

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

NOTICE OF AN ELECTRONIC MEETING

This meeting will be conducted via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present.

In accordance with Wisconsin law, the meeting will remain open to the public. The public may attend in person at the location noted on the agenda.

The public is encouraged and requested to attend via electronic means.

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, September 15, 2020

7:00 p.m.

Conference Call 1-312-626-6799

Zoom meeting ID: 820 1463 7070

<https://us02web.zoom.us/j/82014637070>

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 Chair John M. Meyers
2. Pledge of Allegiance.
3. Roll Call.
4. Approve the agenda for this September 15, 2020 meeting.
5. Approve the minutes of the September 1, 2020 meeting after amending the Mileage and Per Diem Report to show 19 Members, 411 Miles and \$994.00 Mileage and Per Diem.
6. Update on the Southwestern Wisconsin Regional Planning Commission by Executive Director

Troy Maggied.

7. Distribution of Iowa County Library Grants to Libraries.
8. Special matters and announcements.
 - a) Committee Chair reports.
 - b) Department of Social Services & ADRC 2019 Annual Report. (set out)
9. Comments from the public.
10. Land use changes from the Town:
 - Mineral Point – 1-0920 Rezoning request by Garry Phillips and Doug Phillips.
11. County Administrator's report.

Planning & Zoning Committee:

12. Consider the Zoning Permit Fee waiver request by Pam Lindauer.
13. Amendatory Ordinance 2-0920 Revising Ordinance No. 400.02 Iowa County Subdivision and Land Division Ordinance.

Government Committee:

14. Consider the proposed Iowa County Policy 112 Logo Use and Management Policy.
15. Consider the proposed Iowa County Policy 111 Mileage and Per Diem for Meetings.

Executive Committee:

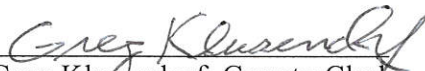
16. Resolution No. 3-0920 Approving the 2021 Low Deductible Plan Option with Iowa County Contributing 82% of the Average Cost of the Two Qualifying Health Plans.
17. Consider the proposed Iowa County Policy 309 Partnership With Businesses.
18. Consider the proposed Iowa County Policy 317 Cash Management: Deposits/Receivables/Sales Tax Collection/Petty Cash.
19. Consider the proposed Iowa County Policy 430 Exempt Employee Recognition.
20. Consider how many supervisors would use laptops if the County would use grant money to purchase the laptops for County Board Supervisors and the possible purchase of them.
21. Consider raising the Iowa County Board of Canvassers per diem from \$50 per day to \$75 per day.

Other:

- ***22. Consider the Transfer Agreement to transfer Leftover 2016 General Airport Block Grant 79

Funding from the Iowa County Airport at Mineral Point to another project for the Langlade County Airport.

23. Consider amending Resolution No. 2-0520 by setting the limit the Committee Liaison can spend and the limit the committee can spend.
24. Chair's report.
25. Mileage and Per Diem Report for this September 15, 2020 meeting.
26. Motion to adjourn to October 20, 2020.


Greg Klusendorf, County Clerk

Posted 9/11/2020

You may attend via videoconference by downloading the free Zoom program to your computer at <https://zoom.us/download> At the date and time of the meeting, you log on through the Zoom program and enter the Meeting ID from the above agenda. You may also attend via conference call by dialing the phone number listed on the agenda above.

**PROCEEDINGS OF THE SPECIAL SESSION OF
THE BOARD OF COUNTY SUPERVISORS
OF IOWA COUNTY, WISCONSIN**

The meeting was held in person and via electronic videoconferencing/teleconferencing.

The Board of Supervisors met in the Health and Human Services Center Community Room in the City of Dodgeville on Tuesday, September 1, 2020 at 7:00 p.m. and was called to order by the Honorable John M. Meyers, Chair of the Board.

The Board, in unison, led the reciting of the Pledge of Allegiance to the Flag.

Roll call was taken: 19 members present, 2 missing. Dewan Jenkins was excused. Alex Ray was absent.

Members attending in person: Doug Richter, Stephen Deal, Susan Storti, Daniel Nankee, Ronald Benish, David Gollon, Curt Peterson, Joan Davis, Bruce Haag, Mike Peterson, Richard Rolfsmeyer, John Meyers, Jeremy Meek, Mel Masters and Kevin Butteris.

Members attending remotely: Judy Lindholm, Bruce Paull, Justin O'Brien and Don Leix.

Sup. Rolfsmeyer moved to approve the agenda for this September 1, 2020 meeting. Sup. Nankee seconded the motion. Carried.

Aye-19 Nay-0

The Clerk informed Chair Meyers that in the August minutes he had inadvertently stated that Joan Peterson was present instead of Joan Davis

Sup. Davis moved to approve the minutes of the August 18, 2020 meeting with the change. Sup. Benish seconded the motion. Carried.

Aye-18 Nay-0 Abstention-1

Sup. Gollon abstained from voting.

There were no comments from the public.

County Administrator Larry Bierke did not have a report for the Board.

The Board considered change order protocols and communication with contractor representatives. No action was taken.

The Board considered money saving change orders, balance in contingency. No action was taken.

Sup. Storti moved to approve change order #PR 10, sidelights for detention frames. Sup. Leix seconded the motion.

During the discussion Sup. Masters asked the representative from Kraemer Brothers, David Vandewater, if Kraemer's would give the county a price break on this change order. Mr. Vandewater stated that Kraemer Brothers would forgo their KBI Fee of \$6,594.00, which lowered the Proposal Request from \$94,513.00 to \$87,919.00.

Sup. Masters moved to amend #PR 10 to show a cost amount of \$87,919.00. Sup. Rolfsmeyer seconded the motion. Carried.

Aye-19 Nay-0

Vote was taken on the amended main motion. Carried.

Aye-19 Nay-0

Mr. Vandewater informed the Board that there savings found in PR 15. Instead of the Total Add being \$68,137.00 it was now \$65,805.00.

Sup. Paull moved to approve change order #PR 15, additional wiring for outlets, kiosks and telephones in the building with the new amount being \$65,805.00. Sup. Leix seconded the motion. Carried.

Aye-19 Nay-0

Other:

Chair Meyers thanked everyone involved for the hard work they have put in.

Mileage and Per Diem Report for this September 1, 2020 Session of the Board was presented.

19 Members 445 Miles \$1,012.53 Mileage and Per Diem

Sup. Deal moved to approve the report.

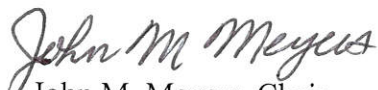
Sup. Storti seconded the motion. Carried.

Aye-19 Nay-0

Sup. Haag moved to adjourn to September 15, 2020. Sup. M. Peterson seconded the motion. Carried.

Aye-19 Nay-0

Meeting adjourned at 7:57 p.m.


John M. Meyers, Chair


Greg Klusendorf, County Clerk

2020-2021 Iowa County Library Grant Program

During the July 7, 2020 meeting, it was determined that the Iowa County Library Committee would offer a grant to its member libraries. The total amount available for the grants was set at \$5,900; the maximum grant request was set at \$1,200 with the ICLC committing 90% of the funds and the applicant responsible for 10%. Funds would be issued and the applicant would have 12 months to implement their plan and provide the Iowa County Library Committee the results of their program.

The following libraries, in order of the plan receipts, are listed with dollars values.

		Total	Committee	Member	Total
1. Mineral Point	Life's a Beach Summer Program	\$1,200.00	\$1,080.00	\$120.00	\$1,200.00
2. Muscoda Library	Family Movie Night	\$1,016.95	\$915.26	\$101.70	\$1,016.95
3. Cobb Library	Point Five Outdoor Concert	\$700.00	\$630.00	\$70.00	\$700.00
4. Dodgeville Library	Ridgeway Outreach Project	<u>\$1,140.87</u>	<u>\$1,026.78</u>	<u>\$114.09</u>	<u>\$1,140.87</u>
		<u>\$4,057.82</u>	<u>\$3,652.04</u>	<u>\$405.78</u>	<u>\$4,057.82</u>

Total Funds available: \$5,900.00

Amendatory Ordinance No. 1-0920

To the Honorable Iowa County Board of Supervisors:

Whereas a petition for a land use change has been made by Garry Phillips and Doug Phillips;

For land being part of the SW ¼ of the SW ¼ of Section 11-T5N-R3E in the Town of Mineral Point; affecting tax parcels 018-0089 and 018-0089.02.

And, this petition is made to rezone 7.42 acres from A-1 Agricultural and AR-1 Agricultural Residential to all AR-1 Agricultural Residential and 10.71 acres from A-1 Agricultural to C-1 Conservancy;

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

Whereas a public hearing, designated as zoning hearing number **3124** was last held on **August 27, 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 is duly recorded within 6 months of County Board approval.

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 X 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 **September 15, 2020**. The effective date of this ordinance shall be **September 15, 2020**.


Greg Klusendorf
Iowa County Clerk

Date: 9/16/20



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 August 27, 2020

Zoning Hearing 3124

Recommendation: **Approval**

Applicant(s): Garry and Doug Phillips

Town of Mineral Point

Site Description: SW/SW of S11-T5N-R3E also affecting tax parcels 018-0089; 0089.02

Petition Summary: This is a request to enlarge at existing AR-1 Ag Res lot from 4 acres to 7.42 acres by rezoning from A-1 Ag to AR-1 Ag Res and to create a 10.71-acre C-1 lot.

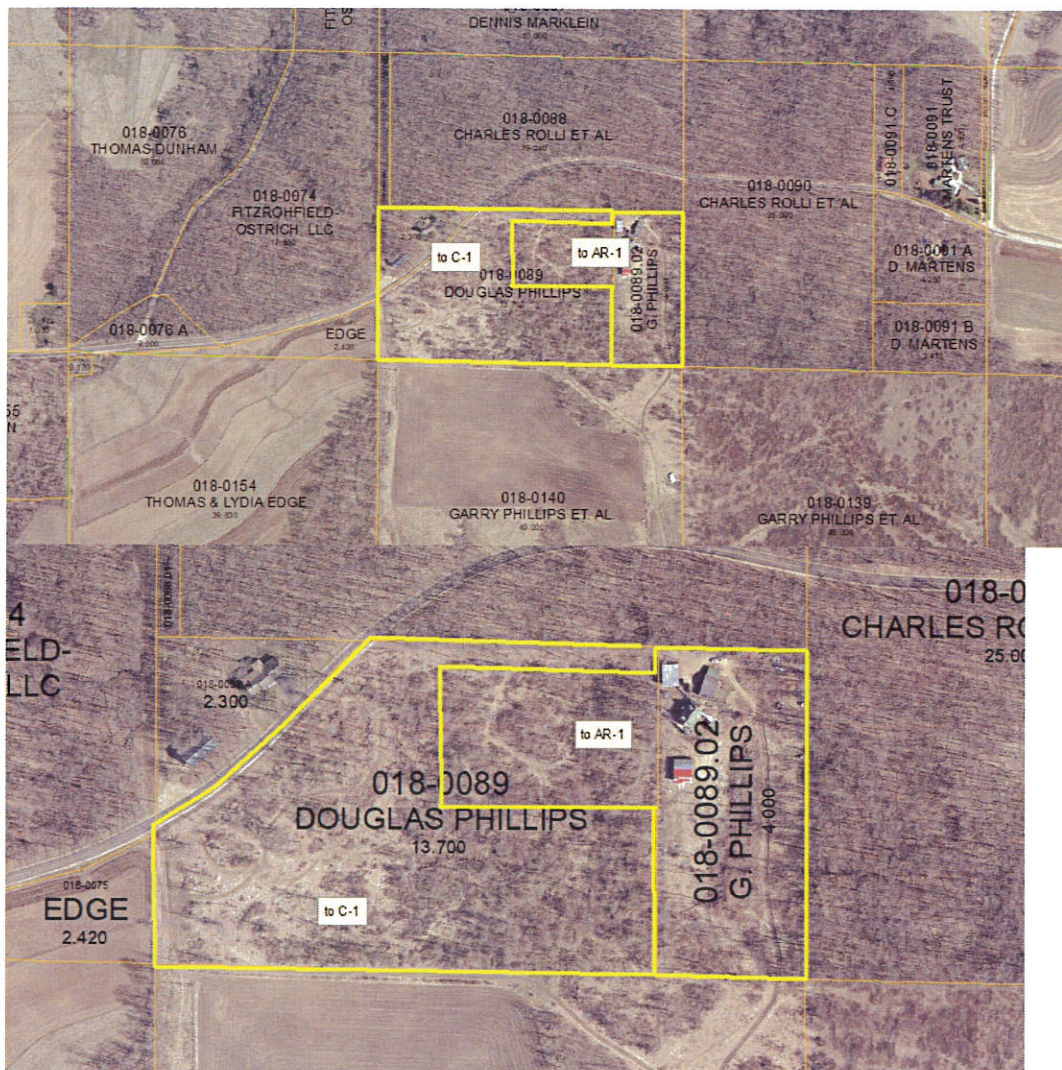
Comments/Recommendations

1. The applicants are proposing a sale between each other that will result in enlarging an AR-1 lot to 7.42 acres and rezoning the remaining 10.71 acres of the grantor's land to C-1 Conservancy.
2. If approved, the AR-1 lot would be eligible for one residence (existing), accessory structures and up to 3 livestock type animal units. The C-1 lot would allow open space uses but no development that would require a zoning permit.
3. The Town's 40-acre residential density does not apply as no additional residential lots are being proposed.
4. The associated certified survey map has not been submitted for formal review.
5. Per Section 11.0 of the Iowa County Zoning Ordinance, the following standards are to be considered when deciding a zoning change:
 1. The petition is consistent with the Iowa County Comprehensive Plan and the comprehensive plan of any Town affected by said petition.
 2. Adequate public facilities and services (including sewage and waste disposal, water, gas, electricity, schools, police and fire protection, and roads and transportation, as applicable) will be available as required by the petition while maintaining adequate levels of service to existing development.
 3. Provisions of public facilities to accommodate the petition will not place an unreasonable burden on the ability of affected local units of government to provide the.

4. The petition will not result in significant adverse impacts upon surrounding properties or the natural environment, including air, water, noise, stormwater management, soils, wildlife and vegetation.
5. The land associated with the petition is suitable for the proposed development and said development will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas.
6. The petition will not be used to legitimize a nonconforming use or structure.
7. The petition is the minimum action necessary to accomplish the intent of the petition, and an administrative adjustment, variance, or Conditional Use Permit could not be used to achieve the same result.
8. The petition will not result in illegal "spot zoning" (i.e. use is inconsistent with surrounding properties and serves only a private, rather than public interest).

Town Recommendation: The Town of Mineral Point is recommending approval

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



AGENDA ITEM COVER SHEET

Title: Zoning Permit Fee Waiver Request by Pam Lindauer

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Ms. Lindauer's house burned in February 2020 and she is requesting a waiver of the \$250 zoning permit fee to rebuild.

RECOMMENDATIONS (IF ANY):

The Planning & Zoning Committee took action on Aug. 27, 2020 to recommend approval due to the fire.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Letter from Ms. Lindauer.

FISCAL IMPACT:

\$250 less revenue in the department budget

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Scott A. Godfrey

DEPT: Planning & Development

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: Aug. 27, 2020

AGENDA ITEM # 8

COMMITTEE ACTION:

The Planning & Zoning Committee took action on Aug. 27, 2020 to recommend approval due to the fire.

July 24, 2020

Scott Godrey
Office of Planning & Development
222 N. Iowa St.
Rodgeville, NH 53533

Dear Scott,

I am writing to request a waiver of the permit fee from the Iowa County Planning & Zoning Committee due to me having to rebuild my house after a natural disaster.

On February 6th we had a house fire. My daughter, granddaughter, and I made it out in time, but a cat and dog was lost in the fire. I am a widow since losing my husband from cancer in 2013. I have had a 5½ month personal leave with no income as I worked from home. I had insurance, but not replacement insurance as it was part of a farm policy. Consequently, we are rebuilding only the house at this time, but hope to rebuild the garage at a later date.

I would greatly appreciate your consideration. It would be extremely helpful if this fee could be waived.

Thank you.

Sincerely,

Pam Lindauer.

Amendatory Ordinance No. 2-0920

To the Honorable Iowa County Board of Supervisors:

Whereas, as part of a countywide effort to review and update ordinances as needed, the Iowa County Planning & Zoning Committee has reviewed the Iowa County Subdivision and Land Division Ordinance, Ordinance No. 400.02;

Whereas, the Committee found revisions to be made that streamline the plat review process by eliminating unnecessary submittal requirements;

Whereas, the Committee held a public hearing on August 27, 2020 on proposed revisions to said ordinance revisions and took action to recommend adoption by the Iowa County Board of Supervisors;

Now Therefore Be It Resolved that the Iowa County Subdivision and Land Division, Ordinance No. 400.02 be approved as shown in Attachment A.

Respectfully submitted by the Iowa County Planning & Zoning Committee.

I, the undersigned Iowa County Clerk, hereby certify that this Amendatory Ordinance was X approved as recommended: _____ approved with amendment: _____ denied as recommended; _____ rereferred to the Iowa County Planning & Zoning Committee by the Iowa County Board of Supervisors on **September 15, 2020**. The effective date of this ordinance shall be **September 15, 2020**.


Greg Klusendorf
Iowa County Clerk

Date: 9/16/20

AGENDA ITEM COVER SHEET

Title: Revision of Iowa County Subdivision & Land Division Ordinance

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

This is a proposal to revise said ordinance to streamline the plat review process by eliminating unnecessary submittal requirements.

RECOMMENDATIONS (IF ANY):

Approve revisions

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

copy of the proposed revisions - Attachment A

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: Planning & Development

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: August 27, 2020

AGENDA ITEM # 7

COMMITTEE ACTION:

Recommend adoption or revisions as proposed

Appendix A

Iowa County Subdivision and Land Division Ordinance

Available at the Iowa County Office of Planning and Development
222 North Iowa Street
Dodgeville, WI 53533
(608) 935-0398 or fax: (608) 930-1205
scott.godfrey@iowacounty.org

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- 1.00 **Authority.** These regulations are adopted under the authority granted by § 236.45 of the Wisconsin Statutes, and pursuant to §§ 59.69, 281.31 and 281.33 of the Wisconsin Statutes.
- 1.10 **Purpose and Intent.** The purpose of this ordinance is to promote the public health, safety and general welfare of the County, and to lessen congestion in the streets and highways; to further the orderly layout and use of land; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision for transportation, water, sewerage, energy and communications facilities, surface drainage, schools, parks, playgrounds and other public requirements; to facilitate the further re-subdivision of larger parcels into smaller parcels of land.
- 1.20 **Severability.** If any section, provision or portion of this ordinance is adjudged invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
- 1.30 **Repeal.** All other ordinances or parts of ordinances of Iowa County inconsistent or in conflict with this ordinance, to the extent of inconsistency or conflict only, are hereby repealed.
- 1.40 **Title.** This ordinance shall be entitled the "*Iowa County Subdivision and Land Division Ordinance*".
- 1.50 **Effective Date.** This ordinance shall be effective upon passage and publication.
- 1.60 **Definitions.** For the purposes of this ordinance, the following definitions shall be used. Words used in the present tense include the future; the singular number includes the plural number; and the plural number includes the singular number. The word "shall" is mandatory and not directory.

Agency: The Iowa County Office of Planning and Development.

Certified Survey Map: A map of land division, not a subdivision, prepared in accordance with § 236.34 Stats., and in full compliance with the applicable provisions of this ordinance. A certified survey map has the same legal force and effect as a subdivision plat.

Committee: Iowa County Planning and Zoning Committee.

Common Open Space: Undeveloped land within a conservation subdivision that has been designated, dedicated, reserved, or restricted in perpetuity from further development and is set aside for the use and enjoyment by residents of the development. Common open space shall not be part of individual residential lots. It shall be substantially free of structures, but may contain historic structures and archaeological sites and/or such recreational facilities for residents as indicated on the approved development plan.

Comprehensive Plan: A community plan which has been developed and adopted in accordance with Chapter 59.69(2) or (3); 60.22(3); 62.23(2) or (3); or 66.1001 Wis., Stats.

Condominium: A community association combining individual unit ownership with shared use or ownership of common property or facilities, established in accordance with the requirements of the Condominium Ownership Act, Chapter 703 WI Statutes. A condominium is a legal form of ownership of real estate and not a specific building type or style.

Conservation Easement: The grant of a property right or interest from the property owner to a unit of government or nonprofit conservation organization stipulating that the described land shall remain in its natural, scenic, open or wooded state, precluding future or additional development.

Conservation Subdivision: A housing development in a rural setting that is characterized by compact lots and common open space, and where the natural features of the land are maintained to the greatest extent possible.

Contiguous: For the purposes of this ordinance, this shall refer to property that is adjoined by a minimum of 50 feet of shared boundary.

Development: Any manmade improvements to a property that may require a permit, such as the construction of a driveway, building, structure, pond, grading/filling or modifications to any such existing improvements, including a land division.

~~**Development Envelope:** An area within which grading, lawns, pavement and buildings will be located.~~

Commented [SG1]: Proposing to eliminate need for designating a development envelope. Minimum setbacks will still need to be shown on the plat.

Development Plan: A general site analysis for a land division or subdivision and its environs identifying and analyzing the natural and cultural features of the area.

Extraterritorial Plat Approval Jurisdiction: The unincorporated area within three (3) miles of the city limits of a city of the first, second or third class, if said city has a subdivision ordinance or official map, or within one and one-half (1½) miles of the corporate limits of a city of the fourth class or a village, if said city or village has a subdivision ordinance or official map.

Homeowners Association: A community association incorporated or not incorporated, combining individual home ownership with shared use or ownership of common property or facilities.

~~**Land Division:** Any division of a parcel of land where the act of division creates a lot or parcel or building site of less than 40 contiguous acres.~~

Commented [SG2]: Building site isn't necessary and wasn't defined.

Lot: A parcel of land occupied by or designed to provide space necessary for one main building and its accessory buildings or uses that abuts by ownership or legal easement a publicly dedicated street. A lot shall be created by a subdivision plat, or

certified survey map, or a parcel described in a conveyance recorded with the Iowa County Register of Deeds, which complies with the minimum size requirements pursuant to the applicable zoning district designation in effect at the time of the land division or recording of the conveyance. A tax parcel shall not be considered a lot. No land included in any street, highway, or railroad right-of-way shall be included when computing the area for minimum lot sizes where said right-of-way has been deeded to a separate identity. Unless previously deeded or dedicated, no street, highway, easement, railroad right-of-way, river, stream or water body shall constitute a break in contiguity.

Master Plan: A plan for guiding and shaping the growth or development of Iowa County or of a community or area in Iowa County which has been adopted by a governmental unit of Iowa County, and whose preparation is authorized by the Wisconsin Statutes.

Navigable Waters: Lake Superior, Lake Michigan, all natural inland lakes within Wisconsin and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this state, including the Wisconsin portion of boundary waters, which are navigable under the laws of this state.

Nonprofit Conservation Organization: Any charitable corporation, charitable association or charitable trust (such as a land trust), the purposes or powers of which include retaining or protecting the natural, scenic or open space values of real property, assuring the availability of real property for agricultural, forest, recreational or open space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological or cultural aspects of real property.

Official Map: A map indicating the location, width, extent of existing and proposed streets, highways, parks and playgrounds adopted by a municipality in Iowa County in accordance with § 62.23 Stats.

Outlot: That portion of land included within a plat or certified survey map not numbered or otherwise identified as a lot.

Parcel: A tract of land that does not meet the definition of a Lot as defined in this ordinance, see Lot

Commented [SG3]: This covers remnants included in the plat that aren't large enough to be a developable lot. This with the definition of a "Lot" will mean such remnants will need to be designated as outlots.

Parent Parcel: The existing parcel of record, as described on a deed of ownership so recorded with the Register of Deeds. The parent parcel shall include all individual tax parcels as described in said deed, provided they are contiguous.

Planned Unit Development. One or more lots or parcels of land to be developed as a single entity, the plan for which may propose intensity increases, mixing of land uses, open space conservation, or any combination thereof, but which still corresponds to the applicable zoning district's use requirements. The applicable zoning district's lot sizes and setbacks may be modified as provided for in this ordinance.

Plat: A map of a subdivision.

Replat: The changing of the boundaries of a recorded subdivision plat or any part thereof.

Shoreland Area: All lands lying within one thousand (1,000) feet of the normal, high water elevation of navigable lakes, ponds, or flowages, or within one thousand (1,000) feet of the high water mark of glacial potholes; all lands lying within three hundred (300) feet of the normal, high water mark of navigable streams, or within the flood plain thereof, whichever distance is greater. For the purposes of this ordinance, the term "navigable waters" applies to all nonintermittent streams and bodies of water indicated on the 7.5 minute series of the United States Geological Survey Quadrangles, and any other rivers, streams, lakes, ponds or flowages designated as navigable by the Wisconsin Department of Natural Resources.

Street: A public way or right-of-way for vehicular or pedestrian and vehicular traffic.

- (a) Arterial Streets and Highways. Streets which provide for rapid movement of concentrated volumes of traffic over relatively long distances between activity areas. This includes all Federal highways other than the interstate highway, all state and county highways, and designated township roads.
- (b) Local Streets. Streets designed for low speeds and volumes, which provide access from low traffic generating areas to collector and arterial streets.

Subdivider: A person, firm, corporation and/or their designated agent initiating the creation of a land division or subdivision.

Subdivision: The division of a lot, parcel or tract by the owner thereof, or his agent, for the purpose of transfer of ownership or building development where the act of division creates five (5) or more parcels or building sites of five (5) acres each or less in area or where the act of division creates five (5) or more parcels or building sites of five (5) acres each or less in area by successive division within a five-year period.

2.00 General Provisions.

2.10 Jurisdiction

- a. Unincorporated Areas. The provisions of this ordinance shall apply in all unincorporated areas of Iowa County Wisconsin.
- b. Jurisdiction in Incorporated Areas. The provisions of this ordinance shall apply in all incorporated areas, which have, under Section 66.30 of the Wisconsin Statutes, entered into agreement with Iowa County for the cooperative exercise of the authority to approve plats of subdivisions.

- 2.20 **Applicability and Compliance.** The subdivision and conservation subdivision standards apply to all divisions of a parent parcel by a subdivider where the division creates a subdivision. The conservation subdivision design may be required by the county due to the physical characteristics of the subject property or where such a

design best serves the intent and purpose of any comprehensive plan having jurisdiction.

- 2.30 Compliance With Ordinances, Statutes, Regulations and Plans.** Any person, firm or corporation dividing land which results in a subdivision or a land division shall prepare a subdivision plat, certified survey map, or plat of survey in accordance with the requirements of this ordinance and applicable state statutes. Preliminary plats, or final plats if no preliminary plat is required, must comply with the ordinance in effect at the time the plat is submitted. If the ordinance is revised while a plat is moving through the review process, the provisions of the revised ordinance cannot be applied to the plat.
- 2.40 Access.** No lot, land division or parcel shall be created or sold unless it is accessible to a street. Every lot within a subdivision shall front on a publicly dedicated and improved street for a distance of at least the minimum lot width for the proposed zoning district. Every lot, parcel or tract not located within a subdivision shall front on a publicly dedicated street for at least the minimum lot width of the proposed zoning district. An irrevocable recorded access of a minimum 66 feet in width to a public right-of-way from an otherwise isolated single lot may be provided in lieu of owned abutment.
- 2.50 Dedication of Lands for Streets and Public Ways.** Whenever a parcel of land to be divided or sold as a subdivision or as a land division contains all or in part, a street, drainage way, or other public way, which has been designated in a master plan defined in this ordinance, or an official map adopted under Section 62.23 of the Wisconsin Statutes, said street or public way may be required to be platted and dedicated in the location and width indicated unless otherwise provided herein. Any street created for the purposes of this Section shall be made a part of a plat or certified survey, and dedicated to the public for street purposes. However, the dedication of street right-of-way shall not create a commitment on the part of any public agency to construct, improve or maintain any roadbed placed upon said right-of-way. Acceptance of any street, road or highway for maintenance purposes shall require compliance with the design and construction standards of this ordinance and those of the applicable highway maintenance authority. The width of any dedicated street shall be sixty-six (66) feet, unless a wider right-of-way is requested by the appropriate highway authority, in which case, the wider right-of-way shall be dedicated. Rights-of-way less than sixty-six (66) feet wide are prohibited.

2.60 Land Suitability. No land shall be developed which is held to be unsuitable for any proposed use if identified as being environmentally sensitive. Areas determined to be environmentally sensitive may be included as common open space in a conservation subdivision but shall not be included in the development yield analysis in Section 8.1 of this ordinance. These lands shall be identified as an outlot or other designation that indicates the land is not available for development.

Areas identified as being environmentally sensitive include, but are not limited to:

1. All areas mapped as Floodplain by the Federal Emergency Management Agency (FEMA), WI Department of Natural Resources.

2. All wetlands as defined in NR 103.02(5) of the WI Administrative Code, including a seventy five foot buffer.
3. All areas within seventy five feet of the ordinary high water mark of navigable streams and lakes, as identified by the Agency.
4. All areas having slopes greater than ~~twenty-five~~ twenty-five (25) percent.
5. Areas that are known to provide habitat for rare, threatened or endangered species.
6. Burial sites and Indian mounds.
7. Drainage ways that contain running water during spring runoff, during storm events or when it rains. A twenty-five (25) foot vegetative buffer from the edge of the drainage way shall be maintained.
8. Areas that are designated as unsuitable for development in any comprehensive plan having jurisdiction.

Commented [SG4]: This reflects revised limitations for septic systems...used to be 12%.

2.70 Exceptions. The provisions of this ordinance shall not apply to transfer of interests in land by will or pursuant to court order; leases for a term not to exceed ten (10) years, mortgages or easements; or the sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by this ordinance, the county zoning ordinance or other applicable laws or ordinances. The creation or realignment of a public right-of-way by a public agency shall be exempt from the provisions of this Ordinance.

2.80 Abrogation and Greater Restrictions:

1. Public Provisions. These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law except as provided in these regulations. Where any provision of these regulations imposes restrictions different from those imposed by any other provisions of these regulations or any other ordinance, rule or regulation, or other provision of law, the provision which is more restrictive or imposes higher standards shall control.
2. Private Provisions. These regulations are not intended to abrogate any easement, covenant or any other private agreement or restriction, provided that where the provisions of these regulations are more restrictive than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern. Where the provisions of the easement, covenant, or private agreement impose duties and obligations more restrictive than these regulations, and the private provisions are not inconsistent with these regulations, then the private provisions shall be operative and supplemental to these regulations and the determinations made under the regulations.

2.90 Interpretation. In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare. These regulations shall be construed broadly in favor of the county to promote the purposes for which they are adopted.

3.00 Subdivision Procedure.

3.10 Pre-Application Procedure. Prior to filing an application for approval of a subdivision plat, the subdivider and/or his agent shall consult with the staff of the Agency for advice and assistance for the purpose of reviewing the procedures and requirements of this ordinance and other ordinances, and any plans or data which may affect the proposed development. If rezoning the affected property will be required in association with the proposed plat, the rezoning process shall be required to be completed prior to the consideration of a preliminary plat.

3.20 Initial Application. After the consultation with the Agency, the subdivider shall submit a series of maps and descriptive information to the Agency according to the following. Mapping for the initial application can be done in any combination of features as long as individual map components can be distinguished and the relationship between map components can be determined.

1. Inventory and mapping of existing resources including the following mapped at a scale of no less than one inch equals 100 feet:

a. Topographic contours at 2-foot intervals.

b. ~~U.S. Department of Agriculture, Natural Resource Conservation Service soil type locations and identification of soil type characteristics such as agricultural capability, depth to bedrock and water table, and suitability for wastewater disposal systems.~~ Type and stability of bedrock should also be noted, particularly in karst areas and areas with high potential from groundwater contamination due to fractured bedrock or the presence of arsenic and mercury.

Commented [SG5]: There are no longer development restrictions in county zoning so this information isn't necessary. The part to be kept makes developer responsible to investigate feasibility of development.

c. Hydrologic characteristics, including surface water bodies, floodplains, groundwater recharge and discharge areas, wetlands, shorelands, natural swales, drainage ways, and slopes in excess of ~~twenty-five~~ (25+0) percent.

Commented [SG6]: See Section 2.6(4) comment above

d. Land cover on the site, according to general cover type (pasture, woodland, etc.).

e. Current and past land use, all buildings and structures on the land, cultivated areas, brownfields, waste sites, and history of waste disposal practices, paved areas, and all encumbrances, such as easement or covenants.

f. Known critical habitat areas for rare, threatened or endangered species.

g. ~~Views of the site, including views onto the site from surrounding roads, public areas and elevated areas, including photographs with a map indicating the location where the photographs were taken.~~

Commented [SG7]: This is an aesthetic consideration and the County generally has been hesitant to regulate aesthetics. In addition, there are no standards within to justify this requirement.

h. Unique geological resources, such as rock outcrops, caves, etc.

i. Cultural resources: brief description of historic character of buildings and structures, historically important landscapes, and archeological features. This includes a review of the existing inventories, including those the State Historical Society of Wisconsin maintains for historic, archaeological sites and burial sites.

2. Development yield analysis ~~for conservation subdivision only~~: The subdivider shall submit a table showing the maximum number of dwelling units that would be permitted under the county zoning ordinance, consistent with the minimum lot size, lot widths, setbacks, and other provisions of the proposed zoning district and compare it to the number of dwelling units proposed. This analysis shall also include any minimum lot size and density standard established by town ordinance or comprehensive plan. Land that cannot be developed because of other laws and ordinances that prohibit development in certain areas (floodplains, wetlands, steep slopes, drainage ways, etc.) shall be excluded for the development yield analysis.

3. Site analysis and concept plan: Using the inventory provided in Section 3.20(2) and applying the design standards specified in Section 4.00(4) of this ordinance, the subdivider shall submit a concept plan including at least the following information at a scale of no less than one inch equals 100 feet:

- a. Open space areas indicating which areas are to remain undeveloped and trail location.
- b. Boundaries of areas to be developed and proposed general street and lot layout.
- c. Number and type (single-family, multi-family) of housing units proposed.
- d. Proposed methods for and location of water supply, stormwater management (best management practices) and sewage treatment.
- e. Inventory of preserved and disturbed natural features and prominent views.

~~f. Preliminary development envelopes showing areas for lawns, pavement, buildings and grading.~~

Commented [SG8]: The developer often doesn't know this information at this point in the project. It isn't necessary.

g. Proposed methods for ownership and management of open space.

4. General location map: The subdivider shall submit a map showing the general outlines of existing buildings, land uses and natural features such as water bodies or wooded areas, roads and property boundaries within 500 feet of the tract. This information may be presented on an aerial photograph at a scale of no less than one inch equals four hundred feet.

- 3.21 **Review of Initial Application.** Within thirty (30) days following the filing of a complete initial application, the Agency shall arrange to meet with the subdivider to review the initial application. Staff from appropriate state agencies and local jurisdictions with review authority may also be requested by the Agency to review the application. The Agency shall make the determination of whether the initial application is complete. The Agency may also schedule a visit to the site with the

subdivider to review the existing features of the site and the concept plan. The visit shall occur prior to or as part of the meeting. The Agency shall also solicit comment from any town wherein the affected land lies as part of its review. Within thirty (30) days following the meeting, the Agency shall provide a written report informing the subdivider of any additions, changes or corrections to the concept plan submitted as part of the initial application.

3.30 Preliminary Subdivision Plat. Following the review and comment of the initial application, the subdivider shall file an application for review and approval of a preliminary plat with the Agency.

1. A preliminary plat shall be required for all subdivisions. Proposal of a preliminary plat shall require a public hearing before the Committee for review and action. No final plat shall be approved prior to the approval of required preliminary plat. The application for approval of a preliminary plat shall include all data required by this ordinance accompanied by one (1) reproducible and five (5) copies of the proposed preliminary plat.
2. The preliminary plat shall include the entire contiguous area owned or controlled by the subdivider unless a development plan has been filed, in which case, only that portion of the area designated for development in the development plan need be included.
3. The Agency shall forward copies of each preliminary plat submitted to all units of general-purpose local government within one-quarter (1/4) mile of the area shown in the preliminary plat. A municipality may not deny approval of a plat on the basis of the proposed use of land within the extraterritorial plat approval jurisdiction of the municipality, unless the denial is based on a plan or regulations, or amendments thereto, adopted by the governing body of the municipality under s.62.23(7a)(c) WI Stats.
4. Once deemed complete for review, the preliminary plat shall be considered at a public hearing before the Committee. The Committee shall act to approve, approve with condition or deny the preliminary plat within 90 days from when accepted as complete for review. Any conditions of approval or reasons for denial shall be stated in writing with the decision. The 90-day timeframe can be extended upon agreement of the subdivider. Failure of the Committee to act within this timeframe, or extension thereof, constitutes an approval of the preliminary plat. The Committee may impose conditions to the approval of the preliminary plat provided they are reasonable to the intent and goals of the underlying zoning or comprehensive plan and/or are supported by logical, rational data. Any such conditions are binding and shall be required to be reflected on the Final Plat.
5. The effect of approval of the preliminary plat shall be valid for six (6) months from the date of approval by the Committee. Approval or conditional approval

of a preliminary plan shall not constitute automatic approval of the final plat. The preliminary plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat, which will be subject to further consideration by the Committee and Agency at the time of its submission. If it so chooses, the Committee may designate review and approval of the final plat to the Agency alone, provided this was part of the approval action of the preliminary plat.

6. If the subdivider desires to amend the preliminary plat as approved, the subdivider may resubmit the amended plat, which shall follow the same procedure, except for the fee, unless the amendment is, in the opinion of the Committee, of such scope as to constitute a new plat, in which case it shall be filed as a new proposal.

4.00 Preliminary Plat Procedure. The preliminary plat shall be based upon a survey by a registered land surveyor or engineer and shall be drawn at a scale of one hundred (100) feet to one (1) inch, and shall show correctly on its face:

1. Name of the proposed subdivision. The proposed name of the plat shall not duplicate or be alike in pronunciation of the name of any plat previously recorded in the county.
2. Project ownership and development information.
 - a. Name, address and telephone number of the legal owner and, if applicable, agent of the property.
 - b. Name, address and telephone number of the professional person(s) responsible for subdivision design, for the design of public improvements and for surveys.
 - c. Date of preparation.
 - d. A draft of any proposed covenants or deed restrictions.
3. Existing site conditions.
 - a. Boundary line of the proposed site and all property to be subdivided. Include all contiguous land owned or controlled by the subdivider.
 - b. Location, width and names of all existing platted streets and rights-of-way to a distance of 100 feet beyond the site.
 - c. Show the type, width and condition of street improvements; railroad or major utility rights-of-way; parks and other public open spaces; location and widths of existing recreation trails; and permanent buildings and structures to a distance of 100 feet beyond the site, if any.

- d. Location, widths and names of all existing public and private easements to a distance of 100 feet beyond the site, if any.
 - e. Identify by name and ownership boundary lines of all adjoining lands within 100 feet of the proposed plat.
 - f. Topographic data including contours at vertical intervals of not more than two feet. Elevation values shall be based on the National Geodetic Vertical Datum of 1929 (NGVD 29) or the North American Datum of 1988 (NAVD 88) or future adjustments to NAVD 88 as defined by the National Geodetic Survey and should also be so noted on the plat.
 - g. Significant natural resource features on the site, such as wetlands, floodplains, watercourses, existing wooded areas, steep slopes, drainage ways; rare, threatened and endangered species; and other natural resource features, views and other prominent visual features.
 - h. Burial sites categorized under Section 157.70 of the WI Statutes, Indian mounds, national and state register listed properties, and locally designated historic properties.
 - i. Legal description of the property.
 - j. Existing zoning classifications for land in and abutting the subdivision.
 - k. Total acreage of the proposed site.
 - l. Provide graphic scale, north arrow and date.
4. Subdivision design features.
- a. Layout of proposed streets according to Section 8.20(5) of this ordinance, showing right-of-way widths, types of improvements, street surface widths and proposed street names. All proposed street names shall be approved by the county in accord with the Iowa County Address and Street Name Ordinance.
 - b. Locations and type of proposed public easements (drainage, utility, pedestrian, public access to waterways, etc.); and all conservation easements.
 - c. Layout of proposed blocks and lots within the plat.
 - d. Basic data regarding proposed and existing (if applicable) lots and blocks, including numbers, dimensions and area.
 - e. Minimum front, side and rear yard building setback lines for all lots.

~~f. Indication of the use of all lots.~~

Commented [SG9]: This is relevant for the associated zoning approval and not appropriate for the platting process.

~~g.f.~~ Location and size of all proposed and existing public sanitary sewer lines and water mains and, proposed community sewer and water systems, ~~or individual on-site septic systems and potable water sources.~~ All lots proposed to be served by a private on-site septic system shall require a soil test to be performed and filed with the Agency prior to acceptance of the preliminary plat application being considered complete.

Commented [SG10]: Added as soil tests for private septic system sites on each lot is being recommended to be eliminated in the rest of this paragraph

~~h.g.~~ Location and size of all proposed and existing storm sewers (lines, drain inlets, manholes), culverts, retention ponds, swales, infiltration practices and areas and other stormwater facilities within the plat and to a distance of 100 feet beyond the site.

Commented [SG11]: A developer often doesn't know where the house is to be located on a lot, which can influence where the septic system should be. With the current State sanitary code, there are very limited situations where a system cannot be located. Therefore, this is an unnecessary and often significant expense.

~~i.h.~~ Development envelopes showing areas for grading, lawns, pavement and buildings.

Commented [SG12]: This isn't necessary as most developers do not know where buildings are to be proposed. Minimum setbacks will still be required to be shown.

~~j.i.~~ Open space areas, other than pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such area or areas in acres. Provide information on the conditions, if any, of the dedication or reservation.

~~k.j.~~ Management plan for restoration and long-term management of the open space areas.

~~l.k.~~ Drainage way Easements: Where a subdivision is traversed by a water course, Drainage way, channel or stream, there shall be provided an adequate Drainage way easement as required by the Committee. The location, width, alignment and grading of such easements shall be of such a width and design to accommodate the anticipated discharge from the property being subdivided and also the anticipated runoff that will occur when property at a higher elevation in the drainage basin is developed.

~~m.l.~~ Additional width may be required on corner lots to permit adequate building setbacks from side streets and to accommodate any required clear view triangle.

Commented [SG13]: This is being added to assure there would not be visual obstruction for traffic of development on a corner lot.

~~n.m.~~ The use of long, narrow strips of land to provide access to buildable lot areas shall be avoided.

~~o.n.~~ Existing and proposed impervious areas that are within seventy five feet of the ordinary high water mark of a navigable waterway, as determined by the Agency, shall be calculated in square feet and shown as a percentage of each affected lot.

~~5. Preliminary construction plans. Provide information on one or more sheets.~~

Commented [SG14]: The County has never enforced erosion control or stormwater requirements so this is not necessary.

~~a. Plan and profile: Proposed street centerline profile grades, showing the existing and proposed profile grade lines.~~

~~b. Grading and erosion control plan: A plan showing existing and proposed grades, drainage patterns and stormwater facilities. The plan shall show the location and extent of grading activities in and adjacent to the plat, overall area of the site in acres, total impervious surface area of project, total previous area, stockpile locations, erosion and sediment control facilities and a schedule for erosion and sediment control practices including site specific requirements to prevent erosion at the source.~~

~~e.o. Provisions for sewage disposal, water supply, stormwater management and flood control. Affidavit. The land surveyor preparing the preliminary subdivision plat shall certify on the face of the preliminary subdivision plat that it is a correct representation of all existing land divisions and features and that full compliance with the provisions of this ordinance have been met.~~

Commented [SG15]: Standard requirement.

5.00 Final Plat Procedure. If the final plat conforms substantially to the preliminary plat as approved, including any conditions of that approval, and to local plans and ordinances adopted as authorized by law, it is entitled to approval. The final plat may, if permitted by the Committee, constitute only that portion of the approved preliminary plat that the subdivider proposes to record at that time.

A final subdivision plat shall be filed in accordance with the following:

~~1. Final Plat: The subdivider shall prepare a final plat and a letter of application in accordance with this ordinance and shall file ten copies of the plat and the application with the Agency. The owner or subdivider shall file the final plat not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat and final plat will be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the Committee. The subdivider or subdivider's agent shall also submit at this time a current certified abstract of title or such other evidence as the Agency may require showing ownership or control of the applicant.~~

~~+2. Certificates: All final subdivision plats shall provide the certificates as required by Ch. 236, Wis. Stats., and the land surveyor shall certify that compliance with the provisions of this ordinance have been met and shall provide a certificate for Committee approval to be signed by the Director of the Office of Planning and Development.~~

Commented [SG16]: Statutory requirement

~~2. Objecting Agencies: The subdivider or the subdivider's agent shall submit the original plat to the Plat Review Section, WI Department of Administration, which shall forward to copies to each of the agencies authorized to object under Section 236.12(2) of the WI Statutes. The department shall have the required number of copies made at the subdivider's expense.~~

Commented [SG17]: By statute, if the plat does not meet the State definition of a subdivision, no review by state agencies is required. This is called a local plat. Eliminating this section means a local plat would not need to be provided to State agencies for review, which really has little value and only adds expense and delay.

~~3. Final Construction Plans: Simultaneously with the filing of the final plat, the owner shall file with the Agency four copies of the final construction plans and specifications of public improvements required by the county.~~

Commented [SG18]: Preliminary construction plans are being proposed to be eliminated, so final plans are not necessary. If the County were to require public improvements, approval can be conditioned upon providing any associated plans.

~~4.3 Installation, Protection and Maintenance Plans: The subdivider shall also submit plans for areas to be protected and/or introduced native vegetation.~~

Commented [SG19]: This isn't necessary and has never been adhered to.

~~5.4~~ Referral of Final Plat: The Agency ~~shall~~ may provide copies of the final plat to county department heads and to the appropriate utilities for their review and comment. The county staff and utility comments will be forwarded to the Committee for their consideration during the review process.

Commented [SG20]: It isn't always necessary to distribute to DHs for review, but this revision keeps it as an option when deemed necessary.

~~6.5~~ The Agency shall provide the Committee with its conclusions as to whether the final plat conforms substantially to the preliminary plat and shall provide its recommendation on approval of the final plat.

~~7.6~~ Committee Review: The Committee shall examine the final plat as to its conformance with the preliminary plat; any conditions of approval of the preliminary plat; this ordinance; and all applicable ordinances, rules, regulations, and comprehensive plan elements that may affect it. The Committee shall approve, approve conditionally or deny within sixty days of the date of filing of the final plat with the Agency, unless a time extension agreed upon by the subdivider. If the plat is denied, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider. The Committee may not inscribe its approval on the final plat unless the Agency certifies on the face of the plat that the copies were forwarded to objecting agencies as required in this ordinance, the date thereof and that no objections have been filed within twenty days or, if filed, have been met.

- a. The Committee shall, when it determines to approve a final plat, give at least ten day's prior written notice of its intention to the municipal clerk of any municipality within 1000 feet of the final plat.
- b. If the Committee fails to act within sixty days, without a time extension and no unsatisfied objections having been filed, the plat shall be deemed approved.
- c. Recordation: After the final plat has been approved by the Committee and required improvements either installed or a contract and sureties ensuring their installation is filed, the Agency shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording with the county register of deeds along with all conservation easements and deed restrictions. The register of deeds cannot record the plat unless it is offered within six months from the date of last approval.

- d. Copies: The subdivider shall file ten copies of the final plat with the Agency for distribution to the approving agencies, affected sanitary districts and other affected agencies for their files.

5.10 Final Plat Requirements. A final plat prepared by a registered land surveyor shall be required for all subdivisions and must be submitted within 36 months following preliminary plat approval. It shall comply with the requirements of Chapter 236 of the WI Statutes and this ordinance. Additional Information: The final plat shall show correctly on its face, in addition to the information required by Section 4.0 of this Ordinance and Section 236.20 of the WI Statutes, the following:

- a. Exact length and bearing of the centerline of all streets.
- b. Exact street width along the line of any obliquely intersecting street.
- c. Exact location and description of utility and drainage easements.
- d. Railroad rights-of-way within and abutting the plat.
- e. All lands reserved for future public acquisition or reserved for the common use of property owners within the plat, including public access to waterways.
- f. Restrictions relating to access control along public ways.
- g. ~~Setback or building envelope lines. Minimum front, side and rear yard building setback lines for all lots.~~
- h. Outlots shall be identified as unbuildable on the plat.
- i. Final restrictive covenants, deed restrictions, conservation easements for the proposed subdivision shall be submitted with the final plat.
- j. The legal instruments detailing the ownership of any common open space, as required in section 8.4 of this ordinance, which shall be submitted with the final plat.
- k. All final plats shall meet all the surveying and monumenting requirements of Section 236.15 of WI Statutes.
- l. State plane coordinate system: Where the plat is located within a quarter section, the corners of which have been relocated, monumented, and coordinated by the county, the plat shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements and the material and state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the plat.

Commented [SG21]: This revision clarifies the need to show minimum setback lines on each lot, which effectively shows the buildable area.

- m. Certificates: All final plats shall provide all the certificates required by Section 236.21 of the WI Statutes. In addition, the surveyor shall certify that the surveyor has fully complied with all sections of this ordinance.
- n. Recording: The final plat shall be recorded with the Register of Deeds within 12 months after the last approval and 36 months from the first approval unless a time extension is granted by the Committee.

6.00 Replat for Subdivision. When it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded plat as provided by Sections 236.40 through 236.44, Wisconsin Statutes. A public hearing shall be scheduled before the Committee with notices of said hearing sent by regular mail to the owners of all properties within the limits of the exterior boundaries of the proposed replat and to the owners of all properties within two hundred (200) feet of the exterior boundaries of the proposed replat.

1. Any proposed replat involving up to four lots only may present a proposed Certified Survey Map prepared by a surveyor meeting the requirements of chapter 236 of Wisconsin Statutes and Section 7.0 of this Ordinance.
2. Any proposed replat involving more than four lots shall follow the platting process described in Sections 3.30 and 3.40 of this ordinance.

7.00 Land Division by Certified Survey Map. No person, firm or corporation shall divide any land located within unincorporated Iowa County which shall result in a land division, as defined under Section 1.6 of this ordinance without first filing for approval by the Agency and subsequently filing with the Iowa County Register of Deeds a certified survey map which complies fully with Wis. Stat. Chapter 236.34 and with all applicable requirements contained within this ordinance.

A certified survey map is not required when a land division is proposed that will involve the subsequent lot or lots being acquired by an adjacent property owner, provided the subsequent lot or lots are added into the adjacent property owner's existing property by deed and result in a total of 40 or more contiguous acres.

A quarter quarter section so described (ex. NW1/4 of the SE1/4) shall, for the purposes of this ordinance, be considered 40 acres and not subject the Certified Survey Map requirement.

A development review prior to the submission of a certified survey map may be required at the Agency's discretion for the purposes of determining any associated zoning or other issues.

7.10 Certified Survey Map Requirements. Any certified survey map submitted for review under the provisions of this ordinance must comply with the following:

1. The proposed certified survey map shall be submitted to the Agency for review on forms provided.

2. All proposed certified survey maps shall include the following minimal information:

- a. The name and address of the individual dividing the lands
- b. The exterior boundaries of the land surveyed and divided
- c. The date of the survey
- d. A certified survey map shall include all lots, parcels or building sites created by the land division and all remnants of the original parcel that are less than forty (40) acres in size.
- e. The exact location of any proposed or existing easement must be clearly shown on the face of the map. An existing easement must include a reference to the document number as recorded with the Register of Deeds.
- f. The exact width of all easements, streets and alleys
- g. Utility easements and access restrictions, where applicable
- h. All lake or stream shore meander lines
- i. The center line of all streets
- j. The area in square feet and acres of each lot and outlot
- k. Any outlot shall be designated as unbuildable on the face of the map
- l. North arrow
- m. A scale of not more than 400 feet to one inch
- n. All monuments erected, corners, and other points established in the field in their proper places
- o. The location to scale of all existing buildings and structures on each lot
- p. The location to scale of any existing well or private septic system.
- q. All other information as required by Chapter 236.34 WI Statutes

7.20 Certified Survey Map Review Process. The Agency shall, within forty (40) calendar days, approve, approve conditionally, or reject the certified survey map, based on a determination of conformance with the provisions of this ordinance, the Iowa County Zoning, Floodplain, Shoreland, Sanitation, and other pertinent ordinances. Authority to approve certified survey maps is hereby delegated by the Committee to the Agency Director. The decision of the Agency Director may be appealed to the Committee, in which case, the forty (40) calendar day approval period shall be extended. The Agency Director shall forward a copy of the proposed

certified survey map to the Clerk of any town board having jurisdiction over the land involved for review against any Town regulation. The town shall have a maximum of fourteen (14) calendar days from the day the copy of the certified survey map was mailed to comment to the Agency. Failure to comment shall be considered non-objection by the town. All town comments must be in writing to the Agency and include a citation of all applicable town ordinances. The Agency Director shall review all comments made by the town agency within said forty (40) day period. A denial by the Agency Director shall be in writing and cite any options that may reverse said denial. A denied certified survey map shall not be recorded with the Iowa County Register of Deeds nor shall the proposed land division be so recorded.

The Agency shall forward a copy of the proposed certified survey map to the Clerk of any municipality whose incorporated boundaries or extraterritorial boundaries encompass all or part of the land area included within the proposed certified survey map as an objecting authority. Said municipality may not object to the proposed certified survey map on the basis of the proposed use of land unless based on a plan or regulations, or amendments thereto, adopted by the governing body of the municipality under s. 62.23(7a)(c) WI Stats.

When a land division is being proposed that requires a land use change (rezoning), it is recommended that the application is made for said land use change hearing prior to the creation of a Certified Survey Map. This determination will likely be made upon review of a development plan. The land use change process will, at a minimum, require a metes and bounds legal description of the proposed lot that, if approved, will subsequently need to be converted to a Certified Survey Map prior to the final County Board action on the land use change request. The intent of this process is to avert the cost of a Certified Survey Map prior to the public hearing on a land use change petition. No Certified Survey Map shall be approved by the Agency Director unless it complies with the underlying zoning regulations.

8.00 Subdivision Plat Design and Improvements. ~~All subdivision plats shall comply with the performance standards of Section 8.20 of this ordinance.~~ All conservation subdivision plats shall be proposed as a planned unit development as defined by this ordinance.

Commented [SG22]: The standards that follow clarify when applicable to a conservation or standard plat.

8.10 Development Yield. The number of residential units for a proposed conservation subdivision plat shall be determined in accordance with the following:

1. The development yield analysis in Section 3.20(2) of this ordinance shall establish the base development yield for the parcel.
2. The base development yield may be increased if the development:
 - a. Proposes a density that complies with the standards listed in Section 8.2 of this ordinance in a manner that complies with any comprehensive plan having jurisdiction;

- b. Proposes a portion of the development to be dedicated to the public for recreational or other open space;
- c. Provides for access by general public to trails, parks or other recreational facilities, excluding golf courses. Access must be provided at minimal or no cost.
- d. Reuses historical buildings and structures, including those sites inventoried by the State Historical Society of Wisconsin. The U.S. Secretary of the Interior's Standards for Rehabilitation of Historic Properties shall apply.

8.20 Performance Standards

1. General Considerations

- a. Conservation subdivisions shall identify a conservation theme or themes. This theme shall be identified at the time of the initial application. Conservation themes may include, but are not limited to, forest stewardship, water quality preservation, farmland preservation, natural habitat restoration, viewshed preservation, or archaeological and historic properties preservation. The Committee shall have the ability to specify which areas shall be preserved.
- b. The residential lot shall be large enough to accommodate a house, two car garage and any required private well and septic system.

2. Residential Lot Requirements for Conservation Subdivision Plats

- a. Minimum lot size
 - Onsite septic system: 1 acre
 - Offsite septic system: 1/4 acre
- b. Maximum lot size: 5 acres for any proposed residential lot
- c. Lots shall be configured to minimize the amount of impervious surfaces.
Maximum lot coverage: 35% (includes buildings and other impervious surfaces)
- d. Most lots shall take access from interior local streets. Existing farmsteads to be preserved may have a driveway as part of the historic landscape that does not access a local street but should be preserved.
- e. Lots shall be configured to minimize the amount of road length required for the subdivision.

~~f. Development envelopes shall be configured to minimize loss of woodlands.~~

Commented [SG23]: "development envelope" is being proposed to be eliminated so this is not necessary

g.f. If agricultural uses are being maintained, lots shall be configured in a manner that maximizes the usable area remaining for such agricultural uses with appropriate buffers between agricultural uses and/or structures and residential structures.

h.g. All lots within a neighborhood shall abut open space on at least one side. A local street may separate lots from the open space.

i.h. Lots shall be oriented around one or both of the following:

- A central green or square.
- A physical amenity, such as a meadow, a stand of trees or some other natural or restored feature.

~~j. Development envelopes should not be located on ridges, hilltops, along peripheral public roads or in other visually prominent areas.~~

Commented [SG24]: "development envelope" is being proposed to be eliminated so this is not necessary

k.i. Residential structures shall be oriented to maximize solar gain in the winter months.

l.i. A thirty foot native vegetation buffer shall be maintained around open water areas, unless a specific common beach or grassed area is identified. Shoreland zoning standards, if more restrictive, shall control.

m.k. Stormwater management (best management practices) prepared by a Wisconsin licensed civil engineer

- Minimize the use of curb and gutter and maximize the use of open swales.
- Roof down spouts should drain to porous surfaces.
- Peak discharges during the 2 and 10 year storm events shall be no more than predeveloped conditions.
- The development should capture 80% of the sediments/pollutants from the annual storm event.
- Landscape plantings should be used to increase infiltration and decrease runoff. When at all possible, native plant species should be used.
- Natural open drainage systems shall be preserved.

3. Residential Cluster Siting Standards for a Conservation Subdivision Plat

- a. All residential lots and dwellings shall be grouped into clusters. Each cluster shall contain no more than eight dwelling units and no less than three units.
- b. Residential clusters shall be located to minimize negative impacts on the natural, scenic and cultural resources of the site and conflicts between incompatible uses.

- c. Residential clusters shall avoid encroaching on rare plant communities, high quality sites, or endangered species identified by the WI Department of Natural Resources.
- d. Whenever possible, open space shall connect with existing or potential open space lands on adjoining parcels and local or regional recreational trails.
- e. Residential clusters should be sited to achieve the following goals, to the extent practicable.
 - Minimize impacts to prime farmland soils and large tracts of land in agricultural use and avoid interference with normal agricultural practices.
 - Minimize disturbance to woodlands, wetlands, grasslands and mature trees.
 - Prevent downstream impacts due to runoff through adequate onsite storm water management practices.
 - Protect scenic views of open land from adjacent roads. Visual impacts should be minimized through use of landscaping or other features.
 - Protect archeological sites and existing historic buildings or incorporate them through adaptive reuse.
- f. Landscaping around the cluster may be necessary to reduce off site views of residences.

4. Open Space Design for a Conservation Subdivision Plat

- a. Common Open Space: The minimum open space required shall be owned and maintained under one of the alternatives listed in Section 8.41, as approved by the county. The uses within the open space shall be accessible to the residents of the development. These uses may also be available to the general public providing the proper approvals are received. The required open space shall be undivided and restricted in perpetuity from future development, as specified in Section 9.0.
- b. Open space shall be designated as part of the development. The minimum required open space is 60% of the gross acreage.
- c. Open Space Conservation Ranking (in order of significance): The areas to be preserved shall be identified on a case-by-case basis in an effort to conserve and provide the best opportunities to restore and enlarge the best quality natural features of each particular site.
 - First priority will be given to intact natural communities, rare and endangered species, environmental corridors, natural and restored prairies, significant historic and archaeological properties, and steep slopes.
 - Second priority will be given to areas that have high capability for producing agricultural crops common to the area.

- Third priority will be given to areas providing some plant and wildlife habitat and open space values.
 - Fourth priority will be given to areas providing little habitat but providing viewshed, recreation, or a sense of open space.
- d. The following areas or structures may be located within the open space area and shall be counted toward the overall open space percentage required:
- parking areas for access to and use of the open space developed at a scale limited to the potential users of the open space.
 - privately-held buildings or structures provided they are accessory to the use of the open space.
 - shared septic systems and shared potable water systems.
- e. Road rights of way shall not be counted towards the required minimum open space.
- f. No more than 50% of the required open space may consist of water bodies, ponds, floodplain, or wetlands.
- g. That portion of open space designed to provide plant and animal habitat shall be kept as intact as possible. Trails shall be designed to avoid fragmenting these areas.
- h. Accessible open space in upland areas shall be available for recreational uses such as trails, play fields, or community gardens but should be designed in a manner that avoids adversely impacting archeological sites.
- i. A pathway system connecting open space areas accessible to neighborhood residents, and connecting these areas to neighborhood streets and to planned or developed trails on adjacent parcels shall be identified in the plan.
5. Street Standards for all Plats. All plats shall include with the preliminary plat a street layout with a written statement from the affected town or towns that it complies with imposed standards. The affected town or towns are encouraged to consider the following standards in addition to those that are established by town ordinance:
- a. Neighborhood streets may take the form of a two-way street, a pair of one-way streets on either side of a landscaped median or a one-way loop street around a small neighborhood green. Streets shall be developed according to the following standards that promote road safety, assure adequate access for fire and rescue vehicles and promote adequate vehicular circulation:
 - b. The applicant must demonstrate that access to the development has the capacity to handle traffic generated by the proposed project, and will not endanger the safety of the general public.

- c. Streets shall be designed to the approval of the local unit of government that will be accepting them as public streets. If the local unit of government does not have established street design standards, the following may be followed if agreeable to the local unit of government: have the following design standards:

Commented [SG25]: This proposal defers to local standards and provides standards in the absence of local standards.

- Right-of-way widths: The right-of-way width for each road shall be wide enough to provide for all public services, including roadway drainage, sidewalks, trails and walkways, utilities and snow storage. The minimum right-of-way shall be provided in accordance with the following: (ADT means expected average daily traffic – one residence equals 10 ADT)

<u>Right-of-Way</u>	<u>ADT < 250</u>	<u>ADT > 250</u>
One-way road	20 feet	30 feet
Two-way road	40 feet	50 feet

- Travel lane widths for local roads shall be determined by the expected average daily traffic (ADT) and shall be within the following ranges:

<u>Travel lanes</u>	<u>ADT < 100</u>	<u>100-250 ADT</u>	<u>>250 ADT</u>
Two-way road	18'-24'	20'-26'	22'-28'
One-way road	11'-13'	11'-13'	11'-14'
Curbed sections	13'	13'	13'
Shoulder or gutter			
Pan width	2'-4'	2'-4'	2'-4'

- d. Additional standards:

- Design speed: maximum 25 miles per hour
- Vertical curves: minimum 50 feet (when grade difference less than 1%, no curve is needed)
- Horizontal curves: minimum radius of 125 feet
- Road grades: maximum grade 10%
- Pavement strength: 7 ton minimum
- Clear zones: shoulder sections – 10 feet from edge of travel lane; curbed sections – 2 feet from face of curb
- Bridges: width shall be traveled way, plus two feet each side. Design loading for structural capacity HS-20, plus five foot sidewalk necessary to maintain pedestrian crossing.

- Cul-de-sacs should be designed as semi-circular and circular loop roads. Minimum 30 foot outside radius around a landscaped island with a minimum 10 foot radius. Open space internal to these road features can be counted toward the open space requirements.

- Sidewalks, trails and other walkways: minimum 5 feet in width.

- If determined necessary by the Committee, shade trees shall be planted on both sides of the streets.
- Street connections to adjacent parcels shall be provided in logical locations to avoid creating landlocked parcels and provide for connecting street patterns.
- Streets that serve as collectors, interconnecting subdivisions and other major traffic generators, shall be designed according to the highway jurisdiction's standards for collector roads.
- Where streets will connect with streets having differing standards, the street dimensions shall be the same as those of the connecting street. All street widenings shall occur at the nearest intersection.
- The developed area should have sidewalks on at least one side of the street.

6. Sewage and Water Facilities

- Water for all subdivision plats may be provided by individual onsite wells or by one or more community wells meeting the permit requirements of the State of Wisconsin and the county. The use of shared or community wells is encouraged. Plans for shared or community wells should include a wellhead protection plan with separation distances for the zone of influence and sources of pollution.
- All subdivision plats may be provided with adequate sewage treatment facilities meeting the standards of the county and the permit requirements of the WI Department of ~~Commerce~~ Safety and Professional Services and WI Department of Natural Resources. Where sewage treatment is not provided by a publicly owned wastewater treatment facility, a common sewage treatment and disposal unit located on the common open space lands is encouraged.
- Public water and sewer connection is preferred over private facilities whenever technically feasible. Costs of such connection shall not be a sole determinant of feasibility.

Commented [SG26]: Updated State agency name

- 8.30 Financial Guarantee.** Evidence of a financial guarantee ensuring the construction and completion of the common open space shall be provided to the Agency. Evidence of a financial guarantee ensuring the completion of any required public improvements shall be provided to the Agency when the county is acting as an agent of the affected town to oversee the public improvements.

8.40 Ownership and Maintenance of Open Space and Common Facilities

8.41 Alternatives. The designated common open space and common facilities may be owned and managed by one or a combination of the following:

1. A homeowner's association.
2. A condominium association established in accordance with the Condominium Ownership Act, Chapter 703 of the WI Statutes.
3. A nonprofit conservation organization.
4. The county or another governmental body empowered to hold an interest in real property.
5. An individual who will use the land for open space purposes provided by a conservation easement.

~~8.42 Homeowner's Association. A homeowner's association shall be established if the common open space and other common facilities, and the declaration of covenants, conditions and restrictions of the homeowner's association shall be submitted for approval to the Committee as part of the information required for the preliminary plat. The homeowner's association bylaws or the declaration of covenants, conditions and restrictions of the homeowner's association shall contain the following information:~~

- ~~1. the legal description of the common land;~~
- ~~2. a description of common facilities;~~
- ~~3. the restrictions placed upon the use and enjoyment of the lands or facilities;~~
- ~~4. persons or entities entitled to enforce the restrictions;~~
- ~~5. a mechanism to assess and enforce the common expenses for the land or facilities including upkeep and maintenance expenses, real estate taxes and insurance premiums;~~
- ~~6. a mechanism for resolving disputes among the owners or association members;~~
- ~~7. the conditions and time of the transfer of ownership and control of land facilities to the association;~~
- ~~8. any other matter the developer deems appropriate.~~

Commented [SG27]: This is being proposed to be eliminated to provide the option to the developer versus being mandatory. The County does not get involved with overseeing homeowner's associations.

~~The homeowners association shall be governed according to the following:~~

- ~~a) The applicant shall provide the Agency a description of the organization, including its bylaws and all documents governing maintenance requirements and use restrictions for common facilities.~~

- ~~b) The organization shall be established by the owner or applicant and shall be operating (with financial subsidy by the applicant, if necessary) prior to the sale of any lots in the development.~~
- ~~c) Membership in the organization shall be mandatory for all purchasers of lots therein and their successors and assigns.~~
- ~~d) The organization shall be responsible for maintenance and insurance of common facilities.~~
- ~~e) The members of the organization shall share equitably the costs of maintaining, insuring and operating common facilities.~~
- ~~f) The organization shall have or hire adequate personnel to administer, maintain and operate the common facility.~~
- ~~g) The applicant for any tract proposed to contain common facilities shall arrange with the Town Assessor a method of assessment of the common facilities which will allocate to each tax parcel in the development a share of the total tax assessment for such common facilities. Real estate taxes shall be paid by the individual lot owner directly to the Town.~~
- ~~h)a) _____ Written notice of the proposed transfer of common facilities by the homeowners association or the assumption of maintenance of common facilities must be given at all members of the organization and to the town and county at least thirty (30) days prior to such event.~~

8.43 Condominium Associations. If the common open space and facilities is to be held under the Condominium Ownership Act, Chapter 703 of the WI Statutes, the condominium instruments shall identify the restrictions placed upon the use and enjoyment of the common open space. All common space shall be held as a "common element" as defined in Section 703.01(2) of the WI Statutes.

8.44 Nonprofit Conservation Organization. If the common open space is to be held by a nonprofit conservation organization, the organization must be acceptable to the Committee. The conveyance to the nonprofit conservation organization must contain appropriate provisions for reversion in the event that the organization becomes unwilling or unable to uphold the terms of the conveyance.

8.45 Public Dedication of Open Space and Streets

1. The county, or other public entity approved by the Committee, may accept the dedication of fee title or dedication of a conservation easement to the common open space. The county may accept the common open space provided:
 - a. The common open space is accessible to the residents of the county.
 - b. The county agrees to and has access to maintain the common open space.

- c. There shall be no cost of acquisition (other than costs incidental to the transfer of ownership, such as title insurance).
 - d. The county or public entity shall maintain such facilities.
 - e. In the case of fee title transfer, the residents of the development shall hold a conservation easement on the land and facilities so dedicated, protecting the common open space from development in perpetuity.
2. Streets and other public ways which have been designated on a duly adopted official map or element of the town or county comprehensive plan shall be dedicated or reserved by the subdivider to the town or county. The street or public way shall be made a part of the plat in the locations and dimensions indicated in the comprehensive plan and as set forth in this ordinance.

8.46 Individual Ownership. An individual may hold fee title to the land while a nonprofit or other qualified organization holds a conservation easement restricting the uses for the common open space. Such a provision shall require:

- a. The Committee must approve of the organization as a bona fide conservation organization.
- b. The conveyance must contain appropriate provisions for proper reverter or retransfer in the event that the organization becomes unwilling or unable to continue carrying out its functions.
- c. There must be a maintenance agreement that is acceptable to the Committee between the owner and organization.

Maintenance Plan. Every conservation subdivision must include a plan that provides evidence of a means to properly manage the common open space in perpetuity and evidence of the long-term means to properly manage and maintain all common facilities, including any storm water facilities. The plan shall be approved by the Committee prior to final plat approval.

1. The plan shall do the following:

- a. Designate the ownership of the open space and common facilities in accordance with section 8.4 of this ordinance.
- b. Establish necessary regular and periodic operation and maintenance responsibilities.
- c. Include a land stewardship plan specifically focusing on long-term management of common open space lands. The land stewardship plan shall include a narrative, based on the site analysis required in Section 3.20 of this ordinance, describing:
 - Existing conditions including all natural, cultural, historic and scenic elements in the landscape.

- The proposed end state for each common open space area; and the measures proposed for achieving the end state.
 - Proposed restoration measures including: measures for correcting increasingly destructive conditions, such as erosion; and measures for restoring historic features.
 - The operations needed for maintaining the stability of the resources, including: mowing schedules; weed control; planting schedules; clearing and cleanup; at the county's discretion, the applicant may be required to place in escrow sufficient funds for the maintenance and operation costs of common facilities for a maximum of one year.
2. In the event that the organization established to own and maintain the open space and common facilities, or any successor organization, fails to maintain all or any portion of the common facilities in reasonable order and condition, notice shall be provided to the residents and owners of the open space and common facilities setting forth the manner in which the organization has failed to maintain the common facilities in reasonable condition. Such notice shall set forth the nature of corrections required and the time within which the corrections shall be made. Upon failure to comply within the time specified, the organization, or any successor organization, shall be considered in violation this Ordinance, in which case the bond, if any, may be forfeited, and any permits may be revoked or suspended. The county may enter the premises and take corrective action.
- a. The costs of corrective action by the county shall be assessed in accordance with tax assessments, against properties that have the right of enjoyment of the common facilities and shall become a lien on said properties. The county at the time of entering upon such common facilities for the purpose of maintenance shall file a notice of such lien in the office of the county register of deeds upon the properties affected by such lien.
3. Management plans can be amended by the owner identified under Section 8.5 with the approval of the Committee.

9.00 Variances, Planned Developments and Fees.

9.10 Variances.

1. Where the Iowa County Board of Adjustment finds that unnecessary hardship may result from strict compliance with these regulations, it may vary the regulations so that substantial justice may be done; provided that public interest is secured and that such variation will not have the effect of nullifying the intent and purpose of these regulations and that the decision is consistent with §59.694 Wi Stats. The process shall follow the public hearing process as outlined in Section 10.0 of the Iowa County Zoning Ordinance.

Commented [SG28]: Proposing to be clear decision must follow statutory requirements.

Commented [SG29]: Proposing to eliminate section in case section number changes...just relevant to refer to the ordinance.

- 9.20 Fees.** The applicant shall pay such fees in association with this ordinance as shall be established by the Iowa County Board of Supervisors.

10.0 Violations and Penalties.

It shall be unlawful to build upon, divide, convey, record, or monument any land in violation of this ordinance or state law, and no person shall be issued a permit by the county authorizing the building on or improvement of any subdivision within the jurisdiction of this ordinance not of record as of the effective date of this ordinance until the requirements of this ordinance have been fully met. The county may institute appropriate action or proceedings to enjoin violations of this ordinance or applicable state law.

Penalties for violation of this ordinance shall be as follows:

1. Any person, firm or corporation who fails to comply with the provisions of these regulations shall, upon conviction thereof, be subject to penalties and forfeitures as provided in §§ 236.30, 236.31, 236.32, 236.335 and 236.35 Wis. Stats.
2. Recordation improperly made has penalties provided in Section 236.30 of the WI Statutes.
3. Conveyance of lots in unrecorded plats has penalties provided for in Section 236.31 of the WI Statutes.
4. Monuments disturbed or not placed have penalties as provided for in Section 236.32 of the WI Statutes.
5. Assessor's plat made under Section 70.27 of the WI Statutes may be ordered by the city, village, town or county as a remedy at the expense of the subdivider when a subdivision is created by successive divisions.

Appeals may be made by any person aggrieved by an objection to a plat or a failure to approve a plat under this ordinance as provided in Sections 236.13(5) and 59.694 of the WI Statutes, within 30 days of notification of the rejection of the plat. Where failure to approve is based on an unsatisfied objection, the agency making the objection shall be made a part to the action. The court shall direct that the plat be approved if it finds that the action of the approving or objecting agency is arbitrary, unreasonable, or discriminatory.

AGENDA ITEM COVER SHEET

Title: Logo Use and Management Policy

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

With a new County Logo comes a new Logo Policy. There are questions being raised as to how the new County logo can be used and who has permission to use it. This draft policy attempts to answer a few of those questions and has been reviewed and modified by the General Government Committee.

RECOMMENDATIONS (IF ANY):

Please review and consider the attached policy.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is a copy of draft policy 112 on Use of County Logo

FISCAL IMPACT:

The impact of this policy should be nothing.

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:



Logo Use and Management Policy

Date Originated: 9/15/2020
Date of Modifications:
Policy Number: 112

1. PURPOSE:

The purpose of this policy provide guidance on acceptable uses of the Iowa County Logo and family of logos.

In 2020 Iowa County adopted a new County Logo. The logo allowed for individual departments to add their name in a uniform format and allowed a variety of colors to be used. Any alteration to the basic/general logo is considered part of the Iowa County “family of logos”.

Logos existing in the following departments and in use prior to this policy are exempted. Exempted logos include the ADRC logo, Sheriff’s Office, Emergency Management, and Bloomfield Health Care and Rehabilitation. Any changes to exempted logos will require County Administrator approval. Should the County Administrator not approve a logo update or change, the Department must utilize the official county logo or their previously exempted logo.

2. ORGANIZATIONS AFFECTED:

This policy applies to all use of County purchased logos and the use of said logos in all situations.

3. POLICY:

A. The following are approved uses of the Iowa County Logo and variations thereof:

1. Placement on vehicles and machinery owned by Iowa County.
2. Utilized on County business cards, ID tags,
3. Correspondence, letterhead, and memorandum documents being authored by a county staff member when representing Iowa County.
4. On clothing purchased by Iowa County.
5. On clothing purchased with permission of the County Administrator.
6. On report covers/documents where the product created is property of Iowa County.
7. County job advertisements and department print marketing materials (brochures, handouts, advertisements).
8. When partnering with another organization and said logo is utilized in any way, the corresponding use must be approved by the County Administrator. The logos should be of equal relative sizes separated by a lack bar the height of the logos and they shall be used in a way that keeps them equal distance from margins and other characters.
9. When used in print, logo shall be in useable size and no closer than 1/8th inch from any other text.

B. The following are not allowed uses of any Iowa County Logo:

1. Unapproved modifications to the design of the logo.

2. Addition to clothing in a manner that is not complimentary to Iowa County.
3. A use of the logo that hurts the "Iowa County" brand or image as determined by the County Board or the County Administrator.

4. REFERENCES:

Policy 401 – Employee Handbook
Policy 417 - County Clothing Policy

5. PROCEDURES:

- A. Iowa County employees or department heads are free to utilize the Iowa County Logo in any way that is preapproved in Section 3(A) of this policy.
- B. Any use not approve in Section 3(A) must receive written approval from the County Administrator before the logo may be used.

AGENDA ITEM COVER SHEET

Title: Policy 111 and Policy 417

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Attached are two policies that County Staff have drafted for your review. These two policies have been put together by a team of five Department Heads and approved by all department heads at our last meeting on July 23rd.

Policy 111 was drafted to help answer questions raised by County Supervisors and Committee members. It provides direction to staff on when per diem and mileage are offered for meeting attendance.

Policy 417 is a policy that addresses when County money may be used for staff uniforms and clothing. It took many months to put this together and the topic was discussed thoroughly. An example of how this policy would be used: Department A is looking to build a uniform look and encourage team work within their department. This policy permits them to budget for the purchase of polo shirts, but only in a specific account. The Department Head will need to justify the expense as part of their annual budget. The policy helps ensure that a departments planning to purchase clothing is completely transparent with their intent and that County Supervisors and the public are aware of the planned purchase.

RECOMMENDATIONS (IF ANY):

Please review Policy 11 on Per Diems and Mileage and review Policy 417 on County Clothing Purchases and advise staff to prospective changes.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 111 and Policy 417

FISCAL IMPACT:

Both policies will have a fiscal impact. The impact will vary from year to year, however the policies will help ensure clear guidelines and transparency for annual budget appropriations.

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:



Mileage and Per Diem for Meetings

Date Originated: ??/??/2021
Date of Modifications:
Policy Number: 111

1. PURPOSE:

The purpose of this policy to establish per diems and mileages rates of pay for Iowa County Supervisors.

2. ORGANIZATIONS AFFECTED:

This policy applies elected Iowa County Supervisors and citizens appointed to an Iowa County committee.

3. POLICY:

Iowa County provides mileage to Iowa County Supervisors attending any county meeting that requires an agenda posted for the public viewing under the open records laws of the State of Wisconsin. When the Iowa County Board of Supervisors appoints County Supervisors to attend meetings on behalf of the County Board, the County also pays mileage for attending these meetings.

Iowa County provides a per diem to any Iowa County Supervisor who serves on a Committee when their committee is meeting and the County Supervisor is in attendance at the meeting. Electronic attendance (video or telephone) does qualify for a per diem, but not mileage. When attending via video or telephone, prior approval must be received from the chair of the body (committee or county board).

Any appointments to a Committee by the County Administrator or the County Board who attend said meeting by utilizing a personal vehicle as transportation shall also receive mileage for attending said meeting.

All mileage is paid at the Federal Reimbursement Rate.

4. REFERENCES:

Policy 307 Reimbursement of Expenses
County Board Rules

5. PROCEDURES:

- A. Any committee member attending a County meeting must sign in as present in attendance at the meeting. If said "sign-in" sheet is not available at the meeting, said committee member shall email the County Clerk to ensure their attendance is recorded.
- B. An Expense Reimbursement form will need to be filled out if a committee member or board member attends training or a conference. Form is available and needs to be turned in to the Finance Department.

AGENDA ITEM COVER SHEET

Title: 2021 Employee Trust Funds Health Insurance

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County has received the 2021 Health Insurance rates to include four program options:

-Traditional Plan

-Local Deductible (\$500 single/\$1000 family) **CURRENT PROGRAM

-Local Health Plan (\$250 single/\$500 family Deductible, Co-pay and Co-insurance)

-Local High Deductible Plan (\$1,500 single/\$3,000 family Deductible, Co-pays and Co-insurance)

All four plans have the option to include dental insurance or without dental.

It's Your Choice Open Enrollment period is from September 28 - October 23. It is crucial to have rates set before Open Enrollment so employees are aware and can make an informed decisions during IYC Open Enrollment.

The County will contribute 85% of the average of the two qualifying plans to the Sheriff's Office represented staff and management.

RECOMMENDATIONS (IF ANY):

To move forward with the Low Deductible Plan without Dental.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Page H1: Resolution to adopt 82% of the average of the two qualifying plans on the Local (Low) Deductible plan without dental.

Page H2: 2020 Adopted Health Insurance Rates

Page H3/H4 - 2021 Proposed Health Insurance, includes employer and employee costs.

FISCAL IMPACT:

\$226,748.04(Page H3 of the Health Insurance handouts)

LEGAL REVIEW PERFORMED:

☐ Yes

☐ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed? 10 minutes

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

RESOLUTION NO. 3-0920

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Iowa County General Government Committee has evaluated the Wisconsin Public Employers Group (ETF) Health Insurance premium rate scheduled to be implemented January 1, 2021; and

WHEREAS, current law states that local governments such as Iowa County who subscribe to the ETF health insurance plan are prohibited from paying more than 88% of the average cost of their respective qualified ETF plans, which began with premiums from January 2012 coverage forward; and

WHEREAS, Iowa County must comply with the requirements of current law based upon an average cost assessment, while at the same time providing reasonably-priced health insurance coverage with multiple options to qualified employees; and

WHEREAS, with the recognition that the average cost of the two qualified Iowa County ETF plans presents a mandated solution that must consider equity in the contributions toward health care options across all plans.

NOW THEREFORE, BE IT RESOLVED, the Committee recommends for fiscal year 2021 premiums, Iowa County as employer will pay the equivalent of 82% of the average cost of the two qualifying ETF Local Deductible plans (without dental) in the County toward the cost of the ETF family or single plan selected by the employee.

BE IT FURTHER RESOLVED, that this resolution applies to all staff except for the Sheriff's Office employees covered under the Collective Bargaining Agreement and Sheriff's Office management staff.

Respectfully submitted by the Iowa County General Government Committee:

Dated this 3rd day of September, 2020.

	A	B	C	D	E	F	G	H	I	J	K
1	Adopted - Iowa County - 2020 Health Insurance Rates										
2	For the September 17, 2019 County Board Meeting										
3											
4											
5	All Rates are Monthly Rates										
6	Please Note: Medical Associates is the lowest qualified plan for 2020										
7											
8	Covers all eligible Iowa County Employees except Sheriff's Department Represented Employees & Sheriff Management										
9											
10	Iowa County contributes 84% of the average premium cost of qualified plans										
11	These rates apply to all Full-Time Employees. Rates for Part-Time Employees are pro-rated.										
12											
13	LOW DEDUCTIBLE PLAN - \$500 Single Plan and \$1,000 Family Plan										
14											
15	Plan	Single Monthly Premium	Family Monthly Premium	Employee Share Single Plan Monthly Premium (Deduction)	Employer Share Single Monthly Premium (Benefit)	Employee Share Family Plan Monthly Premium (Deduction)	Employer Share Family Monthly Premium (Benefit)	Employee % of Single Monthly Premium Rate	Employee % of Family Monthly Premium Rate	1/2 of single ded.	1/2 of family ded.
16	Dean Health	664.24	1,627.08	123.06	541.18	302.28	1,324.80	18.53%	18.58%	61.53	151.14
17	GHC of South Central WI	670.56	1,642.88	129.38	541.18	318.08	1,324.80	19.29%	19.36%	64.69	159.04
18	Medical Associates	597.98	1,461.44	56.80	541.18	136.64	1,324.80	9.50%	9.35%	28.40	68.32
19	Quartz Community	793.70	1,950.74	252.52	541.18	625.94	1,324.80	31.82%	32.09%	126.26	312.97
20	Quartz UW	615.36	1,504.88	74.18	541.18	180.08	1,324.80	12.05%	11.97%	37.09	90.04
21											
22											
23	Annual Employer Cost per Single & Family Plan:				6,494.16		15,897.60				
24											
25											
26	All Rates are Monthly Rates										
27	Please Note: Medical Associates is the lowest qualified plan for 2020										
28											
29	Covers all eligible Sheriff's Department Represented and Management Employees										
30											
31	Iowa County contributes 85% of the average premium cost of qualified plans										
32	These rates apply to all Full-Time Employees. Rates for Part-Time Employees are pro-rated.										
33											
34	LOW DEDUCTIBLE PLAN - \$500 Single Plan and \$1,000 Family Plan										
35											
36	Plan	Single Monthly Premium	Family Monthly Premium	Employee Share Single Plan Monthly Premium (Deduction)	Employer Share Single Monthly Premium (Benefit)	Employee Share Family Plan Monthly Premium (Deduction)	Employer Share Family Monthly Premium (Benefit)	Employee % of Single Monthly Premium Rate	Employee % of Family Monthly Premium Rate	1/2 of single ded.	1/2 of family ded.
37	Dean Health	664.24	1,627.08	116.62	547.62	286.52	1,340.56	17.56%	17.61%	58.31	143.26
38	GHC of South Central WI	670.56	1,642.88	122.94	547.62	302.32	1,340.56	18.33%	18.40%	61.47	151.16
39	Medical Associates	597.98	1,461.44	50.36	547.62	120.88	1,340.56	8.42%	8.27%	25.18	60.44
40	Quartz Community	793.70	1,950.74	246.08	547.62	610.18	1,340.56	31.00%	31.28%	123.04	305.09
41	Quartz UW	615.36	1,504.88	67.74	547.62	164.32	1,340.56	11.01%	10.92%	33.87	82.16
42											
43											
44	Annual Employer Cost per Single & Family Plan:				6,571.44		16,086.72				

2020 Adopted Rates

Projected 2021 Health Insurance Rates - Low Deductible Plan

Prepared 9/1/20 RRH

.021 - 82% if the Average Cost of the Average of the 2 qualified Plans for Iowa County

2020 - 84% if the Average Cost of the Average of the 3 qualified Plans for Iowa County

LOW DEDUCTIBLE PLAN - \$500 single plan & \$1,000 family plan

Iowa County

Compare 2021 (82% of Average) and 2020 Adopted Monthly Health Insurance Rates

Please Note: GHC South Central WI is the lowest qualified plan for 2021

Plan	2020 Single Plan Monthly Premium	2021 Projected Single Plan Monthly Premium	Amount of Increase	% of Increase	2020 Family Plan Monthly Premium	2021 Projected Family Plan Monthly Premium	Amount of Increase	% of Increase
Dean Health	664.24	731.22	66.98	10.1%	1,627.08	1,791.06	163.98	10.1%
GHC of South Central WI	670.56	705.68	35.12	5.2%	1,642.88	1,727.22	84.34	5.1%
Medical Associates	597.98				1,461.44			
Average Cost of the Qualified Plans for Iowa County	644.26	718.45	74.19	11.5%	1,577.13	1,759.14	182.01	11.5%
Monthly County Contribution 84% based on average premiums of the qualified plans for 2020 & 82% on Average of plans for 2021	541.18	589.14	47.96	8.9%	1,324.80	1,442.50	117.70	8.9%
Current # of Plans for the September 2020 Health Insurance Invoice:			38				110	
Projected Decrease County Cost per Month for Employees			1,822.48				12,947.00	
Total Projected Increase in Annual 2021 County Cost - EE's other than Sheriff			21,869.76				155,364.00	\$ 177,233.76
Total Projected Increase in Annual 2021 County Cost - Sheriff Department								\$ 49,514.28
Total Projected Increase in Annual 2021 County Cost								\$ 226,748.04

43

	A	B	C	D	E	F	G	H	I	J	K
1	Proposed - Iowa County - 2021 Health Insurance Rates										
2	For the September 15, 2020 County Board Meeting										
3											
4											
5	<u>All Rates are Monthly Rates</u>										
6	Please Note: GHC South Central WI is the lowest qualified plan for 2021										
7											
8	<u>Covers all eligible Iowa County Employees except Sheriff's Department Represented Employees & Sheriff Management</u>										
9											
10	Iowa County contributes <u>82% of the average premium cost of qualified plans</u>										
11	These rates apply to all Full-Time Employees. Rates for Part-Time Employees are pro-rated.										
12											
13	<u>LOW DEDUCTIBLE PLAN - \$500 Single Plan and \$1,000 Family Plan</u>										
14											
15											Employee Share Per Pay Period
16	Plan	Single Monthly Premium	Family Monthly Premium	Employee Share Single Plan Monthly Premium (Deduction)	Employer Share Single Monthly Premium (Benefit)	Employee Share Family Plan Monthly Premium (Deduction)	Employer Share Family Monthly Premium (Benefit)	Employee % of Single Monthly Premium Rate	Employee % of Family Monthly Premium Rate	1/2 of single ded.	1/2 of family ded.
17	Dean Health	731.22	1,791.06	142.08	589.14	348.56	1,442.50	19.43%	19.46%	71.04	174.28
18	GHC of South Central WI	705.68	1,727.22	116.54	589.14	284.72	1,442.50	16.51%	16.48%	58.27	142.36
19	Medical Associates	675.06	1,650.66	85.92	589.14	208.16	1,442.50	12.73%	12.61%	42.96	104.08
20	Quartz Community	878.00	2,158.02	288.86	589.14	715.52	1,442.50	32.90%	33.16%	144.43	357.76
21	Quartz UW	666.10	1,628.26	76.96	589.14	185.76	1,442.50	11.55%	11.41%	38.48	92.88
22											
23	Annual Employer Cost per Single & Family Plan:										
24											
25											
26	<u>All Rates are Monthly Rates</u>										
27	Please Note: GHC South Central WI is the lowest qualified plan for 2021										
28											
29	<u>Covers all eligible Sheriff's Department Represented and Management Employees</u>										
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37	Dean Health	731.22	1,791.06	120.54	610.68	295.80	1,495.26	16.48%	16.52%	60.27	147.90
38	GHC of South Central WI	705.68	1,727.22	95.00	610.68	231.96	1,495.26	13.46%	13.43%	47.50	115.98
39	Medical Associates	675.06	1,650.66	64.38	610.68	155.40	1,495.26	9.54%	9.41%	32.19	77.70
40	Quartz Community	878.00	2,158.02	267.32	610.68	662.76	1,495.26	30.45%	30.71%	133.66	331.38
41	Quartz UW	666.10	1,628.26	55.42	610.68	133.00	1,495.26	8.32%	8.17%	27.71	66.50
42											
43											
44	Annual Employer Cost per Single & Family Plan:										

2021 Proposed Rates

AGENDA ITEM COVER SHEET

Title: Partnerships with Businesses Policy

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

As part of the Executive Committee and County Board's annual goal setting, it was asked that a policy be drafted that helps to govern how Iowa County is willing to partner with private businesses. After review of this policy by the Executive Committee, paragraph 3(G) was added to address Conflict of Interest, a reference to Policy 406 Code of Ethics was added to paragraph 4, and the County's Corporation Counsel and Bloomfield Administrator have reviewed the proposed policy.

RECOMMENDATIONS (IF ANY):

Consider attached Policy 309 on Partnerships with Businesses

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is a copy of draft policy 309 Partnerships with Businesses

FISCAL IMPACT:

It is anticipated that this policy will not have a fiscal impact, however the relationships it governs will. This policy will help to establish guidelines when a partnership is being proposed by County staff or considered in the future.

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:



Partnerships with Businesses

Date Originated: 9/15/2020

Date of Modifications:

Policy Number: 309

1. PURPOSE:

The purpose of this policy to establish standards and guidance to assist private enterprises and public entities and to advise them as to the type of partnerships that Iowa County is willing to engage in.

2. ORGANIZATIONS AFFECTED:

This policy applies to partnerships with “for profit” non-governmental businesses.

3. POLICY:

Iowa County desires and expects to engage in partnerships. The public tax dollar is strained more and more and there is a need to utilize partnerships to assist with the development of tax base, expanded services, or to create a more efficient use of County dollars.

Partnerships are hereby defined as “minor” and “major”.

Minor partnerships are relationships that may be created, funded, or supported with existing manpower or budgeted dollars. A minor partnership would also avoid the need for County Board approval. For example; Iowa County may decide to partner with a local restaurant for the sponsorship of a County employee picnic. Said relationship would be considered minor, as it would not incur unbudgeted costs, nor would the relationship need to be elevated to County Board level.

A Major partnership would include relationships that the County Administrator is directly involved and will likely demand \$25,000 or more in staff time or financial contributions. These partnerships must be approved by the County Board.

Iowa County annually budgets dollars for the purchase of certain services and equipment. Because these purchases are in the annual budget, transparency already exists and the County Board of Supervisors have reviewed and approved the budgeted use of those dollars.

Iowa County hereby establishes the following guidelines to aid and assist staff in creating those “major” partnerships:

- A. Everything must be in writing via Memorandums’ of Understanding, Contracts, or Agreements. The terms of the relationship must be spelled out directly and concisely to ensure that members of the general public understand what has happened or is expected to happen under the partnership. Corporation Counsel or outside legal counsel involvement is at the discretion of the County Administrator.
- B. The Iowa County Administrator represents the Iowa County Board in negotiations and will work diligently to ensure the best relationship/partnership development

occurs. Once the final draft is completed, the County Administrator will take the proposal to the Executive Committee for feedback and revisions before getting the ultimate decision from the County Board.

- C. Any partnership agreement must provide Iowa County with more than what we could produce on our own without the partnership. The partnership shall be developed with the purpose of benefitting Iowa County. The private gains benefitted from the partnership are secondary and ancillary to the purpose of the agreement.
- D. Iowa County is open to providing funding incentives, but any agreement must spell out all incentives (funding or otherwise) completely and include a conclusion or end date for the relationship. Initial funding is preferable to ongoing funding agreements. Iowa County wants to encourage prosperity without developing relationships dependent on County resources.
 - a. Financing. Should a partner benefit from County financing, the County must have a security equal to said financing. This may come via a letter of credit, mortgage, or collateral. No agreement will be finalized if the County's financing is not secured.
 - b. Any incentives or financial contributions to a project must be proportional to the County's benefit from the project.
- E. Confidentiality. Occasionally a proposed partner will ask the County Administrator to sign a confidentiality statement. The County Administrator is hereby assured that if such a statement is required that the County Board will honor that pledge and not force the disclosure of confidential information unless otherwise **required by law**. When final documents are presented to the Iowa County Board, it must be assumed that confidentiality is no longer possible. Partners of Iowa County need to know that as a local government, Iowa County votes in public and takes the position that the public has a right to know decisions made by elected officials.
- F. Iowa County will not purchase a privately held business or a portion of a business.
- G. Conflict of Interest. Anyone engaging in a minor or major partnership on behalf of Iowa County must ensure they are not committing an Ethics Code violation. See Iowa County Ethics Code, Ethics Commission, and Wisconsin State Statutes to ensure compliance.

4. REFERENCES:

Policy 406 Code of Ethics
Iowa County Ordinance 701 Code of Ethics

5. PROCEDURES:

- A. Any entity interested in a partnership should contact the County Administrator to discuss their proposal. The County Administrator shall also contact prospective partners in order to further the county's goals and efficient use of county resources.
- B. The County Administrator may delegate a prospective partner to any member of his/her management staff for development of agreements or for investigative work. If a potential "relationship" is delegated to a department head, the County Administrator must express support for the "minor" relationship before any partnership agreements are approved or signed. A "major" relationship may not be approved by anyone but the County Board.

AGENDA ITEM COVER SHEET

Title: Cash Management Policy

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County Staff have put together a cash management policy for the Executive Committee to consider. The executive Committee made a few changes and recommended the policy go to the County Board.

RECOMMENDATIONS (IF ANY):

Consider attached policy.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 317 on Cash Management is attached.

FISCAL IMPACT:

This policy will not cost additional dollars to implement, but would aid and assist in the management of the dollars maintained by various County Departments.

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:



Cash Management: Deposits/Receivables/Sales Tax
Collection/Petty Cash

Date Originated: 11/10/2016

Date of Modifications:

Policy Number: 317

1. PURPOSE:

To describe the procedures, obligations, requirements, and responsibilities by employees, supervisors, and department heads to process accounts receivable, all forms of payment made payable to Iowa County, collection of sales tax on goods sold to non-governmental or tax-exempt entities, and handling petty cash funds.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County departments, boards, commissions and employees. Exceptions include items sold through other avenues such as the Wisconsin Surplus or other auction sites, and whereas the other service has collected said taxes or fees.

3. POLICY:

Iowa County departments shall use responsible cash management procedures to keep Iowa County funds secure. It is the policy of Iowa County to collect and disburse sales tax as required per the Wisconsin Department of Revenue guidelines.

4. REFERENCES:

Wisconsin State Statute 59.25, Wisconsin Department of Revenue Publication 201 Wisconsin Sales and Use Tax Information, Publication 207 Sales and Use Tax for Contractors, Policy 318 – Debt Collection.

5. PROCEDURES:

Administration:

Segregation of duties considerably minimizes the risk of fraud. Department management shall keep record of which employees have access on any given date to Iowa County funds. It is recommended that cash handling and reconciliation duties be rotated among staff. This will help with providing continuity of operations if an employee is suddenly unable to work and to minimize the risk of fraud. Departmental management shall take precautions to monitor against employee fraud.

Deposits:

- A. The Wisconsin State Statute 59.25 states that the County Treasurer Office is responsible for receiving all monies belonging to the county. This includes all monetary deposits in financial institutions for Iowa County.
- B. All deposits consisting of \$100.00 or more are required to be delivered to the Iowa County Treasurer daily by 2:00 p.m. unless securely locked up in department. All deposits of less than \$100.00 shall be deposited to the Iowa County Treasurer not less than weekly, preferably within one working day to prevent checks being returned for non-sufficient funds.

- C. All payments received shall be kept in a secure place out of the view and reach of the public and in some type of locked container. Cash shall not be transferred between departments through an Interdepartmental envelope.
- D. Payments to the county that are not honored by the financial institution upon which they were drawn remain the responsibility of the payer.
- E. Any payments received in a foreign currency and not in U.S. Dollars need to be converted into U.S. Dollars before it is receipted. The department receiving the foreign payment should contact the Treasurer Department. The Treasurer Department will contact the County's working bank to get the conversion rate.
- F. If a department receives funds via electronic fund transfer, the Treasurer's office shall be notified of the amount of the payment, date of receipt and applicable account numbers; preferably within 3 days or as soon as possible thereafter.
- G. Departments are responsible for verifying that deposits made have been applied correctly when the Treasurer Department returns a copy of the receipt.
- H. The ability to void/reverse transactions shall be monitored and performed by the Finance Director. The length of time from collection of funds and time of deposit will be reviewed by the Finance Director.
- I. The persons responsible for handling cash, checks and other types of payments should not be responsible for reconciling those transactions and bank accounts. All bank reconciliations are performed by the Treasurer Department with the exception of the Clerk of Courts, District Attorney, Sheriff's Office, Bloomfield, and Airport. Reconciliation of all department cash accounts is performed by the Finance Department and balanced back to the Treasurer Department reconciliation reports on a monthly basis. The Finance Department will review the bank reconciliations of the Clerk of Courts, District Attorney, Sheriff's Office, Bloomfield, and Airport periodically to make sure proper procedures are being performed.

Receivables:

Departments of Iowa County shall be responsible to maintain and oversee collections of their department's detailed accounts receivable records. Each department should develop accounts receivable procedures based on their own needs. These procedures should be approved by the Finance Director with a signature and date of authorization; and be compliant with this policy at a minimum.

- A. Sufficient data about the customer should be collected prior to service or delivery to aid in collection actions if needed. This data should include and subject to any limitations of privacy or other laws:
 - a. Full name of person/entity
 - b. Mailing address
 - c. Delivery/Physical address
 - d. Phone number/Cell Number
 - e. E-mail address
 - f. Taxpayer Identification Number/Social Security Number
- B. Departments should utilize computerized billing systems and pre-established prices. Unless part of a department-specific computer system, departments should use the County's central

accounting system. Procedures should be developed by which all data necessary to issue a complete billing is forwarded to the person(s) responsible for issuing the billing. Invoices should be issued as soon as possible, **but not later than 30 days**, after delivery of good or service.

Whenever practical only pre-numbered, sequential invoices should be issued to prevent duplicate invoicing. Billings should be reviewed for accuracy prior to the issuance.

- C. Upon payment, pre-numbered, sequential receipts should be issued to the extent practical. Deposits should be made promptly per this policy.
- D. All accounts receivable shall be recorded in a manner to permit analysis of the aging of receivables. This aging should be reviewed at least quarterly.
- E. Interest and penalties on past due accounts may be appropriate, depending on the type of revenue and the authority under which it was created. See Policy 318.
- F. Departments should develop collection policies in compliance with Policy 318 – Debt Collection.
- G. County responses to delinquent accounts may include:
 - a. Phone Contact
 - b. Written correspondence and use of certified or registered mail may be necessary.
 - c. Suspension of future services on credit until account is made current.
 - d. Development of payment plans
 - e. Contact the Corporation Counsel office to pursue further collection efforts.
 - f. Certification of the account to the Wisconsin Department of Revenue's Tax Refund Intercept Program or State Debt Collection Program.
- H. Allowance for doubtful accounts should be established based on the percentage of receivables that have been uncollectible. This should be updated annually by the Department and be reported to the respective standing committee in compliance with the Policy 318 - Debt Collection. When an account is deemed uncollectible, the balance should be written off in a timely manner, generally no longer than one year after service. All write-offs need to be performed in accordance with the Debt Collection - Policy 318. A yearly report of all departments' write-offs shall be presented to the Iowa County Board by the Finance Director. After accounts have been written off, collection efforts shall not cease. Departments should determine if the cost of continued collection efforts outweighs the potential benefits. Customer's account information should be retained in order to have continued enforcement of service denial on credit until previous written-off amounts have been paid in full.

Sales Tax Collection:

- A. Sales tax shall be charged and collected from all purchasers/buyers who have not provided a proof of sales tax exemption certificate. All tax certificates returned by purchasers/buyers are recorded in the accounting software for all customers. Departments shall be responsible to keep current and up-to-date tax exempt certificates for customers they work with, and provide those to the Finance Department. The Finance Department shall retain original copies of the tax exemption certificates. If deemed tax exempt, the tax exempt number, if applicable; is listed as well as the status (i.e. farming, resale or manufacturing).
- B. Sales tax is recorded when the payment is deposited from a taxable sale. This procedure will ensure that the County is not paying out any sales tax that has not been collected.
- C. The Finance Department summarizes the sales tax collected and the sales during the reporting period as established by the Wisconsin Department of Revenue and the sales tax report is

completed by the information summarized. Currently sales tax reports are submitted quarterly as that is the time period that has been established by the Wisconsin Department of Revenue. The reports are filed online through the Wisconsin Department Revenue and sales tax is paid directly from the County's checking account. A journal entry is completed and entered into the County's financial software to record the payment of the sales tax.

- D. Each department should develop sales tax collection procedures based on their particular department needs. These procedures should be approved by the Finance Director with an authorization date and signature; and be in compliance with the WI Department of Revenue Publication 201 and Publication 207. The department's procedures should be compliant with this policy and followed at a minimum.

Petty Cash:

- A. Petty Cash is a small fund for minor and emergency expenditures for which payment by voucher is not practical. Whenever possible the voucher system should be used for disbursements. Any new petty cash funds must have approval from the County Administrator. Any increases in the existing petty cash fund must be justified and approved by the County Administrator.
- B. The maximum amount allowed for petty cash funds should be no greater than \$325.00, except for the Treasurer's Office and Registrar of Deeds Office who are allowed higher amounts for their change drawers. All petty cash should be in some type of locked container and the container should be locked during all hours.
- C. Department heads should provide a minimum number of employees with a key to that container. All expenditures from petty cash should be documented and verified with a receipt. Petty cash should not be commingled with any other currencies, receipts or papers. The fund shall not be "borrowed" from for personal use.
- D. Petty cash funds should be balanced within the department monthly and available for the Finance Department to audit upon notice.
- E. Petty cash can be reimbursed as needed through the voucher system.
- F. Employee reimbursements must go through the payroll program.

AGENDA ITEM COVER SHEET

Title: Proposed Policy 430 Exempt Employee Recognition

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The attached policy was drafted for the Committee's last meeting. Since then, the policy has been reviewed and approved by the County Staff of Department Heads.

At the last General Government Committee meeting questions were asked about the impact this contribution would have on employee's retirements. The Employee Relations Director has contacted the WRS and determined that the County and Employee would not pay a payroll tax for this EMPLOYER contribution to the WRS, AND that this contribution is not merged with employees other contributions to WRS. It is kept separate and treated as a separate annuity at employees retirement.

RECOMMENDATIONS (IF ANY):

Staff recommends the Committee read the proposed policy and consider it for approval.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 430 for your consideration.

FISCAL IMPACT:

The policy is expected to cost between \$2,000-\$2,500 per year if adopted as drafted. I further anticipate that 2020 expenses would be slightly higher because of COVID19 and the impact it had on staffing for certain positions.

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:



Exempt Employee Recognition Policy

Date Originated: 9/15/2020
Date of Modifications:
Policy Number: **430**

1. PURPOSE:

The purpose of this policy provide additional compensation to exempt employees in recognition of their hours worked to support Iowa County and its residents.

Iowa County recognizes that exempt employees are compensated for completing a job. This task typically requires more than an 80 hour pay period. Hours in addition to, or above 80 are not compensated, but generally included in their base "salary". Unlike non-exempt positions, additional hours of labor do not result in an increase in pay rate, but rather *an exempt employee's per hour pay rate decreases the more hours an exempt employee works.*

Iowa County further recognizes that exempt positions are often those with great responsibility and those positions that are looked at when help is needed in a particular department or when an emergency strikes. Occasionally, the demands of the position become so beyond what is expected, that it is reasonable to recognize said employees.

Providing an additional recognition incentive may also help encourage additional hours worked, and a greater interest in applying for high demand exempt positions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all full-time exempt employees of Iowa County.

3. POLICY:

A. When a non-exempt employee's timecard reflects hours worked beyond 80 hours in a pay period, they are compensated with Comp Time or Over Time. This policy provides guidelines for establishing a recognition for exempt staff when the number of hours worked in a pay period exceeds one hundred (100) hours. ["Hours worked" is based on their official timecard; and includes MTO, holiday and sick time.]

B. Iowa County, Wisconsin participates in the Wisconsin Retirement Plan. As part of this retirement plan, Iowa County is permitted to make additional contributions on an employee's behalf.

4. REFERENCES:

Policy 401 – Employee Handbook

5. PROCEDURES:

A. When an exempt employee files their timecard, the Finance Department shall generate a report of employees working greater than 100 hours. All exempt employees working more than 100 hours in a pay period shall receive a \$100 bonus contribution to their WRS account per pay period.

- B. Employee Name, position, hours worked, and additional compensation shall all be included in the report.
- C. Said report shall be presented to the County Administrator for his/her signature.

Furthermore this policy shall apply retroactively to January 1, 2018 to ensure a comprehensive recognition of staff shortages, pandemic response hours, and to reward the commitment exempt staff have made to Iowa County.

DRAFT

AGENDA ITEM COVER SHEET

Title: Requesting a Per Diem increase for the Iowa County Board of Canvassers

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

At the November 8, 2011 Administrative Services Committee meeting it was moved to raise the Canvassers per diem from \$35.00 to \$50.00. At the General Government's committee meeting on September 3, 2020 it was moved to increase the per diem from \$50.00 to \$75.00 and again at the September 8, 2020 Executive Committee meeting. I respectfully ask the County Board to agree.

RECOMMENDATIONS (IF ANY):

The General Government Committee and Executive Committee are recommending the increase.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

There will be a \$50.00 increase per election.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed? 5 Minutes

COMPLETED BY: Greg Klusendorf

DEPT: County Clerk

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

AGENDA ITEM COVER SHEET

Title: Agreement to Transfer Unused 2016 Block Grant 79 Funding from the Iowa

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Due to changes in the scheduling of capital improvement projects at the Iowa County airport at Mineral Point; there is approximately \$53,000 in funding. In summary, the Iowa County taxiway project did not receive any bids for construction this summer. In addition, the Bureau of aeronautics moved up our 11/29 runway project to a 2022 construction window. As a result we re-distributed our 2016 entitlement dollars from the taxiway construction project to the runway design project. However, the design project will not utilize all funding available to the airport, due to being a less expensive project. So, the leftover 2016 entitlement fund will expire at the end of the month. If we do not utilize the funding; the dollars would go back to the FAA nationally to be re-distributed. It is better for aviation in Wisconsin if we transfer the funds to another GA in the state. It has been determined the Langlade County airport has a project, as a result of bid letting results, could utilize the funding in the timeframes necessary.

RECOMMENDATIONS (IF ANY):

Recommend to accept the agreement and to approve the return of \$53,000 in entitlement dollars from the Iowa County airport at Mineral Point to the Bureau of Aeronautics for redistribution within the state.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Copy of the transfer agreement

FISCAL IMPACT:

None. Represents a loss / re-allocation of designated entitlement funds to Iowa County from fiscal year 2016. We would anticipate a request to return this funding to the county for future projects at Mineral Point via an entitlement transfer from other Bureau projects and allocations.

LEGAL REVIEW PERFORMED:

☒ Yes

☐ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 minutes if deemed

COMPLETED BY: CRH

DEPT: HWY

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: Iowa County

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Iowa County Airport (MRJ)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Block Grant 79	2016	\$ 53,000.00
Total		\$ 53,000.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Langlade County Airport (AIG)

Name of Receiving Airport's Sponsor: Langlade County

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 09/06/2020 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: 

Name: David M. Greene

Title: Director, Bureau of Aeronautics

Date:

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Signature of Sponsor's Authorized Official:

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of _____. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Signature of Sponsor's Attorney:

Resolution No. 2-0520

**RESOLUTION CREATING THE
“LAW ENFORCEMENT CENTER BUILDING COMMITTEE”**

WHEREAS, the Iowa County Board of Supervisors created a “Jail Building Committee” with Resolution No. 9-0518 on May 15, 2018 and assigned it the responsibility to plan and assist with the need, size, and design of a Law Enforcement Center; and

WHEREAS, the Iowa County Jail Building Committee proposed a new Law Enforcement Center to the Iowa County Board on March 17, 2020 and the Iowa County Board adopted their proposal: and

WHEREAS, the Jail Building Committee has nobly and professionally completed its responsibilities assigned by the Iowa County Board; and

WHEREAS, The Iowa County Board of Supervisors would like to task County Supervisors formerly serving on the Jail Building Committee with the responsibility of meeting monthly to assist with construction of the newly approved Law Enforcement Center; and

NOW THEREFORE, BE IT RESOLVED by the Iowa County Board of Supervisors that the creation of a “Law Enforcement Center Building Committee” be established with five County Supervisors to do the following:

1. To discuss and consider any change orders recommended by the Project Manager, Kramer Brothers.
2. Appoint a liaison to attend weekly or biweekly update meetings onsite with County Administrator and/or County Board Chair.
3. The Committee Liaison is authorized to spend up to \$20,000 without having to go to the committee for approval.
4. The committee is authorized to spend up to \$50,000 without having to take it to the County Board for approval.

BE IT FURTHER RESOLVED that the ad hoc Jail Building Committee shall disband when the ribbon cutting for the new Law Enforcement Center occurs or at the end of this session of the Iowa County Board of Supervisors:

Respectfully submitted by the Committee on Appointments.