



COLUMBIA COUNTY

Board of Supervisors

112 E. Edgewater Street
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: www.co.columbia.wi.us

Columbia County Ad Hoc Ordinance Review and Recodification Committee Minutes November 17, 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, Dave Drews, Jessica Hale, 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 12:02 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 Foley to approve the agenda as published. Second by Shimpach. Motion carried.

Public Input

None.

Approval of Minutes

Motion by Shimpach to approve the minutes of the November 13, 2020 Ad Hoc Ordinance Review and Recodification Committee meeting. Second by Brusveen. Motion carried.

Standing Rules

Rohrbeck lead the discussion on the Standing Rules and recommended changes were discussed, as follows:

Rule 1 Board Meetings.

(1) Organizational Meeting.

- Add to the end of the last sentence: and shall be approved by the Executive Committee by a majority vote.

(5) Full Board Meeting Distribution Materials.

- Change wording to reflect packets will be mailed, or delivered by the Sheriff's Office, unless the supervisor, at the start of their term, notifies the County Clerk Office to email packets in pdf format. The packets in pdf format will also be posted on the County's website (replacing the individual links to supporting documents). All materials to be included in the packet must be received in the County Clerk's Office by Noon on Thursday one (1) week prior to meeting.
- Add a statement to contact the County Clerk's Office for materials.
- Add: The County Clerk's Office is responsible for compiling and distributing materials to county board supervisors that will be discussed and voted upon at the full board meetings. If someone wishes to distribute any additional materials at or before the full board meeting, those materials shall be provided to the County Clerk and approved by the Chair, or the First Vice

Chair or Second Vice Chair in the Chair's absence, before distribution. The person providing the additional materials shall supply thirty (30) copies to the County Clerk.

(6) Meeting Hour.

The meeting hour was discussed and suggested to have all evening meetings.

Motion by Foley to leave the meeting hour as is. Second by Rohrbeck. Motion carried. Not unanimously. Yes:3 (Foley, Gove, Rohrbeck); No:2 (Brusveen, Shimpach).

Rule 5 Resolutions and Ordinances.

(3) Add the following suggested wording at the end: Any proposed amendments to the budget resolution shall require a two-thirds vote of the members present at the meeting to pass. If any proposed amendment to the original resolution necessitates a fiscal change that increases the proposed budget, the motion for the amendment shall include a funding source to account for the increase in the budget. Accounting shall also provide the full board with the cost estimate of the total increase for any proposed amendments that includes a financial increase to the proposed budget, in writing, before the full board votes on the amendment.

Rule 10 Voting and Elections.

(4) Elections.

- (c) Remove: "for cause by two-thirds vote of the Board."
- (d) Remove: "for cause by two-thirds vote of" insert "by"

Discussion was held on the appointed positions (i.e. Corporation Counsel, Health and Human Services Director, County Auditor) versus the elected positions (County Veteran's Service Officer, County Highway Commissioner). Additional clarification on hiring and removal procedures for these positions will be added to the appropriate document.

Rule 13. State and National Conventions or Conferences.

- Remove: Members of the Board who attend conventions or conferences shall make reports to the board.
- Add: Board members are expected to adhere to the Code of Ethics while attending state and national conventions or conferences. Any board member found in violation of the Columbia County Code of Ethics shall receive disciplinary actions as described in ____.

Add to the Employee Handbook: Employees who attend conventions or conferences shall make reports to the governing committee.

Rule 16 County Board Chair and First Vice Chair.

(1) Change to read: The First Vice Chair shall have previously served as a member of the Finance Committee.

(8) (a): Change as follows: Be available in the office at least five ~~two~~ hours per week.

Rule 17 County Board Members.

(3) Add the following statement: In the event a County Board seat becomes vacant or remains open after the general election, the Executive Committee shall be responsible for advertising and filling the open County Board seat. Upon conducting interviews with potential candidates to fill the open County Board seat, the Executive Committee will approve, by a majority vote, a recommendation to the full Board. The full Board will then appoint and confirm the recommendation by a majority vote.

- Include a statement that supervisors can request information from department heads, which must be provided within 14 days. Hale will work in final wording.
- Include a statement addressing harassment from an employee to a supervisor (may need to be included in the ordinances or somewhere). Hale will work on final wording.

Rule 18 Committee Meetings

(13) Add to the end of the last sentence: "unless there is a declared public emergency."

Rule 19 Per Diem.

- Change the following statement to read: Members of the board are eligible for per diem. They are responsible for submitting monthly per diem sheets. Members shall have up to two months to submit their per diem sheets to the County Clerk's Office, unless a request is submitted in writing and approved by the County Board Chair.

Rule 21. Special Committees, Commissions and Boards.

(3) Insert new (3): The Ethics Board shall be appointed as provided in Chapter 3.

Rule 22. Ad Hoc Committees.

(1) Add at the end of the first sentence: "with Board approval."

Rule 23 Standing Committees.

(1) Add a statement: Actions that require approval from multiple committees shall originate from the governing committee.

(4)(a) Remove: "one being the chair of the Commission on Aging."

(5) Insert after Board Chair "subject to approval by the Executive Committee".

Rule 24 Standing Committee Duties.

(4) Finance Committee.

- (a) Add: Either the First Vice Chair or Second Vice Chair shall serve on the Finance Committee.
- (a) Remove "Columbia County Economic Development Corporation, and Tourism"

(5) Health and Human Services Board.

- Add a statement in reference to the Standing Committee wording.

(7) Human Resources Committee.

- (a) Add: grievance process
- (b) Remove entire statement.
- New (d) Add 1st bullet point: Provide advice and counsel on all aspects of County employee matters and assess the efficiency of the current workforce in all county departments.
- Add: Establish Employee Manuals:
- Changes to the Employee manuals shall be recommended by the Human Resources Committee, but made by the Executive Committee, after approval by the Finance Committee in the event that the revision... Hale will work on final wording.
- Update any references to Chapter 5.

(8) Judiciary Committee.

- Move (b) and (d) to the Executive Committee.

(10) Information Services and Property Committee.

- (b) Remove "Aggressively pursue" to "Work" with the County Treasurer...
- Remove entire sentence that reads: "Annually verify inventories and values of County Property".

Note: Suggested wording may not be accurately stated above. Hale will compile the final wording for review.

Motion by Brusveen to approve the Standing Rules with the changes as indicated. Second by Foley. Motion carried.

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Tuesday, November 19, 2020 at 1:00 p.m. in Meeting Rooms #113-115 of the Administration building. The Standing Rules recommended changes will be reviewed along with the Employee Handbook.

Motion by Shimpach to adjourn the meeting. Second by Brusveen. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 3:59 p.m.

Respectfully Submitted,

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

Eric Shimpach
Ad Hoc Ordinance Review and Recodification Committee Secretary

These minutes were recorded by Sue Moll, County Clerk.