



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Ad Hoc Ordinance Review and Recodification Committee Minutes July 10, 2020

Members present: Denise Brusveen, Adam Field, James E. Foley, Matthew L. Rohrbeck, Eric Shimpach

Also in attendance during all or portions of the meeting: Vern E. Gove, Roger Brandner, Katie Day, Dave Drews, Jessica Hale, Shanna Herrick, Dean Kaderabek, Sue Moll, Joe Ruf, Lois Schepp

The meeting of the Ad Hoc Ordinance Review and Recodification Committee was called to order by Chair Rohrbeck at 10:24 a.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration building, Meeting Room #115, 112 E. Edgewater Street, Portage, Wisconsin.

Approval of Agenda

Motion by Field to approve the agenda as published. Second by Shimpach. Motion carried.

Elect Secretary

Motion by Foley to nominate Shimpach as Secretary and close nominations. Second by Brusveen. Motion carried.

Distribution of County Ordinance Binders

A set of 2 binders were distributed to each of the committee members. The binders contained the current ordinances to be reviewed.

Overview and Objectives

Rohrbeck stated the goal of the committee would be to conduct a thorough analysis of the ordinances and make sure the ordinances are current and clearly communicated. He encouraged input from Department Heads to submit recommended changes for the committee to review. Ruf stated the last recodification of the ordinances was done in 1998. Gove emphasized the need for changes especially as it related to personnel decisions.

Expectations

A tentative timeline for the completion of the ordinances was determined. A summary of the ordinance revisions will be introduced to the County Supervisors in December, 2020. The revised Code of Ordinances will be considered at the January, 2021 County Board meeting.

Initial Review of County Ordinances

Ordinance titles will be reviewed in number order when possible. The agenda will include the titles to be reviewed at each meeting. Documents referred to in the Ordinances will also be reviewed, with recommended changes referred through the appropriate committees for review. The Personnel Manuals will be reviewed by the Human Resources Committee; the Finance Manuals will be reviewed

by the Finance Committee and Executive Committee. Changes to the Standing Rules will be made by this committee with full County Board approval. Some of the Ordinance titles may be reorganized or combined (i.e. Register of Deeds hours). Hale has previous experience in reviewing ordinances and will be used as a resource. Title 4 - Record Retention will be sent to the departments heads to review and offer input for the next meeting.

Codification Format

Moll would like the document to be searchable based on topics or key words. The format will need to be consistent throughout the entire document. MIS and County Clerk staff will work together on the document format. Doing the project in-house will be the most cost effective to the County. Moll stated outside vendors (i.e. MuniCode, General Code) are available for a fee to do the work if needed.

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Friday, July 31, 2020 at 1 p.m. in Meeting Room #115 of the Administration building. Titles 1-5 of the Ordinances will be reviewed, excluding the Standing Rules.

Additional dates were tentatively set as follows:

- Friday, August 14 – Review Titles 6-10
- Friday, August 28 – Review Titles 11-14, 18
- Friday, September 11 – Review Titles 15-17
- Friday, September 25 – Review Titles 21-23
- Friday, October 9 – Review Titles 25 & 28
- Thursday, October 29 – Review the Standing Rules
- Friday, November 13 – Summary of Changes

All meetings will be held at 1 p.m. in Meeting Room #115 of the Administration building. The meeting room will be set up with tables in a square/rectangle to accommodate spacing and allow everyone to see each other.

Motion by Field to adjourn the meeting. Second by Shimpach. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 11:31 a.m.

Respectfully Submitted,



Eric Shimpach
Ad Hoc Ordinance Review and Recodification Committee Secretary

These minutes were recorded by Sue Moll, County Clerk