



## Proposal

Madison WI Common Branch  
2400 KILGUST RD  
MONONA, WI 53713-4842  
Phone: 608 226 5100  
Fax: 866-862-0458

TO: Iowa County Courthouse  
222 N Iowa Street  
Dodgeville, WI 53533  
Iowa County Courthouse

Date: June 9, 2017  
Project: Iowa County Courthouse

We propose to furnish the materials and/or perform the work described below for the net price of:  
\$14,800.00

**FOURTEEN THOUSAND, EIGHT HUNDRED AND 0/100 DOLLARS**

**For the above price this proposal includes:**

Compressor Changout:

- Compressor Changout in Trane Unit
- The compressor on the Air-Cooled Chiller/Condensing unit is beyond repair.
- Recover existing refrigerant from the system.
- Remove old compressor.
- Set new compressor.
- Fill with recovered refrigerant. (If extra refrigerant is needed it will be billed outside of this).
- Start up and confirm operation of system.

**The alternate scopes and commercial pricing listed below are not included in the above base proposal, but may be added upon written receipt and confirmation from our customer:**

N/A

**This proposal DOES NOT include:**

This proposal and alternates listed below are hereby accepted and Johnson Controls is authorized to proceed with work; subject, however to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.

**This proposal is valid until: Jul. 09, 2017**

# AGENDA ITEM COVER SHEET

 **itle:** Iowa County Policy Manual

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

### **DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):**

The Iowa County Board is tasked with adopting policies and setting the vision for how Iowa County operates. The County has historically adopted policies and resolutions over the years that have been maintained by the County Clerk's Office. Recently the Iowa County Administrator formed a department head task force to go through past resolutions and policies in an effort to put a comprehensive manual together. This manual will be maintained and referred to as staff look for direction as part of their decision making process.

Attached is a resolution for the County Board to consider directing that a policy manual be created by County Staff and sets the process for which draft policies are reviewed. It is anticipated that the County Board will ultimately be asked to approve sections of the policy manual once complete sections are recommended from the Executive Committee.

County Boards can most efficiently and effectively lead county operations through the establishment of policies. This manual is an attempt by staff to assist with establishing that guidance and direction.

### **RECOMMENDATIONS (IF ANY):**

Please review the attached resolution and consider if it is in the best interest of the County Board to proceed with the creation of a policy manual. Please also consider if the approval process laid out is something that you would support; and consider modifications for improvement thereof.

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

Attached is the proposed resolution.

### **FISCAL IMPACT:**

The creation of a policy manual will take staff time and time of County Supervisors. The fiscal impact would be limited to any printing costs.

### **LEGAL REVIEW PERFORMED:**

☐ Yes

☒ No

### **PUBLICATION REQUIRED:**

☐ Yes

☒ No

### **STAFF PRESENTATION?:**

☐ Yes

☒ No

How much time is needed? \_\_\_\_\_

COMPLETED BY: Larry Bierke

DEPT: County Administrator

3 VOTE REQUIRED: ☐ Yes ☒ No

**TO BE COMPLETED BY COMMITTEE CHAIR**

MEETING DATE:

AGENDA ITEM #

**COMMITTEE ACTION:**

Resolution No. \_\_\_\_\_

**RESOLUTION DIRECTING THE CREATION OF THE  
IOWA COUNTY POLICY MANUAL.**

**WHEREAS**, the Iowa County Board is tasked with creating governing policies for the operations and staffing of Iowa County Government; and

**WHEREAS**, the Iowa County Board has a history of policies and resolutions that provide staff with decision making instructions and directions that span several decades; and

**WHEREAS**, the Iowa County Board would like to assemble past policies, update existing policies, and ensure all policies are available to all staff and public for a transparent government operation.

**NOW THEREFORE, BE IT RESOLVED** by the Iowa County Board of Supervisors that Iowa County staff is hereby directed to assemble the Iowa County Policy Manual and bring updated policies forward for approval in the following manor:

1. Staff shall review past policies and assemble new policy proposals for consideration by one of the existing Standing Committees. Each policy shall be independently numbered and ordered sequentially. Policies shall be grouped into sections of the manual based on the County Department most responsible for implementation of the policy.
2. Upon approval from a Standing Committee, said policy shall be forwarded to the Executive Committee. The Executive Committee shall consider policy recommendations and forward completed policy sections to the County Board for consideration.
3. The Iowa County Board shall consider complete policy sections or refer them back to the Executive Committee for further amendments or changes.
4. Upon County Board Approval, staff shall assemble the Policy Manual and ensure that it is available to all Supervisors and followed by all staff.

**BE IT FURTHER RESOLVED** that once all sections of the Policy Manual have been adopted by the County Board, the entire manual shall be adopted via Resolution. This adoption shall then serve as the complete and updated list of County Policies. All other policy setting resolutions or policies adopted via motion prior to this complete "Iowa County Policy Manual" shall then be considered null and void.

Respectfully submitted by the Executive Committee.  
Adopted this \_\_\_\_\_ day of June, 2017.

# AGENDA ITEM COVER SHEET

**Title:** Resolution- 2017 Transfer of Funds- from Capital Projects Fund Balance

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

### DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Resolution Recommending Transfer of Funds in 2017 from the Iowa County Capital Projects Fund Balance for the Purchase of a Vehicle for the Land Conservation Department

### RECOMMENDATIONS (IF ANY):

Review, Approve and Recommend to the full County Board

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution Recommending Transfer of Funds in 2017 from the Iowa County Capital Projects Fund Balance for the Purchase of a Vehicle for the Land Conservation Department

### FISCAL IMPACT:

Transfer of \$26,000 from the Capital Projects Fund Balance to the Land Conservation Department-Capital Outlay

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☒ Yes

☐ No

### PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 minutes

**COMPLETED BY:** Roxie Hamilton

**DEPT:** Finance Department

### **2/3 VOTE REQUIRED:**

☒ Yes

☐ No

## TO BE COMPLETED BY COMMITTEE CHAIR

**MEETING DATE:**

**AGENDA ITEM #**

### COMMITTEE ACTION:

## **RESOLUTION NO.**

### **Resolution Recommending Transfer of Funds in 2017 from the Iowa County Capital Projects Fund Balance for the Purchase of a Vehicle for the Land Conservation Department**

#### **TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS**

**WHEREAS**, the adopted Iowa County Capital Improvement Plan 2016-2021 did include a vehicle for the Land Conservation Department and it was removed prior to County Board approving the 2017 budget, and;

**WHEREAS**, the Land Conservation Department is in need of a four-wheel drive vehicle for Farmland Preservation compliance reviews; design, survey, and construction oversight of cost-shared soil and water conservation practices; dam inspections and maintenance; addressing Notices of Discharge or complaints; and other landowner technical assistance; and

**WHEREAS**, the Land Conservation Department has used vehicles from the NRCS Agency located in Iowa County in the past but those vehicles cannot be used for anything related to compliance, nor are they always available when needed; and

**THEREFORE, BE IT RESOLVED THAT**, the Executive Committee does hereby recommend to the Iowa County Board of Supervisors a transfer of funds from the Iowa County Capital Projects Fund Balance to cover the purchase of a vehicle for the Land Conservation Department in 2017 in the following 2017 account:

**Land Conservation – Capital Outlay**

400.32.57150.00000.805

\$ 26,000.00

**NOW, THEREFORE, BE IT FURTHER RESOLVED THAT:** The Iowa County Board of Supervisors adopts the recommendations of the Executive Committee and approves the transfer of funds from the Capital Projects Fund balance to cover the purchase of a vehicle for the Land Conservation Department in 2017. The Board further directs the County Clerk to publish this Resolution pursuant to Wisconsin State Statute number 65.90 (5)(a) for the statutory requirement:

Respectfully submitted by the Iowa County Executive Committee