

If anyone would like to speak at the meeting, County Board Rules require they contact the County Clerk's Office no later than 4:00 pm on the day of the meeting to register. 608.935.0399.

IOWA COUNTY BOARD MEETING

* AGENDA*

Tuesday, February 15, 2022

6:00 p.m.

Conference Call 1-312-626-6799

Zoom meeting ID: 8405382607

<https://us02web.zoom.us/j/8405382607>

Health and Human Services Center - Community Room

303 West Chapel St., Dodgeville, WI 53533

For information regarding access for the disabled, please call 935-0399.

Healthy and Safe Place to Live, Work and Play - Iowa County

The Mission of Iowa County Government is to protect and promote the health and safety, economic well being, and environmental quality of our county by providing essential services in a fiscally responsible manner.

1. Call to order by Chair John M. Meyers
2. Pledge of Allegiance.
3. Roll Call.
4. Approve the agenda for this February 15, 2022 meeting.
5. Approve the minutes of the January 18, 2022 meeting.
6. Special matters and announcements.
 - a) Committee Chair reports.
7. Comments from the public.
8. Land use changes from the Towns:
 - * Arena - 1-222 Rezoning request by Phyllis Dougherty.
9. Presentation by Kraemer Brothers on the Law Enforcement Center.

Public Works Committee

10. Resolution No. 2-222 Authorizing Participation in the Municipal Dam Grant program.

General Government Committee

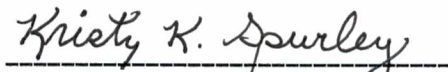
11. Resolution No. 3-222 Authorizing Participation in the Wisconsin Department of Natural Resources Outdoor Motorized Recreation Trail Aids Program.

Executive Committee

12. Family Court Commissioner Reclassification.

Health & Human Services Committee

13. Resolution No. 4-222 Establishing the Opioid Settlement Task Force.
14. Proposed Revision to No. 430 Exempt Employee Recognition Policy.
15. County Administrator's report.
16. Chair's report.
17. Mileage and Per Diem Report for this February 15, 2022 meeting.
18. Motion to convene in closed session pursuant to sections 19.85(1)(e) and 19.85(1)(c) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Discuss County nursing home relative to future of facility and investment of County funds). And to consider employment, promotion, compensation or preference evaluation data of any employee over which the government body has jurisdiction or exercises responsibility. (Bloomfield Staff Compensation.)
19. Return to open session.
20. Possible action on closed session items.
21. Motion to adjourn to March 15, 2022.



Kristy K. Spurley, County Clerk

Posted 02/09/2022 @ 4:00 p.m.

PROCEEDINGS OF THE JANUARY SESSION OF
THE BOARD OF COUNTY SUPERVISORS
OF IOWA COUNTY, WISCONSIN

The meeting was held in person and via electronic videoconferencing/teleconferencing.

The Board of Supervisors met in the Health and Human Services Center Community Room in the City of Dodgeville on Tuesday, January 18, 2022 at 6:00 p.m. and was called to order by the Honorable John M. Meyers, Chair of the Board.

The Board, in unison, led the reciting of the Pledge of Allegiance to the flag.

Roll call:

Members attending in person: Doug Richter, Stephen Deal, Susan Storti, Daniel Nankee, Ron Benish, David Gollon, Curt Peterson, Joan Davis, Brenda Hlavac, Bruce Haag, R. Roger Geisking, Mike Peterson, John Meyers, Kimberly Alan, Jeremy Meek(6:02 p.m.), Don Gander(6:08 p.m.) Justin O'Brien, Don Leix, Mel Masters and Kevin Butteris. Richard Rolfsmeyer was absent.

Keith Hurlbert, Emergency Management Director spoke on behalf of the First Responders of Iowa County and the outpouring of support they have received in the past week

A moment of silence was observed for Jim Ludlum and Brian Busch, two Mineral firefighters who lost their lives in the line of duty.

Sup. Haag moved to approve Resolution No. 11-122 Iowa County First Responder Proclamation. Sup. Deal seconded. Sup. Haag moved to amend the title to Emergency Responders. Sup. Geisking seconded. Motion failed. Original motion carried.

Aye-18 Nay-1 (Haag)

Approval of Agenda: Sup. Nankee moved to approve the amended agenda. Sup. Storti seconded. Motion carried.

Aye-19 Nay-0

Approval of Minutes: Sup. O'Brien moved to approve the minutes. Sup. Alan seconded. Motion carried.

Aye-19 Nay-0

Sup. Masters moved to approve the appointment of Donald Gander to Supervisory District #17 for the remainder of the supervisory term. Sup. O'Brien seconded. Motion carried.

Aye-19 Nay-0

Clerk Kris Spurley administered the Oath of Office to Donald Gander.

Sup .M. Peterson moved to approve the appointment of Donald Gander to the General Government Committee. Sup. Gollon seconded. Motion carried.

Aye-20 Nay-0

Administrator Bierke recognized Laura Jean Blotz, Tax Description Specialist on her retirement. Larry presented Laura Jean with a Certificate of Appreciation and a gift card from the County.

Special matters and announcements.

- a) Committee Chair reports.
- b) Thank you from Janet Butteris.

Comments from the public –

- Richard Jinkins spoke about wind turbine.
- Alan Jewell spoke about eminent domain.

Iowa County Library Committee member Carol Anderson informed the Board of how important the libraries are to not only their communities but to all Iowa County residents. She explained the projects that the four libraries did in order to qualify for the Iowa County Grant Program. She introduced the Librarians and had the Board Supervisor from that area congratulate them on their grant award.

- Carol Anderson congratulated Blanchardville Director Stuart Bisbee.
- Sup. O'Brien congratulated Mineral Point Director Diane Palzkill & Kayla Beck, Library Assist.
- Sup. Butteris congratulated Allen-Dietzman Library Director Betty Schambow.
- Sup. Don Leix congratulated Cobb Director Carrie Jewell.
- Sup. Don Leix congratulated Montfort Director Michelle Hofer.

Sup. C. Peterson moved to adopt Amendatory Ordinances 1-122 thru 8-822 as a group. Sup. Storti seconded. Motion carried.

Aye-19 Nay-0 Abstain-1 (Dave Gollon)

Amendatory Ordinance No. 1-122 for a land use change to rezone 1.02 acres from A-1 Agricultural to a AR-1 Agricultural Residential in the Town of Arena was adopted.

Amendatory Ordinance No. 2-122 for a land use change to rezone 7.7 acres from A-1 Agricultural to from AR-1 Agricultural Residential to in the Town of Arena was adopted.

Amendatory Ordinance No. 3-122 to rezone 98.93 acres from A-1 Agricultural & AR-1 Agricultural Residential to all A-1 Agricultural, 5.3 acres from A-1 Agricultural & AR-1 Agricultural Residential to all Agricultural Residential, and 5.05 acres from A-1 Agricultural & AR-1 Agricultural Residential to all Agricultural Residential in the Town of Brigham was adopted.

Amendatory Ordinance 4-122 to rezone 81.311 acres from AR-1 Agricultural Business to A-1 Agricultural in the Town of Dodgeville was adopted.

Amendatory Ordinance 5-122 to rezone 15.473 acres from A-1 Agricultural to AR-1 Agricultural Residential and 24.683 acres with the AC-1 Agricultural Conservancy overlay district within the Town of Eden was adopted.

Amendatory Ordinance 6-122 to rezone 36.02 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town Highland was adopted.

Amendatory Ordinance 7-122 to rezone 5.424 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town Moscow was adopted.

Amendatory Ordinance 8-122 to rezone 1.15 acres from B-3 Heavy Business to A-1 Agricultural to be consolidated with adjacent A-1 Agricultural land in the Town Waldwick was adopted.

Sup. Nankee moved to approve the Iowa County Emergency Fire Warden list. Sup. Benish seconded. Motion carried.

Aye-20 Nay-0

Chad Luebke, gave an update and answered questions on the Bug Tussel Project.

Public Works Committee

Sup. Storti moved to approved Resolution No. 9-122 in Support of Fair and Open Housing Practices. Sup. Gollon seconded. Motion carried.

Aye-20 Nay-0

Health & Human Services Committee

Sup. Nankee moved to approve a UW-Eau Claire Administrative Residency Student for 2022. Sup. Benish seconded. Motion carried.

Aye-20 Nay-0

Sup. O'Brien moved to approve Resolution No. 10-122 Badger Care Eligibility Cliff Elimination. Sup. Alan seconded. Motion carried.

Aye-20 Nay-0

General Government Committee

Sup. Deal moved to approve Iowa County Policy 210 Capital Improvement Plan Policy. Sup. Storti seconded. Motion carried.

Aye-20 Nay-0

Sup. Benish moved to approve Iowa County Policy 305 Payroll and 318 Deb Collection Plan Policy. Sup. M. Peterson seconded. Motion carried.

Aye-20 Nay-0

Sup. Deal moved to approve the Deputy Treasurer Reclassification. Sup. Masters seconded. Motion carried.

Aye-20 Nay-0

Sup. Nankee moved to approve the Request to Create 2 Full-time Hospitality Aide Positions. Sup. O'Brien seconded. Motion carried.

Aye-20 Nay-0

Allison Leitzinger reminded the Board about the Hotline.

County Administrator Bierke did not have a report.

Sup. Davis moved to approve the appointment of Peter Vanderloo to the Land Conservation Committee for a two-year term expiring on May 31, 2023. Sup. Gollon seconded. Motion carried.

Aye-20 Nay-0

Chair Meyers thanked the new supervisors who have joined the Board in recent months.

Mileage and Per Diem Report for this January 18, 2022 Session of the Board was presented.
20 Members 486 Miles \$1,094.31 and Per Diem

Sup. Davis moved to approve. Sup. Alan seconded. Motion carried.
Aye-20 Nay-0

Sup. Haag moved to convene in closed session pursuant to sections 19.85(1)(e) and 19.85(1)(c) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Discuss County nursing home relative to future of facility and investment of County funds). And to consider employment, promotion, compensation or preference evaluation data of any employee over which the government body has jurisdiction or exercises responsibility. (Bloomfield Staff Compensation.) Sup. Deal seconded. Motion carried.
Aye-20 Nay-0

Entered closed session at 6:48 p.m. with Administrator Bierke, Jamie Gould, Allison Leitzinger, Echo Bristol, Kris Spurley and Dave Morzenti.

Sup. Gollon moved to return to open session. Sup. Storti seconded. Motion carried.
Aye-20 Nay-0

Entered open session at 8:30 p.m.

No action from closed session:

Sup. Gollon moved to table the Bloomfield Health and Rehabilitation Center – Consider Referendum Impacts and Questions. Sup. Storti seconded. Motion carried.
Aye-17 Nay-3 (Nankee, Benish, Alan)

Sup. Benish moved to adjourn to February 15, 2022. Sup. Alan seconded. Motion carried.
Aye-20 Nay-0

Meeting adjourned at 8:32 p.m.

John M. Meyers, Chair

Kristy K. Spurley, County Clerk

Amendatory Ordinance 1-222

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Phyllis Dougherty;

For land being in the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 24, Town 6N, Range 3E in the Town of Dodgeville affecting tax parcels 008-1281.A and 008-1281.03;

And, this petition is made to rezone 2.067 acres and 7.003 acres from A-1 Agricultural and AR-1 Agricultural Residential to AR-1 Agricultural Residential.

Whereas notice of such petition has been properly advertised and notice has been given to the **Clerk of the Town of Dodgeville,**

Whereas a public hearing, designated as zoning hearing number **3232** was last held on **January 27, 2022** in accord with said notice, and as a result of said hearing action has been taken by the Iowa County Planning & Zoning Committee to **approve** said petition with the condition that the associated certified survey map is duly recorded within 6 months.

Now therefore be it resolved that official county zoning map be amended as recommended by the Iowa County Planning and Zoning Committee.

Respectfully submitted by the Iowa County Planning & Zoning Committee.

I, the undersigned Iowa County Clerk, hereby certify that the above Amendatory Ordinance was _____ approved as recommended _____ approved with amendment _____ denied as recommended _____ denied or _____ rereferred to the Iowa County Planning & Zoning Committee by the Iowa County Board of Supervisors on **February 15, 2022**. The effective date of this ordinance shall be **February 15, 2022**.

Kristy K. Spurley
Iowa County Clerk

Date: _____



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

222 N. Iowa Street, Suite 1223
Dodgeville, WI 53533
608-935-0333/608-553-7575/fax 608-935-0326
Scott.Godfrey@iowacounty.org

Planning & Zoning Committee Recommendation Summary

Public Hearing Held on January 27, 2022

Zoning Hearing 3232

Recommendation: **Approval**

Applicant(s): Phyllis Dougherty

Town of Dodgeville

Site Description: NE/SW of S24-T6N-R3E also affecting tax parcels 008-1281.A; 1281.03

Petition Summary: This is a request to create two lots of 2.067 & 7.003 acres by rezoning from A-1 Ag & AR-1 Ag Res to AR-1 Ag Res.

Comments/Recommendations

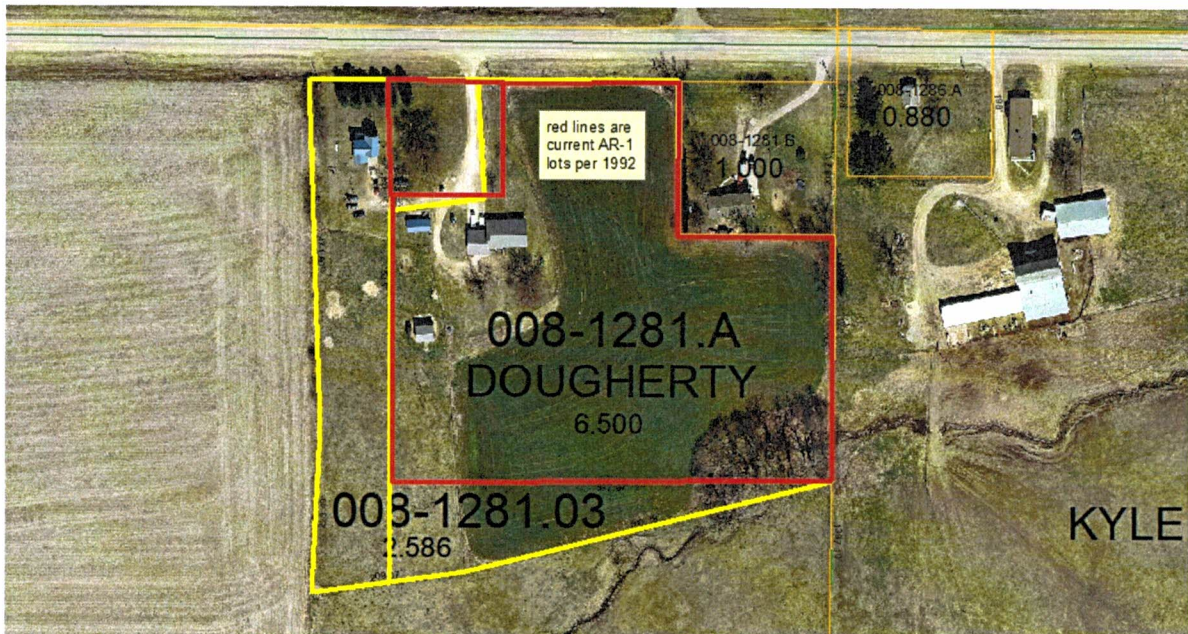
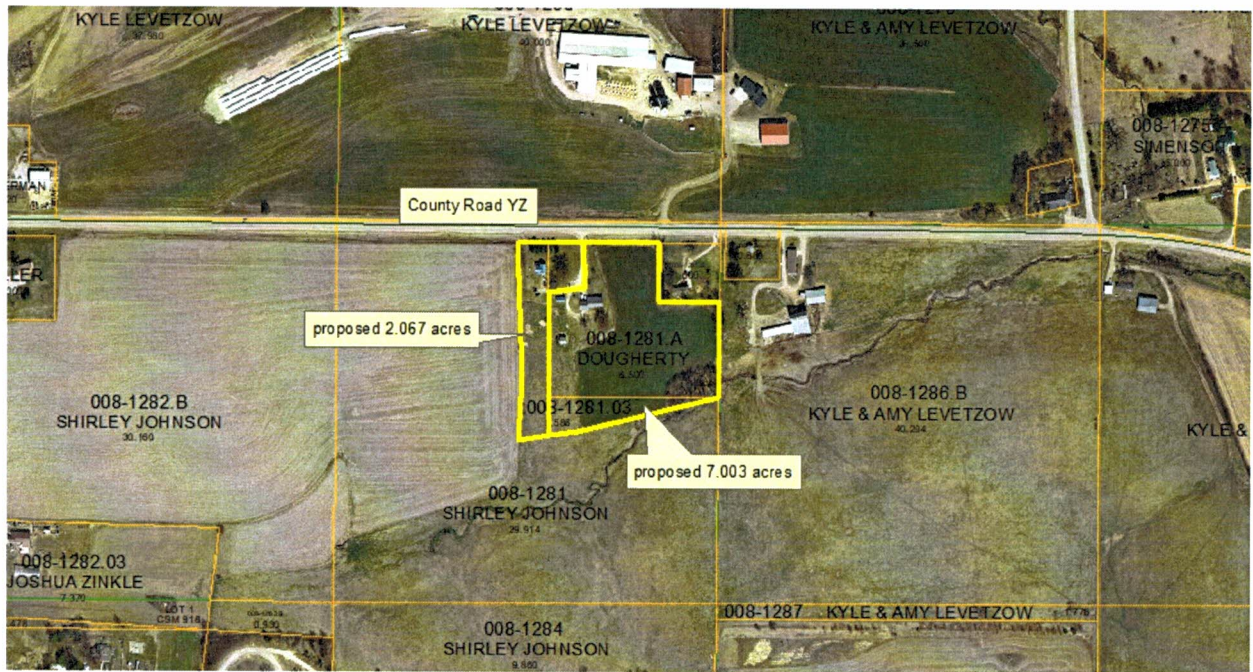
1. In 1992, there were two AR-1 lots created with the intent of each lot have an existing residence. However, the legal description used did not include the westerly residence. This petition is to correct the lot descriptions so each residence will be on a separate lot that meets current minimum lot sizes.
2. If approved, each lot would be eligible for one single family residence, accessory structures and limited ag uses, not including livestock type animals unless requested by Conditional Use Permit on the smaller lot and up to 3 on the larger.
3. The associated certified survey map has not yet been submitted for formal review.
4. Per Section 11.0 of the Iowa County Zoning Ordinance, the following standards are to be considered when deciding a zoning change:
 1. The petition is consistent with the Iowa County Comprehensive Plan and the comprehensive plan of any Town affected by said petition.
 2. Adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, schools, police and fire protection, and roads and transportation, as applicable) will be available as required by the petition while maintaining adequate levels of service to existing development.
 3. Provisions of public facilities to accommodate the petition will not place an unreasonable burden on the ability of affected local units of government to provide the.
 4. The petition will not result in significant adverse impacts upon surrounding properties or the natural environment, including air, water, noise, stormwater management, soils, wildlife and vegetation.
 5. The land associated with the petition is suitable for the proposed development and said development will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas.
 6. The petition will not be used to legitimize a nonconforming use or structure.
 7. The petition is the minimum action necessary to accomplish the intent of the petition, and an

administrative adjustment, variance, or Conditional Use Permit could not be used to achieve the same result.

8. The petition will not result in illegal "spot zoning" (i.e. use is inconsistent with surrounding properties and serves only a private, rather than public interest).

Town Recommendation: The Town of Dodgeville recommends approval.

Staff Recommendation: Staff recommends approval with the condition that the associated certified survey map is duly recorded within 6 months of County Board approval.



AGENDA ITEM COVER SHEET

Title: Resolution authorizing participation in the Municipal Dam Grant program

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The resolution authorizes the County Conservationist to apply for and implement a DNR Municipal Dam Grant and is required for the grant application. The grant would cover 50% of the cost of replacing the valve at Birch Lake (Twin Parks #7) dam. A previous estimate for the repair was approximately \$31,000. The repair is expected to be higher due to NRCS's request for the County to hire a private engineer rather than using NRCS engineers. A cost estimate from Jewell Engineering is pending.

RECOMMENDATIONS (IF ANY):

Land Conservation Committee recommends approval

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Copy of the draft resolution

FISCAL IMPACT:

The grant will cover 50% of the cost. The remainder will come from the County's Dam Repair Fund.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Katie Abbott

DEPT: Land Conservation

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Resolution No. 2-222

**Authorizing Resolution for
Participation in the Department of Natural Resources
MUNICIPAL DAM GRANT PROGRAM**

WHEREAS, Iowa County owns Twin Parks #7 (Birch Lake) dam and requests financial assistance under s. 31.385 and s. 227.11, Wis. Stats., and ch. NR 335, Wis. Adm. Code, for the purpose of dam repair; and

WHEREAS, the state share for such a project may not exceed 50 percent (50%) of the first \$1,000,000.00 of total eligible project costs nor 25 percent (25%) of the next \$2,000,000.00 of total eligible project costs;

NOW, THEREFORE, BE IT RESOLVED, that Iowa County HEREBY AUTHORIZES the County Conservationist of the Iowa County Land Conservation Department to:

- Submit an application to the DNR for financial aid under ch. NR 335, Wis. Adm. Code;
- sign grant agreement documents;
- take all necessary action to complete the project associated with any grant agreement; and
- submit reimbursement claims along with necessary supporting documentation.

BE IT FURTHER RESOLVED THAT Iowa County agrees to pay a share of the eligible costs which is equal to the total project cost minus the state share.

Adopted this ____ **day of** _____, **2022.**

John M. Meyers
Iowa County Chair

ATTEST:

Kristy K. Spurley
Iowa County Clerk

AGENDA ITEM COVER SHEET

Title: GENERAL GOVERNMENT COMMITTEE – MEETING DATE, FEBRUARY 3, 2022

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Each year the Wisconsin Department of Natural Resources requires the county to pass a resolution that states its intent to request financial assistance from the Department and authorizes a representative of the County to act on behalf of the county to sign documents and take necessary action to complete the proposed project and resolve that the County will meet the financial obligations of the grant.

RECOMMENDATIONS (IF ANY):

Recommends the General Government Committee to move and approve to the County Board for adoption

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

FISCAL IMPACT:

None.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Kristy K. Spurley

DEPT: County Clerk

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Resolution No. 3-222

**AUTHORIZING PARTICIPATION IN THE WISCONSIN DEPARTMENT OF
NATURAL RESOURCES OUTDOOR MOTORIZED RECREATION TRAIL AIDS
PROGRAM**

WHEREAS, Iowa County is interested in maintaining, acquiring, insuring or developing lands for public outdoor motorized trail use:

WHEREAS, said public snowmobile trails are eligible for funds under Wisconsin State Statute 23.09(26):

NOW THEREFORE BE IT RESOLVED, by the Iowa County Board of Supervisors, that Iowa County apply for funds under Wisconsin State Statute 23.09(26) for such eligible maintenance, acquisition, insurance, rehabilitation and development costs and hereby authorizes Iowa County Clerk Kristy K. Spurley or County Board Chair John Meyers to act on behalf of Iowa County to submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; sign documents; and take necessary action to undertake, direct and complete the approved project.

Adopted this ____ day of _____, 2022

John M. Meyers
Iowa County Board Chair

ATTEST:

Kristy K. Spurley
County Clerk

AGENDA ITEM COVER SHEET

Title: Classification of Family Court Commissioner

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The position of Family Court Commissioner is an appointed position by the Circuit Court Judge. Judge Koehler had inquired about looking into the Family Court Commissioner's salary. A job description was drafted by the Employee Relations Director and approved by Judge Koehler. This position of Family Court Commissioner was not part of the original Classification/Compensation Study. Position was sent to Carlson Dettmann Consulting for Grade classification.

Grade O was determined the correct Grade placement for the Family Court Commissioner.

This position is an exempt position working 15 hours per week.

RECOMMENDATIONS (IF ANY):

Approve the Classification of Grade O

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description
Wage Structure

FISCAL IMPACT:

\$14,719.16

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

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:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Family Court Commissioner

DEPARTMENT / SECTION: Judicial

DATE REVIEWED: 01/2022

TITLE OF IMMEDIATE SUPERVISOR: Circuit Court Judge

GRADE:

JOB SUMMARY:

This position assists circuit court judges in legal actions relating to family, criminal, civil, and traffic law in assigned matters as authorized by Wisconsin State Statutes 757.675 and 757.69a under the authority delegated the Chief Judge of the judicial administrative district or designee.

TASK NO.	DESCRIPTION	FREQUENCY	BAND /GRADE
1	Performs judicial functions for legal matters either upon own or delegated authority as follows for Family Court: a. conducts divorce hearings which are stipulated b. conducts hearings and enter judgments for maintenance, child support, custody, physical placement or visitation on a temporary basis. c. refers cases to mediation		
2	Performs judicial functions for legal matters either upon own or delegated authority as follows for Criminal Court: a. conducts initial appearances of persons arrested or charged with crimes b. sets bail and bond conditions c. schedules hearings d. issues search warrants and arrest warrants		
3	Performs judicial functions for legal matters either upon own or delegated authority as follows for Small Claims Court: a. conducts initial return appearances b. refers cases to mediation c. conducts divorce temporary hearings d. issues decisions on temporary hearings		

	e. orders and judgments f. conducts eviction and replevin hearings g. holds garnishment hearings		
4	Performs judicial functions for legal matters either upon own or delegated authority as follows for Civil Court: a. issues temporary restraining orders in domestic abuse and harassment cases		
7	Performs judicial functions for legal matters either upon own or delegated authority as follows for Traffic Court: a. conducts initial appearances in traffic and county ordinance cases b. receives uncontested pleas c. orders the revocation or suspension of operating privileges d. impose fines		
8	Other duties as assigned.		
	Knowledge, Skills, and Abilities Required to Perform Job Functions: • Knowledge of the principles and practices of the judicial system. • Knowledge of the Wisconsin State Statutes. • Ability to review evidence, make reasonable judgments and orders based on the evidence. • Ability to elicit information from others and present findings in a manner consistent with acceptable legal standards. • Knowledge of the methods, materials, and practices of legal research and investigations. • Ability to establish and maintain effective working relationships with judges, the legal community, other co-workers and the general public. • Ability to establish and maintain accurate records of assigned activities and operations. • Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations. • Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority. • Ability to perform detailed work accurately and independently in		

	compliance with stringent time limits requiring minimal direction and supervision. • Ability to think quickly, maintain self-control, and adapt to stressful situations. • Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software. • Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position. • Ability to communicate clearly, concisely and effectively in English in both written and verbal form. • Skill in researching and understanding complex written materials. • Ability to prepare and maintain accurate and concise records and reports. • Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations. • Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing. • Ability to handle sensitive interpersonal situations calmly and tactfully. • Ability to maintain professionalism at all times. • Ability to maintain effective working relationships with individuals within and outside the organization. • Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations. • Ability to work the allocated hours of the position and respond after hours as needed.		
	<u>Minimum Qualifications</u> • Juris Doctorate degree and licensed to practice law in the State of Wisconsin. • Three (3) years of work experience as a practicing attorney with majority experience in family law.		

Conditions of Employment

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting.
- May require dealing with persons who are hostile or aggressive, posing threatening conditions.

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

COUNTY ADMINISTRATOR APPROVAL: _____

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

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

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

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

2.5% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of July 1, 2018

2.5% Market Adjustment adopted by County Board on October 16, 2018 with an implementation date of January 1, 2019

2.5% Market Adjustment adopted by County Board on October 15, 2019 with an implementation date of January 1, 2020

2.0% Market Adjustment adopted by County Board on October 20, 2020 with an implementation date of January 1, 2021

3.0% Market Adjustment adopted by County Board on October 19, 2021 with an implementation date of January 1, 2022

Job Code In Payroll	Grade	Job Title	Department	Minimum			Control Point			Maximum	
				90%	92.5%	95.0%	97.5%	100%	Pay For Performance	Maximum	
100	F	Department Assistant - ADRC	ADRC	\$ 17.39	\$ 17.87	\$ 18.35	\$ 18.84	\$ 19.32	➔	\$ 23.18	
100		Department Assistant - District Attorney	District Attorney								
100		Department Assistant - Health	Health								
100		Department Assistant - Land Conservation	Land Conservation								
408		Department Assistant - Sheriff	Sheriff								
100		Department Assistant - Social Services	Social Services								
100		Department Assistant - UW Extension	UW Extension								
			Bloomfield Healthcare /								
636		Environmental Services - Maintenance	County Maintenance								
625		Medical Records Coordinator	Bloomfield Healthcare								
600		Medication Technician	Bloomfield Healthcare								
100		Department Assistant-Bloomfield	Bloomfield Healthcare								
100		Department Assistant - Child Support	Child Support								
100		Department Assistant - Register in Probate	Register in Probate								
262		Balliff	Sheriff								
618	E	Activity Assistant	Bloomfield Healthcare	\$ 15.53	\$ 15.96	\$ 16.39	\$ 16.82	\$ 17.25	➔	\$ 20.70	
615		Certified Nursing Assistant (CNA)	Bloomfield Healthcare								
616		Department Assistant	Bloomfield Healthcare								
622	D	Cook	Bloomfield Healthcare	\$ 13.85	\$ 14.24	\$ 14.62	\$ 15.01	\$ 15.39	➔	\$ 18.47	
620	C	Dietary Aide	Bloomfield Healthcare	\$ 12.37	\$ 12.71	\$ 13.05	\$ 13.40	\$ 13.74	➔	\$ 16.49	
627		Environmental Services - Laundry/Housekeeping	Bloomfield Healthcare								
375		ADRC Taxi Driver	ADRC								
374		ADRC Bus Driver	ADRC								

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

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

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

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

2.5% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of July 1, 2018

2.5% Market Adjustment adopted by County Board on October 16, 2018 with an implementation date of January 1, 2019

2.5% Market Adjustment adopted by County Board on October 15, 2019 with an implementation date of January 1, 2020

2.0% Market Adjustment adopted by County Board on October 20, 2020 with an implementation date of January 1, 2021

3.0% Market Adjustment adopted by County Board on October 19, 2021 with an implementation date of January 1, 2022

Job Code	In Payroll	Grade	Job Title	Department	Minimum				Control Point	Pay For Performance	Maximum
					90%	92.5%	95.0%	97.5%			
					Step 2	Step 3	Step 4	Step 5	Step 6		
444	H	Child Support Specialist		Child Support	\$ 21.49	\$ 22.09	\$ 22.69	\$ 23.28	\$ 23.88		\$ 28.66
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							
195		Deputy County Clerk		County Clerk							
405		Dispatcher		Sheriff							
137	G	Accountant Specialist		Finance	\$ 19.44	\$ 19.98	\$ 20.52	\$ 21.06	\$ 21.60		\$ 25.92
137		Accountant Specialist		Bloomfield Healthcare							
410		Accountant Specialist		Sheriff							
137		Accountant Specialist		Highway							
102		Department Assistant - District Attorney		District Attorney							
640		Billing Specialist		Bloomfield Healthcare							
				County Administrator/							
111		County Admin & Emergency Mng Dept Assist		Emergency Management							
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							

Iowa County

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

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

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

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

2.5% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of July 1, 2018

2.5% Market Adjustment adopted by County Board on October 16, 2018 with an implementation date of January 1, 2019

2.5% Market Adjustment adopted by County Board on October 15, 2019 with an implementation date of January 1, 2020

2.0% Market Adjustment adopted by County Board on October 20, 2020 with an implementation date of January 1, 2021

3.0% Market Adjustment adopted by County Board on October 19, 2021 with an implementation date of January 1, 2022

Job Code In Payroll	Grade	Job Title	Department	Minimum					Control Point	Pay For Performance	Maximum
				90% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100% Step 6			
422	L	Public Health Nurse	Health	\$ 29.75	\$ 30.57	\$ 31.40	\$ 32.22	\$ 33.05			\$ 39.66
134		Business Manager	Social Services								
134		Business Manager	Bloomfield Healthcare								
134		Business Manager	Highway								
610		MDS and Infection Prevention Nurse	Bloomfield Healthcare								
385	K	GIS Coordinator	Planning & Development	\$ 27.69	\$ 28.46	\$ 29.23	\$ 30.00	\$ 30.77			\$ 36.92
271		Judicial Assistant/Register in Probate	Judicial/Probate								
454		Lead Social Worker	Social Services								
609		Registered Nurse	Bloomfield Healthcare								
366	J	ADRC Information & Assistance Specialist Lead	ADRC	\$ 25.61	\$ 26.33	\$ 27.04	\$ 27.75	\$ 28.46			\$ 34.15
310		Airport Manager	Airport								
381		Conservation Specialist	Land Conservation								
384		Conservation Technician	Land Conservation								
			Bloomfield, Social Services/ADRC								
456		Social Worker	Veterans								
456		Veterans Officer	Highway								
503		Shop Operations Lead	Public Health								
423		Community Coordinator/Educator									
617	I	Activity Director	Bloomfield Healthcare	\$ 23.56	\$ 24.22	\$ 24.87	\$ 25.53	\$ 26.18			\$ 31.42
367		ADRC Information & Assistance Specialist	ADRC								
365 & 371		Benefit Specialist	ADRC								
606		Dietary Supervisor	Bloomfield Healthcare								
365		Elderly Benefits & Wellness / Prevention Coord	ADRC								
388		County Sanitarian/Asst Zoning Administrator	Planning & Development								
495		Highway Crew Lead	Highway								
491		Mechanic	Highway								
280		Drug Treatment Court Coordinator	Drug Treatment Court								
465		Economic Support Specialist Lead	Social Services								

Iowa County

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

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

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

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

2.5% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of July 1, 2018

2.5% Market Adjustment adopted by County Board on October 16, 2018 with an implementation date of January 1, 2019

2 5% Market Adjustment adopted by County Board on October 15, 2018 with an implementation date of January 1, 2020

2. 0% Market Adjustment adopted by County Board on October 13, 2015 with an implementation date of January 1, 2020

2.0% Market Adjustment adopted by County Board on October 20, 2020 with an implementation date of January 1, 2021	3.0% Market Adjustment adopted by County Board on October 10, 2021 with an implementation date of January 1, 2022
2020	2021

[illegible]

Resolution No. 4-222

**RESOLUTION ESTABLISHING THE
OPIOID SETTLEMENT TASK FORCE**

WHEREAS, Iowa County joined 70 other Counties in pursuing litigation against Opioid Manufacturers, Distributors, and Retailers and have recently reached a partial settlement; and

WHEREAS, Iowa County expects to begin receiving funding in 2022 and anticipates additional funding forthcoming in future years; and

WHEREAS, as part of the settlement, it has been agreed that these funds may only be used for specific opioid related purposes; and

WHEREAS, the Iowa County Board would like to establish a Task Force of experts in the opioid treatment field and agencies specifically impacted by opioid use to help determine the appropriate use of these settlement funds.

NOW THEREFORE, BE IT RESOLVED that the Iowa County Board of Supervisors hereby establishes the Opioid Settlement Task Force:

1. Shall be comprised of nine members:
 - a. The Iowa County Sheriff, or his/her designee.
 - b. The Southwest Community Action Program (SWCAP) Executive Director, or his/her designee.
 - c. Two Iowa County Supervisors as appointed by the Iowa County Board Chair.
 - d. The Unified Community Services Agency Director, or his/her designee.
 - e. One representative of a school district located wholly or partially in Iowa County.
 - f. A representative chosen by a majority vote of the Sheriff and Chief of Police for Departments that are located wholly or partially within the County.
 - g. Two citizen members with knowledge of the impact opioids have had on Iowa County residents.
2. With the responsibility to prioritize spending options for the opioid settlement funding, knowing that additional funding is forthcoming and that not all priorities will be immediately funded. Present said priorities to Iowa County Health and Human Services Committee before August 15, 2022 to ensure funds are appropriately included in the 2023 budget.

Respectfully submitted by the Health and Human Services Committee.

Adopted this _____ day of February, 2022

AGENDA ITEM COVER SHEET

Title: Exempt Employee Recognition Policy

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

In September of 2020, Iowa County adopted this original policy granting \$100 to exempt employees when they work more than 100 hours per pay period. After our first complete year (2021), we have a much better idea of the costs associated with this policy. Based on 2021's costs, employees had a total of \$3,500 added to their retirement accounts. There is enough flexibility in the operating budget payroll accounts to cover an increase to \$200 in 2022 without the need for a budget amendment.

RECOMMENDATIONS (IF ANY):

Consider increasing the retirement contribution for employees working an excessive number of hours.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is the current policy with the amount increased from \$100 to \$200.

FISCAL IMPACT:

This will add approximately \$3,500 to the 2022 budget spread out over our 20 departments.

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:



Exempt Employee Recognition Policy

Date Originated: 9/15/2020
Date of Modifications:
Policy Number: **430**

1. PURPOSE:

The purpose of this policy provide additional compensation to exempt employees in recognition of their hours worked to support Iowa County and its residents.

Iowa County recognizes that exempt employees are compensated for completing a job. This task typically requires more than an 80 hour pay period. Hours in addition to, or above 80 are not compensated, but generally included in their base "salary". Unlike non-exempt positions, additional hours of labor do not result in an increase in pay rate, but rather *an exempt employee's per hour pay rate decreases the more hours an exempt employee works.*

Iowa County further recognizes that exempt positions are often those with great responsibility and those positions that are looked at when help is needed in a particular department or when an emergency strikes. Occasionally, the demands of the position become so beyond what is expected, that it is reasonable to recognize said employees.

Providing an additional recognition incentive may also help encourage additional hours worked, and a greater interest in applying for high demand exempt positions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all full-time exempt employees of Iowa County.

3. POLICY:

A. When a non-exempt employee's timecard reflects hours worked beyond 80 hours in a pay period, they are compensated with Comp Time or Over Time. This policy provides guidelines for establishing a recognition for exempt staff when the number of hours worked in a pay period exceeds one hundred (100) hours. ["Hours worked" is based on their official timecard; and includes MTO, holiday and sick time.]

B. Iowa County, Wisconsin participates in the Wisconsin Retirement Plan. As part of this retirement plan, Iowa County is permitted to make additional contributions on an employee's behalf.

4. REFERENCES:

Policy 401 – Employee Handbook

5. PROCEDURES:

A. When an exempt employee files their timecard, the Finance Department shall generate a report of employees working greater than 100 hours. All exempt employees working more than 100 hours in a pay period shall receive a ~~\$100~~ \$200 bonus contribution to their WRS account per pay period.

- B. Employee Name, position, hours worked, and additional compensation shall all be included in the report.
- C. Said report shall be presented to the County Administrator for his/her signature.

Furthermore this policy shall apply retroactively to January 1, 2018 to ensure a comprehensive recognition of staff shortages, pandemic response hours, and to reward the commitment exempt staff have made to Iowa County.