

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Friday, October 20, 2023 at 9:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. NEW BUSINESS:
 - A. 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. Director of Public Works/Utilities Manager
 - B. RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.
 - C. Job descriptions
 - 1. Village Clerk/Treasurer/Office Manager
 - 2. Director of Public Works/Utilities Manager
 - D. Budget 2024 - review

Kayla Lindert, Clerk/Treasurer
Posted: 10/17/2023

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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
Friday, October 13, 2023 at 9:00 AM**

Call to Order – Chair Babcock called meeting to order at 9:00 AM

Roll Call – All committee members present except for Trustee Griepentrog. Also present is Michael Haynes, Village President, Salmon, DPW/Utilities Manager, and Lindert, Clerk/Treasurer/Office Manager.

Agenda Approval – Motion to approve Pufahl/Babcock. Motion carries.

Minutes Approval – Motion to approve Pufahl/Babcock. Motion carries.

NEW BUSINESS:

Budget 2024 – review

-Babcock opened up with his objectives he would like to accomplish collectively. Stated his objectives out loud.

-Discussion on revenue from electric rate increase and electric project outlay account.

-Babcock stated wanting a parks LTE in summer. Options are hiring vs. contracting it out. Desire to purchase another lawnmower that would be dedicated to mowing for parks only.

-Babcock also stated hiring an office assistant and having money allocated for 2024.

-Babcock stated he would like to purchase a used box truck; budgeting \$10-\$12k for 2024. He reviewed Wisconsin Surplus

-Babcock stated continuing Main St. light replacement project. Haynes referenced speaking with Dave about poles; cement base is the problem. Salmon pulled up the capital project spreadsheet and referenced utility light plan fund.

-Babcock questioned if we want to purchase a trencher. Heard different dollar amounts. Babcock and Salmon agreed that it might be better to contract/consult it out when needed.

-Babcock brought up ARPA funds. Discussion on ARPA funds left to spend and what we would like to designate them for in 2023 or 2024. So far, it has only been spent on sludge removal project (phase 1) totaling \$63,000.

-Babcock stated he would like to freeze all capital projects for 2024, unless released by Village Board. Stated reasoning behind his statement. In current time period, he wants to be financially agreeable on what we are doing.

-Babcock stated if we are moving forward with the fire protection district fee to put it on the water utility bills, to make sure to show \$0 on the general fund to not levy for it. Want to make sure the residents know we are not charging them twice

-Salmon questioned the purchase of a case front-end loader, replacing the JCB potentially.

-Discussion on dam project happening in 2024 – grant is \$168k minus engineering costs.

-Discussion on TIF increment revenue

-Discussion on health insurance for Clerk/Treasurer, Deputy Clerk and Utility/Billing Clerk; putting amounts in for 2024 even if current employees do not have it. Discussion on office assistant wages and putting into budget

-Discussion on custodial services for the Village. Budgeted an amount for 2024 and putting out bids/interest

-Discussion on general outlay accounts; highlighted computer system outlay and public works equipment. Discussion on taking front-end loader out of budget for 2024. Haynes stated to start a fund if we think it's absolutely necessary; start building toward this amount. Further discussion on other operating costs for village vehicle and equipment maintenance

-Discussion on utility revenues and reviewed capital outlays in utility accounts

Adjourn – Chair Babcock adjourned at 11:02 AM

Kayla Lindert, Clerk/Treasurer/Office Manager
Approved:

Village Clerk / Village Treasurer

Position Summary

The Clerk/Treasurer position is a full time, *hourly salaried* appointed position under the general supervision/direction of the Village ~~Administrator/DPW~~ *President, Village Board* and the requirements of the Wisconsin State Statutes.

The individual in this position *serves as the office manager and* performs a variety of moderately complex office procedures according to a prescribed practice and provides clerical support for a variety of specific duties as assigned. *The job performance is evaluated annually by the Village President.*

Essential Duties and Responsibilities

1. Perform all Clerk/Treasurer duties as described in Wisconsin Statutes (**Chapter 61**).
2. Perform all election duties as required by Wisconsin Statutes (*Chapters 5-12*).
3. *Perform office manager duties including the supervision of the Deputy Clerk(s), Utilities Clerk(s), and other office staff, as assigned.*
4. Process permit applications and licenses as per Village Ordinance, ~~assisted by Deputy Clerk.~~
5. Issue all Alcohol licenses as per ordinance and State Statute (Chapter 125), except as otherwise provided, ~~assisted by Deputy Clerk.~~
6. Prepare tax roll, tax notices and collection of taxes as required by the State of WI.
7. Attend required meetings, take minutes and maintain files for the Committee's, Commissions, Village Board and other official boards per State Statutes and retention schedule. *Deputy Clerk will attend in absence of Village Clerk/Treasurer*
8. Maintain all Village records, ordinances and resolutions as well as assist in developing and revising ordinances and resolutions.
9. Work directly with the ~~Village Administrator/DPW~~ *Director of Public Works and Utilities* in preparation and compilation of the annual budget.
10. *Works directly with the Director of Public Work and Utilities on Village securing contracts and bids for various projects.*
11. *Serves as Zoning Administrator.*
12. Assisting in variance requests, lot combinations, rezoning applications, and building permits.
13. *Performs supervisory duties. Makes recommendations regarding interviewing, hiring, selection, promotion, discipline and discharge of employees that are under the direction of the Clerk-Treasurer.*
14. *Conducts employee performance evaluations, ensures training requirements are met, and ensures safety compliance.*
15. Process payroll bi-weekly for the Village and Library; including filing all benefit and tax payments.
16. Process accounts payable monthly for the Library and ~~2x a month for~~ the Village Board meetings (~~prepaid checks for immediate payment as authorized by the Administrator/DPW~~); set up new vendors and prepare 1099's annually.
17. Balance all bank statements monthly, record interest in the proper accounts.
18. Process miscellaneous billings as directed by the ~~Administrator/DPW and~~ Village Board; follow up on receivables to ensure payment, ~~assisted by Deputy Clerk~~
19. Maintain all employee insurance and benefit changes; update changes annually for health, dental, life and vision insurance. Make sure premiums are paid timely and changes to payroll recorded as necessary.
20. Process journal entries as needed; prepare items for year-end audit and year-end closing (payables, receivables, GL and payroll.)
21. Prepare monthly sales and use tax return and submit payment.
22. Assist with grant applications and reporting as *necessary required. (Alliant/DNR Tree Grant)*

~~23. Maintain and update website as needed, assisted by Deputy Clerk Provide information to Website Administrator.~~

Education & Skill Requirements

1. Minimum of an Associates degree in Business or Accounting and three years' experience, preferably in a municipal setting, *is preferred.*
2. Ability to obtain Municipal Clerk and Treasurer Certification *within 2 years of employment.*
3. *Knowledge of accounts payable and general accounting principles (GAAP), preferably in a municipal setting including fund accounting and utility accounting consistent with the policies and rules set by the state agencies and GAAP.*
4. Ability to maintain confidentiality of all Village of Pardeeville and client-related concerns.
5. Ability to understand and effectively carry out verbal and written instruction.
6. Knowledge of business correspondence format and procedures.
7. Ability to work with a minimum of supervision once on-the-job training is complete.
8. Ability to establish and maintain positive and professional working relationships with the general public and other staff members.
9. *Must be bondable according to Wisconsin State Statutes.*

Physical Requirements

1. Ability to lift/carry/push/pull at least 25 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. ~~Visual acuity~~
4. Ability to hear normal conversation
5. Ability to communicate in a clear manner
6. Good manual dexterity of hands and fingers

The position description is not to be interpreted as all-inclusive. 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 on this description. State Statutes, Village Ordinances and Board direction may change.

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.

Clerk-Treasurer – updated ~~June 2022~~ *November 14, 2023*