

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.

	Agenda General Government Committee Thursday, May 6, 2021 - 5:00 pm Conference Call 1-312-626-6799 Zoom Meeting ID: 817 4473 7754 <u>https://us02web.zoom.us/j/81744737754</u> Iowa County Health & Human Services Community Room 303 W. Chapel Street Dodgeville, Wisconsin	Iowa County Wisconsin
For information regarding access for the disabled, please call 935-0399.		
<i>Any subject on this agenda may become an action item.</i>		
1	Call to order.	
2	Roll Call.	
3	Approve the agenda for this May 6, 2021 meeting.	
4	Approve the minutes of the April 8, 2021 meeting.	
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.	
6	Iowa County Register of Deeds 2020 Annual Report.	
7	Update on Pace Projects.	
8	Discuss and consider a Department Assistant position for County Administrator/Corporation Counsel/Employee Relations.	
9	Employment Activity Report.	
10	Set date and time for next meeting. (June 3, 2021 at 5:00 p.m.)	
11	Adjournment.	

Posting verified by the County Clerk's Office. Kris Spurley Date: 04-29-2021 @ 11:30am Initials: kks

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.



Draft Minutes
General Government Committee
Thursday, April 8, 2021 - 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 859 7247 6809
Iowa County Health & Human Services
Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

1	Chair Ronald Benish called the meeting to order at 5:00 p.m.
2	- Roll Call. Members present: Sups. Ronald Benish, Mike Peterson, Curt Peterson, John Meyers. - Excused: Dewan Jenkins and Judy Lindholm. - Others present: Larry Bierke, Dave Morzenti, Steve Deal, Allison Leitzinger, and Kris Spurley. - Others present remotely: Scott Godfrey, Katie Abbott.
3	Sup. Mike Peterson moved to approve the agenda for this April 8, 2021 meeting. Sup. Meyers seconded. Motion carried. Aye-4 Nay-0
4	Sup. Curt Peterson moved to approve the minutes of the February 4, 2021 meeting. Sup. Mike Peterson seconded. Motion carried. Aye-4 Nay-0
5	Public Comments: Peter Vanderloo, representing the Prairie Restoration group requested that the group be involved in the decisions on the land uses at the Bloomfield/County Farm Property.
6	Reviewed the Preliminary Financial Reports for the period ending 12/31/2020. Bierke answered questions from the committee.
7	Iowa County Register of Deeds 2020 Annual Report. This will be on the next meeting agenda for discussion and questions.
8	Considered Resolution Authorizing Participation in the WI DNR Outdoor Motorized Trail Aids Program (snowmobile trail grants). Sup. Meyers moved to approve and forward to the County Board for consideration. Sup. Mike Peterson seconded. Motion carried. Aye-4 Nay-0
9	Considered the Creation of Four Hospitality Service Aide positions at Bloomfield Healthcare. Sup. Mike Peterson moved to approve the creation and to forward to the Executive Committee for consideration. Sup. Curt Peterson seconded. Motion carried.

	Aye-4 Nay-0
10	Allison reviewed the Employment Activity Report and gave an update to the committee.
11	Presentation by Katie Abbot, Scott Godfrey and Dave Morzenti considering Land Uses at the Bloomfield County Farm Property. Sup, Mike Peterson moved to work with the lease holders and bring it back to the committee for consideration. Sup. Meyers seconded. Motion carried. Aye-4 Nay-0
12	The next meeting date is May 6, 2021 at 5:00 p.m.
13	Sup. Mike Peterson moved to adjourn the meeting. Sup. Meyers seconded the motion. Motion carried. Aye-4 Nay-0 Meeting adjourned at 5:34 p.m.
Minutes by Kris Spurley.	

EXHIBIT B

PACE Project Summary



Property Owner	SCC - Mixed Use, LLC
Street	501-509 West Verona Avenue
City	Verona
County	Dane
Tax ID	286/0608-153-5035-2
Property Type	Mixed Use
PACE Lender	Twain Financial
Project Type	New Construction
Financing Type	Current Project
Improvement Type(s)	Energy/Water Efficiency
PACE Project Direct Costs	\$610,000
Program Fee	\$7,163
Commission Fee	\$700
Commission Legal Fee	\$700
Other Program Expenses	\$0
Other Soft Costs	\$81,437
PACE Financing Amount	\$700,000
Interest Rate	5.50%
Loan Term	23
Mortgage Balance Total	\$3,531,500
Mortgage Balance + PACE Loan - to- Value	PASS
Lender Consent	Condition - Closing
Primary Contractor(s)	Krupp General Contractors, LLC
Project Developer/Energy Auditor	Edison Energy, LLC
Summary of Improvements	Wall Upgrade, Windows, Interior LEDs, HVAC - AHUs, Low flow fixtures, DHW Heater
Projected Avg. Annual Cost Savings	\$35,005
SIR	1.00
Completion Date	Q1 2022
Jobs Created By Project	10.5
Projected Environmental Benefits	501,110 kBTUs per year

Status of Documentation



Property Owner

Street

City

County

SCC - Mixed Use, LLC

501-509 West Verona Avenue

Verona

Dane

Notes:

Pre-Closing Document Checklist

Corporation Report

County Assessor Property Report

Final Application

Construction/Installation Contract (unsigned)

Energy Assessment

Completion Docs. (Retroactive)

Savings Guarantee Draft

Appraisal/Evaluation/Assessed

Capital Provider Offer to Fund

PACE Financing Agrmt (Substantially Complete)

DRAFT Title Report

Mortgage Loan Documentation

Property Insurance

Administrator's Preliminary Approval

PASS

Condition - Closing

PASS

PASS

PASS

N/A

Condition - Closing

PASS

PASS

Condition - Closing

Condition - Closing

PASS

Condition - Closing

Condition - Approval

1

1. The parent parcel must be sub-divided prior to closing to create the parcel to which the financing will be attached.

PACE Commission Director's Approval

Condition - Closing

Closing Document Checklist

Construction Contract(s) - Executed

Commissioning Verification Report

Title Report

Mortgage Lender Consent

Savings Guarantee - Executed

Closing / Disbursement Statement

On-Board Report & Amortization Table

Commission Approval Letter

Executed PACE Special Charge & Financing Agrmt

PASS

Conditional

Condition - Closing

Condition - Closing

Condition - Closing

Condition - Closing

Condition - Closing

Condition - Closing

Condition - Closing

Conclusion

01_000042	News Headings
01_000043	Written Source

PACE Impact Report

[illegible]

Winson Square
\$1,175,000.00
Exterior LED, garage lift, Heat Pump Infiltration Reduction, Interior LED, Low Flow Toilets, Hard Upgrade, Smart Therms, Wall upgrade, window

AGENDA ITEM COVER SHEET

Title: Discuss and consider a Department Assistant position for County Administ



☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

County Administrator, Corporation Counsel and Employee Relations would like to add a shared full-time (32-40 hrs/wk) position of Department Assistant. This position would provide clerical support to the three respective departments. This position would be a Grade F Classification.

RECOMMENDATIONS (IF ANY):

Approve the recommendation to hire a shared Department Assistant.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Draft Job Description

FISCAL IMPACT:

\$32,852.11 in 2021.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger _____

DEPT: Employee Relations _____

2/3 VOTE REQUIRED:

☒ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Department Assistant

DEPARTMENT / SECTION: County
Administration/Corporation Counsel/Employee
Relations

DATE REVIEWED: April 2021

TITLE OF IMMEDIATE SUPERVISOR:

GRADE: E

JOB SUMMARY:

The purpose of this position is to act as the receptionist and to provide clerical support as the Department Assistant for County Administration, Corporation Counsel and Employee Relations.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Answer and assess the needs of all incoming telephone calls. This includes taking accurate messages and referring the call to staff when appropriate and also screening out calls that need to be directed elsewhere.		
2	Greet and assess the needs of all visitors to the office. When appropriate, refer the visitor to a staff member. Alternatively, take accurate messages and screen out visitors that need to proceed elsewhere.		
3	Provide clerical support including the typing of forms, files, reports, word-processing in general, making photocopies, creating and maintaining files, and filing.		
4	Review and redact public records requests.		

TASK NO.	DESCRIPTION	FREQUENCY	BAND/G RADE
5	Under the direction of the Corporation Counsel; review, organize and file discovery for litigation.		
6	Coordinate, schedule and track citation violation prosecutions.		
7	Sorts and files documents to include paper and electronic filing.		
8	Process the daily mail, to include sorting, date stamping and delivery of materials to appropriate facility staff, as well as processing outgoing mail.		
9	Prepares monthly vouchers.		
10	Assist in document preparation, signature blocks, cover sheets and recording instruments.		
11	Prepare meeting agendas and posting monthly agendas. Mail agendas, meeting and other information on a timely basis or assist in the scheduling of Zoom meetings.		
12	Compiles data and information to assist in the completion of reports, special studies and evaluations.		
13	Assist Department with maintaining website and other social media sites or recruitment websites.		
14	Performs all other duties as assigned.		
15	Must have regular and dependable attendance.		
	<u>Demonstrated Experience and Skills Required.</u> • Demonstrated professional oral communication skills with emphasis on knowledge and use of proper telephone etiquette. • Demonstrated proficiency in the use and operation of a personal computer and Microsoft word processing software programs in a business or government office setting. • Demonstrated ability to communicate in a professional manner with all people and to diffuse difficult situations. • Demonstrated proficiency in the use and operation of a computer and word processing in a Windows environment. • Demonstrated ability to be organized and a self-starter with a multi-task orientation and the ability to accurately complete all job tasks with minimal supervision. • Demonstrated ability to maintain the <u>strictest confidentiality</u> about matters not for public review.		

	• Requires ability to effectively work with all types of agencies and court personnel. • Demonstrated ability to adapt to and become proficient with changing technology and business practices.		
	<u>Minimum Qualifications</u> • High School diploma or GED. • Three years of increasingly complex office experience. • Access to dependable transportation during work hours. • Preference for experience and skill using Microsoft Publisher and PowerPoint to create basic publications, presentations, and mailings.		
	<u>Conditions of Employment</u> Working Environment: • Typical working environment is within a non-smoking, temperature controlled office. Physical Requirements: • Ability to operate office equipment such as a computer terminal (for an extended period of time), calculator, and photocopier. • Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling. • The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.		
DATE: _____ EMPLOYEE SIGNATURE: _____ DATE: _____ DEPARTMENT HEAD SIGNATURE: _____ DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____			



Iowa County Employee Relations

222 N Iowa Street - Dodgeville, WI 53533 - 608.935.0374 – Fax: 608.935.0325

Allison.leitzinger@iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: April 29, 2021
RE: Employment Activity Report

Outlined below is the employment activity for April 2021:

- LTE Public Health Nurse – 1 new hire started in April.
- LTE COVID-19 Vaccine Specialist – 4 new hires started in April.
- Dispatcher (1 vacancy) – New hire started April 12.
- Nursing Home Administrator – New hire starting May 25.
- Patrol Deputy – Final candidate selected; starting background process.
- Correctional Officer/Dispatcher – 1 new hire started April 19; testing process for 3rd vacancy.
- Social Services Youth and Family Unit Manager – internal hire effective April 12.
- Social Service Lead Social Worker – First review scheduled for April 30.
- Highway Business Manager – First review of candidates in process.
- Highway Section Maintenance Patrol – Final candidate in background process.
- Highway GIS Internship – Interviews were held on April 23.
- Highway LTE Maintenance Patrol – 4 candidates in the background process.
- UW Extension Department Assistant – New hire starting May 10.
- Sheriff's Office Internship – First review scheduled for April 30.
- 4H Internship – Candidate in background process.
- Bloomfield Healthcare Business Manager – First review of candidates in process.
- Bloomfield Healthcare Director of Nursing – Interviews scheduled for May 7.
- Bloomfield Healthcare MDS and Infection Prevention Manager – Interviews held on April 29
- Bloomfield Hospitality Service Aide – First review scheduled for May 10.
- Bloomfield Healthcare Certified Nursing Assistants – 1 New hire started April 7; ongoing recruitment
- Bloomfield Healthcare Registered Nurse/LPN – ongoing recruitment
- Bloomfield Healthcare Laundry/Housekeeping – ongoing recruitment.
- Bloomfield Healthcare Dietary Aide – Interviews were held on April 22.