



OFFICIAL NOTICE AND AGENDA

Finance & Personnel Committee Regular Meeting
Pardeeville Village Hall – Conference Room
114 Lake Street, Pardeeville, WI 53954

Tuesday, October 01, 2024 – 5:30 PM

1. **Call meeting to order:**
 - 1.1. Roll Call
 - 1.2. Approval of Agenda
2. **Approval of Minutes** – June 06, 2024; August 06, 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. **New Business:**
 - 4.1. Village Finance Director/Treasurer Job Description
5. **Adjournment**

Michael Babcock, Committee Chair

Committee Members: Michael Babcock, Angela Engelmann, Barry Pufahl;
Alternate: Tom Nakielski

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 MINUTES
Pardeeville Village Hall
Thursday June 6, 2024 at 6:00 pm**

Call meeting to order: The meeting was called to order by Chairperson Babcock at 6:00 pm.

Roll Call: Present: Michael Babcock, Barry Pufahl, & Angela Engelman

Staff: Deputy Clerk/Treasurer Rhea McGee

Approval of Agenda: Babcock made a motion to approve the agenda, second by Pufahl and the motion passed by a voice vote of 3-0.

Approval of the Minutes: Babcock made a motion to approve the May 9 and 22, 2024 minutes, seconded by Pufahl, and the motion passed by a voice vote of 3-0.

Comments from the Floor: None

Business

4.1 EMS Payment Funding

Discussion was had on how to fund the request from EMS for additional contributions. The item was set over to the July meeting.

4.2 Senior Center Plumbing Proposal

Babcock made a motion to approve Schepp Plumbing and Pump Inc. contingent upon the Senior Center Commission's approval, seconded by Pufahl, and the motion passed by a voice vote of 2-1.

4.3 Senior Center Great Room Fee Schedule

Babcock made a motion to approve the Senior Center Great Room Fee Schedule as amended Non-Profit Organizations to Pardeeville based Non-Profit, seconded by Pufahl, and the motion carried by a voice vote of 3-0.

4.4 IT Service Contact Proposal

Rhea McGee presented a proposal from Lantech Services for Information Technology services. The Villages' current provider, Phoenix Consulting, notified staff they will no longer be providing services. Lantech's hourly rate is competitive with the current service provider.

Babcock made a motion to send the proposal to the Village Board for approval, seconded by Pufahl, and the motion passes by a voice vote of 3-0.

4.5 Cyber Security Grant

Engelmann discussed an available cyber security grant. Staff was directed to investigate the grant and submit a proposal.

Adjournment

A motion by Pufahl to adjourn at 6:50 pm, second by Engelman, and the motion carried by a voice vote of 3-0.

VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL DRAFT MINUTES
Pardeeville Village Hall
Tuesday, August 06, 2024 at 6:00 pm

Call meeting to order: The meeting was called to order at 6:00 pm.

Roll Call:

Present: Michael Babcock, Angie Engelmann, Tom Nakielski alternate for Barry Pufahl

Staff: Austen Frederickson, Director of Public Works, Rhea McGee, Utility Clerk

Guests: Michael Haynes, Kristie Chapman, Paul Maguire, Clarence Lee, Alan Neumann, Katrina Cira, Jim Schmitt

Approval of Agenda: Engelmann made a motion to approve the agenda. Second by Nakielski. All in favor. Motion carried.

Comments from the Floor:

None.

New Business:

3.1 Financial Borrowing

McGee presented the topic.

Engelmann motioned to provide a comprehensive list of all Village projects for the August 20th Village Board meeting for the Village Board to scale back as necessary. Second by Nakielski. All in favor. Motion carried 3-0.

3.2 EMS Funding

McGee presented the topic.

Babcock motioned to return back to the EMS Commission to recalculate the percentages. Second by Engelmann. All in favor. Motion carried 3-0.

Babcock motioned to set on the record the Village of Pardeeville to make loan payments and invoice EMS going forward. Second by Engelmann. Motion carried 3-0.

Engelmann motioned to sell the ambulance. Motion failed due to lack of a second.

3.3 Camera System for Chandler Park

McGee presented this topic.

Nakielski made the motion to include the proposal in the 2025 budget. Second by Babcock. Majority in favor. Motion carried 2-1. Engelmann dissenting.

3.4 Vacant Lineman Lead Position & Future of Electric Utility

Frederickson presented the topic.

Babcock made a motion to direct the Director of Public Works to continue negotiations with Alliant for a contract for electric. Second by Engelmann. All in favor. Motion carried 3-0.

3.5 2025 Budget Process

Babcock presented the topic.

Direction to staff to provide a schedule for the budget approval process and provide meeting dates and times for review of the draft budget.

3.6 Senior Center Insulation

Babcock presented the topic.

Babcock made a motion to approve the insulation quote from Independent Insulation for a cost not to exceed \$5,461.03. Second by Nakielski. Majority in favor. Motion carried 2-1. Engelmann dissenting.

3.7 Senior Center Drywall

Babcock presented the topic.

Nakielski made a motion to approve the drywall quote from First Choice Drywall for a cost not to exceed \$12,335.00. Second by Babcock. Majority in favor. Motion carried 2-1. Engelmann dissenting.

3.8 Senior Center Fire Alarm

Babcock presented the topic.

Babcock made a motion to approve the fire alarm quote from Krus Fire & Security for a cost not to exceed \$4,946.83. Second by Nakielski. Majority in favor. Motion carried 2-1. Engelmann dissenting.

Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – to wit future participation plans with Pardeeville EMS

Nakielski made a motion to enter closed session pursuant to Wis. Stat. §19.85(1)(g) to wit future participation plans with Pardeeville EMS. Second by Babcock. Roll call vote. Babcock – yes, Engelmann – no, Nakielski – yes. Motion carried 2-1. Entered closed session at 7:45 pm.

Babcock made a motion to reconvene into open session. Second by Engelmann. Roll call vote. Babcock – yes, Engelmann – yes, Nakielski – yes. Motion carried 3-0. Reconvened into open session at 8:11 pm.

Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Deputy Clerk/Treasurer Evaluation & Wage Review, Public Works Director 6 Month Review, Water & Sewer Crew Wage, Public Works Crew Wage.

Babcock made a motion to enter closed session pursuant to Wis. Stat. §19.85(1)(c) to wit Deputy Clerk/Treasurer Evaluation & Wage Review, Public Works Director 6 Month Review, Water & Sewer Crew Wage, and Public Works Crew Wage. Second by Nakielski. Roll call vote. Babcock – yes, Engelmann – yes, Nakielski – yes. Motion carried 3-0. Entered closed session at 8:11 pm.

Nakielski made a motion to reconvene into open session. Second by Babcock. Roll call vote. Babcock – yes, Engelmann – yes, Nakielski – yes. Motion carried 3-0. Reconvened into open session at 9:26 pm.

Closed Session New Business:

8.1 Deputy Clerk/Treasurer Evaluation & Wage Review

Engelmann made a motion to increase wage up to \$28 per hour at the beginning of the next pay period following the approval at the regular Village Board meeting. Second by Nakielski. All in favor. Motion carried. 3-0.

8.2 Public Works Director 6 Month Review

Engelmann made a motion to increase salary by \$5,000 annually beginning at the next pay period following approval at the regular Village Board meeting. Second by Nakielski. All in favor. Motion carried. 3-0.

8.3 Water & Sewer Crew Wage

Engelmann made a motion to defer to the budget process for wage increases and work on updating position descriptions. Second by Babcock. All in favor. Motion carried. 3-0.

8.4 Public Works Crew Wage

Babcock made a motion to defer to the budget process for wage increases and work on updating position descriptions. Second by Nakielski. All in favor. Motion carried. 3-0.

8.5 Current State of Pardeeville EMS

Engelmann made a motion to request the Village of Pardeeville EMS Commission representative gather more information on the concerns raised from the open records request. Second by Nakielski. All in favor. Motion carried. 3-0.

Consideration of items for future agendas

None.

Adjournment

Nakielski motioned to adjourn. Second by Engelmann. All in favor. Meeting adjourned at 9:32 pm.

Craig Abegglen, Clerk/Treasurer

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.