



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Ad Hoc Ordinance Review and Recodification Committee Minutes July 31, 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, Kurt Calkins, Dave Drews, Jessica Hale, Chris Hardy (by teleconference call), Shanna Herrick, Karen Manske, Sue Moll, Becky Mulhern, Deb Raimer, Joe Ruf, Lois Schepp, Cory Wiegel, Brenda Yaskal

The meeting of the Ad Hoc Ordinance Review and Recodification Committee was called to order by Chair Rohrbeck at 1:01 p.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 Foley to approve the agenda as published. Second by Shimpach. Motion carried.

Approval of Minutes

Motion by Foley to approve the minutes of the July 10, 2020 Ad Hoc Ordinance Review and Recodification Committee meeting. Second by Shimpach. Motion carried.

Brusveen arrived at 1:06 pm; Field arrived at 1:09 pm

Initial Review of County Ordinances – Titles 1-5

Hale lead the discussion on the revised ordinances. Each chapter was reviewed as presented with any changes or modifications listed as follows:

Chapter 1 – General Provisions

- Sec. 1.09 General Penalty
 - (1) First Offense - Increase the maximum limit from \$1,000 to \$2,500
 - (2) Second Offense – Increase the maximum limit from \$1,000 to \$5,000
- Sec. 1.11 Schedule of Forfeitures and Cash Deposits
 - This section will be revised and reviewed after the remaining chapters are considered.

Motion by Shimpach to approve Chapter 1 General Provisions as presented with the change in Sec. 1.09 General Penalty to increase the maximum limit to \$2,500 for First Offense and \$5,000 for Second Offense. Second by Foley. Motion carried.

Chapter 2 – County Board of Supervisors

- Sec. 2.01 Standing Rules
 - This section will be revised and reviewed after the remaining chapters are considered. It was noted the Standing Rules should clarify the Rules for Public Input during County Board meetings and include Public Input Rules during committee meetings.
- Sec. 2.03 Salaries and Per Diems
 - (2)b. Wording changed to: “This rate applies to citizen members appointed by the County Board”
 - (5) Include the addition of the First Vice Chair and Second Vice Chair to the statement.

Motion by Foley to approve Chapter 2 County Board of Supervisors as presented with the addition of per diem paid to citizen members appointed by the County Board in Sec. 2.03(2)(b). Second by Shimpach. Motion carried.

Motion by Foley to approve Chapter 2 County Board of Supervisors to include the First Vice Chair and Second Vice Chair information in Sec. 2.03(5). Second by Shimpach. Motion carried.

Chapter 3 – Code of Ethics

- A section needs to be added to address walking quorums.
- The process to investigate and enforce a potentially unethical person needs to be clarified.

Chapter 3 was tabled for further review.

Chapter 4 – Records Retention

- Sec. 4.01 Definitions
 - (2)a. Record - Add the following “scanned or electronically stored documents”.
- Sec. 4.08 County-wide Records
 - General: Include Construction plans for “Communication Towers”
- Sec. 4.26 Register of Deeds
 - Remove the following from the chart:
 - Receipts from Treasurer
 - Accident reports – currently subject of litigation
 - Bank Statements
 - Cancelled Checks
- Sec. 4.28 Sheriff’s Office Records
 - Add the following to the chart:
 - Drug Buy Money Files (7 years)
 - GPS/Automated Vehicle Locator (AVL) Files (7 years)
 - Records Management Data System (7 years)
 - Computer Aided Dispatch (CAD) Files (7 years)

Motion by Field to approve Chapter 4 Records Retention as presented with the stated changes and additions. Second by Shimpach. Motion carried.

Hale stated all chapters listed in the current Title 5 County Administration will be moved to Chapter 11 County Departments, as follows:

- Chapter 1 Insurance – County Clerk
- Chapter 2 Accounts - Accounting
- Chapter 3 Available for Future Use
- Chapter 4 Parcel Identification Number Required – Register of Deeds
- Chapter 5 Tax Delinquent Property - Treasurer
- Chapter 6 Investment of County Funds - Treasurer

- Chapter 7 Smoking Prohibited – Facilities Management
- Chapter 8 Buildings and Grounds – Facilities Management
- Chapter 9 Miscellaneous Funds - Accounting
- Chapter 10 Fair and Open Housing - Accounting
- Chapter 11 Concealed Weapons – Facilities Management
- Chapter 12 Sheriff's Office Dive Team - Sheriff
- Chapter 13 Assistant Medical Examiner Compensation – Medical Examiner
- Chapter 14 Property Assessed Clean Energy ("PACE") Financing - Accounting

Additional items to consider when reviewing Chapter 11 include:

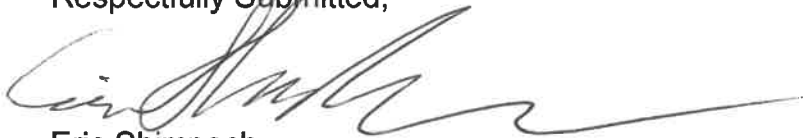
- Possession of alcohol in county buildings prohibited
- Tobacco spit
- Revisions to the Conceal Weapons section

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Friday, August 14, 2020 at 1 p.m. in Meeting Room #115 of the Administration building. Titles 6-10 of the Ordinances will be reviewed.

Motion by Brusveen to adjourn the meeting. Second by Shimpach. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 3:36 p.m.

Respectfully Submitted,



Eric Shimpach
Ad Hoc Ordinance Review and Recodification Committee Secretary

These minutes were recorded by Sue Moll, County Clerk