

Project and Initiatives Involving the Administration Team:

By Duties:	Department:	Project / Initiative:	Status	Cost (est.)	Current Lead	Strategic Goal
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Board Relations

Board	Redistricting with coordination of committee	Done	Min	CTY Clerk	No
Board	Policy, Rule, Procedure of addressing public comment in public meetings	No actions	min	Admin	No
County Board	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No
Rules and Resolution	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No
Finance and Personnel	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Property Committee	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Strategic Planning	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Veterans Commission	Routine Coordination, Presence and Support	Routine	?	CVSO	No
UW Campus	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No
Tri-County Airport	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No
Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes
Committees	POLICY - Review Committee Authorities and Responsibilities Review	Development	?	Committees	No
Committees	Rules - (Future Ordinance) Process for appointments to Boards, Committees and Commissions	Development	?	Committees	No

Administrative Duties

Administrator	Performance evaluations on reporting department heads (15)	3 of 15	min	Administrator	Yes
Administrator	Performance evaluations on reporting subordinates (3.5)	0 of 3.5	min	Administrator	Yes
Clerk's Office	Ordinances and Resolutions with Digital Accessibility on Website	Development	?	Clerk	Yes
Clerk's Office	Ordinances converted to Book of Ordinances	Development	?	Clerk	Yes
Clerk's Office	POLICY - Review record retention schedule	Development	?	Clerk / Admin	Yes
Clerk's Office	Purge historic records and storage spaces	Development	Many hours	Clerk / Admin	No
Administration	Purchase and Install new AS400 system	System arrived	\$60,000	MIS	Yes
Administration	Sort out office and floor space	Actions	?	Admin / Clerk	Yes
Administration	Promoting Southwest Tech presence in Richland Center	No actions	?	Admin	No
Administration	POLICY and procedure - Reviewing Contracts Through Corporation Counsel	No actions	?	Admin	Yes
Broad Band Development	Develop a plan and funding for improving rural broadband access	Preliminary	?	Committees	Yes
Training	Department Head Training: working with committees, budget, leadership, employment law	Preliminary	?	Admin	No
Training	Employee training: Complaint Policy, Benefits, future advancements in county	No actions	?	Admin	No
Training	AS400 Training and viewer access for Department Heads	No actions	?	Tammy W.	No
COVID-19 Vaccination Education Initiative	Base Line Data- Promotion - Monitoring - Follow-up Data - Report to F+P, HHS B	Preliminary	?	Admin/Asst. /HHS Dir.	No
Veterans Commission	Customer service review process remains a concern of the commission	No actions	?	Admin	No
UWEX	Evaluation of current community educator needs	No action	?	Admin	No
UW Campus	Future Utilization and Foot Print // Contingency Plan Development	Preliminary	?	Admin	No
UW Campus	Campus Loop deed to City	Surveyed	?	CC	No
UW Campus	Future utilization of none developed forest and agriculture sections	Preliminary	?	ED	No
Tri-County Airport	Ownership Agreement Ordinance	Awaiting Sauk	?	Admin / Sauk	No
Tri-County Airport	Airport Improvements: project tracking, land acquisition, and funding	Close	\$9,500,000	Admin / Sauk	No
Land Conservation	Services and staffing evaluation, regarding Land Conservation, Zoning, Land Information	No action	?	Admin	No
Land Con and Fair	Investigation of moving parks from Land Con to a "Parks and Fair" configuration	No action	?	Admin	No
Business Reviews	Hiring consultants to evaluate business plans: Fair, Ambulance	Preliminary	?	Admin	No
Solar Field	Solar Field—follow up push on development	Underway	\$160,000-	ED	No
Solar Field	Solar Field - follow up on personal solar panel ordinance	Actions	\$100 per	Zoning	No
Solar Field	Solar Field - Monitor revenue flow from DOR	Preliminary	\$100K+ / year		
Solar Field	Solar Pannels on County Roofs - Through Allient or other Utility (Iowa County)	No action	?	Accounting Supervisor	No

Strategic Planning and
Organizational
Improvement

Strategic Plan Development	Development of long-term strategic plan; monitoring and enforcement; data support	Near Completion	?	Committee Lead / SWRP/ Admin	Yes
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Budget Preparation and
Execution

Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No
10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No
Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	None	?	Administrator / CFO	No
MIS Budget	2023 Reconfiguration to Office and Organizational Budgets	Preliminary	?	Administrator	No

Financial Reports and
Planning

Finance	American Recovery Plan: Access needs and options, selection process, decision, tracking and audit	Actions	\$3,300,000		No
Finance	American Recovery Plan: Coordinating with Townships and City on their uses	No action	Multiple M	Admin	No
Finance	2022 Budget – Process planning and coordination	Actions	\$36M	Admin	No
Finance	2022 Budget – Union negotiations	Actions	?	Admin / Jon	No
Finance	2022 Budget – Health Insurance and Benefits Review, Assessment, Proposal	Actions	?	Admin –	No
Finance	2022 Budget – Capital Projects and Improvement process and borrowing	Actions	?	Admin / Clerk	No
Finance	2022 Budget – Review of county partnerships	Actions	?	?	No
Finance	POLICY - Purchasing Policy	Preliminary	?	Admin / Clerk	YES
Finance	POLICY - Finance policy, w/ funds (purpose, authority, responsibility) ref resolutions	Preliminary	?	Admin / Clerk	No
Finance	POLICY - Grant and Endowment Receipt, Holding and Issue	Preliminary	?	Admin / Clerk	No
Finance	Service Card System	Preliminary	?	Admin / Clerk	No
Finance	Amazon Business Account for the County	Preliminary	?	Admin / Clerk	No
Finance	Reviewing revenues (fines, fees, and grants)	No actions	?	Admin / Clerk	No
Finance	Evaluation of Property and Liability Insurance	Status Quo	?	Admin / Clerk	No
Finance	Routine Finance meetings for county coordination	No actions	?	Admin / Clerk	No
Finance	Evaluate centralized finance department - with attached personnel	Preliminary	?	Admin / Clerk	No
Finance	Next Generation Finance and Payroll System: Assess, Evaluate, Plan	No actions	?	Admin / Clerk	No
Finance	AS400 Switch over - Anticipating February after year end	Development	\$60,000	Admin / MIS	No

Finance	Early Childhood Education and Daycare Grant Program	No actions	\$335,100	Admin	No
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DOJ Grant	Department of Justice, Coronavirus Round two for Law Enforcement contagion mitigation	Actions	\$150,000	DOJ / Accounting Supervisor	No
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Ambulance Garage	Finalize Purchase	Dec 15th	\$600,000-	Chair and DH	No
Ambulance Garage	Monitor Project and Funding Requests	Preliminary	?	Admin / Chair / DH	No

Housing Authority	Evaluation and repurpose of aged grant program	Preliminary	\$55,000	ED	No
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CDBG Close	Lone Rock Improvements	Con. \$ flow	\$481,750	ED	No
CDBG Close	Richland Center Auditorium	Con. \$ flow	\$752,341.31	ED	No

Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	No actions	?	Admin	No
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Opioid Settlement	Monitoring and tracking opioid settlement project	No actions	?	Admin	No
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Human Resources

Human Resources	Recruitment Process for Corporation Counsel	Actions	?	Admin / HHS	No
Human Resources	Recruitment Process for Accounts Payable Specialist	CLOSE	?	Clerk / HHS	No
Human Resources	POLICY - Review Long-term medical absence	Preliminary	?	Admin	No
Human Resources	POLICY - Regarding abandoned personal possessions	Preliminary	?	Admin	No
Human Resources	POLICY - Vehicle use policy	No actions	?	Admin	No
Human Resources	POLICY - Building Policy for Courthouse	No actions	?	Admin	No
Human Resources	POLICY – Finalize Handbook with changes reflecting Administrator	Done	?	Admin	YES
Human Resources	POLICY – complete review Handbook, Administrative Manual and Addendums	Done	?	Admin	YES
Human Resources	POLICY – Compensation, Classification and Authorization	Adopted	?	Admin	No
Human Resources	Review FLSA classifications	Done	?	Admin	No
Human Resources	POLICY - Performance Evaluation Policy and Procedures	No actions	?	Admin	YES
Human Resources	Evaluation of uniform timekeeping and timecard system	No actions	?	Admin	No
Human Resources	POLICY and Procedure- Masking and Vaccinations in County Buildings	Ongoing	?	Admin	No
Human Resources	POLICY - Return to work and light duty	Preliminary	?	Admin	No
Human Resources	POLICY- Review and Update Civil Rights	Development	?	Admin	No
Human Resources	POLICY - Public Works Solicitation, Bidding and Awarding Process	No actions	?	Admin	No

Human Resources	Review on future compensations and benefits package, including time-off	Preliminary	?	Admin	No
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Highway	Clerical Staff hour reduction	Done	?	Admin / HWY	No
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Human Resources	Consideration of future new positions: Tourism Director, Jail Administrator, Radio Administrator,	Preliminary	?	Admin	No
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Human Resources	Establish Reoccurring HR meetings and work group	Preliminary	?	Admin	No
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Property Management

Courthouse	Security and Key Project	No Actions	10K-50K	Maint	No
Courthouse	Duct Cleaning	On Site	\$14,082.00	Maint	No
Courthouse	Air Purification Equipment Installation	Scheduled	\$42,454.00	Maint	No
Courthouse	Roof replacement on historic courthouse	Scheduled	242,000	Admin	No
Courthouse	Reallocation of Emergency Management / Ambulance Space	Preliminary	?	Admin	No
Courthouse	Long-term future occupation of courthouse / future jail project	2013 Study	Multi-million	Committee	No

Property	Cazenovia Demolition — parcel is still ours; concerns on redemption (Economic Development)	Done	\$60,000-	ED	No
Property	1 st Street — parcel is still ours; concerns on redemption (Corp Counsel and Economic Development)	Done	\$10,000-	ED and CC	No
Property	Crook Property - work with city on razing and development	Holding	0		No
Property	Streamline process on property development (Economic Development)	Preliminary	?	ED / Corp Counsel / Treasurer	No
Property	Contaminated Parcel, old dry cleaning (Economic Development)	Preliminary	?	ED	No
Property / Parks	Kayak Landing project and land swap	Preliminary	?	Parks and Chair	No
Property	Roofing repairs on Campus, Symons, HHS (Passed to Department Heads)	Done	\$600,000-	Contractor / DH	No

MIS / Sheriff	Radio Tower Project - Assessment and Improvements to Radio Counsels and Towers	Actions	6-10 M	MIS/ Sheriff / Consultant	No
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Land Conservation	Concerns on rented space, possible movement to courthouse	2023	\$10,000	Admin / Land	No
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Community &
Intergovernmental
Relations

Lobbying	Communicate with State Representatives on Levy Limits and County Financial Position	Preliminary	?	Admin	No
Public Addresses	Schedule Reoccurring Public Addresses with Radio and Paper	Preliminary	?	Admin	No