

AGENDA ITEM COVER SHEET

 **Title:** Scanner Installation/Remodel at Courthouse West Entrance

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Discuss remodeling west entrance of Courthouse to improve security. Plan is to remodel entrance to accommodate a scanner, compact screening machine, a small table, and some space for staff movement around the equipment. To address space need, a 12' x 34' (408 sq. ft) addition is proposed. Cost of the project would be approximately \$225,000. \$150,000 was estimated for demo, construction, and architectural fees. \$75,000 in additional funding will be needed to provide security locking, camera viewing station and wiring, additional cameras and wiring, cement replacement/addition, car stop posts installation, and a package scanner install.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Yes, copy of Jewell Associates estimate and a proposed drawing.

FISCAL IMPACT:

 A budget amendment will be needed for this to be completed in year 2018.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10 minutes at most

COMPLETED BY: Jake Tarrell

DEPT: Environmental Services Department

2/3 VOTE REQUIRED:

☒ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Jake Tarrell
Iowa County
Environmental Services Director
3151 County Road CH
Dodgeville, WI 53533

Dear Committee,

I met with Jake on April 10 to discuss the possibility of an interior remodel to accommodate a security scanner at the West entrance to the Courthouse. After discussion with Jake and others present, I do not see an interior remodeling as a feasible project. Several factors make this area a difficult space to remodel.

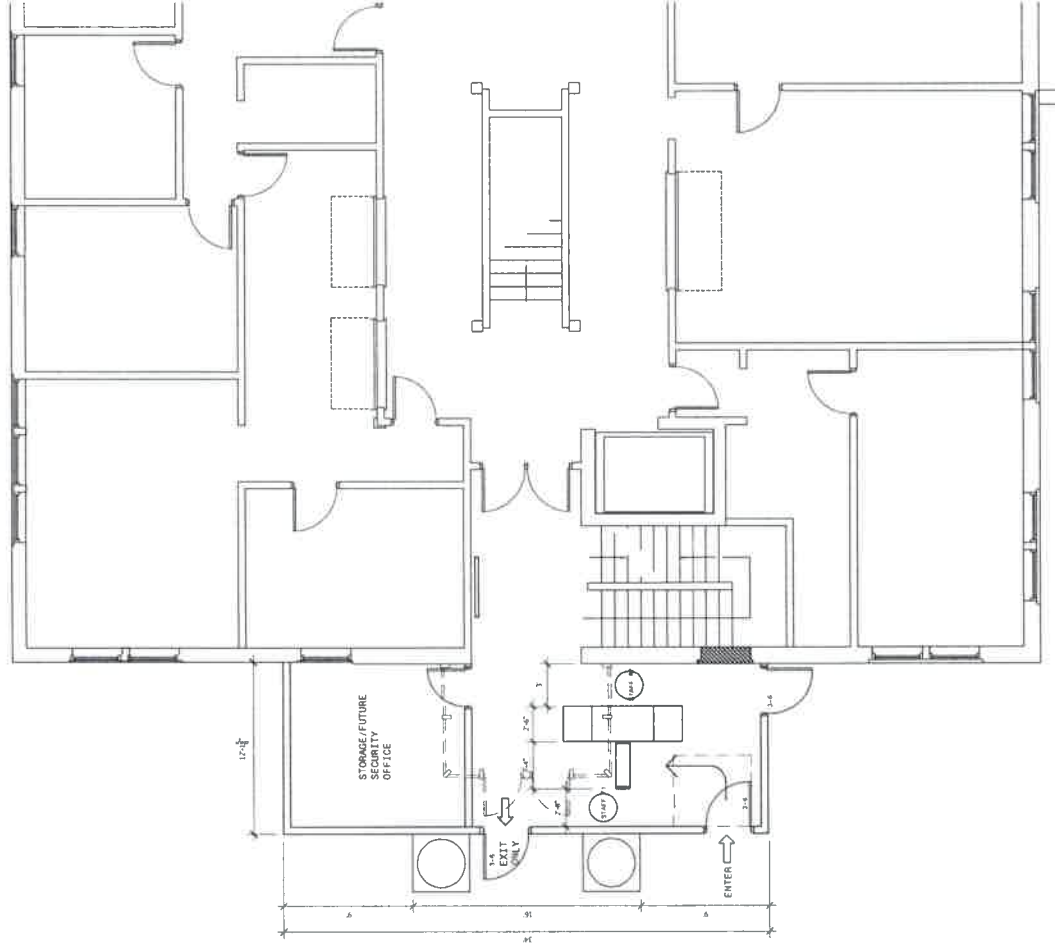
To secure the entrance, ideally people would enter on the north side and only be allowed to exit on the south side. This would require the security equipment be placed in the vestibule, before reaching the stairs. The equipment can not be installed past this point, because it would block the stairs as an egress path. The equipment required are a stand-up scanner, a compact screening machine and a small table. Multiple security personnel will be needed at the entrance depending on operational requirements. The vestibule is not large enough for the required equipment and personnel.

We recommend an exterior addition to accommodate requirements and demolition of the existing glass enclosure. The addition will provide a new entrance at the south side, room for equipment and personnel and an additional storage room to the north. The proposed entry addition will be approximately 12'-0" x 34'-0". The budget cost estimate for the proposed addition is \$150,000, which includes demolition, cost of construction, and architectural design fees.

Please see attached proposed schematic floor plan.

Sincerely,

Andrea Ring
Jewell Associates



AGENDA ITEM COVER SHEET

Title: Environmental Services .2 FTE transfer to Iowa County Maintenance Dept.

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Move 16 hours per payroll period from Environmental Services (Bloomfield) to Iowa County Maintenance Department (Courthouse/HHS). Equivalent to a .2 FTE.

RECOMMENDATIONS (IF ANY):

Environmental Services has been transferring hours back and forth from departments for a couple years. In order to be consistent with staffing needs, this recommendation is to make the transfer of hours permanent.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

Have adjusted hours within budget for 2018 during budget process in 2017. This change results in little to no impact to current budget. Movements of hours from one department to another is budget neutral.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Jake Tarrell

DEPT: Environmental Services Department

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Resolution No. 5-0318

**RESOLUTION AMENDING THE 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. 10-1015, the Iowa County Board established the Iowa County Committees, Commissions, and Boards Structure to establish Committee Structure for Iowa County; and

WHEREAS, the Executive Committee has reviewed the Committees, Commissions, and Boards Structure and has updated the document; and

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 as updated.

Adopted by the Iowa County Board of Supervisors this 20th day of March, 2018.

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. The preferred length of term to serve on a specific committee, board, or commission shall be six (6) years, however, longer tenure may occur.

- 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 statues.

- 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 or their designee as approved by the County Board, 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 appointment. 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 at least one County Board appointment
- 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: 5 – 3 Supervisors and 2 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 Committee on 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 committee 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

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

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 and Iowa County Drug Treatment Court.

- 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

Crime Prevention Funding Board (Resolution 04-0416)

Purpose: This Board is responsible for directing the distribution of funds collected through the crime prevention surcharge, as authorized by Wis. Stat. §§ 59.54(28) and 973.0455, to private nonprofit organizations and law enforcement agencies within Iowa County for crime prevention purposes. The Board also is responsible for reporting on such grant fund disbursements.

- a) Size of the Council: 7 members as outlined in Resolution 04-0416
- b) Frequency of Meetings: As needed to approve grant awards and reports
- d) 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

Resolution No. 7-0817

**RESOLUTION CREATING THE
"JAIL BUILDING COMMITTEE"**

WHEREAS, the Law Enforcement Center 2016 Study found a need for a new jail facility; and

WHEREAS, the Iowa County Board has included a jail replacement project for 2020 in their Capital Improvement Plan for the past two years; and

WHEREAS, in 2019 Iowa County will make their last debt payment on the Health and Human Services Building loan; and

WHEREAS, the Public Safety Committee has reviewed the study, recent jail inspection reports, and inspected the current jail facility and found necessity for a new law enforcement center; and

WHEREAS, the Iowa County Board is planning for an advisory referendum for the fall 2018 general election.

NOW THEREFORE, BE IT RESOLVED by the Iowa County Board of Supervisors that the creation of a "Jail Building Committee" be established to address the following:

1. Identify services and spaces that should be included in a new law enforcement center and why.
2. Determine size of a site the County should purchase to build a law enforcement center, expansion, or other facilities.
3. Determine options to inform and educate County Residents about state mandates, the condition of the existing jail facility, and employee working conditions.
4. Draft a proposed referendum question for County Board consideration, budget, and present Committee findings to the County Board no later than May of 2018.


BE IT FURTHER RESOLVED that the Jail Building Committee shall have nine members and shall meet at least monthly:

- A. Four County Supervisors appointed by the County Board Chair,
- B. Three Citizen members appointed by the County Board Chair,
- C. Two members shall be appointed by the County Sheriff,

BE IT FURTHER RESOLVED by the Iowa County Board that the Jail Building Committee shall be appointed in September of 2017.

Respectfully submitted by the Public Safety Committee. Adopted this 15th day of August, 2017

AGENDA ITEM COVER SHEET

 **Title:** Classification/Compensation Study Overview Presentation.

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

I will provide a short overview of the Iowa County Classification/Compensation Study and the pay structure. The presentation will include internal/external comparable markets, where the county positioned itself in the labor markets, and design of the structure.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

NA

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 15 minutes

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

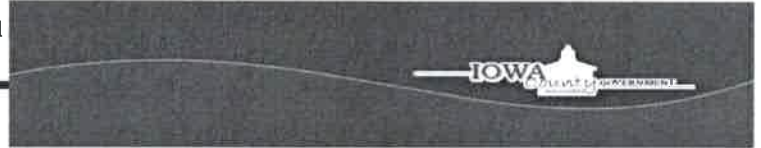
AGENDA ITEM #

COMMITTEE ACTION:

EMPLOYEE RELATIONS

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

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



TO: County Board of Supervisors
FROM: Allison Leitzinger, Employee Relations Director
DATE: April 12, 2018
RE: Overview of Classification/Compensation Structure

In 2014, Iowa County hired Carlson Dettmann Consulting to create a Classification/Compensation Wage Structure. At that time, the Administrative Services Committee answered the following three questions setting up how the program would work:

- What markets do the County want to use for comparison? Committee decided on using the following 12 Counties: Dane, Columbia, Green, Sauk, Dodge, Jefferson, Lafayette, Grant, Monroe, Crawford, Richland, Juneau and Vernon. Private Sector data included Bureau of Labor Statistics, Dane County Society of Human Resources Management and Leading Age (Nursing Home data).
- Where does the County want to position itself in its labor markets (high, low, average)? Committee decide on Iowa County be an average market payer.
- What type of pay structure does the County want? (General increases, steps, pay-for-performance, combination of two)? Committee decided on using a combination plan to include step from entry to market (Control Point) and Pay for performance after-market to maximum. The spread of the grid is 90% (entry) to 120%(maximum), with market (control point) at 100%.

Each position within Iowa County was then evaluated based upon the following five factors (evaluation is not based upon employees within those positions):

- Formal preparation and experience required for employment
- Decision –making and impact
- Thinking challenges/problem-solving
- Interactions and communication
- Work environment

In September of 2014, the County Board adopted the Classification/Compensation pay structure by Resolution 4-0914 and was implemented on October 5, 2014. Since then, the grid has been increased annually and is now reflective of the market rate for our positions.

New Positions and Reclassifications:

Iowa County continues to use a third party (Carlson Dettmann Consulting) to determine job placement on the wage structure for new positions and reclassifications.

Reclassifications: Occurs when a position assumes greater responsibilities and or tasks that are determined/assigned by Department Head.

The plan has been working well, with neighboring counties now following our lead.

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, 2015 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				Minimum		Control Point		Pay For		Maximum	
In Payroll	Grade	Job Title	Department	Step 2	Step 3	Step 4	Step 5	Step 6	Performance	Maximum	
444	H	Child Support Specialist	Child Support	\$ 19.00	\$ 19.53	\$ 20.05	\$ 20.58	\$ 21.11		\$ 25.33	
451		Economic Support Specialist	Social Services								
515		Equipment Operator	Highway								
304		Information Technical Support Specialist	Information Systems								
107		Legal Secretary	District Attorney								
261		Deputy Clerk of Courts	Clerk of Courts								
104		Tax Description Specialist	Treasurer								
389		Veterans Benefits Specialist	Veterans								
108		Victim Witness Coordinator	District Attorney								
464		Social Services Specialist	Social Services								
137	G	Accountant Specialist	Highway	\$ 17.18	\$ 17.66	\$ 18.14	\$ 18.61	\$ 19.09		\$ 22.91	
137		Accountant Specialist	Finance								
137		Accountant Specialist	Bloomfield Healthcare								
410		Administrative Secretary	Sheriff								
102		Department Assistant - District Attorney	District Attorney								
640		Billing Specialist	Bloomfield Healthcare								
111		County Admin & Emergency Mng Dept Assist	County Administrator/ Emergency Management								
195		Deputy County Clerk	County Clerk								
221		Deputy Register of Deeds	Register of Deeds								
211		Deputy Treasurer	Treasurer								
204		Employee Relations Assistant	Bloomfield Healthcare								
607		Laundry/Housekeeping Supervisor	Bloomfield Healthcare								
613		Licensed Practical Nurse	Bloomfield Healthcare								
522		Section Maintenance Patrol	Highway								
101		Social Services Department Secretary	Social Services								
525		Auxiliary Maintenance Patrol	Highway								

Combination Salary Structure

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				Pay For Performance	Maximum 120%
				90%	Step 2	92.5%	Step 3	95.0%	Step 4	97.5%	Step 5		
422	L	Public Health Nurse	Health		\$ 26.29	\$ 27.02	\$ 27.75	\$ 28.48	\$ 29.21			\$ 35.05	
134 385	K	Business Manager GIS Coordinator	Bloomfield, Highway & Social Services Planning & Development		\$ 24.47	\$ 25.15	\$ 25.83	\$ 26.51	\$ 27.19			\$ 32.63	
271 454 609 610		Judicial Assistant/Register in Probate Lead Social Worker Registered Nurse MDS Nurse	Judicial/Probate Social Services Bloomfield Healthcare Bloomfield Healthcare										
366 310	J	ADRC Information & Assistance Specialist Lead Airport Manager	ADRC Airport		\$ 22.64	\$ 23.27	\$ 23.90	\$ 24.53	\$ 25.16			\$ 30.19	
381 384 456 456 503		Conservation Planner/Conservationist Engineering Tech- Planner/Conservationist Social Worker Veterans Officer Shop Operations Lead	Land Conservation Land Conservation Bloomfield, Social Services/ADRC Veterans Highway										
617 367 365 & 371 606 365 388 495 491	I	Activity Director ADRC Information & Assistance Specialist Benefit Specialist Dietary Supervisor Elderly Benefits & Wellness / Prevention Coord County Sanitarian/Asst Zoning Administrator Highway Crew Lead Mechanic Drug Treatment Court Coordinator	Bloomfield Healthcare ADRC ADRC Bloomfield Healthcare ADRC Planning & Development Highway Highway Drug Treatment Court		\$ 20.83	\$ 21.40	\$ 21.98	\$ 22.56	\$ 23.14			\$ 27.77	

Iowa County

Combination Salary Structure

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

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Job Code In Payroll	Grade	Job Title	Department	Minimum					Control Point		Pay For Performance	Maximum 120% Maximum
				90% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100% Step 6				
281	T	Corporation Counsel	District Attorney	\$ 43.61	\$ 44.82	\$ 46.03	\$ 47.24	\$ 48.45				\$ 58.14
601	S	Nursing Home Administrator	Bloomfield Healthcare	\$ 39.97	\$ 41.08	\$ 42.19	\$ 43.30	\$ 44.41				\$ 53.29
311		Highway Commissioner	Highway									
460		Social Services Director	Social Services									
202	R	Finance Director	Finance	\$ 37.22	\$ 38.26	\$ 39.29	\$ 40.33	\$ 41.36				\$ 49.63
387	Q	Planning & Development Director	Planning & Development	\$ 35.42	\$ 36.40	\$ 37.38	\$ 38.37	\$ 39.35				\$ 47.22
426		Public Health Officer/Director	Health									
404	P	Chief Deputy	Sheriff	\$ 33.58	\$ 34.51	\$ 35.44	\$ 36.38	\$ 37.31				\$ 44.77
603		Director of Nursing	Bloomfield Healthcare									
201		Employee Relations Director	Employee Relations									
301		Information Systems Director	Information Systems									
372	O	ADRC Manager	ADRC	\$ 31.76	\$ 32.64	\$ 33.53	\$ 34.41	\$ 35.29				\$ 42.35
409		Jail Administrator	Sheriff									
459		Youth and Family Unity Manager	Social Services									
382	N	County Conservationist	Land Conservation	\$ 29.93	\$ 30.77	\$ 31.60	\$ 32.43	\$ 33.26				\$ 39.91
624		Nurse Manager	Bloomfield Healthcare									
500		Operations Manager	Highway									
443	M	Child Support Manager	Child Support	\$ 28.12	\$ 28.90	\$ 29.68	\$ 30.46	\$ 31.24				\$ 37.49
458		Economic Support Manager	Social Services									
380		Emergency Management Director	Emergency Management									
631		Environmental Services Director	County Wide									

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: April 25, 2018
RE: Employment Activity Report

Outlined below is the employment activity for April 2018:

- Highway LTEs (5 vacancies) – 2 new hires started in April, 2 new hire starting in May, 1 in process.
- Highway GIS Internship – 11 applications as of April 25
- Airport Internship – 6 applications as of April 25.
- 4H Internship – New hire starts week of May 14
- Sheriff's Office Patrol Deputy – New hire starts May 7
- Conservation Technician – Interviews tentatively scheduled for week of May 7.
- Dispatcher/Correctional Officer (2 vacancies) – 1 New hire started April 16; new recruitment for 1 vacancy.
- Bloomfield Healthcare Director of Nursing – Interviews conducted on April 19.
- Bloomfield Healthcare Certified Nursing Assistants — 2 new hires started in April
- Bloomfield Healthcare Registered Nurse/LPN –ongoing recruitment

AGENDA ITEM COVER SHEET

Title: Policy Section 900

☒ 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 900 policies. This section tends to focus most on the County Clerk's Office and the County Treasurer's Office.

Policy 901 - New Policy

Policy 902 - New Policy

Policy 903 - New Policy

Policy 910 - New Policy

Policy 911 - New Policy

Policy 912 - New Policy

Policy 913 - New Policy

Policy 914 - New Policy

RECOMMENDATIONS (IF ANY):

Please review the attached policies and direct staff as to any changes you would like to see before referring the policies to the Executive Committee.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy Section 900

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

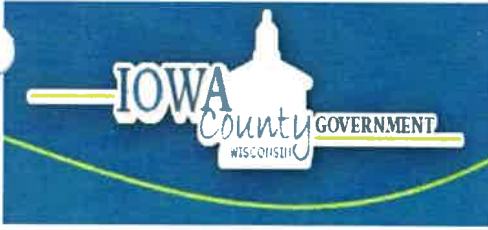
MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

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SECTION 900: COUNTY CLERK / COUNTY TREASURER

901:	PAGE 1-2	Revising County Code
902:	PAGE 1	Recording Board & Committee Meetings
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910:	PAGE 1-2	Operations of Treasurer's Office
911:	PAGE 1-2	Public Deposits and Investments
912:	PAGE 1	Fee/Deposit Refunding Policy
913:	PAGE 1-3	Acquisition and Sales of Tax Deed Property
914:	PAGE 1	Delinquent Tax Interest & Penalties



REVISING COUNTY CODE

Date Originated: 6/1/16
Date of Modifications: 04/27/2017
Policy Number: 901

1. PURPOSE:

To describe the role of the County Clerk in revising the County Code.

2. ORGANIZATIONS AFFECTED:

This policy applies to the County Clerk Office.

3. POLICY:

It is the policy of the County to maintain a current and updated County Code of Ordinances. The revised and updated code shall reflect current changes in the Code of Ordinances brought about by changes in the ordinances approved by the County Board and changes dictated by changes in the State Statutes.

4. REFERENCES:

None

5. PROCEDURES:

- a. It is the responsibility of the County Clerk to maintain and publish an updated County Code.
- b. The County Clerk shall revise and update the County Code each year. All new and changed ordinances shall be incorporated into the existing County Code, indexed, and published. Sufficient copies of the revisions shall be printed, so that every volume of the revised code will receive the appropriate changes



RECORDING BOARD & COMMITTEE MINUTES

Date Originated: 09/08/17
Date of Modifications:
Policy Number: 902

1. PURPOSE:

The purpose of this policy is to establish who is responsible for the taking of committee minutes, the timeline to complete the minutes and electronically send them to the County Clerk's Office.

2. ORGANIZATIONS AFFECTED:

All Iowa County Committees.

3. POLICY:

It is the policy of Iowa County to have a designated minute taker for each committee who will electronically transmit the minutes to the Iowa County Clerk's office for recording and posting to the Iowa County website.

4. REFERENCES:

Wisconsin Statute §59.23(2)(a) and Iowa County Resolution No. 2-0505.

5. PROCEDURES:

- A. It is the responsibility of the County Clerk or the Clerk's appointee to record the minutes of all Iowa County Committees, Boards and Commissions. After the election of the County Board of Supervisors, as the committees are formed, the County Clerk or his/her appointee will be named to record the minutes of each committee.
- B. Barring unforeseen events, the minutes of each meeting shall be electronically forwarded to the County Clerk's Office within seven days of the meeting.
- C. Upon receipt of the minutes the County Clerk's Office shall record the minutes and post them to the Iowa County website.



PROPERTY and LIABILITY INSURANCE

Date Originated: 09/08/2017

Date of Modifications:

Policy Number: 903

1. PURPOSE:

The purpose of this policy is to establish guidelines that are used when seeking out the best liability and property insurance for Iowa County, and to set minimum levels of coverage for said insurance.

2. ORGANIZATIONS AFFECTED:

The County Clerk's Office is responsible for bidding out Insurance that covers Iowa County.

3. POLICY:

a) Iowa County Liability Insurance and Endorsements.

- | | |
|---|--|
| 1) Bodily Injury and Property Damage Coverage | \$10,000,000 per occurrence |
| 2) Personal Injury | \$10,000,000 per occurrence |
| 3) Errors and Omissions | \$10,000,000 per occurrence |
| 4) Uninsured Motorist Liability | \$25,000 per person, \$50,000 per accident |
| 5) Legal Loss Prevention Services | \$50,000 maximum annual contribution |
| 6) Personal Injury-Bloomfield | \$1,000,000 per occurrence |
| 7) Personal Injury-Airport | \$10,000,000 per occurrence |
| 8) Nursing Home Liability Endorsement | \$1,000,000 per occurrence |

b) Deductibles for Liability Insurance are as follows:

- | | |
|---------------------------------------|---------------------------------------|
| 1) Bodily Injury and Property Damage | \$50,000 per occurrence |
| 2) Personal Injury | \$50,000 per occurrence |
| 3) Errors and Omissions | \$50,000 per occurrence |
| 4) Uninsured Motorist Liability | \$50,000 per occurrence |
| 5) Legal Loss Prevention Services | \$2,500 plus 50% copay up to \$50,000 |
| 6) Personal Injury-Bloomfield | \$50,000 per occurrence |
| 7) Personal Injury-Airport | \$50,000 per occurrence |
| 8) Nursing Home Liability Endorsement | \$50,000 per occurrence |

c) Iowa County Property Insurance.

- | | |
|---|-----------------------------|
| 1) Buildings | \$ Repair or replace |
| 2) Contents | \$ Repair or replace |
| 3) Property in the Open | \$ Repair or replace |
| 4) Contractors Equipment | \$ Repair or replace |
| 5) All vehicles collision and comprehensive | \$ Repair or replace |
| 6) Special Use Animal | \$14,000 (we set the limit) |

d) Deductibles for County Property Insurance are as follows:

- | | |
|--------------|---------|
| 1) Buildings | \$5,000 |
|--------------|---------|

2) Contents	\$5,000
3) Property in the Open	\$5,000
4) Contractors Equipment	\$1,000
5) Vehicles	\$1,000
6) Special Use Animal	\$1,000

e) Equipment Breakdown and Technology Coverage.

The items and coverage amounts for this Insurance are too numerous and varied to list. Originally, the Equipment Breakdown and Technology Coverage policy was called a Boiler Insurance policy that only covered the boiler for breakdown and explosions. The Boiler Policy was expanded to include certain breakdown coverage caused by an accident to machinery and electrical equipment. The policy was then renamed as a Boiler and Machinery policy. Recently the policy has evolved to include the accidental breakdown of telephones and their switches and computer systems along with miniature circuitry damage. The policy is now called Equipment Breakdown and Technology Coverage.

4. REFERENCES:

5. PROCEDURES:

- a) The Iowa County Clerk is assigned the responsibility of managing all aspects of the County's property and liability insurance.
- b) The Iowa County Clerk shall:
 - 1) Evaluate annually changes that could improve insurance coverages or reduce insurance costs; ensuring that proper coverages have been purchased to match County needs.
 - 2) Except for extraordinary circumstances bid out the complete County Insurance package of policies every four years (2021, 2025, 2029...).
 - 3) Placing notice of the opportunity to bid on insurance in the newspaper via a paid advertisement, by placing phone calls or emails to area providers and past bidders, and by posting such notice on the Iowa County Website.
 - 4) Timeline for Bidding shall be:
 - a) Notify current carrier prior to June 1st that Iowa County will be sending out Request for Proposals.
 - b) Advertise and contact agents to encourage bidding and submitting a proposal. Gather materials together to send out with the Request for Proposals during the month of July.
 - c) Prior to August 1st, Iowa County shall send out Request for Proposals and all supporting documents to insurance companies and agents who request a copy and post said documents to our County Website.
 - d) Open bids six weeks after documents were distributed, but no later than October 1st.
 - e) Plan to award bid prior to November 1st.
 - 5) Ensure that "Iowa County Government" is listed as additionally insured on policies of contractors doing work for Iowa County and other county partners.
 - 6) Charge back all applicable insurance costs to individual departments.



OPERATIONS OF THE TREASURER OFFICE

Date Originated: 03/09/17
Date of Modifications: 04/12/17
Policy Number: 910

1. PURPOSE:

To establish policies and procedures regarding the operation of the County Treasurer Office.

2. ORGANIZATIONS AFFECTED:

The County Treasurer's Office, Financial Institutions, and the general public.

3. POLICY:

It is the policy of the County to operate the County Treasurer Office in accordance with state law and consistent with the principles of good treasury management. Moreover, there are specific policies adopted by Iowa County which have an impact on the general public and certain financial institutions which are noted in these policies and procedures.

4. REFERENCES:

Chapters §59.25, 70, 74 & 75, Wisconsin Statutes. Iowa County Ordinance 600.25. Policies 317, 321 & 322.

5. PROCEDURES:

a) The Treasurer's Office is responsible for the following Tax Settlements:

- i. January Settlement-Collection of all tax payments received by the local municipalities by the end of business day on December 31st.
- ii. February Settlement-Municipalities turn their books over to us for collections of delinquent and postponed real estate taxes.
- iii. March Settlements-by March 15th the Treasurer's Office settles with the State for January & February tax settlements.
- iv. April Settlements-Lottery Credit Settlement.
- v. June Settlement-Managed Forest Land Settlement.
- vi. August Settlement-The Treasurer's office is mandated by state statute to settle in full by August 20th of each year with all taxing jurisdictions.

b) Real Estate and Property Tax. The Treasurer's Office prepares and prints the tax assessment work rolls, final assessment rolls, tax rolls and tax bills for all 29 municipalities.

- i. January 1st starts the tax cycle for each year. The Treasurer's Office is responsible for rolling over last year tax data base to create the next year tax data base. The Tax Description Specialist creates the workbooks and does a download of tax data for the local assessors and filing with the State. The property tax information is maintained daily by the Tax Description Specialist.
- ii. After the February Settlement the Treasurer's Office starts the collection process of current year delinquent and postponed taxes.
- iii. Current year postponed taxes are due on or before July 31st.
- iv. If the second installment of the real estate taxes and special assessments so charged is not paid on or before July 31, or within the 5-day grace period, the whole amount of such real estate taxes and special assessments shall become delinquent with one percent (1%) monthly interest and one-half percent (.5%) monthly penalty for the month of February.
- v. September 1st of each year the Treasurer's Office issues a master tax certificate to all current year parcels that remain unpaid as of August 31st.
- vi. 2 years from the date of the certificate if still unpaid the property is eligible for tax deeding.

c) The Treasurer shall attempt to keep a petty cash balance for making change in the Treasurer's Office, in an

amount of \$300.00, at all times.

- d) It is the policy of the Treasurer's Office to maintain "sufficient cash" on hand to accommodate a normal workload.
- e) All departments with unusual "payout" requirements shall notify the Treasurer, as well in advance of the request for payment, in order to help facilitate the best possible cash flow management.
- f) The County Treasurer's Office is responsible for receiving all monies belonging to the county. All deposits consisting of \$100.00 or more are required to be delivered to the Iowa County Treasurer daily by 2:00 p.m. All deposits of less than \$100.00 shall be deposited to the Iowa County Treasurer not less than weekly, preferably within one working day to prevent checks being returned for non-sufficient funds.
- g) The Treasurer shall maximize the amount of funds available for investment and shall also maximize the rate of return on investments. Funds can also be invested in instruments that are an obligation of or guaranteed by the federal government.
- h) The County shall maintain a general/payroll checking account with a County designated financial institution.
- i) All bills owed by the County will be paid so as to take advantage of discounts and the full term of the payment. The general overriding policy, shall be to retain the funds in the County Treasury as long as possible, in order to provide for the maximum return on the County's invested funds.
- j) The Treasurer will utilize the electronic funds transfer system, when practical and feasible.



PUBLIC DEPOSITS AND INVESTMENTS

Date Originated: 03/09/17
Date of Modifications:
Policy Number: 911

1. **PURPOSE:**

To insure continuous, prudent deposits and investments of available County funds.

2. **ORGANIZATIONS AFFECTED:**

Executive Department, financial institutions, and the general public.

3. **POLICY:**

It is the policy of the County to follow a uniform and consistent strategy for public deposits and investments.

4. **REFERENCES:** Chapters §34.01 (2), §34.01 (7), §34.05, §34.06, §66.0603 (1M)(1), §66.0607, §66.0607 (3M), Wisconsin Statutes

5. **PROCEDURES:**

A. **PUBLIC DEPOSITS**

The County Board shall by resolution designate one or more public depositories, organized and doing business under the laws of this state or federal law, and located in this state, in which the County Treasurer shall deposit all public moneys received by him/her.

1. **Limitations.** The resolution designating one or more public depositories shall specify whether the moneys shall be maintained in time deposits subject to the limitations of Sec. §66.0603 (1M)(1), Stats., demand deposits or savings deposits, and whether a surety bond or other security shall be required to be furnished under Sec. §34.07, Stats., by the public depository to secure the repayment of such deposits. Not more than five hundred thousand dollars (\$500,000) shall be deposited in any one public depository, unless specifically authorized by the County Board.
2. **Deposits.** The County Treasurer shall deposit public moneys upon receipt on a daily basis in the name of the Iowa County in such public depository or depositories designated by the County Board, subject to the limitations hereinabove set forth.
3. **Withdrawals.** Withdrawals or disbursements by the County Treasurer of moneys deposited in a public depository shall be made as provided by Secs. §66.0607, Stats. The County Treasurer is authorized, at his/her discretion, to process periodic payments through the use of money transfer techniques as set forth in Sec. §66.0607 (3m), Stats. The County Treasurer, as used in this paragraph, means the County Treasurer, Finance Director, Deputy Treasurer or designee and in his/her absence or disability, or in case of a vacancy, and does not include all of the other persons within the definition of that term in Section §34.01(7), Stats. Withdrawal or disbursement of moneys deposited in a public depository by treasurers, as defined in Sec. §34.01(7), Stats. except the duly elected and acting County Treasurer, and his duly appointed and acting deputy, shall be as provided in Sec. §66.0607, Stats.
4. **Liability.** Notwithstanding any other provision of law, the Treasurer who deposits public moneys in any public depository, in compliance with Sec. §34.05, Stats., is under the provisions of Sec. 34.06, State., relieved of any liability for any loss of public moneys which results from the failure of any public depository to repay to the public depositor the full amount of its deposits, thus causing a loss as defined in Sec. §34.01(2), Stats.

B. INVESTMENTS

Subject to the provisions of this policy, the County Treasurer shall have control of and discretion in the investment of all County funds that are not immediately needed and are available for investment.

1. Intent. It is the intent of the County Board that the County Treasurer utilize a wise and prudent cash management system in such a manner to insure maximum investment earnings, while at the same time be able to respond promptly to authorized expenditures. Safety, liquidity and yield will be the prime requisites for the investment of County funds.
2. Scope. This policy is limited in its application to funds which are not immediately needed and are available for investment. Other funds, the investment of which is subject to special federal and/or state laws and regulations, shall be invested in accordance with such laws and regulations to the extent they may be inconsistent with the provisions of this policy.
3. Responsibility. In exercising his/her investment responsibilities, the County Treasurer shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a similar capacity, with the same resources, and familiar with like matters in the management of a similar activity, with a like purpose.
4. Investments. The investment of County funds shall be in accordance with Secs. §34.01(5) and §66.0603 (1M)(1), Stats., as follows:
 - a) Certificates of Deposit. County funds may be invested in certificates of deposit maturing within three years or less from the date of investment issued by any banks, savings and loan associations or credit unions, which are authorized to transact business in the State of Wisconsin. The financial institution must have been designated a public depository of the County by resolution of the County Board. A maximum of five hundred.
 - b) Bonds and Securities. County funds may be invested in the United States government bonds or securities that are an obligation or guaranteed as to principal and interest by the federal government or by an agency, commission, board or other instrumentality of the federal government, where principal and interest are guaranteed by the federal government. The securities must be purchased through financial institutions approved for that purpose by the County Board and placed in safekeeping in a segregated account in the County's name at any designated public depository or approved financial institution.
 - c) Government Pool. County funds may be invested in the Wisconsin local government pool investment fund.
 - d) Repurchase Agreements. County funds may be invested in repurchase agreements, in financial institutions designated as public depositories and other financial institutions approved for that purpose by the County Board. Repurchase agreements can only be made in securities that are an obligation or guaranteed by the federal government or by an agency, commission, board or other instrumentality of the federal government. Securities purchased by a repurchase agreement must be placed in safekeeping in a segregated account in the County's name at a designated public depository or approved financial institution.

C. MISCELLANEOUS

Definitions. Words and phrases shall, insofar as applicable, have the meanings set forth in Sec. §34.01, Stats., as amended.

Conflict. This policy is enacted in accordance with the provisions of Chapter 34 and Secs. §66.0603 1(M) (1) and §66.0607, Stats. In case of conflict, the state laws shall prevail.

Duration. This policy shall continue in force until appealed or superseded by further resolution of the County Board.



FEE/DEPOSIT REFUNDING POLICY

Date Originated: 03/09/17
Date of Modifications:
Policy Number: 912

1. PURPOSE:

To authorize Departments to make decisions with respect to the refunding of deposits/fees. To provide Departments with specific criteria to ensure County-wide consistency when deciding if a deposit/fee refund is appropriate. (These guidelines are for Departments to follow when the refund of a fee for a service or the return of a deposit is requested by a party.)

2. ORGANIZATIONS AFFECTED:

All Departments of Iowa County.

3. POLICY:

To ensure:

- a) Uniformity throughout County Departments/Divisions with regard to refunding fees or deposits.
- b) Fees and deposits are refunded when appropriate.
- c) Clear guidelines for Departments and Divisions are followed when deciding if a refund is appropriate.
- d) Proper procedures are followed when issuing a refund

4. REFERENCES:

5. PROCEDURES:

It is the policy of the Iowa County to provide that Departments refund fees and deposits upon request unless:

- a) It is explicitly stated on the application or the contract that no refund is available.
- b) State statutes, charter ordinances, general ordinances or resolutions of the County prohibit, guide, or set alternative refunding schedules.
- c) The terms of contract have been violated.
- d) Refunds will also not be provided if application processing has commenced and staff work is underway. If unusual circumstances exist, Departments/Divisions may consider the proration of a fee/deposit refund.
- e) If the approving authority (e.g., County Board), as a part of its normal review process, denies any application for any reason, a refund of the fee/deposit will not be given as a result of that denial.
 - All County forms and applications shall be maintained in compliance with this policy.
 - To appeal a refund decision of a Department/Division, the applicant or requestor may make a written request to the County Administrator.

The refunding of fees or deposits shall be done by the Department/Division that initially accepted.



Acquisition and Sales of Tax Deed Property

Date Originated: 11/29/2017

Date of Modifications:

Policy Number: 913

1. **PURPOSE:**

To describe the procedures to be followed by Iowa County in the acquisition and sale of tax deed properties located within Iowa County.

2. **ORGANIZATIONS AFFECTED:**

This policy applies to the offices of the County Treasurer, County Clerk, and Corporation Counsel, which act in cooperation with and at the direction of the Iowa County Board and its Tax Deed subcommittee.

3. **POLICY:**

This policy is intended to empower Iowa County to efficiently and effectively acquire, manage, and dispose of tax deeded lands so as to realize as much revenue as circumstances permit.

4. **REFERENCES:**

Wis. Stat. §Ch. 75: Land Sold for Taxes, and Iowa County Ordinance 600.13: Ordinance Giving Preference to Former Owner to Purchase Tax-Deeded Lands.

5. **PROCEDURES:**

A. **DEFINITIONS.** The following terms as used in this section shall have the meanings indicated.

- i. "Board" means the Iowa County Board of Supervisors.
- ii. "Clerk" means the Iowa County Clerk.
- iii. "Committee" means the Iowa County Tax Deed Committee.
- iv. "Corporation Counsel" means the Iowa County Corporation Counsel.
- v. "County" means Iowa County.
- vi. "County Board" means the Iowa County Board of Supervisors.
- vii. "Former owner" means any person, persons, or business entity last holding title to lands which have been taken by tax deed; and includes the heirs, successors, assigns, and personal representative of the estate of any such person or entity.
- viii. "Tax deeded lands" means lands which have been acquired by Iowa County through the process of collecting delinquent real estate taxes by tax deed, foreclosure of tax certificates, deed in lieu of tax deed, or other real estate tax collection means.
- ix. "Treasurer" means the Iowa County Treasurer.

B. **ADMINISTRATION AND OVERSIGHT RESPONSIBILITIES.**

- i. The Treasurer and Clerk shall administer this policy in accordance with its provisions, with legal assistance provided by Corporation Counsel, as necessary.
- ii. The Committee shall oversee the administration of this policy, as directed by the County Board.

C. **LANDS EXEMPT FROM APPLICATION OF THIS ORDINANCE.**

Lands which subsequent to acquisition have been improved for or dedicated to a public use by Iowa County in accord with Wis. Stat. §§ 59.01 & 59.52(6), shall not be treated as tax deeded lands and shall not be disposed of under the procedures of this section. These lands shall be disposed of only as the County Board shall from time to time direct.

D. **ISSUANCE OF TAX DEEDS.**

- i. The Treasurer shall take all necessary steps, including the giving of notice pursuant to Wis. Stat. § 75.12, to owners of record, occupants, or mortgagees of record. This shall be done prior to the issuance of tax

deeds to Iowa County on all property on which Iowa County holds delinquent tax sales certificates which are eligible for and subject to the taking of tax deeds. The Treasurer shall safeguard the interests of Iowa County in the taking of tax deeds.

- ii. The Treasurer, after notice to the Committee, shall refer to the Corporation Counsel those acquisitions for which, pursuant to Wis. Stat. § 75.39, the Treasurer deems it necessary to bar former owners from all right, title, interest or claim in such lands, and Corporation Counsel shall commence an action against such former owners accordingly.
 - iii. Pursuant to Wis. Stat. § 75.36, the County shall not be required to pay any outstanding special assessments or special charges due on property acquired by tax deed until the property is sold by the County, but the taxing jurisdiction that levied the special assessments may purchase the tax-deeded land in accordance with Wis. Stat. § 75.35(2)(f). During the period that the County is the owner of lands so acquired it shall not be subject to any restrictions or covenants running with the land which require an owner to expend any money to keep the premises in sanitary or sightly condition or to contribute to the cost of maintaining private roads or to abate nuisances or undesirable conditions per Wis. Stat. § 75.14(4), but such restrictions and covenants shall be applicable to any subsequent purchaser of the property.
- E. PREFERENCE TO FORMER OWNER TO REPURCHASE LAND.
Pursuant to Wis. Stat. 75.35(3) and Iowa County Ordinance § 600.13, the County Board may, at its option and by resolution, authorize the Clerk to convey tax deeded lands to a former owner who lost title to real property through delinquent tax collection enforcement procedures. This section shall in no manner create any right of first refusal in any former owner.
- F. APPRAISAL OF TAX DEED LAND FOR SALE.
Pursuant to Wis. Stat. § 75.69, the appraised value of land acquired by the County through tax deed shall be determined, at the discretion of the County Board, by the Committee or by a certified appraiser, as defined by Wis. Stat. § 458.01(7).
- G. SALE OF TAX DEEDED LANDS TO THE STATE OR A MUNICIPALITY.
Pursuant to Wis. Stat. § 75.69(2), the Committee may offer to sell or exchange tax deeded land to a municipality or to the State of Wisconsin prior to offering the same to the general public.
- H. PUBLIC ADVERTISEMENT OF SALE OF TAX DEEDED LANDS.
The Treasurer shall publish a class 3 notice (under Wis. Stat. §Ch. 985) of the first sale of tax deeded lands in accordance with Wis. Stat. § 75.69(1), along with instructions for submission of sealed bids. Subsequent sales may be advertised by a class 1 notice (under Wis. Stat. §Ch. 985).
- I. SALE OF TAX DEEDED LANDS.
- i. On the date specified in the notice, the Committee will accept bids and will recommend sale of each parcel to the highest or most advantageous bidder whose unconditional bid is equal to or exceeds the advertised appraised value of the parcel.
 - ii. Unconditional offers shall be given preference over conditional offers. Offers that contain conditions, including financing contingencies of a duration of more than 30 days, shall be considered and reviewed by the Committee.
 - iii. Upon receipt of payment in full by the successful bidder, a resolution shall be presented to the County Board requesting approval of the sale. If the County Board rejects the sale to that bidder, all funds submitted for the purchase shall be returned to that bidder.
 - iv. If a parcel is not sold by bid on the first date offered for sale, the County may sell for any amount any land previously advertised for sale after advertising the sale of such land by publication of a class 1 notice (under Wis. Stat. Ch. 985), except that no property may be sold for an amount that is less than the property's appraised value unless the County Board or Committee has reviewed and approved such a sale, and no property may be sold for an amount that is less than the amount of the highest bid unless the County Board or Committee prepares a written statement, available for public inspection, that explains the reasons for accepting a bid that is less than the highest bid.
 - v. The Committee may, as authorized by the County Board, engage the services of a licensed real estate broker to sell those parcels not sold on the first date available for sale. The County shall pay a commission, not to exceed 6% of the sale price, for any sale arranged by the broker retained by the

Committee. The retention of a broker shall not affect the ability of the County to sell the parcel directly, without incurring an obligation to pay brokerage fees when a sale is arranged without the involvement of the broker.



Delinquent Tax Interest and Penalties

Date Originated: 11/29/2017

Date of Modifications:

Policy Number: 914

1. PURPOSE:

To describe the procedures to be followed by Iowa County in the charging and collection of interest and penalties on delinquent general property taxes, special charges, special assessments, and special taxes included in the tax roll.

2. ORGANIZATIONS AFFECTED:

This policy applies to the office of the County Treasurer.

3. POLICY:

This policy is intended to empower Iowa County to collect penalties on delinquent general property taxes, special charges, special assessments, and special taxes.

4. REFERENCES:

Wis. Stat. §74.47, and Iowa County Ordinance 600.25: Establishing Penalty On Any Delinquent Real Estate Or Personal Property Taxes, Special Assessments, Special Charges And Special Taxes Included In Tax Roll For County Treasurer.

5. PROCEDURES:

The Iowa County Treasurer shall impose and collect interest at a rate of 1.0 percent per month or fraction of a month plus an additional penalty at a rate of 0.5 percent per month or fraction of a month on any delinquent general property taxes, special charges, special assessments, and special taxes included in the tax roll. Interest and penalties so collected shall be distributed as required by Wis. Stat. §74.47(3).

AGENDA ITEM COVER SHEET

Title: 3-31-18 Financial Reports for the General Government Committee

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

3-31-18 Preliminary financial report with a comparison of budget to actual year-do-date for the departments that report to the General Government Committee

RECOMMENDATIONS (IF ANY):

For informational purposes only

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 3/31/18 Financial Statements

FISCAL IMPACT:

None, status of the 2018 budgetary balances as of 3/31/18 - preliminary

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Roxie Hamilton

DEPT: Finance Department

2/3 VOTE REQUIRED: ☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

A		B	C	D	E	F	G	H
Iowa County - Financial Statement - includes Departments that report to the General Government Committee								
Preliminary - For the Period Ending March 31, 2018 (prepared 4/26/18)								
	Department	2018 Tax Levy Amount - Adopted & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 Tax Levy + Budget Adjustments / Transfers / Carryovers	Revenues - other than Tax Levy	Expenditures	Excess (Deficiency) of Revenues over Expenditures
3	General Fund							
4								
5	County Board - Fire Suppression	2,000			2,000	-	-	2,000
6	Employee Relations Dept	127,000			127,000	-	32,880	94,120
7	Information Systems	573,038			573,038	-	105,456	467,582
8	Economic Development	120,575			120,575	-	3,286	117,289
9	County Treasurer - NOTE 1	(749,440)			(749,440)	1,102,328	45,986	306,902
10	Co Treasurer - Transfer from							
11	County Sales Tax Fund	1,819,000			1,819,000	-	-	1,819,000
12	County Clerk	183,725			183,725	3,445	41,715	145,455
13	Register of Deeds	17,000			17,000	48,685	35,889	29,796
14	Environmental Services	356,702			356,702	2,350	72,094	286,958
15	County Farm	(104,744)			(104,744)	-	90	(104,834)
16	County Insurance	42,714			42,714	216,453	216,716	42,451
17	Cultural-Aid to Libraries	325,307			325,307		325,307	-
18	Cultural-Library, Fair & Historical	32,932			32,932	-	-	32,932
19	Society	-			-	39,675	4,052	35,623
20	Snowmobile/ATV							
21								
22	Total General Fund including aids to Libraries	2,745,809	-	-	2,745,809	1,412,936	883,471	3,275,274
23	Special Revenue, Capital Funds & Internal Service Fund							
24	Revolving Loan Fund					17,189	-	17,189
25	Capital Projects - Information	110,000				-	-	-
26	Technology					-	-	-
27	Capital Projects - Court Security					-	-	-
28	Project					-	-	-
29	Capital Projects - Environmental	351,000				-	2,019	(2,019)
30	Services					54,978	108,852	(53,874)
31	Self-Insured Workers Comp							
32								
33	Special Rev, Capital Funds & Internal Service FundTotal	461,000	-	-	-	72,167	110,871	(38,704)
34	Total of All Funds	3,206,809	-	-	2,745,809	1,485,103	994,342	3,236,570
35	Note 1: County Treasurer 2018 Tax Levy Amount Adopted does not include general fund tax levy or levy for library aids							

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 3/31/18								
3	Revenue - Compare Budget to Actual	2018 Adopted Annual Budget including Tax Levy & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 REVISED BUDGET	Total Department YTD REVENUES	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	05 Employee Relations Department	-			-	-	-	23%	
6	14 ECONOMIC DEVELOPMENT				-	-	-	23%	
7	15 INFORMATION SYSTEMS	-			-	-	-	23%	
8	20 COUNTY TREASURER	475,175			475,175	1,102,328	(627,153)	23%	232%
9	20 COUNTY TREASURER - State Shared Rev & Exempt Computer Aid	491,137			491,137	-	491,137	23%	0%
10	20 COUNTY TREASURER - Property Tax, and Library Aids	4,759,066			4,759,066	4,759,066	-	23%	100%
11	20 COUNTY TREASURER - Transfer from Sales Tax Fund	1,819,000			1,819,000	-	1,819,000	23%	0%
12	22 COUNTY CLERK	21,157			21,157	3,445	17,712	23%	16%
13	30 REGISTER OF DEEDS	170,000			170,000	48,685	121,315	23%	29%
14	34 ENVIRONMENTAL SERVICES	11,900			11,900	2,350	9,550	23%	20%
15	35 COUNTY FARM	110,144			110,144	-	110,144	23%	0%
16	36 COUNTY INSURANCE REVENUE	171,540			171,540	216,453	(44,913)	23%	126%
17	73 SNOWMOBILE/ATV PROGRAM	27,850			27,850	39,675	(11,825)	23%	142%
18	TOTAL: GENERAL FUND	8,056,969	-	-	8,056,969	6,172,002	1,884,967	23%	77%
19	400 CAPITAL PROJECTS FUND								
20	32 Capital Projects - Information Technology	\$ 360,000			\$ 360,000	\$ 110,000	\$ 250,000	23%	31%
21	32 Capital Projects - Environmental Services	\$ 351,000			\$ 351,000	\$ 351,000	\$ -	100%	100%
22	TOTAL OF ALL FUNDS	8,767,969	-	-	8,767,969	6,633,002	2,134,967	23%	76%
23									
24	Other:								
25	250 REVOLVING LOAN FUND								
26	18 REVOLVING LOAN FUND	-	-		-	17,189	(17,189)	23%	100%
27	730 Self Insured Workers Comp								
28	37 SELF-INSURED WORKERS COMP				\$ -	\$ 54,978	\$ (54,978)	23%	
29	Total Other:					72,167	(72,167)	23%	100%
30	TOTAL - All Funds and Other:	8,767,969	-	-	8,767,969	6,705,169	2,062,800	23%	76%
31	Notes:								
32	YTD = Year-to-date								
33	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 3/31/18								
3	Expenditure - Compare Budget to Actual	2018 ADOPTED ANNUAL BUDGET	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 REVISED BUDGET	Total Department YTD Expenditures	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	02 COUNTY BOARD - Fire Suppression	\$ 2,000			\$ 2,000	\$ -	\$ 2,000	23%	
6	05 Employee Relations Department	\$ 127,000			\$ 127,000	\$ 32,880	\$ 94,120	23%	26%
7	14 ECONOMIC DEVELOPMENT	\$ 120,575			\$ 120,575	\$ 3,286	\$ 117,289	23%	3%
8	15 INFORMATION SYSTEMS	\$ 573,038			\$ 573,038	\$ 105,456	\$ 467,582	23%	18%
9	20 COUNTY TREASURER	\$ 216,872			\$ 216,872	\$ 45,986	\$ 170,886	23%	21%
10	22 COUNTY CLERK	\$ 204,882			\$ 204,882	\$ 41,715	\$ 163,167	23%	20%
11	30 REGISTER OF DEEDS	\$ 187,000			\$ 187,000	\$ 35,889	\$ 151,111	23%	19%
12	34 ENVIRONMENTAL SERVICES	\$ 368,602			\$ 368,602	\$ 72,094	\$ 296,508	23%	20%
13	35 COUNTY FARM	\$ 5,400			\$ 5,400	\$ 90	\$ 5,310	23%	2%
14	36 COUNTY INSURANCE - **	\$ 214,254			\$ 214,254	\$ 216,716	\$ (2,462)	23%	101%
15	72 CULTURAL-Aid to Public Libraries	\$ 325,307			\$ 325,307	\$ 325,307	\$ -	23%	100%
16	72 CULTURAL-Fair & Historical Soc	\$ 32,932			\$ 32,932	\$ -	\$ 32,932	23%	0%
17	73 SNOWMOBILE/ATV PROGRAM	\$ 27,850			\$ 27,850	\$ 4,052	\$ 23,798	23%	15%
18									
19	TOTAL: GENERAL FUND	\$ 2,405,712	\$ -	\$ -	\$ 2,405,712	\$ 883,471	\$ 1,522,241	23%	37%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 360,000			\$ 360,000		\$ 360,000	23%	0%
22	32 Capital Projects - Court Security Project						\$ -		
23	32 Capital Projects - Environmental Services	\$ 351,000			\$ 351,000	\$ 2,019	\$ 348,981	23%	1%
24									
25	TOTAL OF ALL FUNDS	\$ 3,116,712	\$ -	\$ -	\$ 3,116,712	\$ 885,490	\$ 2,231,222	23%	28%
26									
27	Other:								
28	250 REVOLVING LOAN FUND								
29	18 REVOLVING LOAN FUND	\$ -			\$ -		\$ -	23%	
30	730 Self Insured Workers Comp								
31	37 SELF-INSURED WORKERS COMP				\$ -	\$ 108,852	\$ (108,852)	23%	
32									
33									
34	Total Other	\$ -	\$ -	\$ -	\$ -	\$ 108,852	\$ (108,852)	23%	
35									
36	TOTAL - All Funds and Other:	\$ 3,116,712	\$ -	\$ -	\$ 3,116,712	\$ 994,342	\$ 2,122,370	23%	32%
37	Notes:								
38	YTD = Year-to-date								
39	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								