

PROCEEDINGS OF THE FEBRUARY 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, February 18, 2025 at 6:00 pm 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.

Roll Call:

Members attending in person: Douglas Richter, Ingmar Nelson, Curt Peterson, Darrell Kreul, Dave Gollon, Brad Stevens, Adam Stucki, Mike Peterson, John Meyers, Tim Lease, Gerald Galle, Don Gander, Justin O'Brien, Mel Masters, Kevin Butteris

Members attending via ZOOM: Bruce Paull, Joan Davis

Excused: Dody Cockeram, Ricky Rolfsmeyer

Absent: Don Leix

Approval of the Amended Agenda: Motion by Sup. Lease seconded by Sup. Nankee to approve the Amended Agenda of this February 18, 2025 meeting. Motion carried unanimously.

Approval of the Minutes: Motion by Sup. Nelson seconded by Sup. Butteris to approve the minutes of the January 16 and 21, 2025 meetings. Sup. O'Brien abstains. Motion carried.

Special matters and announcements:

- Committee Chair reports
 - Sup. Nankee – HHS Committee gave \$11,300 from the Opioid Settlement Funds to Family Resource Center
 - Sup. Masters – SUN Director is no longer employed, the counties are still keeping the meals going
- SWWRPC Newsletter (set out)
- Thank you letter from Michael & Megan Havlik

Comments from the public: None.

Motion by Sup. Kreul seconded by Sup. Lease to adopt Amendatory Ordinances 1-0225 through 3-0225 as a group. Motion carried unanimously.

Amendatory Ordinance No. 1-0225 to zone 18.8 acres from A-1 Agricultural to AR-1 Agricultural Residential in the Town of Arena.

Amendatory Ordinance No. 2-0225 to zone 5.206 acres from A-1 Agricultural to B-2 Highway Business in the Town of Highland.

Amendatory Ordinance No. 3-0225 to zone 4.79 acres and 4.38 acres from A-1 Agricultural & B-2 Highway Business to AR-1 Agricultural Residential in the Town of Wyoming.

Motion by Sup. C Peterson seconded by Sup. Lease to waive after-the-fact permit fee for Allen Ripp. Motion carried unanimously.

Motion by Sup. Nelson seconded by Sup. Nankee to approve the Emergency Fire Wardens list as submitted by the Wisconsin DNR. Motion carried unanimously.

Motion by Sup. Davis seconded by Sup. M Peterson to approve Resolution 4-0225 Extending the Airport Zoning Ordinance Moratorium. Discussion followed. Motion carried unanimously.

Motion by Sup. Gollon seconded by Sup. C Peterson to approve Resolution 5-0225 In Support of submittal of an application for a Protect Program grant for CTH C – STH 23 to Golf Course Drive. Motion carried unanimously.

Motion by Sup. Lease seconded by Sup. Nankee to approve Resolution 6-0225 Request Military Equipment for Veterans Memorial Update. Motion carried unanimously.

Motion by Sup. Lease seconded by Sup. Stucki to approve Resolution 7-0225 Supporting Memoranda of Understanding Between Iowa County and Any Municipalities Requesting a Resource Sharing Relationship for Use of the Statewide WisVote Voter Registration System. Discussion followed. Motion carried unanimously.

Motion by Sup. Stevens seconded by Sup. C Peterson to approve Resolution 8-0225 Authorizing Participation in the Wisconsin Department of Natural Resources Outdoor Motorized Recreation Trail Aids Program. Motion carried unanimously.

Motion by Sup. Davis seconded by Sup. O'Brien to approve Resolution 9-0225 Iowa County Mission Statement Update. Motion carried unanimously.

Motion by Sup. Gollon seconded by Sup. Butteris to approve Resolution 10-0225 Notify Wisconsin River Rail Transit Commission of Iowa County's Intent to Withdraw.
17 Aye, 1 Nay (Sup. Nankee). Motion carried.

Motion by Sup. Masters seconded by Sup. Stevens to reduce the office lease for Seniors United for Nutrition to \$500/month as of January 1, 2025. Discussion followed. Motion carried unanimously.

County Administrator Report.

- Chinese Consul General visiting Thursday and Friday
- WCCO next week in Madison

Chairman Meyers Report.

- SW WI Board Chairs met with local Representatives
- HHS building had a small freon leak
- There may be a special executive or board meeting regarding 2026 Budget

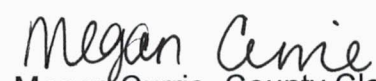
Mileage and Per Diem Report for this February 18, 2025 Session of the County Board was presented.
18 members, 396 miles Total - \$1,202.20

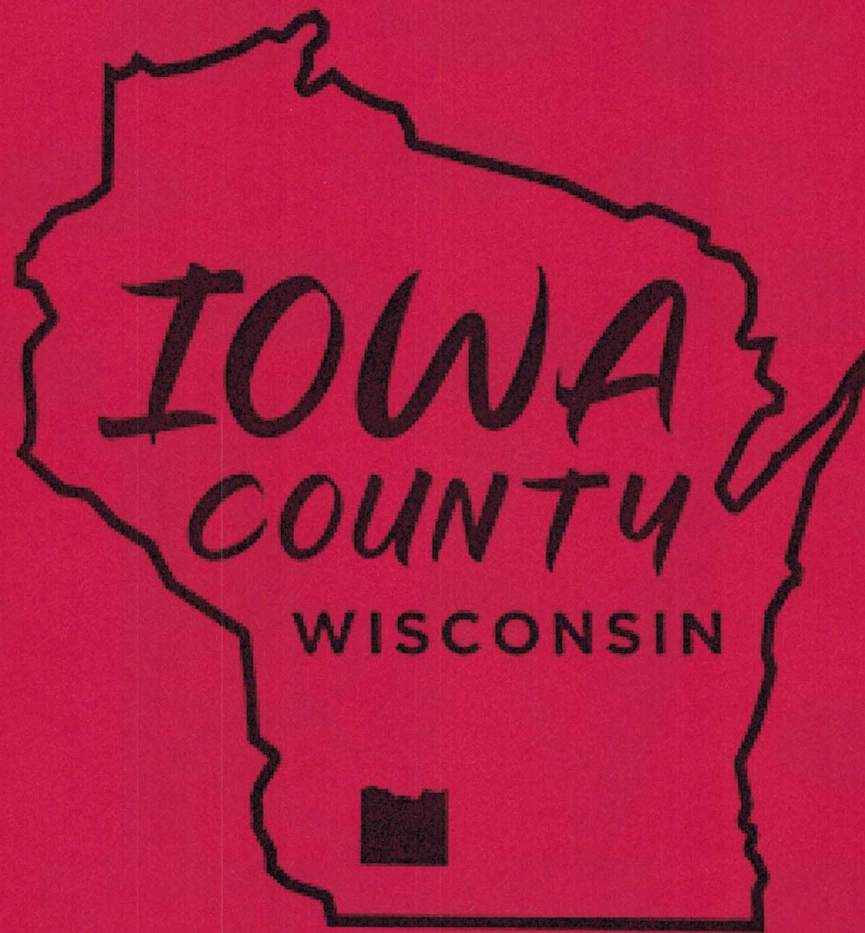
Motion by Sup. Stucki seconded by Sup. Stevens to approve Mileage and Per Diem Report. Motion carried unanimously.

Motion by Sup. Gollon seconded by Sup. Nelson to adjourn to March 18, 2025. Motion carried unanimously.

Meeting adjourned at 6:25 pm


John M. Meyers, Chairman


Megan Currie, County Clerk

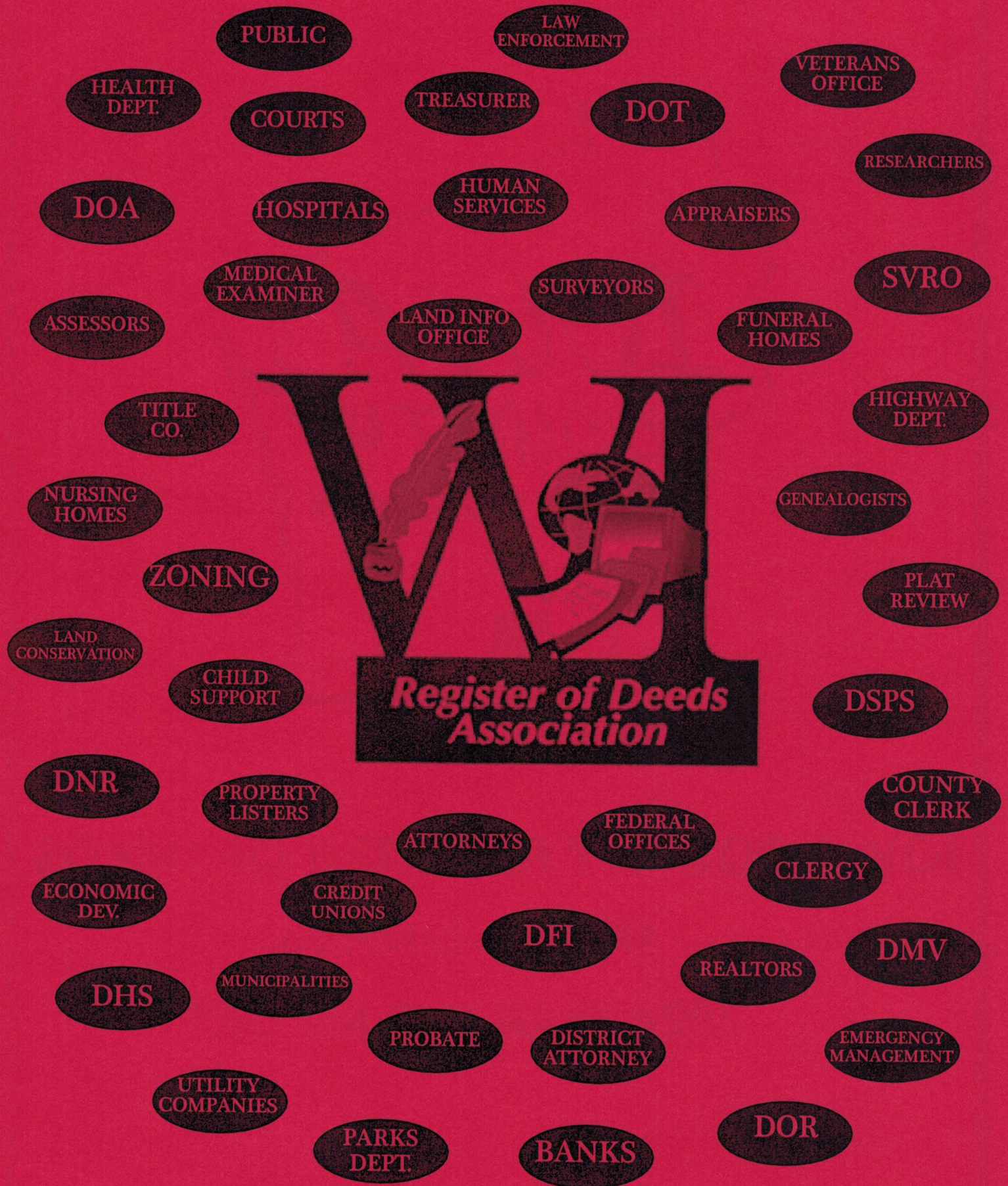


IOWA COUNTY REGISTER OF DEEDS

TAYLOR J. CAMPBELL

2024 YEAR END REPORT

Who We Serve



THE REGISTER OF DEEDS OFFICE

Iowa County became a county in 1827. The Register of Deeds Office was established in Wisconsin in 1836, before statehood, to protect the integrity of land ownership. The 1848 Wisconsin constitution Article VI, Section 4 established the elected constitutional office as a permanent element of the county-level government structure. Vital records were statutorily added in 1907.

The mission of the Register of Deeds is to provide secure archival storage and access to public records as required by law, as well as provide a high level of customer service that promotes respect and timely service for Wisconsin citizens.

REAL ESTATE

The Register of Deeds office is an important part of the county's economic system, much of the county's wealth is determined from the land within our county. The data we collect is used to create tax rolls and update GIS mapping, as well as help financial institutions and title companies provide loans and title insurance.

VITAL RECORDS-Birth, Death, Marriage & Divorce

Vital records document the span of our lives from birth to death. All vital requests must be entered in the State system before being issued to ensure everything is up to date and the record has not been flagged for fraudulent activity. If you were born or married in Wisconsin, you can obtain a birth or marriage certificate in any county throughout the state, thanks to the State Vital Records secured site. Death certificates after 2013 and divorce after 2016 are also available statewide via the secured site. Customers who present proof of identity are able to obtain certified copies of their vital records by applying in person or by standard mail.

CUSTOMER SERVICE

ROD staff provides assistance to title companies, attorneys, surveyors, appraisers, assessors, realtors, county employees and the general public. The attached "Who We Serve" sheet outlines the many diverse entities we work with.

All of our real estate documents, including all of our survey records dating back to the 1800's, are available online and can be accessed by the public via our LandShark system. Our customers welcome the convenience of using the computer to search rather than pulling out the old books. One of our greatest achievements was getting our Grantor/Grantee indexes available online, located on our Register of Deeds department page on the county website. This allows our customers the ability and convenience to complete their search remotely and access the grantor/grantee indexes dating all the way back to 1835.

I would not be able to accomplish all of the duties associated with the office without my Deputy, Renee Bergeron. The ROD office stayed within budget for expenditures and exceeded the 2024 projected revenue budget.

If you have any questions please reach out to me!

Taylor J. Campbell
Iowa County Register of Deeds
608-935-0396
Taylor.Campbell@iowacounty.org

2024 TOTAL INCOME

TOTAL

SUMMARY OF FEES COLLECTED IN 2024

<u>DESCRIPTION</u>	<u>COLLECTED</u>	<u>STATE</u>	<u>OTHER</u>	<u>COUNTY</u>
REAL ESTATE RECORDING FEE COUNTY	\$ 59,470.00			\$ 59,470.00
COUNTY LAND RECORD FEE	\$ 22,830.00		\$ 22,830.00	
STATE LAND RECORD FEE	\$ 26,635.00	\$ 26,635.00		
WISCONSIN TRANSFER FEE 80/20	\$ 586,019.10	\$ 468,815.28		\$117,203.82
	\$ -			
LAND RECORD/PUBLIC ACCESS	\$7,610.00		\$ 7,610.00	
CERTIFIED COPIES	\$ 11,751.00			\$ 11,751.00
CHILD ABUSE TRUST	\$ 2,450.00	\$ 2,450.00		
BIRTH ONLINE	\$ 2,800.00	\$ 2,800.00		
DEATH ONLINE	\$ 2,717.00	\$ 2,717.00		
MARRIAGE ONLINE	\$ 2,392.00	\$ 2,392.00		
DOMESTIC PARTNERSHIP ONLINE	\$ -	\$ -		
DIVORCE ONLINE	\$ 65.00	\$ 65.00		\$ -
REGISTER OF DEEDS COPIES	\$ 4,403.00			\$ 4,403.00
LANDSHARK FEES	\$ 50,888.00		\$ -	\$ 50,888.00
SUBSCRIPTION REVENUE	\$ 38,250.00			\$ 38,250.00
	\$ -			\$ -
	\$ -	\$ -		\$ -
TOTALS	\$ 818,280.10	\$ 505,874.28	\$ 30,440.00	\$ 281,965.82

FIVE YEAR COMPARISONS						
	2020	2021	2022	2023	2024	AVERAGE
PAID TO STATE	432,779.84	539,192.72	501,225.36	411,834.64	505,874.28	478,181.37
OTHER ACCOUNTS	51,096.00	50,976.00	37,248.00	30,368.00	30,440.00	40,025.60
NET COLLECTED IOWA COUNTY	283,458.96	312,371.18	274,872.84	240,113.66	281,965.82	278,556.49
TOTAL FEES COLLECTED	767,334.80	902,539.90	813,346.20	682,316.30	818,280.10	796,763.46

Amendatory Ordinance 1-0325

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Kevin Fargo;

For land being in the N ½ of the SE ¼ and SE ¼ of the NE ¼ of Section 5, Town 6N, Range 5E in the Town of Brigham affecting tax parcels 004-0450.A, 004-0460.A and 004-0461;

And, this petition is zone 2.008 acres from A-1 Agricultural to AR-1 Agricultural Residential.

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

Whereas a public hearing, designated as zoning hearing number **3473** was last held on **February 27, 2025** in accord with said notice, and as a result of said hearing action has been taken by the Iowa County Planning & Zoning Committee to **approve.**

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

Respectfully submitted by the Iowa County Planning & Zoning Committee.

I, the undersigned Iowa County Clerk, hereby certify that the above Amendatory Ordinance was _____ approved as recommended _____ approved with amendment _____ denied as recommended _____ denied or _____ rereferred to the Iowa County Planning & Zoning Committee by the Iowa County Board of Supervisors on **March 18, 2025.** The effective date of this ordinance shall be **March 18, 2025.**

Megan Currie
Iowa County Clerk

Date: _____



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

222 N. Iowa Street, Suite 1223

Dodgeville, WI 53533

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

Scott.Godfrey@iowacounty.org

Planning & Zoning Committee Recommendation Summary

Public Hearing held on February 27, 2025

Zoning Hearing 3473

Recommendation: **Approval**

Applicant(s): Kevin Fargo

Town of Brigham

Site Description: N ½ -SE & SE/NE of S5-6N-R5E also affecting tax parcels 004-0450.A; 0461

Petition Summary: This is a request to zone 2.008 acres from A-1 Ag to AR-1 Ag Res.

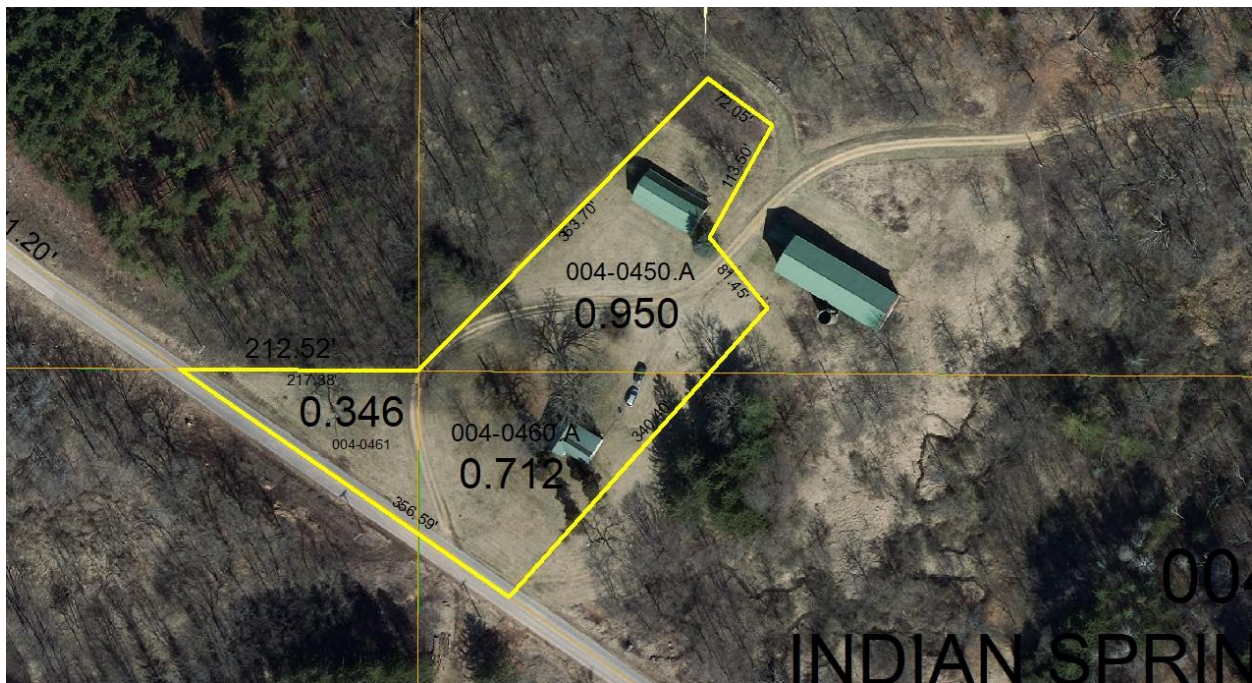
Comments/Recommendations

1. This lot was created by deed recorded in 1967 (doc #103366) which makes a legal nonconforming lot. This is because it lawfully existed prior to 1978 when the minimum lot size for the A-1 district was increased to 40 acres.
2. If approved, the AR-1 district would allow one single-family residence, accessory structures and limited ag uses not including any livestock-type animal units.
3. There is no proposed land division.
4. Per Section 11.0 of the Iowa County Zoning Ordinance, the following may be considered when deciding on a zoning change:
 1. Whether the petition is consistent with the Iowa County Comprehensive Plan and the comprehensive plan of any Town affected by said petition.
 2. Whether adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, schools, police and fire protection, and roads and transportation, as applicable) will be available as required by the petition while maintaining adequate levels of service to existing development.
 3. Whether the petition will result in significant adverse impacts upon surrounding properties or the natural environment, including air, water, noise, stormwater management, soils, wildlife and vegetation.
 4. Whether the land associated with the petition is suitable for the proposed development and said development will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas.
 5. Whether the petition is to resolve a violation.
 6. Whether the petition is the minimum action necessary to accomplish the intent of the petition, and an administrative adjustment, variance, or Conditional Use Permit could not be used to

achieve the same result.

Town Recommendation: The Town of Brigham is recommending approval.

Staff Recommendation: Staff recommends approval



Amendatory Ordinance 2-0325

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Jerrod & Cassie Jabs and William & JoEllen Reese;

For land being in the SE ¼ of the NE ¼ of Section 24 of Town 7N, Range 3E in the Town of Dodgeville affecting tax parcel 008-0522.A;

And, this petition is zone 2.237 acres from A-1 Agricultural to AR-1 Agricultural Residential.

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

Whereas a public hearing, designated as zoning hearing number **3474** was last held on **February 27, 2025** in accord with said notice, and as a result of said hearing action has been taken by the Iowa County Planning & Zoning Committee to **approve** with the condition that the associated certified survey map is duly recorded within 6 months.

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

Respectfully submitted by the Iowa County Planning & Zoning Committee.

I, the undersigned Iowa County Clerk, hereby certify that the above Amendatory Ordinance was _____ approved as recommended _____ approved with amendment _____ denied as recommended _____ denied or _____ rereferred to the Iowa County Planning & Zoning Committee by the Iowa County Board of Supervisors on **March 18, 2025**. The effective date of this ordinance shall be **March 18, 2025**.

Megan Currie
Iowa County Clerk

Date: _____



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

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

Planning & Zoning Committee Recommendation Summary

Public Hearing held on February 27, 2025

Zoning Hearing 3474

Recommendation: **Approval**

Applicant(s): Jerrod & Cassie Jabs and William & JoEllen Reese

Town of Dodgeville

Site Description: SE/NE of S24 T7N-R3E also affecting tax parcel 008-0522.A

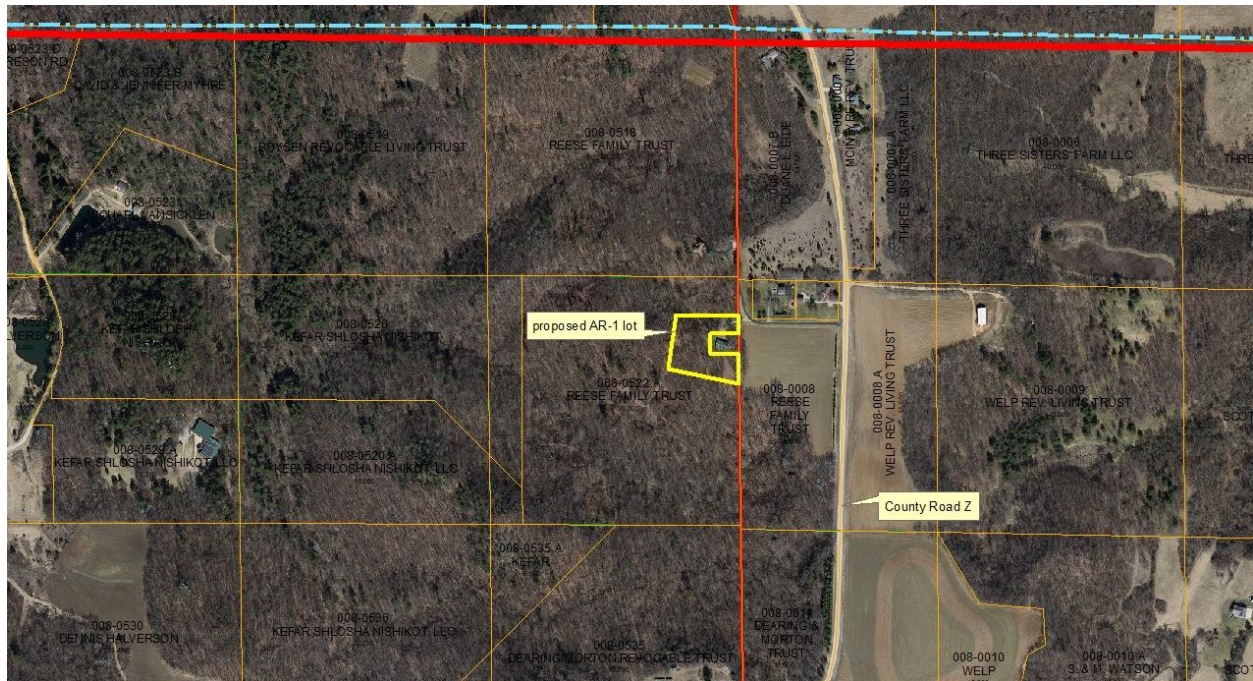
Petition Summary: This is a request to zone 2.237 acres from A-1 Ag to AR-1 Ag Res.

Comments/Recommendations

1. The A-1 district has had a minimum 40-acre lot size since 1978, so rezoning is required to legally create the proposed lot.
2. If approved, the AR-1 district would allow one single-family residence, accessory structures and limited ag uses not including any livestock-type animal units.
3. The associated certified survey map has been submitted for formal review.
4. Per Section 11.0 of the Iowa County Zoning Ordinance, the following may be considered when deciding on a zoning change:
 1. Whether the petition is consistent with the Iowa County Comprehensive Plan and the comprehensive plan of any Town affected by said petition.
 2. Whether adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, schools, police and fire protection, and roads and transportation, as applicable) will be available as required by the petition while maintaining adequate levels of service to existing development.
 3. Whether the petition will result in significant adverse impacts upon surrounding properties or the natural environment, including air, water, noise, stormwater management, soils, wildlife and vegetation.
 4. Whether the land associated with the petition is suitable for the proposed development and said development will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas.
 5. Whether the petition is to resolve a violation.
 6. Whether the petition is the minimum action necessary to accomplish the intent of the petition, and an administrative adjustment, variance, or Conditional Use Permit could not be used to achieve the same result.

Town Recommendation: The Town of Dodgeville is recommending approval with the condition that the surrounding land is consolidated by deed to make conforming. (Note: this was done by deed recorded January 23, 2025)

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



Amendatory Ordinance 3-0325

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Kent Roberts;

For land being in Section 36 of Town 5N, Range 1E and the NE ¼ of Section 1 of Town 4N, Range 1 E in the Town of Mifflin affecting tax parcels 016-0614.A1, 016-0615 and 016-0617.A

And, this petition is zone 12.5 acres from A-1 Agricultural to AR-1 Agricultural Residential and 27.5 acres with the AC-1 Agricultural Conservancy overlay.

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

Whereas a public hearing, designated as zoning hearing number **3475** was last held on **February 27, 2025** in accord with said notice, and as a result of said hearing action has been taken by the Iowa County Planning & Zoning Committee to **approve** with the condition that the associated certified survey map is duly recorded within six months.

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

Respectfully submitted by the Iowa County Planning & Zoning Committee.

I, the undersigned Iowa County Clerk, hereby certify that the above Amendatory Ordinance was _____ approved as recommended _____ approved with amendment _____ denied as recommended _____ denied or _____ rereferred to the Iowa County Planning & Zoning Committee by the Iowa County Board of Supervisors on **March 18, 2025**. The effective date of this ordinance shall be **March 18, 2025**.

Megan Currie
Iowa County Clerk

Date: _____



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

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

Planning & Zoning Committee Recommendation Summary

Public Hearing held on February 27, 2025

Zoning Hearing 3475

Recommendation: **Approval**

Applicant(s): Kent Roberts

Town of Mifflin

Site Description: SE/SE S36-T5N-R1E & NE ¼ S1-T4N-R1E also affecting tax parcels 016-0614.A1; 0615; 0617.A

Petition Summary: This is a request to zone 12.5 acres from A-1 Ag and B-2 Hwy Bus to AR-1 Ag Res and 27.5 acres with the AC-1 overlay.

Comments/Recommendations

1. The A-1 district has had a minimum 40-acre lot size since 1978, so rezoning is required to legally create the proposed lot. The AC-1 is required to comply with the town's residential density standard.
2. If approved, the AR-1 district would allow one single family residence, accessory structures and up to 5 animal units as defined in the Iowa County Zoning Ordinance. The AC-1 district allows for open space uses but no development that requires a zoning permit.
3. The associated certified survey map has been submitted for formal review.
4. Per Section 11.0 of the Iowa County Zoning Ordinance, the following may be considered when deciding on a zoning change:
 1. Whether the petition is consistent with the Iowa County Comprehensive Plan and the comprehensive plan of any Town affected by said petition.
 2. Whether adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, schools, police and fire protection, and roads and transportation, as applicable) will be available as required by the petition while maintaining adequate levels of service to existing development.
 3. Whether the petition will result in significant adverse impacts upon surrounding properties or the natural environment, including air, water, noise, stormwater management, soils, wildlife and vegetation.
 4. Whether the land associated with the petition is suitable for the proposed development and

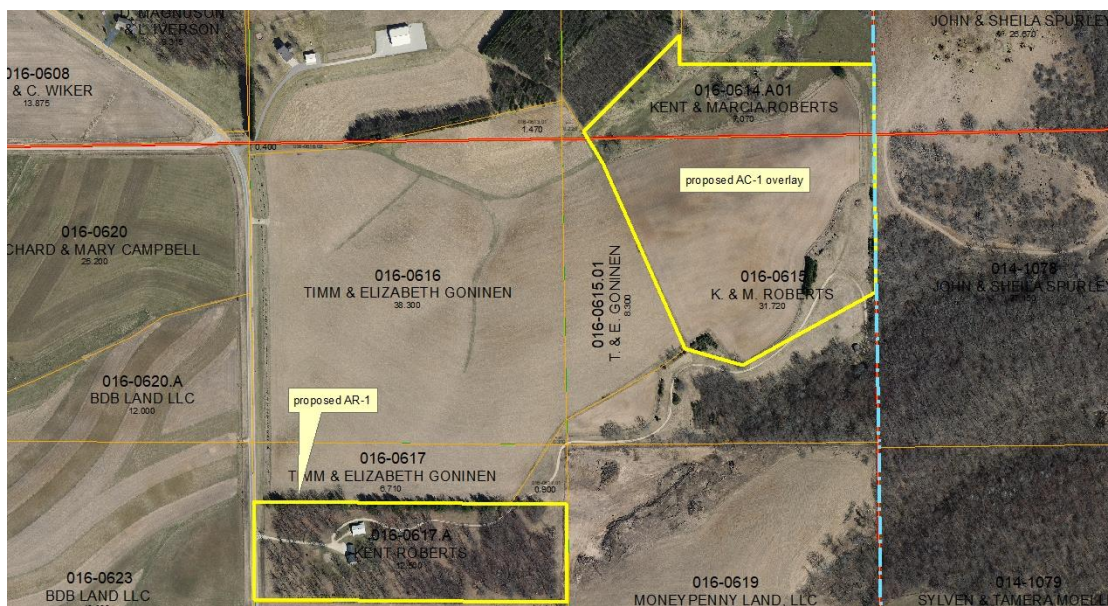
said development will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas.

5. Whether the petition is to resolve a violation.

6. Whether the petition is the minimum action necessary to accomplish the intent of the petition, and an administrative adjustment, variance, or Conditional Use Permit could not be used to achieve the same result.

Town Recommendation: The Town of Mifflin is recommending approval.

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



Amendatory Ordinance 4-0325

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Jack McWilliams and Dodge Point Country Club;

For land being in Sections 21 & 22 of Town 5N, Range 3E in the Town of Mineral Point affecting tax parcels 018-0267, 018-0271, 018-0272, 018-0296.03, 018-0296.02, 018-0295.04 and 018-0266;

And, this petition is zone 122 acres from B-2 Highway Business to RB-1 Recreational Business.

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

Whereas a public hearing, designated as zoning hearing number **3476** was last held on **February 27, 2025** in accord with said notice, and as a result of said hearing action has been taken by the Iowa County Planning & Zoning Committee to **approve.**

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

Respectfully submitted by the Iowa County Planning & Zoning Committee.

I, the undersigned Iowa County Clerk, hereby certify that the above Amendatory Ordinance was _____ approved as recommended _____ approved with amendment _____ denied as recommended _____ denied or _____ rereferred to the Iowa County Planning & Zoning Committee by the Iowa County Board of Supervisors on **March 18, 2025.** The effective date of this ordinance shall be **March 18, 2025.**

Megan Currie
Iowa County Clerk

Date: _____



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

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

Planning & Zoning Committee Recommendation Summary

Public Hearing held on February 27, 2025

Zoning Hearing 3476

Recommendation: **Approval**

Applicant(s): Jack McWilliams and Dodge Point Country Club

Town of Mineral Point

Site Description: S21&22-T5N-R3E also affecting tax parcels 018-0267; 0271; 0272; 0296.03; 0296.02; 0295.04; 0266

Petition Summary: This is a request to zone 122 acres from B-2 Hwy Bus to RB-1 Rec Bus.

Comments/Recommendations

1. This property had an operating golf course when zoning was first adopted in the late 1960s. As it expanded, it was zoned B-2 in 1999 (ZH 1620). The proposal now to add a venue for weddings/events/meetings is a new use requiring a Conditional Use Permit.
2. Since 1999, the RB-1 Recreational Business district was created which is what this operation would be zoned today, so the proposal includes changing from B-2 to RB-1. The intent is to keep all previously approved uses with the addition of the wedding/event/meeting venue.
3. Per Section 11.0 of the Iowa County Zoning Ordinance, the following may be considered when deciding on a zoning change:
 1. Whether the petition is consistent with the Iowa County Comprehensive Plan and the comprehensive plan of any Town affected by said petition.
 2. Whether adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, schools, police and fire protection, and roads and transportation, as applicable) will be available as required by the petition while maintaining adequate levels of service to existing development.
 3. Whether the petition will result in significant adverse impacts upon surrounding properties or the natural environment, including air, water, noise, stormwater management, soils, wildlife and vegetation.
 4. Whether the land associated with the petition is suitable for the proposed development and said development will not cause unreasonable soil erosion or have an unreasonable adverse

effect on rare or irreplaceable natural areas.

5. Whether the petition is to resolve a violation.

6. Whether the petition is the minimum action necessary to accomplish the intent of the petition, and an administrative adjustment, variance, or Conditional Use Permit could not be used to achieve the same result.

Town Recommendation on rezoning: The Town of Mineral Point is recommending approval.

Staff Recommendation on rezoning: Staff recommends approval.

1. Per Section 4.0 of the Iowa County Zoning Ordinance, the following standards are to be considered for a CUP:

- 1) The proposed use complies with all applicable provisions of this Ordinance.
- 2) The proposed use is compatible with adjacent legal uses in terms of scale, site design, operating characteristics (hours of operation, traffic generation, lighting, noise, odor, dust and other external impacts).
- 3) There are no significant anticipated measurable adverse impacts to the surrounding legal uses and environment resulting from the proposed conditional use.
- 4) Any adverse impacts resulting from the use will be mitigated or offset to the maximum practical extent.
- 5) Public safety, transportation, services and utility facilities exist or will be available to serve the subject property while maintaining sufficient levels of service for existing development.
- 6) Adequate assurances by the applicant of continuing maintenance are provided.
- 7) The proposed use is consistent with the Iowa County Comprehensive Plan

Town Recommendation for the CUP: The Town of Mineral Point is recommending approval.

Staff Recommendation for the CUP: Staff recommends approval with the following conditions:

- 1) Any outdoor lighting be pointed downward and away from County Road YD.
- 2) Due to proximity to existing housing, no outdoor music or similar noise from weddings/events/meetings after 8pm.



RESOLUTION NO. 5-0325

Resolution Urging Governor Evers and the Wisconsin Legislature to Support the County Courts

WHEREAS, in 2023, the total cost to Wisconsin Counties for running all Circuit Courts was \$237 million. At the same time, the Court Support funding from the state to counties was \$28 million, 12 percent of the actual cost to run the local courts; and,

WHEREAS, the Circuit Court system is intended to be a state-county partnership; and

WHEREAS, the state's fiscal responsibilities include Judges, Court reporters, CCAP equipment, and the Circuit Court Cost Appropriation; and,

WHEREAS, the Counties are fiscally responsible for the majority of other functions of the court, including, but not limited to the following: bailiffs and court security officers, courthouse building maintenance, phones and utilities, Clerk of Court and Register in Probate, staff salaries and benefits, jury costs, psychological exams, guardians ad litem and court-appointed attorneys, expert witnesses, interpreters and translation fees, court commissioners, law libraries, corporation counsel, courtroom technology and audio visuals, copying machines and other non-CCAP office technology, office supplies, furniture, recruitment and training, financial collection efforts, mail fees, printing costs, exhibit and file storage, access to state data, insurance, service of court documents, judicial staff attorneys, and equipment repair; and,

WHEREAS, over the last 10 years, the increase in the county portion of cost to run the courts is nearly six times higher than the increase in Circuit Court Cost Appropriations provided to cover these costs, and counties now pay almost \$150,000,000 more than the state in unbalanced Circuit Court costs.

NOW THEREFORE, BE IT RESOLVED by the Iowa County Board of Supervisors that Iowa County joins the Wisconsin Clerks of Circuit Court Association (WCCCA) and the Wisconsin Counties Association (WCA) in their efforts to increase the Circuit Court Cost Appropriation by \$70 million payable to Wisconsin Counties in the 2025/27 Wisconsin State Budget.

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication and a copy be sent to Governor Evers and all Wisconsin State Legislators representing Iowa County.

The above and foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this 18th day of March 2025.

John M. Meyers, Iowa County Board Chair

ATTEST:

Megan Currie, County Clerk

AGENDA ITEM COVER SHEET

Title: Land Conservation cost-share policy update

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Land Conservation policy 1201 has been changed to update limitations on maximum cost-share amounts. This change was made to better distribute cost-share funds due to increased interest in cover crop cost-share. We also made minor changes to other language.

RECOMMENDATIONS (IF ANY):

The Land Conservation Committee approved the policy change at their February 26 meeting.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

LCD policy 1201: Soil and Water Resource Management Grant Cost-Share Prioritization

FISCAL IMPACT:

None

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Katie Abbott _____

DEPT: Land Conservation _____

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



SOIL AND WATER RESOURCE MANAGEMENT GRANT COST-SHARE PRIORITIZATION

Date Originated: 09/18/2018
Date of Modifications: 2022, 1/2023, 8/2023, 1/2025
Policy Number: 1201

1. PURPOSE:

To describe the process for prioritizing and administering cost-share projects funded by Wisconsin Department of Agriculture, Trade and Consumer Protection's Soil and Water Resource Management Grants.

2. ORGANIZATIONS AFFECTED:

Land Conservation Department

3. POLICY:

Cost-share administration shall follow guidelines set forth in Wisconsin Administrative Code ATCP 50.

Cost-share amounts shall not exceed \$14,000 without Land Conservation Committee (LCC) approval.

Nutrient management planning, cover crop, and no-till payments shall not exceed ~~\$10,000~~ 7,500 for a single practice or ~~\$15~~10,000 for a combination of practices per year per entity. "Entity" includes a grant recipient or landowner. This amount may be exceeded with LCC approval provided there is sufficient funding. The Land Conservation Department (LCD) may develop a prioritization process for non-structural cost-share, to be approved by the LCC.

Stream crossing projects shall be ford crossings only; bridges and culverts will not receive technical or financial assistance.

The Land Conservation Department (LCD) staff shall rank structural cost-share projects prior to contracting to ensure funding is spent on priority projects that have a documented conservation benefit and prioritize land that is actively engaged in a farming operation.

Project ranking shall be based on:

- a. level of conservation benefit
- b. alignment with Iowa County's current Land and Water Resource Management Plan
- c. current geographic or resource priorities
- d. current practice priorities

- e. Farmland Preservation Program participation
- f. cost-effectiveness of the practice
- g. availability of other funding sources
- h. landowner's compliance and project completion history

4. REFERENCES:

Wisconsin Administrative Code Chapter ATP 50

Wisconsin Administrative Code Chapter NR 151

5. PROCEDURES:

- a. The LCD shall create a numerical ranking form based on the above criteria, including delineating high-, medium-, and low-priority practices and a minimum numerical value for eligibility.
- b. The LCC shall approve the ranking form and any future updates. The form shall be updated as needed, with a review no less than once every five years.
- c. The LCD ~~may~~shall create a "Request for Technical Assistance" form. A landowner and/or cost-share recipient ~~must~~may submit this form to the LCD ~~before any to request a~~ site visit, cost-share, or other technical assistance ~~will be provided~~.
- d. The LCD may, at their discretion, create one or more deadlines per year by which ~~Request for Technical Assistance forms~~cost-share requests are due. ~~Forms-Requests~~ received after that date will be considered dependent on funding and staff availability, or will be saved for the following year. Due dates may vary by practice or funding source as needed, ~~and shall be included on the Request for Technical Assistance form~~.
- e. Based on a site investigation, maps, and other information, LCD staff shall rank each project using the approved form before offering a cost-share contract.
- f. If funding is limited, projects with the highest ranking value shall be funded first.
- g. Lower-ranked projects may be cost-shared if there is adequate funding, provided they meet the established minimum value.

AGENDA ITEM COVER SHEET

Title: Resolution Declaring April 21-25 2025 Work Zone Safety Week.

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Declaration and recognition of April 21-25, 2025 as National Work Zone Safety Awareness Week.

RECOMMENDATIONS (IF ANY):

Recommendation to approve the Resolution under consideration

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Work zone incident statistics in Wisconsin for 2019-2024.

FISCAL IMPACT:

None

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 Mins

COMPLETED BY: CRH

DEPT: HWY

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: 03-03-2025

AGENDA ITEM # 7

COMMITTEE ACTION:

**IOWA COUNTY BOARD OF SUPERVISORS
RESOLUTION No. 6-0325**

DRAFT

**RESOLUTION DESIGNATING THE WEEK OF APRIL 21st THROUGH APRIL 25th
2025 As WORKZONE SAFETY AWARENESS WEEK IN IOWA COUNTY.**

WHEREAS in 1999 the Federal Highway Administration (FHWA) partnered with the American Association of State and Highway officials (AASHTO) and more recently with the American Traffic Safety Services Association (ATSSA) to create the National Work Zone Safety Awareness Week campaign, held annually in April prior to the construction season for much of the nation; and,

WHEREAS, the Wisconsin County Highway Association is asking all seventy-two (72) counties in the state to unite and kick-off “Work Zone Safety Awareness Week” with a resolution and campaign to raise awareness for its’ workers and those of various highway contractors performing work for the counties; and,

WHEREAS, according to data from UW Madison’s Traffic Operations and Safety Laboratory’s Community Maps between 2019 and 2023, there were 64 fatalities recorded as a result of more than 10,000 crashes within work zones which injured more than 3,800 people; and,

WHEREAS, construction and maintenance activities on our streets and highways periodically require that work zones be established; and,

WHEREAS, there has been an average of 2,124 work zone crashes in Wisconsin in each of the last five years; and,

WHEREAS, in 2024, Wisconsin suffered from 2,161 crashes in road construction and maintenance zones, resulting in over 525 injuries and 9 fatalities; and,

WHEREAS, through their enforcement activities and other participation, the Iowa County Sheriff’s Office, Wisconsin State Patrol, and the Iowa County Highway Department will work to make “Work Zone Safety Awareness Week a success; and,

WHEREAS, the County Sheriff’s Office is committed in 2025 to conduct enforcement activities and work jointly with the County Highway Department to make “Work Zone Safety Awareness Week” a success in Iowa County; and,

WHEREAS, the Federal Highway Administration has designated April 21st through April 25th, 2025 as National Work Zone Safety Awareness Week with this year’s theme

“Respect the Zone so we all Get Home”, which focuses on awareness to all drivers in work zones of their speed and proximity to workers,

THEREFORE BE IT RESOLVED by the Iowa County Board of Supervisors that the week of April 21st through April 25th, 2025 be designated as “Work Zone Safety Awareness Week” in Iowa County.

The above and foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this _____ day of March 2025.

John M. Meyers, Iowa County Board Chair

ATTEST:

Megan Currie, County Clerk

Prepared by CRH / HWY

AGENDA ITEM COVER SHEET

Title: Artificial Intelligence Policy 1310

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County staff have established the attached policy in conjunction with assistance from Regional Planning and UniverCity program. The Department Head team has reviewed and provided feedback and it is being recommended by the General Government Committee. Artificial Intelligence is a topic area that is growing and being updated daily. It is likely that this policy will need revisions as the technology continues to grow in use.

RECOMMENDATIONS (IF ANY):

Please consider the attached policy.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is a copy of the draft policy.

FISCAL IMPACT:

Iowa County staff are already starting to use AI and are being trained on it's impacts. The training does take staff time, but overall, we are hopeful that AI will save staff time and become beneficial to Iowa County.

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:



GENERATIVE ARTIFICIAL INTELLIGENCE USE (AI Policy)

Date Originated: 03/??/25
Date of Modifications:
Policy Number: 1310
Drafted by: Consultant

Iowa County Government Generative Artificial Intelligence Use Policy

This policy outlines appropriate use of Generative AI, as it relates to Iowa County, by employees and departments for official and personal use. This policy is to be used in conjunction with other Iowa County policies.

EXECUTIVE SUMMARY:

This Generative AI Use Policy provides guidelines for responsible and secure usage of Generative AI (GenAI) tools by Iowa County employees. This policy promotes constructive use of AI technologies to support county operations, while safeguarding data privacy, security, and accuracy. GenAI can assist in data analysis, public communications, document automation, and creative content generation, contributing to enhanced efficiency across departments. GenAI users must be responsible and risk-aware when applying these tools. Employees are always fully responsible for the work they produce, with or without the use of GenAI tools.

SCOPE AND FOCUS OF GENERATIVE AI USAGE:

This policy distinguishes between general artificial intelligence (AI) and Generative AI (GenAI). While AI encompasses a wide range of technologies used for tasks like data analysis, predictions, and automation, GenAI specifically refers to tools that create new content such as text, images, or videos. Within the scope of this policy, the focus is exclusively on the responsible use of text-based GenAI tools, such as ChatGPT, which can assist in tasks like drafting text or summarizing information. The use of GenAI tools for generating videos or images poses high risk due to content sensitivity, security, and ethical concerns.

1. PURPOSE:

The purpose of this policy is to define permitted and prohibited use of GenAI tools.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies, and divisions of Iowa County.

3. POLICY:

- A. **CHANGES TO THIS POLICY:** Iowa County may modify this GenAI Use Policy to reflect legal, technological and other developments. A current copy of this document can be found on the Iowa County Policy Manual.
- B. **DEFINITIONS:** The following definitions relate to terms as used within the context of this policy.

Generative AI (GenAI) – Artificial intelligence technology that derives new versions of text, audio, or visual imagery from large bodies of data in response to user prompts. GenAI can be used in stand-alone applications, such as ChatGPT, Copilot, and Claude, or incorporated into other applications, such as Google or Microsoft Office Suite.

Sensitive Information - Confidential, sensitive, or non-public data that requires protection, especially when shared on public platforms.

C. WORK-RELATED GENERATIVE AI GUIDELINES:

This policy establishes a framework to allow Iowa County to use powerful technological systems for the benefit of the County as an organization, the workforce, and the community served while safeguarding against harm. All County workforce members who use AI in the conduct of County business are required to comply with this policy and should therefore review and understand this policy.

- I. **Training Expected:** Employees are expected to complete an approved AI training course to use GenAI tools effectively and responsibly. Training opportunities are available through Iowa County and the GenAI Guide provided by Iowa County can be referenced.
- II. **Data Security:** Sensitive or confidential information must not be input into GenAI tools unless reviewed and approved by the IT Department. This includes data that may identify residents, employees, or proprietary county information.
- III. **Accuracy and Integrity:** Outputs from GenAI tools should be carefully reviewed to ensure they align with Iowa County’s mission and values. These tools are intended to assist employees but should not replace professional judgment, especially in critical or public-facing communications. Employees are fully responsible for the work they produce, with or without the use of GenAI tools.
- IV. **Risk Awareness:** GenAI tools vary in level of risk. Large Language Model (LLM) tools including ChatGPT and Claude are permitted when used with risk-awareness. Video and image generation tools pose high risk and should only be used with specific permission from the Iowa County Administrator.

D. PERMITTED USES:

- I. As directed during an Iowa County AI training.
- II. Offering suggestions for proofreading, editing, or improving the grammar, tone, and structure of non-sensitive documents, presentations, or drafts, with user review.
- III. Generating first-drafts, outlines, templates, or public-facing content (e.g., press releases, guides, or talking points for public meetings), with user review.
- IV. Translating non-sensitive content into different languages to aid communication, with final review by a fluent speaker.
- V. Generating ideas, thought experiments, or creative variations for non-sensitive work to enhance products, processes, or strategies, with user review and ownership.
- VI. Designing or brainstorming community engagement strategies or outreach campaigns, with user review.
- VII. Proposing process improvements or efficiencies for non-sensitive workflows.
- VIII. Summarizing, analyzing, or synthesizing non-sensitive documents, feedback, or information into themes or trends, with user review.
- IX. Conducting preliminary research on public policies, trends, or emergency planning scenarios, with oversight and user verification.

- X. Creating FAQs or guides for public services or internal procedures, with user review.
- XI. Preparing agendas, minutes, or summaries to support meetings or project planning, with user review.
- XII. Organizing and categorizing information for knowledge management or grant writing, with user verification.
- XIII. Assisting with coding exercises or technical templates, with user review and ownership.
- XIV. Preparing draft surveys or questionnaires to gather feedback or data, with user review.
- E. PROHIBITED USES:
 - I. Privacy Violations: Employees must not submit any sensitive, confidential, or regulated data, or any personally identifiable data about members of the public or other workforce members, to a GenAI system.
 - II. Sensitive Work: GenAI tools must not be used in situations that pose ethical, operational, or critical accuracy risks.
 - III. Irresponsible Use: Employees are prohibited from using GenAI tool outputs without user review and adjustment. Employees are fully responsible for their work and must verify and take complete ownership over work conducted with the assistance of GenAI.
 - IV. Effort-Focused Exercises: GenAI tools must not be used in situations where the primary goal is to evaluate an employee's personal effort, skill development, or independent work. In training or professional development contexts, the use of GenAI tools is only permitted if explicitly authorized.
 - V. Causing Harm: Employees are prohibited from using GenAI tools in ways that may cause harm. Education and training to navigate risks are essential to effective GenAI use. If County workforce members become aware of an instance where a GenAI system has caused harm, workforce members must report the instance to their supervisor and the IT Department Head.
- F. PERSONAL USE:

Workforce members shall not use personal GenAI accounts to conduct County business. Additionally, workforce members shall not store anything related to County business within a GenAI system that they, as a private citizen, have created for personal use, nor shall they store personal documents or data in a GenAI system that was created for County business
- G. VIOLATIONS:

The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.
- H. EXCEPTIONS:

Exceptions to this policy may only be granted by the County Administrator.

4. REFERENCES:

5. PROCEDURES:

Reference the Iowa County AI Guide for support using GenAI tools.

Iowa County Circuit Court

222 N. Iowa St., Suite 206
Dodgeville, WI 53533-1593
935-0347 & 935-0395



Matthew C. Allen
Circuit Court Judge

Kanndie S. Basting
Register in Probate/
Judicial Assistant

Amber Kelley
Circuit Court Reporter

March 12, 2025

Iowa County Board of Supervisors
c/o Megan Currie, County Clerk
222 North Iowa Street
Dodgeville, WI 53533

RE: Approval to fill Clerk of Court vacancy

Dear Board Supervisor:

I write to you in my capacity as Iowa County Circuit Court Judge in support of Iowa County Clerk of Court Lia Leahy, who was recently informed she would not be authorized to fill a longstanding (and already budgeted-for) deputy clerk position that will soon become vacant in her department due to an employee retirement.

Having served Iowa County both as its corporation counsel and in the District Attorney's Office for nearly a decade before taking the bench, I have a full understanding of the county budget process. Lia and I appreciate the challenges you face in providing services to the residents of Iowa County while also striving to maintain a balanced budget, particularly when faced with levy limits and funding shortages at the State level. As a measure of fiscal responsibility, I respect Administrator Bierke's obligation to review the necessity of positions as they come open in Iowa County. However, I would be remiss in my duty to oversee local court operations if I did not strongly advocate for the filling of the upcoming vacancy in the Clerk of Court department.

If you have questions about how local court systems are funded in Wisconsin and have not had the chance to read it, I would encourage you to review the December 2024 issue of Wisconsin Counties magazine. That issue provided an excellent general overview of court funding, and it highlighted some of the significant challenges we and other counties face in our court system due to funding shortages. Lobbying efforts to increase State funding for our local courts is ongoing, and I certainly appreciate those efforts.

With respect to the opening in Lia's office, at a recent meeting of the General Government Committee, Administrator Bierke indicated he had proposed not filling this vacancy for budgetary reasons only and without regard to workload. However, I strongly urge you to consider the workload in our local court system when making your decision on this important issue. Over the years, I have come to appreciate this Board's willingness to look at what other similarly situated counties are doing and to

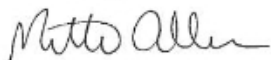
analyze data before making important decisions. To that end, Lia and I have put together the enclosed packet of information pertaining to the court system workload in Iowa County. As indicated on pp. 7-9, from 2022 through 2025, our local court processed an average of approximately 3,900 cases per year. While criminal cases tend to dominate local headlines, they typically account for only around 13% of our case filings. In addition to criminal matters, the Clerk of Court processes all forfeiture, civil, probate, and juvenile cases in Iowa County. As set forth on p. 5, that caseload makes us the 14th busiest county in Wisconsin per judicial official, but with even a small uptick in caseload, we would likely be in the top ten.

In her role as the elected Clerk of Court, Lia currently supervises three full-time deputy clerks. For comparison, we have highlighted at pp. 1-4 the Clerk of Court staffing levels (in addition to the elected Clerk of Court) in other one-judge counties throughout the state. As you can see, the majority of those counties, despite many of them having substantially smaller populations and significantly lower workloads per judicial official, maintain staffing levels similar to Iowa County's current staff. If the upcoming vacancy in our Clerk of Court department goes unfilled and Lia is left with only two deputies working under her, we will be significantly understaffed by comparison.

Overall, these workload figures alone support filling the upcoming deputy clerk vacancy. However, this decision is not just about budgets and case numbers, it is about people – both the employees working hard as deputies in the Clerk of Court office and the numerous Iowa County residents they serve on a daily basis. My court reporter, Amber Kelley, has submitted at pp. 12-13 a letter in support of the Clerk of Court; I hope you will give her observations your thoughtful consideration, as she has captured the personal impacts a staffing reduction would have more eloquently than I ever could. In addition to Ms. Kelley's letter, I also have enclosed at pp. 10-11 correspondence from our judicial district's chief judge, the Honorable Scott Horne, detailing our obligation to fulfill core court functions in serving the citizens of Iowa County.

In closing, I again appreciate the need for the Board to be fiscally responsible, but based on the information we have provided, I hope you will agree the deputy clerk position is not one that should be eliminated. If you have any questions for me in advance of the board meeting, please do not hesitate to reach out, as I would be happy to speak with you. Otherwise, I thank you in advance for your consideration, and we will be present to answer any questions you may have at next week's board meeting.

Sincerely,



Hon. Matthew C. Allen
Circuit Court Judge

Enclosures

cc: Lia Leahy, Clerk of Court

One Judge County Staff

① Crawford County (pop. 16,000)

- 1 Chief Deputy
- 2 Deputy Clerks
 - Could use another clerk

② Taylor County (pop. 20,000)

- 1 Chief Deputy
- 1 Lead Clerk
- 1 Deputy Clerk

③ Lafayette County (pop. 17,000)

- 1 Chief Deputy
- 1 Legal Assistant

④ Green Lake County (pop. 19,300)

- 3 Deputy Clerks
- ½ Deputy Clerk

⑤ Price County (pop. 14,000)

- 3 Deputy Clerks

⑥ Richland County (pop. 18,000)

- 1 Chief Deputy
- 1 Deputy Clerk
- ½ Deputy Clerk

⑦ Vernon County (pop. 31,000)

- 3 Deputy Clerks

⑧ Buffalo County (pop. 13,500) *shares a Judge with Pepin County

- 2 ½ Deputy Clerks

⑨ Pierce County (pop. 43,000)

- 5 Deputy Clerks



2023 Weighted Caseload Report

Produced by the Office of Court Operations

Workload Summary

Report Year: 2023

Three-Year Workload Average Range: 2023, 2022, 2021

District	County (Circuit)	Three-year Workload Average	Judges	Report Year Court Commissioners	Workload per Judicial Official
District 1	Milwaukee	47.97	47	23.00	0.69
	District Total	47.97	47	23.00	0.69
District 2	Kenosha	11.66	8	3.00	1.06
	Racine	11.87	10	4.24	0.83
	Walworth	4.77	4	1.90	0.81
	District Total	28.30	22	9.14	0.91
District 3	Dodge	3.64	4	1.00	0.73
	Jefferson	3.96	4	2.00	0.66
	Ozaukee	3.10	3	1.00	0.78
	Washington	4.80	4	1.19	0.93
	Waukesha	14.08	12	4.80	0.84
	District Total	29.57	27	9.99	0.80
District 4	Calumet	1.74	2	0.10	0.83
	Fond du Lac	5.85	5	1.04	0.97
	④ Green Lake	1.09	1	0.08	1.01
	Manitowoc	5.31	4	1.25	1.01
	Marquette	0.98	1	0.02	0.96
	Sheboygan	5.53	5	2.00	0.79
	Waushara	1.56	2	0.25	0.69
	Winnebago	7.44	6	3.00	0.83
	District Total	29.51	26	7.74	0.87
District 5	Columbia	3.92	3	0.58	1.10
	Dane	21.70	17	10.50	0.79
	Green	1.56	2	0.52	0.62
	③ Lafayette	0.74	1	0.09	0.68
	Rock	9.06	7	2.90	0.91
	Sauk	4.43	3	1.00	1.11
	District Total	41.40	33	15.59	0.85
District 7	Adams	1.20	2	0.26	0.53
	⑧ Buffalo & Pepin	1.15	1	0.07	1.07
	Clark	1.23	2	0.04	0.60
	① Crawford	0.86	1	0.04	0.82
	Grant	2.09	2	0.34	0.89
Us —	Iowa	1.19	1	0.13	1.05
	Jackson	1.52	2	0.18	0.70
	Juneau	2.06	2	0.50	0.83
	La Crosse	5.87	5	1.00	0.98
	Monroe	3.54	3	0.25	1.09
	⑨ Pierce	1.85	1	1.00	0.93
	⑥ Richland	1.01	1	0.15	0.87
	Trempealeau	1.56	1	0.26	1.23
	⑦ Vernon	1.07	1	0.02	1.05
	District Total	26.20	25	4.25	0.90
District 8	Brown	13.54	8	4.00	1.13
	Door	1.28	2	0.20	0.58
	Kewaunee	0.75	1	0.56	0.48
	Marinette	2.29	2	1.00	0.76
	Oconto	1.58	2	0.50	0.63
	Outagamie	8.58	7	3.50	0.82
	Waupaca	2.74	3	0.06	0.89
	District Total	30.77	25	9.82	0.88

- The 2020 Case Year is not included in the workload calculations or reports per NCSC recommendations on measuring workload during the COVID-19 pandemic.
- District totals on this report do not include Chief Judge Adjustments. See District Workload Summary for district workload with Chief Judge adjustments.

Workload Summary

Report Year: 2023

Three-Year Workload Average Range: 2023, 2022, 2021

District	County (Circuit)	Three-year Workload Average	Judges	Report Year Court Commissioners	Workload per Judicial Official
District 9 ⑤ ②	Florence & Forest	1.19	1	0.22	0.98
	Langlade	1.51	1	0.54	0.98
	Lincoln	2.01	2	0.16	0.93
	Marathon	7.77	6	1.20	1.08
	Menominee & Shawano	3.15	2	0.34	1.35
	Oneida	2.31	2	0.29	1.01
	Portage	3.40	3	0.79	0.90
	Price	0.78	1	0.01	0.77
	Taylor	0.83	1	0.26	0.66
	Vilas	1.43	2	0.08	0.69
	Wood	4.47	4	0.21	1.06
	District Total	28.84	25	4.11	0.99
District 10	Ashland	1.20	1	0.24	0.97
	Barron	2.69	3	0.14	0.86
	Bayfield	0.76	1	0.00	0.76
	Burnett	1.45	1	0.18	1.23
	Chippewa	3.96	3	0.14	1.26
	Douglas	2.84	2	1.00	0.95
	Dunn	2.90	3	0.15	0.92
	Eau Claire	7.34	6	1.06	1.04
	Iron	0.46	1	0.01	0.45
	Polk	2.71	2	0.72	0.99
	Rusk	1.06	1	0.00	1.06
	Sawyer	1.54	2	0.00	0.77
	St Croix	5.03	4	0.80	1.05
	Washburn	0.97	1	0.03	0.95
	District Total	34.91	31	4.46	0.98

• The 2020 Case Year is not included in the workload calculations or reports per NCSC recommendations on measuring workload during the COVID-19 pandemic.

• District totals on this report do not include Chief Judge Adjustments. See District Workload Summary for district workload with Chief Judge adjustments.

Workload Ranking

Report Year: 2023

Three-Year Workload Average Range: 2023, 2022, 2021

County (Circuit)	Workload Rank	Workload per Judicial Official
Menominee & Shawano	1	1.35
Chippewa	2	1.26
Trempealeau	3	1.23
Burnett	4	1.23
Brown	5	1.13
Sauk	6	1.11
Columbia	7	1.10
Monroe	8	1.09
Marathon	9	1.08
Buffalo & Pepin	10	1.07
Wood	11	1.06
Rusk	12	1.06
Kenosha	13	1.06
Iowa	14	1.05
Vernon	15	1.05
St Croix	16	1.05
Eau Claire	17	1.04
Manitowoc	18	1.01
Oneida	19	1.01
Green Lake	20	1.01
Polk	21	0.99
Langlade	22	0.98
Florence & Forest	23	0.98
La Crosse	24	0.98
Ashland	25	0.97
Fond du Lac	26	0.97
Marquette	27	0.96
Washburn	28	0.95
Douglas	29	0.95
Pierce	30	0.93
Lincoln	31	0.93
Washington	32	0.93
Dunn	33	0.92
Rock	34	0.91
Portage	35	0.90
Waupaca	36	0.89
Grant	37	0.89
Richland	38	0.87

•The 2020 Case Year is not included in the workload calculations or reports per NCSC recommendations on measuring workload during the COVID-19 pandemic.

Workload Ranking

Report Year: 2023

Three-Year Workload Average Range: 2023, 2022, 2021

County (Circuit)	Workload Rank	Workload per Judicial Official
Barron	39	0.86
Waukesha	40	0.84
Racine	41	0.83
Calumet	42	0.83
Winnebago	43	0.83
Juneau	44	0.83
Crawford	45	0.82
Outagamie	46	0.82
Walworth	47	0.81
Sheboygan	48	0.79
Dane	49	0.79
Ozaukee	50	0.78
Price	51	0.77
Sawyer	52	0.77
Marinette	53	0.76
Bayfield	54	0.76
Dodge	55	0.73
Jackson	56	0.70
Waushara	57	0.69
Vilas	58	0.69
Milwaukee	59	0.69
Lafayette	60	0.68
Jefferson	61	0.66
Taylor	62	0.66
Oconto	63	0.63
Green	64	0.62
Clark	65	0.60
Door	66	0.58
Adams	67	0.53
Kewaunee	68	0.48
Iron	69	0.45

•The 2020 Case Year is not included in the workload calculations or reports per NCSC recommendations on measuring workload during the COVID-19 pandemic.

Caseload Summary
 Report Period: 1/31/2022 thru 1/31/2023
 District: 7 | County: Iowa
 Responsible Court Official: All

Categories	Filed Complaint	Begin Pending	Opened	Reopened	Transferred In	Re-activated	Total Disposed	Transferred Out	De-activated	Adjust/Audit	End Pending
Criminal											
Felony	188	0	197	0	344	159	225	344	156	167	143
Misdemeanor	235	0	238	0	229	116	252	229	121	118	98
Criminal Traffic	70	0	66	0	71	33	58	71	30	30	41
Ch. 968 or Ch. 979 Proceedings	0	0	0	0	0	0	0	0	0	0	0
Total	493	0	501	0	644	308	535	644	307	315	282
Forfeiture											
Traffic (Contested)	0	0	400	3	181	0	455	181	0	192	140
Traffic (Uncontested)	0	0	1,972	0	31	0	1,972	31	0	0	0
Forfeiture (Contested)	0	0	54	0	21	0	55	21	0	15	14
Forfeiture (Uncontested)	0	0	303	0	5	0	302	5	0	0	1
Total	0	0	2,729	3	238	0	2,784	238	0	207	155
Civil											
Civil	0	0	222	3	90	0	187	90	0	56	94
Divorce	0	0	49	0	35	0	60	36	0	38	27
Paternity	0	0	6	0	2	0	6	2	0	1	1
Other Family	0	0	12	0	1	0	12	1	0	2	2
Small Claims (Contested)	0	0	15	12	5	0	28	5	0	4	3
Small Claims (Uncontested)	0	0	243	0	31	0	234	31	0	39	48
Total	0	0	547	15	165	0	527	165	0	140	175
Probate											
Estates	0	0	2	0	2	0	2	2	0	5	5
Informal	0	0	51	0	9	1	28	9	0	38	61
Trusts	0	0	0	0	1	0	0	1	0	1	1
Guardianships	0	0	16	0	1	6	12	1	7	2	5
Commitments	0	0	18	0	0	0	13	0	0	3	2
Adoptions	0	0	3	0	1	0	3	1	0	0	0
Other Probate	0	0	16	0	16	0	13	16	0	9	12
Total	0	0	106	0	30	7	71	30	7	57	86
Juvenile											
Delinquency	0	0	9	0	10	0	9	10	0	2	2
JIPS	0	0	5	0	4	1	7	4	0	1	0
CHIPS	0	0	2	0	0	0	0	0	0	0	2
Voluntary Termination	0	0	3	0	0	0	3	0	0	0	0
Involuntary Termination											
Waiver of Parental Consent											
Juvenile Ordinance (Contested)	0	0	1	0	1	0	3	1	0	2	0
Juvenile Ordinance (Uncontested)	0	0	14	0	0	0	14	0	0	0	0
Juvenile Adoptions (JA)											
Juvenile Guardianships (JG)	0	0	12	0	1	6	14	1	6	2	0
Juvenile Injunctions (JI)											
Juvenile Commitments (JM)											
Total	0	0	46	0	16	7	50	16	6	7	4
Grand Total	493	0	3,929	18	1,093	322	3,967	1,093	320	726	702

Data Available from 01/01/2016 through 2/4/2025 12:00:00 AM

Report Generated by: Anya Crossland

Note: 'Begin Pending' and 'End Pending' display zeros unless the selected start date or end date corresponds to the first or last date of a month, or falls within the last 7 days leading up to the current date through date.

7

Caseload Summary
 Report Period: 1/31/2023 thru 1/31/2024
 District: 7 | County: Iowa
 Responsible Court Official: All

Categories	Filed Complaint	Begin Pending	Opened	Reopened	Transferred In	Re-activated	Total Disposed	Transferred Out	De-activated	Adjust/Audit	End Pending
Criminal											
Felony	175	0	171	0	5	87	230	5	79	143	91
Misdemeanor	190	0	201	0	3	80	239	3	68	97	71
Criminal Traffic	73	0	66	0	0	46	86	0	39	41	28
Ch. 96B or Ch. 979 Proceedings											
Total	438	0	438	0	8	213	555	8	186	280	190
Forfeiture											
Traffic (Contested)	0	0	365	0	0	8	363	0	3	140	147
Traffic (Uncontested)	0	0	1,945	0	0	0	1,945	0	0	0	0
Forfeiture (Contested)	0	0	70	1	0	0	66	0	0	14	19
Forfeiture (Uncontested)	0	0	361	0	0	0	361	0	0	1	1
Total	0	0	2,741	1	0	8	2,735	0	3	155	167
Civil											
Civil	0	0	123	1	8	0	155	8	0	94	63
Divorce	0	0	63	0	0	0	53	0	0	28	36
Paternity	0	0	12	0	0	2	11	0	3	1	1
Other Family	0	0	26	0	0	0	22	0	0	3	5
Small Claims (Contested)	0	0	26	9	0	0	35	0	0	3	3
Small Claims (Uncontested)	0	0	302	0	1	0	289	1	0	47	60
Total	0	0	552	10	9	2	565	9	3	176	168
Probate											
Estates	0	0	2	0	4	0	3	4	0	5	3
Informal	0	0	42	0	7	0	50	7	0	62	54
Trusts	0	0	2	0	0	0	1	0	0	1	2
Guardianships	0	0	18	0	0	16	22	0	15	5	2
Commitments	0	0	18	0	0	0	17	0	0	3	0
Adoptions	0	0	4	0	0	0	4	0	0	0	0
Other Probate	0	0	11	0	1	0	12	1	0	12	11
Total	0	0	97	0	12	16	109	12	15	87	72
Juvenile											
Delinquency	0	0	4	0	0	0	6	0	0	2	0
JIPS	0	0	3	0	0	0	3	0	0	0	0
CHIPS	0	0	8	0	0	0	9	0	0	2	1
Voluntary Termination	0	0	1	0	0	0	1	0	0	0	0
Involuntary Termination	0	0	2	0	0	0	2	0	0	0	0
Waiver of Parental Consent											
Juvenile Ordinance (Contested)	0	0	5	0	0	0	2	0	0	0	3
Juvenile Ordinance (Uncontested)	0	0	29	0	0	0	29	0	0	0	0
Juvenile Adoptions (JA)											
Juvenile Guardianships (JG)	0	0	13	0	0	3	13	0	3	0	0
Juvenile Injunctions (JI)	0	0	5	0	0	0	5	0	0	0	0
Juvenile Commitments (JM)											
Total	0	0	70	0	0	3	70	0	3	4	4
Grand Total	438	0	3,858	11	29	242	4,034	29	210	702	601

Data Available from 01/01/2015 through 2/4/2025 12:00:00 AM

Report Generated by: Anya Crossland

Note: 'Begin Pending' and 'End Pending' display zeros unless the selected start date or end date corresponds to the first or last date of a month, or falls within the last 7 days leading up to the current data through date.

(8)

Caseload Summary
 Report Period: 1/31/2024 thru 1/31/2025
 District: 7 | County: Iowa
 Responsible Court Official: All

Categories	Filed Complaint	Begin Pending	Opened	Reopened	Transferred In	Re-activated	Total Disposed	Transferred Out	De-activated	Adjust/Audit	End Pending
Criminal											
Felony	199	0	197	0	8	38	178	8	34	91	114
Misdemeanor	217	0	204	0	1	79	211	1	83	71	60
Criminal Traffic	67	0	77	0	0	19	79	0	25	28	20
Ch. 96B or Ch. 979 Proceedings											
Total	483	0	478	0	9	136	468	9	142	190	194
Forfeiture											
Traffic (Contested)	0	0	359	2	1	1	398	1	1	147	110
Traffic (Uncontested)	0	0	1,724	0	0	0	1,724	0	0	0	0
Forfeiture (Contested)	0	0	59	0	1	0	67	1	0	19	11
Forfeiture (Uncontested)	0	0	389	0	0	0	389	0	0	1	1
Total	0	0	2,531	2	2	1	2,578	2	1	167	122
Civil											
Civil	0	0	155	7	1	0	143	1	0	73	70
Divorce	0	0	60	0	0	0	56	0	0	36	40
Paternity	0	0	7	0	0	1	6	0	0	2	4
Other Family	0	0	19	0	1	1	18	1	1	5	6
Small Claims (Contested)	0	0	7	9	0	0	19	0	0	3	0
Small Claims (Uncontested)	0	0	457	0	1	0	418	1	0	62	101
Total	0	0	705	16	3	2	660	3	1	181	221
Probate											
Estates	0	0	1	0	0	0	0	0	0	3	4
Informal	0	0	49	0	2	1	34	2	0	53	69
Trusts	0	0	0	0	1	0	0	1	0	2	2
Guardianships	0	0	14	0	0	7	14	0	7	3	1
Commitments	0	0	19	0	0	0	17	0	0	1	1
Adoptions	0	0	1	0	0	0	1	0	0	0	0
Other Probate	0	0	13	0	0	0	11	0	0	10	12
Total	0	0	97	0	3	8	77	3	7	72	89
Juvenile											
Delinquency	0	0	12	0	0	0	8	0	0	0	4
JIPS	0	0	1	0	0	0	1	0	0	0	0
CHIPS	0	0	4	1	0	1	4	0	1	1	2
Voluntary Termination	0	0	3	0	0	0	3	0	0	0	0
Involuntary Termination											
Waiver of Parental Consent											
Juvenile Ordinance (Contested)	0	0	1	0	0	0	3	0	0	3	1
Juvenile Ordinance (Uncontested)	0	0	17	0	0	0	17	0	0	0	0
Juvenile Adoptions (JA)	0	0	3	0	0	0	3	0	0	0	0
Juvenile Guardianships (JG)	0	0	4	0	2	1	4	2	1	1	1
Juvenile Injunctions (JI)	0	0	1	0	0	0	1	0	0	0	0
Juvenile Commitments (JM)											
Total	0	0	46	1	2	2	44	2	2	5	8
Grand Total	483	0	3,857	19	19	149	3,827	19	153	615	634

Data Available from 01/01/2015 through 2/4/2025 12:00:00 AM

Report Generated by: Anya Crossland

Note: "Begin Pending" and "End Pending" display zeros unless the selected start date or end date corresponds to the first or last date of a month, or falls within the last 7 days leading up to the current date through date.

SCOTT L. HORNE
Chief Judge
La Crosse County Courthouse
333 Vine Street, Room 3400
La Crosse, WI 54601
Telephone: (608)785-9851

TODD L. ZIEGLER
Deputy Chief Judge
Monroe County Courthouse
112 South Court Street, Room 2300
Sparta, WI 54656
Telephone: (608)289-8700

ANYA CROSSLAND
District Court Administrator
La Crosse County Courthouse
333 Vine Street, Room 3504
La Crosse, WI 54601
Telephone: (608) 785-9546
anya.crossland@wlcourts.gov

STATE OF WISCONSIN

SEVENTH JUDICIAL DISTRICT

LA CROSSE COUNTY COURTHOUSE
333 VINE STREET, ROOM 3504
LA CROSSE, WISCONSIN 54601
Telephone: (608)785-9546
TTY: 1-800-947-3529



February 4, 2025

Lia Leahy, Clerk of Court
Iowa County Clerk of Courts
222 N. Iowa St
Dodgeville, WI 53533

Dear Lia:

Thanks so much for sharing your discussions with the county over the question of staffing in the clerk of courts office. I appreciate you reaching out and want to share my view of the relationship between the counties and state courts, including the chief judge, regarding administration of the circuit courts.

First, the Supreme Court Rules are designed to promote cooperation and communication recognizing both the need for core functions of the court to be protected while recognizing differences in resources and assets among the counties, see generally SCR 68.01.

Staffing for each branch is specifically addressed in SCR 68.12 and includes a full time judicial assistant, full-time law clerk, full-time court reporter, full or part-time courtroom clerk and full or part-time court aide. Obviously, these positions are distinct from those positions which are necessary for the Clerk of Court to carry out its statutory responsibilities.

The chief judge has a number of responsibilities established by Supreme Court Rule. Among them is the responsibility for setting hours and days of court operation, see 70.19 (3). I know one proposal in Iowa County involves limiting the hours of operation. I would not be inclined to support any limitations, which interfere with the ability of the courts to provide access to citizens or fulfill its core functions.

Additionally, I know a proposal involves limiting or eliminating visiting judges. I would first note that visiting judges are assigned to handle cases in Iowa County when recusal, substitution or some other reason prevents the single judge in Iowa County from handling the case. Secondly, the authority for assigning judges within the district rests with the chief judge and these assignments must promote equitable distribution and allocation of categories of cases and

case loads see SCR 70.19 (3) (a).. Neither the county administration nor the elected judge have a role in the assignment of reserve judges. While we all try to work together to make the best use of scarce resources, counties are expected to assure the existence of suitable facilities and staff so the court including a visiting judge is able to function.

Finally, the chief judge has authority if necessary to direct the activities of all clerk's offices within the district and recommend or direct changes in the operation of any clerk's office, see SCR 70.32. I have a responsibility to assure the core functions of the court are carried out and would assure that any county policies do not inhibit the ability of the courts to carry out their responsibilities to citizens or unduly limit access by citizens to the courts.

Again, I want to emphasize that I do not view the role of the chief judge or state court administration as that of "running" the court operations in the counties within the district. Every county has unique assets and limitations which must be recognized and the county court staff and county administration are generally in the best position to make the decisions and tradeoffs which are necessary for the counties and courts to provide the best service for its citizens. Our role is simply that of assuring that whatever decisions are made at the county level, they assure the courts are able to meet their constitutional and statutory responsibilities to the public consistent with rules established by the Supreme Court.

Lia, thank you for your good communication. I along with District Court Administrator Crossland are happy to support you in these discussions and you may feel free to disseminate this letter, as you and Judge Allen believe appropriate.

Very Truly Yours



Scott L. Horne
Chief Judge, District 7
LaCrosse County Circuit Court Judge, Branch 4
333 Vine Street, Room 3500
La Crosse, WI 54601
Scott.horne@wicourts.gov

cc: Judge Allen
Deputy Chief Judge Ziegler
Anyia Crossland
Holly Szablewski

Iowa County Circuit Court

222 N. Iowa St., Suite 2201

Dodgeville, WI 53533-1593

935-0347 & 935-0395



Matthew C. Allen
Circuit Court Judge

Kanndie Basting
Register in Probate/
Judicial Assistant

Amber Kelley
Circuit Court Reporter

March 7, 2025

To the Iowa County Board:

My name is Amber Kelley, and I am the court reporter here in Iowa County. I will be honest, being on the record is not something that any court reporter likes to do, but this is an important issue -- and one I am willing to speak out about.

I work alongside the clerks every day, both in the courtroom and in the office. I see the phones constantly ringing, emails being answered, orders being prepared for signatures, and people seeking assistance at the counter. The clerks work tirelessly to serve the people of Iowa County.

Before working in the courts, I was a general manager of a Culver's for 10 years. Anyone who has worked in a restaurant understands the impact of being understaffed. Imagine a busy dinner rush where, in an effort to save costs, you are forced to operate with nine employees instead of the usual ten. The ripple effect of that one missing person affects service, morale, and ultimately, the business itself. The clerk's office functions in much the same way.

This decision causes the current staff to feel overworked, undervalued, and stressed -- which eventually is going to cause turnover. The average cost to replace an employee, including hiring, onboarding, and training, often falls between 6-9 months of their salary. If the average clerk makes \$50,000, then that is between \$24,000 and \$37,000. Imagine having to do that every year or every six months because your workers are afraid their job will be cut next, are angry that they have to take on the extra work, and are generally exhausted. Repeated turnover drains financial resources and lowers morale, leading to even more resignations.

That decision to cut staffing also affects the people of Iowa County in ways that matter. In the food business, slow service means a longer wait for dinner. But here, in the courts, it means real people facing real problems that can't be solved in time. It's the woman trying to escape an abusive situation who can't get a court date because there aren't enough clerks to create her case. It's the dad waiting on child support but getting stuck in a backlog. It's the prisoner who should be sent to prison but instead stays in county jail, costing taxpayers money because the paperwork isn't processed fast enough. It's victims of crime waiting months for justice because there aren't enough clerks to handle the workload. It's not just about one person or one position—it's about the system working the way it's supposed to.

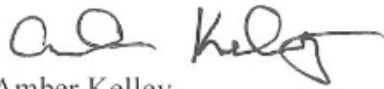
When people lose faith in the system, they stop reporting crimes, stop filing complaints, and stop believing that the court can help them. Delays in responses, long wait times at the clerk's window, and extended court scheduling all contribute to this erosion of trust. A lack of reporting doesn't mean Iowa County is safer—it means that the system isn't functioning as it should, which can have long-term consequences.

Court reporters often joke that we are the most important people in the courtroom. While our jobs are critical, the truth is that the clerks are the backbone of the court system. With no clerks, notices wouldn't go out for people to show up, evidence wouldn't be marked, minutes wouldn't be made, witnesses wouldn't be sworn in, documents wouldn't be filed into cases, orders wouldn't be created, phones wouldn't be answered, fines wouldn't be paid, and the list could go on and on.

Clerks are the reason the court functions efficiently. They deserve to work in an environment where they are valued, supported, and not stretched beyond their limits. I urge the County Board to approve funding for this crucial position to ensure that the courts can continue to serve the people of Iowa County effectively and without unnecessary delays.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amber Kelley', with a stylized flourish at the end.

Amber Kelley
Official Court Reporter-Iowa County

AGENDA ITEM COVER SHEET

Title: Mandated & Non-Mandated Programs & Services & Fees

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

A team of Department Heads have been leading a large county-wide project for the past several months. The team of Department Heads created forms for all Department Heads to use to describe the mandated and non-mandated programs and services offered by their respective departments. In addition, all departments that charge fees were assigned with the task of reviewing their fee schedule and determine whether the department has the ability to increase their fees as a means of increase county revenue.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

None

FISCAL IMPACT:

Unknown at this time.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 30 minutes

COMPLETED BY: Jamie Gould

DEPT: Finance

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

AGENDA ITEM COVER SHEET

Title: Iowa County Nutrition Program

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County currently contracts with the Seniors United for Nutrition (SUN) to cover our requirements for a County Nutrition Program. Iowa County is planning and looking to see what it would cost for the County to run our own Nutrition program.

A part of this would be looking at the positions needed. The ADRC and Social Services Departments have mapped out the information needed and have indicated that the following positions would be likely:

- 1 - Cooking Meal Site Coordinator - part-time position roughly working 27 hours a week
- 1 - Nutrition Coordinator - full time 40 hours per week
- 2 - Meal Site Coordinator - each position would be part-time roughly working 20 hours a week

These positions have been sent out to Cottingham and Butler for grade placement classification.

Cooking Meal Site Coordinator - Grade E
Meal Site Coordinator - Grade E
Nutrition Coordinator - Grade G

RECOMMENDATIONS (IF ANY):

Approve Grade placement classification

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Descriptions

FISCAL IMPACT:

Nutrition Program staff fiscal impact: \$85,671.82

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: ADRC Cooking Meal Site Coordinator

DEPARTMENT / SECTION: ADRC/Social Services

DATE REVIEWED: 02/2025

TITLE OF IMMEDIATE SUPERVISOR: Social Services Business Manager

GRADE:

JOB SUMMARY:

The ADRC Cooking Meal Site Coordinator is responsible for overseeing the daily operations of a community meal site, ensuring that meals are prepared, served, and managed in a safe, welcoming, and efficient manner. This role includes cooking meals, coordinating volunteers, maintaining compliance with health and safety regulations, and fostering a positive environment for program participants. This job is expected to take 5 hours/day.

TASK NO.	DESCRIPTION		
1	Prepare nutritious meals in accordance with program guidelines and dietary requirements. Follow established menus.		
2	Ensure compliance with local, state, and federal food safety regulations (ServSafe certification required within 90 days of hire). Maintain cleanliness and sanitation of the kitchen, equipment, and dining area.		
3	Monitor food inventory and coordinate with the Nutrition Coordinator or the central kitchen to ensure adequate meal availability.		
4	Minimize food waste through proper portioning and storage.		
5	Oversee meal service, ensuring a welcoming and fun environment for group meals. Schedule enrichment activities, to encourage participation in the congregate meal.		
6	Utilize volunteers to assist with meal preparation, service and delivery.		
7	Maintain accurate records of meal counts, temperature checks, volunteer hours, and participant attendance. Submit to Nutrition Coordinator on a monthly basis.		
8	Address participant concerns and connect them to additional resources as needed.		
9	Collect and submit participant contributions to Transportation		

	Coordinator.		
10	Attend all trainings and/or meetings required.		
11	Prepare the kitchen for daily operations including unlocking files and readying the kitchen for daily use.		
12	Ensure a good working relationship with the host site.		
13	Perform all other duties as assigned.		
14	Must have regular and dependable attendance.		

	<u>Minimum Qualifications</u> • High School diploma or GED. • Safe Serve upon hire or by 90 days of hire. • Experience in food preparation, nutrition services, or community meal programs preferred. • Knowledge of food safety and sanitation practices (ServSafe certification preferred or ability to obtain). • Ability to work in a fast-paced kitchen environment. • Strong organizational and leadership skills. • Effective communication skills to interact with participants, staff, and volunteers. • Basic computer proficiency for record-keeping and reporting. • Must hold valid drivers license along with access to an insured motor vehicle. • Ability to lift 50 lbs and stand for extended periods.		
	<u>Conditions of Employment</u> Working Environment: • The position involves working in a kitchen and meal service environment. • Requires standing, lifting, and exposure to kitchen equipment and heat. • May require pre-planned occasional evening or weekend hours for special events or coverage. Physical Requirements: • Ability to operate office equipment such as telephone and personal computer. • Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, and stair climbing		

DATE: _____ EMPLOYEE SIGNATURE: _____

DATE: _____ DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

COUNTY ADMINISTRATOR APPROVAL: _____



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: ADRC Meal Site Coordinator

DEPARTMENT / SECTION: ADRC/Social Services

DATE REVIEWED: 02/2025

TITLE OF IMMEDIATE SUPERVISOR: Social Services Business Manager

GRADE:

JOB SUMMARY:

The Meal Site Coordinator is responsible for overseeing the daily operations of a community meal site, ensuring that meals are served in a safe, welcoming, and efficient manner. This role includes maintaining compliance with health and safety regulations and fostering a positive environment for program participants. This is expected to be 4 hours/day.

TASK NO.	DESCRIPTION		
1	Oversee meal service operations, including food distribution, set-up, and clean-up.		
2	Maintain accurate records of meal counts, temperature checks, volunteer hours, and participant attendance. Submit to Nutrition coordinator on a monthly basis.		
3	Monitor food inventory and coordinate with the Nutrition Coordinator or the central kitchen to ensure adequate meal availability.		
4	Address participant concerns and refer individuals to appropriate services as needed.		
5	Work collaboratively with community partners to promote meal site services.		
6	Ensure compliance with local, state, and federal food safety regulations (Serving Safe Food certification required within 90 days of hire). Maintain cleanliness and sanitation of the kitchen, equipment, and dining area.		
7	Oversee meal service, ensuring a welcoming and fun environment for group meals. Schedule enrichment activities, to encourage participation in the congregate meal.		
8	Utilize volunteers to assist with meal preparation, service and delivery.		
9	Collect and submit participant contributions to Transportation		

	Coordinator.		
10	Attend all trainings and/or meetings required.		
11	Prepare the kitchen for daily operations including unlocking files and readying the kitchen for daily use.		
12	Ensure a good working relationship with the host site.		
13	Perform all other duties as assigned.		
14	Must have regular and dependable attendance.		
	<u>Minimum Qualifications</u> • High School diploma or GED. • Serving Safe Food upon hire or by 90 days of hire. • Experience in food service, hospitality, or community programming preferred. • Knowledge of food safety and sanitation practices (Serving Safe Food certification preferred or ability to obtain). • Strong organizational and leadership skills. • Effective communication skills to interact with participants, staff, and volunteers. • Basic computer proficiency for record-keeping and reporting. • Must hold valid drivers license along with access to an insured motor vehicle. • Ability to lift 50 lbs and stand for extended periods.		
	<u>Conditions of Employment</u> Working Environment: • The position involves working in a kitchen and meal service environment. • Requires standing, lifting, and exposure to kitchen equipment and heat. • May require pre-planned occasional evening or weekend hours for special events or coverage. Physical Requirements: • Ability to operate office equipment such as telephone and personal computer. • Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, and stair climbing		
DATE: _____ EMPLOYEE SIGNATURE: _____ DATE: _____ DEPARTMENT HEAD SIGNATURE: _____ DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____			



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: ADRC Nutrition Program Coordinator

DEPARTMENT / SECTION: ADRC/Social Services

DATE REVIEWED: 02/2025

TITLE OF IMMEDIATE SUPERVISOR: Social Services Business Manager

GRADE:

JOB SUMMARY:

The purpose of this position is to administer the nutrition program for Iowa County. This role focuses on volunteer recruitment and management, event coordination, assist with researching grant and funding opportunities, and program outreach. The ADRC Nutrition Program Coordinator ensures the program runs efficiently and remains a valuable resource to participants. This position provides back-up support for Department Assistant(s) within the Department and the Transportation Coordinator.

TASK NO.	DESCRIPTION		
1	Assist meal site coordinators and volunteers with day-to-day operations. This includes filling in when Meal Site coordinators are unavailable to serve the meal.		
2	Perform onsite and in-home assessments of people interested in or participating in the nutrition program. Ensure all required registration, screening and assessments for the nutrition program participants are completed.		
3	Assist with ensuring the program meets local, state, and federal nutrition program regulations.		
4	Ensure the ongoing practice of safe food handling by developing and enforcing local procedures related to food safety and sanitation. Ensure all training and certification requirements are met by nutrition staff are completed.		
5	Maintain accurate records related to volunteer participation, program statistics, and funding efforts.		
6	Maintain, inform and seek advice from the nutrition advisory council.		
7	Develop new program initiatives.		
8	Coordinate access to other agency services for at-risk participants.		
9	Initiate meal prioritization as needed.		
10	Perform annual, and as needed, site checks to ensure food and		

	safety guidelines are met.		
11	Order food for cooking site locations.		
12	Research and identify funding opportunities to support and expand nutrition services. Assist with grant applications and funding proposals. Complete grant reporting requirements and ensure compliance with funding guidelines.		
13	Organize emergency meals for all Iowa County participants.		
14	Build relationships with local organizations and community partners to enhance program support.		
15	Promote the nutrition program through outreach, marketing, and community engagement.		
16	Facilitate quarterly nutrition education in person at meal sites, and with home delivered meals.		
17	Compile and enter daily participant records into required database monthly, along with assisting the Business Manager with necessary reports. Prepare the monthly Nutrition Report for ADRC Board meetings.		
18	Recruit, train, and manage volunteers to support meal service operations. Develop and maintain a positive volunteer experience, ensuring retention and engagement. Schedule and coordinate volunteer shifts to meet program needs. Work with the Transportation Coordinator to plan and host an annual volunteer appreciation event.		
19	Ensure and maintain confidentiality of client information.		
20	Responsible for determining the cancelation of meals based on inclement weather or other reasons. Communicate cancellations with media, meal site coordinators, volunteers and participants.		
21	Gather feedback from participants and volunteers to improve services.		
22	Send out participant statements in order to collect donations for meals provided.		
23	Submit monthly meal counts for Managed Care Organizations (MCOs) billing to the Social Services Accountant Specialist responsible for the billing of this information. Contact MCOs regarding all pertinent information for billing their client's meals.		
24	Maintain records on names and phone numbers of all participants emergency contacts and provide to meal site coordinators.		
25	Attend all required trainings and meetings.		
26	Responsible for monthly Nutrition volunteer driver reimbursement calculations. Collect monthly mileage reports volunteer drivers and restock their forms and supplies as needed.		
27	Answer and assess incoming phone calls and walk-in clients, taking accurate messages, providing information, and making referrals to agency staff or community resources as appropriate. Maintain a working knowledge of departmental programs to ensure proper referrals. Use the language line as needed for non-English-speaking clients. Distribute incoming client and agency requests via email to the appropriate staff.		
28	Provide clerical support to the Department of Social Services and		

	Aging & Disability Resources staff, including word processing, proofreading reports, faxing, copying, filing, mailing, and distributing information.		
29	Prepare the Agency for daily operations including unlocking file cabinets and readying the office for daily use.		
30	Process the daily mail, to include sorting, date stamping and delivery of materials to appropriate Agency and HHS Building staff, as well as processing outgoing mail.		
31	Securing the ADRC agency at the end of the business day.		
32	Perform all other duties as assigned.		
33	Must have regular and dependable attendance.		
34	Assist Veterans Service Office (VSO) with the Loan Closet; including having individuals fill out necessary paperwork, getting equipment in storage room and/or shed.		
35	Provide back-up for maintaining the In/Out Board with appropriate notations for intake and call center schedules for the day.		
36	Reserve conference rooms for staff and outside agencies in accordance with County Policy 703.		

	<u>Demonstrated Experience and Skills Required.</u> • Experience in program coordination, volunteer management, or nonprofit administration preferred. • Strong organizational and leadership skills. • Excellent communication and public relations abilities. • Experience with grant writing and fundraising preferred. • Ability to work independently while collaborating with staff, volunteers, and community partners. • Basic computer proficiency for record-keeping, reporting, and grant applications. • Language, mathematical, judgmental/reasoning, and oral and written communication skills. • Demonstrate proficiency in drafting and creating documents, using Microsoft products, including Word, Excel, and Publisher. • Demonstrated ability to be highly organized and self-motivated with multi-task orientation while completing work with minimal supervision. • Demonstrated ability to work effectively with people of various cultural, economic, and educational backgrounds. • Demonstrated ability to develop an understanding of and explain basic programs related to ADRC. • Demonstrated knowledge of office practices and procedures, terminology, equipment, and software (i.e. Microsoft Word, Excel spreadsheets, desktop publishing, digital photo processing, document scanning, Power Point, Internet applications and E-Mail). • Demonstrated skill in compiling, recording and assembling data and information in a meaningful and professional manner.		
--	--	--	--

	• Excellent customer service skills. • Working knowledge of community organizations and resources to give information and referrals to callers and clients, a plus.		
	<u>Minimum Qualifications</u> • High School diploma or GED. Preference of an Associate's Degree in Administrative Assistant or closely related field. • One year of increasingly complex office experience required. Prefer three years of increasingly complex office experience. • Safe Serve upon hire or by 90 days of hire.		
	<u>Conditions of Employment</u> Working Environment: • The typical working environment is within a non-smoking temperature-controlled office. • Office-based with regular travel to client homes, meal sites and community events. • Some pre-planned evening or weekend hours may be required for events and outreach. Physical Requirements: • Ability to operate office equipment such as multi-line telephones, copiers, facsimile machines, personal computers, calculators, etc. • Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, and stair climbing		
DATE: _____ EMPLOYEE SIGNATURE: _____ DATE: _____ DEPARTMENT HEAD SIGNATURE: _____ DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____			

AGENDA ITEM COVER SHEET

Title: Resolution Recommending Transfer of Funds in 2025

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Resolution Recommending Transfer of Funds in 2025 to Create the Iowa County Nutrition Program. Iowa County is terminating their contract with Seniors United for Nutrition effective April 30, 2025. Beginning on May 1, 2025 Iowa County will be operating their own nutrition program. In order to create the Iowa County Nutrition Program, a transfer is needed in the amount of \$16,068 from the Aging and Disability Resource Center Fund Balance.

RECOMMENDATIONS (IF ANY):

Approve the 2025 budget amendment

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution Recommending Transfer of Fund in 2025 from the Aging & Disability Resource Center Fund Balance for the Creation of the Iowa County Nutrition Program.

FISCAL IMPACT:

\$16,068 reduction in the Aging & Disability Resource Center Fund Balance

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. 7-0325

Resolution Recommending Transfer of Funds in 2025 from the Aging & Disability Resource Center Fund Balance for the Creation of the Iowa County Nutrition Program

WHEREAS, the Iowa County Department of Social Services Director and the Seniors United for Nutrition Board are recommending terminating the contract between the Iowa County Aging and Disability Resource Center and Seniors United for Nutrition effective April 30, 2025; and

WHEREAS, the Iowa County Department of Social Services Director is recommending creating the Iowa County Nutrition Program effective May 1, 2025; and

WHEREAS, the Aging and Disability Resource Center will be receiving more grant money than anticipated during the 2025 budget process, along with donations and contributions for the nutrition program; however, an additional \$16,068 is needed to create a new Iowa County Nutrition Program; and

WHEREAS, the Executive Committee is recommending budget amendments to both the revenue and expenditure accounts list below and a transfer from the Aging and Disability Resource Center Fund Balance for the creation of the Iowa County Nutrition Program; and

THEREFORE, BE IT RESOLVED THAT, the Executive Committee does hereby recommend to the Iowa County Board of Supervisors a transfer of funds from the Aging and Disability Resource Center Fund Balance in the amount of \$16,068 for the creation of the Iowa County Nutrition Program in the following 2025 accounts:

Congregate Meals	
22055729 – 50396	\$ 24,731.00
Volunteer Mileage	
22055729 – 50338	\$ 30,000.00
Memberships	
22055729 – 50321	\$ 80.00
Catered Food Expenses	
22055729 – 50391	\$ 95,000.00
Raw Food Expenses	
22055729 – 50392	\$ 15,000.00
Consumable Expenses	
22055729 – 50393	\$ 4,000.00
Copies, Paper & Printing	
22055729 – 50317	\$ 1,500.00
Advertising	
22055729 – 50295	\$ 500.00
Site Rent	
22055729 – 50532	\$ 600.00
Equipment	
22055729 – 50314	\$ 3,000.00
Postage	
22055729 – 50311	\$ 1,700.00
Nutrition Advisory Council Mileage	
22055729 – 50330	\$ 500.00
Contracted Dietician	
22055729 – 50210	\$ 600.00

Insurance	
22055729 – 50513	\$ 1,000.00
Nutrition Coordinator Wages	
22055737 – 50110	\$32,018.00
Nutrition Coordinator Social Security	
22055737 – 50150	\$ 2,450.00
Nutrition Coordinator Retirement	
22055737 – 50154	\$ 2,226.00
Nutrition Coordinator Workers Comp	
22055737 – 50163	\$ 55.00
Nutrition Coordinator Training	
22055737 – 50325	\$ 600.00
Nutrition Coordinator Travel	
22055737 – 50330	\$ 2,000.00
Meal Site Coordinator Wages	
22055738 – 50110	\$25,816.00
Meal Site Coordinator Social Security	
22055738 – 50150	\$ 1,976.00
Meal Site Coordinator Workers Comp	
22055738 – 50163	\$ 44.00
Meal Site Coordinator Training	
22055738 – 50325	\$ 160.00
Meal Site Coordinator Travel	
22055738 – 50330	\$ 3,000.00
Cooking Site Coordinator Wages	
22055739 – 50110	\$ 17,749.00
Cooking Site Coordinator Social Security	
22055739 – 50150	\$ 1,358.00
Cooking Site Coordinator Retirement	
22055739 – 50154	\$ 1,234.00
Cooking Site Coordinator Workers Comp	
22055739 – 50163	\$ 31.00
Cooking Site Coordinator Training	
22055739 – 50325	\$ 190.00
Cooking Site Coordinator Travel	
22055739 – 50330	\$ 1,000.00
Congregate Contributions	
22055729 – 48511	(\$ 10,604.00)
Home Delivered Contributions	
22055729 – 48511	(\$ 46,030.00)
Local Income	
22055729 – 48511	(\$ 6,566.00)
Family Care Reimbursement	
22055729 – 47462	(\$ 28,379.00)
EFSP	
22055729 – 43235	(\$ 5,025.00)
Fundraising	
22055729 – 48511	(\$ 12,730.00)
Grant IIC1	
22055729 – 43245	(\$ 72,817.00)
Grant IIC1 Match	

22055729 – 41126	(\$ 10,113.00)
Grant IIIC2	
22055729 – 48246	(\$ 49,275.00)
Grant IIIC2 Match	
22055733-41127	(\$ 3,452.00)
NSIP	
22055734-43831	(\$ 9,059.00)
Transfer from ADRC Fund Balance	
22054600-49212	(\$ 16,068.00)

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 Aging and Disability Resource Center Fund Balance for the creation of the Iowa County Nutrition Program. 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:

Respectfully submitted by the Executive Committee

The above and foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this _____ day of March 2025.

John M. Meyers, Iowa County Board Chair

ATTEST:

Megan Currie, County Clerk