

AGENDA ITEM COVER SHEET

Title: Preliminary Financial Reports for the period ending 12/31/2020

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Preliminary 2020 financial report with a comparison of budget to actual year-to-date for the period ending 12/31/2020

RECOMMENDATIONS (IF ANY):

For informational purposes only - this is a preliminary report and there will still be adjustments to 2020

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 12/31/20 Financial Statements

FISCAL IMPACT:

None, status of the 2020 budgetary balances as of 12/31/20 - preliminary

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Jamie Gould

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
1	Iowa County - Financial Statement - includes Departments that report to the General Government Committee						
2	Preliminary - For the Period Ending December 31, 2020 (prepared 2/23/2021)						
3	Department	2020 Tax Levy Amount - Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2020 Tax Levy + Budget Adjustments / Transfers / Carryovers	Revenues - other than Tax Levy	Excess (Deficiency) of Revenues over Expenditures
4	General Fund						
5	County Board - Fire Suppression	2,000			2,000	-	2,000
6	Employee Relations Dept	142,790			142,790	4,938	1,081
7	Economic Development	61,442			61,442	-	10,215
8	Information Systems	589,876			589,876	80,170	104,849
9	County Treasurer - NOTE 1	(928,623)			(928,623)	1,147,475	2,085
10	Co Treasurer - Transfer from						
11	County Sales Tax Fund	(2,050,000)			(2,050,000)	-	(2,050,000)
12	County Clerk	196,209			196,209	78,873	(9,080)
13	Register of Deeds	16,709			16,709	285,773	109,647
14	Environmental Services	471,284			471,284	97,724	51,167
15	County Farm	(104,419)			(104,419)	110,144	71
16	County Insurance	51,811			51,811	185,811	19,259
17	Cultural-Aid to Libraries	360,302			360,302	218,363	(702)
18	Cultural-Library, Fair & Historical					361,004	
19	Society	32,932			32,932	32,932	
20	Snowmobile/ATV	-			-	67,429	29,105
21	Total General Fund including aids to Libraries	(1,157,687)	-	-	(1,157,687)	2,058,336	(1,730,304)
22	Special Revenue, Capital Funds & Internal Service Fund						
23	Revolving Loan Fund					31,130	31,130
24	Capital Projects - Information Technology	38,000			38,000	-	10,910
25	Capital Projects - Court Security Project					6,750	(6,750)
26	Capital Projects - Environmental Services	106,000			106,000	-	30,312
27	Self-Insured Workers Comp					261,447	47,646
28							
29	Special Rev, Capital Funds & Internal Service Fund Total	144,000	-	-	144,000	292,577	113,248
30							
31	Total of All Funds	(1,013,687)	-	-	(1,013,687)	2,350,913	(1,617,056)
32							
33	Note 1: County Treasurer 2020 Tax Levy Amount Adopted does not include general fund tax levy or levy for library aids						
34							

	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 12/31/2020 as of 2/23/2021						compiled 2/23/2021		
3	Revenue - Compare Budget to Actual	2020 Adopted Annual Budget Including Tax Levy & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2020 REVISED BUDGET	Total Department YTD REVENUES	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND					4,938	(4,938)	100%	100%
5	05 Employee Relations Department	-			-	-	-	100%	
6	14 ECONOMIC DEVELOPMENT				-	80,170	(80,170)	100%	
7	15 INFORMATION SYSTEMS					496,886	25,258	100%	95%
8	20 COUNTY TREASURER	522,144			522,144		(19,980)	100%	
9	20 COUNTY TREASURER - State Shared Rev & Exempt Computer Aid & Personal Property Aid	630,609			630,609			100%	103%
10	20 COUNTY TREASURER - Property Tax, and Library Aids	5,073,823			5,073,823		-	100%	100%
11	20 COUNTY TREASURER - Transfer from Sales Tax Fund	2,050,000			2,050,000		2,050,000	100%	0%
12	22 COUNTY CLERK	23,165			23,165	78,873	(55,708)	100%	340%
13	30 REGISTER OF DEEDS	180,000			180,000	285,773	(105,773)	100%	159%
14	34 ENVIRONMENTAL SERVICES	9,400			9,400	97,724	(88,324)	100%	1040%
15	35 COUNTY FARM	110,144			110,144	110,144	-	100%	100%
16	36 COUNTY INSURANCE REVENUE	219,186			219,186	185,811	33,375	100%	85%
17	73 SNOWMOBILE/ATV PROGRAM	33,420			33,420	67,429	(34,009)	100%	202%
18									
19	TOTAL: GENERAL FUND	8,851,891	-	-	8,851,891	7,132,159	1,719,732	100%	81%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 38,000			\$ 38,000	\$ 38,000	\$ -	100%	100%
22	32 Capital Projects - Environmental Services	\$ 106,000			\$ 106,000	\$ 106,000	\$ -	100%	100%
23									
24	TOTAL OF ALL FUNDS	8,995,891	-	-	8,995,891	7,276,159	1,719,732	100%	81%
25									
26	Other:								
27	250 REVOLVING LOAN FUND								
28	18 REVOLVING LOAN FUND	-	-		-	31,130	(31,130)	100%	100%
29	730 Self Insured Workers Comp								
30	37 SELF-INSURED WORKERS COMP				\$ -	\$ 261,447	\$ (261,447)	100%	100%
31									
32	Total Other:					292,577	(292,577)	100%	100%
33									
34	TOTAL - All Funds and Other:	8,995,891	-	-	8,995,891	7,568,736	1,427,155	100%	84%
35	Notes:								
36	YTD = Year-to-date								
37	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								

AGENDA ITEM COVER SHEET

Title: Resolution Authorizing Participation in the WI DNR Outdoor Motorized

☒ 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:

Resolution Authorizing Participation in the WI DNR Outdoor Motorized Recreation Trail Aids Program (Snowmobile Trails)

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: April 8, 2021

AGENDA ITEM # 7

COMMITTEE ACTION:

Resolution No. _____

**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 _____, 2021

John M. Meyers
Iowa County Board Chair

ATTEST:

Kristy K. Spurley
County Clerk

AGENDA ITEM COVER SHEET

Title: Create four Hospitality Service Aide positions at Bloomfield Healthcare

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Bloomfield Healthcare would like to create a new position of Hospitality Service Aide at Bloomfield Healthcare. The facility would be looking to hire four part-time (24 hours bi-weekly) positions to assist during the supper meal time. The Hospitality Service Aide position would perform non-direct care functions such as greeting and directing visitors, assisting Nursing department with passing waters, assisting residents to various activities within the facility and assisting where needed.

RECOMMENDATIONS (IF ANY):

Approve the recommendation to hire four (4) part-time Bloomfield Healthcare Hospitality Service Aide positions.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Draft Job Description

FISCAL IMPACT:

\$2,353.88 for all four positions.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 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:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Hospitality Service Aide

DEPARTMENT / SECTION: Bloomfield Healthcare and Rehabilitation Center

DATE REVIEWED: 01/2021

TITLE OF IMMEDIATE SUPERVISOR:

GRADE: C

JOB SUMMARY:

The primary purpose of this position is to provide practical support to residents while attending to non-personal/non-direct care resident's needs.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Assist, greet and direct visitors, assist visitors in and out of the building.		
2	Greet and direct visitors, assist visitors in and out of the building.		
3	Distribute ice water and liquids.		
4	Accompany and assist with transport of residents to various activities, to and from dining rooms, beauty and barber shop, and church, etc.		
5	Monitor and helping residents with activities, assisting with activity set-up and takedown.		
6	Assists resident with preparing food as needed (i.e. cutting food, buttering bread) and collects food trays.		
7	Set tables prior to meals, set up trays for independent residents. Pick up trays and food items from dining areas and return to kitchen area.		
8	Wash beds and change bed linens, make unoccupied beds, stock supplies to resident rooms or nurse servers.		
9	Assists with household laundry and distributes personal laundry daily.		
10	Clean and arrange household areas- soiled utility rooms, dining areas, resident's rooms, bathrooms, night stands, closets, activity kitchen, living rooms per daily assignment.		
11	Label and store personal items (clothing, bedpans, basins, toothbrush, combs, etc.)		
12	Assist with cleaning resident equipment, washing down wheelchairs, walkers, lifts, feeding/IV poles, etc.		
13	Assist with routine daily cleaning on common areas within the facility.		
14	Respond to call lights and provide non-personal assistance as needed or obtain proper help.		
15	Understands and adheres to the guidelines of "Residents Rights".		

16	Functions as a member of the team and participates in routine staff meetings.		
17	Requires regular and dependable attendance.		
18	Perform additional duties as assigned.		
	<u>Demonstrated Experience and Skills Required.</u> • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Ability to communicate effectively with residents, peers, and members of the public. • Ability to follow isolation procedures.		
	<u>Minimum Qualifications</u> • One (1) year of communicating with the elderly population. • Must be able to read and write effectively.		
	<u>Conditions of Employment</u> • Typical working environment is within a non-smoking, temperature controlled facility. • Exposure to environment factors such as odors, toxic agents, violence, noise wetness, disease and/or dust. Physical Requirements • Must be able to crouch, grasp, kneel, lift, pull, push, reach, stand, sit, and stoop intermittently throughout your shift. • Ability to operate mechanical lifts. • Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements. • Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, textures associated with residents' conditions. This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgement, to be proper.		

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

COUNTY ADMINISTRATOR APPROVAL: _____

DRAFT



Iowa County Employee Relations

222 N Iowa Street - Dodgeville, WI 53533 - 608.935.0374 – Fax: 608.935.0325

Allison.leitzinger@iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: April 1, 2021
RE: Employment Activity Report

Outlined below is the employment activity for February/March 2021:

- LTE Public Health Nurse – 1 new hire started in March.
- LTE COVID-19 Vaccine Specialist – 3 new hires started in March.
- Dispatcher (1 vacancy) – Candidate in final stage of background process.
- Deputy Treasurer – New hire started March 29.
- Highway Crew Leadperson – Internal transfer effective February 15.
- Highway Equipment Operator – New hire started March 24.
- Nursing Home Administrator – Interviews scheduled for April 1 and week of April 5.
- Patrol Deputy – Final candidate selected; starting background process.
- Correctional Officer/Dispatcher (3 vacancies) – 1 new hire started March 22; 1 candidate in final stage of background process; new recruitment started for 3rd vacancy.
- Highway Business Manager – new recruitment; First review scheduled for April 23.
- Highway Section Maintenance Patrol – First review scheduled for April 5.
- Highway GIS Internship – First review scheduled for April 5.
- Highway LTE Maintenance Patrol – First review scheduled for April 5.
- UW Extension Department Assistant – Interviews scheduled for April 6.
- Bloomfield Healthcare Business Manager – First review scheduled for April 23.
- Bloomfield Healthcare Director of Nursing – First review scheduled for April 26.
- Bloomfield Healthcare MDS and Infection Prevention Manager – ongoing recruitment
- Bloomfield Healthcare Certified Nursing Assistants – ongoing recruitment
- Bloomfield Healthcare Registered Nurse/LPN – ongoing recruitment
- Bloomfield Healthcare Laundry/Housekeeping – ongoing recruitment.
- Bloomfield Healthcare Dietary Aide – First review scheduled for Wednesday, April 14.



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

222 N. Dodgeville Street, Suite 1223

Dodgeville, WI 53533

608-935-0333/608-553-7575/fax 608-935-0326

Scott.Godfrey@iowacounty.org

January 26, 2021

Memorandum to General Government Committee

Subject: County Farm/Bloomfield Prairie Authorized Use and Regulation

An employee workgroup has been formed to review the current allowed and prohibited uses at the property, as well as to consider those uses that have been requested or may feasibly occur. The goal is to accommodate the widest array of uses of the property in a safe manner for the public, staff, and Bloomfield residents; and to provide clear expectations through public education/information efforts.

I. Current Use Restrictions

- 1) Prohibits discharge of a firearm within 200 yards of any building (Ord 600.20) excepting barn/shed along County Road CH
- 2) Prohibits hunting with or discharge of a firearm other than a shotgun with pellet loads only (Ord 600.20)
- 3) County Farm Pond is closed from 11pm to the following 5am (Ord 600.21)
- 4) Prohibits disposal of animal carcasses on the property (Ord 375.14)

II. Experienced and Anticipated Issues

- 1) Off-leash dogs being caught in coyote traps
- 2) Dogs off leash when not hunting
- 3) Dog waste
- 4) Vehicular travel on the mowed fire breaks
- 5) Mountain biking
- 6) Littering/dumping (most prevalent at pond shelter)...shell casings (shotgun, rim fire, centerfire) fireworks, general garbage, used oil (apparently changed oil at site), etc.
- 7) Metal detecting
- 8) Dog training for pheasant hunting
- 9) Drone use
- 10) Remote control airplane use
- 11) Rocket use

- 12) Seed collecting
- 13) Grilling at shelter by pond
- 14) Disposal of animal carcasses, such as deer...observed on trails

III Suggestions to Consider

- 1) Revise Ord 600.20 to increase the shooting buffer to at least 300 yards from the Bloomfield Health and Rehabilitation Center buildings to be consistent with exiting WDNR regulations.
- 2) Revise Ord 600.20 to include buckshot as a prohibited shotgun load (common coyote hunting load).
- 3) Establish trapping restrictions consistent with WDNR regulations employed within State parks
 - a) Only allow for species when their season is open
 - b) Prohibit the use of traps that are not placed completely under water unless the traps are enclosed trigger traps
 - c) Prohibit setting, placing or checking traps between the hours of 11pm and 5am on the following day
 - d) Prohibit setting or placing traps within 100 yards of the pond
 - e) Prohibit setting or placing traps for coyote within 300 yards of the Bloomfield Health and Rehabilitation Center buildings
 - f) Prohibit the use of any trap for coyote other than a cable restraint trap
- 4) Prohibit vehicular travel on the mowed fire breaks and other designated trails. This includes ATV/UTV vehicles and bicycles. Exception would be snowmobiles on marked trails. Adequate signage should be installed to clearly mark restricted travel areas.
- 5) Prohibit of horseback riding.
- 6) Establish clearly marked off-road parking areas.
- 7) Establish "no fly" zones for drone operation.
- 8) Require blaze orange to be worn during firearm deer hunting seasons by any users of the property. A coat or vest and hat will be the minimum articles of clothing that must be blaze orange, worn as the outermost layer of clothing.
- 9) Prohibit public to access lands leased for pasturing and cropping.
- 10) Consider establishing a hunting buffer around areas leased for pasturing.
- 11) Prohibit any stocking of game birds on the property unless expressly permitted by the General Government Committee.
- 12) Prohibit the use of grills, campfires and fireworks, anywhere on the property, unless expressly approved by the County, to minimize the potential for an unintended grass fire.
- 13) Prohibit camping on the property.
- 14) Prohibit the use of hunting blinds and stands, whether ground, elevated, permanent or portable.
- 15) Prohibit any disturbance to the ground or vegetation, or collection of any natural material (living or dead), unless expressly permitted by the County. This includes but is not limited to gathering firewood, cutting trees/brush, collecting seeds or flowers.

- 16) Consider property-wide open/close hours.
- 17) Prohibit lead shot by allowing only non-toxic shot to minimize lead toxicity to nesting birds.
- 18) Prohibit glass bottles
- 19) Require dogs to be on-leash during the nesting season, April 15th through September 1st of the same calendar year

IV Other Considerations

- 1) Enforcement and fines
- 2) Process for public input...passive or solicit stakeholders
- 3) Gates or physical barriers to vehicular (Ex: dam)
- 4) Develop informational brochures that can be posted on the county website and provided in hardcopy through kiosks and/or by staff that describe the allowed and prohibited use of the property.

Katie Abbott, Scott Godfrey, Dave Morzenti, Jacob Tarrell