



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Ad Hoc Ordinance Review and Recodification Committee Minutes November 13, 2020

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

Also in attendance during all or portions of the meeting: Vern E. Gove, Roger Brandner, Dave Drews, Susan Fisher, Heather Gove, Jessica Hale, Chris Hardy, Dean Kaderabeck, Greg Kaminski, Karen Manske, 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 12:03 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 Brusveen. Motion carried.

Public Input

None.

Approval of Minutes

Motion by Brusveen to approve the minutes of the October 29, 2020 Ad Hoc Ordinance Review and Recodification Committee meeting. Second by Shimpach. Motion carried.

Chapter 19: Miscellaneous Buildings and Grounds Provisions

Sec. 19.02 Smoking and Tobacco Use

(3) Disposal of smokeless tobacco products. Insert the following: Anyone found dumping any smokeless tobacco products in any location other than the trash, including the down any drain, will be fined.

Motion by Shimpach to approve Chapter 19, Miscellaneous Buildings and Grounds Provisions with changes as indicated. Second by Brusveen. Motion carried.

Chapter 8: County Departments

Subsection 200: Child Support

Sec. 8.201 Creation and Purpose

- Insert the following: There is hereby created a Child Support Agency as defined in Wis. Stats. 59.53(5), and overseen by Corporation Counsel, to implement...

Sec. 8.202 Remove "Corporation Counsel" and replace with "Child Support" Duties.

Subsection 500: Emergency Management

Sec. 8.501 Creation and Purpose.

- First sentence, add “/or” to read: “from natural and/or manmade disasters...”
- Second sentence, change “emergencies” to “emergency responses” and add “/or” to read: ...coordinate emergency responses resulting from enemy action or natural and/or manmade disasters.”

Sec. 8.502 Local Emergency Planning Committee.

- Added (2) Per Diem... statement.

Sec. 8.506 Declarations of Emergencies.

- (1) Insert: “the Executive Committee”, after the County Board Vice Chair.

Subsection 800: Health and Human Services

Sec. 8.801 Creation and Purpose

- Add statement: The HHS Board is considered a standing committee under the County Board of Supervisors. The HHS Board shall adhere to all the County Ordinances, Standing Rules, and all other County practices and procedures.

Sec. 8.805 Purchased and Provided Services.

- (1) Correction: cost-effect to cost-effective

Sec. 8.807 Public Health Division.

- (3) Gifts and Grants. Remove the entire statement.

Subsection 1100: Land Information

Sec. 8.1102 Land Information Officer.

- Inserted new Section: The duties of the Land Information Officer shall be assigned to the Director of the Land Information Department.

Subsection 1200: Land and Water Conservation

Sec. 8.1211 Aerial Imagery.

- Remove entire section.

Subsection 1800: Solid Waste

- Remove any reference to “composting”.

Subsection 2000: University of Wisconsin Extension

Change to: University of Wisconsin - Madison Division of Extension

Sec. 8.2002 Specific Programs

- Remove second sentence “Emphasis shall be placed on the following specific programs:
- Remove (1) – (25)

Change name to University of Wisconsin – Madison Division of Extension

Sec. 8.2004 Advisory Committees.

- Remove all references to producer groups, to read as follows: The 4-H Leaders Association, Columbia County Association for Home and Community Education, and similar producer groups...

Motion by Rohrbeck to approve Chapter 8, County Departments with changes as indicated. Second by Shimpach. Motion carried.

The following needs to be determined at a future meeting:

Subsection 1900: County Treasurer

Sec. 8.1905 Investment of County Funds.

- Need to confirm with the Treasurer if the transmission of bids is transmitted via fax to the County Clerk's office.

Personnel Manual for Management

I. County Department Leadership

Add suggested wording with revisions.

- The second designee will ~~serve as the temporary department head~~ ensure County operations will remain effective whenever the actual Department Head is unavailable ~~during normal business hours~~ due to trainings...
- Department Heads are required to notify the County Board Chair when they will be out of the office for two (2) days or more.
- Add statement regarding Register of Deeds appointment.

II. The Hiring Process

1. New Positions.

- b. Change to read: The Department Head and/or Chair of the governing committee will present the request to a joint meeting of the Human Resources Committee and the Executive Committee, which shall include the position request, job description, and fiscal estimate. The ~~Joint Committees~~ will review new position requests to create a priority list of new hires. ~~Prior to the joint meeting, the proposed positions shall to be analyzed by the Human Resources Committee to determine the workload and duties to be performed following the same procedure as is used for replacement position requests.~~
- c. Remove entire statement.

2. Vacant Positions.

- h. Change "six month" to "year"

X. Classification and Compensation Plans

Vacation as an additional bargaining option when hiring new employees was discussed. The recommendation for new employees would be to receive 5 days of vacation at the start of employment, to be prorated and paid back if the employee leaves before 6 months of employment. Bargaining for exceptional new hires could be made to the vacation benefits, up to 10 days, following the same procedure as the starting pay is currently bargained.

XIII. Staff Reductions

- Add the following to the end of the paragraph: Final staffing decisions will be made by a joint meeting of the Executive Committee and the Finance Committee.

XX. Special Provisions for the Sheriff's Office

- The following sentence in paragraph 5 will be moved to paragraph 3: Any newly hired deputies must have a valid Wisconsin Driver's license and be legal citizens of the United States at the time of the commencement of employment with the County.

Motion by Shimpach to approve the Personnel Manual for Management as presented with changes as indicated. Second by Foley. Motion carried.

General Employee Handbook

A portion of the General Employee Handbook (pages 1-7) were reviewed with no suggested changes.

G. Time Off

- 2. Vacation
 - Discussion was held on vacation days versus paid time off. The Human Resources staff will prepare a plan for paid time off to be reviewed at a future meeting.

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Tuesday, November 17, 2020 at 12:00 p.m. in Meeting Rooms #113-115 of the Administration building. The Standing Rules will be reviewed.

Motion by Foley to adjourn the meeting. Second by Brusveen. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 4:08 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Eric Shimpach", written in black ink.

Eric Shimpach
Ad Hoc Ordinance Review and Recodification Committee Secretary

These minutes were recorded by Sue Moll, County Clerk.