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Columbia County Ad Hoc Ordinance Review and Recodification Committee Minutes August 14, 2020

Members present: Denise Brusveen, Adam Field (by conference call), 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, Katie Day, Dave Drews, Jessica Hale, Dean Kaderabek, Sue Moll, Joe Ruf, Lois Schepp, Reba Weldling, 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 Rooms #113-115, 112 E. Edgewater Street, Portage, Wisconsin.

Approval of Agenda

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

Public Input

None.

Approval of Minutes

Motion by Shimpach to approve the minutes of the July 31, 2020 Ad Hoc Ordinance Review and Recodification Committee meeting. Second by Brusveen. Motion carried.

Review of County Ordinances – Titles 6-10

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

Former Title 6 – Corporation Counsel to be moved to Chapter 11

- Sec.
 - (2) Additional Duties
 - (i) Wording was changed and the first 2 sentences were removed (i.e. relating to the Personnel Committee).

Motion by Shimpach to approve the Corporation Counsel Chapter as presented with changes as indicated. Second by Brusveen. Motion carried.

Chapter 5 – Human Resources (Former Title 7)

- Sec. 5.01 Human Resources Administration System.
 - Remove (8) Sexual Harassment Policy (already included in the Policies and Procedures manual)

- Remove (9) Equal Employment Opportunity (already included in the Policies and Procedures manual)
- Sec. 5.05 Performance Evaluation; Disciplinary Procedure; Grievance Procedure; Employee Orientation and Training; Exit Interviews.
 - Add the following sentence: “Copies of the records related to the topics enumerated in this section shall be stored with Human Resources Department.”

Field joined the meeting by conference call at 1:31 p.m.

- Sec. 5.10 Separate Policies and Procedures for General Employees, Field Employees of the Highway and Transportation Department, Columbia Health Care Center Employees, and Non-Sworn Staff of the Sheriff’s Office.
 - There shall be one set of Policies and Procedures with appendices for differences based on department.
 - It was noted the Policies and Procedures manual will be reviewed at a later date.
- Sec. 5.11 Miscellaneous Provisions.
 - (3) Add: “Permanent” at the beginning of the first sentence. (i.e. “Permanent” changes to the Policies and Procedures...”
 - Add following: ...shall be made by the Human Resources Committee “ and Executive Committee, pending final approval by the County Board. In the event of a fiscal impact, additional approval by the Finance Committee will be required before the change is presented to the County Board for approval.”

Motion by Shimpach to approve Chapter 5 Human Resources as presented with changes as indicated. Second by Foley. Motion carried.

Chapter 6 – Procurement (Former Title 8)

- Sec. 6.10 Reimbursement Schedule.
 - Add the following after: \$30.00 Maximum for all meals in a day with an overnight stay “within the state. \$50.00 maximum for all meals in a day with an overnight stay out of state.”
- Sec. 6.17 Ethics in Public Purchasing.
 - The statement “Purchases made with County funds...” will be rephrased.

Motion by Foley to approve Chapter 6 Procurement as presented with changes as indicated. Second by Shimpach. Motion carried.

Chapter 7 – Fees (Former Title 9)

- Sec. 9.01 Countywide.
 - Change: Photocopies charge was changed from \$0.35 per page to \$0.25 per page
- Sec. 9.03 Clerk of Courts.
 - Change: Photocopies for State Public Defender, change cost to \$0.20 per page
- Sec. 9.05 District Attorney.
 - Currently under review for possible future changes.
- Sec. 9.08 Highway and Transportation.
 - Cost for Records and Reports needs to be added.
- Sec. 9.12 Medical Examiner.
 - Fees show an increase of 2.3%, based on the yearly CPI
- General charges for photocopies and fax copies will be removed from individual fee schedules.

Motion by Foley to approve Chapter 7 Fees as presented with changes as indicated. Second by Shimpach. Motion carried.

Former Title 10 – Sales Tax

- This section will be moved to Chapter 11, and included in the County Treasurer section to be reviewed again.

Motion by Brusveen to approve the Sales Tax Section as presented. Second by Foley. Motion carried.

Hale proposed a revision to the Ordinance Meeting Schedule, as follows:

Friday, August 28 – Review Titles 13-14, 17-18

Title 13 – Solid Waste

Title 14 – Health Provisions

Title 17 – Columbia County Comprehensive Plan

Title 18 – Cut-off Reception Time for Register of Deeds

Friday, September 11 – Review Titles 15-16

Title 15 – Animal Waste Management

Title 16 - Zoning

Friday, September 25 – Review Titles 21-23, and Title 11

Title 21 – Motor Vehicles, Traffic, and Water Safety

Title 22 – Offenses

Title 23 – Miscellaneous Law Enforcement Provisions

Title 11 – County Departments

Friday, October 9 – Review Titles 12, 25, 28

Title 12 – Highways

Title 25 – Recreational Areas

Title 28 – Emergency Response System

Thursday, October 29

Review the Standing Rules

Friday, November 13

Review the Employee Manuals and "Catch All" for additional items requiring review

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Friday, August 28, 2020 at 1 p.m. in Meeting Rooms #113-115 of the Administration building.

Titles 13-14 and 17-18 of the Ordinances will be reviewed.

Motion by Foley to adjourn the meeting. Second by Shimpach. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 3:10 p.m.

Respectfully Submitted,



Eric Shimpach

Ad Hoc Ordinance Review and Recodification Committee Secretary

These minutes were recorded by Sue Moll, County Clerk