



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 30, 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, Kurt Calkins, Jessica Hale, Shanna Herrick, Dean Kaderabek, Joe Ruf, Lois Schepp, Cory Wiegel

The meeting of the Ad Hoc Ordinance Review and Recodification Committee was called to order by Chair Rohrbeck at 8:10 a.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 November 19, 2020 Ad Hoc Ordinance Review and Recodification Committee meeting. Second by Brusveen. Motion carried.

Hale lead the discussion on changes to General Employee Handbook, Personnel Manual for Management and Ordinances. She reported no changes to Standing Rules.

General Employee Handbook

VI. Maintaining a Safe and Comfortable Workplace

- B. Testing for Controlled Substances and Alcohol
 - Change second paragraph to read: It is a condition of employment that employees abide by the Drug and Alcohol-Free Workplace Policy and notify the County (the employee's immediate supervisor, department head or the Human Resources Director) of any criminal drug statute citation for a violation occurring in the workplace no later than five (5) days after such offense.

XI. Technology in the Workplace

- Remote Work
 - Insert after first sentence: If they need to work from home for three (3) days or more in a pay period, they must also get approval from the Human Resources Committee. The County Board Chair may also approve remote work request in emergency situations.
 - Insert: "or the County Board Chair", after terminated at any time by the department head, the employee, or the Human Resources Committee.
 - Add: Remote work is intended to be used sparingly and not as a regular part of an employee's work schedule.

XII. Loss of Driver's License, Professional License, and/or Certifications

- A. Driver's License
 - Remove: "the" after "then that" in second sentence.

XXI. Special Provisions for CHCC

- A. Standards of Care for Residents
 - Remove entire paragraph that reads: Part of this standard also includes protecting the health of all residents. Accordingly, all employees of the CHCC are required to get the annual influenza vaccination.....

Motion by Shimpach to approve the General Employee Handbook as presented with changes as indicated. Second by Brusveen. Motion carried.

Personnel Manual for Management

I. County Department Leadership

- Change sentence to read: Department heads are required to notify the County Board Chair when they will be out of the office for ~~five (5)~~ three (3) days or more.

III. Uniform Selection and Replacement Process of Department Head Positions

- 7(a) Correction: "Chose" to "Choose".
- 7(b) Insert: "they may", before direct the Human Resources Director....
- Add: The Human Resources Director will negotiate the terms and conditions of employment with the selected candidate. The County Board Chair or his/her designee, on recommendation from Human Resources Director, may approve a starting payroll step above Step 6 for an exceptionally qualified candidate.

IV. Create and insert new: IV. Senior Department Leadership Position Replacement Process.

The process described in Section III may be utilized for senior department leadership positions, at the discretion of the governing committee, Human Resources Committee, and/or Executive Committee. The Human Resources Committee shall be included in the replacement request process for senior department leadership positions.

X. Classification and Compensation Plans

- Add sentence to end of paragraph: The entrance or starting pay rate will normally be the minimum rate.....If additional vacation is granted under this paragraph, the Human Resources Committee and the Executive Committee shall be informed.

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

Chapter 1: General Provisions

Sec. 1.12 Schedule of Forfeitures and Cash Deposits

- Create: (5) The forfeiture deposit amount listed below can be increased up to the maximum forfeiture amount for any second or subsequent offense within a twelve (12) month period.
- Discussion on Schedule of Forfeitures and Cash Deposit Amounts. Hale to update chart and bring back to committee for review after lunch recess.

Rohrbeck made a motion to recess at noon for lunch for an hour. Second by Shimpach. Motion carried. The meeting reconvened at 1:00 p.m.

- Hale provided the following schedule for review:

SCHEDULE OF FORFEITURES AND CASH DEPOSITS

Ordinance Section	Minimum – Maximum Forfeiture	Deposit
Section 2.07 – Harassment of County Board Supervisors	\$250.00 - \$1000.00	\$250.00
Section 5.05 – Use of Grounds or County Office Buildings	\$75.00 - \$1000.00	\$150.00
Section 9.07 – Highway Access Control	\$125.00 - \$1000.00	\$250.00
Section 8.1802 - Recycling	\$75.00 - \$1000.00	\$150.00
Section 8.1803 – Hazardous Solid Waste	\$75.00 - \$1000.00*	\$150.00
Section 10.08 – Human Health Hazard	\$125.00 - \$1000.00	\$250.00
Section 11.07 – Enforcement and Penalties	\$125.00 - \$1000.00	\$250.00
Chapter 12, Subchapter 100 – Columbia County Zoning	\$125.00 - \$1000.00	\$250.00
Chapter 12, Subchapter 200 – Land Division and Subdivision	\$125.00 - \$1000.00	\$250.00
Chapter 12, Subchapter 300 – Private Sewage Systems	\$125.00 - \$1000.00	\$250.00
Chapter 12, Subchapter 400 – Flood plain	\$125.00 - \$1000.00	\$250.00
Chapter 12, Subchapter 500 – Shoreland and Wetland Protection	\$125.00 - \$1000.00	\$250.00
Chapter 12, Subchapter 600 – Nonmetallic Mining Reclamation	\$125.00 - \$1000.00	\$250.00
Chapter 14, references to Wis. Stats. Chapters 340-349	Range shall be the same as provided in Wis. Stats.	Deposit shall be the median number of the minimum/maximum range as provided in Wis. Stats.
Section 14.201 – Parking Restrictions during Special Events or Street Maintenance	\$90.00 - \$1000.00	\$180.00
Section 14.202 – Unlawful Removal of Parking Citations	\$75.00 - \$1000.00	\$150.00
Section 14.203 – Removal of Illegally Parked Vehicles	\$90.00 - \$1000.00*	\$180.00
Section 14.301 – Disturbance of the Peace with a Motor Vehicle	\$75.00 - \$1000.00	\$150.00
Section 14.302 – Motor Vehicles on Pedestrian Ways and Overpasses	\$75.00 - \$1000.00	\$150.00
Section 14.501 – Snowmobiles, Wis. Stats. §§ 350.01- 350.99	Range shall be the same as provided in Wis. Stats.	Deposit shall be the median number of the minimum/maximum range as provided in Wis. Stats.
Section 14.502 – Snowmobiles, Wis. Stats. §§ 346.04 – 346.94(9)	Range shall be the same as provided in Wis. Stats.	Deposit shall be the median number of the minimum/maximum range as provided in Wis. Stats.
Section 14.601 – All-Terrain Vehicles and Off-Road Vehicle Operation	Range shall be the same as provided in Wis. Stats.	Deposit shall be the median number of the minimum/maximum range as provided in Wis. Stats.
Section 14.602 – Unauthorized Operation of Motor Vehicles on Public or Private Property	\$90.00 - \$1000.00	\$180.00
Subsection 14.700 – Water Safety Regulations	\$90.00 - \$1000.00	\$180.00
<i>Subsection 15.100 – State Statutes Adopted</i>		

Wis. Stats. § 48.345 – Disposition of Child Adjudged in Need of Protection or Services	Range shall be the same as provided in Wis. Stats.	Fine shall be minimum of the medium allowed for first offense
Wis. Stats. § 118.07 - Health and Safety Requirements	Range shall be the same as provided in Wis. Stats.	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.08 - School Zones; Crossings	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.09 - Safety Zones	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.10 - School Safety Patrols	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.105 - Control of Traffic on School Premises	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.11 - School Fences	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.123 - Reports and Records; Forfeitures	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 118.163 - Municipal Truancy and School Dropout	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 134.65 - Cigarette and Tobacco Products Retailer License	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 134.66 - Restrictions on Sale or Gift of Cigarettes or Tobacco Products	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 175.25 - Storage of Junked Automobiles	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 939.05 - Parties to Crime	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 940.291 - Failure of a Police Officer to Render Aid	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 941.35 - Emergency Telephone Calls	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 941.36 - Fraudulent Tapping of Electric Wires or Gas or Water Meters or Pipes	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 942.05 - Opening Letters	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 943.22 - Use of Cheating Tokens	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 943.23(4), (5) - Operating Vehicle Without Owner's Consent	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 943.34(1)(a) - Receiving Stolen Property	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 943.38(3) - Forgery	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 943.50 - Retail Theft	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 943.75 - Unauthorized Release of Animals	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 944.15 - Fornication	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 944.20 - Lewd and Lascivious Behavior	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 946.69 - Falsely Assuming to Act as Public Officer or Employee	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 947.012 - Unlawful Use of Telephone	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 951.015 - Construction and Application	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense

Wis. Stats. § 951.07 - Use of Certain Devices Prohibited	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 951.10 - Sale of Baby Rabbits, Chicks or Other Fowl	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. § 951.11 - Artificially Colored Animals; Sale	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Wis. Stats. §§ 961.14 (4)(t), 961.41 (3g)(e) - Possession of Marijuana	Range shall be the same as provided in Wis. Stats	Fine shall be minimum allowed for first offense
Section 15.201 - Throwing/Shooting of Stones and Other Missiles	\$75.00 - \$1000.00	\$150.00
Section 15.202 – Obstructing Streets and Sidewalks; Prowling, and Solicitation	\$250.00-\$1000.00	\$250.00
Section 15.203 - Public Defecation, Urination, and Exposure	\$75.00 - \$1000.00	\$150.00
Section 15.204 - Loud and Unnecessary Noise	\$90.00 - \$1000.00	\$180.00
Section 15.205 - Unauthorized Presence on School Property	\$75.00 - \$1000.00	\$150.00
Section 15.206 - Unnecessary 911 Calls	\$75.00 - \$1000.00	\$150.00
Section 15.207 - Howling Animals	\$75.00 - \$1000.00	\$150.00
Section 15.208 - Livestock on Highways	\$100.00 - \$1000.00	\$200.00
Section 15.209 - Dogs Running at Large or Untagged	\$75.00 - \$1000.00	\$150.00
Section 15.301 - Littering	\$75.00 - \$1000.00	\$150.00
Section 15.302 - Storage of Junk Regulated	\$75.00 - \$1000.00	\$150.00
Section 15.303 - Abandoned Refrigerators	\$75.00 - \$1000.00	\$150.00
Section 15.304 - Trespass on Railroad Property	\$125.00 - \$1000.00	\$250.00
Section 15.305 - Disturbing Cemetery Property	\$125.00 - \$1000.00	\$250.00
Section 15.306 – Creating a Road Hazard	\$125.00 - \$1000.00	\$250.00
Section 15.401 - Outside Consumption	\$90.00 - \$1000.00	\$180.00
Section 15.402 - Possession of Alcohol Beverages on School Grounds	\$90.00 - \$1000.00	\$180.00
Section 15.501 – County Jurisdictions Over Persons 12 through 17 Years of Age	\$10.00 - \$1000.00	-----
Section 15.502 - Petty Theft by Juveniles	\$125.00 - \$1000.00	\$250.00
Section 15.503 - Truancy	\$125.00 - \$1000.00	\$250.00
Section 15.504 - Criminal Gang Activity	\$125.00 - \$1000.00	\$250.00
Section 15.505 - Curfew	\$90.00 - \$1000.00	\$180.00
Section 16.106 – Alarm Regulation	\$75.00 - \$1000.00	\$150.00

Section 16.308 – Public Assemblies	\$10.00 - \$1000	\$243.00
Section 16.401 – Rabies Control	\$75.00 - \$1000.00	\$150.00
Section 16.701 – Injured Animals	\$75.00 - \$1000.00	\$150.00
Section 16.803 – Nuisance Dogs	\$75.00 - \$1000.00	\$150.00
Section 16.804 – Dangerous Dogs	\$75.00 - \$1000.00	\$150.00
Section 16.805 – Vicious Dogs	\$75.00 - \$1000.00	\$150.00
Section 17.01(4)(a)(3) – Recreational Areas	\$75.00 - \$1000.00*	\$150.00
Section 18.01(7) – Uniform Emergency Numbering	\$75.00 - \$1000.00	\$150.00
Section 18.02(101) - E-911 Calls	\$75.00 - \$1000.00	\$150.00

Chapter 2: County Board of Supervisors

Sec. 2.07 Harassment of County Board Supervisors

- Insert: “members as related to their role as a County Board Supervisor”, after family.
- Add: Section 2.07 to Schedule of Forfeitures and Cash Deposits Chart
 - Minimum \$250.00 - \$1,000.00 and Deposit \$250.00.

Motion by Foley to approve Chapter 2, County Board of Supervisors as presented with changes as indicated. Second by Shimpach. Motion carried.

Chapter 3: Code of Ethics

Sec. 3.06 Conflicts of Interest

- (1)(a) Change: “Ten Dollars (\$10.00)” to “Twenty (\$20.00)”.
- Create: (1)(b) Anything valued over Twenty (\$20.00) shall be returned, or if return is impractical, accept on behalf of the County by the Executive Committee and donate. Anything that is accepted under this section shall be documented in the committee meeting minutes and a copy of those minutes shall be sent to Accounting.

Sec. 3.15 Investigations and Enforcement

- (3) change after third sentence to read: If the Corporation Counsel finds probable cause to believe the allegations contained in the complaint have merit, then the Corporation Counsel shall recommend that the County Board Chair refer the complaint to the County’s liability insurance provider. If the County’s liability insurance provider finds merit in the complaint, then there shall be a hearing pursuant to Section 3.16(5) below before the Ethics Inquiry Board. If probable cause is not found, then the complaint shall be dismissed.
- Forward above change to von Briesen & Roper for review.
- Hale to work on wording for County Board Supervisors and Elected Officials.
- (5) Add to end of second sentence: Selection done by County’s liability insurance company.

Motion by Shimpach to approve Chapter 3, Code of Ethics as presented with changes and further review at the next meeting. Second by Foley. Motion carried.

Chapter 4: Records Retention

Motion by Shimpach to approve Chapter 4, Records Retention as presented. Second by Brusveen. Motion carried.

Chapter 5: Miscellaneous Buildings and Grounds Provisions

Motion by Brusveen to approve Chapter 5, Miscellaneous Buildings and Grounds Provisions as presented. Second by Shimpach. Motion carried.

Chapter 6: Procurement

Motion by Brusveen to approve Chapter 6, Procurement as presented. Second by Foley. Motion carried.

Chapter 7: Fees

Motion by Shimpach to approve Chapter 7, Fees as presented. Second by Brusveen. Motion carried.

Chapter 8: County Departments

Sec. 8.807 Public Health Division

- (3) Insert: "A public health emergency cannot be declared without the approval of the County Board Chair.", after **Public Health Emergency**.

Sec. 8.1012 Workers' Compensation

- (1) Remove: The.

Motion by Foley to approve Chapter 8, County Departments as presented with changes as indicated. Second by Brusveen. Motion carried.

Chapter 10: Human Health Hazard

Motion by Rohrbeck to approve Chapter 10, Human Health Hazard as presented. Second by Shimpach. Motion carried.

Chapter 11: Agricultural Performance Standards and Agricultural Waste Management

Motion by Rohrbeck to approve Chapter 11, Agricultural Performance Standards and Agricultural Waste Management as presented. Second by Shimpach. Motion carried.

Chapter 12: Planning and Zoning: Subchapter 100 – Columbia County Zoning Ordinance

Motion by Shimpach to approve Chapter 12, Planning and Zoning: Subchapter 100 – Columbia County Zoning Ordinance as presented. Second by Foley. Motion carried.

Chapter 14: Motor Vehicles, Traffic, and Water Safety

Motion by Shimpach to approve Chapter 14, Motor Vehicles, Traffic, and Water Safety as presented. Second by Brusveen. Motion carried.

Chapter 15: Offenses

Sec. 15.101 Offenses Against State Laws Subject to Forfeiture

- Create: (22) Wis. Stats. § 940.20 Battery; Special Circumstances.
- Create: (23) Wis. Stats. § 940.203 Battery or threat to an officer of the court or law enforcement officer.
- Add: (22) and (23) above to Schedule of Forfeitures and Cash Deposits Chart. Hale to work on wording.

Motion by Rohrbeck to approve Chapter 15, Offenses as presented with changes as indicated. Second by Shimpach. Motion carried.

Chapter 16: Miscellaneous Law Enforcement Provisions

Sec. 16.802 Classification

- Add: "to the Public Safety Committee", after "evidence" in second sentence.

- Add after second sentence: The Sheriff's Office may consult with an outside agency when gathering evidence. The owner(s) of the dog and the victim(s) shall be informed of the Public Safety Committee meeting date and time and shall be provided the opportunity to participate in the meeting.
- Change: "classification" to "decision" in last sentence of section.

Sec. 16.605 Report of Sale or Disposal and Sec. 16.901 Dangerous Animals

- Correction: "Sheriff's Department" to "Sheriff's Office".

Motion by Shimpach to approve Chapter 16, Miscellaneous Law Enforcement Provisions as presented with changes as indicated. Second by Brusveen. Motion carried.

Chapter 17: Other County Properties

Sec. 17.01 County Parks, Boat Landings, Snowmobile Trails, and Other County-Owned Lands.

- (4)(a)(4)(a) Correction: "Wyocena" to "Wyona".
- (b)(5)(a)(1) Add: "Columbia County Land and Water Conservation", after "authorization of the".
- (9) Change: "a foot" to "six (6) inches".
- (9) Add: and the site must be returned to its original state.

Sec. 17.02 Hunting on County Land.

- Remove: Anyone wishing to hunt on County land shall obtain prior permission from the Planning and Zoning Department.
- Add: It shall be unlawful for any person to take, catch, kill, hunt, trap, pursue, or otherwise disturb any wild animals or birds on any County owned land, unless this land has been classified as a hunting and trapping legal county owned parcel. Anyone wishing to learn more about hunting and trapping opportunities on County land may contact the Land and Water Conservation Department.
- Section Title should read: Hunting and Trapping on County Land.

Motion by Brusveen to approve Chapter 17, Other County Properties as presented with changes as indicated. Second by Shimpach. Motion carried.

Chapter 18: Emergency Response System

Motion by Shimpach to approve Chapter 18, Emergency Response System as presented. Second by Rohrbeck. Motion carried.

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Friday, December 11, 2020 at 1:00 p.m. in Meeting Rooms #113-115 of the Administration building. Final revisions, summary of all changes and final report of the Ad Hoc Committee will be reviewed. Hale will forward all documents in pdf format to County Clerk's Office for posting to myCCG.

Motion by Shimpach to adjourn the meeting. Second by Brusveen. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 4:05 p.m.

Respectfully Submitted,



Eric Shimpach
 Ad Hoc Ordinance Review and Recodification Committee Secretary
These minutes were recorded by Shanna L. Herrick, Chief Deputy County Clerk.