



OFFICIAL NOTICE AND AGENDA

Finance & Personnel Committee Regular Meeting
Pardeeville Village Hall – Board Room
114 Lake Street, Pardeeville, WI 53954
Tuesday, March 05, 2024 – 5:00 PM

1. **Call meeting to order:**
 - 1.1. Roll Call
 - 1.2. Approval of Agenda
2. **Approval of Minutes** – January 24, 2024
3. **Comments from the Floor** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. The comments made must remain respectful. The Chief Presiding Officer has the right to end an individual's time should an individual become disrespectful. It is policy of the Village that each individual may receive up to two (2) minutes to speak. More time may be granted by the Chief Presiding Officer. There may be limited discussion on the information received, however, no action will be taken under Comments from the Floor).*
4. **Old Business:**
5. **New Business:**
 - 5.1. Trustee Purchasing Policy
 - 5.2. Debt Borrowing Capacity Policy
 - 5.3. Social Media Policy
 - 5.4. Work Boot Allowance Policy - Revision
 - 5.5. Excavation Permit - Revision
 - 5.6. Village Office and Crew Hours
 - 5.7. Organizational Chart for Village Staff
 - 5.8. Organizational Chart for Village Boards, Commissions, and Committees
 - 5.9. Village Hall Custodian
 - 5.10. General Hiring
6. **Consideration of items for future agendas**
7. **Adjournment**

Denise Vater, Clerk/Treasurer

For more details on reports and agenda items, please see the packet on the website: villageofpardeeville.net

The Village Hall is fully accessible. If you require additional assistance, please contact the Village Office (Phone 608-429-3121) 48 hours prior to the meeting. This is a public meeting. As such, all members or a majority of the members of any given Village Committee, Commission, or Board may be in attendance. While a majority of any given group may be present, only the above Board will take official action based on the above agenda.

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE MEETING
MINUTES**

January 24, 2024

Pardeeville Village Hall

4:00 PM

Call to Order: The meeting was called to order at 4:00 pm.

Roll Call: Mike Babcock, Barry Pufahl, Rick Henslin substituting for Ron Griepentrog.

Staff: Austen Frederickson, Director of Public Works.

Guests: Municipal Services Crewperson candidates.

Approval of Agenda

Babcock moved to amend and then approve the agenda moving item V. d. Closed Session to the top. Second by Henslin. All in favor. Motion carried.

Approval of the Minutes

Babcock moved to approve the December 11, 2023 Finance & Personnel minutes as presented. Second by Pufahl. All in favor. Henslin abstained. Motion carried.

Closed Session under WI Stats. Sec. 19.85(1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Interview Municipal Service Crewperson candidates.

Henslin moved to convene into closed session per W.S.S. 19.85(1)(c) to wit interview of Municipal Services Crewperson candidates. Second by Babcock. Call vote. All in favor. Motion carried. Entered closed session at 4:01 pm.

Pufahl motioned to reconvene into open session. Second by Henslin. Call vote. All in favor. Motion carried. Return to open session at 7:27 pm.

Pufahl motioned to recommend to the Village Board the top candidate discussed in closed session. Second by Babcock. All in favor. Motion carried.

Johnston Street Sweeper Quotes.

Frederickson presented the topic.

Babcock motioned to recommend the Village Board approve the quote with Sargents Equipment for an amount not to exceed \$10,361.18. Second by Pufahl. All in favor. Motion carried.

Village Office Furniture.

Babcock presented the topic.

Pufahl moved to recommend the Village Board purchase and replace Committee chairs in the Village Hall with black office chairs at a price of \$10 per chair; Clerk-Treasurer and DPW to determine quantity and funding source. Second by Henslin. All in favor. Babcock abstained. Motion carried.

Henslin moved to recommend the Village Board replace and purchase guest chairs in the Village Hall with blue sled chairs at a price of \$20 per chair; Clerk-Treasurer and DPW to determine quantity and funding source. Second by Pufahl. All in favor. Babcock abstained. Motion carried.

Babcock moved to recommend the Village Board dispose of surplus non-matching chairs by donation. Second by Pufahl. All in favor. Motion carried.

Sale of Roosevelt Street Vacant Lot

Babcock presented the topic.

Babcock moved to recommend the Village Board post an ad in the local paper and post for sale signage on the lot. Second by Pufahl. All in favor. Motion carried.

Adjournment:

The meeting was adjourned at 7:53 pm.

Mike Babcock – Chairperson



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Trustee Purchasing Policy

This memo is in regards to the Trustees Purchasing Policy.

It was evident at the last Board meeting that no formal policy was in place outlining the steps and procedures for a purchasing policy, specifically relating to Village Trustees. Thus, the Board directed staff to develop a written policy to prevent issues in the future. As elected members it is the Trustee's duty to act in the Village's best interest. In some cases that may result in uncovering a product or special price on something that would benefit the Village. As it may benefit the Village, we must ensure there are steps in place to ensure uniformity for all. Attached is a draft policy relating to that very topic.

Should you agree with the policy, a motion would be in order to recommend the Village Board adopt the Trustee Purchasing Policy.

Respectfully,
Austen

Village of Pardeeville

Trustee Purchasing Policy

Village Board Trustees are afforded the responsibility to drive growth, development, and prosperity for the Village and its residents, to whom they were elected. Trustees must always act with the Village's best interests in mind. This may require external education, investigation, research, and even procurement. Should a Village Trustee stumble upon an item, good, or service that would greatly benefit the Village, the Village Trustee may submit the procurement to the Village Clerk-Treasurer for discussion and action on the next regular Village Board meeting.

In the event that a procurement cannot wait until the next regular Village Board meeting, the Village Trustee may elect to procure the item, good, or service with the Trustee's own cash. This, however, does not guarantee a reimbursement as the procurement is not solicited nor directed by the Village Board.

Should the Village Trustee wish to seek reimbursement for the procurement, the Trustee must submit the cost, and only the cost, of the item, good and/or service to the Village Clerk-Treasurer. The submission will then be reviewed by the Finance & Personnel Committee, which shall recommend or not-recommend a reimbursement for the cost of the item, good, or service. Mileage, gas, and any other form of travel cost incurred from the procurement is not subject to reimbursement and will be borne by the Trustee.

(Enacted 12MAR2024)



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Debt Borrowing Capacity Policy

This memo is in regards to the Debt Borrowing Capacity Policy.

Attached is a draft copy of the proposed policy.

During the meeting with Ehler's it was discovered that the Village has no formal policy limiting its debt spending, beyond what the State has limited. This could be detrimental should a future Board not be aware of their spending amount or staff not monitor spending. This policy would limit the Village's debt spending to be 80% of what the State allows to prevent the Village from meeting the State's limit, but also save some room for any emergency spending that may be needed. This policy, essentially, creates a safety cushion for the Village.

Should you agree with the policy, a motion would be in order to recommend the Village Board adopt the Debt Borrowing Capacity Policy.

Respectfully,
Austen

Village of Pardeeville

Debt Borrowing Capacity Limit Policy

The State of Wisconsin allows for a municipality to incur debt with a capacity not to exceed five-percent (5%) of the municipality's total equalized value, as defined by *Wisconsin Constitution, Article XI, § 3(2)*. The Village Board believes in limiting its borrowing capacity to account for unexpected crises where emergency funds are warranted. The Village Board shall reserve twenty-percent (20%) of the State allotted amount for said emergency funds. The other eighty-percent (80%) shall be used as the Village Board deems appropriate.

(Enacted 12MAR2024)



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Social Media Policy

This memo is in regards to the Social Media Policy.

Attached is a draft copy of the proposed policy.

At the last meeting the Public Works Director and the Clerk-Treasurer proposed reactivating/recreating the Village Social Media account. The Village Board motioned to allow the creation of a social media page, but also for staff to develop a policy relating to its use. The policy, as written, would limit its usage to within the Village Hall. This eliminates the possibility of outside usage or “off the clock” usage. Likewise, only the Public Works Director or the Clerk-Treasurer may authorize postings, meaning that although they may not be the ones creating the post, there is oversight before any item is posted. Postings are further limited to only Village related items which the policy lists off a few non-inclusive examples. Lastly, the policy stipulates comments must be turned off for posts, and further gives contingencies when that may get missed from time to time.

Should you agree with the policy, a motion would be in order to recommend the Village Board adopt the Social Media Policy.

Respectfully,
Austen

Village of Pardeeville

Social Media Policy

The Village Board believes in transparency and openness with its residents. The Village Board has thus deemed it beneficial to operate social media accounts, in an effort to reach a wider group of its residents. The operation of the Village social media accounts shall be utilized within the Village Hall Office only. The full Village Board and department head level staff, The Clerk-Treasurer and Public Works Director, will be the only personnel allowed to authorize social media postings. All posts must contain impartial information that is useful to the residents. These topics may include, but are not limited to, events, emergencies, employment opportunities, and meetings. Comments shall be turned off for all posts, and responses to residents shall not be permitted. In the event of comments being left on, responses with residents shall continue to not be permitted. Every effort shall be taken to only make posts during normal Village operating hours.

(Enacted 12MAR2024)



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Work Boot Allowance Policy - Revision

This memo is in regards to the revisions to the Work Boot Allowance Policy.

Attached is a draft copy of the proposed policy revisions.

When reviewing the Employee Handbook prior to starting the position, some potential issues with the Work Boot Allowance Policy were noted. There are a few loopholes within the policy that are trying to be removed with these revisions. As seen in the revisions, the policy is basically being rewritten. The loopholes being removed include: purchasing boots in December and in January; purchasing boots that are unrelated to the position (i.e. tactical boots, hunting boots, motorcycle boots, etc.); and notably the position the Utility crew is in, given that they utilize this policy and according to a strict reading of the wording they should not be using. The other facet of the revisions removes the Village for reimbursing tax costs, as the Village is a municipality and should never be paying taxes.

Should you agree with the policy, a motion would be in order to recommend the Village Board adopt the revisions made to the Work Boot Allowance Policy.

Respectfully,
Austen

Village of Pardeeville

Work Boot Allowance

Full time employees in the Public Works department will receive \$200 annually for work boots. The purchase can be made through the office or if on your own please submit a receipt for reimbursement. The Village has an account with certain vendors.

(Updated: 4/2021)

Village of Pardeeville

Work Boot Allowance

The Village of Pardeeville prides itself as a safe workplace. The Village Board thus offers full time employees in the Public Works, Electric or Water & Sewer departments, ~~will receive \$200 annually~~ for work boots. Purchase and reimbursement may only occur, at minimum, 12 months from the previous accepted purchase/reimbursement. ~~The A~~ purchase ~~can~~ may be made through the Village office or, if a private purchase is made, ~~on your own please submit a receipt~~ must include a receipt and shall be submitted to management for reimbursement. ~~The Village has an account with certain vendors.~~ Only boots specifically related to the employees' position with the Village may be submitted for reimbursement. In the event that an employee submits a receipt, tax for the purchase will not be reimbursed.

(Updated: 4/2021)

(Updated: 12MAR2024)

Village of Pardeeville

Work Boot Allowance

The Village of Pardeeville prides itself as a safe workplace. The Village Board thus offers full time employees in the Public Works, Electric or Water & Sewer departments, \$200 for work boots. Purchase and reimbursement may only occur, at minimum, 12 months from the previous accepted purchase/reimbursement. A purchase may be made through the Village office or, if a private purchase is made, must include a receipt and shall be submitted to management for reimbursement. Only boots specifically related to the employees' position with the Village may be submitted for reimbursement. In the event that an employee submits a receipt, tax for the purchase will not be reimbursed.

(Updated: 4/2021)

(Updated: 12MAR2024)



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Excavation Permit - Revision

This memo is in regards to the revisions to the Excavation Permit.

Attached is the current permit application and a draft copy of the proposed revised permit application.

The Villages “work in the right of way permit”, or simply the excavation permit, appears to be out of date and limited in coverage. The new revised permit is more structured and include the other items that are required for one of these applications that often is overseen: sidewalk and driveway work. This new permit also allows for variable costs instead of a flat rate for all permit applications. For instance, in the current system, if a resident wanted to redo their driveway apron or sidewalk it would cost them \$150. This would also be the same cost to a large telecommunications company looking to put infrastructure in the Village right of way, potentially within the road. It is quite obvious that these two projects are vastly different in size and scope, so why would they be paying the same price? The revised permit application would eliminate that issue.

Should you agree with these changes, a motion would be in order to recommend the Village Board adopt the new Excavation Permit Application.

Respectfully,
Austen

Village of Pardeeville

APPLICATION FOR UTILITY CONSTRUCTION IN Village RIGHT-OF-WAY

Updated: 08/13/2023

1. APPLICANT INFORMATION

Date of Application _____ Company _____
Address _____ Contact Person _____
_____ Phone _____
Fax _____

2. CONTRACTOR INFORMATION

Contractor to Perform Work _____
Contact Person _____
Phone _____

3. PROPOSED WORK

A. **SCHEDULE** Estimated Start Date _____ Estimated Completion Date _____
*Permit Expiration Date _____

*Permit is valid for 30 days unless otherwise approved by the Administrator/DPW

B. ADDRESS(ES) OR LOCATIONS OF PROPOSED WORK

C. TYPE OF FACILITY

(Check all boxes that apply)

Water Hydrant Sanitary Sewer Storm Sewer Utility Service Connection N Gas
 Electric Telecommunications CATV Sewer and/or Water Lateral Fiber Optic
 Other (driveway) _____

D. **PURPOSE** (Check all boxes that apply) Install Repair Replace Abandon
 Other _____

E. LIMITS OF WORK (Check boxes that apply)

Driving Lane Parking Lane Terrace Sidewalk Easement/Greenway
 Other _____

F. TRENCH TYPE AND/OR BORE (Attach dimensional sketch)

Asphalt (Open Cut) Concrete (Open Cut) Green Space (Open Cut) Bore

4. APPLICATION CHECKLIST (The following items are required)

- Call Diggers Hotline at 800-242-8511.
- No permits between 11/30 and 4/1, unless authorized by the Administrator/DPW
- Attach dimensioned sketch identifying the proposed work area and improvements.
- Identify location of proposed boring(s).
- Identify any proposed new surface structures or abandonment and removal of structures.
- Certificate of Insurance, per Ordinance with Village named as additional insured (\$500,000 per person, \$500,000 property damage, \$500,000 per incident).
- Read and comply with Village of Pardeeville Standard Specifications, General Permit Provisions and Conditions of Issuance.
- Indemnity Bond in the amount of the cost of the project (minimum \$5,000) or \$1,000 cash deposit.
- Application fee of \$150 attached.
- *Cash deposit of \$1,000 attached or provide bond above.

*If payment is made by check, attach a photo copy of the check on the back of the permit.

5. PROJECT/CONSTRUCTION CHECKLIST –

REQUIRED INSPECTIONS (Sewer, Water, Sidewalks, Driveway Aprons)

- Traffic Control
- Initial Excavation
- Backfill Compaction
- Field Inspection required during construction
- Follow-up Inspection After All Restoration Is Fully Established

6. SPECIAL CONDITIONS

In consideration of being permitted for utility construction, the permit holder hereby agrees that it will faithfully comply with the terms of the permit as issued by the Village of Pardeeville, including the General Permit Provisions and Conditions of Issuance and any Special Provisions; that it will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the Village of Pardeeville; that it will indemnify, defend and hold the Village of Pardeeville harmless from any and all claims, liability, loss, damage or expense incurred by the Village of Pardeeville on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit, and that it hereby agrees to purchase comprehensive public liability insurance showing the Village of Pardeeville as an additional insured and shall provide thirty (30) days written notice to the Village upon cancellation or material change in the policy; that it will at all times keep the place where such excavation or construction is made properly guarded by day and lighted by night; that it will leave the street, sidewalk, alley, or terrace in as good or better condition than existed when the work was commenced; that all restoration of the street, sidewalk, alley or terrace affected by acting upon this permit shall be completed within fifteen (15) calendar days of the closing of the excavation; the permit holder shall guarantee

their work and shall maintain it for twelve (12) months following the date of completion and acceptance by the Village; that if this project requires a detour, it will provide the Village Director of Public Works (DPW) seventy-two (72) hours' notice prior to commencement of; that it agrees this permit may be voided by the DPW if the work is not started within a reasonable length of time after the above-stated starting date; and that it will comply with Village Standard Specifications, General Ordinances, Erosion and Stormwater Runoff Control, as well as State and Federal Rules and Regulations, as may apply. This permit is valid for 30 days unless authorized otherwise. If not completed within 30 days, the Village shall retain the cash deposit and a new permit will need to be obtained. AT THE COMPLETION OF A PROJECT, ALL UTILITY FLAGS FROM DIGGERS HOTLINE TICKETS SHALL BE REMOVED AND DISPOSED OF AT THE CONTRATOR'S EXPENSE.

Date of Application _____
Signature of Authorized Permit holder Representative _____
Please Print Name and Title of Authorized Permit holder Representative _____

Please contact the following Village Staff for inspections:

Director of Public Works/Utilities Manager: Erin Salmon, 608-429-3121

Clerk/Treasurer: Kayla Lindert, 608-429-3121

Submit completed application to:

Village of Pardeeville Attn: Kayla Lindert 114 Lake Street; PO Box 217 Pardeeville, WI 53954

For Office Use Only

Approval of Work Completed: _____ Date: _____

Director of Public Works/Utilities Manager

Date Deposit Returned: _____ Date: _____

Clerk/Treasurer

-----End of Application-----

-----NOTICE TO CONTRACTOR-----

(Give this sheet to the person applying for the application)

*Permit Expiration Date_____

*Permit is valid for 30 days unless
authorized otherwise

The Owner/Contractor must call to schedule these required inspections:

- Sewer Lateral work in the R.O.W. shall be inspected by the DPW or Dept of Public Works/Utilities Manager - Water Lateral work in the R.O.W. shall be inspected by the DPW or Dept of Public Works/Utilities Manager - Sidewalk – forms need to be checked prior to pour - Curb Modification – forms and widths to be confirmed prior to pour - Asphalt Patch Work – depths need to be confirmed prior to paving - Driveway Apron - forms and widths to be confirmed prior to pour

The Owner/Contractor must call to schedule a final restoration inspection **prior** to the return of the \$1,000 deposit. If not completed within 30 days, the Village shall retain the cash deposit and a new permit will need to be obtained. This also includes all utility flags from diggers hotline tickets be removed and disposed of.

(If none of the above apply, please dismiss this notice)

Call the Village for inspections from 7:30 – 3:30, Monday-Friday Phone: 608-429-3121

Contact: Erin Salmon, Director of Public Works/Utilities Manager

Please provide address, type of inspection and name of contractor.

If any questions, we can have an on-site meeting prior to construction.

EXCAVATION PERMIT



Permit #: _____

Applicant Information

Applicant Name: _____ Contact Person: _____
 Address: _____ Phone: _____
 Village, State, ZIP: _____ Plans Prepared By: _____
 Email: _____ Phone: _____

Contractor Information

Contractor Name: _____ Contact Person: _____
 Address: _____ Phone: _____
 Village, State, ZIP: _____

Site Information

Street Address/Location Description: <i>(attach a copy of plans & details)</i>	
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Permit Cost

(Select a permit type fee and permit work fee below)

Permit Type Fee		X	Permit Work Fee		X
Sidewalks & Driveway Aprons	\$10		Excavation in ROW <i>(Outside of Street)</i>	\$50	
Small Utility Project <i>(< 750')</i>	\$35		Excavation in ROW <i>(Within Street)</i>	\$500	
Medium Utility Project <i>(750' ≥ 2500')</i>	\$75		Boring in ROW <i>(Parallel to Street)</i>	\$0.10/ft	
Large Utility Project <i>(≥ 2500')</i>	\$100.00 + \$0.05/ft		Boring in ROW <i>(Perpendicular to Street)</i>	\$100	
Total Fee:			*All fees waived for emergency excavations*		

Description of Work

(Sidewalk and Driveway Aprons skip this section)

Utility Type:	<input type="checkbox"/> Gas/Petroleum	<input type="checkbox"/> Electric	<input type="checkbox"/> Communications	<input type="checkbox"/> Sanitary
	<input type="checkbox"/> Water	<input type="checkbox"/> Private Line	<input type="checkbox"/> Transmission	<input type="checkbox"/> Storm
	<input type="checkbox"/> Distribution	<input type="checkbox"/> Other: _____		
Orientation:	<input type="checkbox"/> Overhead	<input type="checkbox"/> Underground	<input type="checkbox"/> Parallel to Road	<input type="checkbox"/> Within Road
	<input type="checkbox"/> Other: _____			
Work Type:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Removal	<input type="checkbox"/> Improve or Repair	<input type="checkbox"/> Abandon
	<input type="checkbox"/> Other: _____			
Construction Method:	<input type="checkbox"/> Open Cut	<input type="checkbox"/> Bore	<input type="checkbox"/> Plow	<input type="checkbox"/> Potholing
	<input type="checkbox"/> Other: _____			

Other Information

Estimated Start Date: _____ Estimated Completion Date: _____

Signatures

PERMIT VALID FOR 90 DAYS UPON APPLICATION APPROVAL. The applicant agrees that the permitted work shall comply with all Village of Pardeeville standards along with permit provisions and conditions of Chapter 30 of the Village of Pardeeville Municipal Code. The applicant also assumes responsibility for all claims of damage or injury relating to the proposed project.

Signature of Applicant

Date

Signature of Contractor

Date

Village Office Approval

Authorized Village Representative

Date

Title



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Village Office and Crew Hours

This memo is in regards to the Village Office and Crew Hours agenda item.

The Village Office currently operates with a 7:30 am to 4:00 pm, Monday through Friday, schedule. The Public Works and Utility crews operate similarly with a 7:00 am to 4:00 pm, Monday through Friday, while incorporating an hour unpaid lunch. Many communities have been looking into their hours of operation, with very little consistency. Large communities with many employees seem to find a good working balance in the 4 – 10-hour model. Smaller communities cannot justify that model due to coverage and tend to stick with the 5 – 8-hour model. In some communities, many in the region I come from, they have found success with a 4 – 9-hour and 1 – 4-hour model. Here is why it is beneficial; the Village is open longer during almost all standard week days. The Village caters to its residents and is open longer on Monday, Tuesday, Wednesday, and Thursday to accommodate the typical working person who either gets done with work around 3:30 – 4:30 or may only be able to get out up to an hour early. By allowing this extra time, more people are likely to utilize the Village Hall building and staff for business. The other caveat to this change is morale. Allowing for staff to operate with a stronger work life balance, granting them the opportunity to have a half day on Friday and enjoy their rest period a little sooner. This item is meant to encourage discussion on what hours of operation should be to best balance supporting the residents and maintaining work-life balance of employees.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Organizational Chart for Village Staff

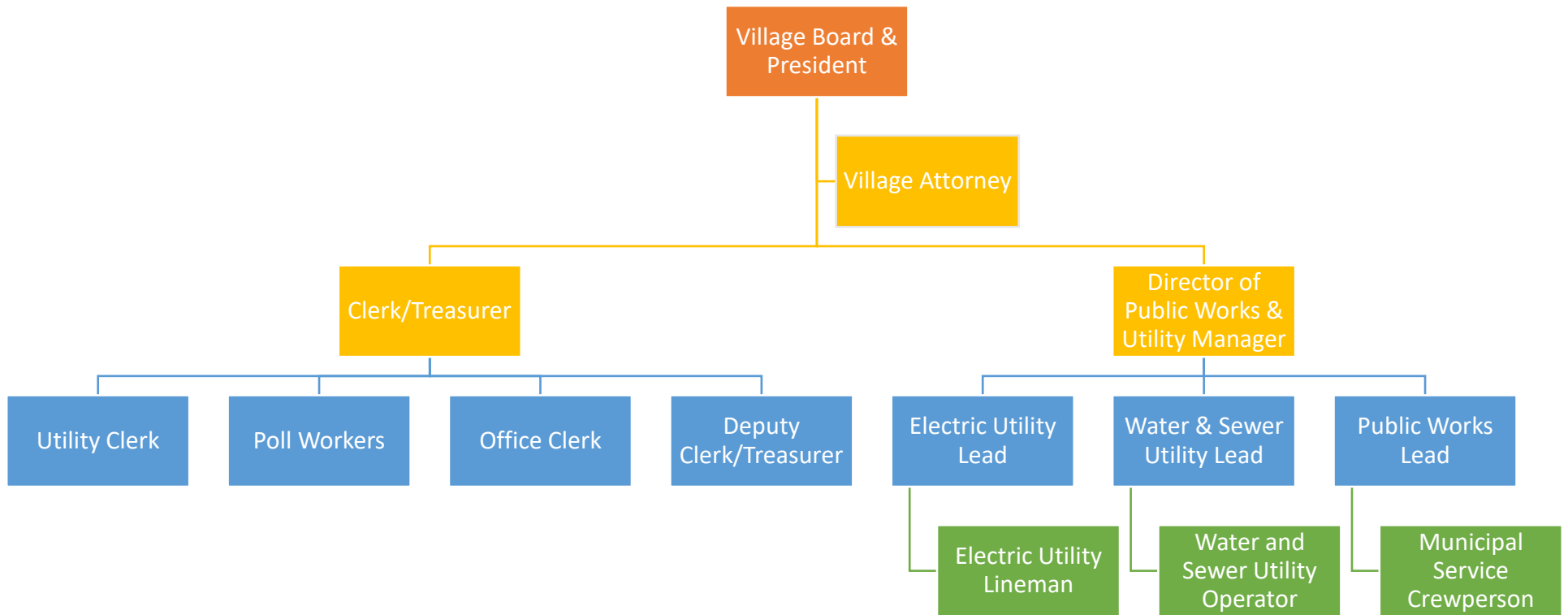
This memo is in regards to the Organizational Chart for Village Staff agenda item.

The Village of Pardeeville, according to the records found, does not have a clear understanding of organizational structure. Attached is a document of the proposed structure with some duty changes that create a more efficient process to better serve the residents. Included in the org chart are the areas of “ownership” which lists out the departments that each position is in charge of. Some important changes include moving Utility Clerk from Public Works Director supervision to the Clerk-Treasurer, moving planning, zoning, and community development from the Clerk-Treasurer to the Public Works Director. Both of these changes create a more harmonious structure. The Utility Clerk, not only works with the Deputy Clerk-Treasurer and the Office Clerk, but is a staple in the office in general. By not having the Clerk-Treasurer be the direct supervisor, the Utility Clerk has the ability to disregard direction from the Clerk-Treasurer (i.e. Office Manager) due to other direction from the Public Works Director. Likewise, changing the planning and zoning responsibilities from the Clerk-Treasurer to the Public Works Director allows for removal of steps. Since the Public Works Director works with the utilities, roads, stormwater, etc., planning can be made easier and streamlined. Site plans can be easier read and comments made back quicker. Development can be worked on in conjunction with the Village instead of in adverse. Likewise, many planning, zoning and community development topics directly relate to the public works and utility fields.

Should you agree with the changes, direction to staff to draft the necessary updates to ordinance and job descriptions would be in order.

Respectfully,
Austen

Village of Pardeeville Organization Chart



- Clerk/Treasurer Areas of Ownership:
- Clerk
 - Finance
 - Elections
 - Human Resources

- Public Works & Utility Director Areas of Ownership:
- Public Works, Parks, Forestry
 - Water, Sewer, Electric Utilities
 - Planning, Zoning, Community Development



Public Works Director Memo

Meeting Date: 05 MAR 2024

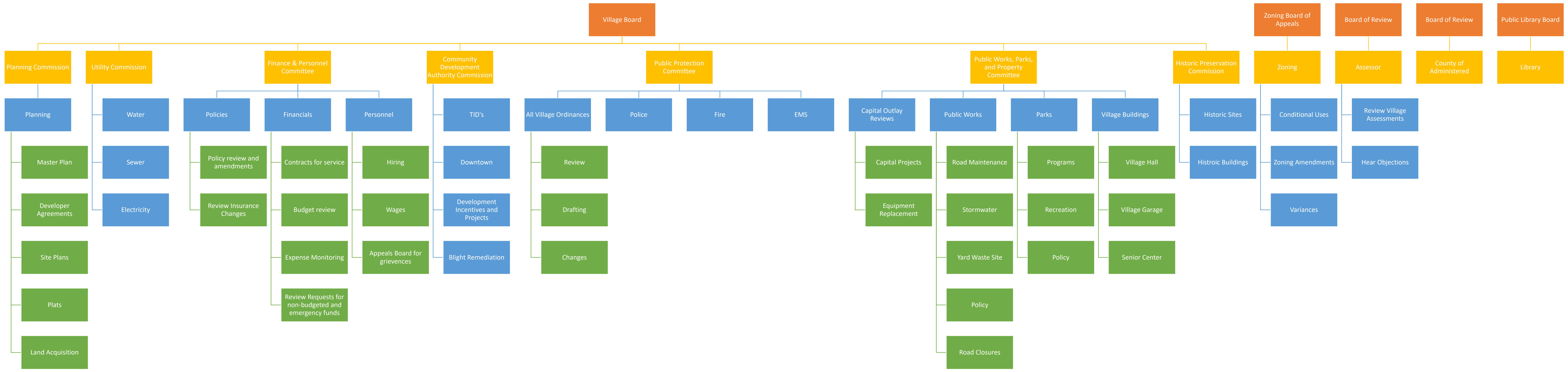
Topic: Organizational Chart for Village Boards, Commissions, and Committees

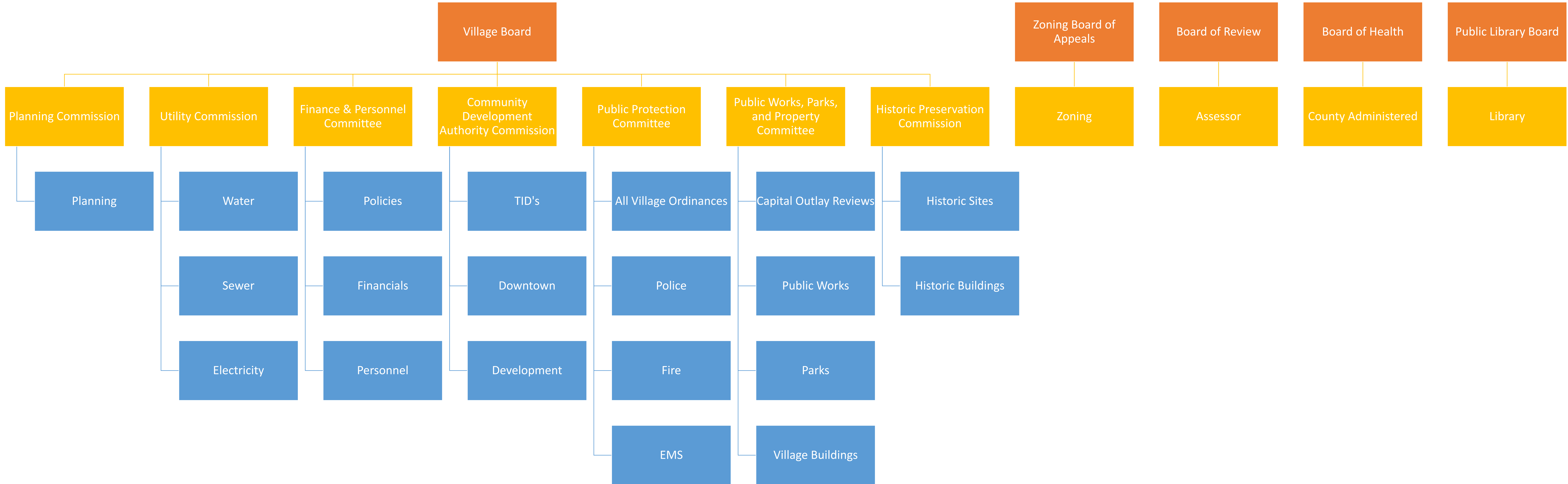
This memo is in regards to the Organizational Chart for Village Boards, Commissions, and Committees agenda item.

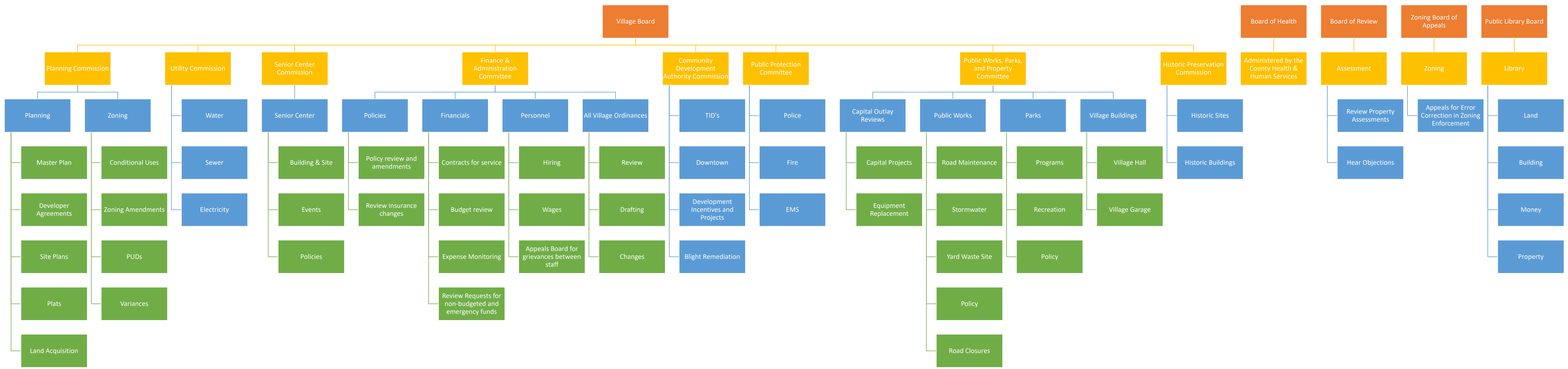
The Village currently entails one Village Board and a whole host of Committees and Commissions. Often, residents, and even staff, are not confident on what items goes where for discussion and action. Through ordinance and state statutes review, the attached organizational chart was drafted. There includes a condensed chart that shows the main topics and not the minutia. Furthermore, based on experience, a secondary organizational chart was drafted to entail some changes that should be made to make a more developed and transparent government structure. Some of these changes are being made immediately, but others have yet to be acted on. One of the immediately needed changes is the Zoning Board of Appeals. Likewise, with the current structure chart, there is a condensed version of the needed changes org chart.

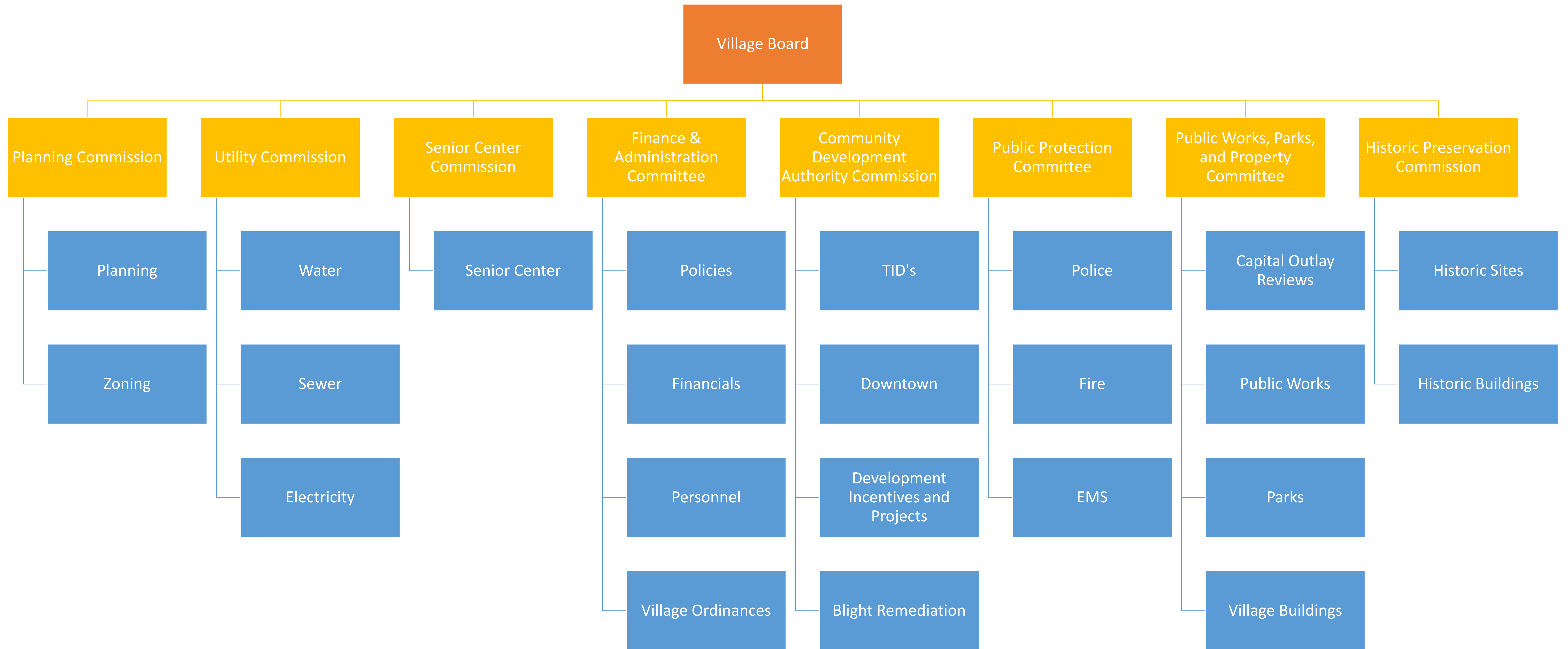
Should you agree with the changes, direction to staff to draft the necessary updates to Village ordinances would be in order.

Respectfully,
Austen











Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: Village Custodian

This memo is in regards to the Village Custodian agenda item.

The Village currently utilizes the Public Works staff to clean around the Village Hall. In the short term, this makes sense. However, long term, it is not a good use of the crew's time, nor is it something the Village ought to continue to require. A few cleaning companies have reached out the Village for potential contract, however, the amount that was budgeted for in the 2024 budget is abysmally low. The Village currently has budgeted \$2,500 for custodian services. That is, assuming only cleaning twice a month for only 1-hour each time, approximately \$104 each visit. Cleaning of the Village Hall is more than a one-hour task, and the Village would likely want cleaning to occur more than twice month, so the contract price quickly starts to dwindle.

The Clerk-Treasurer's husband has offered to conduct the cleaning of the Village Hall for the contracted price of \$2500. It is likely the best option available for the Village Hall to receive the cleaning it needs, and receive the lowest possible cost at the budgeted amount. The best option for this opportunity would be to draft a simple contract that dictates, for a lump sum payment of \$2500, the signee agrees to clean the Village Hall on an as needed basis, not to exceed twice a week. The potential person should also be allowed to utilize the Village's existing cleaning supplies for said cleaning services.

Should you agree, direction to staff to draft a contract for further review would be in order.

Respectfully,
Austen



Public Works Director Memo

Meeting Date: 05 MAR 2024

Topic: General Hiring

This memo is in regards to the General Hiring agenda item.

The Village according to precedence, has utilized the Finance & Personnel Committee for all hiring practices. While this is advantageous when hiring a department head position or greater, however, it bogs down the process for positions like the Municipal Services Crewperson and the Utility Clerk. In house hiring is typical for communities of this size.

Should you agree, direction to staff to draft a policy for hiring would be in order.

Respectfully,
Austen