

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, October 18, 2022

7:00 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 October 18, 2022 meeting.
5. Approve the minutes of the September 20, 2022 meeting.
6. Special matters and announcements.
  - a) Committee Chair reports.
  - b) 2022-23 Wisconsin County Officials Directory (set-out).
  - c) Forward Analytics (set-out).
7. Comments from the public.
8. Land use changes from the Towns:
  - 1-1022 Dodgeville - Rezoning request by GB Dairy LLC.
  - 2-1022 Moscow - Rezoning request by Sundee Syse Runden.
  - 3-1022 Waldwick - Rezoning request by Deborah Woodbury.

### Public Safety Committee

9. Resolution No. 4-1022 Setting Service of Process Fees, Jail Fees and Administrative Fees for the Iowa County Sheriff's Office.

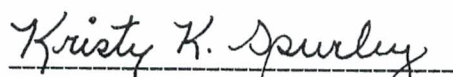
### General Government Committee

10. Resolution No. 5-1022 To Establish a Sheriff's Office Staffing Reserve Account.

12. Resolution No. 6-1022 Resolution Adjusting the Classification and Compensation Pay Plan Structure Market Adjustment.
12. Consider updates to Policy 401 Employee Handbook.
13. Consider updates to 427 Telecommuting Policy.
14. Consider Policy 431 Elected Officials Sick Leave Payout Option.

### Executive Committee

15. Resolution No. 7-1022 to Transfer Funds Between Funds for 2022 from Social Services and ADRC to General Fund.
16. Resolution No. 8-1022 to Award 2022 Financing for the Purchase of Capital Equipment and Projects, Demolish the Old Jail Building and Survey the Old Jail Property.
17. Resolution No. 9-1022 to Award 2022 Financing for Highway Department Capital Equipment and Road Construction Projects.
18. Consider MHTC Broadband Expansion Agreement – Green Leaf Glen.
19. Consider the 2023 preliminary Iowa County Budget and set date and time for public hearing.
20. Set winter hours for the starting time of the County Board meetings.
21. County Administrator's report.
22. Chair's Report.
23. Mileage and Per Diem Report for this October 18, 2022 meeting.
24. Motion to convene in closed session pursuant to section 19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. (County Administrator annual performance evaluation and compensation).
25. Motion to return to open session.
26. Possible action on closed session item.
27. Motion to adjourn to November 15, 2022.

  
Kristy K. Spurley, County Clerk

Posted 10/12/2022 @ 12:30 p.m.

PROCEEDINGS OF THE SEPTEMBER 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, September 20, 2022 at 7:00 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, Dan Nankee, Curt Peterson, Darrell Kreul, Kim Alan, Joan Davis, Brad Stevens, Roger Geisking, Mike Peterson, Richard Rolfsmeyer, John Meyers, Jerry Galle, Don Gander, Justin O'Brien, Don Leix, Mel Masters and Kevin Butteris.  
Excused: Dave Gollon and Brenda Hlavac. Remotely: Tim Lease

Approval of the Amended Amended Agenda: Motion by Sup. Nankee seconded by Sup. Rolfsmeyer to approve the agenda for this September 20, 2022 meeting. Motion carried.

Aye-19      Nay-0

Approval of Minutes: Motion by Sup. Davis seconded by Sup. Alan to approve the minutes from the August 16, 2022 meeting. Motion carried.

Aye- 19      Nay-0

Special matters and announcements.

- Committee Chair Reports: Sup. Butteris gave an update on a very successful Iowa County Fair.
- The Green Book (set-out).
- Southwest Regional Planning 2022 Annual Report (set out).

Administrator Bierke recognized Ann Thompson, Health Department Nurse on her retirement. She will receive a Certificate of Appreciation and a gift card from the County.

Comments from the public:

- Jane Luedke - Wind Turbines

Motion by Sup. Leix seconded by Sup. Davis to adopt Amendatory Ordinances 1-922 thru 9-922 as a group. Motion carried.

Aye-19      Nay-0

**Amendatory Ordinance No. 1-922 for a land use change to rezone 19.0 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Arena was adopted.**

**Amendatory Ordinance No. 2-922 for a land use change to rezone 9.01 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Arena was adopted.**

**Amendatory Ordinance No. 3-922 to rezone 2.023 acres and 38.21 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Brigham was adopted.**



Amendatory Ordinance No. 4-922 for a land use change to rezone 8.47 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Highland was adopted.

Amendatory Ordinance No. 5-922 for a land use change to rezone 2.03 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Linden was adopted.

Amendatory Ordinance No. 6-922 for a land use change to rezone 34.13 acres from A-1 Agricultural to C-1 Conservancy in the Town of Linden was adopted.

Amendatory Ordinance No. 7-922 for a land use change to rezone 2.013 acres from A-1 Agricultural to C-1 Conservancy with the balance of the parent lot remaining AR-1 Agricultural Residential in the Town of Mineral Point was adopted.

Amendatory Ordinance No. 8-922 for a land use change to rezone 1.08 acres from A-1 Agricultural and B-2 Highway Business to AR-1 Agricultural Residential with the balance of the B-2 Highway Business lot approved per ZH 447 be zoned A-1 Agricultural in the Town of Moscow was adopted.

Amendatory Ordinance No. 9-922 for a land use change to rezone 6.315 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Pulaski was adopted.

Presentation by Chelsea Filbert, Wisconsin Counties Association to Representative Todd Novak for Legislator of the Year. Todd spoke about his past years' serving and working in Iowa County.

Annual report from the Southwest Wisconsin Regional Planning Commission by Troy Maggied, Executive Director.

### Executive Committee

Motion by Sup. Nankee seconded by Sup. Masters to approve the securitization of the Opioid Settlement Funds in partnership with WCA. Motion carried.

Aye-19      Nay-0

Motion by Sup. O'Brien seconded by Sup. M. Peterson to approve Resolution No. 10-922 Approving the Low Deductible Plan Option with Iowa County Contributing 82% of the Average Cost of the Three Qualifying Plans. Discussion followed. Motion by Sup. Deal seconded by C. Peterson to amend the Contributing to 83% of the Average Cost of the Three Qualifying Plans. Motion carried.

Aye-14      Nay-5 (Meyers, Nankee, Kreul, Gander, Masters)

Vote on amended resolution:      Aye-19      Nay-0

Motion by Sup. C. Peterson seconded by Sup. Deal to approve the 2023 Dental Insurance Plan. Motion carried.

Aye-19      Nay-0

Motion by Sup. O'Brien seconded by Sup. M. Peterson to approve Resolution No. 11-922 Establishing a Public-Private Partnership to Facilitate the Transfer of Excess County Real Estate to Southwest Wisconsin Technical College to Establish a College Outreach Site in Dodgeville, WI. Discussion and questions followed. Motion carried.

Aye-18      Nay-1 (Lease)



Motion by Sup. Masters seconded by Sup. Deal to approve Resolution No. 12-922 Notice of Intent to Issue Financing Regarding the Purchase and Improvements of Capital Projects – Revised amount from Resolution No. 15-1121. Motion carried.

Aye-19      Nay-0

Motion by Sup. Rolfsmeyer seconded by Sup. Kreul to approve the following Administrator's appointments of:

- Ian Mickelson to the Criminal Justice Collaboration Council for a two year term expiring on May 31, 2024.
- Jeff Lockhart to the Criminal Justice Collaboration Council for a two year term expiring on May 31, 2024.
- Brian Bohnsack to the Criminal Justice Collaboration Council for a three year term expiring on May 31, 2025.
- Jeff Droste to the Criminal Justice Collaboration Council for a three year term expiring on May 31, 2025.
- Curt Johnson to the Criminal Justice Collaboration Council for a one year term expiring on May 31, 2023.
- Jennifer King to the Criminal Justice Collaboration Council for a three year term expiring on May 1, 2025.

Motion carried.

Aye-19      Nay-0

Motion by Sup. Lease seconded by Sup. Richter to convene in closed session pursuant to section 19.85(1)(e). Wisconsin Statutes (e) Deliberating or negotiating the sale of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Discussing the sale of Nursing Home and outlying buildings.) Motion carried.

Aye-19      Nay-0

Entered closed session at 8:31 p.m. with Administrator Bierke, Kris Spurley and Dave Morzenti.

Motion by Sup. M. Peterson seconded by Sup. Alan to return to open session. Motion carried.

Aye-19      Nay-0

Entered open session at 8:52 p.m.

Motion by M. Peterson seconded by Sup. O'Brien to list the Bloomfield Property with Wisconsin Surplus with a minimum bid of \$120,000.00. Motion carried.

Aye-19      Nay-0

County Administrator Bierke distributed a handout of a Fiber Installation Scorecard and explained how it was developed.

Chair Meyers, Sups. Deal, Davis, Stevens, Masters and Meyers reported on the WCA conference.

Mileage and Per Diem Report for this September 20, 2022 Session of the Board was presented.

19 Members    461 Miles and Per Diem \$1,058.13

Motion by Sup. Leix seconded by Sup. C. Peterson to approve. Motion carried.

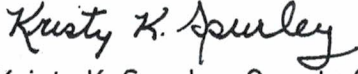
Aye-19      Nay-0

Motion by Sup. Nankee seconded by Sup. Richter to adjourn to October 18, 2022. Motion carried.

Aye-19      Nay-0

Meeting adjourned at 9:20 p.m.

  
John M. Meyers, Chair

  
Kristy K. Spurley, County Clerk



**RESOLUTION SETTING SERVICE OF PROCESS FEES, JAIL FEES AND ADMINISTRATIVE FEES FOR THE IOWA COUNTY SHERIFF'S OFFICE**

**WHEREAS**, the Iowa County Board sets the Civil Process, Jail Fees and Administrative Fees for the Iowa County Sheriff's Office;

**WHEREAS**, this resolution is effective January 2, 2023 and will replace all prior Civil Process fees;

**WHEREAS**, the following agencies will not be charged for any Civil Process Fees;

- a. Iowa County District Attorney's Office (unless requested by the DA's office)
- b. Iowa County Clerk of Court's Office

**WHEREAS**, a \$60.00 deposit will be required of all non-governmental agencies prior to service.

Now, therefore, the Civil Process fees will be as follows:

- a. Service Fee - \$60.00 deposit plus mileage. The balance of the invoice will be billed to the client.
- b. \$20 per each additional attempt of service.

Now, therefore, Jail Fees will be as follows:

- a. \$35.00 – Booking Fee
- b. \$35.00 – Warrant Fee
- c. \$20.00 – Fingerprint Fee
- d. \$15.00 – Nurse Visit
- e. \$20.00 – Doctor Visit
- f. \$25.00 + tax – Huber Transfer Fee
- g. \$20.00 – Huber Board Fee per day (Meal Cost)
- h. \$50.00 – Electronic Monitor Hook-Up Fee
- i. \$23.00 – Electronic Monitor Fee per day
- j. \$10.00 – Alcohol Sensor Fee per day **and Bracelet**
- k. \$5.00 – Medication Fee
- l. \$10.00 – Drug Test Fee
- m. Mileage for warrant pick-up (see attachment). The mileage rate will change each year pursuant to the IRS business mileage rate.

Now, therefore, Administrative Fees will be as follows:

- a. \$5.00 + tax – Crash Report (paper or electronic format) – public

- b. \$12.00 + tax – Crash Report (paper or electronic format) – third party requestor
- c. \$5.00 + tax – Incident Report (paper or electronic format) up to five (5) pages  
\$.25 – per additional page
- d. 25.00 + tax – Body Camera Video, Squad Camera Video or Photos (DVD or electronic format) per each request
- e. 25.00 + tax - 911 Calls and Dispatch Radio Traffic (DVD or electronic format) per each request
- f. \$.25 – Photocopies per page
- g. \$95.00 – Special Event Fee
- h. \$5.00 – Impound fee per day
- i. Mileage fees as follows:

| <b>Town/Village</b>       | <b>Amount</b> |
|---------------------------|---------------|
| City of Dodgeville        | \$6.00        |
| City of Mineral Point     | \$12.50       |
| Town of Arena             | \$26.50       |
| Town of Brigham           | \$17.00       |
| Town of Clyde             | \$14.50       |
| Town of Dodgeville        | \$8.50        |
| Town of Eden              | \$11.00       |
| Town of Highland          | \$19.50       |
| Town of Linden            | \$13.00       |
| Town of Moscow            | \$20.00       |
| Town of Mifflin           | \$20.00       |
| Town of Mineral Point     | \$13.50       |
| Town of Pulaski           | \$25.00       |
| Town of Ridgeway          | \$13.00       |
| Town of Waldwick          | \$18.00       |
| Town of Wyoming           | \$13.50       |
| Village of Arena          | \$26.00       |
| Village of Avoca          | \$24.50       |
| Village of Blanchardville | \$25.00       |
| Village of Barneveld      | \$16.00       |
| Village of Cobb           | \$11.50       |
| Village of Highland       | \$18.50       |
| Village of Hollandale     | \$15.50       |
| Village of Linden         | \$12.50       |
| Village of Livingston     | \$22.50       |
| Village of Muscoda        | \$32.50       |
| Village of Montfort       | \$18.00       |
| Village of Rewey          | \$25.00       |
| Village of Ridgeway       | \$11.50       |

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

The foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this 18th day of October, 2022.

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John M. Meyers, Iowa County Board Chair

ATTEST:

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Kristy K. Spurley, County Clerk



# AGENDA ITEM COVER SHEET

**Title:** Sheriff Office Staffing Reserve Account

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

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

In 2021 Iowa County completed construction on their new jail facility. This facility was built larger than needed for two main reasons: 1) It was cheaper to build it larger now because it was anticipated that cost of materials would increase over time and contractors were already mobilized and on site and 2) Iowa County wanted to plan for future growth and service needs.

Until the space is needed by Iowa County law enforcement, it could sit unused and depreciating. OR Iowa County staff has been fielding calls from other counties looking to house their inmates and wondering if we had space available. Attached is a proposal to begin using this space more and to additionally develop a revenue stream for Iowa County.

Iowa County has begun housing inmates from other counties, however we have not added any positions in support of this effort. If Iowa County added positions, we would be able to take on additional inmates and corresponding revenue. The County Administrator is opposed to hiring more staff based on a contract that could end without assurances that employees would not need to be laid off or terminated without notice. The attached resolution creates a "restricted reserve fund" for the purposes of supporting any positions added if inmate housing contracts were to end.

Iowa County is in a position to being helping neighboring counties with their inmates and at the same time generate new revenue. The key is to make sure the department doesn't spend all of the new revenue on staffing. As part of the 2023 budget, the anticipated revenue is expected to be \$100,000 higher, which has been applied to increased health insurance and operating costs. In addition, the department plans to generate enough revenue through the inmate contracts to support an additional correctional officer and another dispatcher. These two positions are included in the proposed 2023 budget.

### **RECOMMENDATIONS (IF ANY):**

Consider if Iowa County wants to go down the path of adding staff and managing inmate contracts for revenue. There are always positives and negatives to every proposal. Staff will manage the contracts so that they don't all expire at the same time, and Iowa County will maintain the ability to refuse disruptive inmates.

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

A resolution creating the reserve fund is attached. The positions are included in the 2023 budget.

### **FISCAL IMPACT:**

The inmate contracts have not been fully developed. Staff anticipate that this will be a net gain for Iowa County and would not pursue it otherwise.

### **LEGAL REVIEW PERFORMED:**

☐ Yes

☒ No

### **PUBLICATION REQUIRED:**

☐ Yes

☒ No

### **STAFF PRESENTATION?:**

☐ Yes

☒ No

How much time is needed?

\_\_\_\_\_

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED: ☐ Yes ☒ No

**TO BE COMPLETED BY COMMITTEE CHAIR**

MEETING DATE:

AGENDA ITEM #

**COMMITTEE ACTION:**

**IOWA COUNTY BOARD OF SUPERVISORS  
RESOLUTION No. 5-1022**

**A RESOLUTION TO ESTABLISH A “SHERIFF’S OFFICE STAFFING RESERVE”**

**WHEREAS**, Iowa County recently completed the construction of a 104 bed county jail; and

**WHEREAS**, other Wisconsin Counties have a need for inmate housing and have requested assistance from Iowa County; and

**WHEREAS**, Iowa County has assisted counties with inmate housing, however is unable to utilize the full capacity and available housing without increasing staffing; and

**WHEREAS**, the Iowa County Board of Supervisors has invested taxpayer funds into a facility and sunk the costs needed to provide housing capacity in an order to plan for future needs of Iowa County; and

**WHEREAS**, the Iowa County Board of Supervisors would like to use the space created to assist other counties until such space is needed for Iowa County inmates; and

**WHEREAS**, the Iowa County Board of Supervisors does not wish to hire staff based on temporary inmate contracts only to be faced with costs associated with maintaining staff or being forced to lay staff off when contracts are concluded.

**THEREFORE, BE IT RESOLVED**, by the Iowa County Board of Supervisors as follows:

1. As of January 1, 2023, a new account shall be created to help set aside funding from housing inmates as a service to other counties. This account shall be known as the “Sheriff’s Office Staffing Reserve” and maintained as part of the County’s restricted fund balance.
2. Iowa County will be entering into contracts to house inmates from other counties. The staffing needed to support this additional inmate population shall be covered by income generated via these contracts. Iowa County shall establish housing contracts in a way that ensures multiple contracts do not conclude at the same time to help ensure staffing stability.
3. In addition, the Sheriff, as the supervisor in charge of all Jail operations will ensure that the Sheriff’s Office Staffing Reserve has a balance of \$80,000 before hiring any additional Sheriff’s Office staff. Once the reserve has:
  - a. \$80,000, one supplementary staff member may be hired,
  - b. \$160,000, two supplementary staff members may be hired,
  - c. \$240,000, three supplementary staff members may be hired

The intent is to ensure that for every additional staff member hired in support of added jail capacity, the County has \$80,000, or approximately one year’s salary set aside.

4. The Sheriff’s Office Staffing Reserve shall be used to avoid layoffs and instability relative to inmate housing contracts and any cancellation of said contract. The Sheriff is responsible to the County Board for ensuring this reserve fund is maintained for each position staffed in support of inmate housing contracts. Any positions added to support inmate contracts will need to be discontinued when said contracts end and reserve fund no longer supports positions.



5. The County Administrator shall report annually, as part of the annual budget process, the status of the reserve account, number of positions hired, the number of inmate contracts existing, and the approximate income generated from said contracts. Any adopted budget will still authorize new hires and the department understands that new positions must have County Board approval via their position control authority.
6. Two years after inmate housing contracts end, the restricted Sheriff's Office Staffing Reserve shall be eliminated and any balance in the fund shall be moved to the General Fund Balance as unrestricted dollars.

The above and foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this 18th day of October, 2022.

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John M. Meyers, Iowa County Board Chair

ATTEST:

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Kristy K. Spurley, County Clerk

# AGENDA ITEM COVER SHEET

**Title:** Consider the Resolution Adjusting the Classification and Compensation Pa

☐ Original

☒ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Each year Carlson Dettmann Consulting does a Upper Midwest Market Survey to gauge what private sector employers and public sector employers are projecting for 2023 wage structure increases. Data from the survey indicated an average projected 2023 wage structure increase of 3%.

Iowa County Administration is recommending a 1% adjustment to the grid - anticipating a new Classification/Compensation Study to be approved in the 2023 budget. With this approval, Iowa County has money set aside in contingency to implement the new Classification and Compensation study of roughly \$300,000.

### RECOMMENDATIONS (IF ANY):

Adjust the pay plan structure by 1.0% (Control Point).

Employees within the structure (Step 3 - Step 6; and Maximum) should receive the adjustment to the grid structure on January 1, 2023.

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution adjusting the control point of wage structure.

### FISCAL IMPACT:

\$88,204 (this is already included in the 2023 Budget numbers)

### 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:**

**RESOLUTION NO. 6-1022**

**TO THE HONRABLE IOWA COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, Iowa County Board of Supervisors adopted a classification and compensation pay plan (resolution no 4-0914) for non-represented employees in September of 2014; and

**WHEREAS**, Iowa County Board of Supervisors are committed to annually monitoring and updating pay plan structure to maintain current market wages, and

**WHEREAS**, Iowa County Administration has evaluated the 2022 Upper Midwest Salary Planning Survey information received from Carlson Dettmann Consulting.

**NOW THEREFORE, BE IT RESOLVED**, that the General Government Committee recommends to the Iowa County Board of Supervisors to adjust the classification and compensation pay plan structure (Step 3 – Step 6 and Maximum) by 1.0%, effective January 1, 2023.

**BE IT FURTHER RESOLVED**, that Iowa County employees' that are currently on Step 3 – Step 6 and Maximum receive the adjustment to the pay structure on January 1, 2023.

**BE IT FURTHER RESOLVED**, that the recommendation of 1% adjustment to the pay structure is based upon Iowa County moving forward with a Classification and Compensation Study in the first quarter of 2023.

Dated this 6th day of October, 2022

Respectfully submitted by the Iowa County General Government Committee

The foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this 18th day of October, 2022.

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John M. Meyers, Iowa County Board Chair

ATTEST:

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Kristy K. Spurley, County Clerk



# AGENDA ITEM COVER SHEET

**Title:** Policy 401 Employee Handbook Revisions

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Overall the handbook has been a great tool for all Iowa County Employees. The following are a couple of changes proposed to be made:

Section 2.5 Resignation - Specifying the working days need to be productive days and adding flexibility for staff that works 10 and 12 hour shifts.

Section 4.2 Appearance and Demeanor - Specifying Highway Department employees covered under section.

Section 5.3 Emergency Disaster Call In-Pay - adding that Emergency Disaster Pay needs to be approved by County Administrator.

Section 5.5 Timesheet/Reporting - Updating section to reflect the Electronic Timesheets and current practice with changes that need to be made after submission.

Section 5.7 Compensatory Pay - Adding language regarding payout of Compensatory Time.

Section 5.8 Expense Reimbursement - Adding language to reflect when reimbursements need to be submitted by and language regarding Proof of Insurance for vehicles.

Section 6.3 Managed Time Off - Added language that allows new hires to receive 40 hours of MTO when they start employment.

Section 6.4 Holidays - Requesting to add an additional Holiday.

Section 6.11 General/Personal Leave of Absences - Added in language on the procedure of increased benefits.

Section 7.9 Flex Spending Account - Added language that the County will allow employees to participate at the IRS contribution levels.

Section 7.14 Workers Compensation - Language reflects where First Report of Injuries need to be reported and sent to.

Remove Bloomfield Healthcare Addendum

Updated Handbook to remove all Bloomfield references.

All changes have been made in red ink.

### RECOMMENDATIONS (IF ANY):

Adopt revised changes/updates to the handbook

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Table of Contents - Shows all the changes made.

Section 2.5 Resignation

Section 5.3 Emergency Disaster Call In-Pay

Section 5.7 Compensatory Pay

Section 6.3 Managed Time Off

Section 6.11 General/Personal Leave of Absence

Section 7.9 Flex Spending Account

Section 4.2 Appearance and Demeanor

Section 5.5 Timesheet/Reporting

Section 5.8 Expense Reimbursement

Section 6.4 Holidays

Section 7.14 Workers Compensation

### FISCAL IMPACT:

NA

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☐ Yes

☒ No

### STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5-10 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:**



## EMPLOYMENT HANDBOOK MANUAL

Date Originated: 04/19/2016

Date of Modifications: 12/20/2016, 12/19/2017, 12/17/2019

Policy Number: 401

1. PURPOSE:

To provide and establish guidelines, policies and procedures that guide employees.

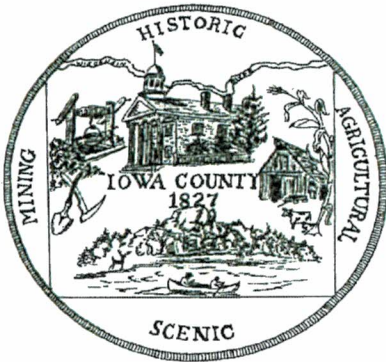
2. ORGANIZATIONS AFFECTED

All Iowa County Employees, except for those covered by a Collective Bargaining Agreement.

3. POLICY

Iowa County

Wisconsin



### EMPLOYMENT HANDBOOK MANUAL Non-Represented Employees

Iowa County  
Employee Relations

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## **2.5 Resignation**

This policy applies to any employee receiving compensation from the County. If provisions of an applicable collective bargaining agreement conflict with this policy, the labor agreement will apply in those sections.

### **Section 1 Notice for Non-Management Positions –**

Employees wishing to resign in good standing shall give written notice to Employee Relations and their Department Head not less than ten (10) **productive** working days before such resignation is effective or **equivalent number of hours worked**. \*\*Failure to provide required notice may negatively impact benefits, or future County employment. **\*\*Employee Relations Director may give discretion for 10 hour work days and/or 12 hour shifts.**

### **Section 2 Notice for Management Positions –**

Department Heads or manager/supervisors wishing to resign in good standing shall give written notice to the County Administrator and their immediate supervisor with a copy provided to Employee Relations, not less than twenty (20) **productive** working days before such resignation shall be effective. Written notice of resignation for the County Administrator shall be given to the County Board with a copy provided to Employee Relations. Failure to provide required notice may negatively impact benefits, or future County employment.

### **Section 3 Final Days of Employment –**

Unless an exception is approved by the County Administrator, all employees are required to work an equivalent number of productive working days from delivery of written resignation notice until their final day of actual work based upon specific requirements described in Sections 1 and 2 above. Employee benefits are not earned beyond the employee's last day of actual work, defined as the last day the employee is completing productive work for the County within a normal work setting.

### **Section 4 Termination Notice –**

Department Heads shall notify Employee Relations of an employee's resignation within 48 hours of the receipt of that notice.

### **Section 5 All Resignations Final –**

All resignations shall be final. Iowa County may waive the notice requirement in its sole discretion.

### **Section 6 Failure to Provide Notice –**



Failure to provide required timely written notice may result in immediate termination of MTO/Sick accrued benefits.

#### Section 7 Job Abandonment –

The County considers unauthorized absences of three (3) consecutive workdays as job abandonment which results in an employee's self-termination. Unauthorized is defined as agreement between the Department Head and County Administrator that the absence was not warranted.

#### Section 8 Exit Interviews –

Exit interviews may be conducted by Employee Relations to gain insight into the effectiveness of County management practices, to determine where procedures are in need of review or revision, and to determine where managerial practices need modification or improvement. The exit interview is also designed to inform exiting employees of their rights under the law and to discuss availability of continued benefits. Exit interviews will be conducted whenever possible regardless of the reason for leaving, position held, or length of service.

#### Section 9 Return of County Equipment –

Employees must return County identification, vehicles, books, manuals, keys, tools, equipment and other County owned items on or before their last day of work. In the event an employee leaves his/her employment without returning County property, the employee is subject to Administrative or legal procedures to recover said property.

### **4.2 Appearance and Demeanor**

The County requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to maintain appropriate standards of dress, grooming and hygiene while on duty or conducting County business.

Iowa County observes a casual dress environment. Clothing is to be neat, clean, in good repair and appropriate to the nature of the position.

Basic guidelines for appropriate workplace dress include:

- Blue Jeans that are not torn, frayed, worn, faded or patched
- Dress pants, Capri pants, dresses and skirts
- Trousers and slacks



- Colored denim and corduroy pants and skirts, blue jean skirts and jumpers
- Blouse, long and short sleeve dress shirts, ties, knit tops, knit shirts, polo/collared shirts
- Sweaters, vests, jackets or blazers, suits
- Dress shoes/boots, dress sandals, athletic shoes

Basic guidelines for appropriate workplace dress do not include:

- Soiled, torn or ripped clothing
- T-shirts, halter tops, thin strapped tops and other backless and/or low-cut apparel (unless a sweater or short sleeve shirt is worn over at all times)
- Sweatshirts, sweatpants or workout attire
- Shorts
- Dresses or skirts more than three (3) inches above the knee
- Sheer clothing or clothing that is otherwise revealing, distracting, or provocative
- Pants or skirts worn below the waistline
- Beach type sandals/shoes
- Clothing with language or pictures that are considered offensive or inappropriate (i.e. sexually suggestive, advertising alcohol or tobacco products, promoting advertising firms and/or contractors that do business with the County)

Individual departments may be subject to a different dress code defined by the department. However, employees are expected to follow the County's general guidelines regarding the condition of clothing and the content of apparel worn while performing duties for the County.

~~Bloomfield Healthcare:~~ Please refer to the Iowa County Bloomfield Healthcare Addendum.

Highway Department (excluding Business Office employees): Shop and Labored Employees are able to purchase uniforms from contracted vendor. Employees who choose not to purchase from vendor are able to wear t-shirts, sweatshirts, jeans and other items as weather related. Employees are required to wear steel toe shoes. Weather can occasionally cause extreme temperatures. It is expected that employees dress accordingly. If necessary, plan for weather changes by dressing in layers, or having alternative clothing options available.

Environmental Services: Employees are allowed to wear t-shirts, sweatshirts and comfortable tennis shoes or work boots.

Employees who perform field inspection work (Land Conservation/Planning and Zoning) are required to wear steel toe shoes while performing field inspection duties.

There may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, etc. where you come in contact with other business professionals, you are

expected to represent the County in a professional manner and dress appropriately for conducting such business.

Hair, beards, and mustaches are to be clean, trimmed and well-groomed.

Colognes, after-shave lotions, perfumes, accessories and cosmetics should be worn with consideration for professional image and the comfort of co-workers. Strong scents should be avoided because coworkers or individual citizens might be offended or allergic to these scents.

Visible body jewelry and art, such as ear, nose, lip, eyebrow, cheek, and tongue piercings and tattoos are allowed if it does not pose a safety risk, is not considered offensive and is professional in nature.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. The same will apply to employees exhibiting unacceptable oral or physical hygiene.

Employees who violate dress code standards may be subject to disciplinary action.

Note: A professional business dress environment is preferred, but not required.

### **5.3 Emergency Disaster Call In-Pay**

All Iowa County Employees are subject to “call in” for the purpose of a Large Emergency or Disaster. A “call in” could occur anytime of the day or night. In the event of a Large Emergency or Disaster, non-exempt employee’s hours that are worked between 10:00 p.m. and 6 a.m. will be paid at time and one-half and will also count towards total hours worked for that week **with the approval from the County Administrator**. This excludes the Highway Laborer staff, as they are subject to differential pay as outlined in the Highway Addendum.

### **5.5 Timesheets/Reporting**

Timesheets are a legal source document for all payroll transactions. Timesheets serve as the legal authority to pay an employee. Timesheets also serve as verification of time off, and provide the legal basis to grant an employee benefits, including worker’s compensation as appropriate. It also gives verification for the annual audit of worker’s compensation by the county’s insurance carrier.

**Iowa County uses an electronic software system for timesheets.** All Iowa County employees, exempt and non-exempt, (exception elected officials) are required **to use the electronic timesheet**



for recording all working hours on County timesheets, which are official records of hours worked. Employees must use the electronic timesheet to record:

- actual beginning and ending time of work day
- actual beginning and ending time of meal periods

Similarly, time off should be reported on the date or dates that such time was taken off from work. It is the responsibility of the employee to electronically sign the timesheet acknowledging that their timesheet is accurate. ~~with an original signature.~~ In the event that the employee cannot sign the timesheet due to absence, illness or similar condition, the employee's supervisor may sign for the employee.

~~Many Bloomfield Healthcare employees utilize a time clock.~~

All employees' timesheets shall be reviewed and signed by employee's direct supervisor, except for the Highway Department. ~~Department heads shall sign each time sheet with an original signature. The Department Head may delegate such duties to another supervisor in his/her absence.~~

For each signed timesheet, the ~~Department Head's~~ direct supervisor's signature implies certification that the timesheet was reviewed, and to the best of his/her knowledge, represents the time sheet as a true and accurate record of time worked or time off.

Once timesheets are submitted electronically to the Finance Department and changes need to be made, the employee's direct supervisor will need to report in person to the Finance Office to physically notate the change(s) and sign the timesheet.

Submission of Time Sheets: Department Heads/~~Managers~~ are required to deliver (via electronic system) the time sheets to the Finance Office by 10:00 a.m. on the Monday after the pay period ends, except Bloomfield Healthcare and Highway. Highway Department is required to have time sheets and payroll interfaced by 1:00 p.m. on the Monday following the end of the pay period. ~~and Bloomfield Healthcare is required to have time sheets and payroll interface by 10:00 a.m. on the Tuesday following the end of the pay period.~~ If a Department Head anticipates that time sheets will be late, they must call the Finance Office as soon as this is known. If an employee knows he/she will be absent on the Monday of the payroll week then he/she should submit the time sheet to his/her Department Head/Supervisor at the end of the week prior to the payroll week or prior to when his/her leave begins. Department Heads/Supervisor should also make arrangements for submitting timesheets if absent or unavailable on Monday of the payroll week.

Fraudulent Timesheets: Iowa County considers submission of fraudulent time sheets constitutes misuse of public funds. Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed, recording of time on another employee's time

sheet or by failing to accurately report time off and/or use of accrued time (MTO, Medical Leave Bank, Traditional sick leave, and compensatory time) is a violation. An employee submitting fraudulent time sheets may be subject to disciplinary action, up to and including termination of employment and is further subject to criminal penalty. Iowa County reserves the right to monitor employees working hours for the purpose of verifying the accuracy of time reporting. Various methods of monitoring may include, but are not limited to visual observation, review of ID badge access activity, County computer records, County telephone logs and billing, and GPS tracking.

**5.5a Flex Time:** The periodic adjustment of the work schedule to accommodate the operations of Iowa County, or the occasional adjustment to allow employees to accommodate personal obligations is considered flex time. Allowing flex time is at the sole discretion of the Department Head and/or supervisor.

**Exempt Employees:** Flex time may be used in the pay period it is worked and cannot be carried to another pay period.

**Non-Exempt Employees:** *Employees scheduled 40-hours per week:* Flex time must be used in the payroll week it is worked and cannot be carried over the pay period or cannot be carried to another pay period. *Employees scheduled less than 40-hours per week:* Flex time may be used in the pay period it is worked (if it does not generate more than 40-hours per pay week) and cannot be carried to another pay period.

## **5.7 Compensatory Pay**

Iowa County may provide compensatory time off to hourly employees in non-exempt positions in lieu of providing overtime pay. Compensatory time will be provided at the rate of one and one half (1 ½) hours of compensatory time off for each hour of overtime worked.

An employee may make a request to his/her supervisor to receive compensatory time off in lieu of receiving overtime pay that would otherwise be required under the County's Overtime Pay Policy. Such requests must be made before the overtime is worked, and must be approved in writing by the employee's supervisor.

In recognition of the operational differences among County departments and the need for managers to promote productivity within those departments, Department Heads have the discretion to establish standards in their respective departments for granting compensatory time off in lieu of providing overtime pay. Managers shall comply with the compensatory time standards established by their Department Heads.

Managers have flexibility in scheduling employee work hours to meet the operational needs of their respective departments. Managers are expected to attempt to utilize flexible scheduling



during each work week in order to control overtime pay expenses and employees' reduced productivity due to overtime or compensatory time off.

An employee who requests to use accrued compensatory time off shall be permitted to use said time within a reasonable period after making the request if the use of that compensatory time does not unduly disrupt the operations of the department.

Upon termination of employment, an employee who has accrued compensatory time off will be paid for the unused compensatory time.

Employees will be permitted to carry a compensation time balance in excess of 40 hours until the end of the calendar quarter. Compensatory time that exceeds 40 hours at the end of the calendar quarter will be paid out on the following payroll. Quarterly will reflect March 31, June 30, September 30 and December 31. It is understood that the 40 hours bank is intended solely to reflect the maximum allowable carryover of compensatory hours, and shall not be interpreted as restricting the employee's right at any time to receive pay during a normal pay period for any or all banked hours upon request.

Employees may request a compensatory time payout at any time. This request can be made directly to the Iowa County Finance Director.

## **5.8 Expense Reimbursement**

All Iowa County employees may request reimbursement for travel expenses and other expenses as authorized by their respective Department Heads and provided herein. Employees shall be required to complete an Expense Reimbursement form before reimbursement will be provided. Employees are to request reimbursement of expense on a monthly basis.

Expense reimbursement forms needs to be received by the Finance Office by 10:00 a.m. on the Monday after the pay period ends. Expense reimbursement forms submitted after three (3) months of the expense date will not receive reimbursement payment.

Automobile/Vehicle Travel: To be eligible, an employee shall hold a valid driver's license. Reimbursement for automobile/vehicle travel will be at the current year's IRS mileage rate for travel directly related for actual necessary and reasonable itemized travel costs incurred while on official authorized County business. Commuting mileage between an employee's residence and his/her normal place of employment are not reimbursable.

Mileage reimbursement will only be made to those employees who hold a valid driver's license and have filed proof of insurance. The County will accept a certificate of insurance or a copy of the declaration page indicating the amount of coverage for liability and an expiration date as proof of insurance. The employee's proof of insurance must be filed with the County Clerk's

Office for each vehicle used while on County business. Per Iowa County's Insurance Company, personal automobile insurance shall be in the amount of:

\$100,000 per person;

\$300,000 per accident bodily injury;

\$100,000 combined single limit.

In the event that more than one eligible person is traveling to the same destination, shall make every attempt to carpool to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile/vehicle transportation.

If an employee does not provide proof of insurance, or the insurance has expired (Iowa County Finance Office will not be providing notification of expired insurance to employees), the Iowa County Finance Office will not provide mileage reimbursement. Expense reimbursement for mileage will be kept up to three (3) months from the mileage date. After the three (3) months, Iowa County will not pay those mileage reimbursement expenses.

Public transportation: Employees who have prior authorization shall receive full reimbursement for authorized travel by plane, train or bus. An employee should make every effort to locate the lowest and most reasonably priced transportation before authorization. Prior to departure, a purchase order and/or sale tax exemption certification should be obtained from the Finance Director.

Meal: Actual and reasonable expense reimbursement will be allowed for meals outside Iowa County provided a detailed receipt is furnished. No reimbursement shall be made for the cost of alcohol beverages or for tips over fifteen percent (15%). Maximum amount allowed per meal, including tax and tip are:

| Meal         | Amount for In-State Travel | Amount for Out-of-State Travel |
|--------------|----------------------------|--------------------------------|
| Breakfast    | \$8.00                     | \$10.00                        |
| Lunch        | \$12.00                    | \$15.00                        |
| Evening Meal | \$20.00                    | \$23.00                        |

Lodging: Employees shall be reimbursed for the expense of a reasonably priced hotel or motel at the single room rate. If employees share a room with other Iowa County employees, a higher room rate would be allowed. An employee is required to find the most reasonable lodging in the area. In the event that a significant other of an Iowa County employee shares a room, reimbursement shall be made only at the single room rate. If the County is directly billed for the lodging expense, the above restrictions apply. Receipts shall be submitted for all lodging expense. Lodging expenses for an eligible person attending meetings or conferences within a 60 mile radius of the county seat shall not be reimbursed without prior approval of the County



Administrator. Consideration will be given for the previous night lodging for conferences/seminars/meetings/trainings that start prior to 8:00 a.m. and are further than 80 miles from the County Courthouse. An eligible employee seeking reimbursement for lodging expenses within a 60-mile radius of the County Courthouse shall make a written request for County Administrator approval. The request shall include the reasons why reimbursement should be granted, which has been approved by the Department Head. Request shall be attached with the employee's reimbursement expense and/or the voucher requesting payment for lodging expenses.

### **6.3 Managed Time Off**

#### **Plan Provisions**

##### **A. General Policy**

It is the policy of Iowa County to provide employees with necessary paid time away from work. This Policy is implemented by means of a Managed Time Off (MTO) Plan, which covers paid leave previously available under the vacation, floating holiday, sick leave, bereavement leave, and other leave policies.

MTO may fall into two categories: Scheduled Time Off and Unscheduled Time Off. MTO is always subject to audit and monitoring, as well as absenteeism policies.

Department Heads shall determine what category they will follow for their department – Scheduled Time Off or Unscheduled Time Off.

##### **1. Scheduled Time Off**

- a. An employee may request to take scheduled time off using his/her accrued MTO. Such requests must be submitted to the employee's Department Head or designee as far in advance as possible, but no later than three (3) working days prior to the date for which the time off is requested. Requests to take scheduled time off using accrued MTO must be approved in advance by the employee's Department Head or designee.
- b. Except in emergencies, employees are required to request to use accrued MTO for scheduled dental and medical appointments in the same manner as referenced above. In addition, an employee must also notify his/her supervisor as far in advance as possible of a scheduled dental or medical appointment.

##### **2. Unscheduled Time Off**



- a. Unscheduled time off is defined as an absence that has not been approved in advance by the employee's Department Head or designee. An absence shall be considered unscheduled when an employee's request to use MTO is made less than three (3) working days prior to the date for which time off is requested or where no request for time off is made.
- b. When unscheduled time off is necessary, an employee shall notify his/her Department Head or designee prior to the beginning of his/her scheduled reporting time and within the notification time period designated by the Department Head. The employee shall also inform his/her Department Head or designee of his/her anticipated date of return to work.
- c. A Department Head or designee may grant approval of a request to use MTO made by an employee with less than three (3) days' notice if the employee's absence does not negatively affect departmental workload, project completion, and maintenance of sufficient departmental staffing levels, or if the absence is deemed to be covered by the state and/or federal Family and Medical Leave Act ("FMLA"). Notice of unplanned FMLA leave shall be given as required in the County FMLA policy.

## B. Procedures

### 1. Accrual Policy

- a. MTO accrual commences on an employee's initial date of employment on a prorated basis. The maximum amount of annual MTO that an employee can accumulate is calculated from the employee's anniversary date of initial employment. The maximum annual MTO accrual is set forth in the Accrual Schedule below.
- b. MTO hours are earned based upon regular hours paid, while on an approved FMLA qualified absence and while receiving a disability income (not on overtime hours worked or compensatory time earned).
- c. On an employee's anniversary date, if the employee's accrued MTO hours exceed the maximum set forth in the Accrual Schedule below, the excess hours shall be transferred to the employee's Medical Leave Bank in the subsequent pay period. If the employee's Medical Leave Bank accrual balance is at the maximum level at the time the excess MTO hours are to be transferred, the

excess MTO hours will be deemed forfeited. MTO hours transferred to an employee's Medical Leave Bank pursuant to this section shall not be returned to the employee's MTO account. The employee Medical Leave Bank has been established to provide additional medical leave to employees that have reached the maximum MTO accrual permitted instead of simply restricting MTO accrual, and is solely to be used during an employee's employment for the purposes specified. Therefore, at the time of an employee's termination or retirement, the employee shall not be entitled to remuneration for unused time from the Medical Leave Bank. See the section of this Policy regarding Medical Leave Bank for further information.

#### Accrual Schedule

| Accrual Periods  | Maximum Annual Accrual                     |
|------------------|--------------------------------------------|
|                  | for Employees Working<br>40 Hours per Week |
| 0-1.99 year      | 136 hours                                  |
| 2 – 5 years      | 176 hours                                  |
| 6 – 10 years     | 208 hours                                  |
| 11-15 years      | 248 hours                                  |
| 16-20 years      | 288 hours                                  |
| 21 or more years | 312 hours                                  |

(MTO granted in a particular year may be used as MTO in that year, even if the aggregate amount of MTO exceeds the maximum accrual level)

- a. New employees starting employment on or after January 1, 2023; will be provided with forty (40) hours of their Managed Time Off Accrual on employee's hire date. Employee's bi-weekly accrual will start once the forty (40) hours of Managed Time Off have been earned.
  - i. If an employee leaves employment before actually earning all of the forty (40) hours provided to them at the start of employment; employee will be required to pay back Iowa County for the unearned MTO hours.

#### 2. Use of MTO

- a. MTO is accrued based upon hours worked and may be used subsequent to the pay period in which it is earned. Employees accrue MTO from the first day of employment and may use accrued MTO when it is available, with advance approval.



- b. Except in certain, limited circumstances where use of MTO is approved by the Employee Relations Director or a right of use is provided by law (e.g., FMLA), an employee request to take unpaid leave will not be granted if the employee has accrued MTO available.
- c. The County Administrator shall be notified when an employee's use of MTO exceeds two consecutive weeks.
- d. A minimum of a half hour must be used each time using MTO. Increments of tenths may be used after the initial half hour.
- e. Use of MTO in combination with hours worked shall not exceed the number of hours an employee is scheduled to work for that day.

### 3. End of Employment Options

Upon separation from employment with Iowa County, and consistent with the terms of the Iowa County Resignation Policy, the hours of accrued MTO in an employee's account will be paid out at the employee's current wage rate (subject to withholding).

## **Medical Leave Bank**

The County will provide a Medical Leave Bank for each eligible employee as part of its MTO Plan. The purpose of this Bank is to provide paid time off for long term medical needs associated with an employee's personal illness, or the personal illness of an eligible employee's family member's that are covered by this policy.

### A. Procedures

- 1. An employee is eligible to use hours in his/her Medical Leave Bank for the same events which would qualify him/her to use State or Federal Family and Medical Leave (described in the Iowa County FMLA Policy), e.g., for a qualified illness, injury, and/or medical emergency of the employee or his/her covered family member, or military exigencies of the employee or his/her covered family member, subject to approval by the Employee Relations Department.
- 2. The Medical Leave Bank account may be accessed for an employee's non-intermittent FMLA leave after the appropriate certifications have been received and approved by the Employee Relations Department.



3. An employee may use his/her Medical Leave Bank for intermittent leave if he/she is entitled to do so by law (e.g., FMLA) or in the discretion of the Employee Relations Director or designee under certain limited circumstances, such as prolonged therapies necessitating multiple appointments, travel due to medical treatment or symptomatic absences due to treatment.
4. Medical Leave Bank may be used for the three (3)-day waiting period to cover time lost due to a Worker's Compensation time loss event.
5. The County reserves the right to require satisfactory medical documentation, which may include a physician's statement or other evidence. Unauthorized use of time accrued in an employee's Medical Leave Bank may result in loss of pay for the duration of the employee's absence, and may also be grounds for disciplinary action or termination of employment.
6. The County may require the employee to provide a certificate of recovery from a State of Wisconsin licensed physician approved by the County.

#### B. Maximum Accumulation

An employee may accumulate a maximum 480 hours in his/her Medical Leave Bank. Once an employee's balance reaches 480 hours, no additional time will be credited to the employee's Bank until the balance falls below the 480-hour maximum.

#### C. Time Off Without Pay

1. If an employee's Medical Leave Bank is exhausted, s/he must use available MTO prior to requesting time off without pay. Time off without pay is not permitted, unless authorized by State or Federal FMLA, required by other laws (e.g., ADA), or when the employee has the prior written authorization of the Department Head and Employee Relations Director.
2. MTO does not accrue when an employee is absent from work without pay. MTO does accrue when using time in his/her Medical Leave Bank.
3. Except as provided by State and Federal FMLA, employees are obligated to pay all insurance premiums when on an approved unpaid leave.
4. Separation From Employment

The employee Medical Leave Bank has been established to provide additional medical leave to employees who have reached the maximum MTO accrual permitted instead of simply restricting MTO accrual, and is solely to be used during an employee's employment for the purposes specified. Therefore, at the time of an employee's termination or retirement, the employee shall not be entitled to remuneration for unused time from the Medical Leave Bank, and no residual or post-employment wage or benefit shall be paid to the employee for unused Medical Leave.

## **Administrative Guidelines**

### **A. Participation**

All regular, qualifying, current and newly-hired employees working an average of twenty (20) hours or more per week shall participate in the MTO Plan on a prorated basis, i.e. employees will be paid at their normal rate of pay for MTO leave taken, based on the number of hours normally worked in a workweek.

### **B. Vacation Balance Conversion**

Vacation balances that exist at the time this Policy takes effect shall be converted to MTO hours in the following manner: Vacation balances shall be converted into MTO hours at 100% of their current hourly value. New MTO hours shall be added to the balance pursuant to the limits and rates established in this Policy based upon an employee's years of service.

### **C. Sick Leave Balances At Time of Adoption**

1. At the time of the MTO Policy's adoption, an employee's existing sick leave shall be locked in a personal Sick Leave Bank, to be used for qualifying events due to illness and medical appointments or qualified State or Federal FMLA leave. This pre-existing Sick Leave Bank is not the same as the Medical Leave Bank. Pre-existing Sick Leave Bank refers to the sick leave benefit earned and accrued by qualified employees prior to, but not after, the implementation of the MTO Plan. Sick leave shall not be earned after the MTO Plan is implemented.
2. Employees who are eligible for retirement under Wisconsin Retirement System regulations and who elect to retire are authorized to receive a payout of their Sick Leave Bank at retirement, to the extent that and consistent with County contracts and/or policies in effect at the time Sick Leave was earned and banked. Said banked sick leave will be paid out at the employee's hourly wage at the time of retirement.

#### D. MTO Record-Keeping

Department management will be responsible for maintaining records that document the approvals and denials of employees' requests for MTO. A standard form, "Request for Time Off," shall be used to account for any scheduled or unscheduled time off.

#### E. Floating Holiday Balances At Time of Adoption

Any floating holiday balances remaining when this Policy is adopted shall not be converted to MTO.

#### F. Employee Responsibility

Employees have sole responsibility for verifying the accuracy of the accrual-balance reporting. Employees are encouraged to verify balances bi-weekly and immediately report any discrepancies in writing to the Payroll Department.

#### G. Implementation

The Medical Leave Bank will be implemented at the same time as the initial implementation of the Managed (Paid) Time Off Plan.

#### H. Interpretation

This policy does not create a contract. The County reserves the right to modify, interpret, and apply this policy, in its discretion and judgment.

### 6.4 Holidays

The County observes the following Holidays with paid time off:

|                  |                            |
|------------------|----------------------------|
| New Year's Day   | Labor Day                  |
| Good Friday      | Thanksgiving Day           |
| Memorial Day     | The Day after Thanksgiving |
| Juneteenth       | Christmas Eve Day          |
| Independence Day | Christmas Day              |

If any County celebrated holiday falls on Sunday, the following Monday shall be deemed the holiday, and if the holiday falls on Saturday, the preceding Friday shall be declared the holiday. In the event the Christmas Eve holiday falls on a Sunday, the previous Friday shall be declared



the holiday. In the event Christmas falls on a Saturday, the following Monday shall be declared the holiday.

Employees are expected to work the day before and after the holiday, unless they have scheduled time off or an approved absence from their Department Head. Employees who have an unexcused absence the day before and/or after the holiday may not receive holiday pay and may be subject to disciplinary action. If an employee is absent on a holiday they are scheduled to work, the employee will be required to provide a doctor's note for the absent holiday. The employee needs to provide the doctor's note to his/her Department Head/Supervisor on his/her next scheduled shift. Failure to provide a doctor's note will result in loss of holiday pay. Employee will not allowed to use MTO or Traditional Sick Leave (for employees hired before January 1, 2013) when absent on a holiday.

Regular Part time employees are eligible to receive holiday pay on a pro-rated basis. The determination of holiday pay will be based upon the number of hours the part-time employee worked. For example, a part-time employee working 15 hours a week would be eligible to receive 3 hours of holiday pay.

In cases where **non-exempt** employee is ~~required to work~~ on a holiday for **any reason** ~~due to unforeseeable circumstances~~, or is required to work on a holiday as part of their normal work schedule, the employee shall receive holiday pay for the holiday plus time and one half the for the actual hours worked. Employees who work on the "Observed" holiday will only receive straight pay for actual hours worked.

#### **6.11 General/Personal Leave of Absence**

In the event an employee has exhausted all applicable paid leave and state and federal FMLA, or who is not eligible for FMLA, and needs to take a leave; the employee's Department Head may grant a request for General/Personal leave not to exceed 90 days. Department Heads must consult with Employee Relations.

Employees requesting such leave are required to fill out a FMLA/NON-FMLA Leave Request Form. Employees need to indicate on the form the reason for the requested leave and the anticipated beginning date and duration of the leave. Forms must be submitted to the Employee Relations Office **within 30 days of needing to take a General/Personal Leave of Absence.**

Iowa County has the right if applicable; to request supporting documentation from a physician. If an employee is granted leave due to his/her own physical condition, an employee will be required to provide Iowa County a return to work slip form, prior to returning to work.

Employees are required to use all paid time-off available before any unpaid time is granted. Employees on an unpaid leave are responsible for the entire cost of insurance premiums.

Employees who are on any type of unpaid leave will have the option to prepay for their Insurance Premiums. Employee Relations Director will provide the employee a best “estimated premium” detailed out. Employee can choose to have this deducted from their normal paychecks before leave starts. Once the employee returns to work after their leave, the Employee Relations Director will provide them with a detailed balance of premiums paid and provide an invoice if the employee needs to make any additional premiums that were missed due to the best “estimated premium”.

If additional premiums are needed, employee has the option to set up a payment plan with the Employee Relations Office over the next three months, with Employee Relations Director providing a couple of different options.

In the event that an overpayment is collected, Iowa County will provide reimbursement back to the employee on the next pay period, unless the overpayment is more than one hundred dollars (\$100.00). In the case of overpayment of more than \$100.00, Iowa County will provide payment within the next two business days.

## **7.9 Flexible Spending Account**

Employees may voluntarily participate in a Flexible Spending Account for healthcare and/or dependent care in order to reduce taxable income. A designated amount (determined by the employee) is deducted from each paycheck, reducing their taxable income by that amount. New employees have 30 days to enroll in the Flexible Spending Account. All eligible employees shall be given notice of annual enrollment opportunities. Once the plan year begins, the employee’s election is irrevocable and cannot be changed, unless there is a qualifying event.

Amount balances that remain in the account at the end of the plan year are forfeited, so employees should take care in planning their allocations to the accounts.

Qualified employees’ coverage is effective the 1<sup>st</sup> of the month after 30 days of employment.

Healthcare Flexible Spending Account: Employees may allocate money pre-tax for reimbursement of out-of-pocket medical expenses incurred by the employee or the employee’s family during the plan year.

Maximum Contribution level for Healthcare Flex Spending Account is set by the IRS. Iowa County will follow all IRS Flex Spending Guidelines.

## **7.14 Worker’s Compensation**

Employees who experience an injury or illness that is determined to be compensable under the State of Wisconsin Worker’s Compensation benefit program will receive Worker’s Compensation payments as required by Worker’s Compensation statutes and regulations. Iowa County uses a Third Party Administrator to administer its Worker’s Compensation benefit.



Employees are to adhere to the following procedures as it relates to a workplace injury or illness:

- Employees are required to notify their supervisor immediately of the injury;
- Employee, supervisor, and any witnesses are requested to fill out a First Report of Injury Claim
- Supervisor is required to notify and provide the First Report of Injury to the ~~County Clerk and~~ Employee Relations Office
- ~~County Clerk or~~ Employee Relations is required to submit the First Report of Injury to the County's Third Party Administrator for Worker's Compensation insurance.

Eligibility for benefits while receiving Worker's Compensation benefits will be based on the employee's leave status under Federal FMLA, Wisconsin FMLA, and/or County General Leave of Absence.

At year end, the Employee Relations Office submits a Summary of Work-Related Injuries and Illnesses to the State of Wisconsin.



# AGENDA ITEM COVER SHEET

**Title:** Policy 427 Telecommuting Revisions

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County has had a Telecommuting Policy in place since February 2020. Many staff members used the Telecommuting Policy throughout the pandemic. With coming out of the pandemic, we have staff that are using the Telecommuting Policy on a regular basis. Iowa County Administration would like to implement requirements for management to utilize the tools we have available on the Application Monitoring system.

Also, added in a universal speed test site for employees to use to check internet speed.

### RECOMMENDATIONS (IF ANY):

Adopt revised policy.

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 427

### FISCAL IMPACT:

NA

### 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:



## TELECOMMUTING POLICY

Date Originated: 2/18/20  
Date of Modifications: 6/16/20, 10/18/2022  
Policy Number: 427

### 1. PURPOSE:

The purpose of this policy is designed to provide guidelines by which employees may participate in home telecommuting. Telecommuting may be supported to meet operational requirements and when determined to be in the best interest of Iowa County.

### 2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees and specifically Department Heads and Managers.

### 3. POLICY:

Iowa County is committed to creating a work environment and culture where the needs of our clients, employees and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Iowa County offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working set scheduled shifts from a remote work area.

Occasional work off-site, including work while traveling on County business, does not constitute telecommuting.

#### A. DEFINITIONS:

- a. Telecommuting means working one or more days each work week from home instead of commuting to their worksite.
  - i. Iowa County will only allow up to three (3) days per week for Telecommuting days.
- b. Voluntary means employees choose to request a telecommuting arrangement.
- c. Worksite means the Iowa County worksite where the employee would be required to work when not telecommuting.

### 4. REFERENCES:

### 5. PROCEDURES:

#### A. Eligibility

- a. The determination that a position may or may not be appropriate for a telecommuting is made on a case-by-case basis at the department level with approval from the County Administrator.
- b. Departments evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:
  - i. The employee's duties can be fulfilled within the telecommuting structure.
  - ii. Telecommuting fits with the needs of the department.
  - iii. Telecommuting provides for space savings or increased productivity.
  - iv. The employee has demonstrated and sustained meets expectation reviews, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- c. Request to telecommute should not be considered when:
  - i. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
  - ii. The employee's current job description requires frequent supervision, direction or input from others who are onsite.
  - iii. The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.
  - iv. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
  - v. The employee has a documented attendance/tardy problem.
  - vi. The employee has less than one year of service with Iowa County.
- d. The County Administrator and Employee Relations Director may make exceptions to this policy on a case-by-case basis.

#### B. Request Process

- a. An employee requesting a telecommuting arrangement should submit a written request to their immediate supervisor.
- b. The employee's direct supervisor and/or department head must review and approve the request prior to the review and approval of the County Administrator.

#### C. Expectations

- a. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- b. Employees who telecommute must comply with all Iowa County policies and department work rules.



- c. Employees who telecommute are expected to have regularly scheduled work hours and to be fully accessible during those work hours.
- d. Employee must provide the following equipment/services for telecommuting at their own expense:
  - i. High speed internet (25 megabit or higher)
  - ii. Phone service
- e. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- f. All meetings with clients and or visitors conducting business with Iowa County shall not be held in the employee's telecommuting location.

#### D. HIPAA

- a. Employees in a telecommuting arrangement must comply with all Iowa County policies and procedures concerning the handling of Protected Health Information, Confidentiality, as well as use of computers, internet and email.
- b. It is expected employees fully review and are familiar with policies 410 and 418.
- c. Employees will limit consumer specific information in their possession outside of County offices to that necessary to perform their duties.
- d. The employee's signed Iowa County acknowledgements remain in full effect while telecommuting.

#### E. Travel Expenses

- a. If during the workday an employee is telecommuting and comes in to the worksite for required business related purposes, the time traveling from the employee's home to the worksite must be treated as job site travel, and the employee's travel time must be counted as hours worked and compensated accordingly plus mileage.
- b. If an employee is required to come to the worksite at the beginning of their normal work schedule and on a normally scheduled telecommute day, the time traveling from the employee's home to the worksite is not treated as job site travel.

#### F. Equipment

- a. Departments will work with the Information Technology Department to purchase a laptop if a laptop is not already assigned.
- b. All telecommuting work needs to be done under the County software VPN (Virtual Private Network).
- c. Iowa County requires employees meet the following in order to telecommute:
  - i. High speed internet (25 megabit or higher)

ii. Telephone

- a. Employees may use \*67 when dialing out. This will show up on the receiving end as unavailable or restricted.

iii. Monitoring Application System

- d. The County will not provide or reimburse employees for items in 5 (F)(c)(i,ii).
- e. All equipment provided by Iowa County will remain the property of Iowa County and is subject to the same business use restrictions as if located at the organization's on-site work location.

G. Manager/Supervisors Responsibilities

- a. Managers will be required to request an activity/history report (Monitoring Application System) from the IT Director once a month for each telecommuting individual.
- b. Managers are required to review the activity/history from the Monitoring Application System.
- c. Bi-Annually, Managers will be required to provide a to the County Administrator and Employee Relations Director summarizing their findings and provide an update on how Telecommuting is working within their department.

H. Liability

- a. The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program.
- b. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Iowa County's workers' compensation.
- c. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with Iowa County's Employee Handbook policy 401, Section 6.10.
- d. The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors while conducting business with Iowa County at the employee's telecommuting location.
  - i. By participating in the telecommuting arrangement, the employee agrees to hold County harmless against any and all claims including injuries to others at the telecommuting location.

I. Telecommuting Agreement

- a. An agreement between the telecommuting employees and the department is required, and will be placed in the employees personnel file.

- b. The telecommuting agreement may be modified or terminated at any time.
- c. Employees need to provide a printout or screenshot of home internet speed using [www.speedtest.net](http://www.speedtest.net)
- d. In all cases, telecommuting agreements, must be renewed annually.



# AGENDA ITEM COVER SHEET

**Title:**Elected Officials Sick Leave Payout Option

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

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

This policy is to provide employees who transition into an Elected Official role receive a portion of their Traditional Sick Leave hours when eligible to retire and meet the guidelines for Wisconsin State Retirement.  
Employees who transition into an Elected Official role will receive a Traditional Sick Leave payout based upon years of service as an Iowa County Employee (not to include Elected Official years of service):  
After 5 years of service - 40%  
After 10 years of service - 60%  
After 15 years of service - 70%  
After 20 years of service - 100%  
The rate of pay will be the rate of pay used before Employee assumed the Elected Official role.

### **RECOMMENDATIONS (IF ANY):**

Move the attached policy forward to Executive Committee

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

Policy 431

### **FISCAL IMPACT:**

### **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:**



## Elected Officials Sick Leave Payout Option

Date Originated: 09/2023

Date of Modifications:

Policy Number: 431

### 1. PURPOSE:

The purpose of this policy is to provide Iowa County employees who transition into an Elected Official role have the benefit of receiving a portion of their Traditional Sick Leave hours.

### 2. ORGANIZATIONS AFFECTED:

All Iowa County employees who are elected or appointment into an Iowa County Elected Official role.

### 3. POLICY:

Iowa County is committed to providing staff well deserved benefits and payouts for their commitment to Iowa County.

Iowa County will provide Iowa County employees who are elected or appointment into an Iowa County Elected Official role a portion of their Traditional Sick Leave bank when the Elected Official is eligible to retire and meets the guidelines for Wisconsin State Retirement.

### 4. REFERENCES:

### 5. PROCEDURES:

- A. When Iowa County employee transitions into an Elected Official role, their Traditional Sick Leave bank will be frozen.
- B. To be eligible to receive a portion of their frozen Traditional Sick Leave bank hours, Elected Official must be Wisconsin State Retirement eligible.
- C. If Elected Official meets the requirements in 5(B), Elected Official will receive a Traditional Sick Leave bank payout based upon years of service as an Iowa County Employee (not to included Elected Official years of service):
  - a. After five (5) years of service 40%
  - After ten (10) years of service 60%
  - After fifteen (15) years of service 70%
  - After twenty (20) years of service 100%
- D. The rate of pay that will be used, will be the rate of pay the Employee had before assuming the Elected Official role.

# AGENDA ITEM COVER SHEET

**Title:** Resolution - Transfer of Funds between Funds for 2022

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

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

Resolution of Recommending Transfer of Funds between Funds in 2022.

### **RECOMMENDATIONS (IF ANY):**

Review and Approve the Transfer

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

Resolution of Recommending Transfer of Funds from Social Services, and ADRC to the General Fund. This is excess funds from 2021.

### **FISCAL IMPACT:**

Transfer of \$375,000.00 to the General Fund Balance from the combination of funds from Social Services, & ADRC

### **LEGAL REVIEW PERFORMED:**

☐ Yes

☒ No

### **PUBLICATION REQUIRED:**

☒ Yes

☐ No

### **PRESENTATION?:**

☒ Yes

☐ No

How much time is needed? 5 minutes

**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:**



**RESOLUTION NO. 7-1022**

**Resolution Recommending Transfer of Funds between Funds for 2022**

**TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS**

**WHEREAS**, the Social Services, and ADRC funds all had excess fund balance at the end of 2021, and;

**WHEREAS**, per the Working Capital Policy the excess funds in these departments are to be transferred to the General Fund Balance once the audit is complete.

**THEREFORE, BE IT RESOLVED THAT**, it is hereby recommended to the Iowa County Board of Supervisors a transfer of funds in 2022 from the Funds listed below to the General Fund Balance:

**Social Services Fund:**

|                        |               |
|------------------------|---------------|
| 210.00.34203.00000.000 | \$ 300,000.00 |
|------------------------|---------------|

**ADRC Fund:**

|                        |              |
|------------------------|--------------|
| 220.00.34203.00000.000 | \$ 75,000.00 |
|------------------------|--------------|

|                                              |                                                                         |
|----------------------------------------------|-------------------------------------------------------------------------|
| General Fund Transfer 100.00.34203.00000.000 | <div style="border: 1px solid black; padding: 2px;">\$ 375,000.00</div> |
|----------------------------------------------|-------------------------------------------------------------------------|

**NOW, THEREFORE, BE IT FURTHER RESOLVED THAT:** The Iowa County Board of Supervisors adopts the recommendations and approves the transfer of funds from the Social Services, and ADRC to the General Fund Balance. The Board further directs the County Clerk to publish this Resolution pursuant to Wisconsin State Statute number 65.90 (5)(a) for the statutory requirement.`

Adopted this 18<sup>th</sup> day of October, 2022.

-----  
John M. Meyers  
Iowa County Chair

ATTEST:

-----  
Kristy K. Spurley  
Iowa County Clerk

# AGENDA ITEM COVER SHEET

**Title:** Resolution Awarding-Financing for Capital Equipment and Projects

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

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

The County Board adopted a Revised Resolution authorizing the issuance of financing in the amount of \$1,350,000 at the September 20, 2022 County Board meeting to be utilized by multiple departments for capital equipment purchases and projects in 2022-2023. Payback of loan, plus interest will be included in debt services levy in 2023.

### **RECOMMENDATIONS (IF ANY):**

Staff Recommendation to award with Farmer's Savings Bank -Mineral Point at a term of 6 months.

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

Resolution Awarding the Financing for the Purchase of Capital Equipment and Projects

### **FISCAL IMPACT:**

Repayment of \$1,350,000 principal plus interest. Interest rate is 3.25%

### **LEGAL REVIEW PERFORMED:**

☐ Yes

☒ No

### **PUBLICATION REQUIRED:**

☒ Yes

☐ No

### **STAFF PRESENTATION?:**

☒ Yes

☐ No

How much time is needed? 5 minutes

**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:**

RESOLUTION NO. 8-1022

RESOLUTION AWARDING THE FINANCING FOR THE PURCHASE OF CAPITAL EQUIPMENT AND PROJECTS, DEMOLISH THE OLD JAIL BUILDING AND SURVEY THE OLD JAIL PROPERTY

WHEREAS, on September 20, 2022, the County Board of Supervisors of Iowa County, Wisconsin (the "County") adopted a revised resolution (the "Revised Resolution") authorizing the issuance of a financing through the State Trust Fund Loan Program (STFL), promissory notes, or through a financial institution in the amount of \$1,350,000 for the purchase of capital equipment and projects for multiple departments, demolish the old jail building and survey of the old jail property (the "Project");

WHEREAS, it is necessary and in the best interest of the County to issue financing in the principal amount of \$1,350,000 pursuant to Chapter 67 of the Wisconsin Statutes and as authorized by the Initial Resolution, to finance the costs of the Project;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that: the County of Iowa, Wisconsin, borrow from Farmers Savings Bank the sum of \$1,350,000 for the purpose of financing the purchase of Capital Equipment and Projects, demolish the old jail building and survey of the old jail property and for no other purpose. The loan is to be payable within six (6) months from the date of loan is made. The loan will be repaid in one installment with interest at the rate of 3.25 percent per annum.

RESOLVED FURTHER, that there shall be raised and levied upon all taxable property, within the County of Iowa, Wisconsin, and a direct annual tax for paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the County of Iowa by such loan from Farmers Saving Bank be applied or paid out for any purpose except financing the purchase of Capital Equipment and Projects without the consent of Farmers Savings Bank.

RESOLVED FURTHER, that when the financing is received from Farmers Savings Bank, that the chairman and clerk of the County of Iowa, Wisconsin, are authorized and empowered, in the name of the county to execute and deliver to Farmers Savings Bank, certificates of indebtedness, in such form as required by Farmers Savings Bank, for any sum of money that may be loaned to the county pursuant to this resolution. The County Board Chairperson and County clerk will perform all necessary actions to fully carry out the provisions of chapter 67, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this county forward this certified record to Farmers Savings Bank.



Resolution No. 8-1022

Adopted this 18<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
John M. Meyers  
Iowa County Chair

ATTEST:

\_\_\_\_\_  
Kristy K. Spurley  
Iowa County Clerk

# AGENDA ITEM COVER SHEET

**Title:** Resolution Awarding-Financing for Highway Equipment

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The County Board adopted an Initial Resolution authorizing the issuance of financing in the amount of \$944,182 at the November 9, 2021 County Board meeting to be utilized by the Highway Department for equipment purchases in 2022-2023. Payback of loan plus interest will be included in debt services levy in 2023.

### RECOMMENDATIONS (IF ANY):

Staff Recommendation to award with Farmer's Savings Bank -Mineral Point at a term of 6 months.

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution Awarding the Financing for the Purchase of Highway Equipment and Highway Improvements

### FISCAL IMPACT:

Repayment of \$944,182 principal plus interest. Interest rate is 3.25%

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☒ Yes

☐ No

### STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 minutes

**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:**

RESOLUTION NO. 9-1022

RESOLUTION AWARDING THE FINANCING FOR HIGHWAY DEPARTMENT CAPITAL EQUIPMENT AND ROAD CONSTRUCTION PROJECTS

WHEREAS, on November 9, 2021, the County Board of Supervisors of Iowa County, Wisconsin (the "County") adopted an initial resolution (the "Initial Resolution") authorizing the issuance of a financing through the State Trust Fund Loan Program (STFL), promissory notes, or through a financial institution in the amount of \$944,182 for Highway Department capital equipment and road construction projects (the "Project");

WHEREAS, it is necessary and in the best interest of the County to issue financing in the principal amount of \$944,182 pursuant to Chapter 67 of the Wisconsin Statutes and as authorized by the Initial Resolution, to finance the costs of the Project;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that: the County of Iowa, Wisconsin, borrow from Farmers Savings Bank the sum of \$944,182 for the purpose of financing the purchase of Highway Department capital equipment and road construction projects and for no other purpose. The loan is to be payable within six (6) months from the date of loan is made. The loan will be repaid in one installment with interest at the rate of 3.25 percent per annum.

RESOLVED FURTHER, that there shall be raised and levied upon all taxable property, within the County of Iowa, Wisconsin, and a direct annual tax for paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the County of Iowa by such loan from Farmers Saving Bank be applied or paid out for any purpose except financing the purchase of Highway Department capital equipment and road construction projects without the consent of Farmers Savings Bank.

RESOLVED FURTHER, that when the financing is received from Farmers Savings Bank, that the chairman and clerk of the County of Iowa, Wisconsin, are authorized and empowered, in the name of the county to execute and deliver to Farmers Savings Bank, certificates of indebtedness, in such form as required by Farmers Savings Bank, for any sum of money that may be loaned to the county pursuant to this resolution. The County Board Chairperson and County clerk will perform all necessary actions to fully carry out the provisions of chapter 67, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this county forward this certified record to Farmers Savings Bank.



Resolution No. \_\_9-1022\_\_\_\_\_

Adopted this 18<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
John M. Meyers  
Iowa County Chair

ATTEST:

\_\_\_\_\_  
Kristy K. Spurley  
Iowa County Clerk

# AGENDA ITEM COVER SHEET

**Title:** MHTC Broadband Expansion Agreement - Green Leaf Glen

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County Board agreed to provide funding in support of extending Fiber Internet Services to Green Leaf Glen subdivision at their July 19, 2022 meeting. Attached is an agreement facilitating that funding commitment and respective conditions.

### RECOMMENDATIONS (IF ANY):

Staff recommends approving the agreement. Work on project has already started and will likely be completed soon.

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is the agreement that provides for the payment.

### FISCAL IMPACT:

This agreement will cost Iowa County \$38,117.00 in ARPA funding.

### 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:

## **BROADBAND EXPANSION CONTRIBUTION AGREEMENT**

This **BROADBAND EXPANSION CONTRIBUTION AGREEMENT** ("**Agreement**") is made and entered into effective as of September 1, 2022, by and between:

Iowa County  
222 N. Iowa Street  
Dodgeville, WI 53533 ("**County**"),

and

MH Telecom, LLC  
305 N. Iowa Street,  
Dodgeville, WI 53533 ("**MHTC**").

**WHEREAS**, Iowa County partnered with MH Telecom, LLC, doing business as MHTC, for the purpose of applying for a 2022 Public Service Commission of Wisconsin Grant to extend fiber internet connectivity in Iowa County, to include specifically the subdivision of Green Leaf Glen in Dodgeville Township; and

**WHEREAS**, the MHTC Green Leaf Glen project was not approved for grant funding by the Public Service Commission of Wisconsin ("**PSC**") during the 2022 grant cycle; however, MHTC still intends to go forward with constructing the MHTC Green Leaf Glen project without PSC grant funds; and

**WHEREAS**, MHTC requested Iowa County to still provide a financial contribution to the MHTC Green Leaf Glen project without the PSC grant funding; and

**WHEREAS**, Iowa County, through Resolution No. 8-722, adopted on July 19, 2022, agreed to provide a contribution to the MHTC Green Leaf Glen project in the amount of Thirty-Eight Thousand One Hundred Seventeen and 00/100 Dollars (\$38,117.00); and

**WHEREAS**, the terms and conditions of this Agreement shall describe the procedures for the payment of the County's contribution to the MHTC Green Leaf Glen project; and

**WHEREAS**, this Agreement is exclusive of and is distinguished from all previous agreements between MHTC and County and contains the entire understanding between the Parties.

**NOW, THEREFORE**, in consideration of the mutual promises and dependent authorizations, the Parties agree as follows:

The following documents are incorporated and made part of this Agreement:

- 1) The attached Terms and Conditions.
- 2) Resolution No. 7-322, Establishing a Public-Private Partnership.
- 3) Resolution No. 8-722, Approving County Contribution.
- 4) MHTC Green Leaf Glen Project Scope.

**[Signature Page Follows]**



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first referenced above.

MHTC:

COUNTY:

MH TELECOM, LLC

IOWA COUNTY:

By: 

Name: John Van Ooyen  
Title: CEO/General Manager

By: \_\_\_\_\_

Name: Larry Bierke  
Title: Iowa County Administrator

## TERMS AND CONDITIONS

- 1.0 **Applicability.** These terms and conditions apply to the County's broadband expansion contribution for the MHTC Green Leaf Glen project (the "**Project**").
- 2.0 **Contribution.** Subject to this Agreement, the County will contribute Thirty-Eight Thousand One Hundred Seventeen and 00/100 Dollars (\$38,117.00, the "**Contribution**") to the Project.
- 3.0 **Reimbursement.** The following conditions apply to requests by MHTC for contribution payments by the County ("**Requests for Payment**"):
  - 3.1 No Contribution payments will be issued without a Request for Payment.
  - 3.2 The Contribution is exclusive funding and will be used only for the Project.
  - 3.3 MHTC shall prepare and submit to the County a written Request for Payment in order to receive any Contribution payments under this Agreement.
  - 3.4 Each Request for Payment must include a copy of an invoice (or receipt) for each expense (materials or labor) for which reimbursement is requested.
    - 3.4.1 The invoice will be used to document reimbursement costs.
    - 3.4.2 MHTC may, with prior authorization from County, in lieu of an invoice, submit a narrative description of the expense for which reimbursement is requested along with any relevant documentation.
    - 3.4.3 County shall promptly make Contribution payments upon receipt of a Request for Payment; provided, however, County may delay reimbursement of a Request for Payment until sufficient documentation of costs, as reasonably determined by County, is provided by MHTC.
    - 3.4.4 MHTC shall not submit a Request for Payment to County more than thirty (30) days after the completion of the Project.
  - 3.5 MHTC shall submit a final project report to County no later than thirty (30) days after the completion of the Project. The final project report shall include how much (length) of fiber has been installed, the internet speed (highest data rate plan available to customers), and the number of residents being served.
  - 3.6 Under no circumstances will the Contribution exceed Thirty-Eight Thousand One Hundred Seventeen and 00/100 Dollars (\$38,117.00).
  - 3.7 If the Project is not completed, County may require and be entitled to reimbursement of any or all Contribution funds under this Agreement. Any reimbursement of funds that is required by County, with or without termination of this Agreement, will be due within forty-five (45) days after giving written notice to MHTC. Any funds due after the forty-five (45) days will accrue interest at a rate of ten percent (10%) per annum. County also reserves the right to recover such funds by any other legal means including litigation.

- 3.8 By executing this Agreement MHTC is committing to complete the entirety of the Project. Any costs over and above the Contribution are the responsibility of MHTC. MHTC understands and agrees any costs over and above the Contribution includes unforeseen and unanticipated costs and expenses necessary to complete the Project.

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