

**VILLAGE OF PARDEEVILLE
FINANCE & PERSONNEL COMMITTEE
MEETING AGENDA
Village Hall – 114 Lake Street, Pardeeville
Tuesday, October 24, 2023 at 9:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Agenda Approval
- IV. Minutes Approval
- V. NEW BUSINESS:
 - A. Director of Public Works/Utilities Manager
 - 1. Job Description
 - 2. Pay Range
 - B. Budget 2024 - review

Kayla Lindert, Clerk/Treasurer/Office Manager
Posted: 10/23/2023

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 20, 2023 at 9:00 A.M.**

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

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

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

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

NEW BUSINESS:

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

-Babcock read the committee into closed session at 9:01 AM

-Motion to move into closed session Pufahl/Babcock.

Roll call vote – Pufahl – Y, Babcock – Y. Motion carries.

RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session.

Motion to return to open session at 9:28 AM Pufahl/Babcock. Roll call vote. Motion carries.

Job descriptions

Village Clerk/Treasurer/Office Manager

-Babcock opened up reason for agenda item. Went line by line to edit and reason for edit.

-Attorney questions came up and Lindert gave her suggestions

-Motion to recommend job description to full Village Board for approval with edits and attorney review Pufahl/Babcock. Motion carries.

Director of Public Works/Utilities Manager

-This agenda item is postponed and will add to next F&P meeting.

Budget 2024 – review

- Babcock opened up agenda item
- Started with general fund. Lindert highlighted changes and moved into capital outlay accounts
- Went into all 3 funds. Referenced adding more funds to revenue accounts for Foote and Sunrise Subdivision. Review outlay accounts.
- Discussion on using ARPA funds toward the water tower or other projects
- Called references as needed
- Reviewed tax levy number
- Edits and review still has to be done. Discussion on next meeting for F&P

ADJOURN – Babcock adjourned meeting at 11:41 AM

Kayla Lindert, Clerk/Treasurer/Office Manager
Approved:

Director of Public Works/*Utilities Manager*

Position Summary

The Director of Public Works/*Utilities Manager* 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 Director of Public works will report to and take direction from the Village President and Village Board. Plans, organizes, directs and supervises the Department of Public Works/*Utilities*. Functions includes streets, sidewalks, building maintenance, parks, storm sewer, sanitary sewer, water distribution, *electric utility*, dam facilities (*which includes a hydro-electric dam*), wastewater treatment *pond lagoon system*, *refuse 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. General charge and supervision of all streets, *sidewalks*, as well as Water, *Storm-Sewer*, Wastewater and Electric utilities in the Village and the employees of those departments.
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. storm water structures, force-mains, etc.*)
3. Maintenance of all Village buildings and properties, *to include multiple parks, two water towers, 3 wells, the waste water treatment plant, 2 electric sub-stations, 13 lift stations, yard waste site and an 8 acre site for material storage.*
4. Produce required regulatory reports and ensure *weekly and monthly* compliance with regulatory requirements, law codes and enforcement factors (PSC/DNR, etc.)
5. *Produce and finalize the PSC Annual Audit Report and work closely with the Village auditor on their requests during the reporting season.*
6. *Perform rate cases as needed or suggested by the auditor.*
7. Responsible for the supervision of snow removal; street cleaning; pest control and other activities as designated by the Village Board.
8. Serves as the Village Weed Commissioner and Village Forester (*consults with a certified arborist as needed*).
9. *Inventory and maintain all trees within the right of way and near Electric Utility power lines.*

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. Coordinate (*when needed*) with the Village Engineers to prepare, or assists, 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 plan for the Public Works/Utility departments.
14. Develop and maintain a 10-year vehicle replacement plan, *at the direction from the Village Board.*
15. Inspect **any** repair or maintenance projects and certain capital improvement projects as directed by the Village Board.
- 16. Assist the garden club, boys club, PABA and other organizations within the Community as fit.*
- 17. Code invoices for the Clerk/Treasurer regarding Public Works/Utility operations.*
18. 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.
19. 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 the Public Works/Utilities according to the Village's established organizational procedures.
2. Annually evaluates the performance of all Public Works/Utility employees. *Performs the review at or around October of each year.*
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.
- 5. Ensure safety training is being completed for Public Works/Utility employees on an annual basis (AED, CPR, Hearing tests, etc.)*

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 *for the department of public works and utilities.*
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 and hold 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. Experience in the operation of loaders, dump/haul trucks, power/hand tools, chainsaws.
6. Understanding of grants and grant application processes. Grant writing is a plus.

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: 10/17/2023