



OFFICIAL NOTICE AND AGENDA

Pardeeville Village Board Regular Meeting
Pardeeville Village Hall – Board Room
114 Lake Street, Pardeeville, WI 53954

Tuesday, September 24, 2024 – 6:00 PM

1. **Call meeting to order:**
 - 1.1. Pledge of Allegiance
 - 1.2. Roll Call
 - 1.3. Approval of Agenda
 - 1.4. Announcement of Closed Session
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. **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 Administrator Position
5. **Reconvene into Open Session**
 - 5.1. Administrator Position
6. **Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session** – to wit Purchase of Yard Waste Site
7. **Reconvene into Open Session**
 - 7.1. Purchase of Yard Waste Site
8. **New Business:**
 - 8.1. Administrator Position Requisition
 - 8.2. Clerk Position Requisition
 - 8.3. Treasurer Position Requisition
 - 8.4. Public Works Foreman Requisition
 - 8.5. Deputy Clerk/Treasurer Requisition
 - 8.6. Community Outreach Specialist Requisition
 - 8.7. Public Works Operator Requisition
 - 8.8. Consolidation of select Committees & Commissions and instituting of regular meeting dates
9. **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.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Village Administrator	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input checked="" type="checkbox"/> New Position – FLSA Exempt <input type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: General Fund	Department: Village of Pardeeville	Salary Range (annually): \$100,000 – \$120,000	Salary Range (hourly): \$48.08/hr. – \$57.69/hr.

Hiring Range:	\$48.08/hr. – 55.29/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Village Clerk	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input checked="" type="checkbox"/> New Position – FLSA Exempt <input type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: General Fund	Department: Clerk	Salary Range (annually): \$60,000 – \$85,000	Salary Range (hourly): \$28.85/hr. – \$40.87/hr.

Hiring Range:	\$28.85/hr. – 36.06/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Village Treasurer	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility?	
		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input checked="" type="checkbox"/> New Position – FLSA Exempt <input type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: General Fund	Department: Treasury	Salary Range (annually): \$60,000 – \$85,000	Salary Range (hourly): \$28.85/hr. – \$40.87/hr.

Hiring Range:	\$28.85/hr. – 36.06/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Public Works Foreman	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input type="checkbox"/> New Position – FLSA Exempt <input checked="" type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: General Fund	Department: Public Works, Water, and Sewer	Salary Range (annually): \$62,400 – \$79,040	Salary Range (hourly): \$30.00/hr. – \$38.00/hr.

Hiring Range:	\$30.00/hr. – 35.00/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Deputy Clerk/Treasurer	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input type="checkbox"/> New Position – FLSA Exempt <input type="checkbox"/> New Position – FLSA Non-Exempt <input checked="" type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <p style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</p>	
Funding Source: General Fund	Department: Clerk & Treasury	Salary Range (annually): \$49,920 – \$62,400	Salary Range (hourly): \$24.00/hr. – \$30.00/hr.

Hiring Range:	\$24.00/hr. – 28.00/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Community Outreach Specialist	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility?	
		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input type="checkbox"/> New Position – FLSA Exempt <input checked="" type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: General Fund	Department: Clerk & Treasury	Salary Range (annually): \$37,440 – \$54,080	Salary Range (hourly): \$18.00/hr. – \$26.00/hr.

Hiring Range:	\$18.00/hr. – 24.00/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.

Village of Pardeeville Personnel Requisition

Request Date: 24 SEP 2024	Date Employee Needed: 24 SEP 2024	Title of Position Being Requested/Changed: Public Works Operator	
Requested By: Frederickson, Austen	Date Approved:	Supervisory Responsibility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input type="checkbox"/> New Position – FLSA Exempt <input checked="" type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: _____ Weeks per Year</div>	
Funding Source: General Fund	Department: Public Works, Water, and Sewer	Salary Range (annually): \$56,160 – \$66,560	Salary Range (hourly): \$27.00/hr. – \$32.00/hr.

Hiring Range:	\$27.00/hr. – 30.00/hr.	Account Number:	New Account TBD
<input checked="" type="checkbox"/> Funding Available in Current Budget <input type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	-
		Surplus/(Deficit):	-

Attach a copy of the current position description.