

Ordinance No. 100.01

IOWA COUNTY BOARD RULES

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The Iowa County Board of Supervisors created and adopted the Iowa County Board Rules on March 19, 2013, amended them on January 17, 2006, repealed and replaced them on October 20, 2015 with Ordinance No. 100.01: Iowa County Board Rules and amended them on February 21, 2017 with Ordinance No. 100.01A.

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body of Iowa County shall be known as the Iowa County Board of Supervisors or the Iowa County Board, hereinafter referred to as the Board and its members as Supervisors. Members of the County Board shall be elected with powers authorized by Article IV, Section 22 of the Wisconsin Constitution and specified in Chapter 59 of the Wisconsin Statutes.

RULE II: PARLIAMENTARY PROCEDURE

Except as modified by these Rules and in all matters not specifically provided for, Rules of Parliamentary Procedure in the latest edition of *Robert's Rules of Order* shall govern County Board meetings in all cases where applicable.

RULE III: HOME RULE

To give the County the greatest measure of self-government under Administrative Home Rule authority granted to Counties by Wis. Stat. § 59.03(1), this ordinance shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power.

RULE IV: ORGANIZATION OF COUNTY GOVERNMENT

In 1995, Iowa County adopted Ordinance No. 5-1195 to incorporate the "self-organized counties" legislation (current Wis. Stat. § 59.10(1)) which provides the county with options to:

- a) Be flexible in setting board member compensation, including the ability to pay fixed salaries and to pay for additional board or committee meetings in excess of current statutory limits based on population; and
- b) Exercise the right to fill board vacancies by other means, such as by nomination from the board floor and/or the ability to schedule special elections before vacated terms expire.

RULE V: FORM OF COUNTY GOVERNMENT

Iowa County has adopted the County Administrator form of government pursuant to Wis. Stat. § 59.18 and Resolution No. 12-1106. The County Administrator, under supervision of, and in support of the policies and objectives of the Board, shall be responsible for all administrative and management functions of Iowa County Government that are not vested by law in boards, commissions, or in other elected officers pursuant to Chapter 59 of Wisconsin Statutes. The County Administrator serves at the pleasure of the Board of Supervisors and is considered an at-will employee subject to a simple majority vote to appoint or remove.

RULE VI: ORGANIZATIONAL MEETING

The first meeting of the newly elected Board of Supervisors will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The County Clerk shall preside at the Organizational Meeting until election of a chair.

RULE VII: OFFICERS

At the first meeting after each regular election at which Supervisors are elected for full terms, the biennial organizational meeting, the Board shall elect a Chair. The Board at the time of the election of the Chair shall also elect a member Vice-Chair and second Vice-Chair, for the same term, which in case of the absence or disability of the Chair shall perform the Chair's duties.

RULE VIII: RULES OF THE BOARD

The Rules of the Board are adopted during the Organizational Meeting in even numbered years.

RULE IX: SUSPENSION OF BOARD RULES

The Rules may be suspended by two-thirds (2/3) vote of the Supervisors present.

RULE X: BOARD RULE CHANGE

Rules of the Board may be amended but not during the meeting at which the amendment is introduced. All proposed rule changes shall be referred to the Corporation Counsel for review. All rule changes require a vote of two-thirds of the Supervisors present.

RULE XI: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

- a) The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- b) The Annual Meeting shall be the Tuesday after the second Monday of November in each year, unless such meeting is adjourned in accordance with Wis. Stat. § 59.11(1).
- c) The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the board shall be the regularly scheduled meeting; if needed.

Meetings shall be held in the Community Room of the Health and Human Services Building in the City of Dodgeville or at another location as designated by a majority vote of the County Board.

Time of the meetings shall be determined by a majority vote of the County Board.

RULE XII: SPECIAL MEETING

The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting and must be delivered to the

County Clerk at least forty-eight (48) hours prior to the meeting. The request shall list the reason(s) for canceling, postponing, or setting of the Special Meeting. In case of an emergency such as a natural disaster, the County Clerk shall notify each Supervisor by e-mail, mail, or telephone of the date and time of the meeting, and the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place, and be delivered to the County Clerk at least twenty-four (24) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by e-mail, mail, or telephone of the time and date of the meeting.

RULE XIII: COUNTY BOARD MEETING AGENDA

The form and content of the meeting agenda shall be the responsibility of the Chair with the assistance of the County Administrator. An Agenda shall include the following: a) Call to Order; b) Pledge of Allegiance; c) Roll Call; d) Approval of Agenda and Minutes from Previous Meeting; e) Public Comments; f) Reports from Committee Chairs; g) Ordinances and Resolutions forwarded from Committees; and h) any other items as determined by the Chair and/or Committees.

In order to provide advance notice to the Board of Supervisors and the citizens of Iowa County, items to be included on the agenda shall be in the office of the County Clerk no later than the prior Thursday at noon for a Tuesday meeting. If the meeting date is changed, adequate time to prepare and circulate the agenda and attachments is needed.

Individuals or groups requesting to place an item on the agenda of the County Board must first appear before the appropriate County Board Committee or County Board Chair.

RULE XIV: ATTENDANCE

Attendance at all County Board meetings by Supervisors is mandatory pursuant to Wis. Stat. § 59.11(4). Absences may be excused solely by the County Board Chair, but notification to the County Clerk is acceptable subject to the Chair's approval.

RULE XV: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum. The Chair of the Iowa County Board shall be an ex-officio member of all committees, commissions, and boards created by the Iowa County Board and may meet, deliberate, make motions, and vote in their meetings while acting as an ex-officio member. The Chair of the Iowa County Board, while acting as an ex-officio member, may be counted in determining the number required for a quorum or whether a quorum is present and may cast the deciding vote in the event of a tie vote. The Chair may not vote unless a committee member is absent. The Chair of the Iowa County Board may, at his or her discretion, delegate this ex officio status to another Board Supervisor in the event the Chair is unable to attend a meeting.

RULE XVI: PUBLIC PARTICIPATION

The public may address members of the Board at the portion of the agenda listed as "Comments from the Public." Guidelines for public participation include the following:

- a) The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
- b) The individuals identify themselves and, if representing a group, identify that group.
- c) State clearly and concisely the issue, limiting comments to a maximum of TWO (2) MINUTES. Written material may be provided. It is not necessary to read an entire document.
- d) Limit group representation by appointing a speaker(s) to present an issue.

RULE XVII: OPEN MEETINGS

All meetings of the Board of Supervisors, committees, boards and commissions shall be held in public buildings reasonably accessible to members of the public and shall be "open meetings" as provided in Wis. Stat. § 19.83 of Wisconsin Statutes.

RULE XVIII: CLOSED SESSION

The Board of Supervisors or any committee, board or commission following proper notice may convene in closed session as authorized by Wis. Stat. § 19.85. All discussion during a closed session is confidential and cannot be shared.

RULE XIX: COUNTY BOARD VACANCY

In the event of a vacancy on the County Board, the County Board Chair in consultation with members of the Executive Committee shall identify potential nominees. The County Board Chair shall present to the Supervisors for approval a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term. If the County Board does not approve the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Chair or County Clerk.

RULE XX: PARLAMENTARIAN AND LEGAL ADVISOR

The Corporation Counsel or his/her designee shall attend Board meetings and serve as parliamentarian and legal advisor to the Board of Supervisors.

RULE XXI: DEFINITIONS

The following definitions are applicable to the Iowa County Board Rules and their application:

- (1) **Adjourned Meeting** – a meeting in continuation of the session of a regularly scheduled or special meeting at which the County Board or its committee(s) was unable to complete its work and which is scheduled for purposes of completing that work in advance of the next regularly scheduled meeting.

- (2) **Adjournment** – the act of an assembly which terminates a meeting. The adjournment of a regularly scheduled meeting ordinarily ends the session. However, if another meeting to continue the same business has been set for a definite time (i.e. an adjourned meeting), then the session continues at the call of the adjourned meeting.
- (3) **Agency** – an executive body with the authority to implement and administer particular legislation.
- (4) **Board** – a body of elected or appointed persons whose operation is determined by responsibilities and powers delegated to it or conferred on it by authority outside itself.
- (5) **Cluster** – a group of committees, boards, or commissions which are interrelated in scope or function and which share some form of commonality.
- (6) **Commission** – a body of persons consisting of elected officials and members of the public who are acting under lawful authority to perform a specified public service.
- (7) **Committee** – a body of persons elected or appointed to consider, investigate, and/or take action on identified specific matters or subjects.
- (8) **Committee of the Whole** – a meeting of the full assembly to allow detailed consideration of a matter under conditions similar to those of a committee meeting. The results of votes taken in a Committee of the Whole are not final decisions of the body but instead have the status of recommendations which the assembly is given the opportunity to consider further and which it votes on finally under its regular rules.
- (9) **Department** – a principal branch or division of County governmental operations.
- (10) **Majority** – majority means at least one more than half, and unless otherwise specified, shall mean more than half of the votes cast by persons entitled to vote, excluding abstentions, providing a quorum is met.
- (11) **Motion** – a formal proposal, made by the member of an assembly during a meeting, that the assembly take a certain action.
- (12) **Ordinance** – legislation enacted by the Iowa County Board which regulates or prohibits certain types of conduct or action on the part of those subject to Iowa County jurisdiction. Unless indicated otherwise in the body of an ordinance or otherwise required by law, every ordinance passed by the Iowa County Board shall be effective on the day after the date of its publication. A newly proposed ordinance may not be passed at the County Board meeting at which it is introduced. An existing ordinance may be amended at the County Board meeting at which the amendment is introduced unless multiple readings are required by law or are otherwise requested by the committee forwarding the proposed amendment to the Board.
- (13) **Policy** – the general principles by which a government is guided in its management of public affairs.
- (14) **Recess** – a short intermission or break within a meeting that does not end the meeting, and after which the proceedings are immediately resumed at the point where they were interrupted.
- (15) **Regularly Scheduled Meeting** – a meeting regularly scheduled at a particular interval for purposes of conducting the ordinary business of the County. Unless

noticed otherwise, the regularly scheduled meeting of the Iowa County Board shall occur on the third Tuesday of each month. Each regularly scheduled meeting of the County Board or its committees shall constitute a new and separate session.

- (16) **Resolution** – a formal, written determination or expression of the Iowa County Board's policy or position on a particular subject matter. The Board may pass resolutions to express its consensus on matters of public policy, including but not limited to: social issues, legal rights, court opinions, and actions taken by the State or Federal government. The Iowa County Board also may pass resolutions for internal, administrative purposes and as otherwise authorized or prescribed by law. Unless indicated otherwise in the body of a resolution, every resolution passed by the Iowa County Board shall be effective immediately upon passage and shall remain in full force and effect until amended or rescinded by further action of the Board.
- (17) **Session** – a continued meeting or a series of connected meetings devoted to a single order of business, agenda, or announced purpose.
- (18) **Special Committee** – a committee of Board members appointed, as the need arises, to carry out a specified task, at the completion of which the special committee automatically ceases to exist.
- (19) **Special Meeting** – a meeting held at a time different from a regularly scheduled meeting and convened for purposes of either (1) considering one or more items of specified business that may arise between regularly scheduled meetings and that require action before the next regularly scheduled meeting, or (2) dedicating an entire session to one or more particular items of business.
- (20) **Standing Committee** – a committee that is constituted to perform a continuing function and which remains in existence permanently for the purposes of carrying out that identified function.
- (21) **Subcommittee** – a group of members of a committee appointed for a particular function by that committee who are responsible to and report to that committee.
- (22) **Subsidiary Motion** – a motion that is applied to a pending motion to aid in treating or disposing of the pending motion without expressly adopting or rejecting it.
- (23) **Term of Member** – the preferred term of a member of a commission, committee, work group, board, or other deliberative body under the Iowa County Board shall be six years in length unless prescribed otherwise by the Iowa County Board Rules, by resolution, or by other governing law.
- (24) **Term of Elected County Board Supervisor** – the term of an elected County Board Supervisor, shall be a period of two years beginning on the third Tuesday in April of even-numbered years.
- (25) **Walking Quorum** – a series of gatherings or communications among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient numbers to reach a quorum. Walking quorums are prohibited by Wisconsin's Open Meetings Law.
- (26) **Work Group** – a group of people, which may include elected and non-elected members, that works together temporarily on a specific task to provide recommendations for action to the individual or body that formed the group.

Ordinance and amendment drafted by the Iowa County Corporation Counsel.

Resolution No. 10-1015

**RESOLUTION ESTABLISHING IOWA COUNTY
COMMITTEES, COMMISSIONS & BOARDS STRUCTURE**

WHEREAS, the Iowa County Board of Supervisors operates under a committee structure established by the Wisconsin State Statutes and the Iowa County Board Rules; and

WHEREAS, pursuant to Resolution No. 4-1214, the Iowa County Board formed a Special Committee on County Board Committee Structure and Board Rules that was directed to review the committee structure and board rules of Iowa County and to make recommendations to the County Board for any modification of the same; and

WHEREAS, the Special Committee has completed a thorough review of the existing board rules and committee structure of Iowa County and of several other Wisconsin counties; and

WHEREAS, the Special Committee has determined that the Iowa County Board Rules should be established by ordinance and that committee, commission, and board structure should be established by resolution; and

WHEREAS, the Special Committee has separately proposed the adoption of Ordinance 100.01: Iowa County Board Rules; and

WHEREAS, the Special Committee proposes the adoption of the attached document establishing the Iowa County Committees, Commissions & Boards Structure;

NOW THEREFORE, BE IT RESOLVED that the Iowa County Board of Supervisors hereby approves of and adopts the attached document entitled Iowa County Committees, Commissions & Boards Structure to establish the roles and responsibilities of committees, commissions, and boards in Iowa County; and

BE IT FURTHER RESOLVED that the attached document entitled Iowa County Committees, Commissions & Boards Structure supersedes any prior policy or resolution of the Board with which it is in conflict; and

BE IT FURTHER RESOLVED that the attached document entitled Iowa County Committees, Commissions & Boards Structure is subject to future review by the Iowa County Board and to revision by a majority vote of the members of the Iowa County Board.

Resolution drafted by Iowa County Corporation Counsel and respectfully submitted at the request of the Special Committee on County Board Committee Structure and Board Rules.

Adopted by the Iowa County Board of Supervisors this ____ day of _____, 2015.

IOWA COUNTY COMMITTEES, COMMISSIONS & BOARD STRUCTURE

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Page 10	Health & Human Services Committee <ul style="list-style-type: none">• Aging and Disability Resource Center• Bloomfield Rehabilitation & Healthcare Center Commission• Board of Health• Extension & Agriculture Education Committee• Long Term Support Planning Committee• Veterans Service Commission• Aging and Disability Resource Regional Board• ContinuUs• Marsh Country Health Alliance Board• Seniors United for Nutrition Board• Southwest Wisconsin Community Action Program Board

- Unified Board of Grant and Iowa Counties

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- Iowa County Airport Commission
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- Land Information Council
- Planning and Development Committee
- Pecatonica Rail Transit Commission
- Tri-County Airport Commission
- Wisconsin River Rail Transit Commission

IOWA COUNTY COMMITTEES, COMMISSIONS & BOARDS STRUCTURE

Pursuant to Wisconsin State Statutes Chapter 59, counties are authorized to organize under one of three forms of County government: 1) Executive; 2) Administrator; or 3) Administrative Coordinator. Specific statutes define the relationship between the legislative and executive roles of county government. Iowa County is organized under the County Administrator form (Wis. Stat. § 59.18) to insure clarity in roles and appropriate delegation of authority under the powers given a County Board. Committees created by the County Board are organized pursuant to Wis. Stat. § 59.13(1). Some committees are authorized under separate statutes and are referenced later in this document. Committees, Commissions, and Boards establish priorities.

Supervisors serve primarily a legislative function. The legislative function is largely limited to policymaking, lawmaking, budgetary approval, and cooperative decision making. No operational control resides with individual supervisors. Supervisors' authority is collective versus individual. Direction and decision-making by the Board of County Supervisors shall occur as a Board. Individual members of the Board shall not attempt to exercise independent authority over the County Administrator, director, official, or employee thereof. When elected to a committee chair position, a supervisor has the authority to set the agenda for committee meetings, preside at meetings, and make reports and recommendations on the committee's behalf.

The County Administrator presents the budget based on established priorities. A County Board has overall budget approval authority. The role of a County Board is that of being "visionary." Standing committees have policy oversight for departments, offices, and other entities. They monitor performance, review and participate in development of the budget, and draft ordinances and resolutions. Standing committees develop policy which in turn is recommended to the County Board for action. Standing Committee chairs shall report to the County Board at least every other month.

Department heads and/or other staff members provide input, make recommendations, and serve as a resource for committees. They do not vote. Staff members should be allowed an opportunity to provide input or clarify in a committee meeting, but it is not an appropriate role for staff to engage in committee debate or for a committee member or Board members to assign tasks to a staff member. As a collective body, a committee/board/commission may assign tasks to a department head/staff member.

Standing Committees: The following standing committees shall be formed after the spring election:

- 1) **General Government** – County Board 1st Vice Chair serves as Committee Chair; Committee elects a Vice Chair and Secretary
- 2) **Health & Human Services** – Chair, Vice Chair and Secretary elected by this committee
- 3) **Public Safety** – Chair, Vice Chair and Secretary elected by this committee

4) Public Works – Chair, Vice Chair and Secretary elected by this committee

Standing committees shall have not less than three nor more than eight supervisors serving as members. A five member standing committee is preferred. Standing committees shall have a supervisor appointed by the County Board Chair as an alternate, and that person is only compensated for attending a meeting if they are filling in for an absent member.

Committees/Boards/Commissions Align with Standing Committees: Wisconsin statutes mandate the existence of certain Committees/Boards/Commissions, and these shall be identified as such when constituted. The statutes spell out the responsibilities. Further, Wisconsin statutes provide counties with autonomy so that they may appoint committees that meet local needs and interests. Iowa County is involved in multi-county or regional arrangements, and usually a member of the County Board or a citizen is appointed to represent the County. Other boards may represent a specific interest, optional involvement may result from a commitment of resources, and usually a member of the County Board or a citizen is appointed. Each committee/board/commission shall align with a standing committee.

Assessment of Committees, Boards, and Commissions: Annually, committee members shall review the purpose, accomplishments, and issues. Assessment shall serve as a means to determine how the purpose and functioning might be improved. Additionally, this is a time when the group determines if the committee/board/commission continues, is modified, or has completed its work. The County Administrator, supervisors, and staff provide input into the discussion.

Committee on Appointments

Purpose: The purpose of the Committee on Appointments is to assist the County Board Chair in selecting supervisors for all County Committees. The County Board Chair retains veto authority for all appointments. Additionally, input is made to the County Administrator for the committee members to be appointed by that position as outlined in the Wisconsin Statutes. Vice Chairs assist and assume an advisory role. The County Board Chair in consultation with Vice Chairs appoints board members to special committees when the need arises.

- a. Size of the Committee: 3 (Elected Chair, 1st Vice Chair and 2nd Vice Chair)
- b. Frequency of Meetings: As needed
- c. Assessment of the Committee: County Board

Executive Committee

Purpose: The purpose of the Executive Committee is to act on matters for which no other committee has jurisdiction or, where committee jurisdiction is in question or in conflict, on the recommendation of the County Board Chair, the Chair of the Committee and/or the County Administrator. The Executive Committee is empowered to investigate, report, and act on problems or issues that are brought to its attention. This body provides leadership for the hiring and assessment of the county administrator, establishing performance goals and providing feedback. The Executive Committee provides oversight for the County Board Rules with changes requiring approval by the

full County Board. The Executive Committee may also act in emergencies requiring immediate authorization with required subsequent approval of the Board. The Executive Committee has responsibility for the County's real property. The Executive Committee collaborates with the County Administrator and Finance Director to develop and monitor the budget. If a Committee, Board, or Commission better fits with a different Standing Committee, the Executive Committee shall recommend a change to the County Board for action. The Executive Committee is responsible to see that all resolutions and policies are implemented.

- a. Size of the Committee: 7 or less. The Executive Committee shall consist of the Chair of the County Board who shall serve as chair of the Executive Committee, the 1st Vice Chair, the 2nd Vice Chair and the Chair of each standing committee. Vice Chairs of each of the standing committees shall serve as an alternate to the Executive Committee in the event the Committee chair is unavailable or already serves on this committee. The 1st Vice Chair shall serve as the Chair of the General Government Standing Committee.
- b. Frequency of Meetings: Monthly and/or as needed
- c. Assessment of the Committee: County Board

Departments reporting to this committee include:

- a) County Administrator
- b) Corporation Counsel
- c) Finance

Appointment to Standing and Other Committees, Boards, and Commissions: The County Board Chair shall make appointment of all Supervisors to Committees created under County Board Rules, subject to confirmation by the County Board. Where Wisconsin statutes provide that other appointments shall be made by the County Board or by the chairperson of the County Board, those appointments to boards and commissions shall be made by the county administrator and shall be subject to the confirmation of the County Board. The preferred length of term to serve on a specific committee, board, or commission shall be six (6) years, however, longer tenure may occur.

GENERAL GOVERNMENT Standing Committee

Purpose: The General Government Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged with and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, economic development, facilities maintenance, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

- a) Size of the Committee: 3 - 8 supervisors (five is preferred)
- b) Frequency of Meetings: Monthly and /or as needed

- c) Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

- a) County Clerk
- b) Economic Development
- c) Employee Relations
- d) Environmental Services
- e) Information Technology
- f) Register of Deeds
- g) Treasurer

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS OF IOWA COUNTY ALIGN WITH THE GENERAL GOVERNMENT STANDING COMMITTEE –

Iowa County Ethics Board

Purpose: This board reviews and makes recommendations and referrals regarding ethics complaints filed. The Ethics Board primarily focuses on conflict of interest issues.

- a) Size of the Committee: 5 -- individuals from the Iowa County community
- b) Frequency of Meetings: As needed
- c) Assessment of the Board: Annual peer review by the General Government Standing Committee with input from supervisors and staff

Long-Range Planning Committee

Purpose: This committee creates, recommends, and monitors a long-range plan that involves analysis of space, building, and service needs of county departments and agencies as well as planning for future growth/contraction of county services.

- a) Size of the Committee: 5 Supervisors
- b) Frequency of Meetings: At least quarterly and as needed
- c) Assessment of the Committee: Annual peer review by the General Government Standing Committee with input from supervisors and staff

Tax Deed Committee

Purpose: The Tax Deed Committee assumes responsibility for the sale of property that has not paid taxes in accordance with state statutes.

- a) Size of the Committee: 3-5 Supervisors
- b) Frequency of Meetings: At least quarterly and as needed
- c) Assessment of the Committee: Annual peer review by the Economic Development & Property Standing Committee with input from supervisors and staff

The General Government Standing Committee has three clusters and the goal is to have these clusters communicating around areas of common interest. Clusters include: a) Economic Development, b) Education and c) Recreation & Tourism. **Additionally, it will be helpful to have one County Board member serving on one of the committees in a specific cluster. Committees, commissions and/or boards in a cluster will be encouraged to meet at least annually around issues of mutual interest.**

CLUSTER - Economic Development

Revolving Loan Fund Commission

Purpose: This Commission has the authority to review, select, and recommend loan applications and make policy recommendations to the County Board for administration of the program including fees. Members shall consist of representatives of broad community interest, and have special expertise and knowledge of commercial lending, accounting, management, business law, and economic development.

- a) Size of the Commission: 5-7 members from the community
- b) Frequency of Meetings: As needed
- c) Assessment of the Commission: Annual peer review by members of the Commission and input from supervisors and staff

Southwest Wisconsin Housing Region (Required for Participation in Program)

Purpose: Eleven (11) counties created what has become the Southwest Wisconsin Housing Region to provide adequate housing for limited resource households. Programs such as down payment assistance and repair assistance may be available to limited resource households.

- a) Size of the Region: 11 -- one member from each of the 11 counties; staff member
- b) Frequency of Meetings: As needed
- c) Assessment of the Consortium: Annual peer review by members of the Consortium and input from supervisors and staff

Southwest Wisconsin Workforce Development Board

Purpose: The Southwest Wisconsin Workforce Development Board (SWWDB) is a private, non-profit corporation dedicated to promoting innovation and providing quality local workforce development programs and services to businesses and residents in Southwest Wisconsin.

- a) Size of the Board: 32 members - A majority of the Board members are from private sector businesses and include business owners, chief executives, or operating officers with optimum policy-making or hiring authority. The remainder of the board is from public sector organizations and agencies – one Supervisor/ county
- b) Frequency of Meetings: At least quarterly and/or as needed
- c) Assessment of the Board: Annual peer Review by the Board with input from supervisors and staff

Southwestern Wisconsin Regional Planning Commission (Wis. Stat. § 66.0309)

Purpose: The Southwestern Wisconsin Regional Planning Commission collaborates with communities and organizations to build capacity within southwestern Wisconsin, serving as advocates for its residents. Regional Planning create opportunities and develop dynamic solutions to the challenges facing the region. This agency fosters growth by supporting innovative endeavors that provide tangible benefits to those served. The SWWRPC believe in the bold vision of southwestern Wisconsin and works to build the region's future. Counties involved include: Grant, Green, Iowa, Lafayette, and Richland.

- a) Size of the Commission: 15 -- 3 from each county (County Board Chair is an automatic appointment, 1 is appointed by the Governor and County Board, and another appointed by the Governor
- b) Frequency of Meetings: At least quarterly and/or as needed

- c) Assessment of the Commission: Annual peer review by the Commission with input from supervisors and staff

Local TIF Districts

Purpose: Nine communities (Arena, Avoca, Barneveld, Dodgeville, Highland, Livingston, Mineral Point, Muscoda, Ridgeway) have a Tax Increment Financing (TIF) district that includes a County Board appointment. A TIF is the main vehicle used by Wisconsin Cities and Villages to improve areas of the city/village to attract residential, commercial and industrial growth. A TIF district does not increase or decrease property taxes to residents. A TIF District is set up with contiguous parcels of property and the purpose of a TIF district is generally for infrastructure improvements to attract development.

- a) Size of the Board: Determined by the Municipality
- b) Frequency of Meetings: As needed
- c) Assessment of the Board: Annual peer review by the Board with input from supervisors and staff

CLUSTER - Education

Iowa County Fair Association Board

Purpose: This board has overall responsibility and oversight for the Iowa County Fairgrounds including the annual fair and other activities that occur throughout the year. The Board provides oversight for operation, improvements, maintenance, priority setting, identifying unmet needs and opportunities, budget development in support of priorities, maintenance of collaborative relationships with the people, businesses, and communities throughout Iowa County, staffing decisions and communicating the value of services and programs to the public.

- a) Size of the Board: 12 members and may include one Supervisor
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Board: Annual peer review by the Board with input from supervisors and staff

Southwest Wisconsin Library Board (Wis. Stat. §§ 43.19(1)(b)1 & 43.58)

Purpose: This Board has oversight for policies, budget and finances, and services to member public libraries in Crawford, Grant, Iowa, Lafayette, and Richland Counties.

- a) Size of the Board: Approximately 15 -- there is one representative from each County Board of Supervisors and Resource Library Representatives.
- b) Frequency of Meetings: At least 6 times each year and as needed
- c) Assessment of the Board: Annual peer review by members and input from supervisors and staff

Iowa County Library Board (Wis. Stat. § 43.11 and Act 150)

Purpose: This Board develops a county wide library plan, makes revisions to an existing plan, or makes changes to the boundaries of a public library system. The goal is to provide for library services for all residents of the county.

- a) Size of the Board: Approximately 12 members including one member of the County Board
- b) Frequency of Meetings: At least quarterly

- c) Assessment of the Board: Annual peer review by members and input from supervisors and staff

Local Library Boards

Purpose: Three of the libraries in Iowa County (Barneveld, Dodgeville, Mineral Point) have a board that requires a County Board Supervisor be appointed. These Boards have responsibility for policy making as it relates to use, management, regulation, budgeting, and preservation of the public library system as provided in Wisconsin Statutes, Chapter 43.

- a) Size of the Board: Varies with one County Board Supervisor
- b) Frequency of Meetings: Established by the local Board
- c) Assessment of the Board: Annual peer review by members

CLUSTER – Recreation & Tourism

Hidden Valley Committee (Bylaws)

Purpose: Nine counties collaborate to promote tourism in the Hidden Valley region of Wisconsin. This committee provides oversight and support for promotion activities that occur both regionally and within a county.

- a) Size of the Committee: 12-16 -- each county represented by a Supervisor and at least one volunteer who is engaged in the tourism industry
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Committee: Annual peer review by the Committee with input from supervisors and staff

Tri-County Trail Commission (formerly Cheese Trail Commission (Bylaws)

Purpose: This commission provides oversight for maintaining and managing the Monroe to Mineral Point railroad right-of-way for use as an all year, all-purpose public recreation corridor.

- a) Size of the Commission: 11 -- 6 Supervisors (Green County), 4 Supervisors (Lafayette County), 1 Supervisor (Iowa County)
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Commission: Annual peer review by the Committee with input from supervisors and staff

HEALTH & HUMAN SERVICES Standing Committee

Purpose: The Health & Human Services Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

- a) Size of the Committee: 3 - 8 supervisors (five is preferred)
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

- a) Aging and Disability Resource Center
- b) Bloomfield Healthcare & Rehabilitation,
- c) Public Health
- d) Seniors United for Nutrition
- e) Social Services
- f) UW Extension.
- g) Veteran's Services
- h) Unified Community Services

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS of IOWA COUNTY ALIGN WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:

Aging and Disability Resource Center, Iowa County Board (Wis. Stat. §§ 46.283(6) & 46.285) (Formerly known as Commission on Aging)

Purpose: The Aging and Disability Resource Center of Southwest Wisconsin – Iowa County Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced.

- a) Size of the Committee: 15 (3 Supervisors)
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Board: Annual peer review by the Health and Human Services Standing Committee with input from supervisors and staff

Bloomfield Commission

Purpose: The Bloomfield Commission provides vision for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, assists in budget development in support of priorities and ongoing monitoring, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered. The Commission also serves as the fiduciary agent for segregated funds such as the Campbell fund and any others that are created for specific needs.

- a) Size of the Committee: 8 – 5 Supervisors and 3 community members
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Committee: Annual peer review with input from supervisors and staff

Board of Health (Wis. Stat. § 251.04)

Purpose: The Board of Health provides policy direction and oversight with respect to Chapter 250-255 of the Wisconsin Statutes relating to public and environmental health matters. Members of this Board should be engaged and knowledgeable of the programs and services offered through the Department of Health. Assist in priority setting, identifying unmet service needs and opportunities, budget development in support of priorities, development of collaborative relationships within Iowa County and

regionally, assess services and programs, and communicating the value of services and programs to all members of the Board and public.

- a) Size of the Committee: 7 -- 3-4 Supervisors and 3-4 community members
- b) Frequency of Meetings: Quarterly and/or as needed
- c) Assessment of the Committee: Annual peer review with input from supervisors and staff

Extension & Agriculture Education Committee (Wis. Stat. § 59.56(3)(b))

Purpose: The Committee on Agriculture and Extension Education is to provide oversight and program direction to the UW-Extension Staff. Be engaged and knowledgeable of the programs offered by UWEX, promoting collaborative relationships regionally and within Iowa County. Conduct UWEX staff performance reviews, assist in budget development, participate in interviews for new staff when positions become vacant, communicate the value of UWEX to Iowa County residents and participate in the statewide WI Association of County Extension Committees (WACEC).

- a) Size of the Committee – 5 Supervisors (Fair Board representative serves on this committee)
- b) Frequency of Meetings - quarterly and/or as needed
- c) Assessment of the Committee – Annual peer review with input from supervisors and staff

Long Term Support Planning Committee (Wis. Stat. § 46.27)

Purpose: This committee is required by statute and has oversight responsibility for determining needs of individuals who are aging, have disability or mental health needs. Housing renovation, rehab, and upgrade decisions are made by this body. Programs allow disabled persons ready access to generic community resources and encourage more coordinated planning and cost-effective support.

- a) Size of the Committee: 5 Supervisors
- b) Frequency of Meetings: once annually and as needed thereafter. Generally this committee meets to discuss high cost requests for long term support programs.
- c) Assessment of the Committee: Annual peer review with input from supervisors and staff

Veterans Service Commission (Wis. Stat. § 45.81(1))

Purpose: The Veterans Service Commission provides oversight for programs and services for the men and women who have served our country in the Armed Forces of the United States. Programs and services are extended to those serving in times of peace, as well as in times of war, and include those who have served in the National Guard and the Reserves.

- a) Size of the Commission: 3 -- staggered three year terms, no supervisors
- b) Frequency of Meetings: As needed
- c) Assessment of the Commission: Annual peer review with input from supervisors and staff

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS INVOLVE ONE OR MORE OTHER COUNTIES AND IOWA COUNTY'S PARTICIPATION ALIGNS WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:

Aging and Disability Resource Center, Southwestern, WI Regional Board (Bylaws)

Purpose: Grant, Green, Iowa, and Layette Counties constitute the ADRC SWW. This Committee has oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced. Collaborative efforts are valued and reports directly to State of Wisconsin.

- a) Size of Committee: 12 (one Supervisor per county and an advocate for each of the purposes)
- b) Frequency of Meetings: Monthly or as needed
- c) Assessment of the Board: Annual peer review with input from supervisors and staff

ContinuUs (f/k/a Southwest Wisconsin Family Care Board) (Bylaws)

Purpose: Formerly known as Southwest Family Care Alliance, ContinuUs is a care management organization funded by the family care benefit as defined in Wis. Stat. § 46.2805(4) that contracts with the WI Department of Health Services. ContinuUs is fiscally independent of the counties, local and state government. The Board provides oversight for a thirteen county managed care organization that administers the Family Care program for frail elders, physically disabled, and/or developmentally disabled to residents of Chippewa, Columbia, Crawford, Dodge, Dunn, Eau Claire, Grant, Green, Green Lake, Iowa, Jefferson, Juneau, Lafayette, Marquette, Pierce, Richland, Sauk, St. Croix, Washington, Waukesha, and Waushara counties. ContinuUs provides comprehensive, long-term managed care for frail elders and adults with physical and developmental disabilities.

- a) Size of the Board: 15 (1 Supervisor from each of the original eight counties, three at-large and four consumers)
- b) Frequency of Meetings: As needed
- c) Assessment of the Board: Annual peer review with input from board and staff, Independent Public Accounting Firm, WI Department of Health Services, WI Office of Commissioner of Insurance and Peer Review

Marsh Country Health Alliance Board (Agreement)

Purpose: The Marsh Country Health Alliance (MCHA) formed in 2010 leases, manages and operates portions of Dodge County's, Clearview, a long term care and rehabilitation center. It operates under an intergovernmental cooperation agreement under which member counties (14 counties-Adams, Columbia, Dodge, Grant, Green, Iowa, Jefferson, Outagamie, Ozaukee, Rock, Sauk, Washington, Waukesha and Winnebago) contribute to the costs of operation. The purpose of forming MCHA is to provide financial resources to offset Dodge County for the inequitable losses Dodge County incurs due to caring for residents from other counties that have specialized physical and mental health needs. Dodge County is financially accountable because it provides the majority of funding and has effective control over the operation of the facility.

- a) Size of the Board: 14-16 -- Official representative must be a County Board Supervisor
- b) Frequency of Meetings: As needed, the County Executive Commissioners meet yearly.
- c) Assessment of the Board: Annual peer review with input from supervisors and staff

Seniors United for Nutrition Board (S.U.N.) (Bylaws)

Purpose: The Seniors United for Nutrition Program, Inc. (SUN) Board provides oversight for services and programs that support and assist seniors 60 and over by providing hot nutritious meals, home delivered or in a group setting, to promote

fellowship, reduce isolation, and to provide prevention programming to assist in maintaining independence and involvement in their community. Iowa and Lafayette Counties have a collaborative program.

- a) Size of the Committee: 6 -- three Supervisors from each county
- b) Frequency of Meetings: Monthly or as needed
- c) Assessment of the Board: Annual peer review with input from supervisors and staff

Southwestern Community Action Program Board (SWCAP) (Agreement with state and federal government)

Purpose: The SWCAP Board provides oversight for programs that involve low-income people in developing and carrying out anti-poverty programs. Leadership is provided for planning and evaluating both long and short-range strategies for overcoming poverty in the community. Assist in determining whether to conduct or delegate to other agencies the operation of programs financed through federal, state, local, or other available funds. Counties in SWCAP include Grant, Green, Iowa, Lafayette, and Richland

- a) Size of the Board: 24 – Approximately 1/3 from low-income audiences or individuals representing low-income, 1/3 supervisors, 1/3 general population – 1 Supervisor
- b) Frequency of Meetings: Monthly or as needed
- c) Assessment of the Board: Annual peer review with input from supervisors and staff

Unified Board of Grant and Iowa Counties (Wis. Stat. § 51.42)

Purpose: This board provides oversight for programs that contribute to the development of healthier individuals, families, and communities within Grant and Iowa Counties. The Unified Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that quality of life might be enhanced.

- a) Size of the Board: 10 -- 6 from Grant County and 4 from Iowa County - 2 Supervisors
- b) Frequency of Meetings: Monthly
- c) Assessment of the Board: Annual peer review with input from supervisors and staff

PUBLIC SAFETY Standing Committee

Definition: Addressing services that protect the wellbeing of the public and keeping residents safe

Purpose: The Public Safety Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and public.

- a) Size of the Committee: 3 - 8 supervisors (five is preferred)
- b) Frequency of Meetings: Monthly or as needed

- c) **Assessment of the Committee:** Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

- a) Child Support
- b) Clerk of Circuit Court,
- c) Coroner
- d) District Attorney
- e) Emergency Management
- f) Family Court
- g) Humane Society
- h) Operating While Intoxicated (OWI)
- i) Register in Probate
- j) Sheriff

THE FOLLOWING COMMITTEES AND COMMISSIONS of IOWA COUNTY ALIGN WITH THE PUBLIC SAFETY STANDING COMMITTEE:

Chapter 59 Grievance Committee (Wis. Stat. § 59.26(8)(b)1)

Purpose: This committee hears Sheriff Department Chapter 59 and other union grievances.

- a) **Size of the Committee:** 5 -- 2 Supervisors from Public Safety Standing Committee, 2 Supervisors from General Government Standing Committee, and Board Chair
- b) **Frequency of Meetings:** As needed
- c) **Assessment of the Committee:** Annual peer review with input from supervisors and staff

Courtroom Security and Facilities Committee (Supreme Court Rule 68.05)

Purpose: This committee assists the county and courts in making decisions regarding the court facilities whether construction, remodeling and security innovations, or relocation. The presiding judge appoints members of this committee.

- a) **Size of the Committee:** at least 12 as specified in the Court Rule
- b) **Frequency of Meetings:** At least quarterly
- c) **Assessment of the Committee:** Annual peer review with input from supervisors and staff

Criminal Justice Collaboration Council (Resolution 8-0814)

Purpose: This Council has responsibility to explore, establish, and have oversight of innovative and effective programs that could enhance public safety, improve offender accountability and rehabilitation, and/or support the rights and needs of crime victims as well as provide guidance for the Iowa County OWI Intensive Supervision Program.

- a) **Size of the Council:** 12-14 stakeholders in the justice system including staff, a county board member, and citizens of the county
- b) **Frequency of Meetings:** At least quarterly
- c) **Assessment of the Council:** Annual peer review with input from supervisors and staff

Local Emergency Planning Committee (Wis. Stat. § 59.54(8))

Purpose: This committee provides oversight for Iowa County Hazardous Material Response Planning tracking Haz-Mat spills and identifies needs relative to response to Haz-Mat incidents.

- a) **Size of Committee:** 11 -- 1 Supervisor
- b) **Frequency of Meetings:** Once every 6 months or as needed

- c) Assessment of the Committee: Annual peer review with input from supervisors and staff

PUBLIC WORKS Standing Committee

Definition: Addressing infrastructure and land services for the benefit of and use by the public

Purpose: Public Works Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

- a) Size of the Committee: 3 - 8 supervisors (five is preferred)
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

- a) Airport (including Tri-County)
- b) Highway
- c) Land Conservation
- d) Planning and Zoning
- e) Rural Transit

THE FOLLOWING COMMITTEES AND COMMISSIONS of IOWA COUNTY ALIGN WITH THE TRANSPORTATION & PUBLIC WORKS STANDING COMMITTEE:

Iowa County Airport Commission (Wis. Stat. § 114.14(2))

Purpose: The Iowa County Airport Commission provides oversight for improvements, operation, and maintenance of the airport as well as for the budget. This Commission provides jurisdiction for the Airport Land Use Plan as part of the Iowa County zoning ordinance. Having a county supervisor from the Mineral Point area is desired but not required.

- a) Size of the Committee: 7 -- 5 Supervisors and 2 from the aviation community
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Commission: Annual peer review with input supervisors and staff.

Traffic Safety Commission (Wis. Stat. § 83.013(1))

Purpose: This commission identifies high risk locations and recommends risk mitigation measures with regards to the flow of traffic within the county.

- a) Size of Committee: 9 – 11 – one Supervisor
- b) Frequency of Meetings: Quarterly and/or as needed
- c) Assessment of the Commission: Annual peer review with input from supervisors and staff

The Public Works Standing Committee has one cluster and the goal is to have this cluster communicating around areas of common interest. Additionally, it will be helpful to have one County Board member serving on one of the committees in a specific cluster. Committees, Commissions and/or Boards in a cluster will be encouraged to meet at least annually around issues of mutual interest.

CLUSTER - Conservation & Land

Board of Adjustment & Administrative Appeal (Wis. Stat. § 59.694(1))

Purpose: The Board of Adjustment receives and acts on appeals related to variances regarding shorelands as found in Wis. Stat. § 59.692(4)(b), floodplain zoning (Wis. Admin. Code NR 116.19) and county zoning (Wis. Stat. § 59.69(2)).

- a) Size of the Board: Not more than 5 members and 2 alternates
- b) Frequency of Meetings: As needed
- c) Assessment of the Board: Annual peer review with input from supervisors and staff

Land Conservation Committee (Wis. Stat. § 92.07)

Purpose: This committee performs the functions and exercises the powers set forth in the statutes and provides administration and oversight for the Farmland Preservation Program. Collaborate with staff having responsibility for both state and federal programs. Members of this committee shall be engaged and knowledgeable of the programs and services offered. Assist in priority setting, budget preparation, staffing decisions, collaborative relations, and assessment of services and programs. Make decisions on distribution and allocation of federal, state, and county funds made available for cost-sharing programs or other incentive programs for improvements and practices. Provide input to committees that have land rentals and share best agriculture practices.

- a) Size of the committee: Maximum of 7 (3-5 Supervisors and two from the community - (At least one Supervisor from the Planning & Zoning Committee))
- b) Frequency of Meetings: Every other month or as needed
- c) Assessment of the Committee: Annual peer review with input from supervisors and staff

Blackhawk Lake Commission – aligns with the Land Conservation Committee (Wis. Stat. § 66.30 & Operations Agreement)

Purpose: The Commission provides oversight for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, budget development and monitoring in support of priorities, maintenance of collaborative relationships with Iowa County and the DNR, staffing decisions and hiring of manager, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered.

- a) Size of the Commission: 5 members from each village (Cobb & Highland) Supervisor from either Cobb or Highland areas (ex-officio)
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Commission: Annual peer review by the Land Conversation Committee and members of the commission

Ludden Lake District Commission (Wis. Stat. §§ 33.28 & 66.30)

Purpose: The District Commission provides oversight for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, budget development in support of priorities, maintenance of collaborative relationships with Iowa County and the DNR, staffing decisions, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered.

- a) Size of the District Commission: Bylaws identify and state statute indicates one Supervisor needs to be on this board
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Commission: Annual peer review with input from supervisors and staff

Land Information Council (Wis. Stat. § 59.72(3m))

Purpose: This council has oversight over any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in Iowa County.

- a) Size of the Council: Not less than 8 members; one is a Supervisor (a list of who needs to be on this Council is in the statute)
- b) Frequency of Meetings: As needed
- c) Assessment of the Council: Annual peer review with input from supervisors and staff

Planning and Development Committee (Wis. Stat. § 59.69(2))

Purpose: This committee provides oversight for direction and oversees enforcement of land use regulations within shore lands (Wis. Admin. Code NR 115), food plains (Wis. Admin. Code NR 116), and non-metallic mining areas (Wis. Admin. Code NR 135). Provides oversight for the enforcement of all matters related to zoning, private sewage systems, subdivision control, comprehensive planning, mapping, land records modernization, and land use ordinances and statutes. Members of this committee shall be engaged and knowledgeable of the programs and services.

- a) Size of the Committee: 5 Supervisors (Represent townships)
- b) Frequency of Meetings: Hearings are held monthly
- c) Assessment of the Committee: Annual peer review with input from supervisors and staff

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS INVOLVE ONE OR MORE OTHER COUNTIES AND IOWA COUNTY'S PARTICIPATION ALIGNS WITH THE PUBLIC WORKS STANDING COMMITTEE:

Pecatonica Rail Transit Commission (Wis. Stat. § 59.968)

Purpose: Green, Iowa, and Lafayette Counties are served by a branch line commencing at Janesville and ending in Mineral Point. The purpose of this commission is to oversee operations and maintain as much right-of-way and rail as possible.

- a) Size of the Commission: 9 --Three commissioners from each county for staggered three year terms and may be a Supervisor
- b) Frequency of Meetings: Quarterly and/or as needed
- c) Assessment of the Commission: Annual peer review with input from supervisors and staff

Tri-County Airport Commission (Wis. Stat. § 114.14(2))

Purpose: The Tri-County Airport Commission consists of Iowa, Richland, and Sauk Counties. The Tri-County Airport Commission provides oversight for improvements, operation, and maintenance of the airport as well as for the budget. This Commission provides jurisdiction for the Airport Land Use Plan as part of the Iowa County zoning ordinance. The Sauk County Department of Conservation, Planning and Zoning provides the administrative support for the tri-county airport.

- a) Size of the Commission: 3 -- one Supervisor from each county
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Commission: Annual peer review with input from supervisors and staff

Wisconsin River Rail Transit Commission (Wis. Stat. § 59.968)

Purpose: Crawford, Dane, Grant, Iowa, Richland, Rock, Sauk, Walworth, and Waukesha Counties are served and therefore are members of this commission. The purpose of this commission is to oversee operations and maintain as much right-of-way and rail as possible. A branch from Madison to Prairie du Chien with spurs to Mazomanie and Lone Rock is included.

- a) Size of the Commission: Three commissioners from each county for staggered three year terms and may be a Supervisor
- b) Frequency of Meetings: Monthly and/or as needed
- c) Assessment of the Commission: Annual peer review with input from supervisors and staff

AGENDA ITEM COVER SHEET

Title: Section 100 Policies

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County staff have been assembling various existing policies and drafting new policies to help the County Board govern how the County is managed. Attached is Section 100 policies. This section tends to focus most on County Board Policies and has been reviewed by the General Government Committee.

Policy 101 - Existing Policy taken from Committee Structure Resolution 10-1015

Policy 102 - Left Blank

Policy 103 - New Policy taken from County Board Rules

Policy 104 - Policy referencing the County Board Rules Ordinance that currently exists. Used as a reference.

Policy 105 - New Policy

Policy 106 - New Policy

Policy 107 - New Policy

Policy 108 - New Policy

Policy 109 - Policy created from an old Health Department Policy that we are modifying to cover entire County.

RECOMMENDATIONS (IF ANY):

Please review the attached policies and direct staff as to any changes you would like to see before they go to the County Board.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Section 100 Policies

FISCAL IMPACT:

None

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

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

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IOWA COUNTY COMMITTEES, COMMISSIONS & BOARDS STRUCTURE

Date Originated: 10/10/15
Date of Modifications: 03/01/2017
Policy Number: 101

1. **PURPOSE:**

To describe the composition, responsibilities and procedures of the committees of the County Board.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to the County Board and to all Iowa County departments, boards, commissions, and the general public.

3. **POLICY:**

It is the policy of the Iowa County Board to utilize committees in performing its duties.

4. **REFERENCES:**

Section Wisconsin Statutes. 59.01-59.02-59.13
Resolution No. 10-1015

5. **PROCEDURES:**

IOWA COUNTY COMMITTEES, COMMISSIONS & BOARDS STRUCTURE

Pursuant to Wisconsin State Statutes Chapter 59, counties are authorized to organize under one of three forms of County government: 1) Executive; 2) Administrator; or 3) Administrative Coordinator. Specific statutes define the relationship between the legislative and executive roles of county government. Iowa County is organized under the County Administrator form (Wis. Stat. § 59.18) to insure clarity in roles and appropriate delegation of authority under the powers given a County Board. Committees created by the County Board are organized pursuant to Wis. Stat. § 59.13(1). Some committees are authorized under separate statutes and are referenced later in this document. Committees, Commissions, and Boards establish priorities.

Supervisors serve primarily a legislative function. The legislative function is largely limited to policymaking, lawmaking, budgetary approval, and cooperative decision making. No operational control resides with individual supervisors. Supervisors' authority is collective versus individual. Direction and decision-making by the Board of County Supervisors shall occur as a Board. Individual members of the Board shall not attempt to exercise independent authority over the County Administrator, director, official, or employee thereof. When elected to a committee chair position, a supervisor has the authority to set the agenda for committee meetings, preside at meetings, and make reports and recommendations on the committee's behalf.

The County Administrator presents the budget based on established priorities. A County Board has overall budget approval authority. The role of a County Board is that of being "visionary." Standing committees have policy oversight for departments, offices, and other entities. They monitor performance, review and participate in development of the budget, and draft ordinances and resolutions. Standing committees develop policy which in turn is recommended to the County Board for action. Standing Committee chairs shall report to the County Board at least every other month.

Department heads and/or other staff members provide input, make recommendations, and serve as a resource for committees. They do not vote. Staff members should be allowed an opportunity to provide input or clarify in a committee meeting, but it is not an appropriate role for staff to engage in committee debate or for a committee

member or Board members to assign tasks to a staff member. As a collective body, a committee/board/commission may assign tasks to a department head/staff member.

Standing Committees: The following standing committees shall be formed after the spring election:

General Government – County Board 1st Vice Chair serves as Committee Chair; Committee elects a Vice Chair and Secretary

Health & Human Services – Chair, Vice Chair and Secretary elected by this committee

Public Safety – Chair, Vice Chair and Secretary elected by this committee

Public Works – Chair, Vice Chair and Secretary elected by this committee

Standing committees shall have not less than three nor more than eight supervisors serving as members. A five member standing committee is preferred. Standing committees may have a supervisor appointed by the County Board Chair as an alternate, and that person is only compensated for attending a meeting if they are filling in for an absent member.

Committees/Boards/Commissions Align with Standing Committees: Wisconsin statutes mandate the existence of certain Committees/Boards/Commissions, and these shall be identified as such when constituted. The statutes spell out the responsibilities. Further, Wisconsin statutes provide counties with autonomy so that they may appoint committees that meet local needs and interests. Iowa County is involved in multi-county or regional arrangements, and usually a member of the County Board or a citizen is appointed to represent the County. Other boards may represent a specific interest, optional involvement may result from a commitment of resources, and usually a member of the County Board or a citizen is appointed. Each committee/board/commission shall align with a standing committee.

Assessment of Committees, Boards, and Commissions: Annually, committee members shall review the purpose, accomplishments, and issues. Assessment shall serve as a means to determine how the purpose and functioning might be improved. Additionally, this is a time when the group determines if the committee/board/commission continues, is modified, or has completed its work. The County Administrator, supervisors, and staff provide input into the discussion.

Committee on Appointments

Purpose: The purpose of the Committee on Appointments is to assist the County Board Chair in selecting supervisors for all County Committees. The County Board Chair retains veto authority for all appointments. Additionally, input is made to the County Administrator for the committee members to be appointed by that position as outlined in the Wisconsin Statutes. Vice Chairs assist and assume an advisory role. The County Board Chair in consultation with Vice Chairs appoints board members to special committees when the need arises.

- a. Size of the Committee: 3 (Elected Chair, 1st Vice Chair and 2nd Vice Chair)
- b. Frequency of Meetings: As needed
- c. Assessment of the Committee: County Board

Executive Committee

Purpose: The purpose of the Executive Committee is to act on matters for which no other committee has jurisdiction or, where committee jurisdiction is in question or in conflict, on the recommendation of the County Board Chair, the Chair of the Committee and/or the County Administrator. The Executive Committee is empowered to investigate, report, and act on problems or issues that are brought to its attention. This body provides leadership for the hiring and assessment of the county administrator, establishing performance goals and providing feedback. The Executive Committee provides oversight for the County Board Rules with changes requiring approval by the full County Board. The Executive Committee may also act in emergencies requiring immediate authorization with required subsequent

approval of the Board. The Executive Committee has responsibility for the County's real property. The Executive Committee collaborates with the County Administrator and Finance Director to develop and monitor the budget. If a Committee, Board, or Commission better fits with a different Standing Committee, the Executive Committee shall recommend a change to the County Board for action. Size of the Committee: 7 or less. The Executive Committee shall consist of the Chair of the County Board who shall serve as chair of the Executive Committee, the 1st Vice Chair, the 2nd Vice Chair and the Chair of each standing committee. Vice Chairs of each of the standing committees shall serve as an alternate to the Executive Committee in the event the Committee chair is unavailable or already serves on this committee. The 1st Vice Chair shall serve as the Chair of the General Government Standing Committee.

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: County Board

Departments reporting to this committee include:

County Administrator

Corporation Counsel

Finance

Appointment to Standing and Other Committees, Boards, and Commissions: The County Board Chair shall make appointment of all Supervisors to Committees created under County Board Rules, subject to confirmation by the County Board. Where Wisconsin statutes provide that other appointments shall be made by the County Board or by the chairperson of the County Board, those appointments to boards and commissions shall be made by the county administrator and shall be subject to the confirmation of the County Board. The preferred length of term to serve on a specific committee, board, or commission shall be six (6) years, however, longer tenure may occur.

GENERAL GOVERNMENT

Standing Committee

Purpose: The General Government Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged with and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, economic development, facilities maintenance, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly and /or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff.

Departments and agencies reporting to this committee include:

County Clerk

Economic Development

Employee Relations

Environmental Services

Information Technology

Register of Deeds

Treasurer

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS OF IOWA COUNTY ALIGN WITH THE GENERAL GOVERNMENT STANDING COMMITTEE –

Iowa County Ethics Board

Purpose: This board reviews and makes recommendations and referrals regarding ethics complaints filed. The Ethics Board primarily focuses on conflict of interest issues.

Size of the Committee: 5 -- individuals from the Iowa County community

Frequency of Meetings: As needed

Assessment of the Board: Annual peer review by the General Government Standing Committee with input from supervisors and staff

Long-Range Planning Committee

Purpose: This committee creates, recommends, and monitors a long-range plan that involves analysis of space, building, and service needs of county departments and agencies as well as planning for future growth/contraction of county services.

Size of the Committee: 5 Supervisors

Frequency of Meetings: At least quarterly and as needed.

Assessment of the Committee: Annual peer review by the General Government Standing Committee with input from supervisors and staff.

Tax Deed Committee

Purpose: The Tax Deed Committee assumes responsibility for the sale of property that has not paid taxes in accordance with state statutes.

Size of the Committee: 3-5 Supervisors

Frequency of Meetings: At least quarterly and as needed.

Assessment of the Committee: Annual peer review by the Economic Development & Property Standing Committee with input from supervisors and staff.

The General Government Standing Committee has three clusters and the goal is to have these clusters communicating around areas of common interest. Clusters include: a) Economic Development, b) Education and c) Recreation & Tourism. Additionally, it will be helpful to have one County Board member serving on one of the committees in a specific cluster. Committees, commissions and/or boards in a cluster will be encouraged to meet at least annually around issues of mutual interest.

CLUSTER - Economic Development

Revolving Loan Fund Commission

Purpose: This Commission has the authority to review, select, and recommend loan applications and make policy recommendations to the County Board for administration of the program including fees. Members shall consist of representatives of broad community interest, and have special expertise and knowledge of commercial lending, accounting, management, business law, and economic development.

Size of the Commission: 5-7 members from the community

Frequency of Meetings: As needed

Assessment of the Commission: Annual peer review by members of the Commission and input from supervisors and staff.

Southwest Wisconsin Housing Region (Required for Participation in Program)

Purpose: Eleven (11) counties created what has become the Southwest Wisconsin Housing Region to provide adequate housing for limited resource households. Programs such as down payment assistance and repair assistance may be available to limited resource households.

Size of the Region: 11 -- one member from each of the 11 counties; staff member

Frequency of Meetings: As needed

Assessment of the Consortium: Annual peer review by members of the Consortium and input from supervisors and staff.

Southwest Wisconsin Workforce Development Board

Purpose: The Southwest Wisconsin Workforce Development Board (SWWDB) is a private, non-profit corporation dedicated to promoting innovation and providing quality local workforce development programs and services to businesses and residents in Southwest Wisconsin.

Size of the Board: 32 members - A majority of the Board members are from private sector businesses and include business owners, chief executives, or operating officers with optimum policy-making or hiring authority. The remainder of the board is from public sector organizations and agencies – one Supervisor/ county.

Frequency of Meetings: At least quarterly and/or as needed

Assessment of the Board: Annual peer Review by the Board with input from supervisors and staff.

Southwestern Wisconsin Regional Planning Commission (Wis. Stat. § 66.0309)

Purpose: The Southwestern Wisconsin Regional Planning Commission collaborates with communities and organizations to build capacity within southwestern Wisconsin, serving as advocates for its residents. Regional Planning create opportunities and develop dynamic solutions to the challenges facing the region. This agency fosters growth by supporting innovative endeavors that provide tangible benefits to those served. The SWWRPC believe in the bold vision of southwestern Wisconsin and works to build the region's future. Counties involved include: Grant, Green, Iowa, Lafayette, and Richland.

Size of the Commission: 15 -- 3 from each county (County Board Chair is an automatic appointment, 1 is appointed by the Governor and County Board, and another appointed by the Governor

Frequency of Meetings: At least quarterly and/or as needed

Assessment of the Commission: Annual peer review by the Commission with input from supervisors and staff.

Local TIF Districts

Purpose: Nine communities (Arena, Avoca, Barneveld, Dodgeville, Highland, Livingston, Mineral Point, Muscoda, Ridgeway) have a Tax Increment Financing (TIF) district that includes a County Board appointment. A TIF is the main vehicle used by Wisconsin Cities and Villages to improve areas of the city/village to attract residential, commercial and industrial growth. A TIF district does not increase or decrease property taxes to residents. A TIF District is set up with contiguous parcels of property and the purpose of a TIF district is generally for infrastructure improvements to attract development.

Size of the Board: Determined by the Municipality

Frequency of Meetings: As needed

Assessment of the Board: Annual peer review by the Board with input from supervisors and staff.

CLUSTER - Education

Iowa County Fair Association Board

Purpose: This board has overall responsibility and oversight for the Iowa County Fairgrounds including the annual fair and other activities that occur throughout the year. The Board provides oversight for operation, improvements, maintenance, priority setting, identifying unmet needs and opportunities, budget development in support of priorities, maintenance of collaborative relationships with the people, businesses, and communities throughout Iowa County, staffing decisions and communicating the value of services and programs to the public.

Size of the Board: 12 members and may include one Supervisor.

Frequency of Meetings: Monthly and/or as needed

Assessment of the Board: Annual peer review by the Board with input from supervisors and staff.

Southwest Wisconsin Library Board (Wis. Stat. §§ 43.19(1)(b)1 & 43.58)

Purpose: This Board has oversight for policies, budget and finances, and services to member public libraries in Crawford, Grant, Iowa, Lafayette, and Richland Counties.

Size of the Board: Approximately 15 -- there is one representative from each County Board of Supervisors and Resource Library Representatives.

Frequency of Meetings: At least 6 times each year and as needed.

Assessment of the Board: Annual peer review by members and input from supervisors and staff.

Iowa County Library Board (Wis. Stat. § 43.11 and Act 150)

Purpose: This Board develops a county wide library plan, makes revisions to an existing plan, or makes changes to the boundaries of a public library system. The goal is to provide for library services for all residents of the county.

Size of the Board: Approximately 12 members including one member of the County Board.

Frequency of Meetings: At least quarterly

Assessment of the Board: Annual peer review by members and input from supervisors and staff.

Local Library Boards

Purpose: Three of the libraries in Iowa County (Barneveld, Dodgeville, Mineral Point) have a board that requires a County Board Supervisor be appointed. These Boards have responsibility for policy making as it relates to use, management, regulation, budgeting, and preservation of the public library system as provided in Wisconsin Statutes, Chapter 43.

Size of the Board: Varies with one County Board Supervisor.

Frequency of Meetings: Established by the local Board

Assessment of the Board: Annual peer review by members.

CLUSTER – Recreation & Tourism

Hidden Valley Committee (Bylaws)

Purpose: Nine counties collaborate to promote tourism in the Hidden Valley region of Wisconsin. This committee provides oversight and support for promotion activities that occur both regionally and within a county.

Size of the Committee: 12-16 -- each county represented by a Supervisor and at least one volunteer who is engaged in the tourism industry.

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review by the Committee with input from supervisors and staff.

Tri-County Trail Commission (formerly Cheese Trail Commission (Bylaws))

Purpose: This commission provides oversight for maintaining and managing the Monroe to Mineral Point railroad right-of-way for use as an all year, all-purpose public recreation corridor.

Size of the Commission: 11 -- 6 Supervisors (Green County), 4 Supervisors (Lafayette County), 1 Supervisor (Iowa County)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review by the Committee with input from supervisors and staff.

HEALTH & HUMAN SERVICES

Standing Committee

Purpose: The Health & Human Services Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

Aging and Disability Resource Center

Bloomfield Healthcare & Rehabilitation,

Public Health

Seniors United for Nutrition

Social Services

UW Extension.

Veteran's Services

Unified Community Services

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS of IOWA COUNTY ALIGN WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:

Aging and Disability Resource Center, Iowa County Board (Wis. Stat. §§ 46.283(6) & 46.285) (Formerly known as Commission on Aging)

Purpose: The Aging and Disability Resource Center of Southwest Wisconsin – Iowa County Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced.

Size of the Committee: 15 (3 Supervisors)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Board: Annual peer review by the Health and Human Services Standing Committee with input from supervisors and staff

Bloomfield Commission

Purpose: The Bloomfield Commission provides vision for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, assists in budget development in support of priorities and ongoing monitoring, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered. The Commission also serves as the fiduciary agent for segregated funds such as the Campbell fund and any others that are created for specific needs.

Size of the Committee: 5 –3 Supervisors and 2 community members

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff

Board of Health (Wis. Stat. § 251.04)

Purpose: The Board of Health provides policy direction and oversight with respect to Chapter 250-255 of the Wisconsin Statutes relating to public and environmental health matters. Members of this Board

should be engaged and knowledgeable of the programs and services offered through the Department of Health. Assist in priority setting, identifying unmet service needs and opportunities, budget development in support of priorities, development of collaborative relationships within Iowa County and regionally, assess services and programs, and communicating the value of services and programs to all members of the Board and public.

Size of the Committee: 7 -- 3-4 Supervisors and 3-4 community members

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff

Extension & Agriculture Education Committee (Wis. Stat. § 59.56(3)(b))

Purpose: The Committee on Agriculture and Extension Education is to provide oversight and program direction to the UW-Extension Staff. Be engaged and knowledgeable of the programs offered by UWEX, promoting collaborative relationships regionally and within Iowa County. Conduct UWEX staff performance reviews, assist in budget development, participate in interviews for new staff when positions become vacant, communicate the value of UWEX to Iowa County residents and participate in the statewide WI Association of County Extension Committees (WACEC).

Size of the Committee – 5 Supervisors (Fair Board representative serves on this committee)

Frequency of Meetings - quarterly and/or as needed

Assessment of the Committee – Annual peer review with input from supervisors and staff

Veterans Service Commission (Wis. Stat. § 45.81(1))

Purpose: The Veterans Service Commission provides oversight for programs and services for the men and women who have served our country in the Armed Forces of the United States. Programs and services are extended to those serving in times of peace, as well as in times of war, and include those who have served in the National Guard and the Reserves.

Size of the Commission: 3 -- staggered three year terms, no supervisors

Frequency of Meetings: As needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS INVOLVE ONE OR MORE OTHER COUNTIES AND IOWA COUNTY'S PARTICIPATION ALIGNS WITH THE HEALTH & HUMAN SERVICES STANDING COMMITTEE:

Aging and Disability Resource Center, Southwestern, WI Regional Board (Bylaws)

Purpose: Grant, Green, Iowa, and Layette Counties constitute the ADRC SWW. This Committee has oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that their quality of life might be enhanced. Collaborative efforts are valued and reports directly to State of Wisconsin.

Size of Committee: 12 (one Supervisor per county and an advocate for each of the purposes)

Frequency of Meetings: Monthly or as needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Marsh Country Health Alliance Board (Agreement)

Purpose: The Marsh Country Health Alliance (MCHA) formed in 2010 leases, manages and operates portions of Dodge County's, Clearview, a long term care and rehabilitation center. It operates under an intergovernmental cooperation agreement under which member counties (14 counties-Adams, Columbia, Dodge, Grant, Green, Iowa, Jefferson, Outagamie, Ozaukee, Rock, Sauk, Washington, Waukesha and Winnebago) contribute to the costs of operation. The purpose of forming MCHA is to provide financial resources to offset Dodge County for the inequitable losses Dodge County incurs due to caring for residents from other counties that have specialized physical and mental health needs.

Dodge County is financially accountable because it provides the majority of funding and has effective control over the operation of the facility.

Size of the Board: 14-16 -- Official representative must be a County Board Supervisor

Frequency of Meetings: As needed, the County Executive Commissioners meet yearly.

Assessment of the Board: Annual peer review with input from supervisors and staff

Seniors United for Nutrition Board (S.U.N.) (Bylaws)

Purpose: The Seniors United for Nutrition Program, Inc. (SUN) Board provides oversight for services and programs that support and assist seniors 60 and over by providing hot nutritious meals, home delivered or in a group setting, to promote fellowship, reduce isolation, and to provide prevention programming to assist in maintaining independence and involvement in their community. Iowa and Lafayette Counties have a collaborative program.

Size of the Committee: 6 -- three Supervisors from each county

Frequency of Meetings: Monthly or as needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Southwestern Community Action Program Board (SWCAP) (Agreement with state and federal government)

Purpose: The SWCAP Board provides oversight for programs that involve low-income people in developing and carrying out anti-poverty programs. Leadership is provided for planning and evaluating both long and short-range strategies for overcoming poverty in the community. Assist in determining whether to conduct or delegate to other agencies the operation of programs financed through federal, state, local, or other available funds. Counties in SWCAP include Grant, Green, Iowa, Lafayette, and Richland

Size of the Board: 24 -- Approximately 1/3 from low-income audiences or individuals representing low-income, 1/3 supervisors, 1/3 general population -- 1 Supervisor

Frequency of Meetings: Monthly or as needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Unified Board of Grant and Iowa Counties (Wis. Stat. § 51.42)

Purpose: This board provides oversight for programs that contribute to the development of healthier individuals, families, and communities within Grant and Iowa Counties. The Unified Board provides oversight for services and programs with adults and families who are affected by aging, disability, mental health or substance abuse issues so that quality of life might be enhanced.

Size of the Board: 10 -- 6 from Grant County and 4 from Iowa County - 2 Supervisors

Frequency of Meetings: Monthly

Assessment of the Board: Annual peer review with input from supervisors and staff

PUBLIC SAFETY

Standing Committee

Definition: Addressing services that protect the wellbeing of the public and keeping residents safe

Purpose: The Public Safety Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff

Departments and agencies reporting to this committee include:

Child Support

Clerk of Circuit Court,

Coroner

District Attorney

Emergency Management

Family Court

Humane Society

Operating While Intoxicated (OWI)

Register in Probate

Sheriff

THE FOLLOWING COMMITTEES AND COMMISSIONS of IOWA COUNTY ALIGN WITH THE PUBLIC SAFETY STANDING COMMITTEE:

Chapter 59 Grievance Committee (Wis. Stat. § 59.26(8)(b)1)

Purpose: This committee hears Sheriff Department Chapter 59 and other union grievances.

Size of the Committee: 5-2 Supervisors from Public Safety Standing Committee, 2 Supervisors from General Government Standing Committee, and Board Chair.

Frequency of Meetings: As needed

Assessment of the Committee: Annual peer review with input from supervisors and staff.

Courtroom Security and Facilities Committee (Supreme Court Rule 68.05)

Purpose: This committee assists the county and courts in making decisions regarding the court facilities whether construction, remodeling and security innovations, or relocation. The presiding judge appoints members of this committee.

Size of the Committee: at least 12 as specified in the Court Rule

Frequency of Meetings: At least quarterly

Assessment of the Committee: Annual peer review with input from supervisors and staff.

Criminal Justice Collaboration Council (Resolution 8-0814)

Purpose: This Council has responsibility to explore, establish, and have oversight of innovative and effective programs that could enhance public safety, improve offender accountability and rehabilitation, and/or support the rights and needs of crime victims as well as provide guidance for the Iowa County OWI Intensive Supervision Program.

Size of the Council: 12-14 stakeholders in the justice system including staff, a county board member, and citizens of the county

Frequency of Meetings: At least quarterly

Assessment of the Council: Annual peer review with input from supervisors and staff.

Local Emergency Planning Committee (Wis. Stat. § 59.54(8))

Purpose: This committee provides oversight for Iowa County Hazardous Material Response Planning tracking Haz-Mat spills and identifies needs relative to response to Haz-Mat incidents.

Size of Committee: 11-- 1 Supervisor

Frequency of Meetings: Once every 6 months or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff.

PUBLIC WORKS Standing Committee

Definition: Addressing infrastructure and land services for the benefit of and use by the public
Purpose: Public Works Standing Committee provides policy oversight and direction to departments and entities with functions, duties and powers that align with this standing committee. Members of this committee should be engaged and knowledgeable of programs and services offered by involved departments and committees. The function of this committee shall be to assist in priority setting, policy development, identifying unmet service needs and opportunities, recommending budget in support of priorities, promoting collaborative relationships regionally and within Iowa County, assessing effectiveness and continuation of services and programs, and communicating the value of services and programs to the Board and the public.

Size of the Committee: 3 - 8 supervisors (five is preferred)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Committee: Annual peer review by the Executive Committee with input from supervisors and staff.

Departments and agencies reporting to this committee include:

Airport (including Tri-County)

Highway

Land Conservation

Planning and Zoning

Rural Transit

THE FOLLOWING COMMITTEES AND COMMISSIONS of IOWA COUNTY ALIGN WITH THE TRANSPORTATION & PUBLIC WORKS STANDING COMMITTEE:

Iowa County Airport Commission (Wis. Stat. § 114.14(2))

Purpose: The Iowa County Airport Commission provides oversight for improvements, operation, and maintenance of the airport as well as for the budget. This Commission provides jurisdiction for the Airport Land Use Plan as part of the Iowa County zoning ordinance. Having a county supervisor from the Mineral Point area is desired but not required.

Size of the Committee: 7 - 5 Supervisors and 2 from the aviation community

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input supervisors and staff.

Traffic Safety Commission (Wis. Stat. § 83.013(1))

Purpose: This commission identifies high risk locations and recommends risk mitigation measures with regards to the flow of traffic within the county.

Size of Committee: 9 – 11 – one Supervisor

Frequency of Meetings: Quarterly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

The Public Works Standing Committee has one cluster and the goal is to have this cluster communicating around areas of common interest. Additionally, it will be helpful to have one County Board member serving on one of the committees in a specific cluster. Committees, Commissions and/or Boards in a cluster will be encouraged to meet at least annually around issues of mutual interest.

CLUSTER - Conservation & Land

Board of Adjustment & Administrative Appeal (Wis. Stat. § 59.694(1))

Purpose: The Board of Adjustment receives and acts on appeals related to variances regarding shorelands as found in Wis. Stat. § 59.692(4)(b), floodplain zoning (Wis. Admin. Code NR 116.19) and county zoning (Wis. Stat. § 59.69(2)).

Size of the Board: Not more than 5 members and 2 alternates

Frequency of Meetings: As needed

Assessment of the Board: Annual peer review with input from supervisors and staff

Land Conservation Committee (Wis. Stat. § 92.07)

Purpose: This committee performs the functions and exercises the powers set forth in the statutes and provides administration and oversight for the Farmland Preservation Program. Collaborate with staff having responsibility for both state and federal programs. Members of this committee shall be engaged and knowledgeable of the programs and services offered. Assist in priority setting, budget preparation, staffing decisions, collaborative relations, and assessment of services and programs. Make decisions on distribution and allocation of federal, state, and county funds made available for cost-sharing programs or other incentive programs for improvements and practices. Provide input to committees that have land rentals and share best agriculture practices.

Size of the committee: Maximum of 7 (3-5 Supervisors and two from the community - (At least one Supervisor from the Planning & Zoning Committee))

Frequency of Meetings: Every other month or as needed

Assessment of the Committee: Annual peer review with input from supervisors and staff

Blackhawk Lake Commission – aligns with the Land Conservation Committee (Wis. Stat. § 66.30 & Operations Agreement)

Purpose: The Commission provides oversight for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, budget development and monitoring in support of priorities, maintenance of collaborative relationships with Iowa County and the DNR, staffing decisions and hiring of manager, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered.

Size of the Commission: 5 members from each village (Cobb & Highland) Supervisor from either Cobb or Highland areas (ex-officio)

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review by the Land Conversation Committee and members of the commission

Ludden Lake District Commission (Wis. Stat. §§ 33.28 & 66.30)

Purpose: The District Commission provides oversight for operation, improvements, maintenance, priority setting, identifying unmet service needs and opportunities, budget development in support of priorities, maintenance of collaborative relationships with Iowa County and the DNR, staffing decisions, assessment of services and programs, and communicating the value of services and programs to the public. Members of this commission are engaged and knowledgeable of the programs and services offered.

Size of the District Commission: Bylaws identify and state statute indicates one Supervisor needs to be on this board

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

Land Information Council (Wis. Stat. § 59.72(3m))

Purpose: This council has oversight over any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in Iowa County.

Size of the Council: Not less than 8 members; one is a Supervisor (a list of who needs to be on this Council is in the statute)

Frequency of Meetings: As needed

Assessment of the Council: Annual peer review with input from supervisors and staff

Planning and Development Committee (Wis. Stat. § 59.69(2))

Purpose: This committee provides oversight for direction and oversees enforcement of land use regulations within shore lands (Wis. Admin. Code NR 115), food plains (Wis. Admin. Code NR 116), and non-metallic mining areas (Wis. Admin. Code NR 135). Provides oversight for the enforcement of all matters related to zoning, private sewage systems, subdivision control, comprehensive planning, mapping, land records modernization, and land use ordinances and statutes. Members of this committee shall be engaged and knowledgeable of the programs and services.

Size of the Committee: 5 Supervisors (Represent townships)

Frequency of Meetings: Hearings are held monthly

Assessment of the Committee: Annual peer review with input from supervisors and staff

THE FOLLOWING COMMITTEES/ COMMISSIONS/BOARDS INVOLVE ONE OR MORE OTHER COUNTIES AND IOWA COUNTY'S PARTICIPATION ALIGNS WITH THE PUBLIC WORKS STANDING COMMITTEE:

Pecatonica Rail Transit Commission (Wis. Stat. § 59.968)

Purpose: Green, Iowa, and Lafayette Counties are served by a branch line commencing at Janesville and ending in Mineral Point. The purpose of this commission is to oversee operations and maintain as much right-of-way and rail as possible.

Size of the Commission: 9 --Three commissioners from each county for staggered three year terms and may be a Supervisor

Frequency of Meetings: Quarterly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

Tri-County Airport Commission (Wis. Stat. § 114.14(2))

Purpose: The Tri-County Airport Commission consists of Iowa, Richland, and Sauk Counties. The Tri-County Airport Commission provides oversight for improvements, operation, and maintenance of the airport as well as for the budget. This Commission provides jurisdiction for the Airport Land Use Plan as part of the Iowa County zoning ordinance. The Sauk County Department of Conservation, Planning and Zoning provides the administrative support for the tri-county airport.

Size of the Commission: 3- one Supervisor from each county

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff

Wisconsin River Rail Transit Commission (Wis. Stat. § 59.968)

Purpose: Crawford, Dane, Grant, Iowa, Richland, Rock, Sauk, Walworth, and Waukesha Counties are served and therefore are members of this commission. The purpose of this commission is to oversee operations and maintain as much right-of-way and rail as possible. A branch from Madison to Prairie du Chien with spurs to Mazomanie and Lone Rock is included.

Size of the Commission: Three commissioners from each county for staggered three year terms and may be a Supervisor

Frequency of Meetings: Monthly and/or as needed

Assessment of the Commission: Annual peer review with input from supervisors and staff.



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Date Originated:

Date of Modifications:

Policy Number:

102



COUNTY BOARD CHAIR DUTIES

Date Originated: 06/1/16
Date of Modifications: 08/08/16
Policy Number: 103

1. PURPOSE:

To describe the role of the presiding officer of the County.

2. ORGANIZATIONS AFFECTED:

This policy applies to the County Board and to all Iowa County departments, boards, commissions, and the general public.

3. POLICY:

It is the policy of the County Board of the Iowa County to be governed by policies and procedures in regard to that body's presiding officer. The presiding officer is the County Administrator, President of the County Board or the presiding member of it.

4. REFERENCES:

5. PROCEDURES:

It shall be the duty of the County Board Chair to:

- a. Clear the Board floor when adjourning to executive session.
- b. Announce, at the conclusion of the roll Call, the fact of the presence of a quorum, or not, as the case may be.
- c. Receive and submit, in proper manner, all motions and propositions presented by members.
- d. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result.
- e. Restrain the members while engaged in debate within the rules of order.
- f. Ensure that no signs, placards, banners, or other similar items are displayed in the Board Room during a Board meeting. Any person failing to remove such items shall be considered to have caused a disturbance.
- g. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. He/she may speak to points of order in preference to others and seek the advice of the Corporation Counsel on such points of order or practice. He/she shall decide questions of order, subject to an appeal by any member.
- h. Authenticate, by signature, when necessary, all ordinances, resolutions, orders and proceedings of the meetings of the Board over which they preside.
- i. Name the members who are to serve on committees when directed to do so in a particular case, or when it is a part of his general duty by these rules, or on any other occasion when it becomes necessary to do so.
- j. May call a member to the chair, but such substitution shall not extend beyond an adjournment.
- k. In the absence of the County Board Chair, the Vice-Chair, and then Second Vice Chair in that order may preside temporarily until the return of the County Board Chair.



RULES OF PROCEDURE

Date Originated: 6/1/16
Date of Modifications: 8/11/16
Policy Number: 104

1. **PURPOSE:**

To describe the rules of procedure for the County Board.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to the County Board and to all Iowa County departments, boards, commissions, and the general public.

3. **POLICY:**

It is the policy of the Iowa County Board to be governed by standard rules of procedure.

4. **REFERENCES:**

Section §59.01-59.15, §19.81-19.98, Wisconsin Statutes
Section 100.01 Iowa County Ordinances

5. **PROCEDURES:**

1. **RESPONSIBILITY**

The County Board shall have the management and control of the County property, finances, highways, navigable waters, and the public service. The County Board shall have the power to act for the government and good order of the County, for its commercial benefit, and on behalf of the general public. The County Board may carry out its powers by license, regulation, suppression, borrowing of money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means, as authorized by State statute. In carrying out these duties, the County may exercise any organizational or administrative power, subject only to the constitution and to any enactment of the State legislature which is of statewide concern and which uniformly affects every county.

2. **RULES OF PROCEDURE**

- i. The County Board shall be governed by the Iowa County Board Rules set forth in Iowa County Ordinance 100.01, as amended.
- ii. Except as modified by Iowa County Ordinance 100.01, County Board procedure shall be governed by the most current edition of Robert's Rules of Order, Newly Revised.
- iii. The County Board shall operate within the committee structure established by Iowa County Resolution 10-1015, as amended.



SERVICE REQUESTS AND CONCERNS

Date Originated: 6/1/16
Date of Modifications: 04/06/2017, 09/19/17
Policy Number: 105

1. PURPOSE:

To describe the policies and procedures followed by County Departments dealing with concerns and requests for service.

2. ORGANIZATIONS AFFECTED:

This policy applies to all departments of Iowa County.

3. POLICY:

It is the general policy of Iowa County to respond courteously and promptly to all requests for service and concerns.

4. REFERENCES:

5. PROCEDURES:

A. RESPONSIBILITY

Iowa County Departments shall be responsible for administering appropriate responses to requests for service and concerns.

B. GENERAL POLICIES - FIELD SERVICES

- Individual departments have the authority to develop their own process for handling concerns and request for service. Each department must offer a written concern/appeal process when an issue cannot be resolved.
- All written concerns/appeals shall be routed to the Department Head responsible for the area of concern. In absence of a Department Head, or when it is not clear which department is responsible, the concern and/or request for services should be routed to the County Administrator.
- Any serious or egregious concerns must be relayed to the County Administrator immediately.
- A record shall be made of all concerns written on the Iowa County Concern Form submitted to Department Heads and reported via annual memorandum to the County Administrator by January 31.

C. Service/Concerns Requested by Elected Officials.

- A Department Head must notify the County Administrator of a concern registered by a County Supervisor or a State Official.

Age Group	Total (%)	Female (%)	Male (%)	Non-Hispanic (%)	Hispanic (%)
18-24	~1.5	~1.5	~1.5	~1.5	~1.5
25-34	~2.5	~2.5	~2.5	~2.5	~2.5
35-44	~3.5	~3.5	~3.5	~3.5	~3.5
45-54	~4.5	~4.5	~4.5	~4.5	~4.5
55-64	~5.5	~5.5	~5.5	~5.5	~5.5
65-74	~6.5	~6.5	~6.5	~6.5	~6.5
75+	~7.5	~7.5	~7.5	~7.5	~7.5

[illegible]



AGENDA ITEM FORM

Date Originated: 08/09/2016
Date of Modifications: 04/05/2017, 9/19/2017
Policy Number: 106

1. PURPOSE:

It is the purpose of an agenda item form to explain to the reader why a particular item is on the agenda, what impacts it will have on Iowa County, and other pertinent information needed to help the committee or board member make an informed decision on a matter of public interest.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies, and divisions of Iowa County. Anyone adding an agenda action item to Standing Committee or County Board meeting will need to have a completed form accompany the agenda request.

3. POLICY:

It shall be the policy of Iowa County to inform elected officials, volunteers, and staff serving on boards, committees, and commissions completely. In order to ensure all relevant decision making information is included in their packets, an "Agenda Item Form" must be completed for Standing Committee and County Board agenda action items.

The form serves as documentation and historical perspective as to what was known at the time official government action was taken. The Agenda Item Form should be filled out completely and with as much information as needed to make a sound defensible judgement.

4. REFERENCES:

Agenda Item Form attached.

5. PROCEDURES:

- A. All persons submitting information for consideration to a Standing Committee the Iowa County Board must complete an Agenda Item form. Typically, prior to County Board discussion or approval, agenda items are discussed at a committee level. The form must be provided in order to have an agenda item added to a committee or county board agenda.
- B. Should the form and supporting documentation not be provided, committee and board members would not have all the information needed to make an informed decision in the best interest of the Iowa County public.

AGENDA ITEM FORM

Title:

Original

Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed) Yes No If yes, please list below:

FISCAL IMPACT:

LEGAL REVIEW PERFORMED: Yes No PUBLICATION REQUIRED: Yes No

PRESENTATION?: Yes No How much time is needed?

COMPLETED BY: DEPT:

2/3 VOTE REQUIRED:



FLYING FLAGS AT HALF MAST

Date Originated: 6/1/16
Date of Modifications: 8/08/2016
Policy Number: 107

1. **PURPOSE:**

To establish a standard procedure to follow for flying County flags at half-mast.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to all departments of Iowa County.

3. **POLICY:**

Iowa County also follows the State of Wisconsin guidance.

4. **REFERENCES:**

"Our Flag: How to Honor it and Display it." Printed 1988 by the National Flag Foundation.

"The United States Flag: Federal Law Relating to Display and Associated Questions", by Atty. John R. Luckey, issued April 14, 2008.

5. **PROCEDURES:**

A. **FLYING THE FLAG OF THE UNITED STATES AT HALF-MAST**

1. The United States Flag is to be flown at half-mast only when the entire country is in mourning for designated, principal government leaders and upon Presidential or Gubernatorial order. It is not lowered to half-mast for occasions of local mourning.
2. On Memorial Day the flag is displayed at half-mast until noon and at full staff from noon to sunset.
3. To place the flag at half-staff, hoist it to the peak for an instant and then lower it to a position halfway between the top and bottom of the staff. The flag is to be raised to the peak for an instant before it is lowered.

B. **FLYING THE FLAG OF THE STATE OF WISCONSIN AT HALF-MAST**

1. The flag of the State of Wisconsin is to be flown at half-mast only on occasions when the entire State is in mourning upon Gubernatorial order. It is not flown at half-mast for occasions of local mourning.

C. **EXCEPTIONS TO POLICY**

1. Upon Gubernatorial order, the flags of the United States and the State of Wisconsin may be flown at half-mast for occasions of local mourning. A request must be made to the Governor's Office for each occasion. Upon Gubernatorial order, flags at specified locations may be flown at half-mast.



NAMING AND RENAMING OF PUBLIC BUILDINGS, FACILITIES, BRIDGES, AND OPEN SPACES

Date Originated: 08/01/16
Date of Modifications: 8/30/16, 9/19/17
Policy Number: 108

1. PURPOSE:

This policy is formed to give a consistency to the formation of names for public buildings, lands, bridges, meeting rooms, or any other naming of public spaces of Iowa County. The naming of public highways, roads, and streets; whether public or private, are governed by County Ordinance 400.14; and, therefore excluded by this policy.

2. ORGANIZATIONS AFFECTED:

This policy pertains to all Departments, Commissions, Boards, and the general public of Iowa County.

3. POLICY:

It is the policy of the County Board of Iowa County to commemorate individual's accomplishments and contributions through the naming of public buildings, lands, bridges, meeting rooms, or other public spaces in Iowa County.

4. REFERENCES:

Iowa County Ordinance 400.14 Iowa County Address and Road Name Ordinance; Wisconsin State Statutes §CH 59.

5. PROCEDURES:

The naming of sites shall be the function of the Iowa County board by recommendation of the County Administrator. The County Administrator will consider area, history, diversity, balance, character, and creativity when recommending a name for Iowa County property.

A. CRITERIA

1. The names must be: purposeful, suitable, symbolic, uncontroversial, and must fall under one of the classifications provided within this policy.
2. If at all possible, names of facilities should be adopted before dedication of a facility or before development begins on a new facility.
3. Names will not be for a living person except when substantial donations are offered to the County and/or wherein the donor stipulates a name as being a consideration of that donation.
4. Names for public officials will not be used without thorough justification and in most cases the person should be honored posthumously.
5. Names of individuals will be considered only if that person was actively involved in civic affairs, giving unselfishly of themselves for the betterment of the County, fiscally or as a volunteer. It will be necessary that this individual have strong community support.

B. CLASSIFICATIONS

1. PLACES AND FEATURES

- a. Recognizable area or dominant feature of area
- b. Assumed name (common usage)
- c. National phenomenon
- d. Rivers
- e. Horticultural
- f. Descriptive

2. PERSONS NAMES

- Large donors
- Historic groups
- Local war heroes
- National war heroes

National official

Local official

State official

Local individuals

3. ORGANIZATIONS

Civic

Veterans

Fraternal

Other

4. HISTORIC EVENTS

Battles

Explorations

Treaty signing

Discoveries

First occurrences

5. GREAT IDEAS OR CAUSES

Ecological

Friendship

Independence

Peace

C. SPONSORSHIP

A group may ask to sponsor a property, building, bridge, meeting facility, or public space and in return, the area or facility be named after that group. A written agreement should be reached as to how and in what form the group will fulfill this sponsorship.

D. NAME CHANGES

When names become ineffectual and/or inappropriate due to lack of public acceptance, then changing of park and/or facility names should be undertaken. The new name must follow the criteria allowed herein and must be accepted by the County Administrator and approved by the County Board. Only those names that are detrimental to the community will be changed.

E. NAMING OF SECTIONS WITHIN BUILDINGS

Special names for new facilities or areas within a building will be allowed. The County Administrator must ensure that named spaces have clear separation and are distinctly apart from other named areas to avoid confusion.

F. USE OF PLAQUES AND MARKERS

This means of recognition will be used to honor individuals and organizations in the building or on the property to designate history of a particular area. The criteria used will be for individuals and organizations who may or may not qualify in the categories of section 5:2:b; but have made substantial contributions under these same categories. All plaques, markers, memorials, or monuments placed on county property must be approved by the County Administrator as to design and placement prior to the erection of such.

G. CONTESTS

Contests may be used for naming of facilities, providing they meet the criteria set forth in this policy. The final selection is subject to the provisions of section 5.0 Procedures, herein listed.

H. GROUNDBREAKING AND DEDICATIONS

When a new building, facility, property, public space, room remodel, or other project is constructed and ready for public use, a certain amount of fanfare may accompany the occasion. The purpose is to bring awareness to the public of a new property or facility for public use and to recognize contributions that made such project possible.



Media Policy

Date Originated: 8/17/17
Date of Modifications: 09/19/17
Policy Number: 109

1. **PURPOSE:**

To identify Public Information Officers for Iowa County

2. **ORGANIZATIONS AFFECTED:**

All County Departments with media contacts.

3. **POLICY:**

To insure the public is informed by the most qualified county staff. The county will maintain a pool of trained Public Information Officers (PIO) to address issues outside of normal operations.

4. **REFERENCES:**

5. **PROCEDURES:**

A. **Authority:**

- 1) The County Administrator will determine the need for Public Information Officers and shall maintain a list of designated Public Information Officers.
- 2) A Public Information Officer must complete the Basic PIO Training offered by Wisconsin Emergency Management or by FEMA.

B. **Responsibilities:**

The Public Information Officer is responsible for the public information function of agencies within Iowa County Government. This responsibility will include but is not limited to the following:

- 1) Develop and coordinate press releases with incident commander or Department Head approval.
- 2) Field media inquiries, including media inquiries via the phone, on-site media visits (personal interviews – Print, radio and TV) and news/press conferences.
 - All media inquiries shall be routed to a designated/trained Public Information Officer. All responses to the media (written or in interview form) shall be performed by the Public Information Officer.
- 3) Records of media releases authored by Iowa County shall be maintained by the department issuing statements, with an electronic copy to the County Administrator.

C. **Incidence involving multiple agencies:**

- Agencies involved shall coordinate their responses.

D. **Confidentiality:**

- Confidentiality of individuals and/or clients information shall be maintained at all times.

AGENDA ITEM COVER SHEET

Title: Section 200 Policies

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County staff have been assembling various existing policies and drafting new policies to help the County Board govern how the County is managed. Attached is Section 100 policies. This section tends to focus most on County Board Policies and has been reviewed by the General Government Committee.

Policy 201 - New Policy

Policy 202 - Left Blank

Policy 203 - New Policy that points reader to where County Administrator position information can be found

Policy 204 - New Policy on how Department Heads are hired

Policy 205 - New Policy on how accolades and disciplinary action is handled for Department Heads

Policy 206 - New Policy explaining how committee appointments are made

Policy 207 - New Policy

Policy 208 - New Policy

Policy 209 - New Policy on Budget Preparation

Policy 210 - New Policy on Capital Improvement Plan

RECOMMENDATIONS (IF ANY):

Please review the attached policies and direct staff as to any changes you would like to see before they go to the County Board.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Section 200 Policies

FISCAL IMPACT:

None

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

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POLICIES OF THE COUNTY ADMINISTRATOR OFFICE

Date Originated: 09/01/16
Date of Modifications: 9/8/16
Policy Number: 201

1. **PURPOSE:**

To describe the policies of the Office of County Administrator of the Iowa County.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to all Iowa County departments, boards, commissions, and the general public.

3. **POLICY:**

It is the policy of the County Administrator's Office to maintain an open door policy in regard to County employees and the public. The County Administrator serves as the chief spokesperson on County activities.

4. **REFERENCES:**

Section §59.18, Wisconsin Statutes

5. **PROCEDURES:**

RESPONSIBILITY

The County Administrator is the Chief Administrative Officer of the County. The County Administrator shall assure that County ordinances and state laws are observed and enforced and that all County officers and employees discharge their duties. The County Administrator shall have such other duties and responsibilities as are prescribed in the Wisconsin Statutes, particularly Section §59.18 thereof.

A. GENERAL POLICIES

1) **Open Door Policy**

The County Administrator's Office is open to the public, media, and County employees at all times.

2) **Staff meetings**

It is the policy of the County Administrator to hold staff meetings, on a monthly basis, with the directors of County departments.

3) **County Spokesperson**

The County Administrator is the Chief Spokesperson for Iowa County. To facilitate the dissemination of information on County activities, it is the policy of the County Administrator's Office to issue press releases as needed.

4) **2nd in Charge**

When the County Administrator is not available to make a determination, provide signature or representation for Iowa County; the County Clerk shall serve as Acting County Administrator until such time as the County Administrator is again able to perform such duties.



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Date Originated:
Date of Modifications:
Policy Number: 202

1. PURPOSE:
2. ORGANIZATIONS AFFECTED:
3. POLICY:
4. REFERENCES:
5. PROCEDURES:



RESPONSIBILITIES OF THE COUNTY ADMINISTRATOR

Date Originated: 12/16/16
Date of Modifications:
Policy Number: 203

1. PURPOSE:

To identify the process by which the County Administrator of Iowa County is chosen or removed from office and the duties and authority of the position while in office.

2. ORGANIZATIONS AFFECTED:

This policy applies to the County Administrator of Iowa County and to those departments under his or her direction.

3. POLICY:

The position of Iowa County Administrator was formed under and is subject to the provisions of Wis. Stat. §59.18 – County Administrator, as amended. In addition to the duties and powers specifically enumerated in Wis. Stat. §59.18, the Iowa County Administrator is prescribed further duties and granted further authority as detailed in the position description of the County Administrator and in Iowa County Policy 101: Iowa County Committees, Commission & Boards Structure.

4. REFERENCES:

Wis. Stat. §59.18, County Administrator Position Description, and Iowa County Policy 101: Iowa County Committees, Commission & Boards Structure.



RECRUITMENT, SELECTION AND APPOINTMENT OF DEPARTMENT HEADS

Date Originated: 6/1/16
Date of Modifications: 8/22/16
Policy Number: 204

1. **PURPOSE:**

To describe the policies and procedures to be followed by the Employee Relations Director, County Administrator and County Board for the recruitment, selection, appointment and confirmation of County Officials and Department Heads.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to all Iowa County Officials and Department Heads appointed by the County Administrator and confirmed by the County Board.

3. **POLICY:**

It is the policy of the Iowa County to follow a uniform set of procedures when a County Official or Department Head position is recruited, selected, appointed by the County Administrator and confirmed by the County Board.

4. **REFERENCES:**

Wisconsin Statutes Section §59.18
Iowa County Ordinances

5. **PROCEDURES:**

A. **RESPONSIBILITIES**

1. It shall be the responsibility of the County Administrator, County Board, and Employee Relations Director to cooperate in a partnership for the recruitment, selection, appointment, and confirmation of County Officials and Department Heads.
2. The shared responsibilities in this regard will be carried out as outlined in the general procedures in Sections 5.B and 5.C below.

B. **GENERAL PROCEDURES — COUNTY ADMINISTRATOR APPOINTMENTS**

1. The Employee Relations Director shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing.
2. The Employee Relations Director and County Administrator pre-screening of the applications and agree as to what group of individuals should be selected for the first interview.
3. The Employee Relations Director shall schedule the first interview with that first group of individuals selected.
4. The Employee Relations Director, County Administrator, and one additional person shall serve as the interview panel and conduct that interview. From that interview group, the panel may select the top two candidates for the County Administrator to interview a second time.
5. The County Administrator and/or Employee Relations Director may schedule the second interview with the top two candidates selected.
6. The Employee Relations Director shall be responsible for performing reference checks which shall include, but not be limited to, verifying educational credentials and licenses/certifications, coordinating a police and credit records check, and contacting previous employers in order to (verify dates of employment, position, duties, performance, attendance, etc. The Employee Relations Director shall inform the County Administrator if the reference check is satisfactory or not.
7. The County Administrator shall negotiate the terms and conditions of employment based on established position parameters previously established by the County Board. The candidate may be required to undergo a

post-offer medical examination consisting of a drug test and/or physical examination.

8. The final selected candidate will be recommended by the County Administrator to the County Board for appointment to the Department Head position. Said appointment shall be in the form of a Resolution.
9. The County Board shall grant confirmation approval of the County Administrator recommended candidate prior to employment.

C. ALTERNATIVE PROCEDURES:

If, after following the procedures as outlined in Section B above, no candidate is recommended by the County Administrator and confirmed by the County Board in one 6 months and/or three (3) attempts, the General Government Committee must review the job classification, salary, and duties to determine if the County needs to modify compensation or duties.



ACCOLADES AND DISCIPLINARY ACTION FOR DEPARTMENT HEADS

Date Originated: 6/1/16
Date of Modifications: 8/22/16
Policy Number: 205

1. PURPOSE:

To describe the procedures to be followed by the County Administrator when a non-elected County Official Department Head is subject to possible disciplinary action.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Department Heads appointed by the County Administrator and confirmed by the County Board. This policy shall also apply to those Department Heads whose employment with the County is pursuant to the terms of a written employment contract in the event the contract is silent in this area. This policy does not apply to the Sheriff's Department.

3. POLICY:

It is the policy of the Iowa County to follow a uniform set of procedures when a Department Head appointed by the County Administrator is subject to possible disciplinary action or accolades.

4. REFERENCES:

Iowa County Ordinance 701, Wis. Stat. §19.59, Employee Handbook 3.13.

5. PROCEDURES:

- A) It shall be the responsibility of the County Administrator to coordinate all aspects related to any possible disciplinary actions or accolades for Department Heads appointed by the County Administrator.
- B) In cases where termination is necessary, the County Administrator may seek assistance from the Employee Relations Director or the County's Corporation Counsel. All decisions made by the County Administrator are final and may not be appealed.
- C) Complaints:
 - 1) Any person may file a complaint about any County Official or Department Head appointed by the County Administrator. Said complaint shall be in writing and shall be reported in that form to the County Administrator or Employee Relations Director.
 - 2) Upon receipt of the written complaint by someone, the matter shall be immediately referred to the County Administrator.
 - 3) Allegations of criminal activity involving moral turpitude, immoral acts, theft of County funds, or other such offenses of a serious or grave nature, shall also be reported to the Police Department and County Attorney's Office.
- D) Violations:
 - 1) Disciplinary action for Iowa County employees is generally governed by 3.13 the Employee Handbook.
 - 2) Ethics violations shall be addressed in accordance with the Iowa County Ethics Code (Iowa County Ordinance 701); Wis. Stat. §19.59: Codes of Ethics for Local Government Officials, Employees and Candidates; and any other applicable state statutes.
 - 3) Anonymous complaints will be disregarded and discarded.
 - 4) Upon determining that the complaint has merit, the County Administrator, in conjunction with any other County Official(s) that he/she deems appropriate to notify, shall authorize a study or investigation on the complaint.
 - 5) The County Administrator or, in his/her stead, the Human Relations Director or County Corporation Counsel, or outside consultant, as designated by the County Administrator, will conduct the study or

investigation. The County Administrator shall notify the complainant and the Official/Department Head involved. Interviews shall be conducted as necessary.

- 6) Upon the conclusion of the study or investigation, the County Administrator, or his/her designee, shall prepare a draft report. If a designee prepares the report, he/she shall present it to the County Administrator. The draft report shall include, at a minimum, facts, conclusions, recommended personnel discipline and/or other action, and supporting documentation. The County Administrator (with advice and advice from Corporation Counsel and Employee Relations Director shall review the document, order such additions or deletions and shall take appropriate actions on behalf of the County as recommended and approved in the report.
- 7) The County Administrator shall provide a copy of the report and notification to the Employee Relations Department for preservation within the employees personnel file.

E) Discipline:

- 1) The level of discipline shall reasonably relate to the act, violation, or offense.
- 2) Discipline may include, but not be limited to, verbal reprimand, written reprimand, suspension with pay, suspension without pay, or discharge.

F) Accolades

- 1) Department Head positions may occasionally be recognized by the County Administrator for work well done and for making a difference in a positive way for Iowa County or its people. The County Administrator is to draft a memo that shall be preserved in the employees personnel file. Said employee shall also receive a copy of the memo.
- 2) With the employees permission, the memo shall also be shared with the County Board and included in their County Board packet.



RECRUITMENT, APPOINTMENT, AND CONFIRMATION OF COMMITTEE APPOINTMENTS

Date Originated: 6/1/16
Date of Modifications: 2/17/17
Policy Number: 206

1. **PURPOSE:**

To describe the Officials and Department Heads.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to all Iowa County Board committee and commission applicants appointed by the County Administrator and confirmed by the County Board.

3. **POLICY:**

It is the policy of the Iowa County to follow a uniform set of procedures when a Committee or Commission position is recruited, selected, appointed by the County Administrator, and confirmed by the County Board.

4. **REFERENCES:**

Wisconsin Statutes Section §59.18 (2)(c)

5. **PROCEDURES:**

- a) It shall be the responsibility of the County Administrator and County Board to cooperate in a partnership for the appointment, and confirmation of committee and commission members pursuant to the procedures in Sections 5, 2, B below.
- b) The County Administrator shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing as the County Administrator, in his/her sole discretion, shall deem appropriate.
- c) The County Board shall vote on the question of whether to approve the County Administrator's recommended candidate.



WORKPLACE COMMUNICATIONS

Date Originated: 6/1/16

Date of Modifications:

Policy Number: 207

1. PURPOSE:

To describe the policies and procedures to be followed by all County staff for addressing questions, concerns, opinions or suggestions pertaining to any aspect of work.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County departments, boards, commissions, and employees except protective service employees, unless otherwise included by County Ordinance or Policy and Procedure.

3. POLICY:

It is the policy of Iowa County to foster an environment where an individual's worth is encouraged and where communication is both welcome and valued. Misunderstandings, conflicts, questions or concerns can arise in any organization. In order to ensure cohesive working relations and provide efficient and effective services to our community, it is important such matters be addressed and, as necessary, resolved in a timely and efficient manner, following an orderly line of organization and protocol. (Nothing in this policy is meant to controvert matters, responsibilities, and powers reserved to the County Board and its members, nor infringe upon an individual's constitutional rights and privileges.)

4. REFERENCES:

Iowa County Employee Handbook
Iowa County Ordinances

5. PROCEDURES

- a) An employee shall have the opportunity, and is responsible for bringing forward any work-related questions, concerns, opinions, or suggestions. Department Heads/Managers have the responsibility to listen to and address, as applicable, any work-related questions, concerns, opinions or suggestions presented to them by their employees.
- b) While the Iowa County follows a Chain of Command organizational structure, it encourages and instills a sense of transparency and openness wherein employees may offer suggestions and ideas, provide or solicit feedback, seek personal or professional counsel, or address concerns. The County promotes this concept through various avenues. Further, it encourages the flow of communication across all levels of the organization when the circumstances necessitate or deem it appropriate (e.g. a benefit issue which is overseen by the Employee Relations Department, a discrimination complaint wherein County policy establishes reporting protocol, etc.). An employee is able to go to their supervisor, their department/division manager, Employee Relations Director, County Administrator or any other department/division supervisor/manager which is applicable to their issue (e.g. Finance Director with a paycheck issue).
- c) Iowa County operates under a traditional Chain of Command organizational structure wherein authority and power is wielded and delegated from top management to every employee at every level of the organization. Instructions flow downward along the Chain of Command and accountability flows upward. The County's Organizational Chart outlines the Chain of Command and is periodically reviewed as an outcome of the County's annual budget process approved by the County Board. Employees are expected to follow the Chain of Command unless circumstances necessitate otherwise.
- d) The ultimate decision concerning policy in the County resides by law with the County Board and the leadership of the County Administrator. In his/her day to day management role, the County Administrator is responsible for the direction and operation of the County by ensuring all County ordinances and State/federal laws are observed

and enforced, resolutions, policies and programs are efficiently administered, and all County officers and employees discharge their duties. The County Administrator coordinates internal activities of County operations as authorized by the County Board or as requested by Departments.

- e) All departments shall, through the Chain of Command, be responsible to the County Administrator, comply with his/her requests relative to their powers and duties, and assist them in providing professional advice to the County Board. The hierarchy within the County is as follows:
 - 1) County Board (via Executive Committee)
 - 2) County Administrator
 - 3) Division Heads
 - 4) Department Heads
 - 5) Supervisory Employees
 - 6) All other employees
- f) An employee shall refer matters to his/her immediate supervisor, who shall refer such matters to the next higher authority, and when necessary through the Employee Relations Director or County Administrator.
- g) An employee is expected to keep the person he/she reports to informed of his/her activities by whatever means the supervisor deems appropriate.
- h) If an employee has any questions, concerns, opinions or suggestions about any employment related matter, they should be directed through the Chain of Command unless as otherwise noted herein. Generally, an employee is encouraged to approach an individual first in an attempt to seek resolution to a concern, issue, problem, or conflict with said individual.
- i) If that approach does not provide resolution, then the employee must address the problem through the employee's immediate supervisor and onward through the Chain of Command. If an employee feels harassed or discriminated against by another person, the employee is directed to follow the procedures set forth in the Harassment and Retaliation Policy set forth in the Employee Hand Book (policy 401).
- j) An employee who receives a non-routine directive or request that falls outside their authority from any citizen, business representative or elected or appointed official, shall immediately report such directive or request to the employee's immediate supervisor. No such directive or request shall be fulfilled unless permission to do so is given by the employee's immediate supervisor.



COUNTY PARTICIPATION IN CONSORTIUMS & PARTNERSHIPS

Date Originated: 9/1/16
Date of Modifications:
Policy Number: 208

1. PURPOSE:

To describe the policies and procedures followed by County Departments wanting to participate in Consortiums and Partnerships

2. ORGANIZATIONS AFFECTED:

This policy applies to all departments of Iowa County.

3. POLICY:

Iowa County Departments shall obtain approval prior to joining any consortium or partnership. The approval process may vary depending on the statutory requirements under which the consortium or partnership is formed. "A consortium is defined as an agreement, combination or group of organizations formed to undertake an enterprise beyond the resources of any one member. A partnership is defined as a legal relation existing between two or more organizations contractually associated as joint principals in a business" (as defined by Merriam-Webster's dictionary). Any consortium/partnership that impacts the approved budget or staffing plan would be subject to this policy.

4. REFERENCES:

Wisconsin Statute: §66.0301

Wisconsin Statute: §59.72(7)

5. PROCEDURES:

- a) The county department shall research to see if any specific statutory requirements are needed for the type of consortium/partnership in which they intend to participate. Those statutory requirements shall be followed to obtain approval to participate in a consortium/partnership.
- b) If no statutory requirements exist, the department shall seek the approval of their standing committee.
- c) Any participation in a consortium/partnership requiring additional unbudgeted funding must also seek approval from the Executive Committee and be forwarded to the County Board.
- d) In cases requiring immediate action, approval of the County Administrator may be substituted for the above process.



Iowa County Budget Preparation Policy

Date Originated: 11/3/2016
Date of Modifications: 11/8/2016
Policy Number: 209

1. PURPOSE:

To create policies and procedures establishing uniform guidelines for annual budget preparation.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County departments, boards, commissions, and employees.

3. POLICY:

It is the policy of Iowa County to adopt a county budget annually at the County Board's annual meeting held in November each year.

4. REFERENCES:

Wisconsin State Statutes §Chapter 65 Municipal Budget Systems.

5. PROCEDURES:

A. Budget Preparation:

1. In February and March the County Departments will submit their 5 year capital improvement plan to the County Administrator.
2. In April of each year the County Administrator will establish the budget timeline for the budget process for the budget for the following year.
3. In May of each year the budget timeline will be distributed to all departments and County funded organization.
4. In May/June each year the General Government Committee will review the County's 5 year Capital Improvement Plan.
5. In June the County Board approves the 5 year Capital Improvement Plan.
6. Late June/early July Finance Department staff prepares the wage and fringe information for the department budgets.
7. In July after 6 months of revenue and expenditure activity is completed the Finance Department staff downloads, formats and distributes the department revenue and expenditure budget worksheets to department heads along with budget instructions and other required budget forms.
8. Late July/early August Departments meet one on one, on an "as needed" basis with the County Administrator and the Finance Director to discuss the department's budget.
9. By August 15th or the first working day after August 15th if it falls on a weekend departments email their completed budget documents to the Finance Department.
10. At the August County Board meeting the County Board Chair presents the "State of the County".
11. Mid to Late August Finance Department staff enters the budget numbers into the financial software and summarizes the department budget request for the September Executive Committee meeting.
12. The last week in August the County Administrator and Department Heads meet as a group to discuss the preliminary budget information.

13. Late August/early September – health insurance information (rates) is received from Employee Trust Funds and the Employee Relations and Finance Departments analyze the rates and prepares a recommendation for the September General Government and Executive Committee meetings.
14. At the September governing standing committee meetings the departments discuss their proposed 2017 budget. No action should be taken at the committee meetings.
15. At the September Executive Committee meeting the committee recommends the health insurance rates for action to be taken at the September County Board meeting.
16. At the September Executive Committee meeting the County Administrator presents the preliminary budget.
17. September County Board meeting the Board will set the health insurance rates for the following calendar year and reviews the preliminary budget documents.
18. After the September County Board meeting and prior to the September department head meeting the Finance Department Staff will revise budgets for the approved health insurance rates.
19. Departments will discuss the revised budget information at the September department head meeting.
20. October: The County Administrator presents the updated budget information to the Executive Committee. The Committee will recommend the budget to the County Board.
21. October County Board meeting the board will tentatively set the budget for the following year.
22. The required tentative budget information will be published in the County Newspaper (i.e., Dodgeville Chronicle) at least 15 days prior to the November County Board meeting.
23. At the November Executive Committee reviews and changes to the budget and recommends the final budget to the County Board for action at the November County Board Meeting.
24. The County Board meeting is set for the first Tuesday after the second Monday in November.
25. A Public Hearing will be held at the November County Board meeting and after the public hearing the County Board will adopt the budget and levy for the next year.
26. After the County Board approves the budget the Finance Department staff prepares the final budget documents to distribute to the County Departments and it is posted on the Iowa County's website.
27. Immediately after the November Board meeting the Finance Department staff prepares the information for the County Clerk's office to complete the apportionment worksheets.
28. The Finance Department staff files the County Tax Levy worksheet with the Department of Revenue by December 15th.

B. Process to Amend the Budget

1. The amount of tax to be levied or certified, the amounts of the various appropriations and the purposes for such appropriations stated in a budget may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing board of the County. Any approved changes shall be published in a class 1 notice thereof, under Wisconsin Statutes chapter 985 within 15 days after any change is made. Failure to give notice shall preclude any changes in the budget.



CAPITAL IMPROVEMENT PLAN

Date Originated: 09/28/17
Date of Modifications:
Policy Number: 210

1. PURPOSE:

The purpose of this policy is to establish the practice of compiling a five year capital improvement plan to help guide the budget and capital investment decisions of Iowa County.

2. ORGANIZATIONS AFFECTED:

All Iowa County Departments are expected to ensure that future Capital Items needed are included in the Capital Improvement Plan. The Long Range Planning Committee, General Government Committee and County Board are also tasked with review and oversight responsibilities.

3. POLICY:

It shall be the policy of Iowa County to construct and update the Iowa County Capital Improvement Plan annually to assist and guide the decisions of where capital investments are made.

It shall also be the policy of Iowa County to ensure that projects are planned and budgeted in a manner that best distributes spending on a level and consistent basis. This will aid Iowa County in keeping tax rates and the County Levy on an even trajectory, avoiding disruptive swings for our tax payers. [see Policy 301 (3)(e)]

Generally, staff shall assemble the draft Capital Improvement Plan during the first quarter of the year. Committees will review the draft proposal during the second quarter of the year. The Plan shall then be completed by the County Board each July, in time to be included in the next year's budget process during the third quarter of the year.

4. REFERENCES:

Iowa County Policy 209 Iowa County Budget Preparation
Iowa County Policy 301 Financial Management Plan

5. PROCEDURES:

The Iowa County Administrator shall be responsible for producing a five year capital improvement plan by soliciting County staff and inquiring about their capital needs. This plan shall initially be proposed to the Long Range Planning Committee in April of each year. It is preferred that this occur after newly elected County Supervisors take their seats in election years.

During the month of April and May it is expected that the Long Range Planning Committee will meet a sufficient number of times to consider and recommend approval of a Capital Improvement Plan.

The Long Range Planning Committee is a sub unit of the General Government Committee. As such it is

anticipated that the General Government Committee would consider the Capital Improvement Plan in July of each year. The General Government Committee shall also consider revisions and make a recommendation to the County Board.

The Iowa County Board shall consider the proposed Capital Improvement Plan at their July or August County Board Meeting. Once the Capital Improvement Plan is adopted by the Iowa County Board, staff shall post the plan to the Iowa County website.

Staff shall also utilize the Capital Improvement Plan as a guide to complete the Capital Fund portion of the next fiscal year budget. At any time during the budget process, the expenses of the Capital Fund may be modified by staff or Committee. The Capital Improvement Plan is a plan or guide to help ensure great thought is put into planning efforts and that we are purposeful when making large capital expenditures.

