

*****AMENDED AGENDA*****

Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given to the public that the Iowa County Board of Supervisors will meet in

**Regular Session
of the
IOWA COUNTY BOARD
Tuesday February 18, 2020
6:00 p.m.**

**Health and Human Services Center - Community Room
303 West Chapel St., Dodgeville, WI 53533
For information regarding access for the disabled, please call 935-0399.**

Healthy and Safe Place to Live, Work and Play – Iowa County

The Mission of Iowa County Government is to protect and promote the health and safety, economic well being, and environmental quality of our county by providing essential services in a fiscally responsible manner.

Agenda

1. Call to order by Chairman John M. Meyers.
2. Pledge of Allegiance.
3. Roll Call.
4. Approve the agenda for this February 18, 2020 meeting.
5. Approve the minutes of the January 21, 2020 meeting.
6. Special matters and announcements.
 - a) Committee Chair reports.
 - b) Thank you card from Janet Russell
 - c) Forward Analytics (set out)
7. Comments from the public.
8. Land use change from the Town:
 - Moscow – 1-0220 Rezoning request by Mike & Flora Griffiths.
9. County Administrator's report.
10. Approve the Administrator's appointments of:
 - Michael Britt to the Bloomfield Commission for a two-year term ending May 31, 2021.
 - *****David Morzenti as Iowa County Corporation Counsel starting June 1, 2020.**

Planning & Zoning Committee:

11. Amendatory Ordinance No. 2-0220 Approving the Revisions to Section I of the Iowa County Comprehensive Plan per Attachment A.

Public Works Committee:

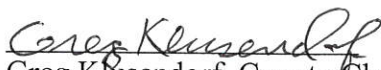
12. Resolution No. 3-0220 Rescinding Resolutions 5-0405 and 8-0610 and to Continue the Regional Waterborne Pavement Marking Installation Program within the Highway Department.
 13. Resolution No. 4-0220 To Hold a Public Referendum to Increase the County Levy for Highway Maintenance.
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14. Consider Iowa County Draft Policies 1106.1, 1114, 1117, 1118 and 1119.

General Government:

15. Resolution No. 5-0220 Establishing the 2021-2024 Compensation for the Register of Deeds, County Treasurer and County Clerk.
16. Consider Iowa County Draft Policies 110, 422, 425, 426, 427, and 427.1.

Other:

17. Consider to discuss the Law Enforcement Center, and bids, at the regular March Board meeting or at a separate meeting.
18. Chair's report.
19. Mileage and Per Diem Report for this February 18, 2020 meeting.
20. Motion to convene in closed session pursuant to section 19.85(1)(g) of the Wisconsin Statutes- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Bard Materials Petition to Rezone 100.45 acres in the town of Brigham and for a Conditional Use Permit for Nonmetallic Mining)
21. Reconvene in Open Session Pursuant to Section 19.85(2) of the Wisconsin Statutes.
22. Possible action on the closed session item.
23. Reconsideration of Planning and Zoning Committee's recommendation from January 2, 2020 regarding Bard Materials Petition to Rezone 100.45 acres from A-1 Agricultural to AB-1 Agricultural Business in the N1/2 of S11-T6N-R5E in the Town of Brigham.
24. Motion to adjourn to March 17, 2020.


Greg Klusendorf, County Clerk

Posted 2/13/2020

Amendatory Ordinance No. 1-0220

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Mike and Flora Griffiths;

For land being part of the NE ¼ of the NE ¼ of Section 16-T4N-R5E in the Town of Moscow; affecting tax parcel 020-0752.

And, this petition is made to rezone 3.61 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 Moscow** and the Town is recommending approval as it has been deemed to be consistent with the goals and intent of its adopted comprehensive plan,

Whereas a public hearing, designated as zoning hearing number **3086** was last held on **January 23, 2020** 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** said petition with the condition that the associated certified survey map be duly recorded within 6 months.

Now therefore be it resolved that 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 **February 18, 2020**. The effective date of this ordinance shall be **February 18, 2020**.

Greg Klusendorf
Iowa County Clerk

Date: _____



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

Courthouse - 222 N. Iowa St. - Dodgeville, WI 53533
Telephone: (608) 935-0398 Fax: (608) 930-1205 Mobile: (608) 553-7575
e-mail: scott.godfrey@iowacounty.org

Planning & Zoning Committee Recommendation Summary

Public Hearing Held on Jan. 23, 2020 Zoning Hearing 3086
Recommendation: **Approval**

Applicant(s): Mike & Flora Griffiths **Town of Moscow**
Site Description: NE/NE of S16-T4N-R5E also affecting tax parcel 020-0752

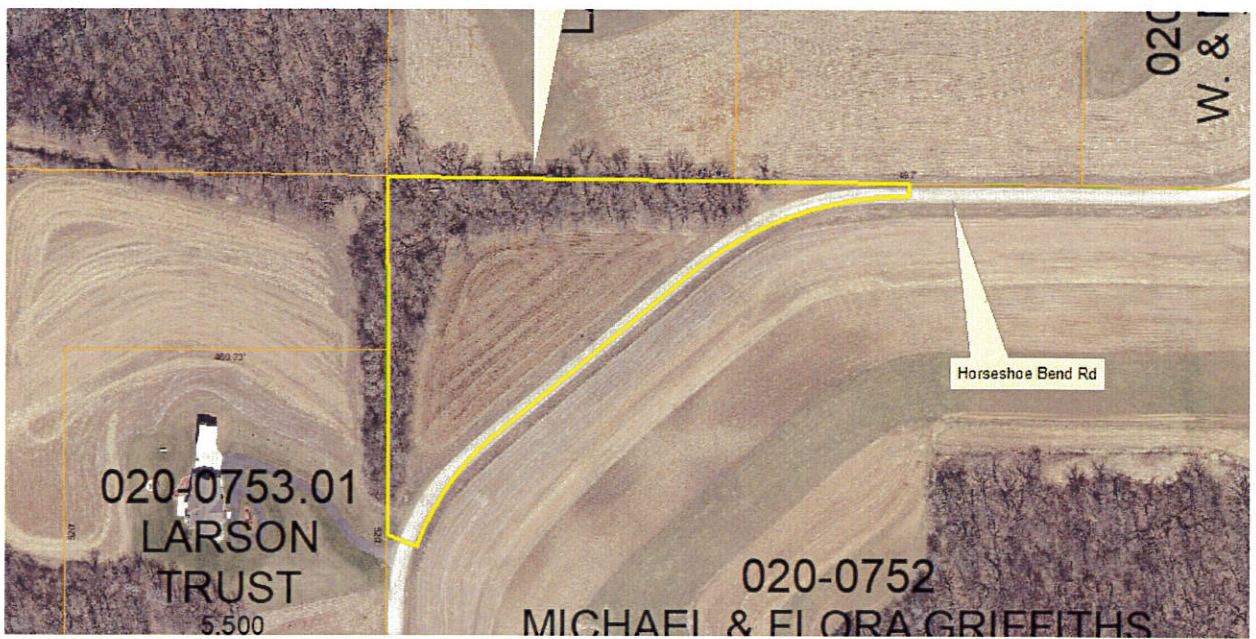
Petition Summary: This is a request to rezone 3.61 acres A-1 Ag to AR-1 Ag Res to create a lot for new residential development.

Comments/Recommendations

1. This application is to create a lot of 3.61 acres in the A-1 district. The minimum lot size for the A-1 district is 40 acres, so the proposed lot is being petitioned to be rezoned to the AR-1 Ag Res district.
2. If approved, the lot will be eligible for one single family residence, accessory structures and limited ag uses, but no livestock type animal units due to being under 5 acres..
3. The associated certified survey map has been submitted for formal review.

own Recommendation: The Town of Moscow feels the proposal is consistent with its comprehensive plan and recommends approval. The plan recommends a minimum 5-acre lot size for new residential lots, but being a remnant bounded by Horseshoe Bend Rd, creates an exception.

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



2-0220

AGENDA ITEM COVER SHEET

Title: Amendatory Ordinance to revise the Iowa County Comprehensive Plan

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

To revise the Plan to be consistent with the Town of Pulaski Comprehensive Plan new residential development density standards.

RECOMMENDATIONS (IF ANY):

approve

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

FISCAL IMPACT:

none

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☒ Yes

☐ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Scott A. Godfrey

DEPT: Office of Planning & Development

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Amendatory Ordinance No. 2-0220

Whereas, the County Board of Iowa County, Wisconsin, has adopted Ordinance No. 400.15 the “Iowa County Comprehensive Plan” pursuant to §66.1001(4)(c) of the Wisconsin Statutes;

Whereas, this Plan is a document that merits occasional review and revision;

Whereas, the Town of Pulaski Board has acted to revise its Comprehensive Plan relating to new residential development density standards;

Whereas, the Iowa County Comprehensive Plan is a compilation of Town Plans thereby necessitating both to remain consistent;

Whereas, a public hearing was held before the Iowa County Planning & Zoning Committee on January 23, 2020 as required by §66.1001(4) Wisconsin Statutes after which action was taken by the Committee to recommend approving revisions to the Iowa County Comprehensive Plan for consistency with changes in the above referenced Town Plan.

Now Therefore Be It Resolved, that the County Board of Iowa County, Wisconsin agrees to approve the revisions to Section I of the Iowa County Comprehensive Plan per Attachment A.

Adopted by the County Board this _____ day of _____, 2020.

John M. Meyers
Iowa County Board Chair

Attest: _____
Greg Klusendorf
Iowa County Clerk

Attachment A

1) Section I: Implementation Element

Table I.1k: Town of Pulaski Rural Residential Siting Criteria

Complies	Does Not Comply	Criteria
☐	☐	1. Minimum Lot Size (Development must comply with the minimum lot size of 2 acres.)
☐	☐	2. Density -15 acres township wide, and, -0 acres within ½ mile of the Village of Avoca official limits, and, -0 acres within ½ mile of the Village of Muscoda official limits
☐	☐	3. Driveway Standards (See Town of Pulaski Driveway Ordinance.)
		4. Compliance with Town Land Use Map
☐	☐	5. Compliance with Town Ordinances
☐	☐	6. Slope (Slope of Driveway will be taken into consideration.)
☐	☐	7. Compatibility with Surrounding Land Uses
☐	☐	8. History of Use on the Site

3-0220

AGENDA ITEM COVER SHEET

Title: Rescinding of Resolution 5-0405 and 8-0610

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Consider rescinding resolutions 5-0405 and 8-0610 which established a segregated paint equipment only fund within the highway department fund balance. Resolution 05-0405 also created the employment positions for the Regional waterborne paint program by the County. The new resolution continues that program within the Department.

RECOMMENDATIONS (IF ANY):

Recommend to rescind which would direct the funding to the highway fund in total, or consider rescinding and instruct the Highway Department to create an equipment fund; and adopt the new resolution which continues the regional waterborne paint program by the county.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Copies of the original resolutions and minutes of the Finance Committee meeting from 2005; and an executive summary of the issues.

FISCAL IMPACT:

None; operations are part of the annual budget and financial reporting processes.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10-15 Minutes

COMPLETED BY: CRH

DEPT: HWY

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: 02-03-2020

AGENDA ITEM # 8

COMMITTEE ACTION:

Motion to approve and forward to the County Board for adoption.



Craig Hardy, Highway Commissioner

www.iowacounty.org

Reference: **RESOLUTION TO RESCIND RESOLUTION - 0405 and action made by the IOWA COUNTY FINANCE COMMITTEE on April 6, 2005 and to RESCIND RESOLUTION 8-0610 requiring action of the Highway Department to create a Segregated Account for Recording Revenues in excess of Expenses Related to Usage of Equipment for the Department's Waterborne Pavement Marking Program adopted by Resolution 05-0405.**

Regarding consideration of the proposal to rescind the above Resolutions, I provide the following supplemental explanation:

In 2004-2005; WisDOT searched for a county maintenance provider to take over their waterborne pavement marking program and equipment. Due to Iowa County's location; the county was approached by WisDOT to become the service provider. The County spent 2 years performing the work with WisDOT staff to become trained. The County acquired the vehicles from the state, which included a paint truck, a paint supply truck, and a pickup along with attached equipment being message boards and attenuators.

The state methodology for performance of the work includes a formula where the County charges customers for usage of vehicles/equipment/machinery by the unit (hour) and record as a revenue. For operational purposes, we charge fuel, repairs, maintenance, and other costs against the units as an expense. At year end; we reconcile the revenues (charges for usage) versus expenses (costs of operation) for the whole fleet. Initially the committee(s) adopted the resolutions to validate the department was returning their cost investments for provision of the services and to build a fund to replace the dated equipment which was acquired within the program.

During 2018-2020; the Department has replaced the three old vehicles which were utilized by the program. These resolutions required the department to separate the revenues in excess of expenses of the above mentioned 5 units of the fleet from the balance of the fleet. The actions created an additional burden on Department staff to separate out these units specifically and record the information. Then carry forward and balance the information on an annual purpose, which seems moot now that the equipment has been replaced. Unit replacements should be viewed globally from the perspective of the whole fleet operation overall, and prioritized on that basis not individually solely on the amount of revenue generated.

The overall revenues in excess of expenses for all fleet is retained within the Highway Department Enterprise Fund as part of the General Fund, and could be moved at anytime by the action of the Board. Whether the funds reside in an individually segregated line item account for paint equipment or not.

Respectfully Submitted,

Craig E Hardy, PE/RLS

Resolution Number: 3-0220

Rescinding Resolutions 5-0405 and 8-0610 and to Continue the Regional Waterborne Pavement Marking Installation Program within the Highway Department.

Whereas, in 2004 Iowa County voluntarily entered an agreement with the Wisconsin Department of Transportation to transition the state's SouthWest Region Annual Waterborne Pavement Marking program from a state' provided maintenance service on the State Highway System of the region to a county' provided contract through annual Discretionary Maintenance Agreements; and,

Whereas, the equipment the County utilized to take over the SW Region Paint Program from WisDOT was provided by the Department to the County via a sales agreement of equipment, machinery, and miscellaneous parts to the County; all of which were beyond their depreciation life at the time of sale; and,

Whereas, Resolution 05-0405 was recommended for adoption by the Finance Committee during its meeting held on April 6, 2005; and,

Whereas, the Iowa County Finance Committee took its action at the April 6, 2005 meeting to recommend approval of resolution 05-0405 to the County Board contingent upon the creation of a segregated account in which each year 50% of the revenues in excess of expenditures for the painting work, up to a cap of \$350,000, would be held to make future paint equipment purchases within the Highway Department Fund; and,

Whereas, the County Board took action on Resolution 5-0405 during its meeting held on April 19, 2005 with the contingency created by the Finance Committee action on April 6, 2005; and,

Whereas, between 2008 and 2010, due to funding shortfalls and decreased departmental revenues, the Highway Department was not expensing enough capital outlay for replacement of equipment, machinery, or vehicles; and,

Whereas, the Transportation Committee recognized, due to the age of the fleet of equipment being utilized in the SW region paint program, the equipment could require replacement at any time and the funding raised to-date was insufficient to provide the funds for the potential replacements; and,

Whereas, the Transportation Committee, on May 27, 2010, and Administrative Services Committee, on June 6, 2010, recommended increasing the amount of revenues being transferred to the segregated Paint Equipment Replacement account within the Highway Fund to the County Board; and,

Whereas, the County Board took action on Resolution 8-0610 at its meeting held on June 15, 2010, thereby modifying the segregated account fund to receive 100% of the revenues in excess of expenses for the painting work being completed effective with year 2010 and moving forward; and,

Whereas, as a result of increased borrowing for equipment acquisitions at the Highway Department, the Department has been able to budget for and replace the trucks and equipment utilized by the Waterborne Pavement Marking Program in calendar years 2018, 2019, and 2020; and,

Whereas, the Public Works Committee through action at its meeting held on February 3, 2020, recommends the following; then,

Now Therefore Be It Resolved, by the Iowa County Board; Resolution 05-0405 as adopted on April 19, 2005 shall hereby be rescinded; And,

Now Therefore Be It Further Resolved, by the Iowa County Board, Resolution 8-0610 as adopted on June 15, 2010 shall also hereby be rescinded; And,

Now Therefore Be It Further Resolved, the requirement on the Highway Department to retain paint equipment usage revenues in excess of expenses in a segregated account within the highway fund shall hereby be rescinded; And,

Now Therefore Be It Further Resolved, by the Iowa County Board of Supervisors, the Highway Department shall hereby continue the Regional Waterborne Pavement Marking Program consisting of four employment positions and associated equipment and machinery to perform the work.

Respectfully submitted by the Public Works Committee.

4-0220

AGENDA ITEM COVER SHEET

Title: County Highway Maintenance Resolution

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The Highway Funding Solutions Committee has decided that it is best to start with addressing the Highway Departments efforts to maintain County Highways and the existing underfunding of the maintenance budget. The attached resolution establishes the County Boards desire to go to referendum on November 3rd to seek voter support to fund our road maintenance budget with an additional one million dollars. This would improve our maintenance budget and allow Iowa County to keep our existing roads better maintained to last longer. This would not address any highway reconstruction needs, as it is anticipated that Iowa County will need to borrow funds to support reconstruction efforts.

You will note several blanks on the resolution under #3 toward the bottom of the document. The question that goes on the ballot is written out in this section. This question must be worded this way and the state provides the information to be added to the blank spaces on August 15th, 2020. Iowa County Board of Supervisors have a meeting on August 18, 2020. The County Clerk must have the referendum question by August 25th, 2020 in order to get the question onto the November 3, 2020 presidential election ballot. If you choose to delay your decision, the August 18th County Board meeting is your last chance to establish a referendum question for the November 3rd, 2020 election.

The Highway Funding Solutions Committee asked staff to use the average of the last three years determine what numbers could look like when inserted into the question. Here goes:

Under state law, the increase in the levy of the County of Iowa for the tax to be imposed for the next fiscal year, 2021, is limited to 1.68%, which results in a levy of \$10,405,544.72. Shall the County of Iowa be allowed to exceed this limit and increase the levy for the next fiscal year, 2021, and on an ongoing basis, for County Highway Improvements and Maintenance, by a total of 11.78%, which results in a levy of \$11,577,351.44?

RECOMMENDATIONS (IF ANY):

The Highway Funding Solutions Committee is recommending discussion and possible approval of the attached resolution.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

The Draft Resolution is attached for your review.

FISCAL IMPACT:

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:

IOWA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 4-0220

**A RESOLUTION TO HOLD A PUBLIC REFERENDUM TO
INCREASE THE COUNTY LEVY FOR HIGHWAY MAINTENANCE**

WHEREAS, Iowa County maintains a system of 365 miles of county roads; and

WHEREAS, the costs of road maintenance to the county has increased significantly over the past decade and state and local funding has not; and

WHEREAS, the State of Wisconsin funds General Transportation Aids to Iowa County and said funding is at the 2009 level over a decade later; and

WHEREAS, Iowa County is now unable to keep up with the level of preventative maintenance required by the county highway infrastructure and is currently underfunding maintenance by approximately \$1,000,000 per year and falling further behind each year; and

WHEREAS, the Iowa County voting public has made it known that they would like safer and better quality County highways; and

WHEREAS, the State of Wisconsin has enacted a Levy Limit Law preventing the increase of taxes for the purposes of maintaining highway funding without holding a public referendum; and

WHEREAS, Iowa County needs to include additional funding in the County operating budget for the maintenance of county highways and to secure and utilize state and federal grant funding more effectively and efficiently.

NOW THEREFORE, BE IT RESOLVED, by the Iowa County Board of Supervisors as follows:

1. In accordance with section 66.0602 of Wisconsin State Statutes, the Iowa County Board would like to hold a referendum to increase the funding available to the Highway Department for highway maintenance by one million dollars (\$1,000,000).
2. Iowa County shall place a referendum question on the November 3, 2020 ballot.
3. The referendum question shall be as follows:
Under state law, the increase in the levy of the County of Iowa for the tax to be imposed for the next fiscal year, 2021, is limited to __%, which results in a levy of \$____. Shall the County of Iowa be allowed to exceed this limit and increase the levy for the next fiscal year, 2021, and on an ongoing basis, for County Highway Improvements and Maintenance, by a total of __%, which results in a levy of \$_____?

The above and foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this _____ day of __, 2020.

John M. Meyers, Iowa County Board Chair

ATTEST:

Greg Klusendorf, County Clerk

AGENDA ITEM COVER SHEET

Title: Iowa County Policies

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Attached are several policies that have been written by a team of department heads for you to consider. All of these policies have been reviewed by the Department Heads and all have had an opportunity to have their comments incorporated.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☐ No

If yes, please list below:

Attached are the policies for your review.

FISCAL IMPACT:

The fiscal impact varies for each policy.

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:

2020 Proposed Policies

“Batch Atlanta”

-
- A. 1106.1 Utility Accommodations
 - B. 1114 50/50 Bridge Policy
 - C. 1117 Reporting and Sales of Agricultural Lime
 - D. 1118 Adopt a Highway Litter Program
 - E. 1119 Charging of Fees for Services



Utility Accommodation Policy Supplemental Conditions

Date Originated: 01/30/2019

Date of Modifications:

Policy Number: 1106.1

1. PURPOSE:

The Utility Accommodation Policy #1106 provides general guidelines and requirements for owners of public or private utilities permitted or allowed to be within the County Trunk Highway right of way by issuance of a Utility Permit or a Work in Right-of-Way Permit and a Private Utility Agreement. Policy #1106 was created to be a standard statewide generic permitting process for all counties by the Wisconsin County Highway Association, and is similar to the WisDOT UAP for consistency across the state. Section 96.90 is reserved for county specific criteria regarding permits within the specific county. This Policy clarifies the Section 96.90 special conditions and provides supplemental information pertaining to the type of work, construction standards, restoration requirements, and other concerns with work performed by others within the County highway right of way.

2. ORGANIZATIONS AFFECTED:

Any organization, entity, business, or private individual requesting to install a public or private utility within the County Trunk Highway right of way.

3. POLICY:

This policy shall supplement Policy #1106 Utility Accommodation Policy to provide general guidelines and special considerations for utility installations within Section 96.90 and pertaining to restoration of the County Trunk Highway and right of way.

4. REFERENCES:

Policy #1106 Utility Accommodation Policy. Wisconsin State Statutes CH 83.0 County Trunk Highways, 86.0 Miscellaneous Highway Provisions, and 196.0 Regulating Utilities.

5. PROCEDURES:

The Wisconsin County Highway Association (WCHA) Utility Accommodations was created to develop uniform consistent policies and procedures statewide for utility installations (adopted as Iowa County Policy #1106). The original version was made effective on January 2000 with a revision effective August 2012. The County adopted the WCHA Utility Accommodation Policy in January of 2014, then as Policy #1106 Utility Accommodation on September of 2018. Section 96.90 of the policy is to contain supplemental or special considerations for utility installations by county. This Policy creates and clarifies the special supplemental considerations for utility installations within Iowa County.

All public utility permit requests shall utilize the standard WCHA permit application, an example of which is contained within Section 96.12 of Policy #1106. A public utility permit may be submitted by any company, business, or entity who is either regulated by actions of the Public Service Commission or is a company working on behalf of those public utilities in accordance with the provisions within Policy #1106 and Wisconsin State Statutes Chapter 196.0 Public Utilities.

Private utilities are those which are owned by a citizen, resident, business, or other entity which resides on or along the County Trunk Highway system, who is requesting to install a self-owned supply service utility for fluids, gases, telecommunications, communications, or similar types of

infrastructure between properties they own and operate. Private utility installation requests shall be made on a County Work in Right-of-Way Form, an example of which is attached to this policy as section 96.96. The utility installed by the private party is intended solely for the use of the permittee. The utility installation public or private will be subject to the conditions within Policy #1106 and these special supplemental considerations. In addition, private utility installations will be regulated by special conditions within a Private Utility Agreement, see Section 96.97 for an example thereof.

These conditions shall satisfy the requirements within the WCHA Utility Accommodation Policy (Iowa County Policy #1106), with regards to Section 96.90 Appendix.

DRAFT

SECTION 96.90:

IOWA COUNTY HIGHWAY DEPARTMENT

Utility Accommodation Policy Supplemental Conditions

Effective February 2019

- 1) **Trench Construction (Utility Accommodation Policy #96.53A and Diagram 96.94)** – backfill with a minimum of 6 to 12 inches of compacted granular material or sand immediately surrounding and adjacent to protect a utility's facility being installed. Above the protection zone, spoils from the existing trench excavation or similar non-organic material shall be compacted in 6 to 8 inch lifts to sub-grade in order that the excavated trench area shall have similar frost properties as the adjacent sub-grade materials to minimize settlement. Unless there is less than 24 inches of backfill between the utility facility's required cover materials and the sub-grade; then compacted granular material will be utilized for all backfilling.
 - A. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of the Code of Federal Regulations Occupational Safety and Health Association (OSHA); the Wisconsin Department of Work Force Development regulations; the Code of Federal Regulations Manual of Traffic Control and Devices; Standard Specifications for Sewer and Water Construction in Wisconsin, current version; and other applicable local regulations.
 - B. No open-cut trenching of the roadway will be allowed, unless illustrated on the permit submittals; specifically authorized by the Department; or where the pavement is too narrow to maintain one-way traffic at all times unless the Department has granted permission for a detour or temporary road closure. The utility shall be responsible for the detour signage in accordance with Section 96.51 of Policy #1106 Utility Accommodation.
- 2) **Pavement Restoration** – Pavement replacement for open-cut trenches will be in-kind with a minimum of 12 inches of nominal 3 to 6 inch Breaker Run, 8 inches of nominal $\frac{3}{4}$ or 1-1/4 inch crushed aggregate dense base coarse, and 4 inches of hotmix asphalt pavement installed in a minimum of 2 equal lifts. The utility shall minimize the length and width of the open-cut trench to those necessary for installation of the facility and protection of the workers in compliance with the OSHA excavation standards. The utility shall be responsible for future trench repairs due to settlement.
- 3) **Plans/Diagrams** – Utility plans may be prepared on copies of right of way plans or Highway plats, where available. Other utility diagrams will be accepted, only if the highway right of way is properly depicted and the location of the existing and new utility proposal by the utility performing the installation is located and/or dimensioned with regards to the centerline offsets on the drawings, right-of-way illustrated, and intersections depicted.
- 4) **Project Completion** – When the utility contractor has completed the work and restored all disturbed areas, a notice shall be filed with the Highway Department stating the work is completed along with a reference to the permit number under which the work was completed. The Department will review the project upon notice by the company of the completion of the work to address any deficiencies. Upon notice of any deficiencies, the utility shall correct the work to be within compliance of the permit within thirty (30) days of the notice to do so. If no action by the utility permittee after the expiration of thirty (30) days' notice, the Department may complete or make the corrective repairs and charge all incurred expenses to the utility company or permit holder.
- 5) **Filing of Permits** – The Commissioner will accept permit requests on properly filled out forms, including drawings and all attachments by mail or email. If submitting by mail, the permit fee must accompany the permit along with one copy of the drawings. If submitting via email, permits should be sent to Highway@iowacounty.org. In either case, hard copies

will be provided to the permit contact when permits are approved. Emailed drawings shall be in Adobe PDF file format, and a copy of the permit fee check should be included or a business card contact for billing. All checks shall be issued and mailed to the:

Iowa County Highway Department
1215 N Bequette Street
Dodgeville, Wis. 53533
PH (608) 935-3381

- 6) **Maintenance Work** – Utility maintenance work may be completed without a permit in accordance with the Utility Accommodation Policy Section 96.61 (D), 96.62 (E), and/or 96.63 (F), which is a part of Policy #1106. Allowance of the activity without a permit does not release the Utility Company from a responsibility to notify. The utility company shall notify the Department when and where they will be performing maintenance work, along with a point of contact and contact information for the person in charge of the work. When maintenance work consists of tree trimming, tree removal, woody vegetation removal, clearing and/or brushing, or other similar duties; the utility company shall notify the landowners of the work being performed and utility representative in charge of the work along with their contact information. During removal of trees, the landowners whose land is contiguous to the right of way along the removal project shall have a right to refusal for firewood of the tree or trees being removed.
- 7) **Signage and Marking Requirements.** Utility applicants shall be responsible for placing, setting, and maintaining any and all signage or other devices utilized for marking of utility locations of any above ground penetrations or facilities as specified within Section 96.21 of the Utility Accommodation Guide Policy #1106. Signage utilized for marking of for underground facilities shall be in compliance with the following:
- A. Signs shall be placed within two (2) feet of the fence or right of way line in such a manner that the face of the sign parallels the highway centerline and shall be so adjusted to height to not impair vision at intersection, curves, railroad crossings, or private entrances.
 - B. Signs may be erected at the following locations:
 - i. On one or both sides of a public highway or railroad right of way under which the underground utility line crosses.
 - ii. One side or both sides of a stream wider than fifty (50) feet. In navigable streams, additional signs may be erected in the stream at locations agreed to by the authority having control of the navigation.
 - iii. One side of a small stream or drainage ditch.
 - iv. At such intermediate points that signs are located at intervals of no less than ½ mile.
 - v. At other points as agreed to in the utility permit.
 - C. Signs shall be rectangular in shape and not larger than 24" X 18" when mounted horizontally or 12" X 18" when mounted vertically. Adequate contrasting color combinations for signs may be selected at the discretion of the utility, except the following two-color combinations are specifically prohibited:
 - i. Black on federal yellow
 - ii. White on red (except where required by other legal authority)
 - D. Signs shall not be reflectorized or illuminated.
 - E. Signs may include a warning message and an arrow indicating direction of the line(s). Arrows may be separated by messages, in which case the arrow sign shall be 4" X 12" in size. The warning sign shall carry the name, address, and telephone number of the owner of the line. Lettering shall not exceed 1" in height. No other advertising other than the company logo or insignia may be

present. Logos or insignia shall be no greater than 20% of the vertical sign or a minimum of 1" in height.

- F. All signs shall be erected, maintained, and replaced as required by the company owning the utility. Permission to erect these warning or locate signs in no way constitutes assumption by the highway maintaining authority of any liability for any damages to the line(s) for any work performed or for said highway authority.

8) Flagging Requirements – Utility applicants shall be responsible for determining the Means and Methods of operations to carry out the work.

- a. The applicant shall specifically request permission for lane closures or detours when they determine they are necessary and warranted for the completion of their work. Determination for the use of lane closures or detours shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) guidelines in Section 6E Flagger Control or 6F Temporary Traffic Control. The decision to allow lane closures or detours resides with the County as a condition of the permit. As a minimum, permit applicants shall utilize flaggers for the following conditions:
 - i. When they encroach into any lane of traffic such that the width from the centerline of the road to the encroachment is less than ten (10) feet.
 - ii. When any equipment is parked or left on the paved surface of the highway utilized for vehicle travel or between centerline and edgeline pavement markings.
- b. All flaggers utilized on the County Highway system for directing traffic shall be certified in accordance with the Wisconsin Department of Transportation (WisDOT) Flagger Certification requirements within the current Wisconsin Flagger Handbook. The certification shall include the following as a minimum requirement:
 - I. 4 Hours of classroom training
 - II. 8 Hours in the field / on the job training.
 - III. Refresher course every 2 years.
 - IV. Any training meeting the requirements of the Wisconsin Flagger Handbook listed on Page 29 shall qualify.

The flagger shall be in possession of some form of proof of Certification for the training. Failure to provide proof of certification may result in a shutdown of the operation until a certified flagger can take over the duties.

- c. The Wisconsin Flagger Handbook calls for use of temporary portable rumble strips (TPRS's) for all flagging operations in excess of one hour on state highways. The usage of Temporary Portable Rumble Strips will not be required for flagging operations conducted on Iowa County Highways.

9) Environmental Concerns – Utility applicant shall fill out and investigate any environmental concerns in accordance with the Utility Accommodation Policy requirements and State Statutes or Administrative Codes. An environmental checklist form is provided for situations where archaeological/historical significant areas, contaminated UST's or LUST's sites, or other environmentally sensitive issues are encountered. When the above issues are encountered on a utility project, the utility shall halt all work in the vicinity of the area of significance and notify the Department. Utility shall work with the Department of Natural Resources to resolve those issues when encountered during construction in accordance with section 96.08 of Policy #1106. Utility shall also have in place a method for dealing with invasive species in accordance with Administrative Code NR 40.

10) Private Utility Installations – requests for installation for a privately owned or held utility line by a resident, citizen, or business shall also be subject to the conditions of the WCHA Utility Accommodation Policy #1106. In addition, the permittee shall sign a Private Utility

Agreement, prior to commencement of the work. A sample Private Utility Agreement Form is in Section 96.96, and attached hereto.

See the following sections for additional supplemental information:

Policy #1106 Section 96.12 Figure 1.0 Sample Utility Permit Form.

Policy #1106 Section 96.64 Private Utility Facilities

96.90 These special conditions.

96.91 Summary of Permit General Conditions

96.92 Utility Indemnification of the County

96.93 Diagram of minimum required utility feature clearances.

96.94 Backfilling excavation diagrams.

96.95 Environmental Conditions Discovery Checklist.

96.96 Completion Certificate

96.97 Private Utility Work in Right-of-Way Permit Form.

96.98 Sample Private Utility Agreement Form

SECTION 96.91: GENERAL CONDITIONS for Private/Public Utility Permits:

- All traffic control for utility work performed on County Trunk Highways shall abide by the current version Manual of Uniform Traffic Control Devices and all Federal Highway Association (FHWA) supplements, the Wisconsin supplement thereto, and the most current version of the UW-Transportation Information Center booklet Work Zone Safety Guidelines for Construction, Maintenance and Utility Operations.
- All utility work shall be planned and implemented with full regard for safety and to minimize interference with traffic, which includes pedestrian, bicycle, ATV-UTV, and other users. On heavily travelled highways, utility work interfering with traffic may not be allowed during peak traffic hours. Any such work allowed shall be planned to minimize the closure of intersecting streets, road approaches, private driveways, and other accesses.
- No utility work shall begin until all appropriate warning signs, devices, and public protection methods are in place and fully functional, which shall be maintained until all utility work is complete.
- All warning signs shall have prismatic, reflectorized sheeting material that complies with section 643.2.12.2 of WisDOT's Standard Specifications for Highway and Structure Construction, current edition. Warning signs shall be removed, covered, turned, or laid flat when worker's or worker's vehicles are not on the job site or when the signs' messages are not relevant. All barricades, barrels, or cones shall be reflectorized with Type H reflective sheeting as a minimum. Cones utilized during nighttime operations shall be at least 28 inches in height and reflectorized.
- The utility is responsible for marking and maintaining all aboveground structures in accordance with section 96.21 of Policy #1106. The County will not be responsible for any damages to aboveground utility structures which are not adequately and properly marked.
- The utility or its contractor performing the work is responsible to assure the work site is secure against any hazard to the public at all times for the duration of the project. Vehicles, equipment, and materials, which are in active use at the work site; shall be regulated by the utility to assure consistently safe conditions are maintained.
- Utility hardware, equipment, materials, or vehicles that are located at the work site but not in the immediate (same day) use should be stored in a safe location off of the right-of-way. If it is not practical, then the equipment, hardware, or materials may be stored beyond the Clear Zone as close to the fence or right-of-way line as is possible, and suitably marked.
- Vehicles and equipment operating at the work site shall have high intensity flashing (strobe or revolving) and hazard warning lights operating when they are within the Clear Zone during work

operations. Vehicles and equipment left within the right-of-way; but off of the highway overnight, shall be properly delineated and protected by reflective or flashing beacons.

- All utility, contractor, or other personnel associated to the permitted work who are out of their vehicles and within the right of way shall wear retro-reflective safety vests at all times.
- All debris, refuse, and waste resulting from the utility's activities shall be removed from the jobsite and motorists' view. Burning of cuttings, brush, or other debris shall not be permitted within the right-of-way, and may require a burn permit depending on the location in the county.
- The utility is responsible for restoring the highway and adjacent right-of-way to its original condition within one week after completion of the facility installation. Long duration projects shall be structured so as to minimize the timeframe of soil disturbance, and completed in phases.
- Any, curb, gutter, pavement, sidewalk, driveway, gravel base, ballast, shouldering material, drainage way, or other highway element disturbed by the utility shall be restored to the quality, grade, compaction, conditions etc. in accordance with WisDOT's Standard Specifications for Highway and Structure Construction, current edition. Any subsequent heaving, settling, or other faults attributable to the permitted work shall be repaired in a manner satisfactory to the Department at the utility's expense (see section 96.94 backfilling excavation operations guidelines).
- Open-cut trench excavations shall be backfilled with 6 inches to one foot of compacted granular material or sand immediately to and adjacent to protect a utility's facility being installed. Above the protection zone, spoils from the existing trench excavation or similar non-organic material shall be compacted in 6 to 8 inch lifts to sub-grade in order that the excavated trench area shall have similar frost properties as the adjacent sub-grade materials, unless there is less than 24 inches of backfill between the utility facility's required cover materials and the sub-grade; then compacted granular material will be utilized for all backfilling.
- No open-cut trenching of the roadway will be allowed, unless illustrated on the permit submittals; specifically authorized by the Department; or where the pavement is too narrow to maintain one-way traffic at all times unless the Department has granted permission for a detour or temporary road closure.
- Pavement replacement for open-cut trenches will be in-kind with a minimum of 12 inches of nominal 3 to 6 inch Breaker Run, 8 inches of nominal $\frac{3}{4}$ or 1-1/4 inch crushed dense base coarse, and 4 inches of hotmix asphalt pavement installed in a minimum of 2 equal lifts. The utility shall minimize the length and width of the open-cut trench to those necessary for installation of the facility and protection of the workers in compliance with the OSHA excavation standards. The utility shall be responsible for future trench repairs due to settlement.
- Any turfed area of the highway disturbed by the utility shall be restored with topsoil having a minimum depth of 4 inches, and reseeded with perennial grass or sodded. Trees or vegetation which are destroyed shall be replace in-kind. Once replaced, the utility shall also maintain turfed areas, trees, and vegetation management areas until sustained growth occurs.
- The utility shall respond to any soil disturbance by promptly replacing the soil and topsoil and/or temporary seeding and mulching the soil. This includes repairing equipment or vehicle tracks that may disturb soils.
- Section 96.50, the utility shall follow Administrative Code NR40 and the Department of Natural Resources (BMP'S) Best Management Practices for control of invasive species.

SECTION 96.92: INDEMNIFICATION

The utility and its' contractor(s) shall be responsible for all means and methods with regards to the construction and maintenance of the utility installation. The applicant, utility, and contractor shall indemnify the County, its' employees, and agents in accordance with the following:

This applicant shall save and hold harmless the County, its officers, employees, agents, and all private and governmental contractors and subcontractors with the State under Wisconsin State Statutes harmless, as allowed by Wisconsin law, from actions of any nature whatsoever (including any by the applicant itself), which arise out of, or are connected with, or are claimed to arise out of or be connected with any of the work done by the applicant, or construction, or maintenance of the facilities by the applicant, pursuant to his permit or any other permit issued by the County for location of property, lines, or facilities on highway right-of-way:

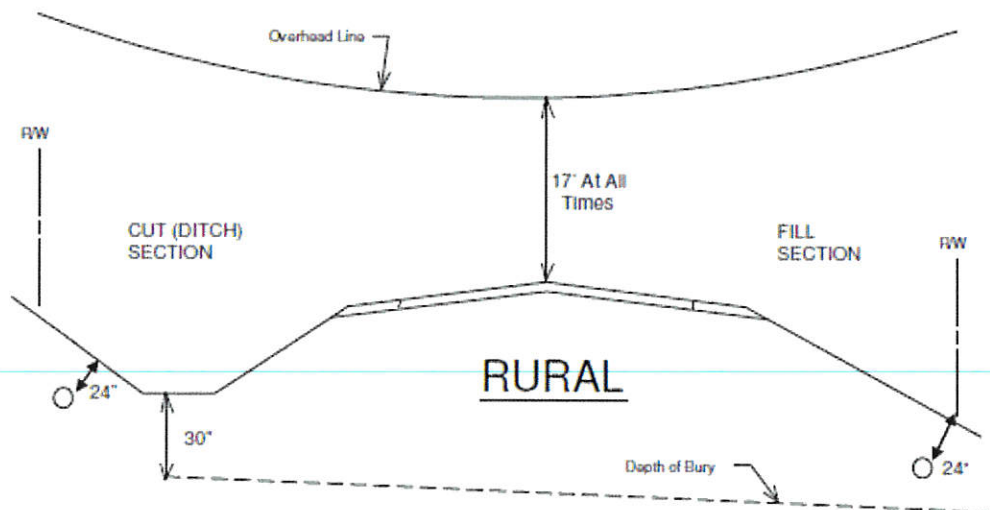
- 1) While the applicant is performing the work.
- 2) While any of the applicant's property, equipment, or personnel, are in, or about such place or the vicinity thereof.
- 3) While any property constructed, placed, or operated by or on behalf of the applicant remains on the County right-of-way pursuant to this permit issued for the location of property, lines, or facilities on highway right-of-way including without limiting the generality of all of the foregoing, all liability, damages, loss expense, claims, demands, and actions on account of personal injury, death, or property loss to the County, its' officers, employees, agents, contractors, subcontractors, or frequenters, or to any persons, whether based upon, or claimed to be based upon, statutory (including, without limiting the generality of the foregoing, worker's compensation), contractual, tort, or whether or not caused or claimed to have been caused by active or inactive negligence or other breach of duty by the County, its' officers' employees, agents, contractors, subcontractors, or frequenters; applicant its' employees, agents, contractors, subcontractors, or frequenters, or any other person.

Without limiting the generality of the foregoing, the liability, damage, loss, expense, claims, demands and actions indemnified against shall include all liability, damage, loss, expense, claims, demands and actions for damages to any property, lines, or facilities placed by or on behalf of the Applicant pursuant to this permit or any other permit issued by the County for the location of property, lines, facilities on highway right-of-way in the past or present, or that are located on any highway or County property or right-of-way with or without a permit issued by the County, for any loss of data, information, or

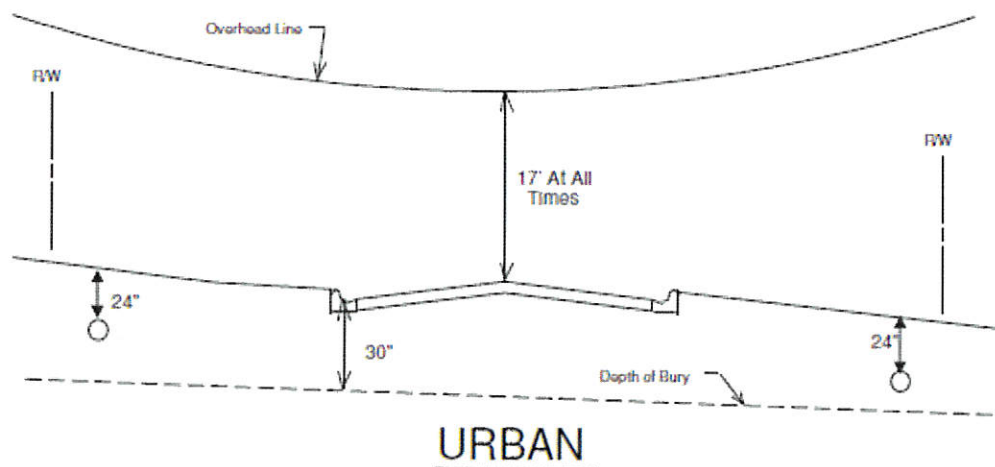
material, or trademark, copyright, or patent infringement; for unfair competition or infringement of personal or property rights of any kind whatever. The applicant shall at its' own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon and pay for all charges of attorneys and all other costs and expenses of any kind arising from such liability, damage, loss, claims, demands, and actions.

Any transfer whether voluntary or involuntary, of ownership or control of any property constructed, placed or operated by or on behalf of the applicant that remains on County property or right-of-way pursuant to their permit shall not release applicant from any of the indemnification requirements of this permit, unless the County is notified of such transfer in writing. Any acceptance by any other person or entity, whether voluntary or involuntary, of ownership or control of any property constructed, placed, or operated by or on behalf of the applicant that remains on the County's property or right-of-way pursuant to the permit, shall include acceptance of all the indemnification requirements of this permit by the other person, party, or entity receiving ownership or control.

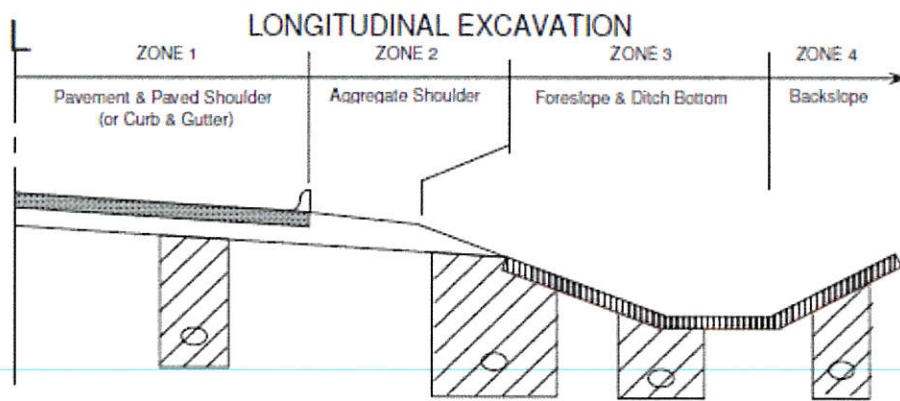
SECTION 96.93: Diagram of Minimum Required Utility Feature Clearances



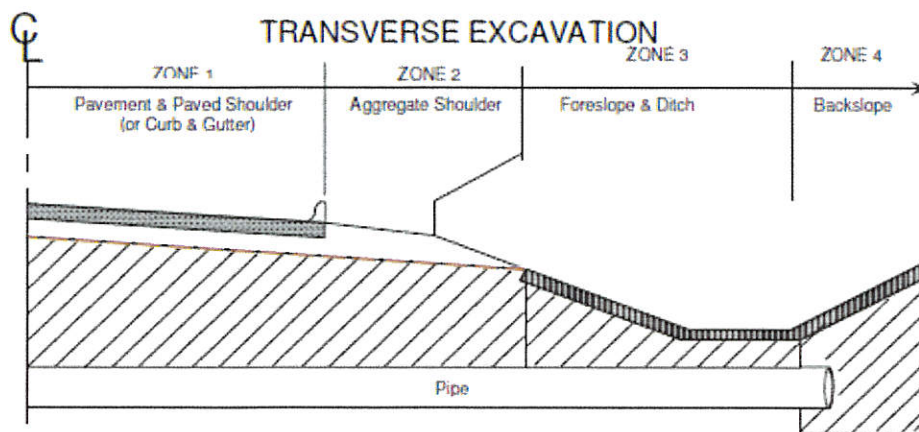
MINIMUM CLEARANCES



SECTION 96.94 Backfilling Excavation Diagrams



BACKFILLING EXCAVATION DETAIL DRAWINGS



If arrowheads or buildings were discovered, has the State Historic Preservation Officer been notified?

Yes No By whom? _____

Name of contact: _____ Phone: _____

If a burial was encountered, has the Burial Sites Preservation Office been notified?

Yes No By whom? _____

Name of contact: _____ Phone: _____

If a contaminated site, UST or LUST was discovered, has DNR been notified? Yes No

By whom? _____

Name of contact: _____ Phone: _____

Has County Highway Department been contacted? Yes No By whom? _____

Name of contact: _____ Phone: _____

Name of contact: _____ Phone: _____

Has the Bureau of Environment been notified (this is not a utility responsibility)?

Yes No By whom? _____

Name of contact: _____ Phone: _____

Name of contact: _____ Phone: _____

Other contacts: _____

STATUS OF PROJECT

Has work stopped in the area? Yes No **IF NO, STOP WORK IMMEDIATELY!**

Has the area been secured (fenced, staked, or marked, roped off or delineated by traffic control devices)? Yes No

Can project work continue in another area? Yes No If yes, for how long? _____

Can the affected area be avoided (utility facility placed in another location)?

Yes No

Has any completed utility work been clearly marked (staked, paint marked, or flagged)?

Yes No

Is any of the completed utility facility active, energized, etc.? Yes No

Is this utility being relocated to facilitate a highway project? Yes No

RESUMING WORK

Did County Highway indicate a timeframe in which someone would respond? Yes No

What is that timeframe? _____

Who will authorize resuming work: _____

When can the work be resumed? _____

Date authorization received? _____

SECTION 96.96 Completion Certificate

RETURN THIS COMPLETION CERTIFICATE TO THE _____ COUNTY
HIGHWAY DEPARTMENT WHEN SITE IS RESTORED

COMPLETION CERTIFICATE (for Utility Permits)

Mail or fax to address listed below

Date: _____

To: _____ COUNTY HIGHWAY DEPARTMENT

ATTN: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT: _____

FAX: _____

TELEPHONE: _____

COUNTY PERMIT #: _____

UTILITY WORK ORDER #: _____

The work requested under the above-mentioned highway permit has been completed. The Department can now review to insure proper restoration to the affected highway right-of-way has been made.

Signature: _____

Printed name: _____

PERMIT FOR WORK IN RIGHT-OF-WAY

Chapter 86.07 (2) of Wisconsin Statutes provides that the authority maintaining the highway issue a permit before any excavation or fill or installation of a culvert, waterline etc... is made on a public highway.

Permit issued to: _____ of _____ Wisconsin.

Name of Contractor/Individual Performing Work: _____

State Description and Purpose of Work: _____

Conditions of Permit: The surface of the driveway connecting with rural-type highway sections shall slope down and away from the highway shoulder a sufficient amount and distance to preclude ordinary surface water drainage from the driveway area flowing onto the highway roadbed.

Any soil disturbance in the County Right-of -Way must be made whole, using erosion control methods such as grass seed, , topsoil, salvaged topsoil, mulch, erosion control blankets or mats, and similar materials.

On/Under the _____ side of County Trunk Highway _____ located _____ miles

_____ (NSEW) of the junction of _____. Sec. _____ T _____ N _____ R _____ E _____.

Town/Village/City of _____.

Signed: _____ Name _____

(please print)

Address _____ Phone No. _____

Signed: _____

Craig E. Hardy, Highway Commissioner

Date: _____

PERMIT FEE - \$50.00

Check No. _____

PERMIT FOR CONSTRUCTION WITHIN HIGHWAY RIGHT-OF-WAY

Applicant's Name _____

Address _____

City, State, ZIP _____

Phone _____ Fax _____

TYPE OF CONSTRUCTION (Describe in Detail include identification of General Contractor)____

Location: Road Name _____

Distance _____ Direction _____ from _____

feet or miles

nearest cross road or intersection

The applicant agrees to indemnify and hold harmless the Permitting Authority, its employees, and its agents, from any cost, claim, suit, liability, and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit, or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the applicant shall bind such applicant to abide by this permit and all its conditions and provisions.

The applicant understands and agrees the permitted work shall comply with all permit provisions, conditions, plans, details or notes attached hereto and made a part thereof. Applicant understands and agrees the permitted activity is an encroachment onto properties maintained by the county and retained for public usage, as such the County may request its' discontinuance of usage should the installation be determined to be a hindrance to the usage of the right of way by the public..

By _____

(signature of authorized representative)

Title _____

Date _____

PRIVATE UTILITY LICENSE AGREEMENT REQUIREMENTS

Pursuant to Wisconsin Statutes, this permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern.

1. The Owner/Installer shall not close the roadway, shall not reduce or infringe upon the traffic lanes of the roadway, or install a detour without proper notification of the Iowa County Highway Commissioner requesting to do so.
2. When one-way traffic or a detour is used, the contractor shall provide all necessary signs, flagmen, and lights required according to the latest edition of the "Manual on Uniform Traffic Control Devices." When a detour is allowed, local newspapers; radio stations; law enforcement; emergency services, postmaster, and school bus operators shall be notified by the contractor in advance of any work being performed.
3. For any work zones requiring the use of flaggers; the flaggers utilized on the County Highway system for directing traffic shall be certified in accordance with the Wisconsin Department of Transportation (WisDOT) Flagger Certification requirements within the current WisDOT Flagger Handbook. And, shall be in possession of a Flagger Certification card as issued by WisDOT.
4. All disturbed areas shall be returned to their present condition or better, subject to the satisfaction of the Permitting Authority or his representative. Access to all private drives and public road intersections shall be maintained and all disturbed areas completely restored.
5. Any trenching, tunneling, or excavating shall be performed in accordance with the requirements of OSHA and the Wisconsin Department of Industry, labor and Human Relations, and any applicable local regulations. Trenching or excavating of the roadway will not be allowed, unless specifically stated within this agreement under type of construction.
6. A copy of this approval along with any plans and special provisions shall be available on the job site during installation.

SPECIAL PROVISIONS

Owner shall specify the manner of construction with a Plan document illustrating the location of the crossing and boring pits. Owner shall specify the method/manner of construction with the County Highway Commissioner prior to installation. Owner shall supply the Highway Department with an As-Built plan of the final installation should any conditions of the work change or be different than depicted on the plans originally provided.

PRIVATE UTILITY AGREEMENT

This AGREEMENT is entered into between OWNER, a Wisconsin landowner (hereinafter called "PERMITTEE") and the COUNTY of Iowa, Iowa COUNTY, Wisconsin (hereinafter called "COUNTY").

RECITALS:

A. **PERMITTEE** is the lessee, easement holder, or owner of record of the following described parcels of real estate: A portion of lands within section XX of Town X North, Range X East/West in the Town of xxxxx, Iowa County Wisconsin along and contiguous to the right of way for CTH xxxxx.

B. **PERMITTEE** desires to install an **irrigation system** upon adjacent cropland parcels, which system will require the installation of a pipeline across and beneath the **COUNTY** road X which separates such parcels. Location of the parcel is shown on attached map.

C. **PERMITTEE** has requested **COUNTY** to grant it a license to permit the installation of such pipelines across and beneath the **COUNTY** roads which separate the parcels and **COUNTY** is willing to grant such permission to **PERMITTEE** on the terms and conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, receipt of which is acknowledged by the parties, the parties hereby agree as follows:

SECTION 1: GRANT OF LICENSE

COUNTY hereby grants to **PERMITTEE**, its successors and assigns, a license (hereinafter the License) for

- (a) Type of system: Metal casing or heavy wall (SDR 35 or equivalent) PVC pipe for crossing liner/casing pipe. Casing pipe to extend from ditchline to ditchline or toe of slope to toe of slope, with a minimum bury of 6 feet to alleviate frost issues, or be properly protected to negate frost effects as approved by the COUNTY. The metal casing pipe shall be adequately sized to handle the stainless steel irrigation water line proposed per the irrigation system manufacturer's recommendation. In addition, a separate nominal 2-inch diameter line shall be installed adjacent to the water line for conveyance of private electrical utility. Both ends of the irrigation water line pipe crossing at the end of casing shall be fitted with a cleanout access for blowing out and removal of standing water in the winter seasons, to negate the effects of frost and frost rupture of the system.
- (b) Location: The crossing shall be installed from the property side of the line to property line side of the line across the right of way. The Owner shall meet the following additional requirements:
 - a. The crossing shall intersect the roadway centerline at either a 90 ninety degree

- angle or at a 45-degree angle.
- b. The crossing and casing pipe shall be a direct line of sight from right of way intersection point to right of way intersection point, no angle points or bends.
 - c. The Owner shall mark both ends of the line with a metal reflective sign on a metal sign post at the point where the line enters the right of way on each side. The Owner shall be responsible for maintaining the signage to signify its' location for the duration of its' existence.
 - d. The Owner shall be responsible to notify all future permittee's of the utility location and depth. Owner shall provide an As-Built map/drawing of the utility location to the Highway Department upon completion of its' installation. Receipt of the drawing, shall not alleviate the Owner of its' responsibility to maintain the private utility service.

SECTION 2: PURPOSE AND RESPONSIBILITIES DEFINED

1. The use of the License shall be limited to the installation and maintenance of one (1) **irrigation system** at +/- 1100 feet south of the intersection of CTH K and STH 14 in section 24, T-8-N, R-5-E in the Town of Arena. The initial installation of the pipeline and any future required replacement of the pipes beneath noted location shall only be installed by means of jacking and boring beneath the County trunk Highway at a sufficient depth so as not to damage the pavement or base course of the County Highway at said location. Owner and installer shall verify the requirements for depth of bury to address potential issues related to frost/heave action of the subsurface soils.

2. **PERMITTEE** and its successors and assigns shall be responsible for and shall hold **COUNTY** harmless from any and all damage to said pipelines including, but not limited to, any and all damage which may result from the future construction, installation, repair and/or maintenance of the County Trunk Highway and/or the ditches, drainage ways, culverts, bridges and other improvements located within or adjacent to such public rights-of-way by **COUNTY** and/or its employees, agents, or any other person or entity performing services on behalf of **COUNTY**.

3. **PERMITTEE** and its successors and assigns shall be responsible for and liable to **COUNTY** for any damage to the County Trunk Highway resulting from said pipelines (including, but not limited to, the installation and maintenance thereof). **PERMITTEE** and its successors and assigns shall indemnify **COUNTY** from and against all loss, costs (including reasonable attorney's fees), injury, death, or damage to persons or property that at any time during the term of this Agreement may be suffered or sustained by any person or entity in connection with or resulting from said pipelines being located under the County Trunk Highway location noted above including, but not limited to, the installation and maintenance of said pipelines.

4. **PERMITTEE** and its successors and assigns shall restore any portion of the County Trunk Highway or right of way which may be disturbed by any installation or maintenance of the pipelines to its condition before the disturbance.

5. **PERMITTEE** and its successors and assigns shall have the right to any access needed to

install and maintain said pipelines under the County Trunk Highway location noted above.

6. **PERMITTEE** and its successors and assigns shall be responsible for any and all costs incurred in connection with the installation and maintenance of said pipelines including, but not limited to, the complete restoration of the County Trunk Highway location noted above to its condition before any installation or maintenance activities.

7. **PERMITTEE** and its successors and assigns shall be responsible for obtaining any and all state, **COUNTY** or other permits required to install the pipelines under the County Trunk highway location noted above.

8. **PERMITTEE** and its successors and assigns shall be responsible to field locate the permitted **irrigation system** for the **COUNTY** and other companies that are performing maintenance or construction within the **COUNTY** right-of-way. If **PERMITTEE** does not belong to the normal utility locating service, **PERMITTEE** assumes the risk of protecting its own **irrigation system** and holds **COUNTY** harmless for any damage to **irrigation system** incurred when **PERMITTEE'S irrigation system** is not identified and marked.

SECTION 3: CONSIDERATION

The consideration for the granting of this License is the covenants and conditions contained herein, and no payment of money shall be required by **PERMITTEE** to **COUNTY** for this agreement.

SECTION 4: LICENSE TO RUN WITH LAND

All of the terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by **PERMITTEE** and **COUNTY** and their respective successors and assigns. **PERMITTEE** and any successor or assign to **PERMITTEE** as fee simple owner, easement holder or lessee of parcel shall cease to have any liability under this Agreement with respect to facts or circumstances arising, after such party has transferred their/its interest(s) in parcel to an unrelated third person or entity. Should the two parcels of land which the irrigation system join be separated in ownership, the Owner agrees to abandon and fill the piping in place with suitable non-settling materials; as mutually agreed to by the Owner and County.

SECTION 5: TERMINATION

This License may be terminated by **COUNTY** at any time upon the giving of not less than 180 days advance written notice to **PERMITTEE** or its successor or assign.

SECTION 6: GENERAL PROVISIONS

1. All notices to either party to this Agreement shall be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party at that party's last known address.

If the other party's address is not known to the party desiring to send a notice, the party sending the notice may use the address to which the other party's property tax bills are sent. Either party may change its address for notice by providing written notice to the other party.

2. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

3. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the office of the Register of Deeds for Iowa **COUNTY**, Wisconsin.

4. If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

5. No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms and conditions of this Agreement.

6. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition of this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney's fees, from the non-prevailing party. Any litigation shall occur in Iowa County, Wisconsin.

PERMIT ACCEPTANCE DECLARATION PAGE:

PERMITTEE

By: _____.

Date: _____.

ACKNOWLEDGEMENT

STATE OF _____)ss

COUNTY OF _____)

Personally came before me this _____ day of _____, the above-named _____, in his capacity as Owner of Record of the parcels and **PERMITTEE** to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public, Iowa County, Wisconsin
My Commission is permanent
or expires: _____.

Accepted by Iowa County:

Highway Commissioner: _____ Date: _____.

PRINTED NAME

In witness thereof by:

Name : _____.

Date: _____.

PRINTED NAME



COUNTY-TOWNSHIP 50-50 BRIDGE FINANCIAL AID PROGRAM

Date Originated: 6/21/2005

Date of Modifications: 10/24/17, 2/??/20

Policy Number: 1114

1. PURPOSE:

The purpose is to provide a funding mechanism for the townships of the county to aid in the construction or repair of a bridge or culvert that is on, or after the construction of; will be connected to an existing road/highway maintained by the township. The financial aid shall be distributed to the township on a reimbursement basis upon completion of projects, notification of the county highway commissioner by action of the township, adoption of a resolution by the County Board to identify the projects and designate funding as part of the annual county budget process establishing levy amounts for the funding identified. The reimbursement is to be distributed the beginning of the calendar year following the year of completion of the culvert/bridge project as is feasible. The Highway Commissioner or the Town Board shall have full charge of design, size, letting, inspecting, and accepting the construction or repair; but the town board may leave the matter entirely in the hands of the County Highway Commissioner.

2. ORGANIZATIONS AFFECTED:

The Iowa County Highway Department, Iowa County Finance Department, and all townships within the county.

3. POLICY:

This policy and procedure shall specify the means, methods, and manner for applying for financial aid from the county for repair or construction of any bridge or culvert which is determined to be in compliance with this policy and Wisconsin State Statute 82.08. It is the statutory requirement of the townships to maintain the roads they have maintenance jurisdiction over. This policy outlines the financial aid program of the county to assist the townships with bridge and culvert replacements. No bridge or culvert shall be reimbursed for under this program and policy unless it has been designed to meet the standards of 84.01 (23) of state statutes. The financial aid provided by the County is to be administered in the form of a reimbursement in the year following the year of construction. The reimbursement shall be a shared cost with the township and the county each paying one-half of the acceptable costs of construction or repair for the project within the guidelines herein stipulated.

4. REFERENCES:

Wisconsin State Statute 82.08 Town Bridges or Culverts, Construction and Repair; County Aid; Wisconsin State Statute 84.01 (23) Bridge Standards; Administrative Code Trans 214 Town Road Bridge Standards;

and Administrative Code Trans 207 Design and Construction of Municipal Highway Bridges in or over Navigable Streams.

5. PROCEDURES:

The Highway Department shall work with the various townships in administration of this policy. On an annual basis the townships shall identify which bridge/culvert projects they are undertaking which may qualify for 50-50 bridge aid per the statutes and this policy. The township shall notify the County via filing a petition with the Highway Department or copies of the meeting minutes identifying the action to replace or repair. The Highway Department shall create a resolution for review and approval of the county board from the petitions as filed annually by the townships. The Public Works Committee shall review the projects and recommend an annual resolution for designation of funds and identification of projects undertaken by the townships for adoption by the Board. The County Board shall review and adopt the Resolution at its' annual budget meeting in November, prior to funds being collected or disbursed. The Finance Department shall levy monies for the county portion of the aid rendered by resolution on an annual basis to the townships countywide, as part of the county annual budget process. The financial aid shall be collected thru a separate and identified levy amount, which shall be distributed to the tax levy for the townships of the county for the next budget cycle. On the January following the adoption of the County budget and resolution for prior year's work petitioned by the Townships, the Highway Department shall administer and distribute reimbursement to the townships in accordance with the projects and costs identified within the adopted Resolution.

The following procedure shall be utilized for administration of the program:

- A. Culverts or bridges qualifying for this program must meet the following criteria to be eligible per Wisconsin State Statute ss 82.08:
 - a. The structure shall have a capacity of 36 inch diameter or greater span, or of equivalent capacity to carry water.
 - b. The total costs for the project must exceed Seven Hundred and Fifty dollars (\$750.00).
 - c. The costs of constructing or repairing any approach associated with the structure shall be included but may not exceed 100 feet in length.
 - d. Bridge projects undertaken with Surface Transportation Program – Bridge (STP-Bridge) funds shall be allowed to split their local cost share percentage with the county through this policy.
- B. The township shall identify the structure on their system which may qualify for the 50-50 bridge aid program and notify the County Highway Commissioner of the intent to repair or construct any bridge or culvert which may qualify prior to undertaking the work. The township shall adopt by action of the Town Board and indicate their intent to construct or repair a bridge or culvert which shall include the following information:
 - a. the location of the culvert/bridge by town-range-section or street intersection and offset.
 - b. the navigable stream which the structure crosses, if applicable.
 - c. the road/highway which the structure is located on.

- d. the size of the existing structure (diameter and length).
 - e. the estimated costs for the replacement.
 - f. An example is attached to this policy.
- C. Upon receipt of the petition or notice by action of the Town Board, the County Highway Commissioner or designee shall review the project site location and project scope for compliance with this policy and statutory requirements.
- D. The township shall perform or cause the performance of the replacement work to occur and submit the following documentation to the Highway Department no later than in the month of October of the year of the construction:
 - a. Provide a copy of the DNR permit, if necessary for the project.
 - b. Provide a copy of the engineer's design plans for the project, if necessary for the project, or the township is allowed to replace the existing structure in kind without an engineering design.
 - c. Provide a copy of all invoices and payments.
 - d. Provide a copy of advertisement for services and a bid tab summary, if advertised.
 - e. If the township is utilizing their own forces for the project the following shall be provided:
 - i. a breakdown of hours and wages for each employee on the project.
 - ii. a detailed listing of equipment utilized along with the hourly rate for the equipment. The hourly rate shall be established from the Wisconsin State Highway Maintenance Manual Chapter 2.0 for Classified and Unclassified Equipment.
 - iii. a detailed listing of the type, amount, size, quantity, and costs of materials utilized on the project.
 - iv. a layout or design of the project including elevations, sizes, lengths, material types, and dimensions; unless replaced-in-kind.
 - f. The Highway Department working with the Finance Department shall cause a resolution to be drafted for the Public Works Committee to review prior to or at the November Standing Committee meeting establishing the amount of reimbursement for each project petitioned and overall levy.
 - g. The County Board shall consider the resolution for adoption at the regular November meeting for inclusion in the succeeding budget levy. The amount shall be a special levy of the residents of all of the townships across the county as a line item in the Highway Department budget, not a part of the operating budget.
 - h. Upon adoption of the resolution and budget by the County Board at the November meeting, the Finance Department and Treasurer's Department shall levy and collect the stipulated amounts.
 - i. After the first of the year, the amounts shall be deposited to the Highway Department line item account, and the Highway Department shall disburse reimbursements to the townships for the projects and costs stated within the resolution for the prior year's projects.



Reporting and Sales of Agricultural Lime Products

Date Originated: 2/6/2019

Date of Modifications:

Policy Number: 1117

1. PURPOSE:

This policy clarifies the Department's participation in sales of Agricultural and recreational Lime byproducts from the County owned and operated quarry site on CTH Z in Dodgeville. The phrases County or Department shall refer to the Highway Department.

2. ORGANIZATIONS AFFECTED:

Any farmer, business, or other entity authorized to do business in Wisconsin who purchases agricultural lime from the Highway Department.

3. POLICY:

The County is authorized to acquire and own lime pits pursuant to Wisconsin State Statutes §59.52 (6) (a). The County owns a surface quarry, which the Highway Department operates at 3307 CTH Z Dodgeville, Wisconsin. Due to the nature of the materials within the quarry, one of the byproducts of aggregate production is agricultural quality Lime. The Highway Department is authorized to sell agricultural lime products produced from its' quarry pursuant to Wisconsin State Statutes §59.70 (24). The quarry operates under the compliance requirements within the Wisconsin Department of Natural Resources Administrative Code NR135 Reclamation Permits, as well as the County requirements administered by the Planning and Zoning Department. The Highway Department operates under the conditions of an annual Lime Sales and Reporting license from the Wisconsin Department of Commerce to sell lime products pursuant to Wisconsin State Statutes § 94.66 (2). The Highway Department is authorized to sell lime products in accordance with the permit(s) and licenses issued for said purposes in compliance with state statutes to businesses, citizens, residents, and other purchasers.

4. REFERENCES:

Wisconsin State Statutes § CH 59 Counties and § CH 94 Plant Industry, Wisconsin Department of Transportation Highway Maintenance Manual Chapter 2.0.

5. PROCEDURES:

The County produces aggregate products out of its' CTH Z quarry operations. The products made range from crushed aggregate shouldering material to asphalt production materials to waste byproducts. Gradations for all of the products produced are available from the Highway Commissioner. The following products are produced from the asphalt plant and quarry operations:

Winter Sanding materials – 3/8 inch and less

3/8 Inch Clear Limestone Chips

5/8 Inch Clear Limestone Chips

3/4 Inch Clear Limestone Chips

Other Crushed Aggregate gravel products – nominal 3/4 inch, 1-1/4 inch, and others

3/4 Inch Crushed Asphalt Recycled Base Coarse

3/8, 5/8, and 3/4 Inch Hotmix Asphalt products

Hotmix Asphalt Plant Cleanout waste aggregate

Agricultural quality Lime

Costs for all products are set based on market price of the other goods utilized to make or produce the products, which are purchased from other sources; plus actual costs of production and handling by the County. Lime is a byproduct of quarry operations. Due to the nature of the durability, (wear and soundness) of the limestone being quarried, a lot of fines are produced during blasting, crushing, handling, and etc. These fines qualify as varying sizes of agricultural lime. The Lime is a byproduct of other products being made. There are not a lot of markets for the lime other than recreational ball diamond infield surfacing materials or in the agricultural business as bedding for animals. The other products produced have a marketable value for the construction industry. The Department sets the price for agricultural lime based on the overall cost of production for all materials produced at the time, minus the market value of the other production goods multiplied by the amount or tonnage of other products produced. The remaining value is divided by the tonnage of lime produced and used to set the price of lime per ton.

The Department weighs (by ton) or measures (by Cubic Yard - CY) all products sold out of the quarry operations, then charges the costs of the materials based on the actual weight / measurement times the cost of the product plus an administrative handling fee. The administrative handling fee is set annually through the Administrative Support (Cost Recovery) process as an Administrative Records and Reports multiplier and codified in the Wisconsin Department of Transportation (WisDOT) Highway Maintenance Manual (HMM) Section 02-20-25.

Purchasers may pick up the products and haul themselves, or have the materials delivered by the County. Products delivered by the County will be charged additional fees for haulage, which include labor, fringe benefits, equipment, and other costs on an hourly basis. Fringe Benefits are determined based on an annual multiplier formula contained within the WisDOT Highway Maintenance Manual (HMM) Section 02-30-01 Fringe Benefit Questionnaire. Equipment costs are set on an annual basis through the Equipment Rate Setting process of the WisDOT HMM Section 02-25-50 Classified Equipment Rates, Section 02-25-55 Non-Standard Rates, Section 02-30-05

Equipment Rate Formula, and Section 02-30-10 Machinery Cost Data. Small Field Tools rates are also charged based on a percentage of labor costs. The small field tools multiplier is a formula codified within the HMM Section 02-20-20, created to recapture costs of all tolls necessary to complete the work by the staff.

The Department summarizes all lime sales, purchases, and tonnages on an annual basis within the Departmental Financial Report, and the Lime License renewal forms forward to the Wisconsin Department of Commerce in compliance with licensing requirements.

DRAFT



Adopt-A-Highway Litter Pick-up Program

Date Originated: 2/4/2019

Date of Modifications:

Policy Number: 1118

1. PURPOSE:

Policy is created to reduce litter along the public highway right of way, build support for anti-littering campaign and highway cleanup, educate the travelling public to properly dispose of litter, enhance the environment, and beautify County highways.

2. ORGANIZATIONS AFFECTED:

Any citizen group, organization, business, or entity organized for some special purpose or task, who voluntarily signs up or requests to be a part of the adopt-a-highway program.

3. POLICY:

This policy codifies the adopt-a-highway program in Iowa County, thereby allowing citizen groups or organizations to volunteer to help reduce the litter along the County Trunk Highways. The Highway Department will track Adopt-A-Highway litter program requests through a free Adopt-A-Highway permit process to manage which portions of the county trunk highway system are being controlled through assistance with which group or organization. The group or organization volunteering to provide litter pickup and control agree to abide by some guiding principles contained within this policy.

4. REFERENCES:

Wisconsin State Statutes CH 101 – Department of Safety & Professional Services, 332 – Public Employee Safety & Health, 346 – Rules of the Road, and 349-Vehicles Powers of State and Local Authorities; Wisconsin Administrative Code TRANS 200 and Safety and Professional Services SPS 332 Public Employee Safety and Health. Federal Code of Register 8.0 subpart 775 Manual of Uniform Traffic Control Devices.

5. PROCEDURES:

Any group, organization, business, or entity organized for some special purpose or task can request to sponsor a portion of a County Trunk Highway for the purposes of participating in an Adopt-A-Highway Litter Control and Pickup Program; however, any segment of highway can only be adopted by one group at a time.

- A. To request to be a sponsor of a portion of the County Highway system; the group or organization must perform the following:
 - I. The group or organization agrees to take responsibility for and perform litter control on approximately a two mile segment of County Highway.
 - II. Each member involved in the program collecting litter within highway right of way shall review the safety training video Adopt-A-Highway Safety Tips Video, which is online at the Wisconsin Department of Transportation website on their Doing Business page.
 - III. All group members participating in litter cleanup or other activities within the County Trunk Highway right of way shall wear approved and provided yellow reflective safety vests at all times.

- IV. The pickup of litter on the adopted segment is agreed to occur at least annually between April 1st and November 1st of the given year.
- V. Work by the group is allowed or permitted within the county highway right of way by issuance of an Adopt-A-Highway Permit until the group notifies the Department of the intent to abandon their segment or the Department rescinds the permit in writing for probable cause.
- VI. Segments will be considered abandoned and permits rescinded for locations where regular litter pickup activity does not occur or other violations as stipulated elsewhere.
- VII. Fill out an Adopt-A-Highway permit application to sponsor a portion of the county trunk highway system which the group, organization, business, or entity is interested in and submit to the Highway Department.

Upon receipt of applications for Adopt-A-Highway requests, the Department shall review the requested route for availability, work with the group on an acceptable portion if the requested segment is taken, and issue an Adopt-A-Highway permit.

- B. The Highway Department shall provide the following:
 - I. Safety vests with the required reflective striping in accordance with Safety and Professional Services (SPS) Administrative Code 332 and the Manual of Uniform Traffic Control Devices requirements for working within right of ways for everyone working in the litter collection. Groups shall be responsible for notification of the Department and request for more vests when needed or based on replacements for condition.
 - II. Trash bags for storage of collected litter, collection of the trash bags after pickup, and disposal of all objects collected. The sponsor shall notify the Department when more bags are needed as well as a quantity.
 - III. Warning or "Road Work Ahead" signage shall be provided for installation on each end of the segment being collected or patrolled at all times when sponsors members are present to partake in activities. The group shall contact and notify the Department in advance of operations for such signage.
 - IV. Adopt-A-Highway recognition signage at the each end of the two mile segment adopted. The group shall request the verbiage related to designation of the recognition signage by a name of the group. The name must fit within three lines of allowable text from the permit application form. The Department will work with the sponsor to revise names or acronyms which may be offensive to the public. The Department will order, pay for, and install the signage per the agreed upon permit segment limits, thereby providing recognition of the group's efforts towards litter control.
 - V. No fees will be charged to the sponsor group accepted into the program.
 - VI. Adopt-A-Highway segments are awarded on a first come first served basis, so the segment requested may not be available. The Department will work with sponsors to find an adequate and suitable segment of highway.
 - VII. The permit will be signed by the Department and sent back to the sponsor, at which point the group is permitted to work in the right of way on litter pickup.
- C. To be considered a sponsor in good standing the group agrees to the following conditions:
 - I. Each member shall watch and follow the Adopt-A-Highway Safety Tips Video from the WisDOT website to emphasize safety, prior to participating in any litter control activity.
 - II. The group must provide one adult supervisor for every five or six volunteers.

- III. All volunteers must be at least 16 years of age working along 4-lane expressways or freeways. Volunteers must be 11 years of age or in sixth grade for all other areas, no other persons should be working along the right of way.
- IV. All volunteers shall wear Highway Department furnished yellow reflective safety vests at all times while working or walking on or along the highway right of way.
- V. The group will contact the Department in advance of operations for warning signage placement at the ends of the segment being picked up. The group shall verify the signs are up and functioning as intended when performing any activities.
- VI. The group will contact the Department in advance of any cleanup activity occurring to coordinate pickup of collected materials. In addition, the sponsor shall notify the Department of the completion of activities; so the Department can gather the collected materials timely.
- VII. The group recognizes it will not work in dangerous areas – such as bridges, medians, or steep slopes.
- VIII. The group acknowledges members will be instructed on other personal protective equipment which may be required including gloves, pick up devices, and etc.

Permits issued in compliance with the above criteria will be considered as effective from the time of their issuance for an indefinite timeframe, unless notified otherwise by the sponsor. The Department will first work with groups on education and training regarding violations.

- D. In situations of blatant disregard, the Department may revoke, rescind, or terminate any Adopt-A-Highway permit by notification of the group sponsor and remove the installed signage for any or all of the following reasons:
 - I. For members not wearing the approved and provided yellow reflective safety vests while working within county highway right of way.
 - II. The sponsor does not provide one adult supervisor for each 6 member volunteers participating in the cleanup activity.
 - III. If any sponsor members participating in activities are under the age of 11, or not in sixth grade.
 - IV. A sponsor neglects to pick-up the litter in the area designated through the permit process at least once in every calendar year. When a sponsor group has neglected to perform a pick-up of litter on their segment in any twenty-four (24) month period.
 - V. The advance warning signs provided by the Department are not installed and setup by the group during the period of litter collection.
 - VI. The sponsor is not performing the duties of the voluntary litter control program.

For voluntary abandonments or terminations: When a group or sponsor decides they are done participating in the program, they are to notify the Highway Department they are no longer interested in their sponsorship. The Department shall remove the signage and make the portion of highway open to other participants.

ADOPT - A - HIGHWAY

WI Dept. of Transportation
APPLICATION/PERMIT

Please complete this form and submit it to the department AAH coordinator listed for the county in which your segment was located. We prefer that you send your completed form via email. You may also send it via the U.S. Postal Service. For the appropriate contact information please see Adopt-A-Highway contacts, at: <http://wisconsinindot.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/contact.aspx>.

GROUP NAME as it should appear on the sign (3 lines with 12 space maximum on each)

Does your group wish installation of a sponsorship sign?

☐

Yes

☐

No

Group Name	Contact Email Address
Mailing Address	(Area Code) Fax Number (Optional)
City, State, Zip Code	(Area Code) Telephone Number – Daytime
Contact Person name (First, MI, Last)	(Area Code) Telephone Number - Evening
Mailing Address	Approximate Number of People Participating in Each Cleanup
City, State, Zip Code	Number of Times Your Group Plans to Pick up Litter this Year (Min. 3 Times)

First enter the highway section you want to adopt. Then list alternate sections in order of preference. Contact your AAH Coordinator to confirm that your segment is available prior to submitting this application.

HIGHWAY NAME/NUMBER	FROM	TO	IN COUNTY

The WISDOT Adopt-A-Highway Safety Video is now available on the Internet! [Adopt-A-Highway Safety Video](#)

By electronic signature below, the Group acknowledges the hazardous nature of the work and agrees to the terms and conditions stated on the page attached to this form. The Group understands there are no fees for participating in the program. This permit is valid until such time the Group notifies the Department of abandonment of their segment.

X

Signature of Authorized Group Representative – Must be 18 years or older

Date (m/d/yyyy)

Title

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVAL: The Department approves this permit for the Group to participate in the Adopt-A-Highway Program for the section identified above. The Group accepts the responsibility of picking up litter on this section of highway. The Department reserves the right to modify or cancel this permit at any time. Please notify the Region Adopt-A-Highway Coordinator with any group information change.

X

Signature of Adopt-A-Highway Coordinator Authorized Group Representative

Date

Permit Number

Title

Group Number

Thank you for keeping Wisconsin's roadsides beautiful



COST RECOVERY FEES and CHARGES FOR
SERVICES PROVIDED BY THE HIGHWAY
DEPARTMENT

Date Originated: 10/21/2019

Date of Modifications:

Policy Number: 1119

1. PURPOSE:

Section 83.015 (3) of Wisconsin State Statutes requires every county highway department (in counties with less than 750,000 population) in the state to use the system of cost accounting devised by the Department of Revenue. This policy shall explain the fee types and cost recovery accounting methodology utilized for labor, materials, products, and services provided by the County Highway Department to other governmental entities, state or federal entities, or other customers.

2. ORGANIZATIONS AFFECTED:

Any customer of labor, materials, products, or services from the Highway Department. Fees are charged for labor, materials, products, or services based on different factors, so fees may not be charged to all customers at all times. For example, Administrative Records and Reports Fees are not charged to any Departments of Iowa County government. Material Handling fees are charged against material and products sold, but only when no other fees, labor, or services are charged.

3. POLICY:

The Highway Department shall charge fees for labor, materials, products, and services provided to other entities in accordance with this policy and State Statute Chapter 66.0, 83.0, and 86.0.

4. REFERENCES:

Wisconsin State Statutes Chapter 83.0, Wisconsin Department of Revenue procedures and processes, Government Accounting Standards Bureau (GASB) accounting procedures, Wisconsin Department of Transportation Highway Maintenance Manual, the Wisconsin County Highway Association – Office Manager's Guide, Iowa County Policies #401 Employee Handbook and #403 Compensation System, and the Class-Grade-Step Matrix Chart for employment position compensation.

5. PROCEDURES:

Various fee recovery systems are created by the reference documents listed above, in an effort to establish a uniform cost recovery system for all County Highway Departments in the state to recuperate their costs for maintenance of the state highway system in a uniform and consistent manner through various agreements for services with the Wisconsin Department of Transportation (WisDOT). The methodologies created by the State of Wisconsin Department of Revenue (DOR) and WisDOT establish the following fee mechanisms:

Equipment Utilization Recovery
Fringe Benefits Recovery
Fuel Handling Recovery
Labor
Material Handling Recovery
Records and Reports Recovery – Administrative
Shop Overhead Recovery
Small Field Tools Recovery

The Recoveries are charged to customers as a fee onto the cost of the material, product, or service provided. The actual fee charged varies annually by the accounting recovery method utilized to establish the fee. The determination of the recoveries and fees are annually provided within the Departmental Financial Report and Various Operational Summary Reports prepared for the state. As a result of the various methodologies; the fees tend to be cost averaged from year to year via under/over recovery formulas to attempt to attain actual cost recovery for the services provided; therefore, there will be annual variations to the fees. Some fees are charged as a percentage of other costs; such as Records and Reports Admin is a percentage of all other costs for services provided, and other fees are charged as a direct cost per unit of service or product; such as fuel handling is charged as a cost per gallon of product purchased. The established fees are further defined as follows:

A. Definitions:

- 1) Equipment Utilization Recovery – Equipment utilization rates are charged by the unit of usage for the respective type of equipment being utilized to provide the service. Equipment includes all pieces of equipment, machinery, trucks, vehicles, or attachments; which are utilized to provide the service being completed by the Department.
 - i. Equipment is defined as a device; which is utilized in the provision of a service or performance of a task. Equipment would be any attachment onto a piece of machinery such as a mower, plow, sander, or similar item. Herein the use of Equipment shall be intended to be all inclusive of the equipment, machinery, attachments, trucks, trailers, and other vehicles utilized by the Department.
 - ii. Machinery is defined as a device; which generally require an individual or operator to run them. Machinery would be devices such as a dozer, grader, excavator, truck, or similar items.
- 2) Fringe Benefits Recovery – Fringe Benefits Rate and Fee is established as a mechanism for the county to recuperate costs of compensation to employees in forms other than wages. Fringes are provided to, for, or on behalf of employees either wholly or partially based on various policies and laws and include the following items:
 - i. FICA
 - ii. Social Security

- iii. Medicare
 - iv. Insurances - Health, Dental, and Life Insurance
 - v. Retirement
 - vi. Worker's Compensation Insurance
 - vii. Holidays
 - viii. Managed Time Off
 - ix. Medical Leave Bank
 - x. Traditional Sick Time
 - xi. And other items as determined by the County Board, State, or Federal laws.
- 3) Fuel Handling Recovery – Fuel Handling fee is established as a mechanism to recuperate the costs for the County to operate its' own fuel dispensing station for unleaded, on-road diesel, and off-road diesel fuels. The fee recuperates costs for general maintenance, periodic inspections, annual compliance testing, repairs of the system including tanks, lines, dispensers, software, computer terminals, and other system related components.
- 4) Labor Recovery – Labor Recovery is the hourly wage rate of the employees providing the services. Labor wage rates are provided in accordance with the Employee Handbook Policy #401, County Compensation System Policy #403, and the associated compensation Matrix approved by the County Board.
- 5) Material Handling Recovery – Material Handling fee is a charge for storing, receiving, processing, ordering, obtaining, delivering, loading, unloading, and all related activities for any materials, supplies, parts, or other inventoried items by the department. Separate fees will be determined for materials handled by the shop/partsroom versus the asphalt plant and or quarry. Materials, parts, or supplies shall be charged a material handling fee for recovery of the operational activity of providing the services to store, handle, inventory, maintain, retain, acquire, and deliver the various materials. Material Handling Fees are not charged for transactions where other fees are charged or services provided.
- 6) Records and Reports Recovery – Records and reports fee is for recovery of departmental administrative office costs, labor for accounting tasks, general oversight of operations, and other costs associated with the management of the Department. The fee includes costs related to training and education of office staff, office supplies, office materials, legal advice, computer software and hardware, office furniture, utilities, a share of maintenance on buildings and grounds, and related operational costs.
- 7) Shop Overhead Recovery – Shop Overhead is a fee based on the amount of non-direct labor categorized shop activity and work; which is distributed across the costs of the overall shop operations. It includes such things as general shipping or freight charges, when not specific to a particular part; shop cleaning, organization, management, computer software and office supplies, and similar costs to run the shop. Other costs which are included are shelving and racking; office supplies and computers; maintaining safety compliance; Personal Protective Equipment; fire

extinguisher testing and inspection; shop tool purchase and replacement; crane inspections, maintenance, and service; and similar overhead costs.

- 8) Small Field Tools Recovery – Small Field Tools are shovels, brooms, saws, picks, traffic control signage, and similar repetitive use items; which are utilized to perform the work. Small Field Tools are items, which have a one time per unit cost of \$5000 each or less. A listing of tools, which qualify for classification as a small field tool; is contained within the WCHA Office Managers Guide as an appendix. Some examples are shovels, brooms, chain saws, torches, rakes, and similar items. When staff perform services, the use of all small field tools is recovered through this rate; therefore, when tools are broken or purchased for a particular project or service they are not invoiced as a direct cost as they may be re-utilized for other projects and services. The rate charged is based on the total costs for all small field tools purchased, repaired, replaced, and utilized in the prior year by the Department. Whether any or no small field tools are utilized for the service provided for the particular project or service; small field tools are charged whenever labor is involved in the service, with exception of services provided by the Main Shop or Partsroom. In this manner, all field tools are recuperated on a total fee basis rather than a unit rate of usage for each item.

B. Rate Determination and Recovery: The rates are determined through a number of different accounting methods as specified within the Wisconsin Department of Transportation Highway Maintenance Manual (WisDOT HMM), and the Wisconsin County Highway Association – Office Manager's Guide (WCHA-OMG). The charge fees or rates will be as follows:

- 1) There are two types of equipment utilization fees which may be charged:
 - i. County Owned Equipment utilization is calculated based on the unit of measure (hour, mileage, unit weight, or other mechanism) multiplied by the units of utilization for each day of use for each piece of equipment and/or machinery in accordance with the rate table established in the WisDOT HMM.
 - ii. County Rented Equipment utilization fees are calculated based on the proportional amount of usage for the rented unit compared to the rental fee for the same timeframe.
 - iii. Leased equipment utilization fees may be handled as either County Owned Equipment or County Rented Equipment depending on the terms of the lease for the respective unit. This method will be determined by the Office during billing based on the lease agreement verbiage for each unit.
- 2) Fringe Benefits will be charged on a percentage basis as a multiplier to the overall total cost of the actual labor charged for the services as an adjustment on the invoice.
- 3) Fuel Handling Recovery fee is charged by the unit of cost per gallon times the number of gallons purchased or provided by the Highway Department from its' own

fuel tanks in the Dodgeville fuel farm, fleet mounted dispensing tanks, or the withdrawals from the Mifflin aboveground Storage Tank.

- 4) Labor wage recovery will occur on the basis of the hourly wage of the employee position providing the service times the number of hours spent providing the service for each respective employee involved. Iowa County Compensation System Policy #403 establishes the hourly wage rates for employees by adoption of a class-step pay grid matrix.
- 5) Material Handling Recovery fees are designed to cover the costs of providing the materials, services or products out of County inventory. There are four types of Material Handling Recovery fees, which may be charged on a monthly basis. The fee is calculated based on a percentage times the overall costs of the material, product, or service provided. Material Handling fees are only charged to customers when no other recovery method is being implemented or utilized related to the purchase. That is, if the materials or products on the invoice are related to a project or other service provided, then material handling fees are not charged.
 - i. Construction Materials and Supplies – construction materials would include items such as silt fence, erosion mat, culverts and related items, snow fence, seed, salt and sanding materials, signs, sign posts, pavement marking paint or beads, and similar items. The handling fee is only charged if inventory sale is the only transaction the department is involved in with the customer.
 - ii. Equipment and Machinery Parts – includes the sale of parts inventory items for equipment or machinery from the parts room. The fee is charged only if the part or inventory item is the only item included in the sale. If the part is associated with an in shop repair of a customer's equipment, vehicle, or machinery; the fee is not charged.
 - iii. Quarry Material Products – includes any material produced from or stockpiled within the Iowa County owned and operated quarry. Materials included typically are related to sealcoat chips, base coarse products, riprap, fill, clay, shale, or topsoil. The fee is charged if the product only is purchased from a customer without any other related charges such as labor and fringe, equipment, machinery, or etc. The handling fee is not charged for any sales of Lime due to the unmarketability of the product. Sales of Lime are constrained by not having a market or demand versus the quantity of available product due to the quality of the pit source. Quarry Material Handling Fees are applied to recuperate operational costs of the quarry for such things such as loading, unloading, building stockpiles, shaping of stockpiles, and similar costs.
 - iv. Asphalt Material Products – include any materials produced from the County's Asphalt Plant. The products produced are coated sealcoat chips, winter/summer asphalt sandpatch, and hotmix asphalt products of variable sizes. The fee is only charged to customers when there is a sale of the

product and no other associated costs. Asphalt Product Material Handling fees are applied to recuperate the costs for operation of the asphalt plant including utilities, building of stockpiles for some inventory materials (sandpatch, coated sealcoat chips, plant waste materials), office supplies, phones, and similar operational costs. Costs of production are included in the cost of the material product being produced during the day of production and added to the final product cost. Asphalt Material Handling Fees are only charged against select stockpiled bituminous materials to recuperate a share of the overall total production costs, which are coated black sealcoat chips and sandpatch.

- 6) Administrative Records & Reports fee is created to recuperate administrative costs for overseeing all operations. The fee is invoiced as an adjustment via a percentage rate charge based on the summation of all other costs on the invoice including wages, fringe, equipment, and all other recovery fees.
- 7) Shop Operations Recovery fee is created to recuperate the overhead operational costs of providing shop services. Operation of shop costs include part management, inventory control, shop supplies, shop tools, personal protective equipment for all staff and operations, shop facilities, utilities, computer software, shop equipment including cranes; hoists; welders; compressors; torches; etc., and other similarly related items. The fee is charged at end of year across all county owned equipment as a proportion of all direct shop labor and parts provided to each piece. For customers, the fee is charged on monthly invoices for any partsroom inventory purchases where no other services, products, or fees are charged.
- 8) Small Field Tools is charged as a percentage rate onto the total costs for all labor provided for the project or service.

The Office will charge the fees and rates as either: direct bill items by the unit and rate or as an adjustment to the monthly billing statements. The Department will generate the rates as described above as a part of the Annual State Report filing process. The reports will include the formulas and calculations for each of the recovery fees provided. The fee information will be provided in the Highway Department Annual Financial Report, and the various reports submitted to WisDOT and the state Department of Revenue via the Highway Accounting Office submittals. The procedures of calculation vary for each recovery fee identified. In general, the calculation of all fees includes an adjustment factor to account for annual over/under recovery of prior year's costs due to averaging and fluctuations of providing materials, services, and products due to timing of purchases, cyclical demands, project needs, and other resources. Hence, annual fluctuation of rates is expected and anticipated. For some recovery items the fluctuations may be significant (shop operations for example).

The fees established through the various state methodologies and reports will be utilized by the Department to charge all customers of labor, materials, products, or services equally. Customers

include other counties, the state WisDOT, other state governmental departments, the federal government, other local governments (city, village, and townships), other Departments of Iowa County, private citizens, accident claims, and any other customer not identified here. The following exclusions apply as to when fees are not charged:

- a. Administrative Records and Reports are not charged against any services provided to another Department of Iowa County government.
- b. Fuel Handling Fees are only charged to outside customers against purchases of fuel from the Department dispensed Dodgeville fuel farm facilities and the Truck mounted fuel distribution tanks. Fuel sales are not allowed from the Mifflin Shop, it is only for County fleet usage.
- c. Material Handling Fees from the Asphalt Plant, Quarry, or Partsroom are not charged when other Labor services are provided by the Highway Department.
- d. Shop Overhead fees are only charged if labor is charged due to a provided service repair within the Department shop or by the County mechanic staff.
- e. Small Field Tools and Fringe Benefit Fees are only charged in association with Labor charges for the product or service. Small Field Tools fees are not charged related to a shop repair or shop service charge.

5-0220

AGENDA ITEM COVER SHEET

Title: Resolution for Elected Officials Salaries for the 2021-2024 Term

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Salaries need to be established and set before April 15, 2020 for the 2020 election of County Clerk, Register of Deeds and Treasurer.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution for Elected Officials Salaries for the 2021-2024 Term

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations Director

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

RESOLUTION NO. 5-0220

**ESTABLISHING THE 2021-2024 COMPENSATION
FOR THE
REGISTER OF DEEDS, COUNTY TREASURER AND COUNTY CLERK**

TO THE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the General Government Committee hereby recommends the annual salaries for the Register of Deeds, County Treasurer and County Clerk for the Years of 2021-2024 as listed below.

NOW THEREFORE, BE IT RESOLVED, that the General Government Committee recommends that the salary schedule for elected officials listed below be adopted and adhered to, effective January 1, 2021 in accordance with Wisconsin State Statutes.

Elected Official	2020	2021	2022	2023	2024
Register of Deeds	\$58,027	\$63,972	\$64,932	\$66,231	\$67,556
	1.5%	\$5,000 1.5%	1.5%	2%	2%
County Treasurer	\$58,027	\$63,972	\$64,932	\$66,231	\$67,556
	1.5%	\$5,000 1.5%	1.5%	2%	2%
County Clerk	\$60,118	\$64,572	\$65,541	\$66,852	\$68,189
	1.5%	3,500 1.5%	1.5%	2%	2%

Dated this 6th of February, 2020

Respectfully submitted by the Iowa County General Government Committee

AGENDA ITEM COVER SHEET

Title: County Policies

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Attached are several policies that have been written by a team of department heads for you to consider. All of these policies have been reviewed by the Department Heads and approved by the General Government Committee.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached are the policies for your review

FISCAL IMPACT:

The fiscal impact varies for each policy.

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:

2020 Proposed Policies

“Batch Atlanta”

-
- A. 110 AED – CPR Policy
 - B. 422 Limited Term and Seasonal Hiring
 - C. 425 Voluntary Leave Policy
 - D. 426 Background Checks
 - E. 427 Telecommute Policy
 - F. 427.1 Work from Home Policy



Non-compulsory Hands Only Cardiopulmonary
Resuscitation/Automated External Defibrillator and Stop the
Bleed Training

Date Originated: 4/20/10

Date of Modification: 2/??/20

Policy Number: 110

1. Purpose:

To provide the public a sense of confidence and security that Iowa County Government is committed to their safety and well being through the establishment of a Hands Only Cardiopulmonary Resuscitation (Hands-Only CPR)/Automated External Defibrillator (AED) and Stop the Bleed (STB) Employee Training Program.

To establish a policy that defines the County Government's role and commitment toward establishing and sustaining a Hands-Only CPR/AED and STB training program for its employees.

To establish procedures for the scheduling of Hands-Only CPR/AED and STB training.

2. Organizations Affected:

All County Departments with employees who are not required by their job description to be trained in Hands-Only CPR, AED or STB. For these employees this training is not compulsory.

3. Policy:

- a. Hands-Only CPR/AED and STB training will be offered during regular work hours. Iowa County Emergency Management will pay all class costs associated with instructors and class materials.
- b. Estimated class time lengths will be provided in the class offering announcement.
- c. Classes will be offered each January/February time period. Employees will be encouraged to repeat the training annually. There is no certification for the Hands-Only CPR/AED or STB.
- d. The department of Emergency Management will be responsible for the scheduling of classes, obtaining instructors and necessary funding for costs associated with the training.
- e. The county will utilize Instructors that are county employees when possible.
- f. Maximum class size will be determined by the instructor(s).

4. References:

5. Procedure:

Scheduling of Classes:

- a. Emergency Management will arrange for instructors to deliver the training and schedule classes.
- b. Employees will be responsible for scheduling their attendance with their respective department head/manager/supervisor.

Funding:

- a. Emergency Management will be responsible for including in its annual budget, an amount necessary to sustain the Hands-Only CPR/AED and STB program for non-compulsory occupations.



Limited Term and Seasonal Hiring

Date Originated: 2/??/2020
Date of Modifications:
Policy Number: 422

1. PURPOSE:

The purpose of this policy is to establish practices relative to the hiring of limited term employees and seasonal employees at Iowa County.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees and Elected Officials.

3. POLICY:

- A. Each Iowa County Department Head has the authority to hire limited term or seasonal employees. These employee positions are not subject to County Board approval or any position limitations.
- B. Any department head that decides to move forward with the hiring of a seasonal or limited term employee must ensure that proper funding levels exist in their approved department budget. No limited term or seasonal employee may be hired if said hiring impacts the department budget in a way that requires a budget amendment. All budget amendments must be approved by the County Board PRIOR to any employee hiring.
- C. The Highway Department generally hires seasonal staff to assist with summer and winter operational activities and fill-in for managed time off replacements. Winter Seasonal positions have a base requirement of possessing a Class ABCD Commercial Driver's License. Summer Seasonal positions have a base requirement of possessing a State of Wisconsin Motor Vehicle Driver's License D. The Department fills seasonal positions with the following structures:
 1. Part-time seasonal staff - are hired to fill-in or work portions of days or portions of weeks in lieu of a 40 -hour week. Staff are available and work on a preset, pre-arranged schedule based on weekly activity.
 2. Part-time as-needed seasonal staff – are hired on the basis of being on-call and ready to assist the department as needed. These employees are typically utilized for winter operations and deployed to help or assist on an event by event on-call basis, as needs arise.
 3. Full-time seasonal staff – are hired to work on a regular 40-hours per week basis for a limited term in any given annual period.
- D. Wages.
 1. It is Iowa County's policy that any limited term employee be compensated at 90% of Step 2 of the Iowa County Compensation Pay Plan for the position they are filling.
 2. All Highway Department seasonal employees are compensated at Step 3 of Grade G of the Compensation Pay Plan. A returning seasonal employee

shall move up one step each year he/she works for Iowa County until they max out at "control point".

4. REFERENCES:

Policy 401 – Section 4.

5. PROCEDURES:

A. Hiring Process:

No Department may hire a seasonal employee without following the hiring procedures identified in policy 401. All members of the workforce must have an opportunity to apply for seasonal positions.

Limited Term employees may be hired from an established pool of candidates maintained by the Employee Relations Department.

B. Variance: The County Administrator is hereby authorized to waive portions of this policy should an unusual situation arise.



Voluntary Leave Donation

Date Originated: 02/??/2020
Date of Modifications:
Policy Number: 425

1. PURPOSE:

The purpose of the Voluntary Leave Donation is to establish an equitable way of allowing employees to donate their accumulated Managed Time Off or Vacation with others in need of additional paid leave due to a qualifying medical emergency.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees.

3. POLICY:

This policy allows Iowa County employees to voluntarily donate earned paid time (MTO - Managed Time Off) to other County employees who have exhausted their available paid time and are experiencing a qualifying medical emergency.

"Medical Emergency" is defined as a medical condition of an employee or an employee's family member that meets the requirements of the Federal Family and Medical Leave Act (FMLA) for a Serious Health Condition. Birth or placement of a child for adoption or foster care is not eligible under this policy.

"Family Member" is defined as an employee's spouse or domestic partner; employee's children, including adopted, step and foster children; and employee's parents.

To be eligible to receive donations, Recipient must:

- A. Must have a minimum of one (1) year of employment with Iowa County.
- B. Submit a County's FMLA NON-FMLA Leave Request Form and show necessary certification of a "Serious Health Condition" or medical certification from a physician.
- C. Have exhausted all paid time (MTO, Traditional Sick Leave, Medical Leave Bank, Personal Holiday and Compensatory Time).
- D. Not be receiving a Worker's Compensation benefit.
- E. Not be receiving any other wage or salary replacement benefits from Iowa County including 3rd party insurance carriers.
- F. Fill out an Iowa County Voluntary Leave Donation – Confidential recipient Request Form and indicate the number of days needed not to exceed 30 business days per application. Donations will only be allowed up to the number specified. Requests are to be submitted directly to Employee Relations Department within fifteen (15) days of the qualifying event.
- G. Maximum hours recipient can receive in a calendar year is 240 hours.

Recipient must be in an active status and is not eligible to receive donations prior to four weeks of a resignation/retirement notice received.

To be eligible to donate paid time, Employee must:

- A. Have at least eighty (80) hours earned paid time available (MTO – Managed Time Off/Vacation). The maximum amount of paid time an employee can donate in a calendar year is 40 hours.
- B. Be in-pay status.
- C. Sign and submit an Iowa County Voluntary Leave Donation – Confidential Donation Request Form to the Finance Department.

Employees may not donate paid time within four weeks prior to a resignation notice received.

4. REFERENCES:

Policy 414 FMLA

Policy 401 Employee Handbook – Section 6 Managed Time Off

5. PROCEDURES:

If the recipient meets the requirements above, the Voluntary Leave Group will meet to determine how much time is granted. All personal information (name, department and reason) will be redacted from the form.

The donated time will go into the Voluntary Leave Fund. The maximum amount of hours the Voluntary Leave Fund can have at one given time is 240 hours.

When a Request for Voluntary Leave Assistance is approved, Employee Relations will communicate the need for Voluntary Leave Donations to the Finance Department.

Iowa County will not provide to the Recipient the names of the donating employees.

A. Voluntary Leave Group

The Voluntary Leave Group will consist of five (5) employees as grouped below:

2 – Department Head

1 – Managers

2 – Non-Management Employees

The Employee Relations Director will participate in the Voluntary Leave Group in a resource capacity.

The Employee Relations Department will send out an inquiry to obtain interested employees. All interested employee names will be grouped by categories above and employees will be randomly drawn for selection by the County Administrator. Selected employees will be part of the group for one (1) year (January through December).

B. Guidelines

Donation of paid time will be credited hour for hour and will be paid out at the Recipient's hourly wage. Donating employees will not be taxed on time donated. Managed Time Off (MTO) does not accrue while using donated time. Finance Department will track all donated time. Recipient will start receiving donated pay on the date the Request for Voluntary Leave Assistance is approved or the effective date, if after the approved date.

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

DRAFT

Iowa County Voluntary Leave Donation

Confidential Recipient Request Form

Employee Name: _____ Department: _____

Employee Hire Date: _____ Hours Requesting: _____

I, _____ verify that I meet the following (Check all that apply):

_____ I have been an employee for six (months)

_____ I have enclosed a FMLA NON-FMLA Leave Request Form along with Medical Certification.

_____ I have no remaining MTO, Traditional Sick Leave, Medical Leave Bank and/or Compensatory time.

_____ I am not receiving worker's compensation benefits.

_____ I am not receiving any other wage or salary replacement benefits from Iowa County including 3rd party insurance carriers.

I certify that I understand, agree to and meet the requirements and conditions of the Iowa County Voluntary Leave Donation policy. I understand that, to the extent possible, my request will remain confidential. I understand that the decision made related to the number of hours approved is final and I may not grieve the decision. I understand and agree to not intimidate, threaten, or coerce any other employee for the purpose of soliciting leave or donating time.

Employee Signature: _____ Date: _____

Return completed form and supporting documentation to the Employee Relations Department.

Meets all the requirements listed in the Voluntary Leave Donation Policy. Yes/No

Employee Relations Signature: _____ Date: _____

Total Hours Available in Voluntary Leave Fund: _____ Total Hours Approved: _____

Date Approved: _____ Hours Available in Voluntary Leave Fund after Approval: _____

Signature of Group: _____ Date: _____

Date Received back to Employee Relations: _____

Date of Notification to Finance: _____

Date of Notification to Employee: _____

Iowa County Voluntary Leave Donation

Confidential Donation Request Form

Employee Name: _____ Department: _____

Hours of Managed Time Off (MTO)/Vacation being donated: _____

I, _____ verify that I meet the following (Check all that apply):

_____ I have at least eighty (80) hours earned paid time available (MTO)

_____ I have not exceeded the forty (40) hour limit in donating.

_____ I am in an active pay status

I understand that my donation is voluntary and confidential. I understand that my leave balance will be decreased by the amount contributed and the donated leave cannot be retrieved in anyway. I understand that I am not donating my leave to a specific employee, and that all donations are placed into the Voluntary Leave Fund. I certify that I was not intimidated, threatened, or coerced by any employee to donate time into the Voluntary Leave Fund.

Employee Signature: _____ Date: _____

Return completed form to the Finance Department.

To be completed by the Finance Department

Meets all the requirements listed in the Voluntary Leave Donation Policy. Yes/No

Total Hours in Voluntary Leave Fund: _____

Donation Request Approved: _____ Donation Request Declined: _____

How much time approved or denied because: _____

Transfer Date: _____ Total Hours available in Voluntary Leave Fund after Transfer: _____

Finance Signature: _____ Date: _____



BACKGROUND CHECKS

Date Originated: 02/??/20
Date of Modifications:
Policy Number: 426

1. PURPOSE:

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

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees and volunteers.

3. POLICY:

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

A. Definitions

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

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

B. Wisconsin Caregiver Law

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

C. Special Circumstances

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

4. REFERENCES:

Wisconsin Statute: 111.335

The Caregiver Law: Wisconsin Statute 50.065

5. PROCEDURES:

A. Notices on Job Postings

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

B. Conducting Criminal Background Checks

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

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

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

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

C. Determining if a Criminal Record is Substantially Related to the Position

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

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

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

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

1. If no criminal record is found, then the applicant progresses to the next stage of the application process. Iowa County may offer an appointment contingent upon the successful completion of a criminal background check; in these contingent offers, it does need to be stated that the offer will be withdrawn or terminated if the results of the individual's criminal background check are unacceptable.
2. If the criminal background check discloses a criminal history, but, using the criteria set forth in Section 3 (C), there is not a substantial relationship between the offense(s) and the position, then the applicant progresses to the next stage of the hiring process.
3. If the criminal background check discloses a criminal history, and, using, the criteria set forth in Section 2 (C), there is a substantial relationship between the offense(s) and the position, the Employee Relations Director or his/her designee will inform the applicant of the contents of the record check, inform the applicant that Iowa County has determined that there is a substantial relationship between the offense(s) and the position and inform the applicant of the non-selection decision.
4. Recordkeeping. All information gathered during a criminal background check will be shared on a "need to know" basis and will be kept in the recruitment folder.



TELECOMMUTING POLICY

Date Originated: 2/??/20
Date of Modifications:
Policy Number: 427

1. PURPOSE:

The purpose of this policy is designed to provide guidelines by which employees may participate in home telecommuting. Telecommuting may be supported to meet operational requirements and when determined to be in the best interest of Iowa County.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees and specifically Department Heads and Managers.

3. POLICY:

Iowa County is committed to creating a work environment and culture where the needs of our clients, employees and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Iowa County offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working set scheduled shifts from a remote work area.

Occasional work off-site, including work while traveling on County business, does not constitute telecommuting.

A. DEFINITIONS:

- a. Telecommuting means working one or more days each work week from home instead of commuting to their worksite.
 - i. Iowa County will only allow up to three (3) days per week for Telecommuting days.
- b. Voluntary means employees choose to request a telecommuting arrangement.
- c. Worksite means the Iowa County worksite where the employee would be required to work when not telecommuting.

4. REFERENCES:

5. PROCEDURES:

A. Eligibility

- a. The determination that a position may or may not be appropriate for a telecommuting is made on a case-by-case basis at the department level with approval from the County Administrator.
- b. Departments evaluate whether a position is suitable for telecommuting based on the nature of the work that is being performed. Generally, requests to telecommute should be considered when:
 - i. The employee's duties can be fulfilled within the telecommuting structure.
 - ii. Telecommuting fits with the needs of the department.
 - iii. Telecommuting provides for space savings or increased productivity.
 - iv. The employee has demonstrated and sustained meets expectation reviews, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- c. Request to telecommute should not be considered when:
 - i. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
 - ii. The employee's current job description requires frequent supervision, direction or input from others who are onsite.
 - iii. The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.
 - iv. The employee's performance evaluations do not indicate sustained high performance or the ability to work independently.
 - v. The employee has a documented attendance/tardy problem.
 - vi. The employee has less than one year of service with Iowa County.

B. Request Process

- a. An employee requesting a telecommuting arrangement should submit a written request to their immediate supervisor.
- b. The employee's direct supervisor and/or department head must review and approve the request prior to the review and approval of the County Administrator.

C. Expectations

- a. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- b. Employees who telecommute must comply with all Iowa County policies and department work rules.

- c. Employees who telecommute are expected to have regularly scheduled work hours and to be fully accessible during those work hours.
- d. Employee must provide the following equipment/services for telecommuting at their own expense:
 - i. High speed internet (25 megabit or higher)
 - ii. Phone service
- e. The County will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
- f. All meetings with clients and or visitors conducting business with Iowa County shall not be held in the employee's telecommuting location.

D. HIPAA

- a. Employees in a telecommuting arrangement must comply with all Iowa County policies and procedures concerning the handling of Protected Health Information, Confidentiality, as well as use of computers, internet and email.
- b. It is expected employees fully review and are familiar with policies 410 and 418.
- c. Employees will limit consumer specific information in their possession outside of County offices to that necessary to perform their duties.
- d. The employee's signed Iowa County acknowledgements remain in full effect while telecommuting.

E. Travel Expenses

- a. If during the workday an employee is telecommuting and comes in to the worksite for required business related purposes, the time traveling from the employee's home to the worksite must be treated as job site travel, and the employee's travel time must be counted as hours worked and compensated accordingly plus mileage.
- b. If an employee is required to come to the worksite at the beginning of their normal work schedule and on a normally scheduled telecommute day, the time traveling from the employee's home to the worksite is not treated as job site travel.

F. Equipment

- a. Departments will work with the Information Technology Department to purchase a laptop if a laptop is not already assigned.
- b. All telecommuting work needs to be done under the County software VPN (Virtual Private Network).
- c. Iowa County requires employees meet the following in order to telecommute:
 - i. High speed internet (25 megabit or higher)

- ii. Telephone
 - iii. Monitoring Application System
- d. The County will not provide or reimburse employees for items in 5 (F)(b).
- e. All equipment provided by Iowa County will remain the property of Iowa County and is subject to the same business use restrictions as if located at the organization's on-site work location.

G. Liability

- a. The County will not be liable for damages to the employee's property resulting from participation in the telecommuting program.
- b. Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Iowa County's workers' compensation.
- c. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with Iowa County's Employee Handbook policy 401, Section 6.10.
- d. The employee is liable for any injuries sustained by visitors to his or her work location. Employees will not meet with clients and/or visitors while conducting business with Iowa County at the employee's telecommuting location.
 - i. By participating in the telecommuting arrangement, the employee agrees to hold County harmless against any and all claims including injuries to others at the telecommuting location.

H. Telecommuting Agreement

- a. An agreement between the telecommuting employees and the department is required, and will be placed in the employees personnel file.
- b. The telecommuting agreement may be modified or terminated at any time.
- c. In all cases, telecommuting agreements, must be renewed annually.



AD HOC TELECOMMUTING

Date Originated: 02/??/20
Date of Modifications:
Policy Number: 427.1

1. PURPOSE:

The purpose of this policy is to establish standards and guidance for occasional Ad Hoc telework.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees.

3. POLICY:

Iowa County recognizes the potential benefits to providing flexible working arrangements that will assist employees and Iowa County with balancing the demands of work.

Iowa County may allow employees to work from home on an Ad Hoc basis due to operational requirement, efficiencies and productivity demands of the position.

A. DEFINITIONS:

- a. Ad Hoc Telework: Work performed outside the office on an occasional, one time, or irregular basis and is usually driven by the situation.

4. REFERENCES:

427 Telecommuting Policy

5. PROCEDURES:

A. ELIGIBILITY

To be considered for ad hoc telecommuting, an employee must meet the following eligibility requirements:

- a. Have permanent employment status;
- b. Have a current meets expectations review;
- c. Have access to suitable technology for telecommuting;
- d. Be performing in a role that is suitable for telecommuting.

B. APPROVAL PROCESS

Each Department Head will establish a guideline for applicable Ad Hoc Telecommuting within their department.

Employees who are requesting Ad Hoc Telecommuting should request a meeting with their Manager and Department Head. Employees will be required to fill out an Ad Hoc Telecommuting Request Form and provide that to the Manager and Department Head during the required meeting.

Once the Manager and Department Head approve/decline an Ad Hoc Telecommuting request, the Department Head must notify the County Administrator and the Employee Relations Director.

C. Use of Equipment/Supplies

All employees must use Iowa County computers, and the VPN software for Ad Hoc Telecommuting work.

a. Internet, phone and data charges

Employee will be responsible for paying all expenses for internet, phone and other similar bills.

b. Iowa County Computers

Departments will work with the Information Technology Department to request a laptop, if a laptop is not already assigned.

i. Laptops will be signed out on a first come, first serve basis.

D. Travel Expenses

a. Travel time and/or mileage reimbursement is prohibited under the Ad Hoc Telecommuting policy.

E. Employee Responsibilities

Employees who telecommute have the following responsibilities:

a. Choosing a safe and private workspace for occasional telecommuting, free of hazards and distractions;

b. Communicating with their managers on work that is being performed and completed;

c. Being available by phone and email during the telecommuting hours that have been approved;

d. Adhering to the Ad Hoc telecommuting work hours;

e. Coding their time worked (and time not worked) accurately.

Employees will follow all other guidelines listed in Policy 427 – Telecommuting Policy.