

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Monday, July 18, 2022 at 4:30 p.m.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. NEW BUSINESS:
 - A. Review and Approve Existing Position Description:
 - a. Lead Water/Sewer Operator
 - b. Lead Lineman
 - B. Updates to Existing Position Description:
 - a. Village Administrator/D.P.W.
 - C. 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.
 - 1. LTE Position, Office Assistant; evaluation of position after 6 months
 - 2. Lead Lineman; 6-month review with commendation
 - 3. Utility Clerk Position; data and findings
 - D. RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.
- VI. Adjourn

Kayla Lindert, Clerk/Treasurer
Posted: 07/15/2022

For more details, please see the packet on the Village website: villageofpardeeville.net

The Village Hall is accessible to the handicapped. If you require additional assistance, please contact the Village Office no later than 48 hours prior to the meeting date. Phone 608-429-3121. If members are present from other recognized Boards, Commissions, or Committees which may constitute a quorum, the meeting is presumed to be for the above-stated agenda/purpose. An updated agenda may be posted 24 hours before meeting time.

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES
Village Hall – 114 Lake Street, Pardeeville
Tuesday, June 21, 2022, at 4:00 p.m.**

DRAFT

Call to Order – Babcock at 4:00 PM

Roll Call – Babcock, Possehl, and Griepentrog. Also present, are Administrator/DPW Salmon, Clerk/Treasurer Lindert

Also in attendance were Steve Balsiger, Michael Haynes, and Kevin Henrickson

Agenda Approval – Approval upon address change of resident on agenda.

Griepentrog/Possehl. Motion Carries

Minutes Approval – **Possehl/Griepentrog. Motion carries**

NEW BUSINESS:

- A. Budget Year 2023 Process
 - a. Establish a schedule for the budget process
 - b. Forms/Presentation
 - c. Detail on spreadsheet/hide certain rows that they do not need to see/standard only wanted
 - d. Projected dollar amount and current budget. Wanting a half-way point to see where the Village is at and wondering if a formal request needs to be made to Finance & Personnel
- B. Utility Locate and Citizen Complaint at 207 Allye Court
 - a. Babcock opened about utility relocate
 - b. Discussion on the location of the meter. Salmon provided job history, invoices (original and revised). Discussion on fence
 - c. Complaint discussion. Emails were provided from June 2021, along with statement from building inspector and new emails in circulation
 - d. Salmon stated the Village does not have a complaint policy; typically, the PSC will handle billing complaints. Attorney indicated typically all citizen complaints go to the Village President for he or she to decide

Motion to forward all citizen complaints to the Village President to meet and report back to full Village Board by Babcock, second by Griepentrog. Griepentrog, yes. Babcock, yes. Possehl, abstains. Motion carries.

- I. Adjourn at 4:59 PM by Babcock

Jody Hardwick, Deputy Clerk

Approved:

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**LEAD OPERATOR DESCRIPTION
FOR
WATER AND WASTEWATER POSITION
Village of Pardeeville, WI**

This position requires individuals to be licensed by the State of Wisconsin, to operate the Utility's Water and Wastewater plants and related facilities. This position shall report to the Village Administrator/Director of Public Works.

Applicant should have at least two (2) years-experience in Water and Wastewater plant operations. Applicant should be a self-starter and knowledgeable in plant operations, to make out a monthly and yearly schedule for plant and equipment maintenance, have basic understanding of plumbing, sand points and cross connections.

Applicant should have water meter testing and installation experience and also knowledge of the latest testing requirements of the Safe Drinking Water Act. Utility will provide opportunity for applicant to attend training update courses required by the Wisconsin DNR to maintain current license.

Applicant should be able to take water and/or wastewater samples for the Village's Labs and be able to fill out all monthly and yearly reports for the water and sewer departments, as required by the State of Wisconsin.

WATER

- Coordinate the schedule for daily rounds and every other weekend – Check hour meters at wells, check chemical levels, inspect chemical pumps, inspect chemical pumps, pull and analyze chlorine and fluoride residuals
- Direct the scheduling for ordering of the chemicals, and ampules to test water samples
- Take all state required water samples and schedule/coordinate with the Village's lab in ordering the required supplies before the samples are required.
- Schedule and perform all in-house testing:
 - Basic Water – 43 samples/year, Well#1 – 40/year, Lead and Copper – every 3 years, other years, there are more tests as required by the DNR.
- Fill out all monthly and yearly reports on the DNR's website. Work with the Administrator/DPW on scheduling.
- Scheduling of all the large meters to be tested. Well meters every other year, 2" and 1-1/2" every 4 years, 3" every other year.
- Order all residential meters, gaskets and seal wire.
- Install and test residential meters as needed and scrap old meters, cross-connection inspections. Coordinate with the office staff on contacting residents for appointments.
- Scheduling and planning of exercising all water valves, the fire hydrant maintenance plan, cleaning, painting and replacing gaskets.
- Respond to all SCADA call-in failures (i.e. - power failures, main breaks, low water pressure, etc.
- Schedule and coordinate with the office for publishing on the hydrant flushing program which is twice a year.
- Schedule water tower repairs and inspections
- Complete final reads and perform locates for water and sewer
- Attend conventions and seminars for continuing education credits to renew and maintain licenses for the Operator and the Village.

- Inventory and order repair clamps as needed.
- Fix water main breaks if possible, or make arrangements with contractors
- Thaw water laterals as needed
- Schedule/Plan and then run all standby engines each month with the other operator.
- Clean injection quills bi-monthly
- Order chemical pump repair parts and rebuild pumps as needed
- Maintenance of well houses inside and out. Paint pipes inside, clean gutters in fall, etc. Schedule maintenance on heaters.
- Remove meters to winterize at cemetery, all parks and for seasonal residents.

SEWER and OTHER

- Run & maintain the Waste Water Treatment Plant
- Coordinate the schedule for daily rounds and every other weekend
- Collect samples for BOD's and ship them
- Jet or root cut all sewer mains at least once a year on all clay tile main and once every 3 years for PVC pipe.
- Every day read hour meters at all lift stations
- Twice a year inspect inside of lift stations cabinets and record all data like FLA amps, voltage, replace bad heaters and light bulbs.
- Respond to all SCADA call-in failures (i.e. - plugged pumps, power failures, sewer back-ups etc.)
- Help with mowing grass at WWTP
- Maintenance and installation of aeration system and blowers
- Schedule and perform all in-house testing:
 - WWTP – 104 test/year, Groundwater – schedule and perform the quarterly tests performed for all the monitoring wells at the WWTP. Assist with the installation of new wells.
- Seminars for continuing education credits to renew and maintain licenses for the Operator and the Village
- Help repair storm sewer inlets and manholes
- Inventory manhole and valve castings (address if needed) to avoid plow-blade damage during winter plowing.
- Yearly CMAR report and others required by the DNR.
- Clean grease off floats in the lift stations, twice a year unless otherwise needed.
- Weekends in the summer (when on rounds for my normal duties) check all bathrooms in park and clean, check and fill paper products, clean shelters if rented. In the winter, shovel sidewalks.
- Assist if directed for call-ins relating to storm damage or flooding
- Back-up all other crews with special Projects (guardrail, park trees, etc.)

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Lead Journeyman Lineman
POSITION DESCRIPTION
PARDEEVILLE UTILITIES

Position Summary

Under general direction of the Administrator/Director of Public Works, the Village Lineman will perform the routine duties associated with the operation and maintenance of the Village of Pardeeville Utility electrical system, facilities, buildings and grounds, and performs related functions as required. The lineman shall hold a valid Journeyman Lineman card. Must possess a strong commitment to serve the Utility and its customers in the most responsible manner possible. This position is also responsible for helping out in the water, sewer, parks, and streets departments on an as needed basis.

Essential Duties and Responsibilities

Metering:

- Testing of electric meters on a timely basis and maintaining related records and reports.
- Installs, maintains, and removes all Utility metering equipment. Completes all associated records.
- Participates in trouble shooting customer meter related problems, analyzing and resolving, and preparation of related required reports and follow up.
- Reads all electric and water meters on a monthly basis, and is also responsible for disconnections as directed.
- Fill-out meter cards for each new meter purchased and keep an up-to-date card catalog of every electric meter on the system.
- Each year check meter records to make sure meter testing is up to date per P.S.C. rules.

Job Implementation:

- Installs, maintains, or removes electrical system facilities and related materials as needed including but not limited to overhead and underground services, transformers, poles, meters, etc.
- Works with the Administrator/Director of Public Works and office staff recording data related to new plant, maintenance, and removal of electrical facilities, including but not limited to up-to-date mapping, pole information, transformer records, work orders, etc. on a timely basis on all required documents.
- Perform inventory and make yearly materials list to replenish stock and order all materials for the inventory.
- Perform all monthly substation checks (monthly usage, high loads, peaks)
- Fill-out cards for each new pole and transformer that is purchased and keep an updated card catalog and updated list for office for each.
- Plan jobs for each day, week and month. Also plan jobs for future improvements on our electrical distribution system.

- When a developer, business, or customer requests a new subdivision or service; design/engineer the project.
- Provide estimates and billing for customers or developers on how to best serve their needs.
- Provide the required data for the Auditor on our Utility audit or other PSC reports.
- Editing and maintaining the GIS system map for the electric distribution system.

Outages/Problems:

- Investigates problems and provides assistance to resolve them.
- Resolves and repairs problems to restore service to customers as soon as possible.
- Assists in resolving any customer complaints caused by the outages/problems.
- Records required data.

Other:

- Operates and assists in maintenance of backhoe, trencher, trucks, and large equipment.
- Operates and maintains standby power units (Hydro, back-up generators, etc.)
- Participates in maintenance (IF NEEDED) of tree trimming throughout the village and entire service territory.
- Assists in maintenance functions related to construction and the operation and maintenance of all electrical system facilities and equipment including but not limited to locating and adjusting facilities.
- Maintains grounds and structures of all electrical facilities including but not limited to snow removal, lawn mowing, painting and repairs.
- Maintains in proper working order, all electrical system equipment including but not limited to substations, electrical overhead and underground services, transformers, metering and Hydro plant.
- Completes annual year-end physical inventory of electrical materials and supplies.
- Uses all provided safety equipment and safety training, and complies with safety standards.
- Complies with all regulatory agency requirements, and local policies and procedures as directed.
- Must be able to climb and descend poles and ladders, and work in confined spaces.
- Must maintain positive customer service in the most efficient and responsible manner possible.
- Assist in investigation of customer complaints and inquiries.
- Assume responsibility of priority call status on an as needed basis in accordance with scheduling.
- Attend seminars and meetings of the industry as requested.
- Assists Water/Sewer, Streets and Parks Departments when required.
- Maintain professional skills with continuing education (MEUW Safety Program and other requested training).

- Be familiar with employee benefits, rules and regulations.
- Work cooperatively with all Village employees.
- DOT work permit applications
- Coordinates with contractors
- All other duties as assigned.

Required Qualifications

- Valid Journeyman Lineman card
- High School Diploma or equivalent and considerable knowledge of Utility electrical systems.
- 1-3 years of related distribution electric experience.
- Willing to work in sometimes adverse weather conditions.
- Commitment to service utility customers in a positive responsible manner.
- Ability to establish and maintain good working relationships with other employees, supervisor, Utility Commission, Village Board, residents and utility customers.
- Valid Wisconsin driver's license with commercial license and endorsements class B, C and D. The successful candidate must obtain a commercial driver's license within 6 months of employment.
- Must successfully complete pre-screening evaluation prior to beginning employment (background check, employment physical, drug screening and alcohol test).

Physical Requirements

The physical demands here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to perform strenuous physical labor and heavy manual tasks for extended periods of time when required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently outdoors subject to inclement weather and noisy conditions.

Salary and Benefits

- Based upon Village Board recommendation and approval.
- Based upon the Village Personnel Benefit and Policies Manual at the time of hire.

Residency

Lineman personnel shall live within a reasonable distance of the corporate boundaries of the Village of Pardeeville so that they are capable of responding to an emergency in a reasonable amount of time.

This position description is not to be interpreted as all-inclusive and is subject to change at any time by the Administrator/DPW or the Village Board. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated in this description.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Updated: 07/08/2022

VILLAGE ADMINISTRATOR/DIRECTOR OF PUBLIC WORKS

Position Description

Village of Pardeeville, WI

Position Summary

The Village Administrator/Director of Public Works & Utilities shall be appointed by a majority vote of the Village Board solely on the bases of merit, training, experience, administrative ability, efficiency and general qualifications for performing the duties of the position. The Village Administrator/Director of Public & Utilities works will report to and take direction from the Village President and Village Board. Plans, organizes, directs and supervises the Village Office, Department of Public Works/Utilities. Functions includes streets, sidewalks, building maintenance, parks, storm sewer, sanitary sewer, water distribution, dam facilities, electric distribution, wastewater treatment, waste collection & recycling, contracted services, vehicle maintenance, weed commissioner, forester, engineering and all other public works projects and programs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as all-inclusive; other duties may be required and assigned.

1. Oversees the operation and maintenance of all Streets, Parks, Water, Sewer, Wastewater and Electric utilities and properties in the Village. Schedules work and directs employees of those departments and those within the Village Office.
2. Responsible for the maintenance, repair and operations of public infrastructure including: maintenance of Village equipment and maintenance, repair of streets, and both surface/sub-surface infrastructure (i.e. water, sewer, storm water structures, electric)
3. Responsible for all reporting requirements to the DNR, PSC, MEUW & DOT.
4. Produce required regulatory reports and ensure compliance with regulatory requirements, law codes and enforcement factors.
5. Produce and finalize the PSC Annual Audit Report and work closing with the Village auditor on their requests during the reporting season and other budget related items.
6. Responsible for the supervision of snow removal; street cleaning; pest control and other activities as designated by the Village Board.
7. Serves as the Village Weed Commissioner
8. Serves as Village Forester and consults with a certified arborist as needed.
9. Zoning Administrator

10. Reviews, recommends and supervises all Village construction and maintenance projects. Solicits bids, analyzes bids, negotiates bids, and recommends awarding of bids or construction projects.
11. Reviews and references the ordinances for projects as required by Village Code and /or Wisconsin State Statutes (building codes, zoning codes, etc.)
12. Coordinates improvements and repairs to village infrastructure; coordinates with Village Engineers to prepare, or assist, with the preparation of plans, specifications, and bid documents for Capital Improvement projects or other projects as directed by the Village Board.
13. Develop and administer a 5-year operational plan for Streets/Utilities, 5-year Capital improvement planning for the Public Works/Utility departments. Work with the Village Clerk/Treasurer on the Overall Village budget. Develop and maintain a vehicle replacement plan.
14. Performs supervisory duties: makes recommendations regarding interviewing, hiring, selection, promotion, discipline and discharge of employees; delegates authority and responsibility to subordinates; conducts employee performance evaluations. Implement, interpret, and oversees policies, procedures.
15. Oversees the inspection, repair or maintenance of projects and certain capital improvement projects, as directed by the Village Board.
16. Attend Village Board, Plan Commission, Public Utility Commission, Finance & Personnel, Public Works, Parks & Property Meetings unless excused by the Village President. Attend other Boards, Commission and/or Committees at the request of the Village President or Village Board, or others if appointed (Local Emergency Planning Committee)
17. Represent the Village at meetings/conferences of organizations such as LWM, APWA, MEUW, WRWA, and WWOA.

Personnel Duties

1. Responsible for the administrative direction, coordination and training of all employees of Public Works/Utilities, WMCA, MTAW, according to the Village's established organizational procedures. Ensures compliance with OSHA and DOC regulations and safety programs.
2. Annually evaluates the performance of all Public Works/Utility/Office Staff employees.
3. Consults with the Village President or Village Board regarding the appointment, promotion and when necessary; discipline, suspension or termination of employees.
4. Act as safety compliance officer for the Public Works department. Ensure that all Public Works/Utility operations are carried out using industry best practices.

Budgeting and Purchasing Duties for Public Works

1. Be responsible, under the direction of the Village Board for the timely accumulation of all information required.
2. Administer the Public Works, Utility budgets as adopted by the Village Board.

Minimum Qualifications

The Director of Public Works/Utilities shall have, at a minimum, a high school diploma with 3-5 years relevant work experience; and general use of computers/software. Bachelor's degree in Civil Engineering, public or business administration, project management or a related field is preferred but not required; specialized training and ability to obtain required licenses if necessary. Applicant must possess a valid WI driver's license with the ability to obtain a commercial license within 6 months of starting employment and pass a drug test/physical exam.

Physical Requirements of the Position

The Director of Public Works/Utilities must be able to lift 25-50 lbs, operate vehicles, machinery, power tools and hand tools. Person must be able to read and comprehend written and oral instructions, walk, stand, carry, lift, grasp, hold and execute cartwheels without assistance. Position requires the wearing of personal protective equipment and the ability to perform a variety of manual labor tasks in a variety of physical and weather-related environments.

Additional Skills

1. Effectively communicate with co-workers, general public and the Village Board.
2. Dedication, motivation to work cooperatively with co-workers and a positive attitude.
3. Experience and knowledge of activities and specific tasks of all aspects of Public Works/Utilities operations, including but not limited to street operations, sanitary sewer, storm sewer, water and electric.
4. General understanding and knowledge of engineering principles and drawings, GIS mapping.
5. Grant application processes & reporting.

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*Dated: 01/01/2020
Updated: 07/14/2022*

Office Assistant - LTE

Position Summary:

The Office Assistant is an LTE, hourly position. Under the direction of the Village Administrator/Director of Public Works; this employee will perform a variety of office duties, clerical and billing support for the Village of Pardeeville and Pardeeville Public Utilities.

Essential Duties:

1. Answer telephone calls for both Pardeeville Public Utilities and the Village.
2. Accept Customer payments (cash, check and credit card) and issue receipts as needed.
3. Assist with monthly mailings of the utility bills and also deferred payment agreements.
4. Preparing disconnection notices; telephone contact and notices to be mailed.
5. Process animal licenses, operator licenses, building permits, and other licensing/permit applications.
6. Take reservations for park shelters and maintain calendar (provide to park staff monthly/as updated).
7. Assist Village Clerk on absentee voting and registration of voters. Assist with annual tax collections.
8. Assist the Village Administrator/Director of Public Works on parcel research, Plats/CSM's, formatting of documents, digitizing in ArcGIS of Village assets.
9. Records Management – large format scanning, digitally organizing and archiving for records retention and preservation.
10. Assist with mailings/notices for meetings and various special charges/projects (sidewalks/trees, etc.)
11. Office filing of accounts payables, records, etc.
12. Work with the Village Administrator/D.P.W. on management of the annual Sidewalk Project in excel, send out letters and manage quantities.
13. Call in Diggers Hotline requests and other miscellaneous tasks or duties as assigned.

Education & Skill Requirements:

14. Minimum of a high school diploma and one year office experience.
15. Knowledge of business correspondence format and procedures.

16. Efficient with Microsoft Excel & Word
17. Proficient with Adobe and document formatting
18. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
19. Ability to understand and effectively carry out verbal and written instruction.
20. Ability to work with a minimum of supervision once on-the-job training is complete.
21. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.

Physical Requirements:

22. Ability to lift/carry/push/pull at least 25 pounds
23. Ability to sit for extended periods of time.
24. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
25. The above list of job duties is not all-inclusive. Management reserves the right to revise them as they deem necessary.

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*Created: 04/08/2021
Revised: 01/14/2022*