



*****Amended Agenda*****
General Government Committee
Thursday, April 4, 2019 – 5:00 p.m.
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

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

Any subject on this agenda may become an action item.

- | | |
|----|---|
| 1 | Call to order. |
| 2 | Roll Call. |
| 3 | Approve the agenda for this April 4, 2019 meeting. |
| 4 | Approve the minutes of the March 7, 2019 meeting. |
| 5 | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. |
| 6 | Register of Deeds 2018 Annual Report – Dixie Edge. |
| 7 | Consider dismissing the interest charges on late lease payments. |
| 8 | Reclassification of the Social Services Business Manager position. |
| 9 | Employment Activity Report. |
| 10 | ***Solar Grant update by Barry Hottman. |
| 11 | ***Update on the Economic Development Study. |
| 12 | ***Structure Grant Application by the City of Dodgeville. |
| 13 | ***Structure Grant Application by the Village of Avoca. |
| 14 | ***Consider the Resolution Creating a Nonpartisan Procedure for the Preparation of Legislative and Congressional Redistricting Plans. |
| 15 | Preliminary Financial Reports ending December 31, 2018. |
| 16 | Set date and time for next meeting. (May 9, 2019) |
| 17 | Adjournment. |

Posting verified by the County Clerk's Office: Date: 4/2/19 Initials: GK

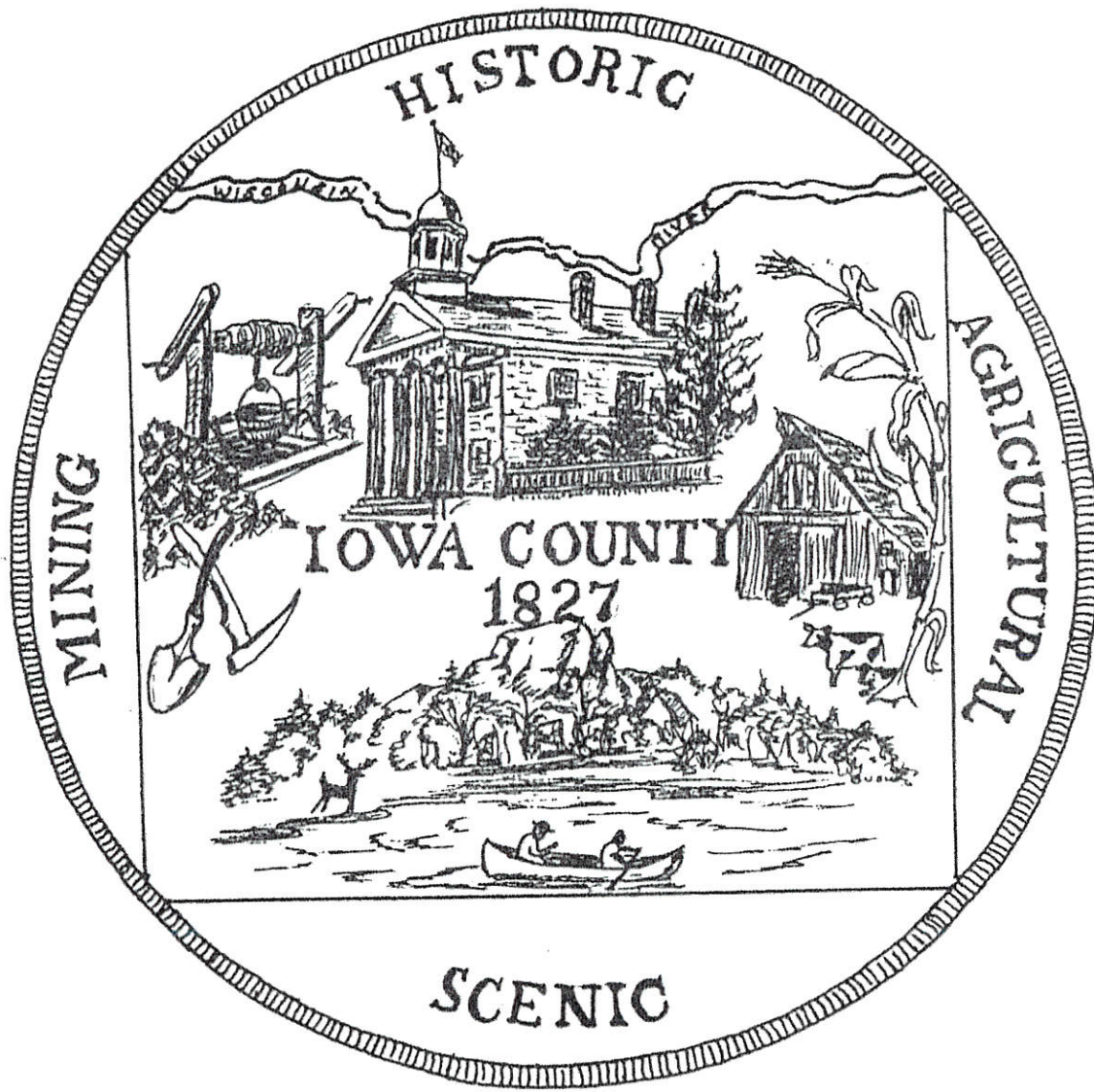


**Unapproved Minutes
General Government Committee
Thursday, March 7, 2019 – 5:00 pm
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin**

**Iowa
County
Wisconsin**

1	Chair Ronald Benish called the meeting to order at 5:00 p.m.
2	- Roll Call. Members present: Supervisors Ronald Benish, Judy Lindholm, Stephen Deal, James Griffiths and John Meyers. Sup. Curt Peterson was excused. - Others Present: Mel Masters, Bruce Paull, Don Leix, Barry Hottmann, Kate Chambers, Tom Slaney, Allison Leitzinger, Larry Bierke and Greg Klusendorf.
3	Sup. Griffiths moved to approve the agenda for this March 7, 2019 meeting. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0
4	Sup. Griffiths moved to approve the minutes of the January 3, 2019 meeting. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0
5	There were no comments from the audience or committee.
6	Consider the Resolution Ordering the County Clerk to Issue Tax Deeds on Unredeemed Certificates. Sup. Deal moved to approve the Resolution Ordering the County Clerk to Issue Tax Deeds on Unredeemed Certificates and to forward to the Board for consideration. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0
7	Sup. Lindholm moved to discuss the Focus on Energy Solar Grant. Sup. Griffiths seconded the motion. Carried. Aye-5 Nay-0 Larry updated the committee on the Focus on Energy Solar Grant. Due to the timelines, the grant had to be applied for before the committee met.
8	Larry updated the committee on his efforts to put together an Iowa County Broadband Plan.
9	Larry informed the committee that the Iowa County Economic Development Request for Proposal is currently on the website.
10	Bruce Paull informed the committee that the Amendment to the Joint Exercise of Powers Agreement relating to the WI Pace Commission was on the agenda for the committee's information.
11	The committee considered amending Iowa County Board Rule XVI: Public Participation. Sup. Lindholm moved to approve the amendment as presented and to forward it to the Board for consideration. Sup. Deal seconded the motion. Carried. Aye-4 Nay-1 Sup. Griffiths voted against the motion.
12	The committee considered reinstating the Economic Support Specialist Lead position. Sup. Meyers moved to approve the Economic Support Specialist Lead position and forward it to the

	Board for consideration. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0
13	Allison reviewed the Employment Activity Report with the committee.
14	Sup. Deal moved to convene in closed session pursuant to section 19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Bloomfield Administrator contract.) Bruce Paull, Don Leix, Allison Leitzinger, Larry Bierke and Greg Klusendorf were asked to attend the closed session. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0 Entered closed session at 6:03 p.m.
15	Sup. Griffiths moved to return to open session. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0 Entered open session at 6:26 p.m.
16	Action on closed session item. Sup. Griffiths moved to forward the closed session item to the Board for consideration. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0
17	The next meeting date is April 4, 2019 at 5:00 p.m.
18	Sup. Deal moved to adjourn the meeting. Sup. Griffiths seconded the motion. Carried. Aye-5 Nay-0 Meeting adjourned at 6:27 p.m.
Minutes by Greg Klusendorf	



IOWA COUNTY REGISTER OF DEEDS

DIXIE L EDGE

2018 YEAR END REPORT

THE REGISTER OF DEEDS OFFICE

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 Office of the Register of Deeds was established in Wisconsin in 1836. Before that, land registration was handled by the Register in Probate. The 1848 Wisconsin Constitution established the ROD as a permanent element of the county-level governmental structure.

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 documents recorded in the ROD office is needed to create tax rolls, update GIS mapping, as well as help financial institutions and title companies provide loans and title insurance.

VITAL RECORDS-Birth, Death and Marriage

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 in Wisconsin you can obtain a birth certificate in any county throughout the state, thanks to the State Vital Records Secured site. Marriage and Death certificates after 2015 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, county employees and the general public. The attached "Who We Serve" sheet outlines the many diverse entities we work with.

The office continues to work on several projects including the redaction project and indexing older documents incorporated into the system. Real Estate documents dating back to 1835, were scanned and loaded into the system. The goal is to have all the documents scanned and available to the public.

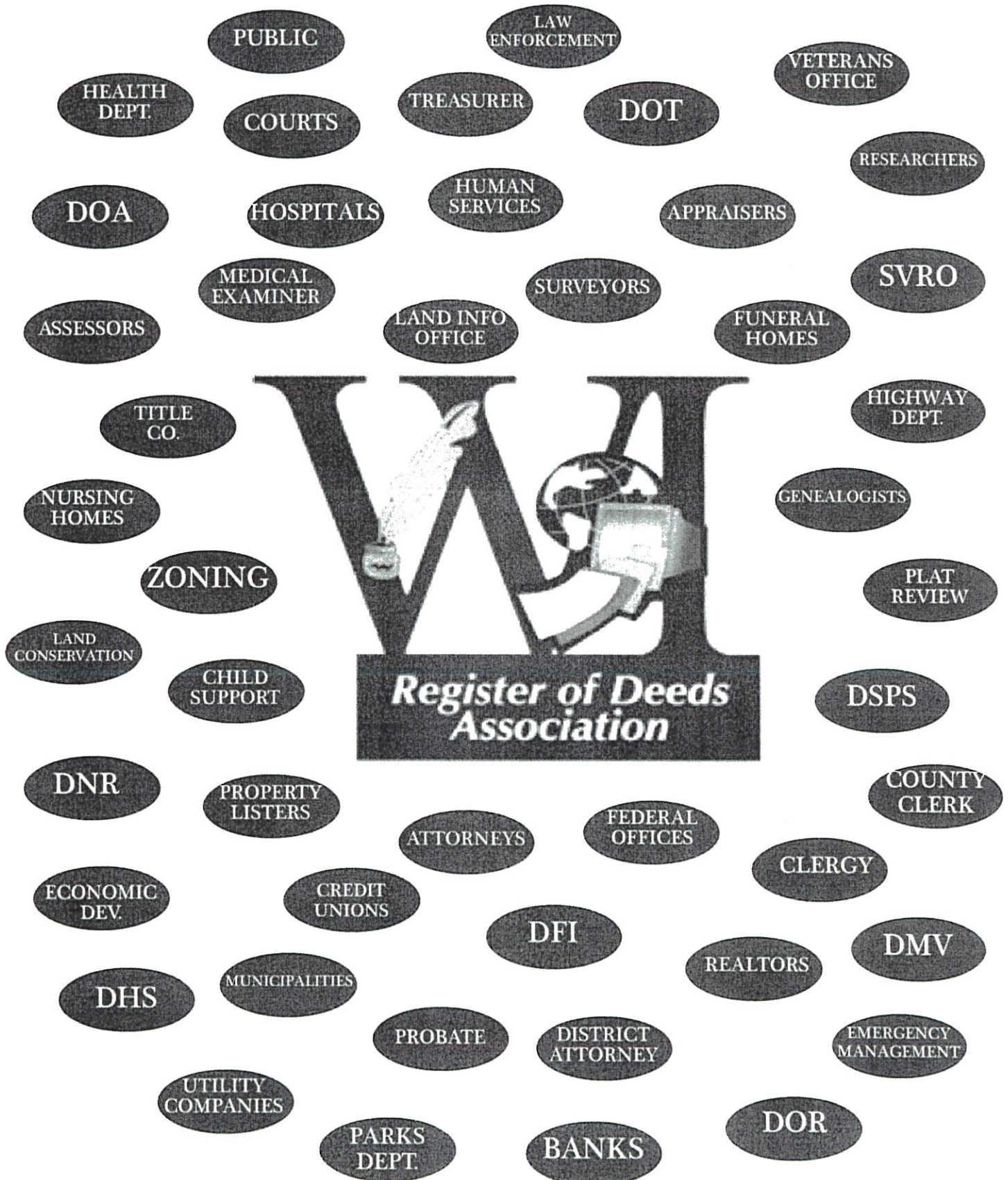
I would not be able to accomplish any of the duties without my awesome staff, Taylor Campbell and Kanndie Basting.

The ROD office stayed within budget for expenditures and exceeded the 2018 projected revenue budget. My goal has always been to meet or exceed projected revenue, as well as not exceed expenditures.

If you have any questions please call or stop by the office.

Dixie L Edge
Iowa County Register of Deeds

Who We Serve



ACCOUNTS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
REAL ESTATE	6,450.00	4,170.00	6,110.00	6,015.00	7,655.00	6,375.00	7,170.00	7,340.00	4,590.00	6,285.00	5,830.00	5,115.00	73,105.00
COUNTY LAND RECORD FEES	2,466.00	1,584.00	2,352.00	2,352.00	2,898.00	2,430.00	2,772.00	2,832.00	1,800.00	2,454.00	2,298.00	2,034.00	28,309.00
STATE LAND RECORD FEES	2,912.00	1,848.00	2,744.00	2,744.00	3,381.00	2,835.00	3,234.00	3,304.00	2,100.00	2,863.00	2,681.00	2,373.00	33,012.00
WI TRANSFER FEES 80-20	27,640.80	16,818.00	29,762.10	37,191.60	47,790.60	41,088.00	34,722.30	36,502.50	30,021.90	32,886.90	40,002.30	23,991.30	398,418.30
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LAND RECORD/PUBLIC ACCESS	832.00	528.00	784.00	784.00	966.00	810.00	924.00	944.00	600.00	818.00	766.00	678.00	9,434.00
CERTIFIED COPIES	1,317.00	1,066.00	913.00	1,367.00	1,081.00	1,224.00	1,169.00	1,321.00	1,257.00	1,384.00	1,089.00	1,103.00	14,291.00
BIRTH STATE FEES	322.00	518.00	504.00	406.00	350.00	427.00	343.00	448.00	308.00	427.00	336.00	294.00	4,683.00
BIRTH ONLINE	368.00	592.00	576.00	464.00	400.00	488.00	392.00	512.00	352.00	488.00	384.00	336.00	5,352.00
DEATH ONLINE	247.00	221.00	104.00	273.00	260.00	169.00	156.00	273.00	377.00	156.00	247.00	377.00	2,860.00
MARRIAGE ONLINE	234.00	364.00	325.00	377.00	286.00	351.00	507.00	533.00	390.00	611.00	416.00	234.00	4,628.00
DIVORCE ONLINE	0.00	0.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
DOMESTIC PARTNERSHIP OL	0.00	0.00	0.00	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
REGISTER OF DEEDS COPIES	593.00	868.00	757.00	672.00	973.00	626.00	1,243.00	793.00	521.00	764.00	501.00	645.00	8,956.00
SUBSCRIPTION REVENUE	1,800.00	1,800.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	26,100.00
LANKSHARK FEES	1,769.00	2,525.00	1,453.00	1,830.00	1,194.00	2,126.00	1,551.00	1,481.00	912.00	1,443.00	1,686.00	1,093.00	19,063.00
	0.00	0.00	0.00		0.00			0.00		0.00		0.00	0.00
TOTAL	46,980.80	32,902.00	48,647.10	56,738.60	69,484.60	61,199.00	56,433.30	58,533.50	45,478.90	52,829.90	58,486.30	40,523.30	628,237.30

SUMMARY OF FEES COLLECTED IN 2018

<u>DESCRIPTION</u>	<u>COLLECTED</u>	<u>STATE</u>	<u>OTHER</u>	<u>COUNTY</u>
REAL ESTATE FEES	\$ 73,105.00			\$ 73,105.00
COUNTY LAND RECORD FEE	\$ 28,302.00		\$ 28,302.00	
STATE LAND RECORD FEE	\$ 33,019.00	\$ 33,019.00		
WISCONSIN TRANSFEE FEE 80/20	\$ 398,418.30	\$ 318,734.64		\$ 79,683.66
LAND RECORD/PUBLIC ACCESS	\$ 9,434.00		\$ 9,434.00	
CERTIFIED COPIES	\$ 14,291.00			\$ 14,291.00
CHILD ABUSE TRUST	\$ 4,683.00	\$ 4,683.00		
BIRTH ONLINE	\$ 5,352.00	\$ 5,352.00		
DEATH ONLINE	\$ 2,860.00	\$ 2,860.00		
MARRIAGE ONLINE	\$ 4,628.00	\$ 4,628.00		
DIVORCE ONLINE	\$ 13.00	\$ 13.00		
DOMESTIC PARTNERSHIP ONLINE	\$ 13.00	\$ 13.00		
REGISTER OF DEEDS COPY FEES	\$ 8,956.00			\$ 8,956.00
LANDSHARK FEES	\$ 19,063.00			\$ 19,063.00
SUBSCRIPTION REVENUE	\$ 26,100.00			\$ 26,100.00
TOTALS	\$ 628,237.30	\$ 369,302.64	\$ 37,736.00	\$ 221,198.66

FIVE YEAR COMPARISONS								
	2014	2015	2016	2017	2018	TOTAL	AVERAGE	
PAID TO STATE	248,070.20	292,471.00	345,017.48	333,722.12	369,302.64	1,588,583.44	317,716.69	
OTHER ACCOUNTS	54,337.00	39,150.00	39,840.00	38,368.00	37,736.00	209,431.00	41,886.20	
NET COLLECTED IOWA COUNTY	157,895.73	175,799.61	211,975.06	213,682.78	221,198.66	980,551.84	196,110.37	
TOTAL FEES COLLECTED	460,302.93	507,420.61	596,832.54	585,772.90	628,237.30	2,778,566.28	555,713.26	

AGENDA ITEM COVER SHEET

Title: Interest Dismissal Request from Blackstone Cattle Company

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Blackstone Cattle Company currently rents the pasture at the Iowa County Farm. Nick & Roxanne Hull didn't realize they were behind on the payments until October of 2018 once notified by the County. Nick and Roxanne Hull recently made the payment for the past due amount, interest, and the 1/2 yearly payment that is due for the current year. Nick & Roxanne are asking to see if the Committee would dismiss the past due interest because they were unaware that they were behind in there payments. Nick and Roxanne are also asking that the County provide an invoice to Blackstone Cattle Company in the future to help eliminate any future past due amounts. Interest amount requested to be dismissed \$888.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Jake Tarrell

DEPT: Environmental Services

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

AGENDA ITEM COVER SHEET

Item: Reclassification of ADRC/Social Services Business Manager

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Reclassification of the ADRC/Social Services Business Manager position from Grade K to Grade L.

RECOMMENDATIONS (IF ANY):

I recommend this reclassification. During our Compensation/Classification study completed in 2014, one of the objectives was to consolidate the number of classification the county used. At that time, three business manager positions were grouped together to form one classification. The act of grouping these like positions did not accurately describe the decision making and judgement skills for each position. This action diluted the responsibilities of this position when it was submitted to Carlson/Dettman. Additional transportation related responsibilities have been placed on this position after an employee resigned. Subsequently, one of the original business manager positions included in this grouping was downgraded to a lower job grade. An update job description questionnaire for this position was submitted to Carlson/Dettman for review and they are recommending this position be reclassified to a Grade L on the compensation grid.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Description

FISCAL IMPACT:

The 2019 fiscal impact will be approximately \$920. This amount was not budgeted for in 2019. Typically, we have had enough surplus in our budget to cover this additional cost for 2019.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 to 10 minutes

COMPLETED BY: Thomas C. SLaney

DEPT: ADRC/Social Services

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Business Manager

DEPARTMENT / SECTION: ADRC/Social Services

DATE REVIEWED: 3/2019

TITLE OF IMMEDIATE SUPERVISOR: ADRC/Social Services Director

GRADE: L

JOB SUMMARY:

This position is responsible for administration and supervision of all ADRC transportation programs, accounting functions and clerical/support personnel in the ADRC and Social Services. This includes the supervision of 6.6 FTE staff. It also includes fiscal oversight of all Economic Support, Youth and Family and Adult and Disabled programs directly provided by the ADRC and Social Services. Day to day task supervision by the Agency Director, accountable to the Finance Director.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Responsible for creating, compiling, submitting, and reconciling monthly and annual agency reports to the Wisconsin Department of Children and Families, Wisconsin Department of Health Services, Wisconsin Department of Administration, Wisconsin Department of Corrections, Wisconsin Department of Transportation, Greater Wisconsin Area on Aging Resources, Regional ADRC office, Income Maintenance Consortium and other pertinent agencies		
2	Develop, implement and supervise ADRC Transportation programs (bus, taxi and driver escort programs) including: recommending changes to existing or new transportation programs, grant applications, holding public hearings, compiling ridership data, tracking vehicle expenses and maintenance, scheduling vehicle repairs and maintenance, developing vehicle maintenance plans, coordinating driver background checks and submit required transportation usage and expense reports to multiple organizations.		
3	Develop and supervise Department financial accounting policies, procedures, and practices in accordance with the County Finance Director and with State and Federal Standards. Conduct and/or supervise; the entry and processing of all revenues received by the ADRC and Social Services, the preparation, entry and processing of journal entries to the general ledger, the preparation of all vouchers for the Department and the processing of ADRC and Social Services accounts receivables.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
4	Preparation of the ADRC annual budget; including presenting the annual budget to the ADRC committee and the Health and Human Services committee. Responsible for supervision and monitoring of the Social Services annual budget.		
5	Supervises support staff; evaluates employee performance; assists with employee orientation; trains, provides, or coordinates employee training; and leads employee hiring and selection process. Recommends transfer/promotions, discipline/discharge, and salary increases. Approve work schedules, timesheets, time-off requests, flex time and overtime.		
6	Responsible for maximizing reimbursement of allowable expenses through the state and federal grant claiming process. The Business Manager must implement quality improvement processes surrounding these efforts to ensure that minimum reporting requirements are obtained.		
7	Research, identify, and pursue grant-funding opportunities to implement new areas of programming or sustain and enhance current programming. Write the grant application and comply with any reporting requirements of obtained funding.		
8	Review and revise the department's purchase of service contracts for compliance to state and federal regulations. Monitor purchase of service contracts with outside vendors/agencies to ensure vendor/agency is compiling with the fiscal and program requirements of the contract. Review and approve or deny vendor/agency's annual audit report. Conduct on-site monitoring visits as deemed necessary. Track payments made to purchase of service vendors/agencies to ensure that Iowa County's payments do not exceed the amount set forth in the contract.		
9	Monitor compliance of contracts, grants and all applicable federal and state laws and administrative rules.		
10	Coordinate, monitor and reconcile the Children's Long Term Support expenses and budget and administer agency portal.		
11	Approves departmental purchases and/or purchase orders. Responsible for Departmental oversight and/or ordering of office supplies, office equipment, and materials.		
12	Participates in regional Southwestern Wisconsin Transit Team. Develop, write and implement Iowa County's Locally Developed Coordinated Public Transit Plans and coordinates regional transportation efforts. Monitor the ADRC transportation programs to see they are actively working to achieve the actions/goals set forth in the Locally Developed Coordinated Public Transit Plan to ensure Iowa County continues to qualify for transportation grants through the Wisconsin Department of Transportation.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
13	Develops and creates all necessary audit schedules and work papers, including the Federal and State Schedules of Awards for the ADRC and Social Services and state reports. Serves as point-of-contact for federal, state, and county auditors.		
14	Assists Department Head, Employee Relations Department, and Finance Department with other tasks as requested. Reports directly to the Director of Social Services and the County Finance Director.		
15	Responsible for closing of year-end records, compiling the Annual Financial Report, Departmental fund/cash balance report, and other reports and schedules. Provide and present budget reports and fiscal information to the Department Head, Governing Boards, appropriate Department personnel and auditors.		
16	Develop short and long term goals for the unit.		
17	Maintains fixed assets records and Transit Asset Management information required by DOT.		
18	Attends and participates in training, as approved by the Department Head, to assist in the performance or the supervisory duties, to include, but not limited to: Required training, related to changes to State Statutes, Administrative Rule, in State policies and procedures, and any others that are deemed necessary to remain in compliance with the rules and regulations governing the provision of department related programs and services.		
19	Provide direct services to customers/visitors of the ADRC or Social Services when necessitated by staff shortages. Assist staff with challenging consumers and in conflict resolution as needed. Receive complaint and/or grievances filed by consumers.		
20	Serve as Representative Payee for children in out of home care placements and file appropriate applications and reports with the Social Security Administration.		
21	Serve as Iowa County Liaison for Random Moment Time Study (RMTS). Duties include adding new social workers to RMTS system, updating RMTS as needed, reviewing RMTS roster and certifying the roster to the Wisconsin Department of Children and Families on a quarterly basis.		
22	Create and implement transportation policies, fees and procedures for the ADRC transportation program. As necessary present policies to the governing boards for their approval prior to implementation. Assist and/or supervise in the development and preparation of transportation brochures for community outreach. Review and approve before publication.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
23	Interface the AS400 with eWisacwis in order to process the monthly out of home care placement payments. Maintain trust accounts in eWisacwis for each child in out of home care placement by entering subcare reimbursements into eWisacwis as reimbursements are received.		
24	Maintain and oversee ADRC and Social Services petty cash accounts.		
25	Conduct quality control reviews and document the reviews semi-annually for all furnace replacements and furnace repairs for the Energy Assistance program.		
26	Serve as Backup Security Officer for state computer program access.		
27	Must demonstrate regular and dependable attendance.		
	<u>Demonstrated Experience and Skills Required.</u> • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Ability to demonstrate proficiency with Microsoft Office Suite (Word, Excel, Access, Outlook, and PowerPoint) and software systems. • Ability to effectively train, supervise, coordinate, schedule, and oversee multiple tasks. • Ability to demonstrate knowledge of principles, procedures, methods, and techniques of financial analysis. • Knowledge of State and Federal Regulations. • Ability to perform accurate accounting functions under the pressure of deadlines. • Ability to communicate effectively, orally and in writing with peers, subordinates, supervisors, government officials, vendors and members of the public. • Ability to work effectively with people of various cultural, economic, and educational backgrounds. • Ability to transport self to required meetings or appointments that occur outside of the Iowa County department.		
	<u>Minimum Qualifications</u> • High school diploma/GED is required. • Minimum of a 4-year Bachelor's degree in Accounting, Business Administration, Finance or a closely related field. • Minimum of three (3) years of increasingly complex office experience that includes accounting tasks. • Minimum of two (2) year experience in a supervisory role. • Preference for experience with GASB and governmental accounting.		
	<u>Conditions of Employment</u> Working Environment:		

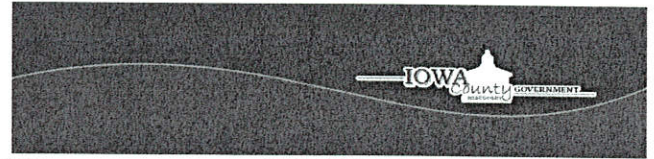
	• Typical working environment is within a non-smoking, temperature controlled office. • Ability to work under moderately safe and comfortable conditions when environmental factors such as temperature variations, odors, toxic agents, machinery, noise, vibrations, wetness, and/or dust are present. Physical Requirements: • Ability to operate office equipment such as a computer terminal (for an extended period of time), calculator, 10-key, multi-line telephone system, and photocopier. • Ability to coordinate eyes, hands, fingers, feet and limbs in performing semi-skilled movements such as data entry. • Ability to exert light physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, sitting, and reaching.		
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DATE: _____	EMPLOYEE SIGNATURE: _____
DATE: _____	DEPARTMENT HEAD SIGNATURE: _____
DATE: _____	COUNTY ADMINISTRATOR APPROVAL: _____

EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.org



www.iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: March 28, 2019
RE: Employment Activity Report

Outlined below is the employment activity for March 2019:

- ADRC Information and Assistance – Interviews scheduled for April 5.
- Social Services: Social Worker – First review scheduled for April 8
- Economic Support Specialist Lead – First review scheduled for April 8
- Dispatcher/Correctional Officer (3 positions) – 1 New hire starting April 8.
- Highway GIS Internship – First review scheduled for April 1.
- Sheriff's Office Department Assistant – First review scheduled for April 1.
- Highway Section Maintenance Patrol (2 vacancies) – New recruitment started with a first review scheduled for April 8.
- Highway LTE (6 positions) – 8 applications received.
- Child Support Department Assistant – New hire started March 20.
- 4H Internship – Intern starting week of June 3.
- Bloomfield Healthcare Social Worker – New hire starting April 29.
- Bloomfield Healthcare Certified Nursing Assistants —ongoing recruitment.
- Bloomfield Healthcare Registered Nurse/LPN —ongoing recruitment.
- Bloomfield Healthcare Laundry/Housekeeping – New hire starting April 3.

AGENDA ITEM COVER SHEET

Title: Structure Grant Applications

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Attached are two Structure Grant Applications for your consideration.

1) The first is from the City of Dodgeville. They would like support to create a "pop up park" in downtown. Since this will be the first grant application considered by the General Government Committee, it is worth noting that this community has been awarded two separate structure grants earlier this year.

2) The second grant application is from the Village of Avoca. They are hoping to use the funding to support their 20/20 Celebration on September 19-20, 2020. The Village of Avoca attended their first Economic Development meeting in March of 2019.

RECOMMENDATIONS (IF ANY):

The Economic Development account will eventually need a budget transfer to support it. The County has put a lot of effort into the idea of completing an Economic Development Plan in 2019 and it is likely to utilize the remaining funding in this account. If you chose to award the structure grant, either of them, additional funding should be transferred via a budget amendment to the Economic Development account.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

The City of Dodgeville Application
The Village of Avoca Application

FISCAL IMPACT:

Each grant application is for \$10,000. The Committee may make award at any level and/or may ask for a fundraiser to match the County Grant.

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:

Structure Grant Application

City/Village of Dodgeville

Applicant Name: Steve Genoway, Econ. Dev.

Date: 04/01/2018

Applicant Phone: 608.571.3864

Grant Writer Cost: \$_____

Mailing Address: 100 E. Fountain St.

Structure Grant Request: \$10,000

Dodgeville, WI 53533

1. This Structure Grant will be used to hire a grant writer to apply for a _____ grant, which has an application deadline of _____.
2. The Grant Writer completing the application for the grant described in #1 above will be:

Name

Phone

This grant will be used to forward Economic Development efforts by:

Engaging in Placemaking for Economic Development through providing a temporary downtown community gathering space and series of events that will increase the desirability of Dodgeville as a place to live and locate a business. By creating a Popup Town Square where currently no town square exists, this concept intends to highlight the area's quality of life for residents, visitors, and potential entrepreneurs.

Placemaking is recognized as an important practice for attracting talent, promoting entrepreneurship, and encouraging local business. The Popup will also help Dodgeville exhibit its value propositions including being a welcoming, safe, and vibrant community. Possible events during the Popup may include Summer Theater, Movie Night, Friday Fish Fry, Local Music, Student Band performances, and more.

The funds will be used to acquire permits, equipment, and temporary fixtures including barricades, power, chairs, tables, games, and landscaping.

- Be sure to check all the following boxes:

- ☒ The Township/City/Village applying for the Structure Grant has sent representation to or plans to send a representative to monthly "Iowa County Economic Development" meetings.

- ☒ The Town Board, City Council, or Village Board is aware of this Structure Grant Application and a motion to apply for said Structure Grant is referenced in the minutes attached.
- ☒ The Township/City/Village applying for the Structure Grant will use the grant within six (6) months of receiving approval from the Revolving Loan Fund Committee. The Township/City/Village applying for the Structure Grant shall refund any award if the grant referenced in #1 above is not submitted by the deadline date.

The above statements are true to fact:

A handwritten signature in black ink, appearing to be 'JES', written above a horizontal line.

Applicant Signature

Structure Grant Application

City/Village of Avoca

Applicant Name: Dianne Nachtigal

Date: 1-14-19

Applicant Phone: 608-532-6861

Grant Writer Cost: \$ 0

Mailing Address: 406 Riviera St.

Structure Grant Request: \$ 10,000.00 Avoca, WI 53506

1. This Structure Grant will be used to hire a grant writer to apply for a
N/A grant, which has an application
deadline of _____.

2. The Grant Writer completing the application for the grant described in #1 above
will be:

Dianne Nachtigal 608-532-6861
Name Phone

This grant will be used to forward Economic Development efforts by:

Please see attachment.

Be sure to check all the following boxes:

The Township/City/Village applying for the Structure Grant has sent representation to or plans to send a representative to monthly "Iowa County Economic Development" meetings.

The Town Board, City Council, or Village Board is aware of this Structure Grant Application and a motion to apply for said Structure Grant is referenced in the minutes attached.

The Township/City/Village applying for the Structure Grant will use the grant within six (6) months of receiving approval from the Revolving Loan Fund Committee.

The Township/City/Village applying for the Structure Grant shall refund any award if the grant referenced in #1 above is not submitted by the deadline date.

The above statements are true to fact:

[Signature]
Applicant Signature

Dianne L. Nachtigal

Village President
Grant Writer

Providing funding for the costs associated with the promotion, publicity, and advertising for Avoca's upcoming "Sesquicentennial Celebration" to be held on September 19-20, 2020. Emphasis will be placed on highlighting the Avoca Prairie, the Indian mounds, the Avoca Lakeside Park and adjacent campground area, the dairy farm within the Village of Avoca limits, and the innovative flood berm that was completed in 2009. Funding will be used to promote and expand the operation of the "Party Bus," as it is used to give rides to participants viewing the above named focal points.

Use of the grant funds received will be on-going—from the initial funding date until the completion of the event, ending on September 19-20, 2020, and/or until any outstanding bills associated with promotion, publicity, and advertising are paid.

Resolution No.

**CREATING A NONPARTISAN PROCEDURE FOR THE PREPARATION OF
LEGISLATIVE AND CONGRESSIONAL REDISTRICTING PLANS**

Under the Wisconsin Constitution, the State Legislature is directed to reapportion legislative districts following the decennial federal census according to the number of inhabitants. The legislature also reapportions congressional districts at the same interval pursuant to federal law. Because state and federal legislative redistricting is controlled by the majority party at the time of the redistricting, legislative and congressional plans in Wisconsin have been subject to partisan influence that puts the desires of politicians ahead of the electoral prerogative of the people. This practice of redistricting by the majority party stifles political competition, discourages compromise, ensures continued control by the party in power, and lacks the transparency necessary to reinforce citizens' faith in the democratic process. This resolution asks the State Legislature to enact legislation before the start of the next redistricting process following the 2020 federal census to pass legislation that creates a fair nonpartisan procedure for the preparation of state legislative and congressional redistricting plans.

WHEREAS, currently under the state constitution, the legislature is directed to redistrict legislative districts according to the number of inhabitants at its next session following the decennial federal census by the majority party; and at the same intervals, the legislature also reapportions congressional districts pursuant to federal law, and

WHEREAS, legislative and congressional redistricting plans enacted pursuant to this procedure are used to elect members of the legislature and members of Congress in the fall of the second year following the year of the census, and

WHEREAS, historically legislative and congressional plans in Wisconsin have been subject to partisan influence that put the desires of politicians ahead of the electoral prerogative of the people, and

WHEREAS, the 2011 process to draw the maps and fight litigation contesting those maps cost taxpayers nearly \$1.9 million, and

WHEREAS, a panel of federal district court judges has ruled that the redistricting that was done in Wisconsin in 2011 was unconstitutional, and

WHEREAS, redistricting to achieve partisan gains is improper, whether it is done by Republicans or Democrats,

NOW THEREFORE BE IT RESOLVED that the Iowa County Board of Supervisors insists upon the creation of a nonpartisan procedure for the preparation of legislative and congressional redistricting plans, and

BE IT FURTHER RESOLVED that the process promotes more accountability and transparency and prohibits the consideration of voting patterns, party information, and incumbents' residence information or demographic information in drawing the maps, except as necessary to ensure minority participation as required by the U.S. Constitution.

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution to the Governor of the State of Wisconsin, State Senators and State Representatives representing Iowa County, the Wisconsin Counties Association and to each Wisconsin County.

Respectfully submitted by the General Government Committee.

Adopted by the Iowa County Board of Supervisors this ____ day of _____, 2019.

John M. Meyers, Chairman of the Board

Attested to by the County Clerk.

Greg Klusendorf

AGENDA ITEM COVER SHEET

Title: 12-31-18 Financial Reports for the General Government Committee

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

12-31-18 Preliminary financial report with a comparison of budget to actual year-do-date for the departments that report to the General Government Committee

RECOMMENDATIONS (IF ANY):

For informational purposes only

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 12/31/18 Financial Statements

FISCAL IMPACT:

None, status of the 2018 budgetary balances as of 12/31/18 - preliminary

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Roxie Hamilton

DEPT: Finance Department

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

	A	B	C	D	E	F	G	H
1	Iowa County - Financial Statement - includes Departments that report to the General Government Committee							
2	Preliminary - For the Period Ending December 31, 2018 (prepared 3/28/19)							
3	Department	2018 Tax Levy Amount - Adopted & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 Tax Levy + Budget Adjustments / Transfers / Carryovers	Revenues - other than Tax Levy	Expenditures	Excess (Deficiency) of Revenues over Expenditures
4	General Fund							
5	County Board - Fire Suppression	2,000			2,000	-	-	2,000
6	Employee Relations Dept	127,000			127,000	1,364	120,992	7,372
7	Economic Development	120,575			120,575	-	92,852	27,723
8	Information Systems	573,038		60,515	633,553	-	621,413	12,140
9	County Treasurer - NOTE 1	(749,440)			(749,440)	1,438,315	194,526	494,349
10	Co Treasurer - Transfer from							
11	County Sales Tax Fund	(1,819,000)			(1,819,000)	1,819,000	-	-
12	County Clerk	183,725		2,228	185,953	25,687	205,946	5,694
13	Register of Deeds	17,000		20,137	37,137	221,208	177,094	81,251
14	Environmental Services	356,702			356,702	20,218	362,721	14,199
15	County Farm	(104,744)			(104,744)	115,769	4,768	6,257
16	County Insurance	42,714			42,714	285,960	266,953	61,721
17	Cultural-Aid to Libraries	325,307			325,307		325,307	-
18	Cultural-Library, Fair & Historical							
19	Society	32,932			32,932	-	32,932	-
20	Snowmobile/ATV	-			-	70,701	38,794	31,907
21	Total General Fund including aids to Libraries	(892,191)	-	82,880	(809,311)	3,998,222	2,444,298	744,613
22	Special Revenue, Capital Funds & Internal Service Fund							
23	Revolving Loan Fund				-	40,868	2,037	38,831
24	Capital Projects - Information Technology	110,000			110,000	-	-	110,000
25	Capital Projects - Court Security Project				-	-	-	-
26	Capital Projects - Environmental Services	351,000			351,000	-	171,063	179,937
27	Self-Insured Workers Comp				-	254,161	89,090	165,071
28								
29	Special Rev, Capital Funds & Internal Service FundTotal	461,000	-	-	461,000	295,029	262,190	493,839
30								
31	Total of All Funds	(431,191)	-	82,880	(348,311)	4,293,251	2,706,488	1,238,452
32								
33	Note 1: County Treasurer 2018 Tax Levy Amount Adopted does not include general fund tax levy or levy for library aids							
34								

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 12/31/18 as of 3/27/2019								
3	Revenue - Compare Budget to Actual	2018 Adopted Annual Budget including Tax Levy & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 REVISED BUDGET	Total Department YTD REVENUES	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	05 Employee Relations Department	-			-	1,364	(1,364)	100%	
6	14 ECONOMIC DEVELOPMENT				-	-	-	100%	
7	15 INFORMATION SYSTEMS	-			-	-	-	100%	
8	20 COUNTY TREASURER	475,175			475,175	948,411	(473,236)	100%	200%
9	20 COUNTY TREASURER - State Shared Rev & Exempt Computer Aid	491,137			491,137	489,904	1,233	100%	100%
10	20 COUNTY TREASURER - Property Tax, and Library Aids	4,759,066			4,759,066	4,759,066	-	100%	100%
11	20 COUNTY TREASURER - Transfer from Sales Tax Fund	1,819,000			1,819,000	1,819,000	-	100%	100%
12	22 COUNTY CLERK	21,157			21,157	25,687	(4,530)	100%	121%
13	30 REGISTER OF DEEDS	170,000			170,000	221,208	(51,208)	100%	130%
14	34 ENVIRONMENTAL SERVICES	11,900			11,900	20,218	(8,318)	100%	170%
15	35 COUNTY FARM	110,144			110,144	115,769	(5,625)	100%	105%
16	36 COUNTY INSURANCE REVENUE	171,540			171,540	285,960	(114,420)	100%	167%
17	73 SNOWMOBILE/ATV PROGRAM	27,850			27,850	70,701	(42,851)	100%	254%
18									
19	TOTAL: GENERAL FUND	8,056,969	-	-	8,056,969	8,757,288	(700,319)	100%	109%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 360,000			\$ 360,000	\$ 110,000	\$ 250,000	100%	31%
22	32 Capital Projects - Environmental Services	\$ 351,000			\$ 351,000	\$ 351,000	-	100%	100%
23									
24	TOTAL OF ALL FUNDS	8,767,969	-	-	8,767,969	9,218,288	(450,319)	100%	105%
25									
26	Other:								
27	250 REVOLVING LOAN FUND								
28	18 REVOLVING LOAN FUND	-	-		-	40,868	(40,868)	100%	100%
29	730 Self Insured Workers Comp								
30	37 SELF-INSURED WORKERS COMP				\$ -	\$ 254,161	\$ (254,161)	100%	
31									
32	Total Other:					295,029	(295,029)	100%	100%
33									
34	TOTAL - All Funds and Other:	8,767,969	-	-	8,767,969	9,513,317	(745,348)	100%	109%
35	Notes:								
36	YTD = Year-to-date								
37	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								

	A	B	C	D	E	F	G	H	I
Departments that Report to the Iowa County General Government Committee									
1	Preliminary - For the period ending 12/31/18 as of 3/27/2019								
2									
3	Expenditure - Compare Budget to Actual	ADOPTED ANNUAL BUDGET	Budget Adjustments / Transfers	Carryovers From Prior Year	2018 REVISED BUDGET	Total Department YTD Expenditures	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	02 COUNTY BOARD - Fire Suppression	\$ 2,000			\$ 2,000	\$ -	\$ 2,000	100%	
6	05 Employee Relations Department	\$ 127,000			\$ 127,000	\$ 120,992	\$ 6,008	100%	95%
7	14 ECONOMIC DEVELOPMENT	\$ 120,575			\$ 120,575	\$ 92,852	\$ 27,723	100%	77%
8	15 INFORMATION SYSTEMS	\$ 573,038		60,515	\$ 633,553	\$ 621,413	\$ 12,140	100%	98%
9	20 COUNTY TREASURER	\$ 216,872			\$ 216,872	\$ 194,526	\$ 22,346	100%	90%
10	22 COUNTY CLERK	\$ 204,882		2,228	\$ 207,110	\$ 205,946	\$ 1,164	100%	99%
11	30 REGISTER OF DEEDS	\$ 187,000		20,137	\$ 207,137	\$ 177,094	\$ 30,043	100%	85%
12	34 ENVIRONMENTAL SERVICES	\$ 368,602			\$ 368,602	\$ 362,721	\$ 5,881	100%	98%
13	35 COUNTY FARM	\$ 5,400			\$ 5,400	\$ 4,768	\$ 632	100%	88%
14	36 COUNTY INSURANCE - **	\$ 214,254			\$ 214,254	\$ 266,953	\$ (52,699)	100%	125%
15	72 CULTURAL-Aid to Public Libraries	\$ 325,307			\$ 325,307	\$ 325,307	\$ -	100%	100%
16	72 CULTURAL-Fair & Historical Soc	\$ 32,932			\$ 32,932	\$ 32,932	\$ -	100%	100%
17	73 SNOWMOBILE/ATV PROGRAM	\$ 27,850			\$ 27,850	\$ 38,794	\$ (10,944)	100%	139%
18									
19	TOTAL: GENERAL FUND	\$ 2,405,712	\$ -	\$ 82,880	\$ 2,488,592	\$ 2,444,298	\$ 44,294	100%	98%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 360,000			\$ 360,000		\$ 360,000	100%	0%
22	32 Capital Projects - Court Security Project				\$ -		\$ -		
23	32 Capital Projects - Environmental Services	\$ 351,000			\$ 351,000	\$ 171,063	\$ 179,937	100%	49%
24									
25	TOTAL OF ALL FUNDS	\$ 3,116,712	\$ -	\$ 82,880	\$ 3,199,592	\$ 2,615,361	\$ 584,231	100%	82%
26									
27	Other:								
28	250 REVOLVING LOAN FUND								
29	18 REVOLVING LOAN FUND	\$ -			\$ -	\$ 2,037	\$ (2,037)	100%	
30	730 Self Insured Workers Comp								
31	37 SELF-INSURED WORKERS COMP				\$ -	\$ 89,090	\$ (89,090)	100%	
32									
33									
34	Total Other	\$ -	\$ -	\$ -	\$ -	\$ 91,127	\$ (91,127)	100%	
35									
36	TOTAL - All Funds and Other:	\$ 3,116,712	\$ -	\$ 82,880	\$ 3,199,592	\$ 2,706,488	\$ 493,104	100%	85%
37	Notes:								
38	YTD = Year-to-date								
39	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								