



OFFICIAL NOTICE AND AGENDA

Pardeeville Village Board Regular Meeting
Pardeeville Village Hall – Board Room
114 Lake Street, Pardeeville, WI 53954
Tuesday, October 01, 2024 – 6:00 PM

1. **Call meeting to order:**
 - 1.1. Pledge of Allegiance
 - 1.2. Roll Call
 - 1.3. Approval of Agenda
2. **Approval of Minutes** – None.
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. **New Business:**
 - 4.1. Resolution Providing for The Sale of Approximately \$1,575,000 General Obligation Promissory Notes
 - 4.2. Finance Director/Treasurer Job Description
 - 4.3. 2025 Budget Second Review
5. **Adjournment**

Michael Haynes, Village President

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.

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$1,575,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the Village of Pardeeville, Columbia County, Wisconsin (the "Village") is presently in need of approximately \$1,575,000 for public purposes, including paying the cost of (a) project costs in Tax Incremental District No. 2 ("TID 2"), such as street improvement projects and (b) projects outside TID 2, such as dam repairs, street improvement projects and South Main substation projects (collectively, the "Project"); and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Issuance of the Notes. The Village shall issue its General Obligation Promissory Notes (the "Notes") in the approximate amount of \$1,575,000 for the purpose of paying the costs of the Project.

Section 2. Sale of the Notes. The Village Board hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Village Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall cause an Official Statement to be prepared and distributed. The appropriate Village officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Section 5. Reimbursement. The Village Board hereby officially declares its intent pursuant to Treasury Regulation Section 1.150-2 to reimburse any expenditures made in connection with the Project prior to the issuance of the Notes with the proceeds of the Notes in an amount not to exceed \$1,575,000.

Adopted, approved and recorded October 1, 2024.

Michael Haynes
President

ATTEST:

Rhea McGee
Interim City Clerk

(SEAL)

Finance Director/Treasurer
Position Description
Village of Pardeeville

Forward:

The position is responsible for the financial management, oversight, and reporting for all fiscal activities of the Village of Pardeeville, and subsidiary funds. Principal duties include oversight of the general ledger, accounts payable/receivable, debt administration, assistance with budget preparation, cash flow management, tax collection, payroll, preparing the general ledger and financial statements for the annual financial audits, oversight and completion of all Village Treasurer duties, and preparing accurate regulatory reports, monthly financial statements, cash flow, and performance reports.

The Finance Director is a key member of the Village administrative team, supporting staff with budget and financial expertise and providing monthly reports and presentations to the Village Board as well as periodic interaction with Village committees and commissions. The Finance Director will engage daily with senior management and elected/appointed officials.

Education/Experience Requirements:

Associates Degree in Accounting, Finance, or a related field and a minimum of two years' experience performing an accounting or financial management/analysis.

A Bachelor's Degree in Accounting, Finance, Business Administration is desired. CMA or CPA certification and direct experience in municipal budgeting, utility accounting/finance, and/or municipal fund accounting/finance are highly desired.

Duties:

- Expert knowledge of monthly and annual accounting and financial reporting cycles.
- Expert knowledge of general ledger activities, account reconciliation, and financial statement preparation.
- Ability to develop expert knowledge of utility and municipal budget, finance, reporting, and compliance.
- Demonstrated ability to create, modify, and manipulate complex financial spreadsheets to track, model, and analyze data.
- Ability to apply advanced mathematical skills common in financial management and forecasting.
- Ability to lead and complete advanced financial and office automation projects.
- Ability to operate and troubleshoot specialized financial software and office equipment.
- Cash receipting, accounts payable, accounts receivable, utility billing, and oversight over these duties when delegated.

- Demonstrated ability to communicate clearly, both verbally and in writing, with customers/public, co-workers, elected/appointed officials, regulatory authorities, and industry peers.
- Ability to interact tactfully and effectively with utility customers/public, coworkers, municipal officials, and regulators under difficult and sometimes confrontational circumstances.
- Ability to apply sound logic, reason, and good judgment in making management decisions and financial recommendations to co-workers and policymakers.
- Ability to understand and carry out instructions furnished in written, oral, or diagram form.
- Other duties as assigned.