

AGENDA ITEM COVER SHEET

Title: Proposal for reclassification of Highway Department Office positions.

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Highway commissioner is requesting to reclassify the highway department office positions from 3 (a Business Manager and 2 Accountant Specialists) to 2 positions. The Business Manager and Accountant Specialist positions in the office would be eliminated and a new Highway Accounting Specialist position would be created. A revised job description has been created to re-assign all accounting and finance functions of the office to the new position including reports, reconciliation, data entry, etc. The two new positions would be at the same staffing level and cross trained to handle the departmental workload from a county and state perspective. The position description was sent out to Carlson-Detman by staff for a recommendation of placement into the compensation grid. Carlson Detman recommended placement of the new position into the compensation pay grid at Grade H.

RECOMMENDATIONS (IF ANY):

Recommendation for approval and motion to move the position to the General Government Committee and/or County Board for approval and implementation. Upon approval, the existing highway office positions would be eliminated, and existing staff would be assigned to the new position and description.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Highway Department staffing chart and job description for the new position.

FISCAL IMPACT:

Increase to overall wages and benefits of Highway office staff due to reclassification of the jobs to be 1 grade higher. Proposal is budget neutral as increases would be funded from elimination of the business manager position within the department.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10-15 minutes

COMPLETED BY: CRH

DEPT: Highway

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: 02-12-2018

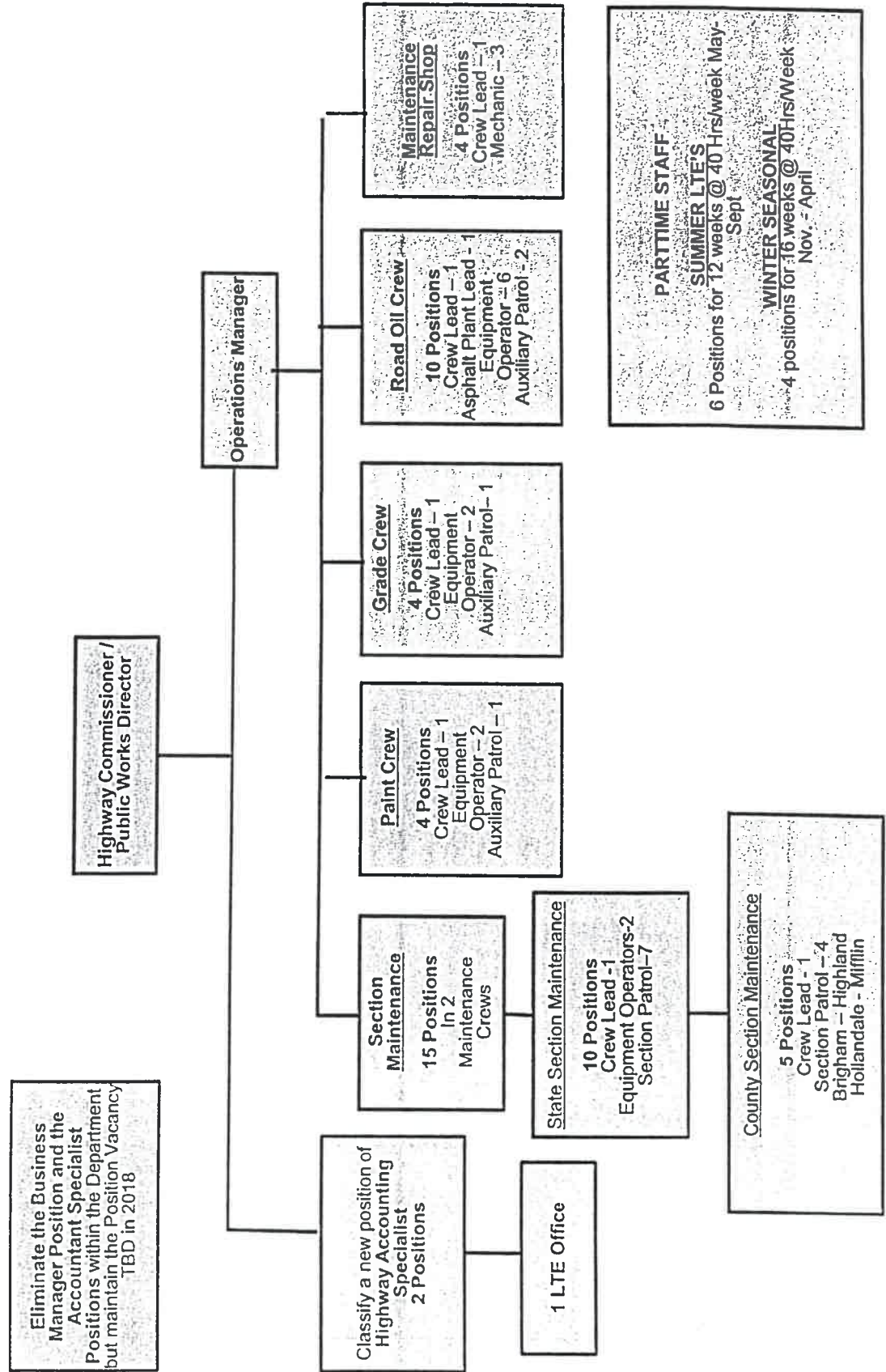
AGENDA ITEM # 10

COMMITTEE ACTION:

Recommendation by the Public Works Committee to move the item to the County Board for consideration; to set the Highway Accounting Specialist position into the county's compensation pay grid at Grade I; review in 6 months to see if the reclass is compensated and functioning fairly; and for the department to hire a temporary position as needed to assist with office workload.

Public Works Division

Highway Department Staffing Chart – PROPOSED





IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Highway Accounting Specialist

DEPARTMENT / SECTION: Highway

DATE REVIEWED: 01/2018

TITLE OF IMMEDIATE SUPERVISOR: Highway Commissioner

GRADE:

JOB SUMMARY:

Under the general direction of the Highway Commissioner performs accounting, data entry, and reconciliation of all finance transactions including initial entry, balancing, reconciliation, adjustment, and compilation of related financial reports in accordance with departmental policies and procedures; assists the Highway Commissioner in creating office procedures, following governing practices, and complying with departmental audits; coordinates with the Shop Crew Lead in performing work order and purchase order processing, payments, billings, tracking, and reconciliation; supports the Operations Manager with various financial reports; and coordinates with the Finance Department, Treasurer's Office, and Clerk on daily, monthly, and annual reports, transfers, receipts, payments, and audits.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Point of contact with answering of telephone, greeting visitors, and directing public to appropriate person or department. Operate radio transmitter and other department communication equipment as needed.		
2	Manage, track, and order departmental office supplies, equipment, and materials.		
3	Performs bookkeeping, accounting, and financial recordkeeping into automated computer accounting systems (ACS, ACS-New Road, CollectiveData, Petrovend, AWS Automated Scale, AS400, Microsoft Office suite, and others) in accordance with the Uniform Cost Accounting Manual, accepted state standards, and departmental procedures and practices.		
4	Performs daily computer data entry and processing of labor, equipment, and machinery costing; materials and supplies usage to the appropriate computer user database software for General Ledger accounting entries, project credits/debits/payments, payroll interfaces, and reconciliation of detail to summary with the Finance Department.		
5	Perform data entry to, create/maintain and balance databases for inventory control and reconciliation of consumable items, parts inventory, small field tools, tires, batteries, lubes/oils, fuel, quarry materials, asphalt production products, construction materials/supplies, and prepare reports with user specific software (AWS Automated Scale software, Petrovend, CollectiveData, ACS New Roads, etc.).		
6	Enters and compiles machinery rental rates, employee hourly rates, and construction material unit costs into various tables, schedules, databases, and reports.		
7	Performs daily and monthly purchase order processing, data entry, charging, balancing, reconciliation, and adjustment of inventory through payment vouchers, journal entries, departmental adjustments, and interdepartmental charges in cooperation with the Shop Crew Lead.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
8	Setup and create vendors, customers, project numbers, activities, and other accounting parameters as needed within departmental software for tracking of costs within the General Ledger format.		
9	Processes Accounts Payable including; prepares, assists, performs, reconciles, and balances inventory entries, withdrawals, purchase orders, work orders, Journal Entries, Vouchers, other adjustments, summaries, and reporting.		
10	Performs, solicits, awards, and schedules periodic fuel orders through the bidding process and procedure in accordance to department policies.		
11	Prepares, processes, and submits Journal Entries and Vouchers for approvals by the Highway Commissioner and Finance Department into General Ledger accounts in system software.		
12	Manage vendor files and information for W-9's and tax exemptions; coordinate office with departmental purchases, work order processes, purchase order procedures; coordinate and reconcile cash register, deposits, credit card charges, and other transactions with Shop Crew Lead, Operations Manager, County Treasurer, Finance Director, and Clerk in accordance with departmental policies and procedures.		
13	Processes Accounts Receivable including; prepares, compiles, sends, receives, and produces monthly Accounts Receivable billings, state requisition payment requests, and aging reports in accordance with departmental policies and procedures.		
14	Setup, create, maintain, process, track, distribute, index, record, and file departmental permits, licenses, capital equipment, infra-structure, fuel, automated scale, and other assets into various database software.		
15	Prepares, organizes, compiles, and submits departmental materials, equipment, and machinery for various auctions and sales in conjunction with the Shop Crew Lead, Operations Manager, and Highway Commissioner.		
16	Creates, develops, compiles, and maintains machinery and fixed asset depreciation schedules along with equipment and machinery classifications reports for the state; including rentals, acquisitions, or leases by the Department.		
17	Performs year-end closing of records, compilation of the Annual Financial Report, the GASB-34 Infra-structure Report, the Department Fund/Cash Balance Report and other reports and schedules.		
18	Responsible for compilation of monthly minutes for various County Committee meetings associated with the department; Airport Commission, Public Works, and Traffic Safety Commission		
19	Coordinates collection and distribution of departmental mail.		
20	Assists to design, coordinate, upload to, disseminate, and maintain the Departmental webpage with IT.		
21	Prepares, compiles, and distributes all necessary audit schedules, departmental reports, and state submittals for review by Finance Director, Highway Commissioner, auditors, federal, state and county officials.		
22	In a confidential manner, performs accident damage data entry, costing, reconciliation, and billing in compliance with departmental policies for liability and property damage insurance claims.		
23	In a confidential manner, performs accounting tasks related to payroll and provides employee forms for the department Worker's Compensation procedures, WC claim management process, and departmental Family Medical Leave Act requests.		

24	Creates, develops, and prepares departmental financial accounting procedures, processes, and workflows in accordance with the County policies, County Auditor recommendations, state guidelines, and federal standards.		
25	Arranges for registration, enrollment, and tracking of employee training and education programs, sessions, and seminars for the Core Safety Compliance Program.		
26	Assists in preparation and submittal of various permits, licenses, reports, and associated fees related to environmental compliance of the Department operations.		
27	Assists the Highway Commissioner with entry, creation, modification, revision, and submittal of an annual departmental budget to Administration; bidding processes, advertisements, lettings, and agreements; distribution of County Board Committee agendas, minutes, packets, and other information; administration and processing of other county/state/federal funding programs, grants, contracts, and agreements.		
28	Attendance at workshops, seminars, and other training; as approved by the Supervisor.		
29	Performs other duties as assigned by the Finance Director or Highway Commissioner.		
30	Must have regular, timely, and dependable attendance.		
	<p><u>Demonstrated Experience and Skills Required.</u></p> <ul style="list-style-type: none"> • Knowledge of accounting principles, practices, and procedures. • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Ability to communicate effectively with peers, subordinates, supervisors, government officials, vendors and members of the public. • Must have demonstrated proficiency with Microsoft Office Suite (Word, Excel, Access, Outlook, and PowerPoint). • Must have demonstrated proficiency, speed and accuracy with operation of personal computer in a network environment, computer keyboard/typewriter, 10-key data entry, calculator, two-way radios, photocopier, multi-line telephone, and fax machine. • Ability to work independently, and in a team environment; to utilize resources, standards, and procedures to draw conclusions using judgement. • Ability to effectively coordinate, schedule, organize, and oversee multiple tasks. • Ability to demonstrate knowledge of principles, procedures, methods, and techniques of financial analysis. • Ability to compare, count, compile, differentiate, measure, and/or sort data and information. • Ability to assemble, copy, record, and transcribe data. • Ability to analyze, classify, compute, tabulate, and categorize data. • Ability to add, subtract, multiply and divide; calculate decimals/percentages; interpret graphs, compute discount, interest, profit and loss, ratio and proportion; and ability to perform calculations involving formulas. • Ability to transport self to required meetings or appointments that occur outside of the Iowa County department. • Corrected vision and hearing to a functional level. 		

	<p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> • High school diploma/GED is required. • Minimum of a 2-year degree in Accounting or Business Accounting related educational background is required, preference for a 4-year degree. • Minimum of two (2) years of increasingly complex office experience including bookkeeping, payroll, accounting tasks, or any equivalent combination of education and experience which provides necessary knowledge, skills, and abilities. • Minimum required working knowledge of bookkeeping, accounting and personal computer operation. • Preference for Public Works, Highway Department, or Construction industry related job experience. • Preference for experience with Accounts receivable, Accounts payable, payroll, governmental cost accounting, purchasing, and inventory balancing. 		
	<p><u>Conditions of Employment</u></p> <p>Working Environment:</p> <ul style="list-style-type: none"> • Typical working environment is within a non-smoking temperature controlled office building. <p>Physical Requirements:</p> <ul style="list-style-type: none"> • Ability to coordinate eyes, hands, fingers, feet and limbs in performing semi-skilled movements such as data entry. • Ability to exert light physical effort in sedentary to light work involving lifting, carrying, pushing and pulling. • For additional information on physical demands, refer to the Position Inventory. <p>This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.</p> <p>Must possess a valid driver's license, or the ability to possess one within 6 weeks.</p> <p>Must treat all information with the utmost of confidentiality.</p> <p>The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.</p>		

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

COUNTY ADMINISTRATOR APPROVAL: _____

AGENDA ITEM COVER SHEET

Title: Resolution to Issue Tax Deed to Unredeemed Certificates

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Included are 3 Resolutions for years 2010, 2012 & 2013. Two parcels in the Town of Arena, 1 Parcel in the Village of Avoca and 1 Parcel in the Village of Highland. We have sent several notices to the current owners and complied with all of our Statutory Requirements. This is the final requirement in taking of the tax deed.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

3 Resolutions and maps of the properties

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Connie Johnson

DEPT: Treasurer

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Resolution No.
Ordering County Clerk to Issue Tax Deeds
On Unredeemed Certificates

WHEREAS, Connie Johnson, Iowa County Treasurer, is informing the Iowa County General Government Committee, that real estate taxes for the year **2012** remain unpaid for certain properties; and

WHEREAS, the Committee is also informed that all of the statutory requirements concerning notification and the publication of notices for said properties with unpaid taxes for the year of **2012** have been completed; and

WHEREAS, pursuant to Chap. 75.14(1) of the Wisconsin Statutes, the County Board, by resolution, shall order the County Clerk to execute to the County the tax deeds for such properties; and

WHEREAS, such resolution is the next necessary step in the equitable enforcement and collection of real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, that the County Clerk of Iowa County is ordered to execute and issue a tax deed in favor of Iowa County upon lands for which Iowa County owns and holds tax certificates remaining unredeemed for the year **2012** and are listed below:

PARCEL NO.	DISTRICT	DESCRIPTION	TAXES OWED
002-0273.E	Town of Arena	SE1/4 of NW1/4 14.03 A on S Side S19 T8N R5E 7280 Demby Rd	\$ 1,125.37
002-0273.F	Town of Arena	PT SE1/4 of NW1/4 S19 T8N R5E	\$ 90.15

AND, BE IT FURTHER RESOLVED, that Iowa County will assume and pay the **2018** real estate taxes.

Respectfully submitted by the Iowa County General Government Committee



Resolution No.
Ordering County Clerk to Issue Tax Deeds
On Unredeemed Certificates

WHEREAS, Connie Johnson, Iowa County Treasurer, is informing the Iowa County General Government Committee, that real estate taxes for the year **2010** remain unpaid for certain properties; and

WHEREAS, the Committee is also informed that all of the statutory requirements concerning notification and the publication of notices for said properties with unpaid taxes for the year of **2010** have been completed; and

WHEREAS, pursuant to Chap. 75.14(1) of the Wisconsin Statutes, the County Board, by resolution, shall order the County Clerk to execute to the County the tax deeds for such properties; and

WHEREAS, such resolution is the next necessary step in the equitable enforcement and collection of real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, that the County Clerk of Iowa County is ordered to execute and issue a tax deed in favor of Iowa County upon lands for which Iowa County owns and holds tax certificates remaining unredeemed for the year **2010** and are listed below:

PARCEL NO.	DISTRICT	DESCRIPTION	TAXES OWED
102-0170.002	Village of Avoca	A 30' X 90' parcel located in Lot 2 CSM 600 Rec in V4 CSM P 42, being located in Government Lot 3 S12 T8N R1E	\$ 38.55

AND, BE IT FURTHER RESOLVED, that Iowa County will assume and pay the **2018** real estate taxes.

Respectfully submitted by the Iowa County General Government Committee



Resolution No.
Ordering County Clerk to Issue Tax Deeds
On Unredeemed Certificates

WHEREAS, Connie Johnson, Iowa County Treasurer, is informing the Iowa County General Government Committee, that real estate taxes for the year **2013** remain unpaid for certain properties; and

WHEREAS, the Committee is also informed that all of the statutory requirements concerning notification and the publication of notices for said properties with unpaid taxes for the year of **2013** have been completed; and

WHEREAS, pursuant to Chap. 75.14(1) of the Wisconsin Statutes, the County Board, by resolution, shall order the County Clerk to execute to the County the tax deeds for such properties; and

WHEREAS, such resolution is the next necessary step in the equitable enforcement and collection of real estate taxes.

NOW, THEREFORE, BE IT RESOLVED, that the County Clerk of Iowa County is ordered to execute and issue a tax deed in favor of Iowa County upon lands for which Iowa County owns and holds tax certificates remaining unredeemed for the year **2013** and are listed below:

PARCEL NO.	DISTRICT	DESCRIPTION	TAXES OWED
136-0206	Village of Highland	PT of the SW1/4 of SE1/4 S28-T7N R1E 400 Dodgeville St	\$ 1,024.02

AND, BE IT FURTHER RESOLVED, that Iowa County will assume and pay the **2018** real estate taxes.

Respectfully submitted by the Iowa County General Government Committee



EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.gov



TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: March 27, 2018
RE: Employment Activity Report

Outlined below is the employment activity for March 2018:

- Highway Auxiliary Maintenance Patrol – New hire starts April 2.
- Highway LTEs – 6 applications received.
- 4H Internship – ongoing recruitment
- Sheriff's Office Patrol Deputy – Background in process.
- Conservation Technician – 19 applications received.
- Dispatcher/Correctional Officer (2 vacancies) – Backgrounds in process.
- Bloomfield Healthcare Director of Nursing – Recruitment started March 21.
- Bloomfield Healthcare Certified Nursing Assistants — 2 New hires started in March.
- Bloomfield Healthcare Registered Nurse/LPN –ongoing recruitment

Overview of the Iowa County Revolving Loan Fund Program

Iowa County created a Revolving Loan Fund Commission in 2015 and their first meeting was in 2016.

The Commission has the authority to review, select and recommend loan applications and make policy recommendations to the County Board for administration of the program. Members shall consist of representatives of broad community interest, and have special expertise and knowledge of commercial lending, account, management, business law and economic development. The Commission currently is comprised of one Iowa County Board member, County Administrator, Corporation Counsel, Finance Director, and three citizen members (two financial and one real estate). The Commission meets as needed.

The Iowa County revolving loan fund began in 1987 with funds passed through the State of Wisconsin from the federal community block grant program. Iowa County has had three original loans passed through the State of Wisconsin totaling \$650,261. These funds have been revolved out many times since the beginning of the program. There is currently three active loans in the program and the total balance due from those businesses as of 2/28/2018 is \$140,218.85. The bank balance for the RLF program as of 2/28/2018 was \$431,686.01.

Summary of Small Business Loans through the Iowa County Revolving Loan Program										Updated: 3/28/18
<u>Date of Original Loan</u>	<u>Revolving Loan Fund Recipient</u>	<u>Original Loan Amount</u>	<u>Principal Amount Repaid as of 2/28/18</u>	<u>Interest Amount Repaid as of 2/28/18</u>	<u>Amount Written Off</u>	<u>Balance as of 2/28/18</u>	<u>Status</u>	<u>Type of Business</u>		
8/31/1987	American Players Theatre - Original Loan	405,000.00	329,537.57		75,462.43	-	Settled-\$329,537.57 was paid for P & I	Theatre		
9/1/1987	Avoca Feed 1st Loan	5,400.00	5,400.00	714.00		-	Paid Off	Feed mill		
4/1/1989	Bear Pottery	30,000.00	19,577.19	4,046.57	10,422.81	-	Defaulted-Wrote off \$ 13,922.81 recd \$3,500 in 2005 as a settlement	Pottery Mfg		
10/1/1989	Robert & Twila Thomas	10,000.00	10,000.00	1,322.60		-	Paid Off	Campground		
2/7/1990	Kinder Castle - Yeager - Original Loan	120,261.00	120,261.00	62,415.57		-	Paid Off	Child Care Center		
7/1/1991	Avoca Feed 2nd Loan	10,000.00	10,000.00	3,637.85		-	Paid Off	Feed mill		
7/1/1991	Chimney Specialist	15,000.00	15,000.00	3,300.68		-	Paid Off	Chimney Cleaning		
8/1/1991	Bountiful Bean Soyfoods	17,500.00	17,500.00	3,780.09		-	Paid Off	Manufacturing Soyfood		
8/6/1991	Ravenwood	42,900.00	42,900.00	7,349.87		-	restructured in 1996 - refinanced \$24,902.07 + added \$9500	Manufacture wood furniture		
2/20/1992	Charles Carmody	30,000.00	30,000.00	5,284.70		-		Manufacture - assemble & ship electronic boards - transportation recording systems		
10/20/1994	Sheer Artistry	4,500.00	748.01	190.71	3,751.99	-	Defaulted-Wrote off \$3,751.99	Hair Salon		
4/1/1995	Park View Country Store	20,000.00	20,000.00	2,505.06		-	Paid Off	Grocery / Bait		
6/1/1995	P & P Investments -Dodger Bowl	60,000.00	60,000.00	12,134.27		-	Paid Off	Bowling Alley / Restaurant		
11/1/1996	Ravenwood	34,402.07	34,402.07	7,767.96		-	PAID OFF -Business closed - have worked out a payment plan with owner	Wood Mfg		
4/1/1997	Spring Green Technologies	60,000.00	60,000.00	4,953.70		-	Paid Off	Truck Part Mfg		
7/16/1997	Todd Rideout-Red Room	45,000.00	7,061.88	8,614.30	37,938.12	-	Defaulted-Wrote off \$37,938.12	Bar / Rest.		
9/4/1997	Dennis & Mark Bender-Qwik Pik	60,000.00	60,000.00	10,212.10		-	Paid Off	Gas Station / Restaurant		
5/29/1998	Brewery Creek	40,000.00	40,000.00	1,856.14		-	Paid Off	Brewery / Restaurant		
3/29/2000	Terrill Companies	120,000.00	120,000.00	8,212.57		-	Paid Off	Landscaping / Floral		
7/12/2000	Gary Jenkins (Billy's Roaring 20's)	60,000.00	60,000.00	7,924.14		-	Paid Off 2012 - Business closed - & a payment plan with one of owners was worked out	Supper Club		
12/8/2000	Sam Schaaf	50,000.00	1,691.39	5,525.81	48,308.61	-	Business is Closed - took the property through a tax deed & it was sold	Meat Processing		
3/1/2001	Robert Oberhauser - BEC Controls	70,000.00	70,000.00	17,648.69		-	Paid Off in 2012	Manufacture components for heating systems		
7/19/2001	Stratus	20,000.00	20,000.00	1,627.17		-	Paid Off	Furniture Mfg		
7/20/2001	D.A. Auto	30,000.00	30,000.00	3,490.60		-	Paid Off	Auto Sales		
1/30/2002	DodgePoint Country Club	40,000.00	27,337.77	8,300.51	12,662.23	-	Business closed and property was sold through foreclosure	Golf Course / Supper Club		
6/8/2002	Harriet Story-Leaping Lizards	20,000.00	20,000.00	6,470.53		-		Retail Sales / Toy Store & Pottery		
6/25/2002	Laura Kindseth - Gourmet Granny	15,000.00	15,000.00	839.26		-	Paid Off	Bakery / Café		

Summary of Small Business Loans through the Iowa County Revolving Loan Program										Updated: 3/28/18
Date of Original Loan	Revolving Loan Fund Recipient	Original Loan Amount	Principal Amount Repaid as of 2/28/18	Int. Amt. t	Repaid as of 2/28/18	Amount Written Off	Balance as of 2/28/18	Status	Type of Business	
7/11/2002	Larry Kelly - Kelly Oil	20,000.00	20,000.00		2,553.34		-	Paid Off	Oil Change Business	
9/9/2002	Todd Recob & Eric Anderson-SMD	50,000.00	50,000.00		12,045.70		-	Paid Off	Trucking Company	
7/25/2003	Linden Cheese Company, Inc	115,682.21	70,909.91		7,202.64	44,772.30	-	added \$35,682.21 to balance in 10/2004 - accepted a settlement in 2005 when business was sold and wrote off \$44,772.30	Cheese Mfg	
6/3/2004	Harvest Market	30,000.00	1,560.66		3,199.44	28,439.34	-	Closed - Written off March 2009	Grocery Store	
8/26/2004	Blabaum Foods	130,000.00	8,177.76		5,065.95	121,822.24	-	Closed - Written Off	Grocery Store	
11/11/2004	Mineral Point Living Arts Center	50,000.00	50,000.00		8,507.32		-	Paid Off-restructured loan to a 3% interest rate retro to the beginning of the loan	Art Education	
11/30/2004	Country Inn-Thomas Harris Estate-Avooca RLF	32,158.46				32,158.46	-	Closed - Written Off	Bar / Rest.	
12/29/2005	Inkwell Printers	14,500.00	14,500.00		2,715.09		(0.00)	Paid Off	Printer	
6/20/2007	Dodgeville Family Chiropractic SC	50,000.00	50,000.00		12,732.65		-	Paid Off	Chiropractor	
6/21/2007	Iowa County Humane Society	50,000.00	20,475.14		21,001.61		29,524.86	Current	Humane Society	
6/20/2008	One Water Street LLC - Walker House - 1st loan of \$47,350 on 6/20/08 and send part made on 8/29/08 for \$40,000	87,350.00	1,744.91		724.29	85,605.09	-	Business closed and property was sold through foreclosure	Restaurant	
7/31/2009	BETA Inc - Dodgeville Truck Stop	30,500.00	304.00		127.08	30,196.00	-	Business is Closed	Truck Stop-Convenience Store	
10/24/2012	Midwest Poultry & Rattite Processors	112,000.00	58,466.41		6,975.10		53,533.59	Deliquent - in process of liquidating assets	Poultry & Rabbit Processors	
11/13/2015	Alphabet Academy	60,200.00	3,039.60		4,730.82		57,160.40	Past Due - 3 month	Day Care facility	
	Subtotal	2,267,353.74	1,595,595.27		287,706.48	531,539.62	140,218.85			
	Milk Volume Production Loans									
12/29/2003	Level Acres LLC - MVP	25,000.00	25,000.00		2,388.13		0.00	Paid Off	Dairy Farm	
3/22/2006	Michael & Sherri Yager - MVP	50,000.00	50,000.00		3,578.83		-	Paid Off	Dairy Farm	
7/13/2006	Heartwood Farms-Laura Daniels / Jared Searls - MVP	125,000.00	125,000.00		15,134.23		-	Paid Off - Funds came from Commerce to Iowa County - when repaid money will stay in Iowa County's RLF fund	Dairy Farm	
4/19/2007	Triple D Farms - Dannenberg - MVP	50,000.00	50,000.00		3,531.76		-	Paid Off	Dairy Farm	
	Subtotal - MVP Loans	250,000.00	250,000.00		24,632.95	-	0.00			
	Totals	2,517,353.74	1,845,595.27		312,339.43	531,539.62	140,218.85			
	MVP = Milk Volume Production Loans									
	Original Loans from Dept of Commerce									
	American Players Theatre - Original Loan	405,000.00						26.67% % of loans written off based on loan amounts		
	Kinder Castle - Yeager - Original Loan	120,261.00						21.12% % of loans written off based on loan amounts		
	Heartwood Farms - MVP	125,000.00								
	Total Original Loan Amounts	650,261.00								
	The original loan amounts have been revolved out	3.87	times							

AGENDA ITEM COVER SHEET

Title: Smoking Ordinance

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

At the March General Government Meeting, the Committee asked that I add the Smoking Ordinance to your meeting agenda for you to review.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

A copy of the current Smoking Ordinance.

FISCAL IMPACT:

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:

IOWA COUNTY ORDINANCE No. 600.26

**AN ORDINANCE REGULATING OR PROHIBITING SMOKING IN AND AROUND
COUNTY BUILDINGS, PROPERTY AND IN COUNTY OWNED VEHICLES**

Whereas, secondhand tobacco smoke has been classified by the U.S. Environmental Protection Agency (EPA) as a known cause of lung cancer in humans (Group A carcinogen) and there is no safe level of exposure to secondhand smoke; and

Whereas, secondhand tobacco smoke increases the risk of cancer and poses other significant health threats including asthma, emphysema, heart attack and stroke; and

Whereas, smoking related illnesses and premature death contribute to the loss of productivity and soaring costs of health insurance for county employees; and

Whereas, the Environmental Protection Agency (EPA) warns that the concentration of breathable particles from secondhand tobacco smoke in a closed motor vehicle is more than 133 times higher than the current average annual EPA standard; and

Whereas, the American Society of Heating, Refrigeration and Air Condition Engineers (ASHRAE) cautions that no ventilation systems are designed to remove the hazardous toxins and gases of secondhand smoke from the air; and **Whereas**, cigarettes are the leading cause of fatal fires; and **Whereas**, it is everyone's right to breathe clean indoor air; and

Whereas, persons working or doing business within the county owned buildings and vehicles) should be free from exposure to environmental tobacco smoke; and

NOW, THEREFORE, be it ordained by the Iowa County Board of Supervisors as follows:

Section 1: Iowa County has declared the entire workplace a non-smoking facility. No person shall smoke or carry a lighted cigarette, cigar, pipe, electronic cigarette, personal vaporizer or any other lighted smoking equipment or device in any county vehicles or buildings.

Section 2: Smoking shall be prohibited within 25 feet of any entrance to any building owned or leased by Iowa County which provides public access to any government services provided by Iowa County.

Section 3: A person designated by the appropriate committee of the County Board shall post, in a conspicuous place at every Iowa County outside building entrance a "no smoking" sign or international "no smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it. It shall be unlawful for any person to remove, deface, or destroy any sign or sticker required by this section or to smoke in any place where any such sign or sticker is posted.

Section 4: This ordinance shall take effect on June 1, 2009, and be enforced upon passage and publication as provided by law.

Section 5: The County will assist with anyone who wishes to quit smoking. The Iowa County Health Department will provide smoking cessation education to County employees on their off time.

Approved by the Iowa County Health Committee on October 2, 2008.

Amended May 19, 2015

Combination Salary Structure

Original Pay Plan Matrix was Adopted by County Board on September 16, 2014 with an implementation date of October 5, 2014

1.5% Market Adjustment adopted by County Board on October 16, 2015 with an implementation date of January 1, 2016

2.25% Market Adjustment adopted by County Board on November 15, 2016 with an implementation date of January 1, 2017

2.25% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of January 1, 2018

Job Code In Payroll	Grade	Job Title	Department	Minimum					Control Point			Maximum	
				90%	92.5%	95.0%	97.5%	100%	Pay For Performance	Maximum	120%		
281	T	Corporation Counsel	District Attorney	\$ 43.61	\$ 44.82	\$ 46.03	\$ 47.24	\$ 48.45	<div></div>	\$ 58.14			
601 311 460	S	Nursing Home Administrator Highway Commissioner Social Services Director	Bloomfield Healthcare Highway Social Services	\$ 39.97	\$ 41.08	\$ 42.19	\$ 43.30	\$ 44.41	<div></div>	\$ 53.29			
202	R	Finance Director	Finance	\$ 37.22	\$ 38.26	\$ 39.29	\$ 40.33	\$ 41.36	<div></div>	\$ 49.63			
387 426	Q	Planning & Development Director Public Health Officer/Director	Planning & Development Health	\$ 35.42	\$ 36.40	\$ 37.38	\$ 38.37	\$ 39.35	<div></div>	\$ 47.22			
404 603 201 301	P	Chief Deputy Director of Nursing Employee Relations Director Information Systems Director	Sheriff Bloomfield Healthcare Employee Relations Information Systems	\$ 33.58	\$ 34.51	\$ 35.44	\$ 36.38	\$ 37.31	<div></div>	\$ 44.77			
372 409 459	O	ADRC Manager Jail Administrator Youth and Family Unity Manager	ADRC Sheriff Social Services	\$ 31.76	\$ 32.64	\$ 33.53	\$ 34.41	\$ 35.29	<div></div>	\$ 42.35			
382 624 500	N	County Conservationist Nurse Manager Operations Manager	Land Conservation Bloomfield Healthcare Highway	\$ 29.93	\$ 30.77	\$ 31.60	\$ 32.43	\$ 33.26	<div></div>	\$ 39.91			
443 458 380 631	M	Child Support Manager Economic Support Manager Emergency Management Director Environmental Services Director	Child Support Social Services Emergency Management County Wide	\$ 28.12	\$ 28.90	\$ 29.68	\$ 30.46	\$ 31.24	<div></div>	\$ 37.49			

April 2, 2018

To the General Government Committee:

On behalf of myself and Hidden Valley, I want to thank you for the support received by Iowa County in promoting tourism and economic development through our annual publication of the Hidden Valley Guides, now in its forty-first (41) year. The cost to belong to Hidden Valley is 6 cents per capital (or \$1421.22 per year). The return is \$1.7 million (2017) or 12,000% return on investment.

Your support helps Hidden Valley promote Iowa County by:

1. Work-with regional tourism to support Iowa County and distribute the guides (75,000 guides printed)
2. Participate in numerous trade shows. Milwaukee, Chicago etc..
3. Build partnerships with organizations such as WI Ag Tourism Assoc., Drift less Destinations to promote Southwest Wisconsin.
4. Work with Chambers Visitor Bureaus and local businesses in the distribution of the guides.
5. Utilize the internet to showcase tourism opportunities for each county.
(www.hiddenvalley.com)
6. Including driving tours in print and the web that provide day trip visitors direction to highlights in Iowa County.

Hidden Valley magazine is the finest publication in the mid-west and one of the largest with over 120 pages to show off what Iowa County has to offer to anyone who visits Southwest Wisconsin.

Thank you for your support.

Sincerely,



Ron Benish
Hidden Valley Board Member

HIDDEN VALLEYS INC.

CENTERFOLD ROTATION

Anniversary Issue	Year County is to be Featured	Featured County	Previously Featured
37 th	2014	GREEN COUNTY	2003
38 th	2015	LAFAYETTE COUNTY	2004
39 th	2016	CRAWFORD COUNTY	2005
40 th	2017	MONROE COUNTY	2006
41 st	2018	GRANT COUNTY	2009
42nd	2019	JUNEAU COUNTY	2010
43 rd	2020	RICHLAND COUNTY	2011
44 th	2021	VERNON COUNTY	2012
45 th	2022	IOWA COUNTY	2013
46 th	2023	GREEN COUNTY	2014
47 th	2024	LAFAYETTE COUNTY	2015
48 th	2025	CRAWFORD COUNTY	2016
49 th	2026	MONROE COUNTY	2017
50 th	2027	GRANT COUNTY	2018

The above rotation schedule is being sent to assist you in your budgeting efforts. Please make note of the year that your county will be presented as Hidden Valleys “featured” county.

If you have questions please contact the office at:
608-562-6450 or hv@mwt.net.

Thank you!

Working Budget

June 1, 2017 through May 31, 2018

				Working Budget 2017-2018	
			Income		
			ADVERTISING (95% of 2017 sales \$90,000)	\$	85,500
			COUNTY MEMBERSHIP DUES - [2018]	\$	15,949
			COUNTY Featured DUES - [2018]	\$	3,500
			Donation-guide request	\$	15
			WEB SITE INCOME	\$	400
			Total Income	\$	105,364
			Expense		
			Supplies	\$	150
			OPERATIONS		
			Accounting	\$	1,950
			Bank Service Charges	\$	45
			Insurance	\$	750
			Licenses and Permits	\$	25
			Meeting expenses	\$	150
			Postage and Delivery	\$	1,000
			Rent - PO box	\$	55
			Rent - office	\$	3,300
			Telephone (Telephone only-not internet)	\$	700
			PAYROLL		
			WAGES	\$	12,708
			941 IRS - HV matching social security/medicare	\$	972
			UI DWD - WI unemployment	\$	260
			TOURISM GUIDE EXPENSE		
			Graphics (Prepress)—(& proofS)	\$	13,000
			Commission	\$	21,375
			Printing (ad contracts)	\$	350
			Printing (sales brochures)	\$	200
			Printing (75,000 guides) <i>75,000 guides</i>	\$	40,000
			Printing (5,000 maps)	\$	265
			Shipping/Printer (Drop Ship Pallets)	\$	3,500
			TRADE SHOWS		
			Partnership trade show	\$	1,381
			WIGCOT - Governors Conference - Appleton	\$	962
			Canoeocopia - Madison 2018	\$	1,752
			WEB SITE EXPENSES		
			WEB SITE - maintenance-Wisnet	\$	514
			Total Expense	\$	105,364

Wisconsin Total Tourism Impacts - [Counties - Alphabetical]

COUNTY	Direct Visitor Spending			Total Business Sales			Employment			State and Local Taxes		
	Millions		%	Millions		%	Total		%	Millions		%
	2015	2016	Change	2015	2016	Change	2015	2016	Change	2015	2016	Change
Wisconsin	\$11,919.4	\$12,310.7	3.28%	\$19,291.7	\$19,967.7	3.50%	190,717	193,454	1.44%	\$1,469.5	\$1,505.8	2.47%
Adams	\$211.5	\$208.7	-1.34%	\$265.0	\$264.3	-0.29%	2,365	2,300	-2.76%	\$24.8	\$24.3	-2.12%
Ashland	\$34.5	\$34.9	1.11%	\$52.2	\$53.3	2.09%	575	571	-0.79%	\$4.5	\$4.5	0.05%
Barron	\$97.1	\$96.6	-0.58%	\$145.1	\$146.4	0.93%	1,434	1,433	-0.05%	\$11.0	\$11.0	-0.15%
Bayfield	\$45.2	\$46.5	2.84%	\$60.7	\$62.6	3.15%	598	606	1.29%	\$5.8	\$5.9	2.36%
Brown	\$613.7	\$637.9	3.95%	\$1,023.3	\$1,063.0	3.88%	11,302	11,588	2.53%	\$87.2	\$90.9	4.19%
Buffalo	\$11.1	\$11.1	-0.23%	\$19.2	\$19.5	1.63%	194	190	-2.10%	\$1.3	\$1.3	-1.31%
Burnett	\$23.2	\$24.5	5.55%	\$34.6	\$36.4	5.08%	369	372	0.78%	\$3.0	\$3.1	3.09%
Calumet	\$29.8	\$30.9	3.58%	\$57.3	\$59.5	3.89%	657	667	1.50%	\$4.0	\$4.1	2.29%
Chippewa	\$83.9	\$89.0	6.00%	\$135.6	\$142.7	5.25%	1,332	1,377	3.38%	\$9.4	\$9.9	5.17%
Clark	\$28.0	\$28.5	1.84%	\$49.1	\$50.5	2.85%	354	359	1.39%	\$2.9	\$3.0	1.32%
Columbia	\$126.0	\$133.4	5.89%	\$182.6	\$192.3	5.31%	1,768	1,894	7.09%	\$14.7	\$15.6	6.63%
Crawford	\$43.8	\$42.9	-2.04%	\$62.8	\$62.6	-0.23%	712	701	-1.44%	\$5.7	\$5.6	-2.01%
Dane	\$1,154.1	\$1,213.6	5.16%	\$1,983.6	\$2,074.3	4.57%	21,013	21,654	3.05%	\$149.2	\$155.6	4.27%
Dodge	\$79.0	\$81.5	3.08%	\$147.3	\$152.4	3.51%	1,478	1,519	2.78%	\$9.4	\$9.7	2.82%
Door	\$332.8	\$347.8	4.50%	\$424.3	\$442.8	4.35%	3,111	3,178	2.14%	\$36.1	\$37.5	3.68%
Douglas	\$88.7	\$90.1	1.66%	\$130.0	\$133.1	2.41%	1,263	1,239	-1.90%	\$10.3	\$10.3	-0.15%
Dunn	\$46.7	\$45.5	-2.74%	\$80.9	\$81.0	0.14%	858	849	-1.06%	\$6.0	\$5.9	-2.01%
Eau Claire	\$216.1	\$228.4	5.71%	\$353.4	\$371.0	5.00%	4,152	4,229	3.54%	\$27.8	\$29.3	5.18%
Florence	\$4.9	\$4.8	-0.02%	\$7.5	\$7.6	1.48%	91	89	-2.19%	\$0.6	\$0.6	-1.34%
Fond du Lac	\$132.2	\$141.1	6.71%	\$227.3	\$239.9	5.57%	2,572	2,653	3.15%	\$17.0	\$17.8	4.62%
Forest	\$12.9	\$13.8	6.59%	\$19.5	\$20.6	5.77%	219	223	1.79%	\$1.7	\$1.8	4.46%
Grant	\$43.2	\$44.4	2.68%	\$79.5	\$82.2	3.34%	887	884	-0.42%	\$5.4	\$5.4	0.97%
Green	\$39.5	\$41.4	4.89%	\$69.4	\$72.5	4.54%	764	773	1.11%	\$4.9	\$5.1	3.23%
Green Lake	\$37.9	\$38.4	1.26%	\$57.5	\$58.7	2.19%	777	749	-3.58%	\$5.7	\$5.6	-1.64%
Iowa	\$34.7	\$35.5	2.05%	\$54.6	\$56.1	2.78%	434	428	-1.24%	\$3.4	\$3.4	0.85%
Iron	\$19.1	\$19.6	2.46%	\$26.5	\$27.3	2.89%	252	254	0.76%	\$2.4	\$2.4	1.41%
Jackson	\$38.6	\$35.1	-8.98%	\$56.9	\$54.2	-4.78%	575	541	-5.94%	\$4.8	\$4.4	-8.12%
Jefferson	\$90.6	\$94.2	4.00%	\$159.6	\$165.9	3.99%	1,646	1,683	2.24%	\$10.8	\$11.1	3.11%
Juneau	\$68.0	\$71.1	4.64%	\$95.3	\$99.6	4.45%	743	768	3.48%	\$7.2	\$7.5	4.22%
Kenosha	\$196.6	\$209.0	6.28%	\$327.0	\$344.6	5.39%	3,158	3,249	2.88%	\$22.2	\$23.2	4.65%
Kewaunee	\$17.4	\$17.6	1.04%	\$32.3	\$33.0	2.43%	276	280	1.21%	\$2.0	\$2.0	0.94%
La Crosse	\$236.1	\$248.1	5.05%	\$387.8	\$405.7	4.61%	4,123	4,274	3.67%	\$30.2	\$31.6	4.69%
Lafayette	\$11.9	\$12.0	0.64%	\$21.1	\$21.5	2.22%	190	197	3.96%	\$1.5	\$1.5	2.40%
Langlade	\$47.4	\$46.5	-1.98%	\$68.4	\$68.4	-0.14%	503	495	-1.64%	\$4.6	\$4.5	-2.07%
Lincoln	\$53.2	\$53.8	1.23%	\$83.6	\$85.4	2.23%	700	701	0.21%	\$5.6	\$5.6	0.55%
Manitowoc	\$115.3	\$112.1	-2.77%	\$192.4	\$192.2	-0.08%	2,093	2,051	-1.99%	\$15.3	\$14.9	-2.74%