



Agenda
General Government Committee
Thursday, June 27, 2019 – 4:30 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 June 27, 2019 meeting. |
| 4 | Approve the minutes of the May 9, 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 | Consider the Director of Nursing pay grade to exceed midpoint up to the maximum for vacant Recruitment. |
| 7 | Employment Activity Report. |
| 8 | Consider increasing Corporation Counsel position from a .25 FTE to .50 FTE. |
| 9 | Consider selling a portion of the Iowa County Farm. |
| 10 | Edit the proposed Iowa County Policy 709 Fire and Safety Requirements. |
| 11 | Consider Iowa County Policy 708 Housekeeping. |
| 12 | Consider having a different County logo. |
| 13 | Preliminary Financial Reports ending March 31, 2019. |
| 14 | Set date and time for next meeting. (August 8, 2019) |
| 15 | Adjournment. |

Posting verified by the County Clerk's Office: Date: 6/19/19 Initials: GK



**Unapproved Minutes
General Government Committee
Thursday, May 9, 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 Curt Peterson. - Others Present: Sue Mayte, Ruth Schriefer, Mike Wagner, Mel Masters, Bruce Paull, Dan Nankee, Bruce Haag, Allison Leitzinger, Matthew Allen, Larry Bierke and Greg Klusendorf.
3	Sup. Griffiths moved to approve the agenda for this May 9, 2019 meeting. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0
4	Sup. Deal moved to approve the minutes of the April 4, 2019 meeting. Sup. Griffiths seconded the motion. Carried. Aye-5 Nay-0
5	Public Comments: • Sup. Deal said he has postponed bringing the resolution forward that he talked about at the last meeting. • Mel Masters asked the committee to approve agenda item 7 that is considering raising the Corporation Counsel from a ¼-time position to a ½-time position.
6	Sue Matye and Ruth Schriefer gave a power point presentation on the grant that was awarded to the Iowa County HeART Coalition. Sup. Lindholm moved to approve the Resolution Creating a Part-Time Project Grant Funded Position Within the Health Department and to forward it to the Board for consideration. Sup. Griffiths seconded the motion. Carried. Aye-5 Nay-0
7	Considered increasing Corporation Counsel position from a .25 FTE to .50 FTE. Sup. Lindholm moved to increase the Corporation Counsel from a .25 FTE to .50 FTE and to forward it to the Executive Committee for consideration. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0
8	Allison reviewed the Employment Activity Report with the committee.
9	Considered the proposed Iowa County Policies 102, 211, 423, 424, 708 and 709. Sup. Griffiths moved to approve Iowa County Policy numbers 102, 211, 423, 424 and 709 and to forward them to the Board for consideration. Sup. Peterson seconded the motion. Carried. Aye-5 Nay-0 Policy 708 Housekeeping Policy will be discussed at the next meeting. Larry was asked to see if Environmental Services Director Jake Tarrell could attend the meeting to answer any questions the committee might have.

10	Sup. Peterson moved to convene in closed session pursuant to section 19:85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Discussion of specific properties as potential land purchases and possible option thereof) Mike Wagner, Mel Masters, Bruce Paull, Dan Nankee, Bruce Haag, Larry Bierke and Greg Klusendorf were asked to attend the closed session. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0 Entered closed session at 6:12 p.m.
11	Sup. Deal moved to return to open session. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0 Entered open session at 6:36 p.m.
12	Possible action on closed session item. Sup. Peterson moved to have this closed session put on the next County Board agenda. Sup. Deal seconded the motion. Carried. Aye-4 Nay-1 Sup. Griffiths voted against the motion.
13	The next meeting date is June 6, 2019 at 5:00 p.m.
14	Sup. Lindholm moved to adjourn the meeting. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0 Meeting adjourned at 6:38 p.m.
Minutes by Greg Klusendorf	

AGENDA ITEM COVER SHEET

Title: Consider the Director of Nursing pay grade to exceed midpoint up to the n

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

General Government Committee has authorization to increase the starting wage beyond the mid-point (Control Point) on the wage scale under policy 420.

Director of Nursing interviews are scheduled and staff is placing this on the agenda to be proactive in the event that Iowa County may need to offer a wage greater than Control Point.

RECOMMENDATIONS (IF ANY):

Authorize Iowa County staff the ability, if needed to offer a wage greater than Control Point.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Pay structure for Director of Nursing position

FISCAL IMPACT:

No financial impact expected.

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
Combination Salary Structure**

Original Pay Plan Matrix was Adopted by County Board on September 16, 2014 with an implementation date of October 5, 2014

1.5% Market Adjustment adopted by County Board on October 16, 2015 with an implementation date of January 1, 2016

2.25% Market Adjustment adopted by County Board on November 15, 2016 with an implementation date of January 1, 2017

2.25% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of January 1, 2018

2.5% Market Adjustment adopted by County Board on October 17, 2017 with an implementation date of July 1, 2018

2.5% Market Adjustment adopted by County Board on October 16, 2018 with an implementation date of January 1, 2019

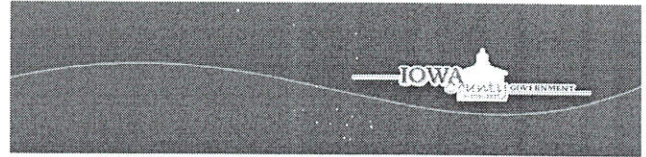
Job Code In Payroll	Grade	Job Title	Department	Minimum					Control Point			Pay For Performance	Maximum 120% Maximum
				90% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100% Step 6					
281	T	Corporation Counsel	District Attorney	\$ 45.81	\$ 47.08	\$ 48.36	\$ 49.63	\$ 50.90				\$ 61.08	
601 311 460	S	Nursing Home Administrator Highway Commissioner Social Services Director	Bloomfield Healthcare Highway Social Services	\$ 41.99	\$ 43.16	\$ 44.33	\$ 45.49	\$ 46.66				\$ 55.99	
202	R	Finance Director	Finance	\$ 39.11	\$ 40.19	\$ 41.28	\$ 42.36	\$ 43.45				\$ 52.14	
387 426	Q	Planning & Development Director Public Health Officer/Director	Planning & Development Health	\$ 37.21	\$ 38.24	\$ 39.27	\$ 40.31	\$ 41.34				\$ 49.61	
404 603 201 301	P	Chief Deputy Director of Nursing Employee Relations Director Information Systems Director	Sheriff Bloomfield Healthcare Employee Relations Information Systems	\$ 35.28	\$ 36.26	\$ 37.24	\$ 38.22	\$ 39.20				\$ 47.04	
372 409 459	O	ADRC Manager Jail Administrator Youth and Family Unity Manager	ADRC Sheriff Social Services	\$ 33.36	\$ 34.29	\$ 35.22	\$ 36.14	\$ 37.07				\$ 44.48	
382 624 500	N	County Conservationist Nurse Manager Operations Manager	Land Conservation Bloomfield Healthcare Highway	\$ 31.45	\$ 32.32	\$ 33.19	\$ 34.07	\$ 34.94				\$ 41.93	
443 458 380 631	M	Child Support Manager Economic Support Manager Emergency Management Director Environmental Services Director	Child Support Social Services Emergency Management County Wide	\$ 29.54	\$ 30.36	\$ 31.18	\$ 32.00	\$ 32.82				\$ 39.38	



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: June 19, 2019
RE: Employment Activity Report

Outlined below is the employment activity for May/June 2019:

- Social Services: Social Worker – New hire started June 5.
- Economic Support Specialist – New hire started May 28.
- Dispatcher/Correctional Officer (2 positions) – 1 new hire started June 18 and 2nd new hire starts June 26.
- Sheriff's Office Department Assistant – New hire started June 4.
- Highway Section Maintenance Patrol (1 vacancies) – New hire started May 28.
- Highway LTE (6 positions) – 1 New hire started in May, 1 new hire started in June and anticipating 3 candidates starting by the end of the month.
- ADRC Taxi Driver – Interviews scheduled for June 24.
- Sheriff's Office Internship – Interviews schedule for the week of June 24.
- Public Health Community Coordinator/Educator – Interviews scheduled for June 25.
- Maintenance LTE – New hire started June 19.
- Bloomfield Healthcare Director of Nursing – Interview scheduled for June 20.
- Bloomfield Healthcare Certified Nursing Assistants — 1 New hire started May 28. 3 new hires started in June.
- Bloomfield Healthcare Registered Nurse/LPN – ongoing recruitment
- Bloomfield Healthcare Laundry/Housekeeping – ongoing recruitment

AGENDA ITEM COVER SHEET

Title: Consider increasing Corporation Counsel position from a .25 FTE to .50 FTE 

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

In anticipation of Governor Evers appointing a District Attorney for Iowa County, this may leave Iowa County without a Corporation Counsel. Currently, Iowa County's Assistant District Attorney and Corporation Counsel are one position. In the event that the Corporation Counsel position becomes vacant in the DA appointment, Iowa County is requesting to increase the the Corporation Counsel from .25 FTE (10 hours/week) to .50 FTE (20 hours/week), due to case load volume. The Corporation Counsel position will still remain an Iowa County position.

RECOMMENDATIONS (IF ANY):

If the position of Corporation Counsel becomes vacant, increase the position to 20 hours a week from 10 hours a week.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

The 2019 fiscal impact will be at least \$14,340.20 and could be up to \$20,554.20(dependent upon WRS classification). This amount was not budgeted for in 2019.

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

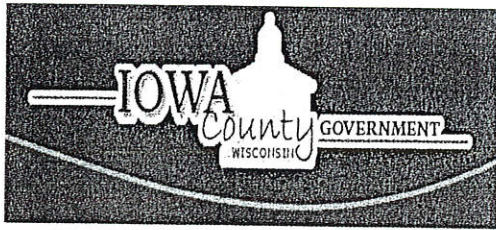
MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

COUNTY FARM LEASES

- Cropland – 40 acres leased to 12/31/2019 - rent is \$301 per acre = \$12,040 per year
- Pasture – 100 acres leased to 12/31/2019 – rent is \$112.50 per acre = \$11,250 per year
- Prairie Land – 218 acres leased to 11/30/2032 – rent is \$200 per acre = \$43,618 per year
- Prairie Land – 216 acres leased to 11/30/2032 – rent is \$200 per acre = \$43,236 per year



Fire and Safety Requirements

Date Originated: 02/01/2019

Date of Modifications:

Policy Number: 709

PURPOSE:

This policy outlines the requirements all employees must follow when working in County facilities to maintain a safe working environment. It also includes the procedure for reporting a fire or other safety concerns.

ORGANIZATIONS AFFECTED:

Bloomfield Healthcare and Rehabilitation Center
Iowa County Courthouse
Iowa County Sheriff Department/Jail
Iowa County Health and Human Services Departments
Iowa County Airport
Iowa County Highway Department
Iowa County Land Conservation Department

POLICY:

Iowa County must be maintained in a manner to protect the safety of our employees and our investment in infrastructure.

REFERENCES: Policy 703 (Meeting Room Use Policy), Policy 705 (Means of Egress Policy), Smoking Ordinance 600.26, DSPS (Department of Safety and Professional Services)

REQUIREMENTS OF ALL WORK SPACES:

Fire prevention

1. Portable Space Heaters
 - a. Portable electric style space heaters are allowed within County facilities.
 - b. All portable Space Heaters must be UL Listed.
 - c. Space heaters in use must be at least 36" away from any combustible material (Paper, wood, plastic, and clothing).
 - d. Must be plugged directly into an outlet. The employee using the electrical heater is responsible for unplugging the unit when room is unoccupied (not just turned off).
 - e. Placement of heater must be on floor.
 - f. All heaters must have three prong cords.

- g. All heaters must have an automatic turn off feature if knocked over.
- 2. Electric Heating Blankets
 - a. Electric Throw Blankets are not recommended, but can be used within County facilities.
 - b. Must be UL Listed.
 - c. Cords must not have any kinks, wires showing, or damaged wires.
 - d. Blankets must be equipped with an automatic shut off or timer.
 - e. Employees using this item must follow manufactures recommendations.
 - f. Must be plugged directly into an outlet. The employee using the blanket is responsible for unplugging the unit when room is unoccupied (not just turned off).
- 3. There can be nothing stored higher than 24 inches below the ceiling in a non-sprinklered building or 18 inches below the sprinkler head in a sprinklered building.
- 4. The required width of corridors/hallways/stairwells must be keep clear at all times. Storage is not allowed in any stairwells, corridor/hallway, electrical, mechanical, or boiler room.
- 5. Waste is not allowed to accumulate within any County facility. Waste can only be stored in proper containers and removed by housekeeping or authorized personnel. All waste that needs shredding must be stored in totes provided. If a tote is needed please contact maintenance.
- 6. Extension cords/Power strips
 - a. All Extension cords, multi-plugs, or power strips must be UL Listed and only used in a temporary use situation (Christmas/Holiday exception below). When not in use, appliance needs to be unplugged. If a situation occurs to where an extension cord is needed in more of a permanent situation, please contact maintenance to install an outlet.
 - b. Caution should be taken to make sure the Extension cord is not a trip hazard.
 - c. All Extension cords shall be three wire type with ground prong intact.
 - d. Multi-plugs/power strips/extension cords cannot be piggybacked and must plug directly into an outlet.
 - e. Extension cords shall be maintained in good condition without splices, deterioration or damage. All damaged extension cords are to be removed and discarded.
 - f. Power strips used in a permanent situation can be used for computer equipment only.
- 7. Fire and smoke doors may not be wedged open.
- 8. Fire extinguishers and electrical panels cannot be blocked; they must be accessible at all times (at least 36" of clearance at all times). All fire extinguishers shall be serviced and tagged annually. Environmental Services and/or assigned building Department Head is responsible for assigning staff to check the fire extinguishers monthly for the following things:
 - a. Pull pin is in place.
 - b. Break away plastic strap is in place
 - c. Arrow is in the Green (not overcharged or under charged)
 - d. Fire extinguisher is in proper place
 - e. Tag is on fire extinguisher and has been signed for each month
- 9. Use of candles, Incent burners, smoking devices, and/or open flamed burning devices are not allowed within any County facility.
- 10. Christmas/Holidays:

- a. No live trees or wreaths are permitted in county facilities
 - b. One string of lights and one extension cord or two strings of lights piggybacked is allowed per outlet. All lights must to be UL listed
 - c. All Christmas decorations are to be fire resistant.
 - d. All exterior lighting is to be plugged into a GFI outlet.
11. Safety Data sheets shall be kept in designated areas and updated annually or whenever new items are identified.
 12. NO SMOKING allowed in any county building or County owned vehicles. Designated smoking areas are to be at least 25' away from any Iowa County building entrance (Per Ordinance No. 600.26)
 13. Appliances: Coffee makers with automatic shutoffs and small refrigerators are allowed in individual work areas. Appliances such as toasters, toaster ovens, and microwave ovens are not allowed in any individual work area. These items are to be used only in established food preparation/break room area. Those that use these appliances are responsible for properly cleaned and maintaining them at all times.

Procedures

HOW TO REPORT A FIRE OR OTHER SAFETY CONCERN

Any fire or immediate safety concern should be reported by calling 911. Follow your Emergency Evacuation Procedure provided for your department/facility.

Helpful Hits:

1. Remember **R.A.C.E.**: Rescue, Alarm, Confine/Contain, and Extinguish/Evacuate
 - a. **Rescue:** Rescue yourself and those in immediate area of fire (if Possible). Remember you are #1. If fire is to intense, leave fire for those that are trained to fight fires.
 - b. **Alarm:** As soon as you are away from immediate danger, alarm others of danger, pull fire alarm box (if available), and call 9-1-1.
 - c. **Confine/Contain:** Closing doors on your way out will help slow the fire down and help contain the fire until fire department arrives.
 - d. **Extinguish/Evacuate:** If fire is small extinguish fire if can. If large fire, evacuate facility as quickly as you can and call 9-1-1.
2. Lower the risks of fire:
 - a. Always comply with safety regulations within your work spaces. Know where you would go to evacuate the facility if a fire occurs. Identify at least two different routes. Know where your nearest fire extinguisher is located.
 - b. Watch for frayed cords, damaged equipment, and overloaded circuits. Report all concerns to Environmental Services as soon as possible if found.
 - c. Inspect equipment regularly for safety concerns.
 - d. Keep your work space clean, neat, and combustible free.

Fire Extinguisher Use

Most fire extinguishers within the County are Type ABC extinguishers (extinguishes paper, wood, cloth, combustible liquids, and electrical). Exceptions maybe in Kitchen areas (Bloomfield) and shop areas (Highway). Consult your supervisor for additional training or attend trainings offered throughout the County.

Helpful Hints:

Fire Extinguisher Use

1. Remember **P.A.S.S:** Pull, Aim, Squeeze, Sweep
 - a. **Pull:** Pull the pin
 - b. **Aim:** Aim at base of fire
 - c. **Squeeze:** Squeeze trigger
 - d. **Sweep:** Sweep side to side at base of fire
2. Only use fire extinguisher if fire is small.
3. Empty extinguisher completely when attempting to put a fire out, even if you think fire is out.
4. Know where fire extinguishers are located in your area
5. Participate in all fire drills.

Inspection of work spaces: Department spaces will be inspected on these safety requirements on a yearly basis. Inspections will be performed by the Safety Committee or designee assigned.

Training: Training on fire safety, fire extinguisher use, and fire drills will be performed on an annual basis.

Additional training and inspections are to be performed based on Federal, State, and Local requirements for your individual operation/facility.

Any questions, concerns related to this policy should be directed to your supervisor and the Iowa County Safety Committee.

May 21st Board Meeting

General Government Committee:

Sup. Nankee moved to adopt Resolution No. 7-0519 Creating a Part-Time Project Grant Funded Position Within the Health Department. Sup. Davis seconded the motion. Carried.

Aye-19 Nay-0

Sup. Griffiths moved to approve Iowa County Policies 102, 211, 423, 424 and 709. Sup. Storti seconded the motion.

Concerning Policy 709 Fire and Safety Requirements, Chair Meyers stated most portable space heaters have two prong cords. Under 1. Portable Space Heaters he asked that f. be removed. If not by unanimous consent, then by motion.

Sup. Griffiths moved to remove Policy 709 from the original motion and to send it back to be changed. Sup. Paull seconded the motion. Carried.

Aye-17 Nay-2

Sups. Storti and Leix voted against the motion.

Sup. O'Brien moved to amend Policy 102 by:

- Under 4. Procedures, remove the "be" at the end of the first line.
- Under 4. Procedures, put a "Be" at the beginning of each sentence in A, B, F and G.
- Under 4. Procedures, in H, in the third line add a comma after "need", change the "an" after need to "and", add a comma after "future". At the end of the fourth line change "fund" to "funds".

Sup. Griffiths seconded the motion. Carried.

Aye-19 Nay-0

A vote on the original motion with the amendments of removing Policy 709 and the changes to Policy 102 was taken. Carried.

Aye-19 Nay-0

Executive Committee:

Sup. Haag moved to adopt Resolution No. 8-0519 Supporting Appointment for Iowa County District Attorney. Sup. Ray seconded the motion. Carried.

Aye-19 Nay-0

Sup. Griffiths moved to approve Iowa County Policy 320 Fraud Assessment and Response. Sup. Meek seconded the motion.

Sup. O'Brien asked to have two changes made to the policy by removing the possessive apostrophe from "Manager's" under B numbers 2 and 3.

Chair Meyers said those changes would be incorporated into the motion to approve. Motion carried.

Aye-19 Nay-0

Corporation Counsel Matthew Allen gave an update on the ATC line proceedings and asked if the Board would consider supporting testimony of the Driftless Area Land Conservancy witnesses.

Sup. Storti moved to have Corp Counsel file a letter in support of the testimony offered by the witnesses. Sup. Leix seconded the motion. Carried.

Aye-16 Nay-2 Abstention-1

Voting in favor: Sups. Richter, Deal, Storti, Nankee, Peterson, Davis, Ray, Haag, Griffiths, Forbes, Rolfsmeyer, Paull, O'Brien, Leix, Masters and Butteris.

Voting against: Sups. Gollon and Meek.

Chair Meyers abstained from voting.



Housekeeping Policy

Date Originated: 02/01/2019

Date of Modifications:

Policy Number: 708

PURPOSE:

The purpose is to maintain a safe working environment. An important component of protecting the health, safety and welfare of all individuals while working for Iowa County is to actively encourage good housekeeping practices.

ORGANIZATIONS AFFECTED:

Bloomfield Healthcare and Rehabilitation Center
Iowa County Courthouse
Iowa County Sheriff Department/Jail
Iowa County Health and Human Services Departments
Iowa County Airport
Iowa County Highway Department
Iowa County Land Conservation Department

POLICY:

Iowa County facilities, equipment, and grounds must be maintained in a manner to protect the safety of our employees and our investment in infrastructure. It is the responsibility of all employees to pick-up and clean-up. Work spaces that are clean, neat, and orderly promote fewer hazards and ultimately fewer injuries.

REFERENCES: Policy 703 (Meeting Room Use Policy), Policy 709 (Fire and Safety Requirements), DSPS (Department of Safety and Professional Services)

HOUSEKEEPING REQUIREMENTS OF ALL SPACES

All Work/Office Spaces

1. All employees are to keep their work spaces clean and tidy at all times.
2. Ensure that Lighting is adequate and available. Submit via Intranet a maintenance request if needed.
3. All stored items are to be kept off the floor/ground and in appropriate containers on shelving, pallets, or racking. Keep in mind that stored items on rack/shelves are to be kept at least 18" from any sprinkler head.
4. All garbage/recycling is to be disposed of in appropriate containers.
5. Keep work spaces/office equipment, facilities, and machines in good condition.

6. Keep all extensions cords, power strips, hoses, air lines, ect... away from walking areas to minimize trip hazards. Extension cords are only to be used for temporary purposes (less than three months) and unplugged when not in use. If a permanent solution needs to be implemented, put in a maintenance request via the Intranet. See policy 709 – (Fire and Safety Requirements) for additional information.
7. Furniture Placement: Please consult Environmental Services when large furniture items need to be moved within your work space. It is important that furniture doesn't block heating/cooling vents and hinder foot traffic in case of emergency.
8. Plants: It is acceptable to keep one or two small, neat, well-tended plants in offices or work spaces with Department Head approval. It is the responsibility of the owner of the plant to insure plant is properly maintained. Plant placements needs to be considered to make sure cooling/heating vents and sprinkler systems are not blocked. Noxious plants are not allowed in any County facility.
9. Humidifiers/Dehumidifiers: It is acceptable to use a Humidifier/Dehumidifier within your work spaces. It is the responsibility of the staff person using this equipment to follow the manufactures recommendations for cleaning and maintaining the unit. **Maintenance is to be notified if a humidifier/dehumidifier is brought in and used.**

Break Areas

1. Kitchen/break rooms should be kept tidy and clean. Microwave ovens, toasters, stoves, coffee makers, and other cooking equipment used are to be cleaned after each use.
2. All spills must be cleaned up immediately and cleaning material disposed of properly.
3. All garbage/recycling should be disposed of as soon as possible and placed in correct bins.

Storage Spaces

1. All materials/equipment stored shall be stored in a tidy manner and in appropriate spaces.
2. All stored items are to be kept off the floor/ground and in appropriate containers on shelving, pallets, or racking. Keep in mind that stored items on rack/shelves are to be kept at least 18" from any sprinkler head.
3. Do not place supplies/items on top of other movable containers at a height where they are not visible from the floor.
4. Staff are required to follow the Policy 709 (Fire and Safety Requirements) for storage spaces.
5. All hazardous material is to be stored properly to insure the safety of yourself and others.
6. Do not let materials and supplies that are no longer needed to accumulate. IF IT IS NOT NEEDED, GET RID OF IT. Staff requiring maintenance assistance are required to submit a maintenance request via the Intranet.

Restrooms

1. Bathrooms are to be kept neat and tidy. When cleaning is needed, submit a cleaning request via the intranet. If a safety hazard exists, contact Environmental Services as soon as possible.

Other Spaces

1. Fire escapes, doorways, stairwells, corridors, walkways, and other means of access and egress are to be kept clear and unobstructed at all times.
2. Safety signs, fire extinguishers, electrical panels, and emergency exits must never be obstructed. A three foot clearance is required around fire extinguishers and electrical panels.

Other Safety Requirements

1. Animals are not permitted in County facilities unless their use is specifically permitted or unless the animals are trained to assist individuals needing ADA accommodations and are there to perform such services.
 - a. Fish aquariums: Not allowed at any facility unless approved by County Administrator.
 - b. Bird aviaries: Not allowed at any facility unless approved by County Administrator.
2. Hanging Items: Nothing shall be hung directly on doors, walls, ceilings, or any building surface with tacks, tape, glue, putty, or other similar fasteners. Materials that deface the surface of the building will be removed and cost of repairs will be charged to the individual departments. Pictures on walls should be framed or on poster board-type backing. Pictures should be properly installed so as not to damage the wall. Do not use tacks, staples or tape to any kind of walls or furniture. Submit a maintenance request via Intranet if assistance is needed.
3. Chemicals: Employees are not to use cleaning chemicals and supplies brought from home in any County building. The chemicals we use to clean and maintain our buildings are carefully selected for its use. The use of unknown cleaners can affect the environment around of work space and neighboring work spaces.
4. Cleaning your own office/work spaces: County Employees are required to use County approved cleaning materials for cleaning. Consult your supervisor for assistance on what to use for your department. Any cleaning supply requests should be submitted through your department purchasing department or a request can be submitted using the housekeeping request form on the intranet. County Employees are required to wear appropriate PPE (Personal Protective Equipment) when handling any chemical.

Procedure

Request for maintenance or housekeeping services

1. Submit all maintenance or housekeeping requests via the Intranet.
2. Maintenance and/or Housekeeping services will reply to you as soon as possible on status of repair or housekeeping request. If repair or housekeeping request is delayed, Environmental Services are required to notify all individuals affected on when request will be taken care of. All maintenance and housekeeping requests will be completed as soon as possibly can.
3. If maintenance or housekeeping request is considered an urgent matter, please contact your supervisor and/or Environmental Services directly via phone.

Housekeeping/Maintenance Services

Any repair or housekeeping service you feel isn't to standard is to be reported to your supervisor and/or the Environmental Services Director.

Inspection of work spaces: Department spaces will be inspected on a yearly basis. Inspections will be performed by Department Heads, Supervisor, Safety Committee, and/or designee assigned.

Training on inspections are to be performed based on Federal, State, and Local requirements for your individual operation/facility.

AGENDA ITEM COVER SHEET

Title: 3-31-19 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):

3-31-19 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 3/31/19 Financial Statements

FISCAL IMPACT:

None, status of the 2019 budgetary balances as of 3/31/19 - 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 March 31, 2019 (prepared 5/28/19)						
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	Excess (Deficiency) of Revenues over Expenditures
4	<u>General Fund</u>					Expenditures	
5	County Board - Fire Suppression	2,000			2,000	-	2,000
6	Employee Relations Dept	148,976			148,976	-	109,923
7	Economic Development	126,410			126,410	-	96,060
8	Information Systems	571,486			571,486	-	458,685
9	County Treasurer - NOTE 1	(922,170)			(922,170)	220,423	(741,186)
10	Co Treasurer - Transfer from						
11	County Sales Tax Fund	(1,969,000)			(1,969,000)	-	(1,969,000)
12	County Clerk	139,450			139,450	325	109,152
13	Register of Deeds	21,112			21,112	45,117	25,183
14	Environmental Services	397,564			397,564	2,400	300,782
15	County Farm	(104,444)			(104,444)	6,513	(98,021)
16	County Insurance	62,989			62,989	192,638	80,889
17	Cultural-Aid to Libraries	333,648			333,648		5,349
18	Cultural-Library, Fair & Historical						
19	Society	32,932			32,932	-	32,932
20	Snowmobile/ATV	-			-	31,907	31,217
21	Total General Fund including aids to Libraries	(1,159,047)	-	-	(1,159,047)	499,323	(1,556,035)
22	<u>Special Revenue, Capital Funds & Internal Service Fund</u>						
23	Revolving Loan Fund				-	4,767	4,767
24	Capital Projects - Information Technology	165,000			165,000	-	165,000
25	Capital Projects - Court Security Project				-	-	-
26	Capital Projects - Environmental Services	256,000			256,000	-	242,071
27	Self-Insured Workers Comp				-	59,147	(34,237)
28							
29	Special Rev, Capital Funds & Internal Service FundTotal	421,000	-	-	421,000	63,914	377,601
30							
31	Total of All Funds	(738,047)	-	-	(738,047)	563,237	(1,178,434)
32							
33	Note 1: County Treasurer 2019 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 3/31/19 as of 5/24/2019						compiled 5/28/19		
3	Revenue - Compare Budget to Actual	2019 Adopted Annual Budget including Tax Levy & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2019 REVISED BUDGET	Total Department YTD REVENUES	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	05 Employee Relations Department	-			-	-	-	23%	
6	14 ECONOMIC DEVELOPMENT				-	-	-	23%	
7	15 INFORMATION SYSTEMS	-			-	-	-	23%	
8	20 COUNTY TREASURER	524,775			524,775	220,423	304,352	23%	42%
9	20 COUNTY TREASURER - State Shared Rev & Exempt Computer Aid & Personal Property Aid	614,991			614,991	-	614,991	23%	0%
10	20 COUNTY TREASURER - Property Tax, and Library Aids	4,817,198			4,817,198	4,817,198	-	23%	100%
11	20 COUNTY TREASURER - Transfer from Sales Tax Fund	1,969,000			1,969,000	-	1,969,000	23%	0%
12	22 COUNTY CLERK	15,066			15,066	325	14,741	23%	2%
13	30 REGISTER OF DEEDS	170,000			170,000	45,117	124,883	23%	27%
14	34 ENVIRONMENTAL SERVICES	11,900			11,900	2,400	9,500	23%	20%
15	35 COUNTY FARM	110,144			110,144	6,513	103,631	23%	6%
16	36 COUNTY INSURANCE REVENUE	205,087			205,087	192,638	12,449	23%	94%
17	73 SNOWMOBILE/ATV PROGRAM	33,420			33,420	31,907	1,513	23%	95%
18									
19	TOTAL: GENERAL FUND	8,471,581	-	-	8,471,581	5,316,521	3,155,060	23%	63%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 165,000			\$ 165,000	\$ 165,000	\$ -	23%	100%
22	32 Capital Projects - Environmental Services	\$ 256,000			\$ 256,000	\$ 256,000	\$ -	23%	100%
23									
24	TOTAL OF ALL FUNDS	8,892,581	-	-	8,892,581	5,737,521	3,155,060	23%	65%
25									
26	Other:								
27	250 REVOLVING LOAN FUND								
28	18 REVOLVING LOAN FUND	-	-		-	4,767	(4,767)	23%	100%
29	730 Self Insured Workers Comp								
30	37 SELF-INSURED WORKERS COMP				\$ -	\$ 59,147	\$ (59,147)	23%	
31									
32	Total Other:					63,914	(63,914)	23%	100%
33									
34	TOTAL - All Funds and Other:	8,892,581	-	-	8,892,581	5,801,435	3,091,146	23%	65%
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.								

