said Section 13, 165.45 feet; thence North 00°16'01" East, 1,313.37 feet to a point in the north line of the Northeast Quarter of the Northwest Quarter of said Section 13; thence South 89°49'39" East along the north line of the Northwest Quarter of said Section 13, 165.45 feet to the point of beginning; Containing 217,278 square feet, (4.99 acres), more or less. Land to be Rezoned from Agricultural to Agricultural with Agricultural Overlay: Commencing at the north quarter corner of Section 13; thence South 00°16'01" West along the north-south quarter line of said Section 13, 1,313.13 feet to the northeast corner of the Southeast Quarter of the Northwest Quarter of said Section 13 and the point of beginning; thence continuing South 00°16'01" West along the north-south quarter line of said Section 13, 1,313.13 feet to the center of said Section 13; thence North 89°59'25" West along the east-west quarter line of said Section 13, 1,325.88 feet to the southwest corner of the Southeast Quarter of the Northwest Quarter of said Section 13; thence North 00°16'34" East along the west line of the Southeast Quarter of the Northwest Quarter of said Section 13, 1,315.02 feet to the northwest corner of the Southeast Quarter of the Northwest Quarter of said Section 13; thence South 89°54'32" East along the north line of the Southeast Quarter of the Northwest Quarter of said Section 13, 1,325.66 feet to the point of beginning. Containing 1,742,148 square feet, (39.99 acres), more or less.

- (5) "To change from Agricultural to Rural Residential and Agricultural to Agricultural with Agricultural Overlay", (Kathleen M. Ballweg, Petitioner and Owner) parcel of land located in Section 26, T10N, R7E, Town of West Point more particularly described as follows: Lands to be Rezoned from Agricultural to Rural Residential: Commencing at the south quarter corner of said Section 26; thence North 00°24'33" East, 330.00 feet to the northwest corner of Lot 1, Certified Survey Map No. 2301; thence North 89°45'16" East along the north line of Certified Survey Map No. 2301, 189.64 feet to the point of beginning; thence North 00°24'33" East, 414.33 feet; thence North 89°54'02" East, 451.61 feet; thence South 32°56'29" East, 78.55 feet; thence South 11°03'16" East, 75.40 feet; thence South 40°56'28" East, 27.00 feet; thence South 19°19'21" East, 35.15 feet; thence South 07°27'01" East, 32.51 feet; thence South 37°27'54" East, 48.93 feet; thence South 14°31'43" West, 52.89 feet; thence South 26°22'00" West, 54.50 feet; thence South 13°35'58" West, 49.64 feet to a point on the north line of Lot 1, Certified Survey Map No. 2301; thence South 89°45'16" West along the north line of said Lot 1, Certified Survey Map No. 2301, 525.90 feet to the point of beginning. Containing 217,750 square feet, (5.00 acres), more or less. Lands to be Rezoned from Agricultural to Agricultural with Agricultural Overlay: Beginning at the west quarter corner of said Section 26; thence North 00°41'40" East along the west line of the Northwest Quarter of said Section 26, 1,320.26 feet to the northwest corner of the Southwest Quarter of the Northwest Quarter of said Section 26; thence North 89°29'31" East along the north line of the Southwest Quarter of the Northwest Quarter and the north line of the Southeast Quarter of the Northwest Quarter of said Section 26, 2,587.92 feet to the northeast corner of the Southeast Quarter of the Northwest Quarter of said Section 26; thence South 00°24'33" West along the north-south quarter line of said Section 26, 3,170.51 feet; thence North 89°54'02" East, 1,303.77 feet to a point on the east line of the Southwest Quarter of the Southeast Quarter of said Section 26; thence South 00°25'17" West along the east line of the Southwest Quarter of the Southeast Quarter of said Section 26, 266.01 feet to the northeast corner of Certified Survey Map No. 2301; thence South 89°45'16" West along the north line of said Certified Survey Map No. 2301, 313.70 feet; thence South 00°25'18" West along the north line of said Certified Survey Map No. 2301, 211.48 feet; thence South 89°45'16" West along the north line of said Certified Survey Map No. 2301, 274.46 feet; thence North 13°35'58" East, 49.64 feet; thence North 26°22'00" East, 54.50 feet; thence North 14°31'43" East, 52.89 feet; thence North 37°27'54" West, 48.93 feet; thence North 07°27'01" West, 32.51 feet; thence North 19°19'21" West, 35.15 feet; thence North 40°56'28" West, 27.00 feet; thence North 11°03'16" West, 75.40 feet; thence North 32°56'29" West, 78.55 feet; thence South 89°54'02" West, 451.61 feet; thence South 00°24'33" West, 414.33 feet to a point on the north line of Certified Survey Map No. 2301; thence South 89°45'16" West along the north line of Certified Survey Map No. 2301, 189.64 feet to a point on the west line of the Southwest Quarter of the Southeast Quarter of said Section 26; thence North 00°24'33" East along the west line of the Southwest Quarter of the Southeast Quarter of said Section 26, 990.21 feet to the southeast corner of the Northeast Quarter of the Southwest Quarter of said Section 26; thence South 89°55'10" West along the south line of the Northeast Quarter of the Southwest Quarter and the south line of the Northwest Quarter of the Southwest Quarter of said Section 26, 1,498.33 feet; thence North 00°32'54" East, 66.00 feet; thence South 89°55'09" West, 1,102.18 feet to a point on the west line of the Northwest Quarter of the Southwest Quarter of said Section 26; thence North 00°41'14" East along the west line of the Northwest Quarter of the Southwest Quarter of said Section 26, 1,255.69 feet to the point of beginning. Containing 7,145,977 square feet, (164.05 acres), more or less. Lands to be Rezoned from Agricultural to Agricultural with Agricultural Overlay: Commencing at the south quarter corner of said Section 26; thence North 00°24'33" East along the north-south quarter line of said Section 26, 330.00 feet to the point of beginning; thence North 89°45'16" East along the north line of Certified Survey Map No. 2301, 189.64 feet; thence North 00°24'33" East, 414.33 feet; thence North 89°54'02" East, 451.61 feet; thence South 32°56'29" East, 78.55 feet; thence South 11°03'16" East, 75.40 feet; thence South 40°56'28" East, 27.00 feet; thence South 19°19'21" East, 35.15 feet; thence South 07°27'01" East, 32.51 feet; thence South 37°27'54" East, 48.93 feet; thence South 14°31'42" West, 52.89 feet; thence South 26°21'59" West, 54.50 feet; thence South 13°35'58" West, 49.64 feet to a point in the

north line of Certified Survey Map No. 2301; thence North 89°45'16" East along said north line of Certified Survey Map No. 2301, 274.46 feet; thence North 00°25'18" East along said north line, 211.48 feet; thence North 89°45'16" East along said north line, 313.70 feet to a point in the east line of the Southwest Quarter of the Southeast Quarter of said Section 26; thence North 00°25'17" East along said east line, 266.01 feet; thence South 89°54'02" West, 1,303.77 feet to a point in the north-south quarter line of said Section 26; thence North 00°24'33" East along said north-south quarter line of said Section 26, 1,829.38 feet to the center quarter corner of said Section 26; thence North 00°24'33" East along said north-south quarter line of said Section 26, 1,341.13 feet to the northeast corner of the Southeast Quarter of the Northwest Quarter; thence South 89°29'31" West along the north line of the Southeast Quarter of the Northwest Quarter, 625.35 feet; thence South 00°24'33" West, 1,335.90 feet; thence North 89°57'02" East along the south line of the Southeast Quarter of the Northwest Quarter, 559.29 feet; thence South 00°24'33" West, 1,961.66 feet; thence North 89°54'02" East, 66.00 feet; thence South 00°24'33" West along the north-south quarter line of said Section 26, 348.81 feet to the point of beginning. Containing 1,306,900 square feet, (30.00 acres), more or less.

Andy Ross, Chair
COLUMBIA COUNTY
BOARD OF SUPERVISORS
Susan M. Moll
COLUMBIA COUNTY CLERK

DATE PASSED: April 17, 2012
DATE PUBLISHED: April 24, 2012

The County Clerk indicated a correction was made to item 1 of the proposed Ordinance to read Agricultural and Agricultural No 2.

Motion made by Baumgartner, second by Konkell, to adopt. The ordinance was declared passed and is to be known as Ordinance Z398-12.

The 2011 Annual Reports were distributed to County Board Supervisors. The reports will be placed on the May County Board agenda and open for review/discussion at that time.

Westby moved adjournment of this meeting to Wednesday, May 16, 2012 at 7:00 p.m. Second was made by DeYoung. The motion carried. The meeting adjourned at 1:00 p.m.

Minutes of Columbia County Board of Supervisor meeting are considered Draft until approved at a subsequent County Board Meeting. Complete minutes are on file in the County Clerk's Office or can be viewed on the County Website at www.co.columbia.wi.us after publication.