

	*Agenda* General Government Committee Thursday, February 8, 2024 – 5:00 pm Conference Call 1-312-626-6799 Zoom Meeting ID: 89996258699 Passcode: 163823 https://us02web.zoom.us/j/89996258699 Community Room 303 W. Chapel St Dodgeville, Wisconsin 53533	Iowa County Wisconsin
For information regarding access for the disabled, please call 935-0399.		
<i>Any subject on this agenda may become an action item.</i>		
1	Call to order.	
2	Roll Call.	
3	Approve the agenda for this February 8, 2024 meeting.	
4	Approve the minutes of the January 4, 2024 meeting.	
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.	
6	Establishing the 2025-2028 Compensation for Register of Deeds, County Treasurer and County Clerk.	
7	Employment Activity Report.	
8	Consider Iowa County Public Nuisance Ordinance No. 200.03.	
9	Information presentation on tax parcel with property deed description and back taxes.	
10	Consider Quit Claim Deed from the County to the City of Mineral Point.	
11	Consider Emergency Management job reclassification.	
12	Set date and time for next meeting. (March 7, 2024 at 5:00 p.m.)	
13	Adjournment.	
-	Posting verified by the County Clerk's Office: Kris Spurley Date: 2/01/24 @ 12:00 pm Initials: kks	

Send Result Report

MFP

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3	Approve the agenda for this February 8, 2024 meeting.	
4	Approve the minutes of the January 4, 2024 meeting.	
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.	

No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	02/01/24 12:31	Dodge Chronicle	0°00'10"	FAX	OK	200x100 Normal/On
002	02/01/24 12:32	WDMP	0°00'46"	FAX	OK	200x100 Normal/Off



Minutes

General Government Committee
Thursday, January 4, 2024 - 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699
Passcode: 163823

<https://us02web.zoom.us/j/89996258699>

Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

**Iowa
County
Wisconsin**

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

Any subject on this agenda may become an action item.

1	Call to order. Chair Peterson called meeting to order at 5:00 p.m.
2	Roll Call. Members present: Sups. Ingmar Nelson, Curt Peterson, Don Gander, Mike Peterson, John Meyers and Roger Geisking. Remotely: Excused: ~ Others present: Mel Masters, Larry Bierke and Kris Spurley. ~ Remotely: Bruce Paull
3	Approve the agenda for this January 4, 2024 meeting. Motion by Sup. Nelson seconded by Sup. Geisking to approve the agenda of this January 4, 2024 meeting. Motion carried unanimously.
4	Approve the minutes of the November 2, 2023 meeting. Motion by Sup. Geisking seconded by Sup. Nelson approve the minutes of the November 2, 2023 meeting. Motion carried unanimously.
5	Report from committee members and an opportunity for members of the audience to address the committee.
6	Presentation on Residential In-Fill Development Proposal by Administrator Bierke.
7	Consider modifications to Policy 101 Committee and Board Structure. Motion by Sup. M. Peterson seconded by Sup. Nelson to approve modifications to Policy 101 Committee and Board Structure and to forward to the County Board for consideration. Motion carried unanimously.
8	Set date and time for next meeting.

	The next General Government Committee meeting will be February 8, 2024 at 5:00 p.m.
9	Adjournment. Motion by Sup. M. Peterson seconded by Sup. Gander to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:33 p.m.
	Minutes by Kris Spurley, County Clerk

AGENDA ITEM COVER SHEET

Title: Resolution for Elected Officials Salaries for the 2025-2028 Term

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Salaries need to be established and set before April 15, 2022 for the 2025 election of County Clerk, Register of Deeds and Treasurer.

These positions were sent out to Carlson Dettmann Consulting for grade evaluation.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

DRAFT Resolution for Elected Officials Salaries for the 2025-2028 Term (set out at Committee)
List of Current salaries for each Elected Official.

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☒ Yes

☐ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? 5 mins

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations Director

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

County Clerk - Current Salary

County	2024	2024
	Salary	% Inc.
Adams	\$74,084.00	1.50%
Ashland	\$58,827.00	3.52%
Barron	\$81,052.00	2.00%
Bayfield	\$77,247.50	3.00%
Brown	\$83,144.00	2.00%
Buffalo	\$63,346.00	2.50%
Burnett	\$63,730.00	2.00%
Calumet	\$75,791.00	2.00%
Chippewa	\$77,426.63	2.00%
Clark	\$68,085.00	2.00%
Columbia	\$85,592.00	0.00%
Crawford	\$77,429.66	6.60%
Dane	\$126,251.00	1.20%
Dodge	\$78,536.00	2.00%
Door	\$72,799.00	2.00%
Douglas	\$75,127.00	2.00%
Dunn	\$72,442.00	2.00%
Eau Claire	\$85,273.00	3.00%
Florence		
Fond du Lac	\$82,717.00	3.20%

Forest	\$61,162.45	3.00%
Grant	\$69,398.76	2.00%
Green	\$75,427.53	2.00%
Green Lake	\$79,153.30	2.50%
Iowa	\$68,189.00	2.00%
Iron		
Jackson	\$67,690.00	2.00%
Jefferson	\$84,341.42	2.00%
Juneau	\$64,814.00	2.00%
Kenosha	\$91,189.00	2.00%
Kewaunee	\$76,120.00	3.00%
La Crosse	\$89,405.00	3.00%
Lafayette		
Langlade	\$68,062.00	5.00%
Lincoln	\$69,680.00	3.27%
Manitowoc	\$69,239.00	1.68%
Marathon	\$83,422.00	0.00%
Marinette	\$71,715.00	2.39%
Marquette	\$72,586.00	2.00%
Menominee		
Milwaukee	\$91,483.00	0.00%
Monroe	\$69,081.00	2.00%
Oconto	\$70,296.01	2.00%

Oneida		
Outagamie		
Ozaukee	\$85,134.40	1.99%
Pepin	\$62,436.00	2.00%
Pierce	\$69,712.00	1.50%
Polk	\$71,718.00	2.70%
Portage	\$89,798.39	2.00%
Price	\$64,572.04	0.00%
Racine	\$88,010.00	2.00%
Richland	\$83,326.44	1.46%
Rock	\$88,590.65	3.00%
Rusk	\$61,307.99	1.00%
Sauk	\$83,654.00	1.50%
Sawyer	\$59,380.00	1.00%
Shawano	\$68,778.00	3.00%
Sheboygan	\$79,945.00	2.00%
St. Croix	\$82,254.00	2.00%
Taylor	\$58,313.00	1.01%
Trempealeau		
Vernon	\$68,575.76	1.50%
Vilas	\$67,030.00	2.00%
Walworth	\$85,995.00	2.00%
Washburn	\$68,117.00	3.00%

Washington	\$85,654.94	2.01%
Waukesha	\$85,137.00	2.25%
Waupaca	\$78,037.00	1.00%
Waushara	\$69,184.00	2.50%
Winnebago	\$85,621.00	2.00%
Wood (paid 77 1/2 hrs/pp)	\$82,494.00	3%

	Current		County Clerk Term 2025-2028									
	2024	2024		2025	2025	2026	2026	2027	2027	2028	2028	
County	Salary	% Inc.		Salary	% Inc.	Salary	% Inc.	Salary	% Inc.	Salary	% Inc.	
Dodge	\$78,536.00	2.00%		\$83,656.55	6.52%	\$86,166.24	3.00%	\$88,751.23	3.00%	\$91,413.77	3.00%	
Kenosha	\$91,189.00	2.00%		\$93,013.00	2.00%	\$94,873.00	2.00%	\$96,770.00	2.00%	\$98,706.00	2.00%	
Kewaunee	\$76,120.00	3.00%		\$0.00		\$82,332.00	4.00%	\$85,625.00	4.00%	\$89,050.00	4.00%	

Treasurer - Current Salary

County	2024	2024
	Salary	% Inc.
Adams		
Ashland	\$58,827.00	3.52%
Barron	\$81,052.00	2.00%
Bayfield	\$68,560.63	3.00%
Brown	\$83,144.00	2.00%
Buffalo	\$63,346.00	2.50%
Burnett	\$63,730.00	2.00%
Calumet	\$75,791.00	2.00%
Chippewa	\$77,426.63	2.00%
Clark	TBD	2.00%
Columbia	\$83,682.56	0.00%
Crawford	\$77,429.66	6.60%
Dodge	\$78,536.00	2.00%
Door	\$70,025.00	2.00%
Douglas	\$69,715.00	2.00%
Dunn	\$72,442.00	2.00%
Eau Claire	\$85,273.00	3.00%
Florence		

Fond du Lac	\$82,727.00	3.21%
Forest	\$61,162.45	3.00%
Grant	\$69,398.76	2.00%
Green	\$70,317.41	2.00%
Green Lake	\$74,947.33	2.50%
Iowa	\$67,556.00	2.00%
Iron		
Jackson	\$64,433.00	2.00%
Jefferson	\$84,341.42	2.00%
Juneau	\$64,814.00	2.00%
Kenosha	\$91,189.00	2.00%
Kewaunee	\$76,120.00	3.00%
La Crosse	\$89,405.00	3.00%
Lafayette		
Langlade	\$68,062.00	5.00%
Lincoln	\$69,680.00	3.27%
Manitowoc	\$68,239.00	1.35%
Marathon	\$73,351.00	0.00%
Marinette	\$71,715.00	2.39%

Marquette	\$72,586.00	2.00%
Menominee		
Milwaukee		
Monroe	\$64,246.00	2.00%
Oconto	\$70,296.01	2.00%
Oneida		
Outagamie		
Ozaukee	\$85,134.40	1.99%
Pepin	\$62,436.00	2.00%
Pierce	\$69,712.00	1.50%
Polk	\$71,718.00	2.70%
Portage	\$89,789.39	1.99%
Price	\$64,572.04	0.00%
Racine	\$83,321.00	2.00%
Richland	\$67,882.95	1.80%
Rock	\$86,967.83	3.00%
Rusk	\$61,307.99	1.00%
Sauk	\$83,654.00	1.50%
Sawyer	\$59,380.00	1.00%
Shawano	\$68,778.00	3.00%

Sheboygan	\$79,945.00	2.00%
St. Croix	\$82,254.00	2.00%
Taylor	\$58,313.00	1.01%
Trempealeau		
Vernon	\$64,418.49	2.50%
Vilas	\$67,030.00	2.00%
Walworth	\$85,995.00	2.00%
Washburn	\$71,491.00	3.00%
Washington	\$85,645.94	2.00%
Waukesha	\$85,137.00	2.25%
Waupaca	\$78,037.00	1.00%
Waushara	\$69,184.00	2.50%
Winnebago	\$85,621.00	3.28%
Wood-paid 77 1/2 hrs/pp	\$82,494.00	3%

	Current		Treasurer Term 2025-2028											
	2024	2024		2025	2025		2026	2026		2027	2027		2028	2028
County	Salary	% Inc.		Salary	% Inc.		Salary	% Inc.		Salary	% Inc.		Salary	% Inc.
Dodge	\$78,536.00	2.00%		\$83,656.55	6.52%		\$86,166.24	3.00%		\$88,751.23	3.00%		\$91,413.77	3.00%
Kenosha	\$91,189.00	2.00%		\$93,013.00	2.00%		\$94,873.00	2.00%		\$96,770.00	2.00%		\$98,706.00	2.00%
Kewaunee	\$76,120.00	3.00%		\$79,165.00	4.00%		\$82,332.00	4.00%		\$85,625.00	4.00%		\$89,050.00	4.00%

Register of Deeds - Current Salary

County	2024	2024
	Salary	% Inc.
Adams	\$74,084.00	1.50%
Ashland	\$58,827.00	3.52%
Barron	\$81,052.00	2.00%
Bayfield	\$68,560.63	3.00%
Brown	\$83,144.00	2.00%
Buffalo	\$63,346.00	2.50%
Burnett	\$63,730.00	2.00%
Calumet	\$75,791.00	2.00%
Chippewa	\$77,426.63	2.00%
Clark	TBD	#VALUE!
Columbia	\$83,682.56	0.00%
Crawford		
Dodge	\$78,536.00	2.00%
Door	\$72,799.00	2.00%
Douglas	\$69,715.00	2.00%
Dunn	\$72,442.00	2.00%
Eau Claire	\$85,273.00	3.00%
Florence		

Fond du Lac	\$82,727.00	3.21%
Forest	\$61,162.45	3.00%
Grant	\$69,398.76	2.00%
Green	\$70,858.00	2.78%
Green Lake	\$74,947.33	2.50%
Iowa	\$67,556.00	2.00%
Iron		
Jackson	\$64,433.00	2.00%
Jefferson	\$84,341.42	2.00%
Juneau	\$64,814.00	2.00%
Kenosha	\$91,189.00	2.00%
Kewaunee	\$76,120.00	3.00%
La Crosse	\$89,405.00	3.00%
Lafayette	\$66,547.77	4.00%
Langlade	\$68,062.00	5.00%
Lincoln	\$69,680.00	3.27%
Manitowoc	\$68,239.00	1.35%
Marathon	\$68,772.00	0.00%
Marinette	\$71,715.00	2.39%
Marquette	\$72,586.00	2.00%
Menominee		

Milwaukee		
Monroe	\$64,246.00	2.00%
Oconto	\$70,296.01	2.00%
Oneida		
Outagamie		
Ozaukee	\$85,134.40	1.99%
Pepin	\$62,436.00	2.00%
Pierce	\$69,712.00	1.50%
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Richland	\$67,882.95	1.80%
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Rusk	\$61,307.99	1.00%
Sauk	\$83,654.00	1.50%
Sawyer	\$59,380.00	1.00%
Shawano	\$68,778.00	3.00%
Sheboygan	\$79,945.00	2.00%
St. Croix	\$82,254.00	2.00%
Taylor	\$58,313.00	1.01%

Trempealeau		
Vernon	\$64,418.49	2.50%
Vilas	\$67,030.00	2.00%
Walworth	\$85,955.00	1.95%
Washburn	\$68,117.00	3.00%
Washington	\$85,645.94	2.00%
Waukesha	\$86,284.00	2.25%
Waupaca	\$78,037.00	1.00%
Waushara	\$69,184.00	2.50%
Winnebago	\$85,621.00	3.28%
Wood-paid 77 1/2 hrs/pp	\$82,494.00	3.00%

	Current		Register of Deeds Term 2025-2028							
	2024	2024	2025		2026		2027		2028	
	Salary	% Inc.	Salary	% Inc.	Salary	% Inc.	Salary	% Inc.	Salary	% Inc.
Dodge	\$78,536.00	2.00%	\$83,656.55	6.52%	\$86,166.24	3.00%	\$88,751.23	3.00%	\$91,413.77	3.00%
Kenosha	\$91,189.00	2.00%	\$93,013.00	2.00%	\$94,873.00	2.00%	\$96,770.00	2.00%	\$98,706.00	2.00%
Kewaunee	\$76,120.00	3.00%	\$79,165.00	4.00%	\$82,332.00	4.00%	\$85,625.00	4.00%	\$89,050.00	4.00%



Iowa County Employee Relations

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

Allison.leitzinger@iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: January 31, 2024
RE: Employment Activity Report

Outlined below is the employment activity for:

- Sheriff's Office Correctional Officer – New hire started January 3, 2023; New hire started January 22; 3 positions needed – candidates in background and ongoing interviewing.
- Sheriff's Office Cook – Interviews set for Friday, February 2.
- Sheriff's Office Accountant – New hire started in November 2023.
- Land Conservation Technician – New hire started December 18, 2023.
- Land Conservation Soil and Water Specialist – New hire started January 2, 2024
- Dispatcher – Interviews set for Monday, February 5.
- Highway Mechanic – ongoing recruitment.
- ADRC Benefit Specialist – New hire started December 18, 2023.
- ADRC Specialist – New hire starting February 12, 2024.
- Deputy Clerk of Court (2 positions) – New hire starting February 5, 2024; New hire starting February 26, 2024.
- ADRC Transportation Coordinator – candidate in background process.

AGENDA ITEM COVER SHEET

Title: Public Nuisance Ordinance

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Attached is a proposed ordinance regulating "public nuisances". There are many different components of this ordinance and your Corporation Counsel will be at the Meeting to walk you through the Ordinance.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is the Draft Ordinance.

FISCAL IMPACT:

None

LEGAL REVIEW PERFORMED:

☒ Yes

☐ No

PUBLICATION REQUIRED:

☒ Yes

☐ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Ordinance No. 200.03

IOWA COUNTY PUBLIC NUISANCE ORDINANCE

Iowa County, through the duly elected Board of Supervisors, does ordain as follows:

I. General Provisions.

- A. Title. This Ordinance shall be referred to as the "Iowa County Public Nuisance Ordinance."
- B. Purpose. To provide and promote public health, safety, peace, morals or decency, general welfare, and to prevent, control, and prohibit public nuisances in Iowa County.
- C. Authority. Wis. Stat. Chapters 59, 66, 823.
- D. Effective Date. This Ordinance shall be effective immediately upon adoption by the Iowa County Board of Supervisors and publication as provided by law.
- E. Administration. This Ordinance shall be administered by the Iowa County Sheriff's Office.
- F. Interpretation. The provisions of this Ordinance shall be interpreted to be the minimum requirements and shall be liberally construed in favor of Iowa County and shall not be deemed a limitation of any power granted by the State of Wisconsin Statutes.

II. Definitions.

- A. As used in this Ordinance, the following terms shall have the meanings indicated:
 - 1. COUNTY: Iowa County, Wisconsin.
 - 2. EXCESSIVE CALLS: Three calls requiring a law enforcement response to the same location or property within the preceding continuous 12- month period.
 - 3. IOWA COUNTY BOARD: The Iowa County Board of Supervisors.
 - 4. PERSON: Any individual, corporation, society, partnership, entity, or institution.
 - 5. PUBLIC: Affecting or having the potential to affect the people and/or environment outside the limits of an individual's personally occupied structure.
 - 6. PUBLIC NUISANCE: A public nuisance is a thing, act, occupation, condition, or use of property which shall continue for such length of time as to:
 - a. Substantially annoy, injure, or endanger the comfort, health, repose, or safety of the public;
 - b. In any way render the public insecure in life or in the use of property;
 - c. Greatly offend the public morals or decency; or,
 - d. Unlawfully and substantially interfere with, obstruct or tend to obstruct, or render dangerous for passage any street, alley, highway, navigable body of water or other public way or the use of public property.
 - e. Only those Public Nuisances contained in Section V., Public Nuisances

Enumerated, shall be enforceable through the issuance of a citation under this ordinance.

7. STATE: The State of Wisconsin.
 8. WRITTEN ORDERS: A Public Nuisance Abatement Order issued by competent authority that directs a person to take specific action, or abstain from certain behavior, that is reasonable and necessary under the circumstances to cease, control, or prevent a public nuisance in Iowa County.
- B. All other words not specifically defined in this Ordinance shall be defined as set forth in any applicable Wisconsin Statutes or regulations and if not defined otherwise, the standard dictionary definition of the word shall apply.

III. Public Nuisances Prohibited.

It shall be the responsibility of the Iowa County Sheriff's Office staff to investigate instances and cases of Public Nuisances in Iowa County, and in collaboration with the County Administrator and Corporation Counsel, execute the requirements described in Wis. Stat. Chapters 59, 66, and 823 regarding the reporting, surveillance, control, and prevention of public nuisances.

IV. Responsibility of Property Owner.

It shall be the responsibility of the property owner to maintain his or her property in a nuisance-free manner and also to be responsible for the abatement and/or correction of any Public Nuisance that has been determined to exist on his or her property.

V. Public Nuisances Enumerated.

- A. As used in this Ordinance, the following are defined as Public Nuisances and shall have the meanings indicated:
1. *Loitering or Prowling*. No person shall loiter or prowl in a place at a time or in a manner not usual for law abiding individuals under circumstances that warrant alarm for the safety of persons or property in the vicinity. Among the circumstances which may be considered in determining whether such alarm is warranted is the fact that the person takes flight upon appearance of a police or peace officer, refuses to identify himself or manifestly endeavors to conceal himself or any object. Unless flight by the person or other circumstances makes it impracticable, a police or peace officer shall, prior to any arrest for an offense under this section, afford the person an opportunity to dispel any alarm which would otherwise be warranted by requesting him to identify himself and explain his presence and conduct. No person shall be convicted of an offense under this subsection if the police or peace officer did not comply with the preceding sentence, or if it appears, at trial, that the explanation given by the person was true and, if believed by the police or peace officer at the time, would have dispelled the alarm.
 2. *False fire alarms*. The activation of an alarm system through negligence of the owner or lessee of an alarm system or of his employees or agents, the activation of an alarm system through mechanical failure or malfunction because of improper maintenance by the alarm user, or the activation of an

alarm system because of improper installation and/or use of equipment by the alarm business; but does not include alarms caused by tornadoes, earthquakes or other violent conditions or acts of God. More than three false fire alarms in the preceding 12-month period is defined as a Public Nuisance.

3. *Loud Music or Noise.* No person shall make or cause to be made any loud, disturbing or unnecessary sounds or noises such as may tend to annoy or disturb a person of ordinary sensibilities in or about any public street, alley or park or any private residence.
4. *Animal or Animals.* Any animal or animals which:
 - a. Attacks, harasses or molests passersby or passing vehicles.
 - b. Attacks persons or animals without provocation.
 - c. Trespasses on school grounds, parks or cemeteries.
 - d. Is repeatedly at large.
 - e. Damages private or public property.
 - f. Barks, whines, howls, yelps or makes other continuous disturbing noises which offends the peace and quiet of the neighborhood.

(1) Continuous disturbing noise is defined as noise which goes on for 15 minutes or more or which occurs for a total of 20 minutes or more in a one-hour period.
5. *Disorderly Houses.* All disorderly houses, bawdy houses, houses of ill fame, gambling houses and buildings or structures kept or resorted to for the purpose of prostitution, promiscuous sexual intercourse or gambling.
6. *Unlicensed Sale of Liquor and Beer.* All places where intoxicating liquor or fermented malt beverages are sold, possessed, stored, brewed, bottled, manufactured or rectified without a permit or license as required by law.
7. *Illegal Burning.* It may be considered to be a Public Nuisance for any person to start, create, or maintain a fire that is in violation of the burning regulations contained in Wis. Admin. Code Chapter (NR) 30, Forest Fire Control; or Chapter (NR) 429, Malodorous Emission and Open Burning.
8. *Illegal Dumping.* It may be considered to be a Public Nuisance for any person to dump, discard, abandon or otherwise dispose of material in violation of the environmental protection regulations contained in Wis. Admin. Code Chapters (NR) 100-199, Environmental Protection – General; Chapters (NR) 200-299, Environmental Protection – Wisconsin Pollutant Discharge Elimination System; Chapters (NR) 300-399, Environmental Protection – Water Regulation; Chapters (NR) 400-499, Environmental Protection – Air Pollution Control; Chapters (NR) 500-599, Environmental Protection – Solid Waste Management; and Chapters (NR) 600-699, Environmental Protection – Hazardous Waste Management.
9. *Violation of House Rules in Public Housing.* It may be considered a Public Nuisance for a tenant or occupant to violate the established House Rules in any public housing building that is owned, operated, or substantially funded by the County or State.
10. *Violation of Iowa County Policy 702.* Iowa County has designated certain County-owned buildings and property as secured entry facilities or areas

as indicated in Iowa County Policy 702. It shall be deemed a Public Nuisance for an individual to unlawfully enter or attempt to gain unlawful entry to these buildings and areas in violation of Iowa County Policy 702. It shall also be deemed a Public Nuisance to unlawfully enter or attempt to gain unlawful entry into County-owned property in the vicinity of these buildings or areas in violation of a sign clearly prohibiting entrance to such area.

11. *Violation of Iowa County Policy 711.* Iowa County has designated certain spaces within County-owned buildings and property as "Restricted Areas" for the purpose of prohibiting public access, audio, video, and photographic recording as indicated in Iowa County Policy 711. It shall be deemed a Public Nuisance for an individual to enter these areas and record or attempt to record persons or property in these areas in violation of Iowa County Policy 711. Designated areas in County-owned buildings or property where public access, audio, video, and photographic recording are prohibited are clearly marked with a sign prohibiting such conduct, and it shall be deemed a Public Nuisance to enter such area and engage in recording activity in violation of such sign.

VI. Authority and Administration.

A. Authority.

1. General Provisions:

- a. The purpose and intent of this Ordinance, in cooperation with local, state, and federal agencies, is to protect the public health, safety, peace, morals or decency, and general welfare of the people of the County and to:
 - (1) Identify, prevent and control Public Nuisances;
 - (2) Protect, inform and educate the population on Public Nuisances and measures to prevent or mitigate Public Nuisances from occurring in Iowa County;
 - (3) Enforce local, County, State, and Federal laws, orders, directives, regulations, ordinances, and resolutions enacted to protect the public from Public Nuisances.
- b. The Iowa County Sheriff's Office is authorized to enforce this Ordinance.

B. Administration.

1. General provisions. This Ordinance shall be interpreted, administered, and enforced by the Iowa County Sheriff, or his or her designee.
2. Responsibilities of the Sheriff and Iowa County Sheriff's Office staff shall include:
 - a. To ensure compliance with the purpose and intent of this Ordinance;
 - b. To maintain records of all official actions taken under this Ordinance; and
 - c. To enforce with local, county, and state government officials the provisions of this Ordinance.
3. Powers. The Sheriff, his or her designee, and the staff of the Iowa County Sheriff's Office shall have the powers necessary to enforce the

provisions of this Ordinance, to include taking action when it is suspected or determined that a Public Nuisance exists. This includes, but is not limited to, the authority to issue Public Nuisance Abatement Orders, to include Written Orders to direct a person to comply with any of the following (singly or in combination), as appropriate:

- a. Completion of a Public Nuisance Abatement Order (Appendix A).
- b. Completion of a Crisis Alert (Appendix B).
- c. Completion of a Crisis Plan (Appendix C).
- d. Completion of an Interagency Agreement (Appendix D).

C. Citations.

1. The Sheriff, his or her designee, and officers of the Iowa County Sheriff's Office are hereby authorized to issue citations to persons, as defined above, to include any individual, organizations, corporations, societies, partnerships, or entities that violate this Ordinance.
2. A citation issued to any violator of this Ordinance shall include all of the information required for citations by §66.0113, Wis. Stats.
3. If the violator receives a summons in addition to the citation, the violator must appear in court for the hearing on the citation.
4. A citation and summons issued under this Ordinance can be served on a violator in person by the Sheriff, his or her designee, or by the Iowa County Sheriff's Office.

VII. Compliance and Enforcement.

A. Compliance.

1. Orders. Compliance with this Ordinance shall include compliance with Public Nuisance Abatement Orders issued by the Iowa County Sheriff's Office or the Iowa County Board, under the authority of this Ordinance or state laws, which are reasonable and necessary to promote public health, safety, and welfare in Iowa County.
2. Noncompliance. Failure to follow the directions or requirements of this Ordinance and/or violations of a Public Nuisance Abatement Order from the Iowa County Sheriff's Office, or Iowa County Board, issued under this Ordinance or state laws or regulations shall be deemed noncompliance.
3. Mitigation. Compliance with Public Nuisance Abatement Orders shall be considered a mitigating factor when determining whether a violation of this Ordinance occurred.

B. Enforcement.

1. Public Nuisance Abatement Orders. If the existence of a Public Nuisance is determined to exist at a property or residence, the Sheriff, his or her designee, or staff of the Iowa County Sheriff's Office will take all action necessary to prevent and control the public nuisance to include issuing a specific order to the owner or occupants of the subject property.
2. Exception to Public Nuisance Abatement Orders. Any deviation, exception, or modification to a Public Nuisance Abatement Order issued under the authority of this Ordinance must be requested and approved in writing by the Sheriff, his or her designee, or staff of the Iowa County Sheriff's Office,

the Iowa County Board of Supervisors, or the Iowa County Circuit Court.

3. Noncompliance of a Public Nuisance Abatement Order issued pursuant to this Ordinance. If a person does not comply with a Public Nuisance Abatement Order from the Sheriff, his or her designee, the staff of the Iowa County Sheriff's Office, or the Iowa County Board of Supervisors, the violator may be subject to one or more of the following actions and/or penalties:
 - a. The issuance of an enforceable citation;
 - b. Commencement of legal action against the person, seeking an injunction to comply with the terms and conditions of an Administrative Direction Order;
 - c. Any other action authorized by this Ordinance, or by other applicable laws, as deemed necessary by the Iowa County Sheriff's Office;
 - d. The initiation of one action or penalty under this section does not exempt the violator from any additional actions and/or penalties prescribed by law.
4. Penalties. A single violation of this Ordinance may subject the violator to a citation with a cash forfeiture of up to \$500 plus statutory court costs, assessments, surcharges, and fees, as determined by the Iowa County Circuit Court. Continuing violations of a Public Nuisance Abatement Order issued under the authority of this Ordinance can be the subject of an additional violation and corresponding citation for each 24-hour period that the violation continues. The cash forfeiture, statutory court costs, assessments, surcharges, and fees shall be paid to the Iowa County Clerk of Circuit Court at 222 North Iowa Street, Dodgeville, Wisconsin 53533. The Clerk of Circuit Court shall issue receipts for cash forfeitures, statutory court costs, assessments, surcharges, and fees paid under this ordinance.
5. Initiation of Legal Action. The Iowa County Corporation Counsel, or his or her designee, is authorized to handle any lawsuit or citation action filed against a violator of this Ordinance.
6. Coordination with State Agencies. Where a Public Nuisance Abatement Order violation involves noncompliance with a state order, state-enforced regulation or state statute, the Iowa County Sheriff's Office may, but is not required, to first refer the complaint to the appropriate agency for enforcement or corrective action. If the appropriate agency declines or does not pursue compliance and enforcement within a reasonable period of time, then the Iowa County Sheriff's Office may initiate action under this Ordinance to ensure compliance and enforcement.

VIII. Abatement of Public Nuisances.

- A. *Enforcement.* It shall be the duty of the Iowa County Sheriff's Office to enforce those provisions of this chapter that come within the jurisdiction of their respective offices, including the issuance of citations, and they shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this section to abate a

public nuisance unless the officer shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and have satisfied himself that a nuisance does, in fact, exist.

B. *Summary Abatement.*

1. *Notice to Owner.* If the inspecting officer determines that a public nuisance exists within the County and that there is great and immediate danger to the public health, safety, peace, morals or decency, the Iowa County Sheriff's Office may serve notice on the person causing, permitting or maintaining such nuisance, and/or upon the owner or occupant of the premises where such nuisance is caused, permitted or maintained, and to post a copy of said notice on the premises. Such notice shall direct the person causing, permitting or maintaining such nuisance, and/or the owner or occupant of the premises, to abate or remove such nuisance within 24-hours and shall state that unless such nuisance is so abated, the County shall cause the same to be abated and will charge the cost thereof to the owner, occupant, or person causing, permitting or maintaining the nuisance, as the case may be.

2. *Abatement by County.* If the nuisance is not abated within the time provided or if the owner, occupant, or person causing the nuisance cannot be found, the officer having the duty of enforcement shall cause the abatement or removal of such public nuisance.

C. *Abatement by Court Action.* If the inspecting officer shall determine that a public nuisance exists on private premises, but that the nature of such nuisance is not such as to threaten great and immediate danger to the public health, safety, peace, morals or decency, the inspecting officer shall serve notice on the person causing or maintaining the nuisance and the owner of the property to remove the same within 10 days. If such nuisance is not removed within 10 days, the inspecting officer shall report such fact to the County Administrator, who may direct the Iowa County Corporation Counsel to commence an action in Circuit Court for the abatement of the nuisance.

D. *Other Methods Not Excluded.* Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the County or its officials in accordance with the laws of the State, nor as prohibiting an action to be commenced in the Circuit Court seeking a forfeiture as provided in sec. VII.B.4. of this ordinance.

E. *Cost of Abatement.* In addition to any other cost or penalty imposed by this Ordinance for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost to the County for abating a public nuisance shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance, and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

F. *Fees for Excessive calls.* In addition to any other cost or penalty imposed by this Ordinance for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the County shall impose a fee for responding to excessive calls for a public nuisance which shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance, and if notice to abate the nuisance has been given to the owner, such fee shall be assessed against the real estate as a special charge, subject to the following conditions:

1. Within the preceding continuous 12-month period, no fee shall be imposed for the first, second and third calls requiring a law enforcement response to a residence or property for a public nuisance violation, regulatory violation, or criminal or statute violation.
2. Within the preceding continuous 12-month period, for every call in excess of the first, second and third calls requiring a law enforcement response to a residence or property for a public nuisance violation, regulatory violation, or criminal or statute violation, the County will impose a fee of \$200.00 plus mileage at the current mileage rate in effect for the Sheriff's Office on the date of the excessive call for all law enforcement vehicles used in responding to the excessive call.

IX. Oversight. *Reserved.*

X. Appendices.

- A. Appendix A: Public Nuisance Abatement Order
- B. Appendix B: Crisis Alert
- C. Appendix C: Crisis Plan
- D. Appendix D: Interagency Agreement

ORDER OF ABATEMENT UNDER IOWA COUNTY ORDINANCE 200.03

TO:

Print Name: _____

Address: _____

Phone No: _____

After investigation, the undersigned Iowa County law enforcement officer finds that he/she has reasonable grounds to believe that a violation of statute or ordinance is occurring. The pertinent facts and circumstances supporting this finding are as follows:

in violation of the following state statute(s) or local ordinance(s):

The remedial measures necessary to correct the alleged violation are as follows:

Immediate institution, diligent and continuous performance, and timely completion of the above-described remedial measures is required. **You are hereby directed to correct the violations and complete the required remedial measures by or before the following date:** _____

The above procedures and time limits must be strictly followed. Further violations are strictly prohibited. Continuing violations of a Public Nuisance Abatement Order issued under the authority of Iowa County Ordinance 200.03 can be the subject of an additional violation and corresponding citation for each 24-hour period that the violation continues.

This Abatement Order shall remain in effect for three (3) years from the date of signing and shall remain in full force and effect, even if appealed, until stayed, modified, or withdrawn.

Please contact the undersigned if you have any questions, comments, or concerns regarding the contents of this Abatement Order.

Dated this _____ day of _____, 20____.

Signature of Law Enforcement Officer Issuing Abatement Order

Print Name of Law Enforcement Officer Issuing Abatement Order

Phone Number Law Enforcement Officer Issuing Abatement Order



UNIFIED COMMUNITY SERVICES

Serving Grant and Iowa Counties

CRISIS ALERT

DEMOGRAPHICS

Date Alert Initiated:		Length of time alert is to be in effect (not to exceed 30 days):	
Consumer Name:		DOB:	
		Age:	
Current Address:		Permanent Address:	
Phone(s):			
Living Situation:		Known Cautions:	☐ Firearms ☐ Animals ☒ Other:
Consumer is:	☒ Verbal ☐ Non-Verbal	Other communication preferences:	NA
County of Responsibility:		County of Placement:	NA
Plan Developer:		Agency:	
Phone/Contact:		Address:	

CRISIS ALERT INFORMATION

Reason for Alert	
Established plan to deal with crisis:	

CRITICAL SUPPORT CONTACTS

Important people in the person's life that may help develop a rapport and respond appropriately during a crisis.
(Consider: Guardian/POA, family, Therapist, Case Management, other supports)

CONTACT NAME	AGENCY/RELATIONSHIP	PHONE	ADDRESS	AVAILABILITY

DIAGNOSTIC IMPRESSION/PAST EMERGENCY MENTAL HEALTH SERVICES/MEDICAL

Diagnosis formed by:		Date:	
MH/AODA	PERSONALITY/ID	PHYSICAL	PAST E.M.H. SERVICES
MEDICAL CONDITION(S) OF CONCERN:			
Prescription Medication - Including PRNs		☐ See Attached Medications List	

LEGAL STATUS AND PARTICIPATION IN OTHER PROGRAMS

☐ Chapter 51 - Dropdown Expires:		☐ Med Order	☐ Protective Placement	Location:	
☐ Gdn/POA - DropdovName:		☐ Probation/Parole	Agent:		

SIGNATURE

Alert Initiator (person completing the form) Signature: Date:

Crisis Alert Automatically Expires in 30 days - Date:

☐ See Accompanied Documents & Location:



UNIFIED COMMUNITY SERVICES

Serving Grant and Iowa Counties

DHS 34 COUNTY CRISIS PLAN

DEMOGRAPHICS

Date Plan Initiated:		Date(s) Reviewed:	
Consumer Name:		DOB:	Age:
Current Address:		Permanent Address:	
Phone(s):			
Living Situation:		Known Cautions:	☐ Firearms ☐ Animals ☐ Other: _____
Consumer is:	☐ Verbal ☐ Non-Verbal	Other communication preferences:	
County of Responsibility:		County of Placement:	
Plan Developer:		Agency:	Unified Community Services
Phone/Contact:	608-723-6357	Address:	200 W Alona Lane, Lancaster, WI 53813

CRISIS PLAN INFORMATION

Strengths <i>A list of unique strengths that can help through a crisis</i>	•
Needs <i>Any unique needs that will need to be considered when helping through a crisis</i>	•
Past Behaviors/Situations considered Crises or Safety Concerns	•
Progressive List of Interventions to respond to a Crisis/Safety Situation	•
Approaches/Interventions to Avoid	•
Additional Helpful Info:	•

CRITICAL SUPPORT CONTACTS

Important people in the person's life that may help develop a rapport and respond appropriately during a crisis. (Consider: Guardian/POA, family, Therapist, Case Management, other supports)

Contact Name	Agency/Relationship	Phone	Address	Availability

USUAL DAILY SCHEDULE (Consider: school/work/social activities)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

DIAGNOSTIC IMPRESSION AND PAST EMERGENCY MENTAL HEALTH SERVICES

Diagnosis formed by:		Date:	
MH/AODA	Personality/ID	Physical	Past E.M.H. Services
•	•	•	• See above in "Past"

Behaviors/Situations
considered Crises or Safety
Concerns" section.

MEDICAL INFORMATION

	Provider Name	Clinic/Facility	Phone #
Psychiatrist			
Primary Physician			
Therapist			
Pharmacy			
Other:			

Medical Condition(s) of Concern: •

Prescription Medication - Including PRNs ☐ See Attached Medications List

LEGAL STATUS AND PARTICIPATION IN OTHER PROGRAMS

☐	Expires:	☐ Med Order	☐ Protective Placement	Location:	NA
☐ Gdn/POA/Choice	Name:	NA	☐ Probation/Parole	Agent:	NA

Program	ROI/Expiration Date	Program	ROI/Expiration Date	Program	ROI/Expiration Date
☐ Case Manager	☐ Yes <u>NA</u>	☐ Social Worker	☐ Yes <u>NA</u>	☐ MCO	☐ Yes <u>NA</u>
☐ CST	☐ Yes <u>NA</u>	☐ CHIPS/JIPS	☐ Yes <u>NA</u>	☐ Other:	<u>NA</u>

Authority to Disclose Confidential Information: DHS 51.30(4)(b)8. For treatment of the individual in a medical emergency, to a health care provider who is otherwise unable to obtain the individual's informed consent because of the individual's condition or the nature of the medical emergency. Disclosure under this subdivision shall be limited to that part of the records necessary to meet the medical emergency.

SIGNATURES

Consumer Signature of Agreement
with Above Listed Response/Treatment:

Date:

Parent/Guardian Signature of Agreement
with Above Listed Response/Treatment:

Date:

MCO Care Manager Signature of Agreement
with Above Listed Response/Treatment:

Date:

Provider Signature of Agreement
with Above Listed Response/Treatment:

Date:

Plan Initiator
(person completing the form) Signature:

Date:

County Licensed Treatment Professional
Signature of Approval:

Date:

Crisis Plan Automatically Expires in Six Months on Date:

☐ See Accompanied Documents & Location:

NA



UNIFIED COMMUNITY SERVICES

Serving Grant and Iowa Counties

INTERCOUNTY/INTERAGENCY EMERGENCY SERVICES/PLACEMENT AGREEMENT

Name: _____ D.O.B. _____ Today's Date _____

This agreement confirms the responsibility of Unified Community Services for the care and ongoing planning for the above named person who is to be placed at _____ in _____ County.

1. Placement will take place on _____

2. The above-named client retains _____ County as County of Residence while in this placement.

The client will be placed under the following legal status (voluntary or protective):

The name, address, telephone number of the client's legal guardian: (If none, so state)

The cost of care for this placement will be paid by _____ County

County case manager: _____

After hours contact person: _____

Initial emergency detentions (Chapter 51) will be taken to: **Winnebago Mental Health Institute**
1300 South Drive, Winnebago, WI 54985
1-920-235-4910

Contingent upon probable cause determination, the client can be transferred to:

_____ County will be responsible for all costs of treatment (including 72 hour emergency detention) and all costs of transportation and crisis services.

Supplemental services (i.e. sheltered employment, outpatient therapy) will be the financial responsibility of the placing agency and must be authorized by the placing agency before such services are provided.

Authorized County Representative

Date

☐ 200 West Alona Lane, Lancaster, WI 53813 – Phone 608-723-6357 – Fax 608-723-4417

☐ 1122 Professional Drive, Dodgeville, WI 53533 – Phone 608-935-2776 – Fax 608-935-3174

State Bar of Wisconsin Form 3-2003
QUIT CLAIM DEED

Document Number

Document Name

THIS DEED, made between Iowa County, Wisconsin, a municipal corporation,
 ("Grantor," whether one or more),
and the City of Mineral Point, Wisconsin, a municipal corporation,

("Grantee," whether one or more).
Grantor quit claims to Grantee the following described real estate, together with the
rents, profits, fixtures and other appurtenant interests, in Iowa
County, State of Wisconsin ("Property") (if more space is needed, please attach
addendum):

Lot Ninety (90) Vliets Addition, City of Mineral Point, Iowa County, Wisconsin.

The area is 0.206 acres, more or less, and is subject to any and all easements and
rights-of-way of record and/or usage.

Recording Area

Name and Return Address
Iowa County Clerk
222 N. Iowa Street
Dodgeville, WI 53533

251-0154

Parcel Identification Number (PIN)

This is not homestead property.
(is) (is not)

Dated _____.

_____(SEAL) _____(SEAL)
* _____ * John M. Meyers, County Board Chair

_____(SEAL) _____(SEAL)
* _____ * Kristy K. Spurley, County Clerk

AUTHENTICATION

Signature(s) John M. Meyers
Kristy K. Spurley
authenticated on _____.

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
_____ COUNTY)

* David C. Morzenti, State Bar #1037978
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

Personally came before me on _____,
the above-named _____
to me known to be the person(s) who executed the foregoing
instrument and acknowledged the same.

THIS INSTRUMENT DRAFTED BY:

Attorney David C. Morzenti, State Bar #1037978
1348 Spring Valley Road, Highland, WI 53543

* _____
Notary Public, State of Wisconsin
My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED

© 2003 STATE BAR OF WISCONSIN

FORM NO. 3-2003

* Type name below signatures.

AGENDA ITEM COVER SHEET

Title: Consider Emergency Management Job Reclassification

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The Emergency Management area has been moved under the Sheriff's Office and now will be a division of the Sheriff's Office. Previously, Emergency Management had a Director and a Coordinator position. With the transition of Emergency Management as a division of the Sheriff's Office - it has been evaluated that the Emergency Management area only needs one defined position.

The department would like to reclassify the Director and Coordinator to an Emergency Management Specialist position with all management responsibilities being performed by the Sheriff and his designee(s).

The position has been sent out to Carlson Dettmann Consulting for Grade placement.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

Job Description

Grade Classification will be provided at meeting

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:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Emergency Management Specialist

DEPARTMENT / SECTION: Sheriff's Office

DATE REVIEWED: 01/2024

TITLE OF IMMEDIATE SUPERVISOR:

Iowa County Sheriff

GRADE:

POSITION SUMMARY:

Support to reduce the loss of life and property and protect our county's institutions from all types of hazards through a comprehensive, risk-based, all-hazards emergency management program of mitigation, preparedness, response and recovery.

The role of Emergency Management is defined by law according to WI Stat. 323 and other applicable statutes. Emergency Management must balance the duties authorized and required by law with the moral obligation of a public employee to do everything possible to protect and preserve the safety of citizens in the county.

Emergency Management expresses a strong commitment to provide interagency cooperation and coordination of activities relating to mitigation, prevention, preparedness for, response to, and recovery from emergencies and disasters. The work is performed under the direction of the Iowa County Sheriff's Office.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Coordinates emergency planning efforts with all political jurisdictions within the County. State and Federal regulations and acts as an agent in securing disaster relief assistance. (§323.15(1)(b))		
2	Coordinate planning efforts among County departments and among local, state and federal levels of government. (§323.15(1)(b))		
3	Assist in the development and updates the County Emergency Response Plan and other support plans which involve working with each agency/department that is included in the plan to identify functions they will perform in an emergency and ensure integration of all functions. Ensures that plan and operation is responsive to all State and Federal regulations. (EMPG Grant)		
4	Coordinate emergency management activities throughout the County during a state of emergency, including the deployment of		

	a mobile command post as appropriate and needed by the direction of the Sheriff's Office. (§323.15(1)(b))		
5	Coordinates all drills and exercises carried out in preparation for emergencies. Develops and/or implements exercises and drills to ensure that involved agencies and departments know their responsibilities and functions in an emergency and to help identify any potential flaws in the Emergency Response Plan. (EMPG Grant and §323.15(1)(b))		
6	Assists in the tracking of expenditures as it relates to grants and funding opportunities. Prepares billings to the State and Federal Government for matching funds.		
7	Implement work program and policies of Local Emergency Planning Committee (LEPC). Attend and participate in LEPC meetings. Develop LEPC meeting agenda items. Maintain LEPC meeting records. (Federal Requirement under the Emergency Planning and Community Right to Know Act)		
8	Conduct public education and outreach to public and private entities. (EMPG, EPCRA Grant)		
9	Organize and maintain Emergency Planning and Community Right-to-Know Act (EPCRA/SARA) program records and "Offsite Plans" for facilities required to submit documentation for hazardous materials. Review facility documentation for completeness and accuracy and assist in development of plans for planning facilities. Establish and maintain public hazardous right-to-know files in multiple locations for reporting and planning facilities. Contact facility personnel to achieve EPCRA compliance or arrange and/or conduct site visits. (EPCRA Grant)		
10	Specialist shall attend and participate at Iowa County Emergency Services Association meetings.		
11	Attend and participate in on-going education, seminars, conferences and workshops to enhance professional skills and meet EMPG requirements.		
12	Complete Emergency Management grant applications, assist in writing the respective grant, and administer it as required; following Iowa County Policy 302.		
13	Contribute as a team member in assisting the County Health Director with bioterrorism programs, mass fatalities, pandemic, or other health related public safety threats.		
14	Assess severe weather warning/ emergency alert systems recommend refinements and improvements as technology evolves or needs arise under the direction of the Sheriff or his/her designee.		
15	Provide timely coordination of County response to threats of natural disasters, foreign or domestic threats to peace under the direction of the Sheriff or his/her designee.		
16	Compile and document disaster-related damages and expenses for reimbursement and/or grant assistance. Act as liaison and coordinator between all County and Municipal Government Agencies and FEMA/WEM during disaster event recovery processes. (§323.15(1)(b))		

17	Oversee Iowa County's branch of the Vernon County Type III Hazardous Materials Response Team. Acts as the County's Point of Contact for Team Response authorization. (§ 323.61)		
18	Responsible for the maintenance of the Emergency Operations Center. Maintains, tests and evaluates the operational system for response. Assist and recommend new standard operating procedures and policies as needed to accommodate the Center.		
19	Issues the County's Mass Notification System and process notifications as necessary when directed by the Sheriff or his/her designee.		
	<u>Demonstrated Experience and Skills Required.</u> • Knowledge of hazardous material planning techniques and skill in applying knowledge of emergency management, hazardous materials, and public safety regulations, statutes, laws, policies and procedures • Ability to effectively manage the overall operation of the County Emergency Management Office including the maintenance of accurate records, computer operations and performing basic clerical duties • Leadership and organizational skills • Knowledge of community agencies, resources and services available in Iowa County and the surrounding counties • Excellent oral and written communication skills • Ability to work effectively and harmoniously as a part of a team, with state and local government entities, staff, community agencies and the general public. Must also be able to work independently • Skill in developing and implementing policies and procedures • Ability and availability to respond to emergency calls day or night on short notice and to work long hours when conditions require in stressful / emergency situations as needed when requested by the Sheriff. • Perform other related duties as required.		

	<u>Minimum Qualifications</u> • Associate degree in an emergency response related field and two years emergency response management experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities • Must successfully complete Associate Emergency Manager Program within 3 years of hire • Valid Wisconsin motor vehicle operator's license • Wisconsin Emergency Management Certificate (professional level) within three years of hire date • Public Information Officer Certificate		
	<u>Conditions of Employment</u> Working Environment: • Over 80% of the time, work is normally performed inside the workplace environment. • Approximately 20% of the time there could be exposure to fumes, mists, and gases. Works outside the workplace environment with potential exposure to levels of noises that are very loud, distracting and/or uncomfortable and exposure to hazardous chemicals. • In unusual situations, extreme cold conditions may be present, dramatic shifts of temperature between extreme cold and normal or hot temperatures, extreme heat, temperature changes, wet and humid conditions, and vibrations. Certain hazards-mechanical, electrical, burns, explosives, heights, and fast moving vehicles. Noxious odors, dust, and working in a physically confined worksite may also occur in certain situations. • Ability to work in conditions when environment factors such as temperature variations, odors, toxic agents, machinery, noise, vibrations, wetness, and/or dust are present Physical Requirements: • Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as operating a motor vehicle. Ability to handle, load and unload, and move and guide materials using simple tools. • Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, photocopier, fax machine, telephone. • Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching and crawling. Ability to lift, carry, push and pull. • Must treat all information with the utmost of confidentiality. • The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.		

	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. 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: _____ EMPLOYEE RELATIONS APPROVAL: _____ DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____			