

PROCEEDINGS
OF THE
BOARD OF SUPERVISORS
Columbia County, Wisconsin

Portage, Wisconsin
June 20, 2018
7:00 P.M.

The Board of Supervisors of Columbia County convened in regular session at the Administration building at 112 East Edgewater Street, Portage pursuant to law. The meeting was called to order by Chair Gove and was certified to be in compliance with the Wisconsin Open Meetings Law.

All Supervisors were present, except Bradley and Pufahl, absent with notice.

Members stood and recited the Pledge of Allegiance.

A motion was made by Foley, second by Borgkvist, to approve the Journal of May 16, 2018. Motion carried.

A motion to approve the agenda as printed, was made by Weyh, second by Wingers. Motion carried.

The Executive Committee recommended the appointment of Bob Koch to fill the Supervisory District 26 vacancy to expire April, 2020. On motion by Ross, second by Borgkvist, the appointment was approved. The Honorable Judge Voigt administered the Oath of Office to Bob Koch. Bob Koch was introduced to the Board and gave a brief background.

Chair Gove announced that former County Board Supervisor Mary Cupery passed away last night.

Chair Gove presented a Certificate of Appreciation, Columbia County Directory, and commemorative coin to Callie Ciolkosz, 4th grade student from St. John's Lutheran School, for recognition of her artwork contribution for the cover of the 2018-2019 Columbia County Official Directory. New directories were placed on supervisor's desks.

Stacy Davenport, Medication Assisted Recovery Coordinator, from Health and Human Services gave a power-point presentation on the Columbia County MARC - Medication Assisted Recovery and Coordination Program (handouts were provided to supervisors). Chair Gove recognized Stacy for her efforts and presented her with a commemorative coin.

Tom Drury, a community member of the Health and Human Services Board, gave a brief update on the Prevention and Response Columbia County Program (PARCC).

Judge Voigt gave a brief explanation of the Drug Treatment Court Program to the new supervisors.

Konkel gave an update on the Ad Hoc Building Committee. He reported the relocation of courts has been completed and fully functional; Health and Human Services are scheduled to move June 25th from Murphy Road to the new building; southwest courthouse parking lot has been delayed due to weather; courthouse landscaping in progress and hopefully completed by end of June. It was decided at the last meeting to disband the committee and duties would be transferred to the Information Services and Property Committee. A draft of the final report will be provided to supervisors before the next County Board meeting for review.

Chair Gove stated the Ad Hoc Building Committee would be disbanded next month after the Final Report is given. He thanked the Building Committee members for their work the last four years. He plans to honor everyone that was involved on the project at the September County Board meeting.

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, Claire A Damm, Agent, Columbus, WI, and Jamocora LLC, Petitioner, Columbus, WI to rezone from A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with the A-4 Agricultural Overlay, Parcel 535, Section 32, T10N, R12E, Town of Columbus to be approved as follows: To change from A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with the A-4 Agricultural Overlay, Parcel 535, Section 32, T10N, R12E, Town of Columbus.

2. A petition by, Bruce Udell, Agent, Columbus, WI, and Udell Properties LLC, Petitioner, Madison, WI, to rezone from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 615 & 616, Section 34, T10N, R11E, Town of Otsego & Parcel 36.02, Section 3, T10N, R11E, Town of Hampden to be approved as follows: To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 615 & 616, Section 34, T10N, R11E, Town of Otsego & Parcel 36.02, Section 3, T10N, R11E, Town of Hampden.
3. A petition by, Patrick A Lochner & Beverly L Lochner, Petitioners, Lodi, WI, to rezone from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcel 637.01, Section 29, T10N, R8E, Town of Lodi to be approved as follows: to change from A-1 Agriculture to RR-1 Rural Residence, and from A-1 Agriculture to A-1 Agriculture with the A-4 Agricultural Overlay, Parcel 637.01, Section 29, T10N, R8E, Town of Lodi.
4. A petition by, John M Considine & Laurie L Considine, Petitioners, Portage, WI, to rezone from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 593 & 605, Section 17, T13N, R8E, Town of Lewiston to be approved as follows: To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 593 & 605, Section 17, T13N, R8E, Town of Lewiston.
5. A petition by, John H Traxler and Michael D Graves, Et Al., Petitioners, Baraboo, WI, to rezone from A-1 Agriculture to A-2 General Agriculture, Parcel 363.D, Section 4, T13N, R8E, Town of Lewiston to be approved as follows: To change from A-1 Agriculture to A-2 General Agriculture, Parcel 363.D, Section 4, T13N, R8E, Town of Lewiston.
6. A petition by, David Hager, Petitioner, Lake Barrington, IL, to rezone from AO-1 Agriculture & Open Space to R-1 Single Family Residence, Parcel 48.B, Section 2, T12N, R10E, Town of Wyocena to be approved as follows: To change from AO-1 Agriculture & Open Space to R-1 Single Family Residence, Parcel 48.B, Section 2, T12N, R10E, Town of Wyocena.
7. A petition by, Linda K Hohl, Petitioner, Portage, WI, to rezone from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 353 & 347.01, Section 17, T13N, R9E, Town of Fort Winnebago to be approved as follows: To change from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 353 & 347.01, Section 17, T13N, R9E, Town of Fort Winnebago.
8. A petition by, Linda K Hohl, Petitioner, Portage, WI, to rezone from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 338, 353, 343.01, 347.01 & 373, Section 17 & 18, T13N, R9E, Town of Fort Winnebago to be approved as follows: To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay, Parcels 338, 353, 343.01, 347.01 & 373, Section 17 & 18, T13N, R9E, Town of Fort Winnebago.

Kevin Kessler
Harlan Baumgartner
John Stevenson
Mike Weyh
Kirk Konkell
PLANNING AND ZONING COMMITTEE

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

The following appointments were announced:

- (1) Bob Koch to the Judiciary Committee and Columbia Health Care Center Committee. Motion by Kessler, second by Long, the appointments were approved.
- (2) Zoning Board of Adjustment: Reappoint Helen McDonald Rawson and Alan Kaltenberg, 3 year term to July, 2021; Darren Schroeder as alternate, 3 year term to July, 2021; Pat Beghin as a permanent member (remaining term to July, 2020). Motion by Weyh, second by Konkell, the appointments were approved.

ORDINANCE NO. 190-18

The Columbia County Board of Supervisors do ordain as follows: That Title 5, County Administration is hereby amended as follows:

- Chapter 1 Insurance
- Chapter 2 Accounts
- Chapter 3 ~~Expense Reimbursement Available for Future Use~~
- Chapter 4 Parcel Identification Number Required
- Chapter 5 Tax Delinquent Property
- Chapter 6 Investment of County Funds
- Chapter 7 Smoking Prohibited
- Chapter 8 Buildings and Grounds
- Chapter 9 Miscellaneous Funds
- Chapter 10 Fair and Open Housing
- Chapter 11 Concealed Weapons
- Chapter 12 Sheriff's Office Dive Team

That Title 5, Chapter 3, Expense Reimbursement is hereby repealed in its entirety as follows:

~~Chapter 3~~

~~Expense Reimbursement~~

- ~~5-3-1 Purpose~~
- ~~5-3-2 Persons Eligible~~
- ~~5-3-3 Auto Travel~~
- ~~5-3-4 Public Transportation~~
- ~~5-3-5 Lodging Expense~~
- ~~5-3-6 Meals~~
- ~~5-3-7 Conventions and Conferences~~
- ~~5-3-8 General Rules~~
- ~~5-3-9 Reimbursement Schedule~~

~~Sec. 5-3-1 Purpose.~~

~~Section 59.13 (3) of the Wisconsin Statutes provides that the County Board may reimburse persons for expenses incurred in the discharge of County duties. This Ordinance is adopted to establish in advance a fair and uniform method of making such reimbursement.~~

~~Sec. 5-3-2 Persons Eligible.~~

~~Members of the County Board, County elective officials and their deputies, members of committees, boards and commissions, department heads, and such other employees as are expressly authorized by their respective department heads and governing committee shall be entitled to reimbursement for travel expenses and other expenses as provided herein.~~

~~Sec. 5-3-3 Auto Travel.~~

- ~~(a) **Direct Route.** Persons eligible shall be reimbursed for automobile travel at the rate established by Resolutions presented by the Finance Committee and approved by the County Board for travel directly related to County business. All such travel shall be by direct route.~~
- ~~(b) **Mileage Pro-ration.** In the event more than one eligible person is traveling to the same destination, such persons should share a car or cars to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car sharing rule, the Finance Committee may pro-rate reasonable mileage allowance or it may disallow all such claims.~~
- ~~(c) **Eligibility.** Department heads and employees otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for normal, daily work, overtime work, attendance at County Board meetings, committee, board, and commission meetings. County Board and committee members shall be eligible for mileage reimbursement for attendance at County Board meetings, committee, board, and commission meetings.~~
- ~~(d) **Reimbursement from Home.** Eligible persons other than county employees attending a conference, convention, or out-of-county meeting shall be reimbursed for mileage to and from their home to the conference or meeting site.~~

- ~~(1) As to county employees:

 - ~~(a) Mileage computation for all business travel during the employee's normal business hours shall use the employee's workplace or the point of origin (origin shall mean travel from a person's place of residence), whichever is less. If the return trip is outside normal business hours, mileage shall be paid to the employee's workplace or the employee's home, whichever is less.~~
 - ~~(b) No employee may claim mileage to their workplace if it is the first (1st) stop of the day, or from their workplace if it is the last stop of the day.~~
 - ~~(c) For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.~~~~
- ~~(e) **Parking Costs.** Eligible persons shall receive full reimbursement for parking charges outside Columbia County upon presentation of a receipt or actual cost expended on parking meters.~~
- ~~(f) **Reporting Requirements.** In order to obtain mileage reimbursement, employees shall provide the following:

 - ~~(1) the name and address where a home visit was provided,

 - ~~(a) In the event the name and address of the home visit is required to be confidential, the employee shall so indicate on the expense reimbursement form and shall provide his/her Department Head with a listing of the names and addresses visited at the time the request for reimbursement is submitted.~~
 - ~~(b) All information provided on the listing is subject to verification by the Department Head. Verification shall be made by the Department Head when requested by the Chair of the Department's governing committee.~~
 - ~~(c) All information provided, including the listing of confidential home visits, is subject to audit by the Accounting Department, pursuant to Sec. 59.72, Wis. Stats.~~~~
 - ~~(2) the name and address of the business or organization which was visited to conduct business on behalf of Columbia County, or~~
 - ~~(3) the sponsoring organization and location of a meeting, conference or convention attended on behalf of Columbia County.~~~~

Sec. 5-3-4 Public Transportation:

Eligible persons shall receive full reimbursement for authorized travel by plane, train or bus. Prior to departure, a Purchase Order and/or tax exempt certificate should be obtained from the Purchasing Agent to insure that all allowable tax exemptions are utilized.

Sec. 5-3-5 Lodging Expense:

- ~~(a) **Allowable Rates.** Eligible persons shall be reimbursed in full for hotel or motel expense at the rate established by Resolutions presented by the Finance Committee and approved by the County Board. Lodging costs in excess of the established rate which are at the site of a conference or convention shall be allowed if reasonable. If found to be unreasonable, reimbursement shall be limited to the maximum rate.~~
- ~~(b) **Spouse Attendance.** In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. The employee shall document that "single" rate.~~
- ~~(c) **Purchase Order Requirement.** Prior to departure, a Purchase Order must be obtained from the Purchasing Agent for lodging expense. Attached to the request must be a copy of the registration information. Payment shall thereafter be made only upon submission of an original Invoice. Payment shall not be made unless a Purchase Order is on record in the Accounting Office.~~
- ~~(d) **Distance Requirement.** In order to obtain lodging reimbursement for a meeting or conference within a 45 mile radius of the County seat, eligible persons must attach to the Purchase Order a written request which contains the reasons why reimbursement should be granted, as well as a copy of the registration information. A Purchase Order for lodging must be issued prior to departure. Such lodging expense shall be approved by the County Accounting Office if the eligible person is participating in a night meeting or is on the committee presenting the conference or training.~~
- ~~(e) **Night Prior to Conference.** Lodging for the night prior to a conference shall only be allowed for distances over 60 miles from the County seat when the conference or training begins earlier than 9:00 a.m. Lodging expenses shall be approved by the County Accounting Office if the eligible person is participating in a night meeting prior to the beginning of the conference or is on the committee presenting the conference or training and has obtained prior approval by the governing committee.~~

~~(f) County Board Supervisors shall adhere to the Standing Rules for allowability on overnight stays associated with conferences.~~

~~**Sec. 5-3-6 Meals.**~~

~~(a) **Requirements.** Eligible persons shall be reimbursed for meals purchased while on County business outside Columbia County. Reimbursement shall be at the rate established by Resolutions presented by the Finance Committee and approved by the County Board. The maximum rates for an individual meal may exceed the individual meal rate only if included as part of a registration fee. Eligible persons must provide an original receipt for each meal in order to receive reimbursement. No "bar" items will be reimbursed.~~

~~**Sec. 5-3-7 Conventions and Conferences.**~~

~~(a) **Requirements.** Attendance by department heads and employees at conventions, conferences, seminars, and training sessions shall be approved prior to attendance by the governing committee. County board or committee member attendance shall be approved prior to attendance by the Executive Committee or be included in the budget. Prior to departure, a Purchase Order must be obtained from the Purchasing Agent for the registration and/or hotel fees. Payment shall not be made unless a Purchase Order is on record in the Accounting Office.~~

~~(b) **Committee Appointments.** Prior to accepting a committee appointment or joining a new organization for which expense reimbursement will be requested from the county or when participation will be on county time, all eligible persons, as defined in Sec. 5-3-2, shall obtain Executive Committee approval. Due to time constraints, the Chair of the County Board may authorized temporary approval pending Executive Committee review at its next meeting.~~

~~(c) **Salary Allowance.** When required to attend, employees shall be entitled to straight pay for one day for each day spent at a conference or convention; employees shall be allowed compensatory time off due to meeting hours lasting longer than a normal work day.~~

~~(d) **Staff Limitations.** At no time shall all staff within a department be allowed to attend the same conference.~~

~~(e) **County Board Per Diems.** County Board members shall be allowed per diems when attending conventions or conferences.~~

~~(f) **Out of State.** Reimbursement for travel expense for out of State convention, conference, or meeting shall not exceed the rate established by Resolutions presented by the Finance Committee and approved by the County Board. If travel expenses are to exceed the maximum rate, prior approval of the Finance Committee must be obtained prior to attendance. Reimbursement for meals, lodging, and registration fees shall be governed by prevailing County policy at the time of the out of State function.~~

~~(g) **Leave County Employment.** If a department head or employee leaves County employment within two years of attending an out of State function which is fully or partially paid by the County, the department head or employee shall reimburse the County those costs at the time of leaving County employment.~~

~~(h) **Advance Payment.** The governing committee shall have authority to approve advance payment of registration and related costs provided that there are funds available to cover said costs in that department's budget. In the event there are insufficient funds available in the conference/seminar budget of the requesting department, funds must be transferred with the approval of the governing and Finance committees prior to submission of the Purchase Order.~~

~~(i) **Telephone Calls.** Business telephone charges while at an out of County conference are a reimbursable expense.~~

~~(j) **Allowable Expenses.** Eligible persons shall be entitled to reimbursement for expenses incurred for conventions and conferences within the State. Registration and conference fees shall be reimbursed, together with mileage, lodging, and meals, subject to the rules herein. If a banquet or other meal is provided in conjunction with a convention or conference, reimbursement shall be made for such meal without regard to the limits established above.~~

~~**Sec. 5-3-8 General Rules.**~~

~~(a) **Automobile Insurance.** Persons seeking reimbursement for travel are required to file with the County Clerk an Affidavit indicating adequate automobile liability insurance coverage and a statement that such insurance will not be terminated without written notice to the County Clerk.~~

~~(b) **School Expenses.**~~

~~(1) No person shall attend school for which college credits are earned on County time; such schooling shall be on employee time. Tuition shall be paid by the student unless included in the department budget or approved by the governing committee and Finance Committee.~~

- (2) ~~No person shall attend other schooling for which tuition is to be reimbursed unless the cost of the class is included in the budget. The department head or employee must submit documentation indicating successful completion of the course at the time reimbursement is requested.~~
- (3) ~~Employees must use compensatory time to make up for work hours missed to attend other than college classes which have been included in the budget.~~
- (c) ~~**Reimbursement Process.** Claims for reimbursement of expenses shall be submitted on appropriate forms to the Accounting Office after approval by the Department Head, and shall thereafter be approved in the budget prior to payment.~~
- (d) ~~**Committee Approval.** If prior committee approval is unable to be obtained and noted in regular monthly meetings, the Department Head is to contact the chairman of the appropriate committee, and the chairman who will obtain verbal approval of a majority of the committee members. The committee chairman will then inform the Accounting Department of the approval.~~
- (e) ~~**Exceptions.** The Finance Committee is authorized to allow reasonable claims for reimbursement of expenses and any exceptions or variations from this Ordinance.~~
- (f) ~~**Timely Submission.** All expenses shall be submitted to the Accounting Department within thirty (30) days after the end of the month in which such expenses were incurred.~~
- (g) ~~**Sales Tax Exempt.** The County is State and County sales tax exempt. Those taxes should not be paid and will not be reimbursed, except for taxes included as part of a meal expense.~~

Sec. 5-3-9 Reimbursement Schedule:

			<u>Last Updated</u>
Mileage	\$0.50	Per mile	07/01/12
Lodging	\$82.00	Maximum per night	03/24/04
Meals	\$12.00	Maximum for meals when not an overnight stay	
	\$28.00	Maximum for all meals in a day when an overnight stay	03/24/04
		Meal reimbursement is to include applicable sales tax and gratuities	
Out of state travel expense	\$150.00	Maximum	

Expense reimbursement provisions are included in new Title 8 – Procurement as shown below. All other provisions of Title 5, County Administration are not affected by this amending Ordinance and will remain in full force and effect.

That Title 8, Purchasing is hereby repealed in its entirety as follows:

Title 8

Purchasing

Chapter 1 Purchasing

Chapter 1

Purchasing

- ~~8-1-1 Title~~
- ~~8-1-2 Intent~~
- ~~8-1-3 Purchasing Agent~~
- ~~8-1-4 Purchasing Procedures~~
- ~~8-1-5 Exceptions~~
- ~~8-1-6 Forms~~
- ~~8-1-7 Stock of Supplies~~
- ~~8-1-8 Duties of the Purchasing Agent~~

Sec. 8-1-1 Title:

This ordinance shall be known as the "Columbia County Purchasing Ordinance".

Sec. 8-1-2 Intent:

It is the intent of this Ordinance to provide for the uniform and cost effective purchase of materials by Columbia County.

Sec. 8-1-3 Purchasing Agent:

The County Clerk will designate, subject to approval of the Property Committee, an employee to serve as Purchasing Agent.

Sec. 8-1-4 Purchasing Procedures:

- (a) This ordinance assumes that all items purchased hereunder will first be budgeted in a department's annual budget. Purchase of various materials for Columbia County are hereby divided into four classes:
 - 1) Class A items consist of office supplies which can be routinely stocked by the Purchasing Agent.
 - 2) Class B items are materials used by up to several departments and purchased annually or less frequently and shall consist of capital items, including but not limited to, desks, chairs, office machines, file cabinets, etc.
 - 3) Class C items shall consist of materials peculiar to one or two departments which are not available from the Purchasing Agent's store of goods. Such items will normally be purchased by the department head with the approval of the governing committee.
 - 4) Class D Materials consist of those items of value in excess of \$2,000.00. These items may be purchased with committee approval after being submitted to the bid procedures established by the Purchasing Agent for this type of purchase.
- (b) The procedures for the purchase of materials by Columbia County are hereby established as follows:
 - 1) Class A Items will be purchased by all departments through the office of the Purchasing Agent pursuant to procedures established by the said Purchasing Agent.
 - 2) All Class B items will be acquired for the departments by the Purchasing Agent under the direction and supervision of the Property Committee, pursuant to procedures established by the Purchasing Agent and approved by the Property Committee. Three prices for each purchase are to be provided with purchase order.
 - 3) All Class C items will be purchased by the department heads, subject to the approval of the supervising committee of that department. Notice of the intended purchase of any such items will be given by the department head to the Purchasing Agent, and the Purchasing Agent may assist in the comparison shopping for these items.
 - 4) All Class D items will be purchased through the Purchasing Agent under formal bid procedures as approved by the Property Committee.

Sec. 8-1-5 Exceptions:

Department heads may request exceptions to these procedures for specific items or classes of purchases. A request for an exception will be in writing, signed by the department head and supervising committee chairman, and will detail the basis for the requested exception. The Purchasing Agent will indicate thereon whether or not said exception would do damage to the purchasing system established by this ordinance. Approval for item exceptions will be by the Property Committee. Any approval for exceptions for the purchase of a class of items will be by the Finance Committee. The Purchasing Agent will maintain a file of all requested and approved exceptions and will serve in an advisory role to the committee regarding exceptions. Exceptions, if granted, must be in writing.

- (a) The County Home and County Highway Department shall be exempt from this ordinance except as to Class A and B items.

Sec. 8-1-6 Forms:

- (a) For the purpose of ordering frequently used items, a multi-use form for the estimated annual needs and/or quarterly requisition will be furnished by the Purchasing Agent to each department. When prepared, the department will make three copies, forwarding two copies and retaining a control copy. The original will serve as a permanent file record and the first copy will serve as a transmittal and inventory record.
- (b) Special requisition items will be ordered by use of a Columbia County Requisition Form furnished by the Purchasing Agent. The form will be in duplicate, with the original being forwarded to the Purchasing Agent and a copy being retained by the originator of the request.
- (c) Purchase order forms will be designed and stocked by the Purchasing Agent in a manner to serve Columbia County's needs.

~~Sec. 8-1-7—Stock of Supplies.~~

~~The Purchasing Agent shall maintain a sufficient store of Class A items so as to meet the needs of the departments. Offices and department will order from the Purchasing Agent quantities to meet the needs for a calendar quarter at times designated by the Purchasing Agent. Any office or department granted an exception is urged to take advantage of the savings anticipated by this system in costs and employee time.~~

~~Sec. 8-1-8—Duties of the Purchasing Agent.~~

~~The duties of the Purchasing Agent will include:~~

- ~~(a) Responsibility for the inventory of Class A items.~~
- ~~(b) Responsibility to assist and advise the Property Committee in acquisition of Class B items.~~
- ~~(c) Serving in an advisory capacity to all departments and County Board committees in matters of requisitions, purchases, bidding and requested exceptions to these procedures.~~
- ~~(d) Through other duties in the County Clerk’s Office, the detection of unauthorized purchases by any office, department or employee of the county and prompt referral of the matter to the Property Committee and County Board Chairman.~~
- ~~(e) Receiving complaints from any department or office as to quality and quantity deficiencies. If the Purchasing Agent is not able to resolve the matter, it will be the responsibility of the Purchasing Agent to refer the matter to the supervising committee and the Property Committee for resolution.~~
- ~~(f) Receive and retain, in a file, copies of all rental agreements and leases negotiated by the various departments, boards, committees and other sub-divisions of the County Board. The Purchasing Agent will verify that all such agreements bear the authorization of the County Board Chairman or be otherwise authorized by County Board action.~~
- ~~(g) Solicit annual needs estimates from each department during budget preparation period, receive and fill quarterly requisitions from each department, and honor emergency requisitions based on unusual problems.~~
- ~~(h) Making recommendations regarding consolidation, modification or termination of service contracts.~~
- ~~(i) Arrange delivery of items purchased and recover costs involved by pro-rating charges to items delivered.~~

That Title 8, Procurement is hereby created as follows:

Title 8

Procurement

- Chapter 1 Travel and Training Expense
- Chapter 2 Purchasing

Chapter 1

Travel and Training Expense

- 8-1-1 Purpose
- 8-1-2 Persons Eligible
- 8-1-3 Auto Travel
- 8-1-4 Public Transportation
- 8-1-5 Lodging Expense
- 8-1-6 Meals
- 8-1-7 Conventions and Conferences
- 8-1-8 Other Training
- 8-1-9 Out of State Travel
- 8-1-10 Reimbursement Schedule

Sec. 8-1-1 Purpose.

This Ordinance is adopted to establish general policies, rates, and allowable expenses associated with travel and training. Details and procedures on the implementation of this Ordinance are contained in the Columbia County Procurement Manual, as is approved by the Finance Committee and administered by the Accounting Department. The Columbia County Executive Committee shall be informed of all changes.

Sec. 8-1-2 Persons Eligible.

Members of the County Board, County officials, members of Committees, Boards and Commissions, Department Heads, and such other employees or individuals, as are expressly authorized by their respective Department Heads, Governing Committee, or the County Board Chair.

Sec. 8-1-3 Auto Travel.

- (a) **Reimbursement Rate.** Persons eligible shall be reimbursed for automobile travel at the rate established in sec. 8-1-10. All such travel shall be by direct route.
- (b) **Parking Costs.** Eligible persons shall receive full reimbursement for parking charges outside Columbia County upon presentation of a receipt or actual cost expended on parking.
- (c) **Automobile Insurance.** Persons seeking reimbursement for travel are required to have adequate automobile liability insurance coverage.

Sec. 8-1-4 Public Transportation.

Authorized travel by plane, train or bus can be paid for by using a County procurement card (P-Card). If a P-Card has not been issued, reimbursement can still be made, as provided in the Columbia County Procurement Manual.

Sec. 8-1-5 Lodging Expense.

- (a) **Allowable Rates.** Actual and reasonable expenses will be allowed for lodging, not to exceed the State of Wisconsin rate, except in the event that County officials and personnel are lodging at a convention site. The Accounting Department has the authority to approve a higher rate, as provided in the Columbia County Procurement Manual.
- (b) **Additional Person Attendance.** In the event that an additional person shares a room with an eligible person, payment shall be made only on the basis of the single room rate.
- (c) **Distance Requirement.** Lodging expense within a forty-five (45) mile radius of the County seat is not allowed. Exceptions can be made through a written request to the County Board Chair.
- (d) **Night Prior to Conference.** Lodging for the night prior to a conference or training will only be approved in the following situations.
 - (1) Distance to the conference is over sixty (60) miles from the County seat and the conference or training begins earlier than 9:00 a.m.
 - (2) An eligible person is participating in a night meeting prior to the beginning of the conference or is on the committee presenting the conference.
- (e) County Board Supervisors shall adhere to the Standing Rules for allowability of overnight stays associated with conferences.

Sec. 8-1-6 Meals.

Eligible persons shall be reimbursed for meals purchased while on County business outside Columbia County. Reimbursement shall be at the rate established in sec. 8-1-10.

Sec. 8-1-7 Conventions and Conferences.

- (a) **County Board Members.** Attendance must be in the Budget or approved by the County Board Chair. Per Diems and travel expenses are allowed.
- (b) **Department Heads, Employees, and Other Representatives.**
 - (1) Attendance must be in the Budget or approved by the Governing Committee.
 - (2) At no time shall all staff within a Department be allowed to attend the same conference. Exceptions may be authorized by the County Board Chair.
 - (3) Travel expenses are allowed.

Sec. 8-1-8 Other Training.

- (a) **School Expenses.**
 - (1) No person shall attend school for which college credits are earned on County time. Such schooling shall be on employee time, unless prior approval is obtained from the Governing Committee and the Human Resources Committee. Tuition shall be paid by the employee unless it is included in the Department Budget or approved by the Governing Committee and Finance Committee.
 - (2) No person shall attend other schooling for which tuition is to be reimbursed unless the cost of the class is included in the Budget. The Department Head or employee must submit documentation indicating successful completion of the course at the time that reimbursement is requested.
- (b) **Out of State.** Out of State training must be part of the approved Budget or advance approval must be obtained from the Governing and Finance Committees.

Sec. 8-1-9 Out of State Travel.

Out of state travel not related to conventions, conferences, or trainings must be part of the approved Budget or advance approval must be obtained from the Governing and Finance Committees.

Sec. 8-1-10 Reimbursement Schedule.

Mileage	Current IRS Rate	
Meals	\$15.00	Maximum for meals with no overnight stay
	\$30.00	Maximum for all meals in a day with an overnight stay
		Meal reimbursement is to include applicable sales tax and gratuities

**Chapter 2
Purchasing**

8-2-1	Authority
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8-2-4	Administration
8-2-5	General Procurement Policy
8-2-6	Purchasing Procedure
8-2-7	Ethics in Public Purchasing

Sec. 8-2-1 Authority.

This Ordinance is created pursuant to the authority provided under applicable Federal and State laws and the Wisconsin Administrative Code, as amended from time to time, and shall be construed consistent with all applicable State Statutes, rulings and regulations governing counties, as well as the Columbia County Board Standing Rules.

Sec. 8-2-2 Purpose.

The purpose and intent of this Ordinance is to:

- (a) Clarify the laws and processes applicable to Columbia County Purchasing.
- (b) Define the administration of all functions relating to procurement.
- (c) Ensure the fair and equitable treatment of all persons/entities involved in the procurement and purchasing process.

Sec. 8-2-3 Coverage.

Unless specified otherwise herein, or as designated by law to follow another procedure, this Ordinance shall apply to all expenditures of public funds, regardless of source, including State and Federal assistance moneys, and to any contract whereby the County is to receive goods, materials, tangible commodities, services, equipment, or property.

Sec. 8-2-4 Administration.

The provisions of this Ordinance and any regulations adopted hereunder shall be administered, supervised and enforced by the Accounting Department, with policy and procedure review by the Finance Committee. The Columbia County Executive Committee shall be informed of all changes. A County Procurement Manual shall be in effect, that ensures compliance with the terms of this Ordinance and on-going administrative, financial and legal review of all contract documents entered into on behalf of Columbia County.

Sec. 8-2-5 General Procurement Policy.

Purchase Limitations. All purchases shall be made in accordance with the budgetary line item appropriations as established by the County Board for the operation of respective County Departments. The responsibility for adhering to existing line item appropriations rests with the Department Head.

Sec. 8-2-6 Purchasing Procedure.

(a) Category I Purchases.

- (1) All public work, as defined under State Statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work exceeds \$25,000.
- (2) An official sealed bidding process is required. Purchases shall be let by contract to the lowest responsible bidder in accordance with Wis. Stats. § 66.0901(2), except that the County Board may by a three-fourths (3/4) vote of all members entitled to a seat provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids.

- (b) **Category II Purchases.**
 (1) All public work, as defined under State Statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work is between \$5,000 and \$25,000.
 (2) Purchases shall be let to the most advantageous bidder.
 (3) Class 1 notice under Wis. Stats., ch. 985, must be given before a contract is entered into with a person qualified as a bidder under Wis. Stats. § 66.0901(2).
- (c) **Category III Purchases.**
 (1) Goods and nonprofessional services where the estimated cost exceeds \$25,000 and not specifically exempted in this Ordinance.
 (2) An official sealed bidding process is required. Purchases must be awarded to the most advantageous bidder after requesting invitations for bids through public notice by publication.
- (d) **Category IV Purchases.**
 (1) Goods and nonprofessional services where the estimated cost is between \$5,000 and \$25,000 and not specifically exempted in this Ordinance.
 (2) Purchasers must solicit a minimum of (3) written quotations from vendors dealing with the supplies, merchandise, services.
 (3) Purchases shall be let to the most advantageous bidder.
- (e) **Category V Purchases.**
 (1) Goods and nonprofessional services where the estimated cost is at least \$1,000 but less than \$5,000 and not specifically exempted in this Ordinance.
 (2) Purchases must have two (2) or more documented quotations.
- (f) **Category VI Purchases.**
 (1) Goods and nonprofessional services where the estimated cost is less than \$1,000 and not specifically exempted in this Ordinance.
 (2) When applicable, documented quotes are encouraged.
 (3) Purchases may be made directly by the Department from approved vendors.
 (4) Established Contracts: No Category VI purchases are permitted where equivalent products or services are already available under a master contract or purchase order, without prior Accounting Department review and approval.
EXAMPLE: Office Supplies County Contract
- (g) **Special Purchases & Provisions.**
 (1) **Highway.** This section does not apply to contracts related to highway construction and maintenance that the Highway Committee or County Highway Commissioner are authorized by law to let or make directly pursuant to Wis. Stats. § 83.035.
 (2) **Health & Human Services Contracts.** The County Health & Human Services Department shall purchase services in accordance with the procedures as set forth in Wis. Stats. § 46.036.
 (3) **Other.** The following types of purchases shall follow provisions as detailed in the County Procurement Manual.
 ➤ Sole Source Purchases
 ➤ Emergency Purchases
 ➤ Purchase of Used Equipment
 ➤ Purchases from State Issued Contracts
 ➤ Purchases from Another Unit of Government
 ➤ Purchases of Professional Services
 ➤ Purchases of Technology Equipment
 ➤ Purchases Made with Proceeds of Grants or Gifts

Sec. 8-2-7 Ethics in Public Purchasing.

All applicable sections of the Columbia County Code of Ethics shall be complied with.

Acceptance of gifts or gratuities, other than advertising novelties of nominal value, is strictly prohibited. No employee or official shall become obligated to any vendor, and shall not conduct any County transaction from which he/she may personally benefit.

Purchases by the County for the personal use of an employee or official are prohibited even if reimbursement is made to the County for the cost of the purchase.

The County shall not make purchases of goods or services from County employees or officials, without prior Governing Committee and County Board Chair approval.

Fiscal Note: None
Fiscal Impact: None

Vern E. Gove, Chair
COLUMBIA COUNTY
BOARD OF SUPERVISORS
Susan M. Moll
COLUMBIA COUNTY CLERK

DATE PASSED: June 20, 2018
DATE PUBLISHED: July 2, 2018

Drew reported that the Procurement Ordinance was unanimously approved by the Finance Committee at their last meeting. Schepp explained the County currently has two ordinances and is proposing to combine into one Procurement Ordinance. She reviewed and emphasized the importance of the proposed Ordinance, new Columbia County Procurement Manual, and complying with County's Code of Ethics.

Kessler questioned a need for both Section 8-2-7, Ethics in Public Purchasing and Title 3, Code of Ethics of the Columbia Code of Ordinances. Schepp explained that procurement ties in closely with ethics. Ruf agreed with Schepp and further stated it's a cross reference and reminder of best practices.

Rashke had concerns with second paragraph of Section 8-2-7 and felt it should be revisited.

Moll indicated due to typographical error a correction needed to be made to Section 8-1-3 (a) that "sec. 8-9-10" should be "sec. 8-1-10".

Konkel expressed concerns with the meal reimbursement amounts and purchases of specialty items/equipment.

Motion by De Young, second Rashke.

The Ordinance was adopted on a roll call vote as follows:

AYES: 26, NOES: 0, ABSENT: 2

AYES: Baumgartner, Blair, Borgkvist, De Young, Drew, Field, Foley, Kessler, Koch, Konkel, Leatherberry, Long, McClyman, Miller, Plumer, Rashke, Robson, Rohrbeck, Ross, Sleger, St. Maurice, Stevenson, Weyh, Wingers, Zander and Gove.

ABSENT: Bradley and Pufahl.

The Ordinance was declared passed and is to be known as Ordinance 190-18.

ORDINANCE NO. 2471-18

The Columbia County Board of Supervisors do ordain as follows: That Title 16 – Chapter 100, entitled "Zoning", of the County Code, as passed by the Board of Supervisors on May 14, 2014 is hereby amended and added thereto as follows:

- (1) "To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay", (Claire A Damm, Agent & Jamocora LLC, Petitioner), parcels of land located in Section 32, Town 10 North, Range 12 East, Town of Columbus, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to RR-1 Rural Residence - Being a part of the Southwest Quarter of the Northeast Quarter of Section 32, Town 10 North, Range 12 East, Town of Columbus, Columbia County, Wisconsin, described as follows: Commencing at the South Quarter corner of said Section 32; thence North 00°05'34" East along the North-South Quarter line of Section 32, 3,687.55 feet to the point of beginning; thence continuing North 00°05'34" East along the North-South Quarter line, 324.00 feet to the Northwest corner of the Southwest Quarter of the Northeast Quarter of Section 32; thence North 88°47'47" East along the North line of the Southwest Quarter of the Northeast Quarter, 267.00 feet; thence South 04°36'40" East, 127.44 feet; thence South 13°38'25" East, 209.00 feet; thence North 89°54'26" West, 327.00 feet to the point of beginning. Containing 95,115 square feet, (2.18 acres), more or less. Land to be Rezoned from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay - Being a part of the Southwest Quarter of the Northeast Quarter of Section 32, Town 10 North, Range 12 East, Town of Columbus, Columbia County, Wisconsin, described as follows: Commencing at the South Quarter corner of said Section 32; thence North 00°05'34" East along the

North-South Quarter line of Section 32, 2,685.45 feet to the Center Quarter corner of Section 32 and the point of beginning; thence continuing North 00°05'34" East, 1,002.10 feet; thence South 89°54'26" East, 327.00 feet; thence South 13°38'25" East, 122.34 feet; thence North 88°47'47" East, 427.89 feet; thence North 00°09'40" East, 450.91 feet to the North line of the Southwest Quarter of the Northeast Quarter of Section 32; thence North 88°47'47" East along the North line of the Southwest Quarter of the Northeast Quarter, 531.05 feet to the Northeast corner thereof; thence South 00°09'40" West along the East line of the Southwest Quarter of the Northeast Quarter, 1,322.89 feet to the Southeast corner thereof; thence South 88°39'18" West along the East-West Quarter line of Section 32, 1,314.11 feet to the point of beginning. Containing 1,429,485 square feet, (32.82 acres), more or less. All effective upon recording of the Certified Survey Map.

- (2) "To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay", (Bruce Udell, Agent & Udell Properties LLC, Petitioner), parcels of land located in Section 34, Town 11 North, Range 11 East, Town of Otsego, and Section 3, Town 10 North, Range 11 East, Town of Hampden, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to RR-1 Rural Residence - Being a part of the Southwest Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 34, Town 11 North, Range 11 East, Town Otsego, Columbia County, Wisconsin, described as follows: Commencing at the Southeast corner of said Section 34; thence North 01°13'16" West along the East line of the Southeast Quarter, 617.56 feet; thence West, 1,132.89 feet to the point of beginning; thence South 69°52'58" West, 138.17 feet; thence North 25°35'51" West, 162.26 feet; thence South 76°47'13" West, 112.29 feet; thence North 26°44'06" West, 218.94 feet; thence North 39°52'02" East, 224.83 feet; thence North 89°40'49" East, 65.05 feet; thence South 31°38'40" East, 164.15 feet; thence South 05°10'46" East, 86.33 feet; thence South 25°50'44" East, 239.87 feet to the point of beginning. Containing 100,242 square feet, (2.30 acres), more or less. Land to be Rezoned from A-1 Agriculture to RR-1 Rural Residence - Being a part of Lot 2, Certified Survey Map No. 3069, recorded in Volume 20 of Certified Survey Maps, Page 66, as Document No. 588332, located in the Northeast Quarter of the Northeast Quarter of Section 3, Town 10 North, Range 11 East, Town of Hampden, and a part of the Southwest Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 34, Town 11 North, Range 11 East, Town of Otsego, all in Columbia County, Wisconsin, described as follows: Beginning at the Northeast corner of said Section 3, Town 10 North, Range 11 East, thence South 00°04'23" West along the East line of the Northeast Quarter of said Section 3 and the centerline of Otsego Road, 63.74 feet to the Southeast corner of said Lot 2, Certified Survey Map No. 3069; thence North 48°19'03" West along the South line of said Lot 2, 53.02 feet; thence North 89°29'50" West along said South line, 363.58 feet; thence North 89°30'12" West along said South line, 237.43 feet; thence North 89°33'25" West along said South line, 183.78 feet; thence North, 97.40 feet; thence North 29°09'24" East, 263.92 feet; thence East, 217.60 feet; thence South, 108.00 feet; thence West, 81.60 feet; thence South, 189.00 feet; thence South 89°30'12" East, 156.83 feet; thence South 89°29'50" East, 403.06 feet; thence South 00°04'23" West, 4.17 feet to the point of beginning. Containing 100,187 square feet, (2.30 acres), more or less. Land to be Rezoned from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay - Being a part of Lot 2, Certified Survey Map No. 3069, recorded in Volume 20 of Certified Survey Maps, Page 66, as Document No. 588332, located in the Northeast Quarter of the Northeast Quarter of Section 3, Town 10 North, Range 11 East, Town of Hampden, and a part of the Southwest Quarter of the Southeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 34, Town 11 North, Range 11 East, Town of Otsego, all in Columbia County, Wisconsin, described as follows: Beginning at the Southeast corner of said Section 34, Town 11 North, Range 11 East, thence South 89°40'12" West along the South line of the Southeast Quarter of the Southeast Quarter of said Section 34, 627.01 feet to the Northeast corner of Section 3, Town 10 North, Range 11 East; thence South 00°04'23" West along the East line of the

Northeast Quarter of said Section 3 and the centerline of Otsego Road, 63.74 feet to the Southeast corner of Lot 2, Certified Survey Map No. 3069; thence North 48°19'03" West along the South line of said Lot 2, 53.02 feet; thence North 89°29'50" West along said South line, 363.58 feet; thence North 89°30'12" West along said South line, 237.43 feet; thence North 89°33'25" West along said South line, 387.14 feet; thence North 89°28'50" West along said South line, 291.57 feet; thence North 89°48'42" West along said South line, 125.44 feet; thence North 89°26'03" West along said South line, 578.23 feet to the South Quarter corner of Section 34, Town 11 North, Range 11 East; thence North 00°54'15" West along the North-South Quarter line of said Section 34, 1,321.04 feet to the Northwest corner of the Southwest Quarter of the Southeast Quarter; thence North 89°40'47" East along the North line of the Southwest Quarter of the Southeast Quarter and the North line of the Southeast Quarter of the Southeast Quarter, 2,642.72 feet to the Northeast corner of the Southeast Quarter of the Southeast Quarter; thence South 01°13'16" East along the East line of the Southeast Quarter, 1,320.86 feet to the point of beginning. Except the following described parcels: Commencing at the Southeast corner of said Section 34; thence North 01°13'16" West along the East line of the Southeast Quarter, 617.56 feet; thence West, 1,132.89 feet to the point of beginning; thence South 69°52'58" West, 138.17 feet; thence North 25°35'51" West, 162.26 feet; thence South 76°47'13" West, 112.29 feet; thence North 26°44'06" West, 218.94 feet; thence North 39°52'02" East, 224.83 feet; thence North 89°40'49" East, 65.05 feet; thence South 31°38'40" East, 164.15 feet; thence South 05°10'46" East, 86.33 feet; thence South 25°50'44" East, 239.87 feet to the point of beginning. And: Beginning at the Northeast corner of said Section 3, Town 10 North, Range 11 East, thence South 00°04'23" West along the East line of the Northeast Quarter of said Section 3 and the centerline of Otsego Road, 63.74 feet to the Southeast corner of said Lot 2, Certified Survey Map No. 3069; thence North 48°19'03" West along the South line of said Lot 2, 53.02 feet; thence North 89°29'50" West along said South line, 363.58 feet; thence North 89°30'12" West along said South line, 237.43 feet; thence North 89°33'25" West along said South line, 183.78 feet; thence North, 97.40 feet; thence North 29°09'24" East, 263.92 feet; thence East, 217.60 feet; thence South, 108.00 feet; thence West, 81.60 feet; thence South, 189.00 feet; thence South 89°30'12" East, 156.83 feet; thence South 89°29'50" East, 403.06 feet; thence South 00°04'23" West, 4.17 feet to the point of beginning. Containing 3,325,204 square feet, (76.34 acres), more or less. All effective upon recording of the Certified Survey Map.

- (3) "To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay", (Patrick A Lochner & Beverly L Lochner, Petitioners), parcels of land located in Section 29, Town 10 North, Range 8 East, Town of Lodi, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to RR-1 Rural Residence - Being a part of the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 29, Town 10 North, Range 8 East, Town of Lodi, Columbia County, Wisconsin, described as follows: Beginning at the West Quarter corner of Section 29; thence North 00°03'26" East along the West line of the Northwest Quarter of said Section 29, 21.93 feet to a point in the centerline of Reynolds Road; thence Northeasterly along a 5,500.00 foot radius curve to the left in the centerline of Reynolds Road having a central angle of 02°42'27" and whose long chord bears North 84°15'11" East, 259.88 feet; thence North 82°53'58" East along the centerline of Reynolds Road, 241.10 feet; thence South 05°27'59" East, 324.40 feet; thence South 28°39'50" West, 54.11 feet; thence South 84°03'52" West, 505.93 feet to a point in the West line of the Southwest Quarter of said Section 29; thence North 00°04'16" East along the West line of the Southwest Quarter of said Section 29, 344.97 feet to the point of beginning. Containing 188,556 square feet, (4.33 acres), more or less. Land to be Rezoned from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay - Being a part of the Southwest Quarter of the Southwest Quarter and the Northwest Quarter of the Southwest Quarter of Section 29, Town 10 North, Range 8 East, Town of Lodi, Columbia County, Wisconsin, described as follows: Beginning at the Southwest corner of Section 29; thence North

00°04'16" East along the West line of the Southwest Quarter of said Section 29, 2,303.27 feet; thence North 84°03'52" East, 505.93 feet; thence South 03°16'02" East, 2,366.15 feet to a point in the South line of the Southwest Quarter of said Section 29; thence North 89°24'00" West along the South line of the Southwest Quarter of said Section 29, 640.97 feet to the point of beginning. Containing 1,336,044 square feet, (30.67 acres), more or less. All effective upon recording of the Certified Survey Map.

- (4) "To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay", (John M Considine & Laurie L Considine, Petitioners), parcels of land located in Section 17, Town 13 North, Range 8 East, Town of Lewiston, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to RR-1 Rural Residence - Being a part of the Southeast Quarter of the Northeast Quarter of Section 17, Town 13 North, Range 8 East, Town of Lewiston, Columbia County, Wisconsin described as follows: Commencing at the East Quarter corner of said Section 17; thence South 89°41'44" West along the East - West Quarter line of said Section 17, 527.53 feet to a point in the centerline of Adney Road; thence North 55°18'27" West along said centerline of Adney Road and the North line of Lot 1, Certified Survey Map No. 1725, 347.25 feet to the point of beginning; thence continuing North 55°18'27" West along said centerline of Adney Road and the North line of Lot 1, Certified Survey Map No. 1725, 224.75 feet; thence North 54°44'42" West along said centerline, 99.30 feet; thence North 23°20'49" East, 572.50 feet; thence South 57°43'44" East, 437.06 feet; thence South 34°41'33" West, 580.75 feet to the point of beginning. Containing 217,800 square feet, (5.00 acres), more or less. Land to be Rezoned from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay - Being a part of the Southeast Quarter of the Northeast Quarter and the Northeast Quarter of the Southeast Quarter of Section 17, Town 13 North, Range 8 East, Town of Lewiston, Columbia County, Wisconsin described as follows: Beginning at the East Quarter corner of said Section 17; thence South 00°38'50" West along the East line of the Southeast Quarter of said Section 17, 461.69 feet; thence South 89°41'44" West, 666.63 feet; thence North 00°35'35" East along the West line of the East Half of the Northeast Quarter of the Southeast Quarter of said Section 17, 69.13 feet to a point in the centerline of Cummings Road, said point being on the South line of Lot 1, Certified Survey Map No. 1725; thence North 65°18'04" East along said centerline and the South line of said Lot 1, 17.20 feet; thence North 59°46'43" East along said centerline and the South line of said Lot 1, 430.93 to the point of intersection with the centerline of Adney Road; thence North 55°18'27" West along said centerline of Adney Road and the North line of said Lot 1, Certified Survey Map No. 1725, 644.48 feet; thence North 34°41'33" East, 580.75 feet; thence North 57°43'44" West, 437.06 feet; thence South 23°20'49" West, 572.50 feet to a point in the centerline of Adney Road; thence North 54°44'42" West along said centerline, 110.72 feet; thence North 00°22'27" East, 130.23 feet; thence North 20°18'22" East, 793.51 feet to a point on the North line of the Southeast Quarter of the Northeast Quarter of said Section 17; thence North 89°48'11" East along the North line of the Southeast Quarter of the Northeast Quarter of said Section 17, 900.81 feet to a point in the East line of the Northeast Quarter of said Section 17 and a point in the centerline of Anacker Road right-of-way; thence South 00°20'02" West along the East line of the Northeast Quarter of said Section 17 and the centerline of Anacker Road right-of-way, 1,321.53 feet to the East Quarter corner of said Section 17 and the point of beginning. Containing 1,306,800 square feet, (30.00 acres), more or less. All effective upon recording of the Certified Survey Map.
- (5) "To change from A-1 Agriculture to A-2 General Agriculture", (John H Traxler & Michael D Graves, Et Al., Petitioners), a parcel of land located in Section 4, Town 13 North, Range 8 East, Town of Lewiston, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to A-2 General - Agriculture - Being a part of the Northeast Quarter of the Northwest Quarter and the Northwest Quarter of the Northwest Quarter of Section 4, Town 13 North, Range 8 East, Town of Lewiston, Columbia County, Wisconsin, described as follows: Commencing at a point on the South line of the Northeast Quarter of the Northwest Quarter 300.00 feet East of the intersection of the South line of the North Half of the Northwest Quarter and the Easterly right-of-way line of County Highway X; thence East along said South line of the Northeast Quarter of the Northwest Quarter, 1,075.00 feet;

- thence North at a right angle to said South line to a point on the South right-of-way line of Menominee Drive; thence West along the Southerly right-of-way of Menominee Drive to a point on the Southerly right-of-way line of Menominee Drive which is 300.00 feet East of the intersection of the Southerly right-of-way line of Menominee Drive and the Easterly right-of-way line of County Highway X; thence South and parallel with County Highway X to a point in the South line of the Northeast Quarter of the Northwest Quarter and the point of beginning. Containing 1,089,000 square feet, (25.00 acres), more or less.
- (6) "To change from AO-1 Agriculture and Open Space to R-1 Single Family Residence", (David Hager, Petitioner), a parcel of land located in Section 2, Town 12 North, Range 10 East, Town of Wyocena, more particularly described as follows: Land to be Rezoned from AO-1 Agriculture and Open Space to R-1 Single Family Residence - Being a part of the Northwest Quarter of the Northwest Quarter of Section 2, Town 12 North, Range 10 East, Town of Wyocena, Columbia County, Wisconsin, described as follows: Commencing at the North Quarter corner of said Section 2; thence South 89°48'15" West along the North line of the Northwest Quarter, 1,635.88 feet; thence South, 1,350.66 feet to a point on the North line of Island Drive and the point of beginning; thence North 23°51'51" West, 205.50 feet; thence South 64°28'03" West, 217.14 feet; thence South 26°13'29" East, 205.50 feet to a point on the North right-of-way line of Island Drive; thence North 63°46'31" East along said North right-of-way line of Island Drive, 149.24 feet; thence North 66°08'09" East along the North line of Island Drive, 59.47 feet to the point of beginning. Containing 43,559 square feet, (1.00 acres), more or less.
- (7) "To change from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay", (Linda K Hohl, Petitioner), a parcel of land located in Section 17, Town 13 North, Range 9 East, Town of Fort Winnebago, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay - Being a part of the Southeast Quarter of the Northwest Quarter, the Southwest Quarter of the Northeast Quarter, the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 17, Town 13 North, Range 9 East, Town of Fort Winnebago, Columbia County, Wisconsin, described as follows: The North 30 acres of the following described parcel: Commencing at the South Quarter corner of said Section 17; thence North 03°07'22" West along the North-South Quarter line of said Section 17, 1,387.85 feet to the point of beginning; thence continuing North 03°07'22" West along the North-South Quarter line of said Section 17 and the North line of Lot 1, Certified Survey Map, No. 2152, 390.35 feet; thence South 86°36'33" West along the North line of said Lot 1, Certified Survey Map, No. 2152, 263.62 feet; thence North 03°07'22" West, 1,464.42 feet; thence North 86°36'29" East along the South line of Lot 1, Certified Survey Map No. 2334, 229.35 feet; thence South 68°44'01" East along the South line of said Lot 1, Certified Survey Map No. 2334, 56.29 feet; thence South 17°31'27" East along the South line of said Lot 1, Certified Survey Map No. 2334, 52.16 feet; thence North 83°15'19" East along the South line of said Lot 1, Certified Survey Map No. 2334, 796.92 feet to a point on the West line of Lot 1, Certified Survey Map No. 2216; thence South 37°29'06" East along the West line of said Lot 1, Certified Survey Map No. 2216, 73.57 feet; thence North 82°30'49" East along the South line of said Lot 1, Certified Survey Map No. 2216, 445.35 feet to a point on the East line of the Southwest Quarter of the Northeast Quarter of said Section 17; thence South 03°13'40" East along the East line of the Southwest Quarter of the Northeast Quarter of said Section 17, 539.52 feet to the Southeast corner of the Southwest Quarter of the Northeast Quarter of said Section 17 and the Northwest corner of Lot 1, Certified Survey Map No. 2152; thence South 03°14'09" East along the East line of the Northwest Quarter of the Southeast Quarter of said Section 17 and the West line of Lot 1, Certified Survey Map No. 2152, 970.70 feet; thence South 86°36'33" West along the North line of Lot 1, Certified Survey Map No. 2152, 452.87 feet; thence South 02°47'03" East along the North line of said Lot 1, Certified Survey Map No. 2152, 288.00 feet; thence South 86°36'33" West along the North line of said Lot 1, Certified Survey Map No. 2152, 859.23 feet to the point of beginning. Containing 1,306,800 square feet (30.00 acres), more or less. All effective upon recording of the Certified Survey Map.

- (8) "To change from A-1 Agriculture to RR-1 Rural Residence and from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay", (Linda K Hohl, Petitioner), parcels of land located in Section 17 and Section 18, Town 13 North, Range 9 East, Town of Fort Winnebago, more particularly described as follows: Land to be Rezoned from A-1 Agriculture to RR-1 Rural Residence - Being a part of Lot 1, Certified Survey Map No. 2132, recorded in Volume 13 of Certified Survey Maps, Page 24, as Document No. 527920, located in the Northwest Quarter of the Southeast Quarter and the Southwest Quarter of the Southeast Quarter, all in Section 18, Town 13 North, Range 9 East, Town of Fort Winnebago, Columbia County, Wisconsin, described as follows: Commencing at the South Quarter corner of said Section 18; thence North 00°17'53" East along the West line of the Southeast Quarter of said Section 18, 1,092.68 feet to the Southeast corner of Lot 1, Certified Survey Map No. 2132 and the point of beginning; thence continuing North 00°17'53" East along the West line of the Southeast Quarter of said Section 18 and the West line of said Lot 1, 821.62 feet to a point in the centerline of Hogan Road; thence South 59°28'26" East along said centerline, 405.08 feet; thence South 00°17'53" West, 265.00 feet; thence South 29°00'16" West, 401.82 feet to a point on the South line of said Lot 1; thence North 89°47'33" West along the South line of said Lot 1, 157.00 feet to the point of beginning. Containing 217,800 square feet, (5.00 acres), more or less. Land to be Rezoned from A-1 Agriculture to A-1 Agriculture with A-4 Agricultural Overlay - Being a part of the Southeast Quarter of the Northwest Quarter, the Southwest Quarter of the Northeast Quarter, the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 17, Town 13 North, Range 9 East, Town of Fort Winnebago, Columbia County, Wisconsin, described as follows: The South 30 acres of the following described parcel: Commencing at the South Quarter corner of said Section 17; thence North 03°07'22" West along the North-South Quarter line of said Section 17, 1,387.85 feet to the point of beginning; thence continuing North 03°07'22" West along the North-South Quarter line of said Section 17 and the North line of Lot 1, Certified Survey Map, No. 2152, 390.35 feet; thence South 86°36'33" West along the North line of said Lot 1, Certified Survey Map, No. 2152, 263.62 feet; thence North 03°07'22" West, 1,464.42 feet; thence North 86°36'29" East along the South line of Lot 1, Certified Survey Map No. 2334, 229.35 feet; thence South 68°44'01" East along the South line of said Lot 1, Certified Survey Map No. 2334, 56.29 feet; thence South 17°31'27" East along the South line of said Lot 1, Certified Survey Map No. 2334, 52.16 feet; thence North 83°15'19" East along the South line of said Lot 1, Certified Survey Map No. 2334, 796.92 feet to a point on the West line of Lot 1, Certified Survey Map No. 2216; thence South 37°29'06" East along the West line of said Lot 1, Certified Survey Map No. 2216, 73.57 feet; thence North 82°30'49" East along the South line of said Lot 1, Certified Survey Map No. 2216, 445.35 feet to a point on the East line of the Southwest Quarter of the Northeast Quarter of said Section 17; thence South 03°13'40" East along the East line of the Southwest Quarter of the Northeast Quarter of said Section 17, 539.52 feet to the Southeast corner of the Southwest Quarter of the Northeast Quarter of said Section 17 and the Northwest corner of Lot 1, Certified Survey Map No. 2152; thence South 03°14'09" East along the East line of the Northwest Quarter of the Southeast Quarter of said Section 17 and the West line of Lot 1, Certified Survey Map No. 2152, 970.70 feet; thence South 86°36'33" West along the North line of Lot 1, Certified Survey Map No. 2152, 452.87 feet; thence South 02°47'03" East along the North line of said Lot 1, Certified Survey Map No. 2152, 288.00 feet; thence South 86°36'33" West along the North line of said Lot 1, Certified Survey Map No. 2152, 859.23 feet to the point of beginning. Containing 1,306,800 square feet (30.00 acres), more or less. All effective upon recording of the Certified Survey Map.

Vern E. Gove, Chair
COLUMBIA COUNTY
BOARD OF SUPERVISORS
Susan M. Moll
COLUMBIA COUNTY CLERK

DATE PASSED: June 20, 2018
DATE PUBLISHED: June 25, 2018

Motion was made by Foley, second by Borgkvist, to approve the rezone requests for Claire Damm, Agent and Jamocora LLC, Petitioner; Bruce Udell, Agent and Udell Properties LLC, Petitioner; Patrick and Beverly Lochner, Petitioners; John and Laurie Considine, Petitioners; John Traxler and Michael Graves, AT AI, Petitioners; David Hager, Petitioner; and Linda Hohl, Petitioner were approved. The motion carried. The Ordinance was declared passed and is to be known as Ordinance Z471-18.

ORDINANCE NO. 191-18

The Columbia County Board of Supervisors do ordain as follows: That Title 16 – Chapter 100, entitled “Zoning”, of the County Code, as passed by the Board of Supervisors on May 14, 2014 is hereby amended and added thereto as follows:

Table 16-105-020(1): Allowed Uses in Agricultural and Open Space Zoning Districts

	Agricultural and Open Space Zoning Districts						
LAND USES ↓ See Subchapter 16-155 for detailed land use descriptions	Agriculture (A-1)	Agriculture and Open Space (AO-1)	General Agriculture (A-2)	Agriculture Business (A-3)	Agricultural Overlay (A-4)	Recreation (RC-1)	Subject to Use and Building Specific Standards in Specified Section(s)
Agricultural and Open Space Use Group							
Farm animal and commodity trucking service	C	C	C	P	C		Sections 16-125-080 and 16-155-070 E 20(K)
Sales, distribution, mixing, blending and storage of agricultural supplies such as feeds, seeds, propane and fertilizer	C	C		P	C		Section 16-125-080 Section 16-125-280
Sales, service or repair of machinery and equipment used in agriculture	C	C		P	C		Section 16-125-080
Residential Use Group							
• Preexisting residence	P	P	P				Sections 16-125-020 and 16-155-030 (A)(3)
Commercial Use Group							
• Veterinary services – farm animals only	P	C		P	C		Sections 16-125-160 and 16-155-050 (B)(4)
Utility, Communication, and Transportation Use Group							
Airport or landing strip	C	C		C			Sections 16-125-190 and 16-155-070 (A)
Telephone, telegraph and power distribution tower, poles and lines, including transformers, substation relay stations, equipment housings and other similar necessary appurtenant facilities, together with all gas utility used and all uses governed by Section 196.491, Wisconsin Statutes						P	In A-1, must also be required under state or federal law to be located in a specific place or be authorized to be located in a specific place under a law that preempts the requirement of a conditional use permit.
Radio broadcast service facilities and television transmission tower, microwave relay tower	C	C	C	C	C	C	See Section 16-125-220
Other transportation, communications, pipeline, electric transmission, utility, or drainage use	C	C	C	C	C	C	Section 16-125-270
Mobile Service Tower and Facilities	P	P	P	P	P	P	See Section 16-125-220 for details

	Agricultural and Open Space Zoning Districts						
LAND USES ↓ See Subchapter 16-155 for detailed land use descriptions	Agriculture (A-1)	Agriculture and Open Space (AO-1)	General Agriculture (A-2)	Agriculture Business (A-3)	Agricultural Overlay (A-4)	Recreation (RC-1)	Subject to Use and Building Specific Standards in Specified Section(s)
Small Wind Energy System	P	P	P	P	P	P	See Section 16-125-290 for details
Large Wind Energy System	P	P	P	P	P	P	See Section 16-125-300 for details

Table 16-110-020(1): Allowed Uses in Residential Zoning Districts

	Residential Zoning Districts				
LAND USES ↓	Rural Residence (RR-1)	Single-Family Residence (R-1)	Multiple-Family Residence (R-2)	Manufactured/ Mobile Home Park (R-3)	Subject to Use and Building Specific Standards in Subchapter 16-125
Residential Use Group					
• Multiple-family use (3-8 dwelling units)			P		
• Multiple-family use (9+ dwelling units)			C		
Group Living			C		See Section 16-155-030(B) ¹ for details
Community living arrangement (1-8 residents)	P	P	P	P	See Section 16-155-030 B1(C) for details
Community living arrangement (9-15 residents)	C	C	P	C	See Section 16-155-030 B1(C) for details
Community living arrangement (16+ residents)			C		See Section 16-155-030(C) for details
• Boarding house			C		
• Other group living facility			C		

Table 16-110-030(1): Parcel and Building Standards in Residential Zoning Districts

	Residential Zoning Districts			
	Rural Residence (RR-1)	Single-Family Residence (R-1)	Multiple-Family Residence (R-2)	Manufactured or Mobile Home Park (R-3)
Development Specifications				
Maximum footprint of garage and storage space attached to a single family dwelling		150 percent of single family dwelling floor area		

¹ See Section 16-125-100(A)(2).

16-115-010 PURPOSES

E. I-2 General Industrial District.

The I-2 district is intended to accommodate a range of manufacturing, assembly, office, storage, utility, and other compatible but higher-impact industrial and related land uses, ~~with moderate attention towards site, building, landscaping, signage, and lighting design.~~

Table 16-115-020(1): Allowed Uses in Commercial and Industrial Districts

LAND USES ↓	Commercial and Industrial Zoning Districts					Subject to Use and Building Specific Standards in Subchapter 16-125
	Light Commercial (C-1)	General Commercial (C-2)	Highway Interchange (C-3)	Light Industrial (I-1)	General Industrial (I-2)	
<ul style="list-style-type: none"> • Cemetery or columbarium or mausoleum 						See Section 16-125-090

16-125-060 KEEPING OF FARM ANIMALS ON SMALL PARCELS

The standards in this section shall apply to properties zoned A-1 Agriculture, AO-1 Agriculture and Open Space, A-2 General Agriculture and RR-1 Rural Residence. This use classification and the associated standards shall apply regardless of whether the use functions as an accessory use or a principal use. The intent of the performance standards in this subsection is to allow for hobby and recreational farming in appropriate zoning districts; avoid nuisances, excessive undesirable odor, and other negative impact on neighboring properties; protect human and animal health; satisfy the needs of farm animals for exercise space; and protect water quality and the environment. Table 16-125-060(1) indicates when farm animals are allowed on a property and in what quantities animals are permitted.

16-125-090 GOVERNMENTAL, INSTITUTIONAL, RELIGIOUS, OR NONPROFIT COMMUNITY USE IN AGRICULTURAL AND OPEN SPACE AND COMMERCIAL DISTRICTS

- A. A cemetery authority shall cause to be surveyed and mapped by a professional land surveyor those portions of the lands that are to be used as a cemetery into lots, drives, and walks, and record the map.
 1. The location of the lands shall be indicated on the map by bearing and distance from a boundary line of a government lot, quarter section, recorded private claim, or federal reservation in which the map is located. The monumentation at the ends of the boundary line shall be described and the bearing and distance between them shown, and the map shall show a small scale drawing of the section or government subdivision of the section in which the cemetery is located, with the cemetery map indicated. The map shall include the certificate of the professional land surveyor containing the name of the cemetery authority, the date of the survey, the professional land surveyor's stamp or seal and signature, and the professional land surveyor's statement that the survey is true and correct to the professional land surveyor's best knowledge and belief.
 2. The map shall be made on a durable white media that is 22 inches wide by 30 inches long, or on any other media that is acceptable to the Register of Deeds, with a permanent nonfading black image. Seals or signatures that are reproduced on images that comply with this subsection have the force and effect of original seals and signatures. When more than one sheet is used for any one map, they shall be numbered consecutively and each sheet shall contain a notation showing the whole number of sheets in the map, and its relation to the other sheets. The sheets may be provided by the County through the Register of Deeds on terms determined by the County Board. The professional land surveyor shall leave a binding margin of one inch on all sides.
 3. The cemetery authority shall cause the map to be recorded. For failure to do so, the map and any permit approved for the cemetery shall be void, and no sale of a cemetery lot or mausoleum space may be made before the map is recorded.

- ~~A.B.~~ Expansions to existing cemeteries shall not require a new or amended conditional use permit provided that the expansion does not increase the size of the cemetery as of March 21, 2012 by over 100 percent, but subsection A above is applicable.
- ~~B.C.~~ Within the Agricultural and Open Space zoning districts, such a use shall be permitted only where the Planning and Zoning Committee, following a public hearing and a view of the proposed site(s), determines that:

16-125-280 HOME OCCUPATIONS

- B. **Major home occupation.** To be classified as a legal major home occupation, such uses shall be subject to the following performance standards.
 - 5. There shall not be conducted on the premises the selling of stocks of merchandise, supplies, or products other than those produced by the ~~minor~~ major home occupation to fill customer orders placed via mail, telephone, or internet. That is, the direct retail sale of products is not allowed, but a customer may pick up an order that had been placed. Other types of wholesale or retail sales from within the dwelling or accessory structure as the primary activity or function of the major home occupation are prohibited.
 - 7. There shall be no advertising, display, or other indications of a home occupation on the premises other than as specified by the terms ~~and conditions of the conditional use permit and~~ this Chapter.

16-135-040 NONCONFORMING STRUCTURES

- A. **Continuation of structure:** Any lawful nonconforming structure existing at the time of the adoption or amendment of this chapter may be continued, although its size or location does not conform to the dimensional provisions of this chapter but shall comply with the following provisions:
 - 1. A property owner claiming a legal nonconforming structure and exemption from applicable regulations shall provide by clear and convincing evidence that;
 - a. The structure was legally established;
 - b. The structure predated zoning provisions with which it does not comply, and
 - c. The structure was established prior to the adoption of such provisions.
 - 2. Maintenance, ~~and~~ repair and rebuilding: The repair, maintenance, renovation and rebuilding of Ordinary maintenance and repairs to a lawful legal nonconforming structure are is permitted if the structure will be restored to the size, location, and use that it had immediately before the repair, maintenance, renovation and rebuilding of the structure. ,including repairs reasonably necessary to prevent the deterioration of a structure, remodeling of a nonconforming structure, and necessary nonstructural repairs and alterations which do not extend or enlarge the nonconforming structure. Ordinary maintenance and repairs include painting; decorating; the installation or replacement of heating, electricity, or plumbing systems; the installation or replacement of drywall, plaster paneling or acoustical ceilings, replacement of shingles and roof sheathing, replacement of doors, windows and other nonstructural components.
 - ~~3. Structural repairs, alterations, and expansions to non-conforming structures are not allowed, except as provided in 4 and 5 below.~~
 - ~~4. Nonconforming structures which are damaged or destroyed by violent wind, vandalism, fire, flood, ice, snow, mold or infestation on or after March 1, 2006 may be reconstructed if the structure will be restored to the size, location, and use that it had immediately before the damage or destruction occurred provided:~~
 - ~~a. A zoning permit is approved within 12 months of the date the Zoning Administrator confirms the structure was damaged or destroyed.~~
 - ~~b. Damage which is due to an intentional act or due to general deterioration or dilapidated condition, may not be reconstructed except in conformance with standards of this chapter and other applicable codes;~~
 - ~~c. The owner must establish the specific extent of the damage to a structure and its improvements;~~
 - ~~d. Repair and reconstruction are limited to that part of the structure and its improvements that were actually damaged and similar building materials are employed;~~

- ~~e.—Repair and reconstruction are in compliance with all other provisions of applicable ordinances; if necessary for the structure to comply with applicable state or federal requirements, the structure may be larger than the size it was immediately before the damage or destruction, and~~
- ~~f.—Nonconforming structures located within a floodplain and shoreland districts shall comply with all applicable standards.~~

5. Expansions and ~~Structural~~ repairs of nonconforming structures.

- ~~a.—An existing structure that was lawfully placed when constructed but is less than one-half of any required setback of this Code shall not be altered, expanded or make any structural repairs unless it is in compliance with subsections 1—4 above.~~
- a. An existing structure that was lawfully placed when constructed but is one-half or more of any required setback of this Code is subject to the requirements of subsections ~~1, 3 and 4~~ above and additionally:
 - 1) That portion of the structure that meets all required setbacks may be extended, enlarged, reconstructed or structurally altered; provided that portion continues to meet all standards.
 - ~~2)—That portion of the structure that is non-conforming may be repaired to include foundation and exterior walls, enclosure of windows and doors, installation of new windows and doors, replacement of decks; provided that there is no change in the footprint or elevation of this part of the structure.~~

16-140-050 PARKING, LOADING, AND TRAFFIC MANAGEMENT STANDARDS

B. Off-street parking standards:

- 9. The use of all required resident, employee, or customer off-street parking areas shall be limited to the parking of licensed, registered, and operable vehicles, ~~with each vehicle not to exceed 5 tons.~~
 - ~~a. Parking of vehicles accessory to a residential use in the R-1, R-2 and R-3 Districts shall be limited to those actually used by the residents or for temporary parking for guests. Vans, pickup trucks or a motor home (recreational vehicle) used for private or recreational use, and a van or pickup truck used in a business or trade and a commercial vehicle per subsection 1) below used for transportation to and from a place of employment or workplace of the resident of the premises may be parked on a residential property.~~
 - 1) ~~One commercial vehicle may be parked per residential dwelling unit, providing the following conditions are met: vehicle is registered and licensed; used by the resident of the premises; gross vehicle weight rating does not exceed seventeen thousand five hundred (17,500) pounds, including load; height does not exceed nine feet as measured from the ground level, excluding antennas, air vents and roof mounted air conditioning units, but including any load, bed, or box; and total vehicle length does not exceed twenty-six feet, including attachments thereto such as plows, trailers, etc.).~~

16-140-090 EROSION CONTROL AND STORMWATER MANAGEMENT STANDARDS

- D. 2. ~~For vacant sites, r~~Reduce the average total suspended solids load by 80% as compared to no controls for the site. ~~For redevelopment sites reduce the average total suspended solids by 40%.~~

16-145-040 SIGN TYPES

B. Permanent on-premise signs:

- 2. g. These allowances and standards do not apply to signs used for agricultural purposes or for a permitted home occupation, which are instead regulated under subsection 6 and 7 below.
- 7. A sign on property on which a major home occupation is lawfully taking place is considered an On-Premise Sign under this Subchapter if it does no more than draw attention to a product or service lawfully offered on the premises, and is allowed subject to the following standards:
 - a. One sign per home occupation.
 - b. Major Home Occupation sign maximum area shall be: ~~six square feet.~~
 - 1) 32 square feet in the A-1 and AO-1 Zoning Districts
 - 2) 9 square feet in the A-2, R-1, RR-1, and R-3 Zoning Districts

16-150-030 PLANNING AND ZONING COMMITTEE – DESCRIPTION AND ROLES

- B. **Duties and responsibilities:** In addition to the duties and responsibilities specified elsewhere under the Columbia County Code of Ordinances and the Standing Rules of the Columbia County Board, the Planning and Zoning Committee shall have the following specific duties and responsibilities pertaining to this chapter:

1. Conduct public hearings associated with petitions to amend the text of this chapter or to the Official Zoning Map.
2.
 - a. Conduct public hearings and advise the County Board on appropriate amendments to the text of this chapter or to the Official Zoning Map, and initiate such amendments as it may deem desirable, all in a manner that is consistent with the Comprehensive Plan and Columbia County Zoning Ordinance Subchapter 16-150 Procedures and Administration Amended: July 19, 2017 Subchapter 16-150 – page 3 that follow procedures established under Wisconsin Statutes Section 59.69 and sections 16-150-050 and 16-150-060.
 - b. Authorize any public hearing on a proposed amendment to the text of this chapter.
3. Conduct public hearings, review, and decide on requests for conditional use permits in a manner that is consistent with the County Comprehensive Plan and that follows the procedures in Section 16-150-070.
 - a. Review and approve development plans as provided in Subchapter 16-120.
 - b. Terminate a conditional use permit in accordance with the provisions of Section 16-150-070(I).

16-150-040 ZONING BOARD OF ADJUSTMENT—DESCRIPTION AND ROLES

E. Appeals:

1. Appeals to the Zoning Board of Adjustment may be taken by any person aggrieved or by any officer, department, board, or bureau of the municipality affected by any decision of the Zoning Administrator. ~~Such appeal shall be filed within 30 days of the date of the decision, by filing with the Zoning Administrator and the Zoning Board of Adjustment a notice of appeal specifying the grounds thereof.~~ An appeal, specifying the grounds thereof, shall be filed within 30 days of the decision. The appeal shall be filed with the Zoning Administrator and with the Zoning Board of Adjustment. The Zoning Administrator shall forthwith transmit to the Zoning Board of Adjustment all the papers constituting the record upon which the action appealed ~~form~~ from was taken. An appeal shall stay all proceedings in furtherance of the action appealed form, unless the Zoning Administrator shall certify to the Zoning Board of Adjustment after notice of appeal shall have been filed with him, that by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, the proceedings shall not be stayed otherwise than by restraining order by a court of record on application and notice to the Zoning Administrator and on due cause shown.
 2. The Zoning Board of Adjustment shall fix a reasonable time for the hearing of the appeal not to exceed 90 days from the date the notice of appeal was filed with the Board. Publish a Class ~~±~~ 2 Notice thereof in accordance with Chapter 985 Wis. Stats., as well as provide due notice to the appellants and their legal counsel and parties in interest who have made written request for such notice, and decide the same within 15 days after the hearing. Upon the hearing, the appellants or any party in interest may appear in person or by agent or attorney.
- F. Review by court of record: Any persons aggrieved by any decision of the Board of Adjustment may appeal the decision by filing an action in certiorari in the Columbia County Circuit Court within 30 days of the filing of the decision, setting forth that such decision is illegal and specifying the grounds of the illegality. Columbia County assumes no liability for and makes no warranty as to the reliance on this decision of construction is commenced prior to expiration of this 30-day period or until an appeal to the courts is decided.

16-150-050 AMENDMENTS TO ZONING TEXT – REVIEW PROCEDURE AND STANDARDS

C. Required review process:

1. The review process for text amendments shall follow the procedures specified under Wis. Stats. § 59.69.
2. A public hearing for an amendment to the text proposed by the Columbia County Planning and Zoning Department or the committee shall be authorized by the Planning & Zoning Committee.

16-150-060 AMENDMENTS TO OFFICIAL ZONING MAP (REZONINGS)—REVIEW PROCEDURE AND STANDARDS

- B. **Review process:** Columbia County’s process for each amendment to the Official Zoning Map (rezoning) is as directed by Wisc. Stat. § 59.69 and ~~as follows~~ begins with the filing of a Rezone Preapplication. A checklist summarizing the local review process is also included in Appendix A which Appendix is not part of the Columbia County Code of Ordinances. The following procedures shall be applied in considering amendments:

16-150-070 Conditional Use Permits – Review Procedure and Standards

- B. **Authority:** Subject to subsection C below the Planning and Zoning Committee, after a public hearing, shall within 60 days, grant or deny any application for a conditional use permit. Prior to granting or denying a conditional use permit, the Committee ~~or applicable town board~~ shall make findings of fact based on the evidence presented and issue a determination whether the criteria prescribed in the ordinance are met.
- C. **Planning and Zoning Committee and Town Review and Approval.** The following procedures shall apply to conditional use permits.
1. **Application:** Make an appointment for an application meeting with staff from County Planning and Zoning Department to discuss the proposed conditional use and submit the application. The application for approval of a conditional use permit shall be made to the Planning and Zoning Department on forms furnished by the Department and shall include the following:
 - a. Names and addresses of the applicant, owner(s) of the property, architect, professional engineer if applicable.
 - b. A narrative of the proposed conditional use which includes a description of the subject property by lot, block and recorded subdivision or metes and bounds; address of the site, types of structures and proposed use(s).
 - c. A site plan which shall include a scalable drawing showing the location of all drives, entrances, sidewalks, trails and signs; the location, size, number and screening of all parking spaces. If required by this Chapter or the Department a landscaping plan; a grading and drainage plan; and a detailed proposal including covenants, agreements, or other documents showing the ownership and method of assuring perpetual maintenance of land to be owned or used for common purposes.

This application will be accompanied by a fee which will be used by the County to process the application and provide notice to towns in accordance with subsection 2 below. The application will not be used to schedule a public hearing for the Planning and Zoning Committee until a public hearing fee is paid and either ~~a~~ written decision is recommendations are provided by the town within the time period established in subsection 2 below or the time period has expired. An application for a Conditional Use Permit may only be withdrawn if there is a written mutual agreement between the applicant and the Planning and Zoning Department. ~~The Planning and Zoning Committee may approve or deny a conditional use permit without town action if the town board fails to act within the time period set forth in sub. 2 below.~~

2. The town board of the town where a conditional use is proposed shall be given notice and the opportunity to ~~approve or disapprove~~ review a conditional use. After receipt of complete application the Planning and Zoning Department shall mail to the chair, clerk and plan commission chair of the town within which the conditional use is proposed, a copy of the application, all maps, plans and other documents submitted by the applicant. At the same time the Department shall provide an application summary which besides the application will include a site analysis, air photo and comments relative to the application/site. The town shall use the application sent by the County as the application, however, the town may charge application fees as they see appropriate to process the application. A town may request supplemental information as part of their review process, but any change by the town to the information and plan submitted by the applicant and accepted as the County application may require the applicant to reapply under subsection 1 above. The town board shall ~~indicate its approval or denial of the application~~ provide any recommended conditions for a conditional use in writing on a form provided by the Department. The ~~decision~~ recommendations must be made by the town within 60 days of the date of the preapplication report which the Department mails to the town clerk, unless an extension is mutually agreeable between the town and County. The request for an extension must be made by a letter from the Town Board or Town Chair and the Department response must also be by letter. The form on which the town ~~approval or denial is~~ recommendations are made in writing must be submitted to the Department within 15 days of the date of the town ~~meeting decision~~.
3. ~~Either the Planning and Zoning Committee or town board may deny an application for the conditional use permit. If the town board decision is "denial" no further action will be taken by the Planning and Zoning Committee or Department. However, if a town approves a Conditional~~

~~Use Application, the Planning and Zoning Committee may either approve, approve with conditions or deny it. Town board and Planning and Zoning Committee decisions shall be supported by written findings of fact. Written findings of fact shall, at a minimum, address the standards enumerated in subsection D below. All findings shall be based solely upon the evidence within the public record. Failure of the town board to provide written findings of fact as part of their decision shall be deemed as approval of the town board of whatever action the Planning and Zoning Committee may take.~~

~~4.- The Planning and Zoning Department shall fix a reasonable time and place for the public hearing on the conditional use permit following publication in the County of a class 2 notice under Ch. 985 and give public notice thereof pursuant to the applicable requirements of the Wisconsin Statutes. A copy of the notice of public hearing for the conditional use permit shall be mailed to the applicable town clerk and chair at least ten (10) days prior to the public hearing. The notice to the clerk will be sent by certified mail and chair by regular mail. Any staff report prepared by the Department for the public hearing will be mailed to the clerk and chair as soon as practicable. A copy of an application for a conditional use permit within a Shoreland Wetland District and notice of a public hearing for the conditional use permit shall be mailed to the District Regional Office of the Department of Natural Resources at least (10) days prior to the public hearing. At the time of the first publication under this section, a copy of the notice of public hearing for conditional use permits shall also be mailed, by certified mail, to the applicable town clerk(s). A copy shall also be mailed by regular mail to the applicable town chair(s) and, where appropriate, to the District Regional Office of the Department of Natural Resources.~~

~~4. The applicant must demonstrate that the application and conditions established by the County relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The County's decision to approve or deny the permit must be supported by substantial evidence.~~

E. **Appeals of Committee ~~or town~~ decision on conditional use permits:** Proceedings for an appeal of the Planning and Zoning Committee's ~~or town's~~ decision may be initiated by any person aggrieved, or by any officer, department, board, or bureau of the County affected by the Committee's decision. An appeal must be made not more than 30 days from the filing date of the decision. The appeal shall be initiated by an application to the Zoning Administrator and shall be heard by the Board of Adjustment following the same procedure as an appeal to a Zoning Administrator decision included in Section 16-150-040(C). A decision of the Planning and Zoning Committee ~~or applicable town~~ may only be reversed by the affirmative vote of four (4) members of the full Board. ~~The County will process an appeal of the town denial of a conditional use permit but it is the town's responsibility to defend its decision before the Board of Adjustment.~~

F. **Application, recording, and adherence to conditions:** The Planning and Zoning Committee ~~and applicable town board~~ shall have the authority to attach such conditions and restrictions upon the establishment, location, maintenance and operation of the conditional use as it deems necessary to ensure the conditional use adheres to the purpose and review criteria of this Subchapter and to this Chapter as a whole. If applicable and prior to commencing the authorized activity on the site and/or obtaining a zoning permit, the Zoning Administrator may require the property owner to record notice against the property of the approved use, applicable plans, and conditions of approval with the County Register of Deeds. ~~If the applicable town board and the Planning and Zoning Committee both approve an application subject to conditions and restrictions the document containing the town board's conditions will be referred to in the decision but the County is not responsible for enforcing any town restrictions or conditions unless the town the town restrictions or conditions are specifically included in the County signed decision. In the event that the applicable town submits a findings of noncompliance with any condition or restriction for which the County has not assumed direct enforcement authority, upon written request by the applicable town the County shall review the conditional use permit for revocation under subsection I. If a condition proposed by the Committee and the applicable town board is essentially the same and the Committee wishes to include the condition in its decision the more restrictive shall be included in the decision.~~

G. **Effect of denial:** No application which has not been enacted under this Subchapter shall be resubmitted for a period of twelve months from the date of final Planning and Zoning Committee action ~~or town denial~~, except on grounds of new evidence or proof of change of factors found valid by the Planning and Zoning Committee.

16-150-090 ENFORCEMENT AND PENALTIES

- B. **Authority:** In the enforcement of this Ordinance, the Zoning Administrator shall have the power and authority for the following:
2. Upon reasonable cause or question as to proper compliance, to revoke any zoning or occupancy and use permit, except a conditional use permit, and issue stop work orders requiring the cessation of any building, moving, alteration or use which is violation of the provisions of this Ordinance. A copy of the revocation decision shall be furnished to the permit holder in writing, stating the reasons therefore. Notice of a stop work order is given both by posting upon the land where the violation occurs one or more copies of a poster stating the violation, and by mailing a copy of the order by certified mail to the property owner of the property on which the activity is in violation of this Ordinance. The order shall specify the activity that must cease immediately or be brought into compliance with a time period as determined by the Zoning Administrator. Any stop work order shall be in effect until removed by the Zoning Administrator or Board of Adjustment.
- D. **Violations of permits issued under this chapter:**
1. Violation of a permit or other approval issued under this chapter, or any condition or approved plan associated with such permit or other approval, shall be deemed a violation of this chapter, and shall constitute grounds for revocation of the permit, as well as fines and forfeitures and any other available remedies. ~~A permit or other approval may be revoked only by action of the body that initially granted the permit or other approval, following procedures required for its initial issuance to the extent practical. The decision of the appropriate body shall be furnished to the permit holder in writing, stating the reasons therefore.~~ Beginning construction without a permit will result in a double fee being charged.

16-155-010 GENERAL

- D. **Interpretations.** ~~The Zoning Administrator with approval of the Planning and Zoning Committee is authorized to classify specific land uses into defined use categories based on the use category descriptions of this Subchapter.~~ When the Zoning Administrator determines a specific land use cannot be readily classified into a use ~~category or appears to fit into multiple use categories,~~ the Zoning Administrator, with the approval of the Planning and Zoning Committee is authorized to determine the most similar, and thus most appropriate, use category based on the following considerations:

16-155-020 AGRICULTURE AND OPEN SPACE USE GROUP

- K. **Farm Animal and Commodity Trucking Service:** Includes a property used for the parking, storage and servicing of commercial vehicles or other motor vehicles used for the transport of farm animals or commodities used by agricultural uses.

16-155-30 RESIDENTIAL USE GROUP

- A. **Household Living:** Includes residential dwelling units occupied by individual households. For renter-occupied dwellings, tenancy is arranged ~~on a month-to-month~~ for 29 consecutive days or longer basis. Uses where tenancy may be arranged for shorter periods of time are not considered residential; they are considered a form of lodging or camping. Household living uses include the following types of uses:
3. **Preexisting residence:** A specific subset of either a single-family use or two-family use that has all of the following characteristics:
 - a. Was legally established before January 1, 2014; or is a replacement for any such residence, if located within ~~±00~~ 200 feet or on another site on the same parcel if approved by the Planning and Zoning Committee.
 4. **Multiple-family use:** The use of a dwelling designed or altered to provide three or more attached or detached dwelling units on one lot, with each dwelling unit occupied by a separate family, including townhouses, rowhouses, multi-unit condominium and apartment buildings, and garden apartments.
- B. **Group Living:** Includes residential dwellings not occupied by households typically providing communal kitchen or dining facilities. Examples of group living uses include but are not limited to boarding houses, group homes, fraternities, sororities, convents, monasteries, nursing homes, convalescent homes, rehabilitation centers, assisted living facilities, congregate care facilities, retirement communities, and similar group living arrangements not otherwise included as a separate land use in this chapter. ~~the following.~~

- ~~1. **Community living arrangement:** Includes all facilities provided for in Wisconsin Statutes 46.03(22) and 48.743(1), 48.02(6), 48.02(17q), and 50.01(1)(a) or (b), including child welfare agencies, group homes for children or adults, and community based residential facilities; along with adult family homes. Community living arrangement facilities are regulated depending upon their capacity as provided for in Wisconsin Statutes. In the A-1 District this use is only allowed in preexisting residences.~~
- ~~2. **Boarding house:** Any residential use renting rooms that do not contain private bathroom facilities (with the exception of approved bed and breakfast facilities, which are regulated separately).~~
- ~~3. **Other group living facility:** Includes group homes, convents, monasteries, nursing homes, convalescent homes, rehabilitation centers, assisted living facilities, congregate care facilities, and similar group living arrangements not otherwise included as a separate land use in this chapter.~~

C. **Community living arrangement:** Includes all facilities provided for in Wisconsin Statutes 46.03(22) and 48.743(1), 48.02, 48.02(17q), and 50.01(1)(a) or (b), including child welfare agencies, group homes for children or adults, and community based residential facilities; along with adult family homes. Community living arrangement facilities are regulated depending upon their capacity as provided for in Wisconsin Statutes. In the A-1 District this use is only allowed in preexisting residences.

16-155-050 COMMERCIAL USE GROUP

K. Funeral and interment services:

- ~~1. **Cemetery or columbarium or mausoleum:** Land, including any mausoleum or columbarium on the land, which is used or intended to be used for the burial of human remains. ~~or facilities used for burial of the dead that are platted in accordance with Chapter 157.07 of Wisconsin Statutes, including green and pet cemeteries.~~~~

L. Lodging facility:

- ~~2. **Hotel, motel, or lodging resort:** Includes land uses that provide two or more overnight ~~housing~~ dwelling units on one lot or on contiguous lots, including groups of individual cabins, rooms, or suites of rooms, with each cabin, room, or suite having a private bathroom.~~

16-155-060 INDUSTRIAL USE GROUP

- ~~L. **Personal storage facility or mini-warehouse:** Includes uses oriented to the indoor storage of personal or small business related items entirely within partitioned buildings having an individual access to each partitioned area or indoor storage in a non-partitioned building. Such storage areas may be available on either a condominium or rental basis. Also known as "mini-warehouses." Does not include storage within agricultural accessory buildings on farms.~~

16-155-070 UTILITY, COMMUNICATION AND TRANSPORTATION USE GROUP

- ~~E. **Farm Animal and Commodity Trucking Service:** Includes a facility intended to transport, by truck or other motor vehicle, farm animals or commodities used by agricultural uses.~~

16-160-020 DEFINITIONS

CEMETERY AUTHORITY: A person or organization who owns or operates a cemetery.

LOT LINE, FRONT: A lot line which abuts a public street. In the case of a corner lot, the lot line with the shortest frontage shall be the front lot line. ~~In the case of a corner lot, the lot line on which the property is addressed shall be the front lot line.~~ In the case of a double frontage lot where two street frontages are opposite one another, there shall be two front lot lines. The front lot line for a lot that does not abut a public street is the lot line where there is approved access to the lot. See Figures [16-140-030\(1\)](#) and [\(2\)](#).

Vern E. Gove, Chair
COLUMBIA COUNTY
BOARD OF SUPERVISORS
Susan M. Moll
COLUMBIA COUNTY CLERK

DATE PASSED: June 20, 2018

DATE PUBLISHED: June 25, 2018

Motion was made by Baumgartner, second by Konkell, to adopt, not unanimously. The Ordinance was declared passed and is to be known as Ordinance 191-18.

ORDINANCE NO. P26-2018

The Columbia County Board of Supervisors do ordain as follows: That Title 17, Chapter 1, entitled "Columbia County Comprehensive Plan" of the County Code, as passed by the Board of Supervisors on September 19, 2007, is hereby amended and added thereto as follows:

Pursuant to section 59 of the Wisconsin Statutes, Columbia County, is authorized to amend a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

The Planning and Zoning Committee of Columbia County, by a majority vote of the entire committee recorded in its official minutes, has recommended to the County Board the adoption of the document dated December 1, 2009 and entitled "Amendments to the Columbia County Comprehensive Plan 2030" as specified in section 66.1001(2) of the Wisconsin Statutes.

The "Amendments to the Columbia County Comprehensive Plan 2030" include the following item:

Map Amendment – Single Family Residential and Commercial to Recreational; Shari Seymour, Agent, and Kilbourn-Ableman LLC, Owner, Town of Newport, Reference File No. 2018-26 in the Planning & Zoning Department.

The County Planning and Zoning Committee has held at least one public hearing on this ordinance, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

The County Board of Columbia County, Wisconsin, does, by enactment of this ordinance, formally adopt the document dated December 1, 2009 and entitled "Amendments to the Columbia County Comprehensive Plan 2030" pursuant to section 66.1001.(4)(c) of the Wisconsin Statutes.

This ordinance shall take effect on June 20, 2018 upon passage by a majority vote of the members-elect of the County Board and posted as required by law.

Vern E. Gove, Chair
COLUMBIA COUNTY
BOARD OF SUPERVISORS
Susan M. Moll
COLUMBIA COUNTY CLERK

DATE PASSED: June 20, 2018

DATE PUBLISHED: June 25, 2018

Motion was made by Weyh, second by Kessler, to approve the map amendment request for Shari Seymour, Agent, and Kilbourn-Ableman LLC, Owner, Town of Newport. Motion carried. The Ordinance was declared passed and to be known as Ordinance P26-2018.

Chair Gove reported the Ad Hoc Open House/Ribbon Cutting Ceremony Committee met and set August 18, 2018, at noon for the Open House. He would like supervisors to be involved with the event and asked them to contact Sue Moll in the County Clerk's Office if they able to attend.

A Committee Chair/Department Head meeting is scheduled for 9:00 a.m. on June 26, 2018, at the Administration building.

Long recognized the library system and referred to a handout placed on supervisors desks.

Rohrbeck moved adjournment of this meeting to Wednesday, July 18, 2018 at 7:00 p.m. Second was made by Foley. The motion carried. The meeting adjourned at 8:18 p.m.