

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, May 16, 2023

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 Chairman John M. Meyers.
2. Pledge of Allegiance.
3. Roll Call.
4. Approve the agenda for this May 16, 2023 meeting.
5. Approve the minutes of the April 18, 2023 meeting.
6. Special matters and announcements.
 - Committee Chair reports.
 - Child Support Annual Report for 2022
 - Iowa County State of Emergency and/or Disaster Declaration.
7. Recognition of Deb Rosenthal, Child Support Manager on her retirement.
8. Comments from the public.
9. Land use changes from the Towns:
 - 1-0523 Arena - Rezoning request by Tom Frischmann.
 - 2-0523 Dodgeville – Rezoning request by Marc Nelson, Terry Lyght & Donald Hastings.
 - 3-0523 Highland – Rezoning request by Rodney Wardell.
 - 4-0523 Mifflin – Rezoning request by Mike Klein and John & Malinda Beiler.
 - 5-0523 Waldwick – Rezoning request by Neil & Joni Ripp.

General Government Committee

10. Consider Policy Number 325 Donations to Sheriff's Office.
11. Consider Revisions to Sections 5.4 (Performance Evaluation Reviews and Pay for Performance) of the Employee Handbook.

12. Consider Revisions to Policy 426 and 426.1 Background Checks.
13. Consider Removal of Policy 414.1 Families First Coronavirus Response Act.
14. Consider Reclassification of Jail Administrator to Sheriff's Operational Lieutenant.
15. Consider Sheriff's Office Cook Classification.

Executive Committee

16. Consider MHTC Agreement for Services to portions of Iowa County.
17. Resolution No. 6-0523 Recommending 2022 Budget Amendments for Various Departments.
18. Resolution No. 7-0523 2022 Transfer of Funds from the General Fund Balance.
19. Resolution No. 8-0523 for Carryover of Certain Accounts from 2022 to 2023.

Public Works Committee

20. Resolution No. 9-0523 Petitioning the Wisconsin Department of Transportation to Construct A Highway Interchange.
21. Approve the Administrator's appointment of:
 - Dawn Kabot to the ADRC Board for a three-year term expiring on May 31, 2026.
 - Kari Wunderlin to the ADRC Board for a three-year term expiring on May 31, 2026.
 - Pat Reilly to the Ethics Board for a three-year term expiring on June 1, 2026.
 - Carol Anderson to the Iowa County Library Board for a three-year term expiring on April 30, 2026.
 - Carol Anderson to the Cobb Library Board for a three-year term expiring on May 1, 2026.
 - Larry Nelson to the SW Wisconsin Library System Board for a three-year term expiring on June 1, 2026.
22. County Administrator's report.
23. Chair's report.
24. Mileage and Per Diem Report for this May 16, 2023 meeting.
25. Motion to go into closed session pursuant to State Statute 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Receive update and advice regarding the PSC Lawsuit).
26. Motion to return to open session.
27. Possible action on closed session item.
28. Motion to adjourn to June 20, 2023.

Kristy K. Spurley
Kristy K. Spurley, County Clerk

Posted 5/10/2023 @ 12:00 P.m.

Send Result Report

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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 Chairman John M. Meyers.

2. Pledge of Allegiance.

No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	05/10/23 12:54	Dodge Chronicle	0°00'31"	FAX	OK	200x100 Normal/On
002	05/10/23 12:56	WDMP	0°01'50"	FAX	OK	200x100 Normal/Off

PROCEEDINGS OF THE APRIL 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, April 18, 2023 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, Ingmar Nelson, Dan Nankee, Curt Peterson, Darrell Kreul, Dave Gollon, Kim Alan, Joan Davis, Dody A. Cockeram, Brad Stevens, Roger Geisking, Mike Peterson, Ricky Rolfsmeyer, John Meyers, Tim Lease, Jerry Galle, Don Gander, Justin O'Brien, Don Leix, Mel Masters and Kevin Butteris. Excused: Remotely: None

Approval of the Amended Agenda: Motion by Sup. Nankee seconded by Sup. Davis to approve the agenda for this April 18, 2023 meeting. Motion carried unanimously.

Approval of Minutes: Motion by Sup. Lease seconded by Sup. Cockeram to approve the minutes with changes to correct spelling on Sup. Cockeram's name under Executive Committee and remove Sup. Meyers name from members in attendance. Motion carried unanimously.

Special matters and announcements.

- Committee Chair Reports:
- Sup. Stevens gave an update on the Hidden Valleys magazine which he had passed out to all Supervisors.
- Sup. Nankee gave an update on attendance with HHS staff at a WI Counties ambassador program and provided an update on the SUN Program.
- Iowa County Register of Deeds 2022 Year End Report.
- SW Wisconsin Regional Planning Commission Spring Newsletter.
- 2023 WCA Annual Conference Information.
- 2022 Register in Probate/Juvenile Court Annual Report.

Administrator Bierke recognized Julie Cassidy on her retirement from Iowa County. She received a Certificate of Appreciation and a gift card from the County.

Comments from the public:

- Deirdre Birmingham – Wind Turbines
- Kathy Ladd – Wind Turbines
- Richard Jenkins – Wind Turbines
- Frank Polizzi – Green Energy
- Mark Lepinske – Health Policy
- Dena Kurt – Wind Turbines

Motion by Sup. Leix seconded by Sup. Alan to adopt Amendatory Ordinances 1-0423 thru 5-0423 as a group. Motion carried unanimously.

Amendatory Ordinance No. 1-0423 for a land use change to zone 10.88 acres from AR-1 Agricultural Residential and B-2 Highway Business to all AR-1 Agricultural Residential in the Town of Eden was adopted.

Amendatory Ordinance No. 2-0423 for a land use change to zone 14.358 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Dodgeville was adopted.

Amendatory Ordinance No. 3-0423 for a land use change to zone 2.184 acres from A-1 Agricultural and B-3 Heavy Business to AR-1 Agricultural Residential, and 5.816 acres from A-1 Agricultural and B-3 Heavy Business to B-3 Heavy Business in the Town of Dodgeville was adopted.

Amendatory Ordinance No. 4-0423 for a land use change to zone 3.94 acres and 7.11 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Highland was adopted.

Amendatory Ordinance No. 5-0423 for a land use change to zone 1.0 acres, 1.24 acres and 26.22 acres from R-1 Single Family Residential & AR-1 Agricultural Residential to all AR-1 Agricultural Residential in the Town of Waldwick was adopted.

General Government Committee

Classification and Compensation Study Presentation by Matt Shefchik with Carlson Dettmann Consulting. Discussion followed. Motion by Sup. O'Brien seconded by Sup. M. Peterson to approve Resolution No. 6-0423 to Approve a New Compensation Pay Plan Structure for Iowa County Non-Represented Employees. Motion carried unanimously.

Health & Human Services Committee

Motion by Sup. Rolfsmeyer seconded by Sup. Lease to approve Resolution No. 7-0423 Adjusting Rider Fee Schedule for the Rural Taxi. Motion carried unanimously.

Long Range Planning Committee

Motion by Sup. Gollon seconded by Sup. Alan to approve Resolution No. 8-0423 Recommending Transfer of Funds in 2023 from the Capital Projects Fund Balance to the Highway Department for the Purchase of Two Additional Snowplow Trucks. Motion carried unanimously.

Executive Committee

Motion by Sup. Richter seconded by Sup. Davis to approve Resolution No. 9-0423 Establishing Staffing for Kitchen at the Iowa County Law Enforcement Center. Motion carried unanimously.

Motion by Sup. Nankee seconded by Sup. Lease approve the Administrator's appointments of:

- Scott Marty to the Board of Adjustments for a three-year term expiring on June 30, 2026.
- Mark Storti to the Board of Adjustments for a three-year term expiring on June 30, 2026.
- William Ladewig to the Ethics Board for a three-year term expiring on June 1, 2026.
- Rick Zemlicka to the Ethics Board for a three-year term expiring on June 1, 2026.
- Vickie Stangel to the Board of Health for a three-year term expiring on March 31, 2026.

Motion carried unanimously.

Presentation by Scott Godfrey and Dave Morzenti on Wind Siting and County Board responsibilities. Questions and discussion followed.

County Administrator Bierke passed around thank you notes from the Barneveld & Montfort Public Libraries. He and Highway Commissioner Hardy had met with Senator Marklein on issues the County is having with County T.

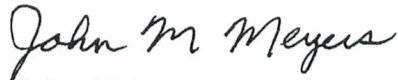
Chairman Meyers reminded members about the presentation tomorrow night at the Dodgeville High School and informed supervisors about webinars on ethics with WCA on April 26th.

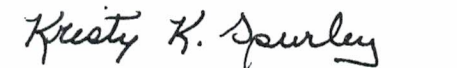
Mileage and Per Diem Report for this April 18, 2023 Session of the Board was presented.
21 Members 492 Miles and Per Diem \$1,172.26

Motion by Sup. Nankee seconded by Sup. Cockeram to approve. Motion carried unanimously.

Motion by Sup. Gollon seconded by Sup. Alan to adjourn to May 16, 2023. Motion carried unanimously.

Meeting adjourned at 8:48 p.m.


John M. Meyers, Chairman


Kristy K. Spurley, County Clerk

Child Support Annual Report for 2022

The Iowa County Child Support Agency has a caseload of approximately 800 cases. The agency has a staff of two full-time and one part-time employees.

TOTAL EXPENDED: \$236,180.00

TOTAL REVENUE: \$223,339.00

-\$12,841 2022

TOTAL IV-D COLLECTIONS FOR 2022: \$1,790,422.00

TOTAL COLLECTIONS FOR 2022: \$2,664,388.00

COLLECTIONS RECEIVED FROM STATE AND FEDERAL TAX INTERCEPT: \$137,552.00

**** Iowa County Child Support Agency received the Certificate of Excellence Award from the Bureau of Child Support for meeting and/or exceeding performance standards established by the State for 2022.

For 2022, the child support agency was **2nd** in the state for our collection rate of arrears and 5th in the state for our collection rate of child support.

PERFORMANCE RATES FOR FISCAL YEAR 2022

COLLECTION RATE ON CURRENT CHILD SUPPORT:

STATEWIDE AVERAGE: 73.66%

Iowa County CSA: 82.89%

COLLECTION RATE ON CHILD SUPPORT ARREARS:

STATEWIDE AVERAGE: 69.43%

Iowa County CSA: 85.94%

PATERNITY ESTABLISHMENT RATE:

STATEWIDE AVERAGE: 98.08%

Iowa County CSA: 105.74%

COURT ORDER RATE:

STATEWIDE AVERAGE: 85.33%

Iowa County CSA: 91.50%

RESPECTFULLY SUBMITTED ON APRIL 19, 2023

DEB ROSENTHAL, CHILD SUPPORT DIRECTOR

IOWA COUNTY STATE of EMERGENCY AND/OR DISASTER DECLARATION

WHEREAS on April 19, 2023, at approximately 8:00 a.m. a disaster namely widespread flooding hit Iowa County, Wisconsin; and

WHEREAS, because of emergency conditions, the County Board is unable to meet with promptness; and

WHEREAS, it is necessary and expedient for the health, safety, welfare and good order of the county to proclaim that emergency conditions exist; and

WHEREAS, the state of emergency has caused the county to expend, commit and exhaust its pertinent available resources; and

WHEREAS, the county requests state assistance and advises the State of Wisconsin of our emergency conditions:

WHEREAS, pursuant to sections §323.11 and §323.14(4)(b) of the Wisconsin Statutes it is necessary and expedient for the health, safety, welfare and good order of the county to proclaim that emergency conditions exist; and

NOW, THEREFORE, pursuant to chapter §59 Wisconsin Statutes, as County Administrator of Iowa County, Wisconsin, I hereby declare a condition of disaster and proclaim until April 28, 2023 at 5:00 p.m. or such earlier time as a quorum of the county board convenes:

- ☐ Curfew
- ☒ Evacuation
- ☒ Travel/entry restrictions
- ☒ Securing of resources
- ☒ Request Wisconsin National Guard
- ☒ Request Wisconsin state resources
- ☒ Suspend permits
- ☒ Establish price controls
- ☒ Authorize emergency purchases of goods and materials
- ☐ Authorize emergency purchases of
- ☒ Authorize public works contracting in excess of \$25,000 without advertising or bid

John M. Meyers

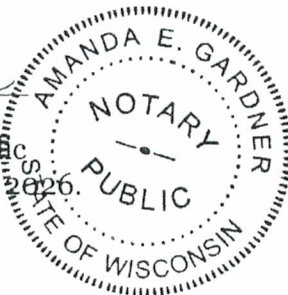
Iowa County Board Chair, April 19, 2023, at 10:30 a.m.

State of Wisconsin, County of Iowa

This document was signed before me on April 19, 2023, by John Meyers, Iowa County Board Chair.

Amanda E. Gardner

Amanda E. Gardner, Notary Public
My Commission Expires June 19, 2026.





DONATIONS TO SHERIFF'S OFFICE

Date Originated:

Date of Modifications:

Policy Number: 325

1. **PURPOSE:** The Iowa County Sheriff's Office occasionally receives donations from the public that are both designated for specific purposes and undesignated. The purpose of this policy is to set how the County Board wants those donations handled, collected, recorded, tracked, and spent.
2. **ORGANIZATIONS AFFECTED:** This policy specifically impacts the Iowa County Sheriff's Office, the Finance Department, and the County Administrator.
3. **POLICY:** It is the policy of Iowa County to accept donations from the public, businesses, non-profit entities, or any other donor so long as the purpose of the donated funds and the donor of said funds meet the terms of this policy and ethical guidelines. Funds donated to the Iowa County Sheriff's Office shall be spent at the sole discretion of the Iowa County Sheriff, however they **MUST** meet the terms of this policy.
4. **REFERENCES:** Iowa County Ordinance No. 701 (Ethics Code) and the Wisconsin Statutes cited therein; Iowa County Policy 406
5. **PROCEDURES:** The following steps and restrictions hereby exist on funds proposed for and accepted as donated funds.
 - A. Iowa County will not accept donations, either cash or in-kind contributions, that were generated or are perceived by the Sheriff to have been generated by any illegal means.
 - B. Iowa County will not accept donations, either cash or in-kind contributions, that would violate any law, statute, regulation, ordinance, resolution, or policy.
 - C. Iowa County will not accept donations, either cash or in-kind contributions, that violate any individual rights, that advance or inhibit religion, or that improperly advance political views or messages.
 - D. Iowa County will not accept donations, either cash or in-kind contributions, from businesses, organizations, or individuals on a national watch list.
 - E. Iowa County will not accept donations, either cash or in-kind contributions, and no county official or employee may solicit or accept donations, if it could reasonably be expected to influence official actions or judgment; or could reasonably be considered as a reward for any official action or inaction on the part of the county official or employee.
 - F. Cash funds received by any Iowa County employee as a donation must be submitted to the Iowa County Treasurer to be recorded and deposited into the proper account.
 - G. Should a donation be restricted for any reason, the donor must provide a letter expressing the purposes allowed. The Sheriff and the Finance Director will both receive copies of said letter and be responsible for ensuring that funds donated are used for the purposes specified.

- H. If there are any questions about the legality or propriety of accepting a donation, the Corporation Counsel and/or Ethics Board will be consulted.
- I. Unspecified donations made to the Iowa County Sheriff's Office are hereby donated for use by the Iowa County Sheriff as he or she deems appropriate, with the following restrictions:
 - i. If an employee of the department receives a benefit from said donations account, ALL department employees must have the opportunity to receive the same benefit. For example: if new outerwear is purchased for the K9 officer, new outerwear must be purchased for all staff; or if lunch is catered in for staff, all staff must have the opportunity to participate. No singular employee shall get benefits not afforded to others.
 - ii. If it is not possible to have all employees benefit from a particular donation because of reasons such as shift schedules and logistics, the Iowa County Sheriff will ensure that donations are not used in a way that would discriminate based on rank or position.

AGENDA ITEM COVER SHEET

Title:Revisions to Section 5.4 of the Employment Handbook Policy 401

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Looking to update Section 5.4 Performance Evaluation Reviews and Pay for Performance. Looking to add in language that defines how market adjustments work for employees within the Step program (1-6) of the structure and how it works for employees who are in the Pay for Performance area of the Pay Structure.

Currently, staff in the pay for performance part of the structure - revert back into the Pay Plan when the market adjusts. Looking to add language that allows employees who are in the pay for performance to continue to receive a portion of employees exceeds expectations review compensation when market adjusts.

Three options to consider for Pay for Performance Market Adjustment process:

Option1: Employees in Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January - December) and the market adjusts; exceeds expectations review employees will receive half of the market adjustment rate added to the employee's base rate of pay.

Option 2: Employees in Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January - December) and the market adjusts; exceeds expectations review employees will receive the full market adjustment rate added to the employee's base rate of pay.

Option 3: Employees in Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January - December) and the market adjusts; exceeds expectations review employees will receive the full market adjustment rate a lump sum bonus. If employee falls back into the Step program - they would receive the adjustment to the step and then the remaining would be a lump sum bonus.

RECOMMENDATIONS (IF ANY):

County Administration is recommending Option 1 listed above.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

Section 5.4 of Policy 401

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:

5.4 Performance Evaluation Reviews and Pay for Performance

Iowa County provides annual performance evaluations with all employees. Performance evaluations are designed to acknowledge employees' achievements and assist employees in improving their job performance.

Managers and Department Heads are responsible for conducting annual performance evaluations with employees whom they supervise.

Employee performance is evaluated annually on employee's date of hire. Management employees who were promoted into a management position prior to October 5, 2014 will use their status date instead of hire date. All employees are evaluated on the following core competencies:

- Attendance
- Job Knowledge
- Job Performance
- Communication and Customer Service
- Attitude, Professionalism, and Teamwork
- Safety and Following Policies and Procedures
- Goal Setting

In addition to the above core competencies, management employees are evaluated on the following leadership core competencies:

- Coaching and Delegation
- Team Leadership and Facilitating Change
- Budget Management

Employees shall complete a self-evaluation and submit to their manager no more than a month prior, but at least two weeks before evaluation date. Failure to complete self-evaluation is reflected in performance review. Managers complete and review a separate performance evaluation with the employee. The manager submits the completed evaluation and status change form to Employee Relations before the end of the payroll week in which the evaluation date occurred. Employee Relations provides the status change form to Finance/Payroll.

Status change forms are not processed until Employee Relations receives the completed performance evaluation review.

Performance Factor Rating

Step Process (Minimum- Step 1 up to Control Point-Step 6):

Non-Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 20 points to 28 points get a "Meets Expectations" rating, which includes a pay increase to the next

step. Employees receiving a rating of 19 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 29 points or more get an “Exceeds Expectation” rating, which results in a pay increase of two steps.

Managers that do not have Budget responsibilities:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 26 points to 37 points get a “Meets Expectations” rating, which includes a pay increase to the next step. Employees receiving a rating of 25 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 38 points or more get an “Exceeds Expectation” rating, which result in a pay increase of two steps.

Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 28 points to 41 points get a “Meets Expectations” rating, which includes a pay increase to the next step. Employees receiving a rating of 27 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 42 points or more get an “Exceeds Expectation” rating, which result in a pay increase of two steps.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating need to be discussed and approved by the County Administrator.

Pay for Performance (Control Point – Step 6 to Maximum):

Employees who receive a rating of “Exceeds Expectations” are eligible for Pay for Performance. An “Exceeds Expectations” rating is 29 points or more for non-management employees, 38 for management employees with no budget responsibilities and 42 points or more for management employees.

Employees will receive a two (2%) performance bonus of current base rate in a lump sum payment plus a two (2%) base wage increase.*

When an employee is on Step 5 and receives an “Exceeds Expectations”, employee will receive a one and a half (1.5%) performance bonus of current base rate in a lump sum payment plus a one (1%) base wage increase of Step 6.*

All pay including base wage and bonus pay cannot exceed the maximum step unless approved by County Board. If an employee is near maximum, they will earn the base wage increase before the performance bonus pay.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating needs to be discussed and approved by the County Administrator.

*Lump Sum payment is not added to the base wage and is a one time payment

Market Adjustments:

Every year, the County Board will review recommendations from the Employee Relations Director on shifts in the market. County Board will decide if the Iowa County Pay Structure needs to be adjusted based on market.

If County Board adopts a market adjustment:

Employees within Step 1 – Step 6 will receive the new market adjustment to the Step they are currently being paid at.

Employees in the Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January – December) and the market adjusts; exceeds expectations review employees will receive half of the market adjustment rate added to employees' base rate of pay.

AGENDA ITEM COVER SHEET

Title: Consider Revision to Policy 426 and Policy 426.1

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Updates are recommend to Policy 426 - that captures the following:

1. Allowing applicants the right to obtain background check if any criminal background is disclosed,
2. Indicating when Federal Criminal History Record Information is no longer needed, how the county is to dispose of the records, and
3. Adding language in regarding Secru8ty and Authorized Users

Theses changes were suggested by Dept of Justice after the County went through an audit process.

Policy 426.1 - is specific for Child Support Background checks - changes were made to be compliant with recent year changes.

RECOMMENDATIONS (IF ANY):

Recommened to adopt changes in Policy 426 and 426.1

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

Policy 426 and Policy 426.1

FISCAL IMPACT:

NA

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10 _____

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:



BACKGROUND CHECKS

Date Originated:

Date of Modifications:

Policy Number: 426

1. PURPOSE:

To ensure that Iowa County provides services in a safe environment, complies with those laws and regulations which require Iowa County to conduct criminal background checks on applicants as a condition of employment for certain positions and complies with those laws and regulations which prohibit discrimination against job applicants and current employees based upon arrest and conviction records which cannot be lawfully considered when making employment decisions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees and volunteers.

3. POLICY:

A criminal background check shall be performed on each new hire for an Iowa County position or volunteer. Criminal background checks shall be conducted on candidates recommended for hire prior to the extension of an offer of employment or volunteer assignment by the Employee Relations Director or his/her designee.

A. Definitions

- a. Arrest Record: Information indicating that an individual has been arrested, apprehended, taken into custody, detained, questioned, held for investigation, charged, or tried.
- b. Conviction Record: Information indicating that, pursuant to any law enforcement or military authority, an individual has been:
 - i. Convicted of any felony, misdemeanor or other offense;
 - ii. Less than honorably discharged
 - iii. Fined;
 - iv. Imprisoned;
 - v. Paroled;
 - vi. Placed on probation;
 - vii. Placed in a Deferred Prosecution Program or
 - viii. Placed on extended Supervision
- c. Criminal Charge: A Criminal complaint, information or indictment filed in a state, federal, tribal or military court of law.

- d. Criminal Conviction: A conviction punishable by a state, federal, military, tribal, or local law enforcement or correction agency.

B. Wisconsin Caregiver Law

Wisconsin law requires criminal history background checks on persons responsible for care, safety, and security of children, and vulnerable adults. This mandate includes licensed individuals, employees, prospective employees and other specified persons affiliated with care giving entities or providers. Criminal convictions related to the harm of another human being are generally a bar from employment for positions within health care settings. Iowa County is bound to check applicant's criminal history before hire and the criminal history of current employees at least every four (4) years. Iowa County requires to conduct caregiver criminal background checks of applicants who, if hired, will have unsupervised access to vulnerable populations due to their positions with Iowa County.

C. Special Circumstances

Certain Iowa County departments, such as the Iowa County Sheriff's Office, District Attorney's Office and Information Technology Department have developed an enhanced background check process.

4. REFERENCES:

Wisconsin Statute: 111.335

The Caregiver Law: Wisconsin Statute 50.065

5. PROCEDURES:

A. Notices on Job Postings

Employee Relations will be responsible for including the following notice in job positions: "Applicants are subject to a criminal background check".

B. Conducting Criminal Background Checks

Criminal background checks will be conducted and managed within the Employee Relations Department. Background checks will be completed by utilizing the Wisconsin Department of Justice, Crime Information Bureau electronic database.

Out of State Background Checks: Iowa County will check out-of-state backgrounds if the applicant is not a resident of Wisconsin, or if at any time within three (3) years preceding the date of search, the applicant has not been a resident of Wisconsin, Iowa County shall make a good faith effort to obtain from any state in which the applicant is a resident or was a resident.

Fingerprint Background: When Fingerprint background checks need to be completed, Iowa County will provide this check.

Iowa County recognizes that databases may include information that is irrelevant to the employment decision-making process. For example, some databases include information about arrests where the charges have been dismissed/dropped as well as information about civil cases such as divorces and financial suits. However, it is the policy of Iowa County not to consider such information when making employment decisions.

C. Determining if a Criminal Record is Substantially Related to the Position
Everyone is presumed innocent until guilt is proven beyond a reasonable doubt, Iowa County will not hold arrests that do not result in a conviction or a plea agreement against an employee or applicant. Furthermore, Iowa County recognizes that the existence of a conviction is not always an automatic exclusion from employment. Therefore, it is the policy of Iowa County to review each applicant's/employee's criminal background on an individual, base-by-base basis, using the following factors to determine whether there is a substantial relationship between the pending charge or conviction and the position.

- a. The offense(s) themselves, in particular, the nature and severity of the offense(s), including but not limited to:
 - i. The statutory elements of the offense(s) (including the requisite level of intent) and where these elements are related to the position;
 - ii. The amount of time which has elapsed since the last offense occurred;
 - iii. The number of offense(s) and whether there is a pattern;
 - iv. The type(s) of offense(s) (i.e. felony, misdemeanor, traffic, other);
 - v. Whether the State or Federal government has determined that the nature of the offense(s) must be or may be treated as a complete bar to employment in the position.
- b. The position itself, and in particular, the duties, responsibilities and circumstances of the position, including, but not limited to:
 - i. Whether the duties, responsibilities and circumstances of the position offers opportunities to commit new offenses;
 - ii. The level and scope of the position's autonomy/discretionary authority and supervision by superiors;
 - iii. The level and scope of the position's responsibility to supervise subordinate staff;
 - iv. The level and nature of the position's contact with the general public;
 - v. The extent to which the job requires the trust and confidence of the general public and/or public officials;
 - vi. The sensitivity of the data or records for which the position is responsible and/or to which the position has access.

- c. The individual himself/herself, and in particular, the individual's age at the time of the offense(s), his/her record of behavior in other circumstances, and performance in other recent jobs.

Once the criminal background check is completed, is the policy of Iowa County to review the results and act as follows:

1. If no criminal, record found, then the applicant progress to the next stage of the application process. Iowa County may offer an appointment contingent upon the successful completion of a criminal background check; in these contingent offers, it does need to be stated that the offer will be withdrawn or terminated if the results of the individual's criminal background check are unacceptable.
2. If the criminal background check discloses a criminal history, but, using the criteria set forth in Section 3 (C), there is not a substantial relationship between the offense(s) and the position, then the applicant progresses to the next stage of the hiring process.
 - a. If a criminal background check is disclosed, the Employee Relations Director will inform the applicant/individual of his or her right to obtain and challenge that record by providing them the resource of CIB Form DJ-LE-247 which is available on the Wisconsin Department of Justice website or by calling 608-266-7314.
3. If the criminal background check discloses a criminal history, and, using, the criteria set forth in Section 2 (C), there is a substantial relationship between the offense(s) and the position, the Employee Relations Director or his/her designee will inform the applicant of the contents of the record check, inform the applicant that Iowa County has determined that there is a substantial relationship between the offense(s) and the position and inform the application of the non-selection decision.
4. Recordkeeping. All information gathered during a criminal background check will be shared on a "need to know" basis and will be kept in the recruitment folder and/or personnel file. If a Federal Criminal History Record Information (CHRI) is no longer needed, the documents will be shredded by authorized personnel.

D. Security and Authorized Users

- a. Training: Individuals who are authorized to perform the background checks are required to participate in the Basic Security training with six months of initial assignment and every two years after initial assignment. Completion of training needs to be filed with the Employee Relations Director.
- b. Use of Computer: Individuals who have access to perform background checks will only be allowed to access background checks on Iowa County computers in secure settings. No personally owned or publicly accessible devices for accessing, processing, storing or transmitting CHRI.
- c. Misuse of Criminal History Record Information: Using CHRI for any purpose other than what is allowed by state statute or federal code is prohibited.
 - i. If misuse of CHRI is suspected, Iowa County will start an investigation.
 - ii. If misuse of CHRI is substantiated, the Iowa County authorized user who committed the misuse, will lose his/her usage privileges and may be subject to disciplinary action including up to termination.
 - iii. Iowa County is authorized to report all misuse of CHRI to the Wisconsin Department of Justice. FBI CJIS Security Policy 5.12.4 Personnel Sanctions, FBI-CJIS Security Policy 5.1.1.1 Information Handling.
 - iv. Individuals who observe or are aware of misuse of CHRI, need to provide notice to the Employee relations Director and the County Administrator.



Child Support Background Check

Date Originated: 6/18/2019
Date of Modifications:
Policy Number: **426.1**

1. **PURPOSE:** This policy outlines the requirements for a personnel security program for child support staff and other personnel who access to Federal Tax Information (FTI)
2. **ORGANIZATIONS AFFECTED:** This policy applies to all employees of the Iowa County Child Support Agency
3. **POLICY:** Before permitting access to Federal Tax Information (FTI) and, at least, every **5** years thereafter, the CSA or an agency designated under Wis. Stats. s. 66.05015 must complete an IRS Pub.1075 compliant background investigation and apply the identified favorable adjudication standards to make the suitability determination required by IRS Pub.1075.

Currently Employed Subjects:

1. Initial IRS Pub. 1075 compliant background investigations for current subjects must be conducted and completed by September 30, 2019, which is twelve months after the effective date of 2017 Wisconsin Act 154 (October 1, 2018). The FBI fingerprint criminal background checks component of a required IRS Pub.1075 compliant background investigation may begin on the publication date of Child Support Bulletin (CSB) 18-11, released December 6th, 2018.

2. Subsequent IRS Pub.1075 compliant background investigations for subjects must be initiated at least every **4** years and 6 months from the completion date of the previous IRS Pub.1075 compliant background investigation. The CSA or an agency designated under Wis. Stat. s.66.05015 shall be responsible for monitoring when a subsequent IRS Pub.1075 compliant background investigation is due for subjects.

New Subjects:

In recognition of the transition period that CSAs will need to implement the "Background Investigation Process," any new subject hired after October 1, 2018, will be considered a current subject in terms of the required timeline; therefore, their background investigation must also be completed no later than September 30, 2019. However, when a CSA has established their "Background Investigation Process," and it is fully functional, then new subjects hired after that date, will need to be successfully adjudicated before they are granted access to FTI. Favorably adjudicated background investigations must be completed before submitting the Request for Access to FTI.

4. **REFERENCES:**
Policy 426, Wisconsin State Statutes 11 and 66.0515, and IRS publication 1075

5. PROCEDURES:

The IRS requires Minimum Protection Standards (MPS) to include two barriers or more between the FTI and those not authorized FTI access. By complying with the MPS standards, CSAs can assure that any individual who is not authorized FTI access and is co-located in the CSA will not have access to FTI. Therefore, providing a CSA maintains MPS those without FTI access will not need to participate in the background investigation process.

- A. Each CSA will need a Background Check Coordinator, who is a CSA designated individual that facilitates the background investigation process. The Background Check Coordinator will serve as a point of contact for BCS for future communication. The coordination of the background investigation process may involve multiple people: Human Resources, Legal, etc. The Background Check Coordinator will likely not complete all the tasks involved in the process they will help facilitate the process to ensure that the process is completed. Once it has been determined that the subject/individual will have access to FTI, then all information necessary to conduct the Pub.1075 compliant background investigation must be obtained from the subject or potential subject as detailed in the steps below.

- 1. Obtain Federal Bureau of Investigations (FBI) and Department of Justice (DOJ) background checks by submitting fingerprints to DOJ and the FBI via the vendor (currently FieldPrint). The Background Check Coordinator will provide necessary fingerprint submission information to the subject or potential subject for whom the Pub.1075 compliant background investigation is being conducted.

- 2. Check with local law enforcement agencies for any non-Wisconsin jurisdictions in which the subject or potential subject has lived, worked, or attended school within five years from the date of the Pub.1075 compliant background investigation by utilizing processes appropriate to the candidate's circumstances.

- 3. Determine eligibility to work in the United States.

- a) For new employees only, validate the candidate's eligibility to work legally in the United States (e.g., a United States citizen or foreign citizen with the necessary authorization). This will include:

- i) Completion of USCIS Form I-9.

- ii) Within three (3) days of completion of Form I-9, process the newly hired employee through E-Verify.

- b) For new contractors or subcontractors, the contracting agency will be required to provide documentation validating the candidate's eligibility to work legally in the United States.

B. Suitability Determination

The IRS does not identify the specific background check favorability standards to which agencies must adhere. The Wisconsin Fair Employment Act (Wisconsin §111.31) does not allow discrimination based on arrests, convictions, or pending charges unless a substantial relationship exists between a conviction, pending charge, and the duties of the job. As outlined below, CSAs should consider a

multitude of factors when assessing returned results. A subject shall be determined suitable to have FTI access if all of the following inquiries are favorably adjudicated by the Background Check Coordinator and/or Human Resource representative, according to the related favorable adjudication standards:

1. FBI criminal background check.

a) A subject's FBI criminal background check will be favorably adjudicated if the subject has no criminal history substantially related to the position for which they are being considered, as determined pursuant to Wis. Stat. § 111.335.

b) A subject may not be discriminated against on the basis of a pending charge and/or conviction record unless there is a substantial relationship between the circumstances of the pending charge and/or conviction and the duties and responsibilities that the position requires.

c) The purpose of the substantial relationship test is to assess whether the subject's tendencies and inclinations to behave in a certain way within a particular context are likely to reappear later in a related context, based on the traits revealed in the test.

2. In determining whether a substantial relationship exists, the following factors can be considered, along with other factors relevant to a specific position:

i. The Position:

1. The nature and scope of public or client contact required by the position. The nature and scope of the position's discretionary authority and degree of independence in judgment relating to decisions or actions that affect the public or clients.
2. The extent to which acceptable job performance requires public or client trust or confidence.
3. The amount and type of supervision received in the position.
4. The amount and type of supervision provided by the position to subordinate staff, if any.
5. The sensitive nature of the data or records maintained.
6. Whether the position includes fiduciary responsibilities.
7. Whether the position is one that the Legislature has determined that certain offense(s) bar the subject from employment.
8. The nature and scope of the position, including key access to facilities, access to cash, or access to vulnerable populations.

ii. The Offense:

1. Whether intent is an element of the offense.
2. Whether the elements of the offense are substantially related to the job duties.

3. Whether the circumstances of the pending charge or conviction arose out of an employment situation.
4. Whether the offense is one that under Federal or State law is a bar to employment for the specific job.
5. The statutory elements of the offense.

iii. The Person:

1. The age of the person at the time of the offense.
2. How recent the offense occurred.
3. Whether there are patterns or reoccurrences of offense(s).
4. Whether the person completed a rehabilitation program.
5. The seriousness and nature of the violation in relation to the duties and responsibilities of the position.

3. Check with local law enforcement agencies for any identified arrests.

a) For subjects who have lived, worked, or attended school **only** in Wisconsin for the past five years, information obtained through the WI-DOJ criminal background check will be considered, along with information obtained from the FBI background check and any supplemental information obtained by the Background Check Coordinator and/or Human Resource representative in determining whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.

b) For subjects who have lived, worked or attended school in states **other than** Wisconsin during the past five years, the Background Check Coordinator and/or Human Resource representative must check with local law enforcement agencies that are the equivalent of DOJ, in each state where the candidate has lived, worked or attended school or obtain that information from a third party vendor. Information obtained about arrests with pending charges or convictions in other states will be considered along with information obtained from the FBI background check and any supplemental information obtained by the Background Check Coordinator and/or Human Resource Personnel in determining whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.

c) Only information about arrests related to currently pending charges and/or convictions may be considered.

4. This applies only to new employee's eligibility to work legally in the United States.

a) Determination that the individual is a United States citizen; or

b) Determination that the individual is legally eligible to work in the United States.

C. Providing Background Investigation Results to a Subject

1. The Background Check Coordinator or Human Resource representative, if requested, will provide the subject for whom a Pub.1075 compliant background investigation is conducted with all information required by law about the results of a component of the background investigation. Under the Fair Credit Reporting Act an employer must provide a candidate against whom they intend to take adverse action with a copy of their report.
2. The Background Check Coordinator, or Human Resource representative, will provide the subject for whom a Pub.1075 compliant background investigation is conducted with timely information about challenge or appeal rights available for each component of the investigation that may preclude the Background Check Coordinator and/or Human Resource representative from determining that the subject is suitable to access FTI.

AGENDA ITEM COVER SHEET

Title: Remove Policy 414.1 Families First Coronavirus Response Act

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

This policy and Federal Act is no longer an active Act/law.

RECOMMENDATIONS (IF ANY):

Remove Policy 414.1

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

NA

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:

AGENDA ITEM COVER SHEET

Title: Consider Reclassification of Jail Administrator to Sheriff's Operations Lieute

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Currently the Sheriff's Office has had a vacant Jail Administrator position since the first of the year. Sheriff's Office Management would like to reclassify the Jail Administrator to a Lieutenant position as it will encompass all operations of the Sheriff's Office to include Dispatch, Jail and Patrol divisions.

Lieutenant position was classified as a Grade N

RECOMMENDATIONS (IF ANY):

Approve the Lieutenant reclassification at Grade N

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

FISCAL IMPACT:

No 2023 budget increase, an increase in Jail Admin position on new class/comp Study.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Operations Lieutenant			
DEPARTMENT / SECTION: Sheriff's Office		DATE REVIEWED: Nov. 2022	
TITLE OF IMMEDIATE SUPERVISOR: Iowa County Sheriff		GRADE:	
JOB SUMMARY: This is a non-represented, sworn supervisory and administrative position. Under the direction of the Iowa County Sheriff or Chief Deputy, the Operations Lieutenant supervises and directs the operations of the Iowa County Jail, Dispatcher and oversees Patrol Division. The Operations Lieutenant is directly accountable to the Sheriff and under direct supervision of the Chief Deputy for the implementation of all Sheriff's orders, policy implementation, and direction concerning the operation of the Sheriff's Office, which includes authority to direct and assign work in the Sheriff's Office.			
TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Responsible for detecting and preventing crime and enforcing Federal, State and Local Laws and/or Ordinances		
2	Directs operations of the Patrol, Corrections, and Dispatch Divisions under the direction of the Sheriff or Chief Deputy.		
3	Perform any other duties and complete any special assignments as directed by Sheriff and/or Chief Deputy.		
4	Reviews Briefings and incident/accident reports.		
5	Participates in the hiring, evaluation, promotion, and discipline of staff under their command.		
6	Writes orders, directives, and memos to Patrol, Corrections and Dispatch Division Staff		
7	Oversees Patrol, Corrections and Dispatch scheduling and staffing, including payroll and authorizing leave/vacation time.		
8	Manages and coordinates the highway safety grants.		
9	Makes necessary court appearances, making appropriate preparation as necessary, including court testimony.		
10	Directs and controls investigations confidentially.		
11	Cooperates with local, state & federal law enforcement agencies and		

	departments in order to facilitate and coordinate pending case work.		
12	Serves Criminal Process and Civil Process documents, including Summons, Warrants, and Court Orders.		
13	Act as a liaison with the District Attorney's Office, Attorney General's Office the Department of Social Services or other intake agencies in order to ensure proper case preparation and prosecution.		
14	Reviews and compares work performance and or products of subordinate staff with established standards to determine employee production levels, training needs and to recommend and approve appropriate personnel actions such as promotions, commendations, discipline, status changes, discharge. Hears, resolves or refers labor grievances. Conduct internal and public complaint investigations.		
15	Manage contracted services within division. These contracts include: out of county inmate housing, mental health, inmate food service, health care, inmate commissary service and alcohol and drug abuse screening.		
16	Assists in budget development and recommendations. Analyzes manpower, supply and equipment needs. Projects inmate population and budget impacts.		
17	Shall respond to recall to work outside of their regular schedule of work hours.		
18	Attends training and meetings as assigned or mandated.		
19	Consults with regional jail inspector regarding jail security issues and providing written response to annual jail inspection reports.		
20	Oversee and ensure that inmates are informed of jail rules, proper inmates release dates are accomplished and inmates are properly classified.		
21	Oversees prisoner escorts and transports to and from the Iowa County Law Enforcement Center or other facilities and court.		
22	Demonstrates consistent ethical behavior.		
23	Represents the department in various meetings and conferences when required.		
24	Must demonstrate regular and dependable attendance.		
25	Makes policy and procedure decision when questions arise in the absence of the Sheriff or Chief Deputy.		
26	Perform any other duties and complete any special assignments as directed by Sheriff and/or Chief Deputy.		
	<u>Demonstrated Experience and Skills Required.</u> 1. No convictions of any Federal Felony or an offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon. 2. No convictions of a domestic related offense. 3. Free from any physical or mental conditions which might adversely affect performance of duties as a law enforcement officer. 4. Must not be prohibited from possessing a firearm by state or federal laws. 5. Demonstrates consistent ethical behavior. 6. Must possess valid Wisconsin Driver's License. 7. Must be able to maintain automobile liability insurance. 8. Must be bondable. 9. Must have considerable knowledge of the rules of evidence, laws or arrest, search and seizure and all relevant statutory and constitutional guidelines and		

	issues. 10. Must have considerable knowledge of Federal, State, County and local statutes and Ordinances. 11. Must have ability to safely use firearms and <u>MUST</u> qualify for firearms courses offered throughout the year while continuing employment with Department. 12. Ability to work under stress and pressure. 13. Ability to handle and control suspects, prisoners and other persons. 14. Must have knowledge of social conditions of a rural-urban setting. 15. Ability to establish and maintain effective working relationship with peers, subordinates, supervisors other law enforcement officials and the public. 16. Ability to exercise and demonstrate professionalism, appropriate dress, positive attitude, good judgment, integrity, discretion, dependability and enthusiasm. 17. Ability to follow direction from a person assigned as a supervisor or the District Attorney when involving a case investigation. 18. Ability to plan, organize, prioritize and follow through on an appropriate course of action. 19. Excellent verbal and written communication skills. 20. Ability to gather information and to compile clear and concise reports. 21. Ability and willingness to supervise others. 22. Ability and skill to manage, direct and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and without creating hostility or rebellion. 23. Ability to make appropriate decisions quickly. 24. Ability to think and act quickly, accurately and calmly under ever-present stressful emergency situations. 25. Knowledge of federal, state, and county laws relating to jail operations. 26. Certification in CPR and CCR and other basic first aid techniques. 27. Knowledge and proficiency in the use of all patrol, corrections and dispatch equipment. Mathematical Ability • Ability to calculate percentages, fractions and decimals. • Ability to calculate volume, ratios, spatial relationships. • Ability to interpret basic descriptive statistical reports. Judgment and Situational Reasoning Ability • Ability to use functional reasoning development in proposing policies and performing functions within influence systems such as associated with leading, teaching, directing and controlling. • Ability to apply situational reasoning by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory judgmental criteria.		
	<u>Minimum Qualifications</u> A minimum of 2 year Associate Degree from an accredited Technical School or 60 credit hours from a College or University in Police Science, Criminal Justice or waiver of requirement by State of Wisconsin Department of Justice-Training and Standards.		

	A minimum of 5 years' experience as a corrections officer/dispatcher; or 2 years of correctional officer experience with associates degree in police science or a degree in criminal justice. A minimum of 2 years of Law Enforcement experience. Must be certified or certifiable as a Jail Officer. Must be certified or certifiable by Wisconsin Training and Standards for a Patrol Deputy position. Supervisory experience preferred. Must be a citizen of the United States.		
	<u>Conditions of Employment</u> Physical Requirements Ability to operate equipment and machinery requiring simple, periodic adjustments, such as motor vehicles, two way radio and other communications devices, computer keyboard, photocopier, restraint devices, intoxilyzer, records management and other computer software programs and common tools. Ability to exert moderate to heavy physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to escalate physical exertion from minimum to maximum instantaneously when necessary to subdue/restrain individuals. Ability to recognize and identify degrees of similarity or difference between characteristics of colors, forms, sounds tastes, odors and textures associated with job-related objects, materials and ingredients. Environmental Adaptability Ability to work under potentially unsafe and uncomfortable conditions where variations or extremes in environmental factors such as temperature, smoke, toxic agents, violence, noise, vibrations, wetness, disease and or dust that can cause discomfort and where there is a risk of injury. Iowa County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.		

DATE: _____		EMPLOYEE SIGNATURE: _____	
DATE: _____		DEPARTMENT HEAD SIGNATURE: _____	
DATE: _____		COUNTY ADMINISTRATOR APPROVAL: _____	

AGENDA ITEM COVER SHEET

Title: Consider Sheriff's Office Cook Classification

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The Job Description has been finalized for the Sheriff's Office Cook position and sent for Classification.

Recommended Grade Classification of E.

RECOMMENDATIONS (IF ANY):

Approve position classification at Grade E

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

FISCAL IMPACT:

In 2023 staff operation cost - \$84,806.77

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Cook

DEPARTMENT / SECTION: Sheriff's Office

DATE REVIEWED: 2023

TITLE OF IMMEDIATE SUPERVISOR:

GRADE: E

JOB SUMMARY:

The purpose of this position is to perform, service, cleanup of food preparation tasks for inmates of the Iowa County Sheriff's Office and any outside Contracts.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Review menus, food quantities, recipes, food inventory, and reviews and discusses serving procedures and handling with Supervisor on a daily basis for breakfast, lunch, dinner and outside contract meals.		
2	Performs food preparation tasks including advanced thawing meats, combines ingredients according to recipes and requires quantities, bakes items, cooks soups, prepares desserts, etc. According to general and specific menus.		
3	Maintains safe food handling and storage procedures and practice. Monitors and performs cleaning duties including: food preparation surfaces, utensils, equipment pots, pans and trays.		
4	Assists with receiving, inventory and storage of food and dietary supplies.		
5	Works as a team with co-workers and provides for resident needs to ensure resident satisfaction. Provides support for team members to ensure all tasks are completed correctly. Provides high standards in job performance to ensure quality of care for all residents.		
6	Prepare and serve meals that are palatable, and at proper temperatures.		
7	Prepare food by methods that conserve nutritive value.		

	using simple tools. • Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movement such as cutting, tightening, inserting and mixing. This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.		
DATE: _____ EMPLOYEE SIGNATURE: _____ DATE: _____ DEPARTMENT HEAD SIGNATURE: _____ DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____			

AGENDA ITEM COVER SHEET

Title: MHTC Agreement for Services to portions of Iowa County

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

In 2022, Iowa County and MHTC applied for and won a \$5,979,000 grant for the installation of fiber internet services in various portions of the Town of Brigham. The total project will cost \$7,972,400. The Iowa County commitment was \$597,930 of ARPA funding. The attached agreement codifies this transaction and how funding is paid from Iowa County to MHTC.

RECOMMENDATIONS (IF ANY):

Staff recommends approval of the attached agreement

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Agreement between MHTC and Iowa County.

FISCAL IMPACT:

The County Board has already voted on the payment. This agreement does not cost additional dollars.

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 PLAN AGREEMENT

This **BROADBAND EXPANSION PLAN AGREEMENT** ("**Agreement**") is made and entered into this ____ day of April, 2023, by and between IOWA COUNTY, WISCONSIN (the "**County**"), a political subdivision of the S State of Wisconsin with its principal office located at 222 North Iowa Street, Dodgeville, Wisconsin, 53533; and MH Telecom, LLC, doing business as MHTC, a Wisconsin corporation ("**MHTC**"), certified by the Public Service Commission of Wisconsin ("**PSCW**") as an Alternative Telecommunications Utility to provide telecommunications service in Wisconsin with its principal office located at 305 North Iowa Street, Dodgeville, Wisconsin, 53533 (collectively, the "**Parties**").

WHEREAS, the Iowa County Board of Supervisors has declared that the economic activity and public benefits likely to occur as a result of the development and deployment of a reliable, affordable, high-speed broadband network throughout Iowa County constitutes a valid public purpose; and

WHEREAS, Iowa County, a certified Broadband Forward! Community, seeks to promote the development of high-speed broadband services to unserved and underserved areas within its boundaries and believes that cooperation with private-sector partners is necessary for the development of a county-wide broadband network that meets the needs of the County, its residents, and its businesses; and

WHEREAS, on March 15, 2022, Iowa County entered into a Memorandum of Understanding with MH Telecom, LLC, doing business as MHTC, establishing a public-private partnership ("**PPP**") to facilitate the deployment of affordable, reliable, high-speed internet service throughout Iowa County ("**MOU**"); and

WHEREAS, pursuant to the MOU and in furtherance of the Grant Application Projects, MHTC, with Iowa County as its public partner, prepared grant applications to submit to the Public Service Commission of Wisconsin ("**PSCW**"); and

WHEREAS, Iowa County, through Resolution No. 8-322, adopted on March 15, 2022, agreed to provide a matching funds contribution in the amount of Five Hundred Ninety-Seven Thousand Nine Hundred Thirty and 00/100 Dollars (\$597,930.00) for the portion of MHTC Project 1 geographically located in Iowa County.

WHEREAS, on July 28, 2022, the Public Service Commission of Wisconsin approved MHTC's Grant Application for MHTC Project 1 geographically located in Iowa County, referred to by the PSCW as "Towns of Arena and Brigham — Phase 2 Project," with Iowa County as a PPP partner, and awarded MHTC a FY 2022 Broadband Expansion Grant for this project under docket 5-BF-2022 in the amount of Five Hundred Ninety-Seven Thousand Nine Hundred Thirty and 00/100 Dollars (\$5,979,300.00); and

WHEREAS, the terms and conditions of this Agreement shall describe the procedures for the payment of the County's grant contribution for this MHTC Iowa County broadband expansion 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 regarding the payment of Iowa County matching grant contribution funds for the MHTC "Towns of Arena and Brigham - Phase 2 Project" in Iowa County. Both Parties agree that the terms and conditions required by the PSCW concerning this project will be complied with by MHTC and County, and the PSCW terms will take priority over any terms and conditions agreed to by 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. 8-322, Approving County Contribution.
- 4) MHTC Project 1 scope (also known as “Towns of Arena and Brigham - Phase 2 Project”).
- 5) Agreement between PSCW and MHTC dated as of July 28, 2022.

[Signature Page Follows]

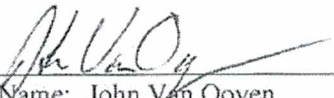
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first referenced above.

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 Project 1 (also known as "Towns of Arena and Brigham – Phase 2 Project") (the "**Project**").
- 2.0 **Contribution.** Subject to this Agreement, the County will contribute Five Hundred Ninety-Seven Thousand Nine Hundred Thirty and 00/100 Dollars (\$597,930.00, 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 submit a final Request for Payment to County no later than thirty (30) days after the completion of the Project. No additional Requests for Payment shall be submitted to County after this time.
 - 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 Five Hundred Ninety-Seven Thousand Nine Hundred Thirty and 00/100 Dollars (\$597,930.00).
 - 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 In the event of any litigation arising out of this Agreement, the prevailing party will be entitled to recover all expenses and costs incurred, including reasonable attorneys' fees.
- 3.9 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.

* * * * *

AGENDA ITEM COVER SHEET

Title: Resolution- Recommending 2022 Budget Amendments for Various Dept.

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Budget amendment to increase the expenditure and revenue budgets for various departments

RECOMMENDATIONS (IF ANY):

Approve the 2022 budget amendments

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution Recommending 2022 Budget Amendments for Various Departments

FISCAL IMPACT:

None

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. 6-0523
Resolution Recommending 2022 Budget Amendments for Various Departments

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the County Board approved the 2022 Iowa County Budget on November 9, 2021, and the budget adoption is considered authorization and Department Heads shall have the authority to expend or receive funds within their respective budgets without regard to specific line items.

WHEREAS, the County Board realizes that budget amendments are necessary and the following increases revenue budgets and expenditure budgets for the accounts listed below for the year ending December 31, 2022; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Iowa County Board of Supervisors adopts the recommendations and approves the budget amendments of the following accounts. 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.

<u>REVENUE</u>	<u>Amount of Increase</u>	<u>EXPENSE</u>	<u>Amount of Increase (Decrease)</u>
Clerk of Courts:			
100.04.43520.00000.000	\$ 1,672.00		
Court Interpreter Grant			
100.04.45140.00000.000	\$22,515.19	100.04.51220.00000.790	\$ 3,744.40
Circuit Court Fees & Costs		GAL Expense	
100.04.45160.00000.000	\$ 1,794.74	100.04.51220.00000.210	\$ 30,499.74
Family Court Counseling		Special Counsel	
100.04.45180.00000.000	\$ 7,068.42	100.04.51220.00000.212	\$ 3,041.10
Court Fees – Special Counsel		Family Court Counseling	
100.04.46143.00000.000	\$15,687.39	100.04.51240.00000.110	\$ 7,273.64
GAL Fees Collected from Public		Family Court Commissioner Wages	
100.04.46144.00000.000	\$ 1,226.90	100.04.51260.00000.340	\$ 12,289.50
Copy Fees Collected by County		Witness, Bailiff, Court Costs	
100.04.48600.00000.000	\$ 6,883.74		
Miscellaneous Revenue			
	Total Clerk of Court		\$56,848.38
Coroner:			
100.10.46100.00000.000	\$ 4,800.00	100.10.51270.00000.256	\$ 4,800.00
Coroner Fees		Autopsies	
District Attorney:			
100.24.43525.00000.000	\$ 5,050.81	100.24.51310.00000.273	\$ 5,050.81
Victim/Witness Grant Revenue		Court Costs	
Environmental Services:			
100.34.48300.00000.000	\$ 1,594.27	100.34.51600.00000.216	\$ 1,594.27
Sale of Property – Small Items		Courthouse Janitorial	
County Insurance:			
100.36.47414.00000.000	\$ 3,850.00	100.36.51950.00000.511	\$ 3,850.00
Revenue from Depts Liability Insurance		Property & Liability Insurance	

Resolution No. 6-0523

Resolution Recommending 2022 Budget Amendments for Various Departments

Sheriff's Department:

100.02.51410.00000.341	\$89,045.00	100.40.52120.00000.115	\$ 63,648.67
Contingency – Wage Increases		Patrol Overtime	
100.40.46204.00000.000	\$14,446.71	100.40.52710.00000.115	\$ 25,396.33
Bracelet Monitoring Charges		Corrections Overtime	
100.40.46205.00000.000	\$23,394.62	100.40.52710.00000.221	\$ 41,774.26
Dept-Corrcrtns 90 Day Holds		Utilities	
100.40.46240.00000.000	\$125,483.14	100.40.52120.00000.351	\$ 18,118.00
Holding Other Cty Prisoners		Gas/Oil	
		100.40.52710.00000.341	\$ 72,026.55
		Prisoner Keep	
		100.40.52710.00000.344	\$ 15,819.41
		Supplies	
		100.40.52710.00000.347	\$ 15,586.25
		Prisoner Bracelet Expense	

Total Sheriff's Department \$252,369.47

Iowa County Airport:

262.07.46340.00000.000	\$ 15,782.36	262.07.53510.00000.351	\$ 15,782.36
Fuel Sales		Fuel for Airplanes	

Adopted this 16th day of May, 2023.

John M. Meyers
Iowa County Chairman

ATTEST:

Kristy K. Spurley
Iowa County Clerk

AGENDA ITEM COVER SHEET

Title: Resolution- 2022 Transfer of Funds from the General Fund Balance

☒ 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 in 2022 from the Iowa County General Fund Balance to cover expenditures in excess of Budget.

RECOMMENDATIONS (IF ANY):

Review and Approve of the Transfer

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution of Recommending Transfer of Funds from the Iowa County General Fund to cover Expenditures in Excess of Budget.

FISCAL IMPACT:

Transfer of \$167,328.93 from the General Fund Balance to seven departments as listed in the resolution

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. 7-0523

Resolution Recommending Transfer of Funds from the Iowa County General Fund to cover Expenditures in Excess of Budget for 2022

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS

WHEREAS, there were departments that exceeded the adopted budget for the year and funds will be transferred to that department to cover the excess expenditures, and;

NOW, THEREFORE, BE IT RESOLVED THAT: it is recommended to the Iowa County Board of Supervisors a transfer of funds from the Iowa County General Fund to cover the Expenditures in Excess of Budget by Department in the following 2022 accounts:

Coroner

100.10.51270.00000.110	\$ 1,349.62
Salaries	
100.10.51270.00000.111	\$ 2,400.00
Cremation Wages	
100.10.51270.00000.151	\$ 287.27
Social Security & Medicare	
100.10.51270.00000.156	\$ 283.83
Workers Comp Benefits	
100.10.51270.00000.221	\$ 40.61
Utilities	
100.10.51270.00000.256	\$ 3,305.00
Autopsies	
100.10.51270.00000.332	\$ 966.21
Cremation Wages	
100.10.51270.00000.339	\$ 1,838.21
Removal and Transport	
100.10.51270.00000.340	<u>\$ 275.00</u>
Operating Expense	
Total Coroner	\$ 10,745.75

County Administration

100.12.51410.00000.110	<u>\$ 2,935.88</u>
Salary	
Total County Administration	\$ 2,935.88

Economic Development

100.14.56710.00000.211	\$ 587.85
SW Regional Planning	
100.14.56710.00000.345	\$ 159.63
Hidden Valley Dues	
100.14.56710.00000.795	<u>\$ 1,125.00</u>
Economic Initiatives Exp	
Total Economic Development	\$ 1,872.48

Environmental Services

100.34.51600.00000.216	\$ 5,210.25
Courthouse Janitorial	
100.34.51600.00000.221	\$ 4,331.23
Courthouse Utilities	
100.34.51600.00000.222	\$ 1,353.34
Courthouse Fire Protection	
100.34.51600.00000.225	\$ 1,096.61
Cell Phone Charges	
100.34.51600.00000.246	<u>\$ 5,979.17</u>
Courthouse Grounds Parking Lot	
Total Environmental Services	\$17,970.60

Sheriff's Department

100.40.52110.00000.110	\$ 5,041.92
Sheriff Administration Salaries	
100.40.52120.00000.111	\$ 5,148.20
Part-time Patrol Wages	
100.40.52120.00000.113	\$ 7,529.21
Court Bailiffs Wages	
100.40.52610.00000.115	\$ 7,590.27
Dispatch Overtime	
100.40.52710.00000.115	<u>\$34,069.41</u>
Corrections Overtime	
Total Sheriff's Department	\$59,379.01

Emergency Management

100.78.52500.00000.154	\$14,690.29
Health & Dental Insurance	
100.78.52500.00000.221	\$ 1,212.88
Utilities	
100.78.52500.00000.325	\$ 47.80
Training	
100.78.52500.00000.329	<u>\$ 1,668.05</u>
Preparedness and Outreach	
100.78.52500.00000.341	\$ 1,017.31
SARA Program Expenses	
100.78.52500.00000.347	\$ 858.24
Field Equipment Expense	
100.78.52500.00000.350	\$ 328.80
Equipment/Vehicle Maintenance	
100.78.52502.00000.319	<u>\$ 304.60</u>
Office Supplies COVID-19	
Total Emergency Management	\$20,127.97

Highway Department

710.70.53110.00000.110	\$14,485.23
Highway Administration Wages	
710.70.53190.00000.110	\$ 7,685.25
Patrol Supervision Wages	
710.70.53191.00000.110	\$ 6,161.49
Highway Adm – Supervision Wages	
710.70.53230.00000.110	\$ 4,984.93
Shop Operations Wages	
710.70.53240.00000.110	\$ 8,095.10
Machinery Operations Wages	

710.70.53270.00000.110	\$11,082.96
Building & Grounds Operations Wages	
710.70.53312.00000.110	<u>\$ 1,802.28</u>
Winter Maintenance Wages	
Total Highway Department	\$54,297.24

TOTAL

\$167,328.93

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT: The Iowa County Board of Supervisors adopts the recommendations of the Executive Committee and approves the transfer of funds from the General Fund to cover the expenditures in excess of budget by department. 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 16th day of May, 2023.

John M. Meyers
Iowa County Chairman

ATTEST:

Kristy K. Spurley
Iowa County Clerk

AGENDA ITEM COVER SHEET

Title: Resolution-Carryover of Certain Accounts from 2022 to 2023

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Resolution: Carryover of Certain Accounts from 2022 to 2023

RECOMMENDATIONS (IF ANY):

Recommend to Approve

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution for Carryover of Certain Accounts from 2022 to 2023

FISCAL IMPACT:

Carryover over of funds at the end of 2022 to be spent in 2023. All carryovers have restrictions.

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. **8-0523**
CARRYOVER OF CERTAIN ACCOUNTS

WHEREAS, at the November 15, 2022 the Iowa County Board approved resolution 16-1122 Carryover of Certain Accounts; and

WHEREAS, the use of certain revenues is limited by externally enforceable constraints; and

NOW, THEREFORE, BE IT RESOLVED, the following is a list of each carryover with externally restrictions including the amounts to be carried forward to 2023:

Department	Carryover	Restriction	Amount
District Attorney	Crime Prevention Surcharge	Restricted funds collected from the crime prevention surcharge for grants for crime prevention purposes per resolution 4-0416	\$ 7,730.25
Register of Deeds	Remaining Redaction Fees collected but not yet spent	Redaction software that blocks out Social Security numbers on documents.	\$ 13,330.09
Land Records / GIS	Retained Fees – County Land Record Fees	Retained Fees qualified expenses per the County Land Records Modernization Plan and Wis. Ss. 59.72(5)(b)3	\$ 45,711.42
Land Records / GIS	WLIP Grant	WLIP grant agreement and Wis. Ss. 16.967	\$ 160,476.91
Land Records / GIS	WLIP Training Grant	Qualified expenses per WLIP grant agreement and Wis. Ss. 16.967	\$ 3,036.96
Sheriff's Department - Capital Projects Fund	Jail Assessment Fees/Funds	Statutorily restricted (Wis. Ss. 302.46(2)) Jail maintenance and improvements	\$ 151,515.30
Sheriff's Department	K-9 Donations not spent	Donations – utilized for the K-9 program only	\$ 14,889.85
Sheriff's Department	Project Life Saver Funds	Designated Funds for Project Life Saver	\$ 246.00
Sheriff's Department	Contributions from Others	Donations – Utilized at the discretion of the Sheriff's Department or directed by the donor for expenses related to the Sheriff's Department	\$ 28,856.52
Sheriff's Department	Staff Fitness Room	Donations – utilized for the Staff Fitness Room at the Law Enforcement Center	\$ 5,100.00
Sheriff's Department	Sheriff Office Staffing Reserve	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 per resolution 5-1022	\$ 104,496.06
Veterans Service Office	Donations received	Donations - Utilized at the discretion of the CVSO or as directed by the donor for expenses related to servicing the veterans	\$ 3,872.52
Veterans Service Office	Donations received for HELP Equipment	Donations - Utilized at the discretion of the CVSO or as directed by the donor for expenses related to the HELP Equipment.	\$ 210.00
Library Aids	Taxes Levied for Libraries	Library Aid Taxes levied for the promotion of County Libraries	\$ 19,577.86
U.W. Extension Office	Registration Fees for Pesticide Training and Extension Conferences	Qualified expenses related to the pesticide training and extension conferences	\$ 10,362.48
Land Conservation	Donations	Conservation Youth Education programs	\$ 295.26
Land Conservation	Multi Discharge Variance Payments from Municipalities for Phosphorus Projects	To fund on-farm practice –phosphorus reductions projects and have 2 years to use a given year's funding.	\$ 63,567.74

Land Conservation	Two-year Grant from DNR	DNR Surface Water Grant Project – streambank assessments and soil testing	\$ 1,741.93
Social Services Department	Donations	Used for the purpose designated by the donor	\$ 6,280.34
Aging and Disability Resource Center	Vehicle Trust	DOT funds for 85.21 transportation services	\$ 8,918.73
Aging and Disability Resource Center	Other Donation Trust	Donations used for the purpose designated by the donor	\$ 38,443.61
Bloomfield	Restricted Donations	Donations used for the purpose designated by the donor	\$576,651.19

Adopted this 16th day of May, 2023.

John M. Meyers
Iowa County Chairman

ATTEST:

Kristy K. Spurley
Iowa County Clerk

AGENDA ITEM COVER SHEET

Title: County Y/YZ Interchange Reconstruction Resolution

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The Public Works Committee requested the attached resolution be drafted and recommended to the Iowa County Board.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is a draft resolution as well as supporting documents with the DOT alternatives proposed for this location.

FISCAL IMPACT:

Approving this resolution does not provide for a fiscal impact to Iowa County. However in the long term, Iowa County could benefit from additional development at this intersection or be asked to contribute toward the construction costs of said interchange.

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:

Resolution No. 9-0523

**RESOLUTION PETITIONING
THE WISCONSIN DEPARTMENT OF TRANSPORTATION
TO CONSTRUCT A HIGHWAY INTERCHANGE**

WHEREAS, the Wisconsin Department of Transportation is pursuing safety improvements to the at-grade intersection located at County Highway Y/YZ and State Highway 151; and

WHEREAS, the intersection as currently designed and constructed is unsafe and has resulted in many vehicle accidents; including accidents that caused the loss of life; and

WHEREAS, the State of Wisconsin planned for a full interchange at this location when the State Highway 151 was designed and constructed; and

WHEREAS, Iowa County would like to see the safest improvement made at this interchange that offers the greatest community benefit for our commuters and community; and

WHEREAS, Iowa County has reviewed improvement proposals from the Wisconsin Department of Transportation for this intersection and judges them to reflect the lowest cost band aid approaches; and

WHEREAS, Iowa County further finds the proposed list of design alternatives for the County Highway Y/YZ and State Highway 151 intersection to be inconvenient to farm machinery, hazardous to inexperienced drivers, confusing to unfamiliar drivers, a hindrance to the economic development potential and accessibility of surrounding properties, and an overall delay tactic to avoid the much needed financial commitment for the USH 151 Backbone corridor as promised to Iowa County;

NOW THEREFORE, BE IT RESOLVED, that the Iowa County Board of Supervisors hereby petitions the Wisconsin Department of Transportation and the State of Wisconsin to complete the initially vetted, discussed, and promised full interchange at the intersection of County Highway Y/YZ and State Highway 151 and to do so as soon as possible.

NOW BE IT FURTHER RESOLVED, that the Iowa County Clerk shall message this Resolution to the Governor of the State of Wisconsin, State Assembly Representative Todd Novak, State Senator Howard Marklein, and the Wisconsin Counties Association.

Adopted this _____ day of May, 2023.

John Meyers, Chairman

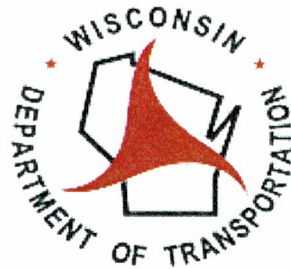
Attested to by the County Clerk:

Kristy K. Spurley

Public Involvement Meeting Handout

**Dodgeville to Mount Horeb
US 18/151 and County YZ Intersection
Iowa County**

Project ID: 1204-00-06/76



**April 19, 2023
5:30 p.m. to 7:00 p.m.
Dodgeville City Hall**

Previous Studies

In 2013, WisDOT completed the US 18/151 Freeway Conversion Study. The Freeway Conversion Study evaluated changes which would be needed to the US 18/151 corridor to convert it from an expressway to a freeway if deemed necessary in the future. Expressways contain at-grade intersections, like County Y/YZ, while freeways require the removal of all direct at-grade access to the highway.

WisDOT understands the value of US 18/151 between Verona and Dodgeville. This corridor is part of the "Backbone" system that consists of the most critical routes statewide for tourism, industry, and other trips. The Department has made significant investments over the past few decades in the construction, enhancement, and preservation of this key corridor connecting Iowa and Wisconsin.

A wholesale conversion of US 18/151 from Verona to Dodgeville to a fully access-controlled freeway is not in WisDOT plans for the foreseeable future because safety and congestion issues on the corridor do not warrant such action. WisDOT expects that needs on the corridor can be appropriately and more cost-effectively resolved with localized improvements to address site specific operational and safety concerns. Such improvements will be evaluated using asset management principles the Department has adopted in alignment with Federal Highway Administration's (FHWA's) performance-based practical design concepts.

Given the abundance of statewide needs coupled with current financial constraints, an asset management strategy continues to be prudent. The Department typically considers freeway conversion projects when safety and operational issues cannot be adequately addressed by less comprehensive solutions. Please be assured WisDOT will continue to monitor safety and operations issues on this segment, and the Department will adjust its approach if needs dictate.

The project team has evaluated the County Y/YZ intersection to see if an interchange could be funded as a stand-alone project. Currently, the AADT on County Y/YZ is less than 900 vehicles. An interchange is considered appropriate when traffic counts are nearing an AADT of 2,000 vehicles or greater. The needs on this intersection can be appropriately and more cost-effectively resolved with at-grade improvements that are designed to remedy any site-specific safety concerns.

Crash History

The US 18/151 and County YZ intersection has been identified as having a trend of angle crashes due to County YZ vehicles failing to yield to US 18/151 traffic. During a five-year period from 2017 through 2021, 25 total crashes occurred at this intersection. Of those 25, seventeen were angle crashes, or those involving at least one vehicle traveling along the major road and one traveling along the minor road.

Angle crashes accounted for seven out of the eight (88%) injury crashes and one fatal crash that happened at the intersection during the study period.

Funding Source

In 2021 WisDOT applied for, and was granted, improvement funds for the intersection through the Highway Safety Improvement Program (HSIP). HSIP funds highway safety projects at sites that have experienced a high crash history. The overall objective of HSIP is to develop and implement stand-alone safety projects designed to reduce the number and severity of crashes on all streets and highways (State and local).

ALT.	TRAFFIC CONTROL	PROS	CONS	OTHER CONSIDERATIONS
1	NO BUILD MINOR LEG STOP CONTROL	- Costs nothing - No impacts - Maintains access to all movements at the intersection	- Does not address the known safety issues - Will not improve intersection skew, vehicle speeds, and mis-judging of gaps	
2	MINOR LEG STOP CONTROL WITH OFFSET TURN LANES	- Maintains access to all movements at the intersection - Reduces crash potential, by eliminating poor intersection angle - No added delay to sideroad movements	- Highest crash potential alternative (except no build) - No reduction in intersection conflict points - Driver discomfort from minor street approaches trying to enter USH 18/151 - Real estate impacts	- Street light may be needed - Oversized Ag equipment may have width restrictions if using turn lanes
3	RIGHT-IN/RIGHT-OUT/ LEFT-IN	- Reduces crash potential, specifically right-angle crashes - Reduces intersection conflict points by 71%. (12 vs 42) - Simplifies driver decision-making task	- Increased delay for all intersection left-turn and sideroad thru movements - Increases delay & travel time for sideroad traffic that are required to find alternate routes to USH 18/151 - May increase risk of illegal U-turns - Real estate impacts	- Street light may be needed - Oversized Ag equipment may have width restrictions if using turn lanes
4	RIGHT-IN/RIGHT-OUT	- Lowest-cost alternative - Safest alternative, eliminating all angle crashes - Reduces intersection conflict points by 86%. (6 vs 42) - Offset alignments could be used to reduce R/W impacts and cost - Simplifies driver decision-making tasks	- Increased delay for all intersection left-turn and sideroad thru movements - Limits access, by eliminating sideroad left turn and thru movements - Increased delays and travel time for restricted movements that are required to find alternate routes - May increase risk of illegal U-turns - Real estate impacts	
5	RESTRICTED CROSSING U-TURN (RCUT) - NO LEFT TURNS	- Maintains access to all movements at the intersection - Reduces crash potential, specifically right-angle crashes - Reduces intersection conflict points by 57%. (18 vs 42) - Offset alignments could be used to reduce R/W impacts and cost - Simplifies driver decision-making task	- Second-highest cost alternative - Increased delay for all intersection left-turn and sideroad thru movements - Real estate impacts	Requires street lighting
6	RESTRICTED CROSSING U-TURN (RCUT)	- Maintains access to all movements at the intersection - Reduces crash potential, specifically right-angle crashes - Reduces intersection conflict points by 43%. (24 vs 42) - Simplifies driver decision-making tasks	- Highest-cost alternative - Increased delay for sideroad left-turn and thru movements - Real estate impacts	- Requires street lighting - Oversize Ag equipment may have width restrictions if using turn lanes
				APRIL 2023
		PROJECT ID 1204-00-06/76 DODGEVILLE - MOUNT HOREB (CTH YZ INTERSECTION) USH 18/151, IOWA COUNTY		DESIGN ALTERNATIVES SUMMARY

Public Involvement Meeting Comment Form

Project ID 1204-00-06/76
Dodgeville to Mount Horeb
US 18/151, County YZ Intersection
Iowa County

April 19, 2023

Please place this form in the comment box or mail by **May 19, 2023** to the address on the back of this sheet. Comments can also be e-mailed to derek.potter@dot.wi.gov Your comments assist us in developing a project that will serve the needs of the traveling public as well as the needs of the local community. Your input is welcome and appreciated throughout the design process.

Name: _____

Address: _____

Daytime Phone Number (optional): _____

Email Address (optional): _____

Please Print Comments (attach additional sheets if necessary)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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