



OFFICIAL NOTICE AND AGENDA

Finance & Personnel Committee Regular Meeting
Pardeeville Village Hall – Board Room
114 Lake Street, Pardeeville, WI 53954
Wednesday, April 03, 2024 – 5:00 PM

1. **Call meeting to order:**
 - 1.1. Roll Call
 - 1.2. Approval of Agenda
2. **Approval of Minutes – March 05, 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. **Old Business:**
 - 4.1. General Hiring Policy
 - 4.2. Dress Code Policy
5. **New Business:**
 - 5.1. Contract Signee Policy
 - 5.2. Grant Application Policy
 - 5.3. Regular Committee/Commission Meeting Schedule
 - 5.4. Revision – Special Zoning Permit
 - 5.5. Senior Center – Framing Construction Proposal for Doors
 - 5.6. Senior Center – Secondary Door System
 - 5.7. Latoya's Legacy Invoice
 - 5.8. Personnel Requisition – Clerk Intern
6. **Consideration of items for future agendas**
7. **Adjournment**

Denise Vater, Clerk/Treasurer

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 COMMITTEE MEETING
MINUTES**

March 05, 2024

Pardeeville Village Hall

5:00 PM

Call to Order: The meeting was called to order at 5:00 pm.

Roll Call: Present: Mike Babcock, Barry Pufahl. Absent: Ron Griepentrog

Staff: Austen Frederickson, Director of Public Works.

Guests: Rick Henslin, Kristie Chapman, Mark Taylor.

Approval of Agenda

Pufahl moved to approve the agenda. Second by Babcock. All in favor. Motion carried.

Approval of the Minutes

Babcock moved to approve the January 24, 2024 Finance & Personnel minutes as presented. Second by Pufahl. All in favor. Motion carried.

Comments from the Floor:

None.

5.1 Trustee Purchasing Policy.

Frederickson presented the policy.

Pufahl motioned to recommend the Village Board approve the Trustee Purchasing Policy. Second by Babcock. All in favor. Motion carried.

5.2 Debt Borrowing Capacity Policy.

Babcock presented the history of the topic.

Frederickson presented the policy.

Pufahl motioned to recommend the Village Board approve the Debt Borrowing Capacity Policy. Second by Babcock. All in favor. Motion carried.

5.3 Social Media Policy.

Babcock presented the history of the topic.

Frederickson presented the policy.

Babcock motioned to recommend the Village Board approve the Social Media Policy. Second by Pufahl. All in favor. Motion carried.

5.4 Work Boot Allowance Policy Revision.

Babcock presented the history of the topic.

Frederickson presented the policy revisions.

Pufahl motioned to recommend the Village Board approve the revisions to the Work Boot Allowance Policy. Second by Babcock. All in favor. Motion carried.

The Committee then directed staff to develop a policy for required clothing and dress code.

5.5 Excavation Permit Revision.

Frederickson presented the permit revision.

Babcock motioned to recommend the Village Board approve the revisions to the Excavation Permit. Second by Pufahl. All in favor. Motion carried.

5.6 Village Office and Crew Hours.

Frederickson presented the topic.

Babcock motioned to refer the item to the Village Board without a recommendation. Second by Pufahl. All in favor. Motion carried.

5.7 Organizational Chart for Village Staff.

Frederickson presented the Organizational Chart.

Pufahl motioned to recommend the Village Board approve the Staff Organizational Chart. Second by Babcock. All in favor. Motion carried.

5.8 Organizational Chart for Village Boards, Commissions, and Committees.

Frederickson presented the Organizational Charts and the staff recommended changes.

Babcock motioned to recommend the Village Board approve the recommended Organizational Chart with language indicating the financial ability of the commissions. Second by Pufahl. All in favor. Motion carried.

5.9 Village Hall Custodian.

Frederickson presented the topic.

Babcock motioned to recommend the Village Board approve a contract for a price not to exceed \$2,500 and the Director of Public Works to be the coordinator. Second by Pufahl. All in favor. Motion carried.

5.10 General Hiring.

Frederickson presented the topic.

Committee directed staff to bring back a revised policy for general hiring.

Consideration for items for future agendas.

Babcock brought up Senior Center items.

Adjournment:

The meeting was adjourned at 6:00 pm.

Mike Babcock – Chairperson



Public Works Director Memo

Meeting Date: 03 APR 2024

Topic: General Hiring Policy

This memo is in regards to the General Hiring Policy agenda item.

Attached is a draft copy of the proposed policy.

The Village currently has a policy drafted in 2007, which requires all hiring be conducted by the Finance & Personnel Committee (F&P) and approved by the Village Board (VB). This is, in most cases, unfeasible for the hiring of most positions. Staff has such revised this policy completely, rewriting the policy from scratch. In this new policy, there are three “tiers”. Part-time and Limited term positions are hired directly by Village staff. Staff will still need to open a requisition for the position, to be approved by F&P and VB, but will then conduct the hiring process completely. They must keep the VB notified of the hiring outcome and announce at the following VB meeting. Transitioning to Full-time staff, similarly, a requisition must be opened and approved by F&P and VB. However, only the interview process will be completed by Village staff. Village staff must then submit their findings and their recommendation to the VB for review, likely in closed session. There, the Village Board has the final say and the final right to decide on the candidate. Very similarly, for administrative management positions, F&P shall conduct the interviews and recommend to the VB for final review and hiring.

Should you agree with the policy, a motion would be in order to recommend the Village Board approve of the General Hiring Policy.

Respectfully,
Austen

Village of Pardeeville

Dress Code Policy

The Village of Pardeeville staff serve the Village residents in everything they do. As such, Village staff are expected to operate with a high caliber of integrity, professionalism, and respect in all facets of their position, especially when dealing directly with the public. With that in mind, the Village must ensure that quality candidates are selected to be employed, and only candidates that can uphold and embody the Village's core beliefs are selected. This policy shall entail the different requirements of each employee per their position within the Village, as to the hiring process.

Definitions

Administrative Management: The salaried managers in the office, specifically the Public Works Director and the Clerk-Treasurer

Full-time Office Staff: The hourly employees that are scheduled on average 2,080 hours annually and primarily work within the Village Hall

Full-time Crew Staff: the hourly employees that are scheduled on average 2,080 hours annually and primarily work outside of the Village Hall

Part-time Office Staff: the hourly employees that are scheduled less than the average 2,080 hours annually and primarily work within the Village Hall

Part-time Crew Staff: the hourly employees that are scheduled less than the average 2,080 hours annually and primarily work outside of the Village Hall

Limited Term Staff: the hourly employees that have no set schedule and work on an as needed basis. These employees will mimic the dress code requirements of the Part-time Office and Crew Staff.

Hiring Process

Limited Term and Part-time Office & Crew Staff

The Village staff will request to open a requisition for a position by first sending the requisition through the Finance & Personnel Committee. The Finance and Personnel Committee will review the requisition and make a recommendation to the Village Board. The Village Board will review and then make a motion on the requisition. Should the requisition be approved, the position can be opened and Village staff may start posting/soliciting applicants to apply. Limited Term and Part-time Staff positions are not required to be posted to the League of Wisconsin Municipalities job board. Limited Term and Part-time Staff position applicants shall be reviewed by office staff. Village Board members may review the applicants upon request. Village staff shall conduct the interviews. Village staff shall complete the hiring process and extend an offer. Village staff shall correspond with the Village Board regarding staff's decision and shall announce the new hire at the next Village Board meeting.

Full-time Office & Crew Staff

The Village staff will request to open a requisition for a position by first sending the requisition

through the Finance & Personnel Committee. The Finance and Personnel Committee will review the requisition and make a recommendation to the Village Board. The Village Board will review and then make a motion on the requisition. Should the requisition be approved, the position can be opened and Village staff may start posting/soliciting applicants to apply. Full-time Staff positions shall be posted in the League of Wisconsin Municipalities job postings. Applicants shall be reviewed by staff. Village Board members are encouraged to review the applications as well. Village staff shall conduct the interviews. Village staff shall then take the findings and make a recommendation to the Village Board. The Village Board shall, within closed session, discuss the findings. Upon exiting the closed session, the Village Board shall make a motion and complete the hiring process.

Administrative Management

The Village Board shall immediately, upon approval of a notice of resignation, open a requisition for the position being vacated. The position shall be opened and posting/solicitation shall commence. Administrative Management positions shall be posted in the League of Wisconsin Municipalities and any other associations related to the position. Applications shall be submitted to Administrative Management for organization and security. The Finance & Personnel Committee shall review all applications. If a number of qualified applicants have applied, the Committee shall conduct interviews of the candidates and make a recommendation to the Village Board. The Village Board shall, within closed session, discuss the findings from the Committee. Upon exiting the closed session, the Village Board shall make a motion and complete the hiring process.

(Enacted 09APR2024)



Public Works Director Memo

Meeting Date: 03 APR 2024

Topic: Contract Signee Policy

This memo is in regards to the Contract Signee Policy agenda item.

Attached is a draft copy of the proposed policy.

The Village, during previous administration, created a policy indicating contract signers authorized within the Village. At the previous Board meeting, the Village Board made it clear that the only personnel allowed to sign contracts for the Village were the Clerk-Treasurer and the Village President. Staff has been unable to find this policy in its records, so staff has drafted the document as shown. Staff has drafted it to include only what was described at the March 12, 2024 Board meeting. It is staff's opinion that not including the Public Works Director as an eligible signer is the wrong decision, however, the policy is drafted that way. Should the governing body want to include the Public Works Director in the policy as an eligible signer, the motion listed below would have to include that verbiage.

Should you agree with the policy, a motion would be in order to recommend the Village Board approve of the Contract Signee Policy.

Respectfully,
Austen

Village of Pardeeville

Contract Signee Policy

Village Board Trustees afford special trust in its staff to move the Village forward in its best interests. The Village Board has such, enacted this policy designating the Clerk-Treasurer and Village President to be the only authorized signers for all contracts and submissions. Any other signatures shall be deemed inadequate and shall not be authorized as binding from the Village.

(Enacted 09APR2024)



Public Works Director Memo

Meeting Date: 03 APR 2024

Topic: Grant Application Policy

This memo is in regards to the Grant Application Policy agenda item.

Attached is a draft copy of the proposed policy.

Grants are often tough to come by in a Village of this size and economic demographic. Along with that point, grants often have quick turn around times and do not always afford the ability to pass through a committee or commission and through to the Village Board for approval. Staff has drafted a policy that would warrant staff to apply, if adequate timeframes did not exist for proper discussion and approval. In almost all cases, State and Federal grants do not have application fees associated with them, so the Village could withdraw their application if approval was not secured after the fact. Likewise, the Village could refuse the grant money should they be awarded. Ultimately, staff wants to allow itself to secure as much money as possible. Naturally, approval must be secured no matter what, but staff does not want the Village miss out on the opportunity because of a scheduling issue or a strict timeframe on the grantors end.

Should you agree with the policy, a motion would be in order to recommend the Village Board approve of the Grant Application Policy.

Respectfully,
Austen

Village of Pardeeville

Grant Application Policy

The Village Board of the Village of Pardeeville believes in fiscal responsibility, ensuring the greatest benefit to the village taxpayer. Thus, the Village has adopted this policy such that the administrative team may search and apply for all grants in the best interest of the Village. The Village Board understands that often grants have quick turnaround times and have such allotted the Village Administrative Management team to complete applications, submit, and any other necessary steps required for application, prior to Village Board approval. Staff shall supply all submitted paperwork for these grant opportunities at the following Finance & Personnel Committee and Village Board meeting for review. By applying, village staff shall not force the Village into any project or compulsion to any stipulation to the grant should the Village Board refuse the grant opportunity.

(Enacted 09APR2024)



Public Works Director Memo

Meeting Date: 03 APR 2024

Topic: Regular Committee/Commission Meeting Schedule

This memo is in regards to the Regular Meeting Schedule agenda item.

Attached is a draft copy of the proposed meeting schedule.

The Village in the past has had committees and commissions meet on an irregular basis, typically as needed. Staff has the opinion that irregular schedules are not transparent to the public nor does it foster a structured environment. Items are submitted at random and then staff and committees/commissions are expected to react to submission, creating a meeting for one to several individuals. The Village ought to not be catering to one to several individuals, but to serve the entire public. Likewise, having a structured schedule gives deadlines for submission and allows for a more open and honest village culture. It further allows the elected and appointed individuals of these committees/commissions to plan accordingly, and mitigates the lack of a quorum issue.

Should you agree with the proposed meeting schedule, a motion would be in order to recommend the Village Board approve and send the proposed meeting schedule to the new Village Board for approval.

Respectfully,
Austen



Village of Pardeeville

Generic Month 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1st 5:00 PM – Utility Commission 6:00 PM – Comm. Dev. Authority	1st 5:00 PM – Finance & Personnel 6:00 PM – Public Protection 7:00 PM – PW, Parks, Public Prop.	1st	1st	1st
1st	1st	2nd	2nd 6:00 PM – Village Board	2nd	2nd	2nd
2nd	2nd	3rd	3rd 6:00 PM – Plan Commission	3rd	3rd	3rd
3rd	3rd	4th	4th	4th	4th	4th
4th	4th					



Public Works Director Memo

Meeting Date: 03 APR 2024

Topic: Revision - Special Zoning Permit

This memo is in regards to the revision of the Special Zoning Permit agenda item.

Attached is a draft copy of the proposed revision to the Special Zoning Permit document.

The Village currently uses a four-page form for conditional uses, and a VERY similar four-page form for rezones. There is nothing for PUD's or Variance requests, other than going to the Zoning Board of Appeals. As discussed at the last meetings, the Zoning Board of Appeals is meant for appeals not general requests before being discussed at the Plan Commission or Village Board. The Village also uses a one-page form for what appears to be minor buildings and structures that are covered on Building Permits. Finally, the Village also utilizes an eight-page form for variance requests to the Zoning Board of Appeals.

Staff has drafted a singular, on-page document that encompasses all of the required information. Attached to the memo, following the four previous documents, you will see this form. In the previous applications, the cost was \$150 with the special caveat that if the application were to be denied the Village would refund \$50 of the cost. Staff believes that is not an effective or efficient way to operate. Firstly, Rezones, Variances, Conditional Uses, and PUD's all take staff time to review, cost money to legally post and cost money to mail letters to properties within the required radius. The Village, if refunding money will be net negative after this. So, with the refund, the Village will either have lost money from the process or will have passed something, which is incentivizing those in power to pass requests to save money. Likewise, the wording is if the "application is denied" not the request, implying that the application could be reviewed by staff and denied there. That is not staffs decision to make nor should it be implied to the public. In staff's opinion, the application fee is non-refundable and is part of the application costs due to the costs associated above. Staff has updated costs to reflect the costs associated with the items listed above that will follow an application. Because a PUD will require a lot more review from staff it should include a higher cost, likewise, a PUD often encompasses all of the other items listed which further emphasizes the higher cost.

Moving forward, once the office settles, property folders shall be established and these requests shall be housed in the individual property folders. Since zoning, conditional uses, and variances relate to the property and not the individual, the new form shall be less cumbersome for staff to retain and file.

Should you agree with the proposed revision to the Special Zoning Permit, a motion would be in order to recommend the Village Board approve the new Special Zoning Permit.

Respectfully,
Austen

CONDITIONAL USE PERMIT APPLICATION
APPLICATION FEE \$150.00

(If this application is denied the Village retains \$100.00 and refunds \$50.00)
(If this application is accepted, it must be renewed every two years for \$50.00)

APPLICANT'S NAME(s): _____
APPLICANT'S ADDRESS: _____
Telephone No. _____ Date: _____

SITE OWNER, IF DIFFERENT FROM APPLICANT(s): _____
ADDRESS OF SITE OWNER(s): _____
Telephone # _____

CONTRACTOR, IF APPLICABLE: _____
CONTRACTOR ADDRESS: _____
Telephone # _____ Insurance Company: _____

ADDITIONAL REQUIREMENTS:

Set of plans are required under the following conditions:

- 1.) New building.
- 2.) Remodeling or enlarging of existing rooms, changing of entry or exits, etc.
- 3.) Use will become public versus private, i.e. Bed & Breakfasts, meeting halls, etc.
- 4.) Use to become commercial versus private.

Please provide the names of your architect or professional engineer or both (if applicable):

ARCHITECT: _____ Telephone # _____
ENGINEER: _____ Telephone # _____

DESCRIPTION OF SUBJECT SITE:

Legal Description: _____

Address: _____

Current Zoning: _____ Current Use: _____

Business Type, If Applicable: _____ Number of Employees: _____

Proposed Use (make sure it meets ordinance uses):

Residential:

Total # of dwelling units proposed: _____ Number of Parking Stalls off-street: _____

Commercial or In Home Business:

Type of Business: _____ Hours of operation: _____

Parking

Plan: _____

FLOOR PLAN or SITE PLAN OF USE REQUESTED IF APPLICABLE:

A public hearing will be held for consideration of this application and all property owners within 200 ft. will be notified of said hearing.

I, hereby, certify that the information provided is true and correct.

_____ Date Applicant: _____
 Applicant: _____
 Applicant: _____

Date Application Received: _____

Scheduled Hearing Date: _____

Approved by Plan Commission: _____ Board Approved Date: _____

Signature of Village Clerk

REZONE APPLICATION

APPLICATION FEE \$150.00

(If this application is denied the Village retains \$100 and refunds \$50)

APPLICANT NAME(s): _____

APPLICANT ADDRESS: _____

TELEPHONE No. _____ DATE: _____

SITE OWNER, IF DIFFERENT FROM APPLICANT(s): _____

ADDRESS OF SITE OWNER(s): _____

TELEPHONE No. _____

CONTRACTOR, IF APPLICABLE: _____

CONTRACTOR, ADDRESS: _____

TELEPHONE No. _____ INSURANCE COMPANY: _____

ADDITIONAL REQUIREMENTS:

Set of plans are required under the following conditions:

- 1.) New building.
- 2.) Remodeling or enlarging of existing rooms, changing of entry or exits, etc.
- 3.) Use will become public versus private, i.e. Bed & Breakfasts, meeting halls, etc.
- 4.) Use to become commercial versus private.

Plat of Survey prepared by a registered land surveyor showing all the information as required by Section 58-11 for a Zoning Permit may be required by the Planning Commission and in addition the following:

- 1.) Mean and Historic high water lines on or within 40 feet of the subject premises.
- 2.) Existing or proposed landscaping.

Please provide the names of your architect or professional engineer or both if applicable:

ARCHITECT: _____ Telephone No. _____

ENGINEER: _____ Telephone No. _____

DESCRIPTION OF SUBJECT SITE:

Legal Description: _____

Address: _____

Current Zoning: _____ Current Use: _____

Business Type, If Applicable: _____ Number of Employees: _____

Requested Zoning: _____

Proposed Use (make sure it meets ordinance uses):

Residential:

Total # of dwelling units proposed: _____ Number of Parking Stalls off-street: _____

Commercial:

Type of Business: _____ Hours of operation: _____

Sketch of Site: (To include lot size, building placement, parking, loading, highway access points before proposed change)

FLOOR PLAN or SITE PLAN OF USE REQUESTED:

A public hearing will be held for consideration of this application and all property owners within 200 ft. will be notified of said hearing.

I, hereby, certify that the information provided is true and correct.

_____ Date Applicant: _____
 Applicant: _____
 Applicant: _____

Date Application Received: _____

Scheduled Hearing Date: _____

Approved by Plan Commission: _____ Board Approved Date: _____

Signature of Village Clerk



Village of Pardeeville

ZONING PERMIT APPLICATION

*THIS APPLICATION MUST INCLUDE A SITE PLAN MAP

Owner Name _____ Date _____
 Owner Address _____ Contact Phone _____
 Owner Email Address _____

Applicant Name (Contractor, Architect, Engineer, if different) _____
 Applicant Address _____ Contact Phone _____
 Applicant Email Address _____
 Site Location/Address _____
 Existing Use _____

Type of Development	Site Information
---------------------	------------------

- | | | |
|---|---|---|
| <input type="checkbox"/> Change in Use | <input type="checkbox"/> Access | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Pool | <input type="checkbox"/> Underground Tanks |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Floodplains |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Addition | Front Setback _____ Percent of Lot Coverage _____ |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign | Rear Setback _____ Lot Square Foot _____ |
| <input type="checkbox"/> Tree Planting | <input type="checkbox"/> Antenna / Tower | Side Setback #1 _____ Easement _____ |
| | | Side Setback #2 _____ Height _____ |

Special Considerations

- Does this project require a site visit? Yes No
- Does this project require a land survey? Yes No
- Does this project require a utility locate? Yes No Date of requested locate _____
- Estimated Land Distrurbance Area (square feet) _____

*The Zoning Administrator may request additional information during the review of the Zoning Application.
 The Zoning Administrator may require a site survey by an RLS if proposed uses/structures occur within 2 feet of the applicable setback lines.*

Building Information

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> Building Permit Required | Building height _____ | Square footage main _____ |
| <input type="checkbox"/> Home/Condo Association | Maximum length _____ | Square footage basement _____ |
| | Maximum width _____ | Square footage upper _____ |
| | Accesorry building square footage _____ | |

Applicant's Signature _____

This permit shall become void at the expiration of 120 days after the date of issuance unless construction is started.

All construction shall be completed within 18 months.

If any deviations are made from the original application, a new permit is required.

*Once a Zoning Permit is issued the fee becomes non-refundable. Fees are based on a sliding scale per our *Permit and Fee Schedule*.*

This permit shall be posted in a conspicuous location on the premises and shall remain in-place during the entire period of the construction.

Comments:

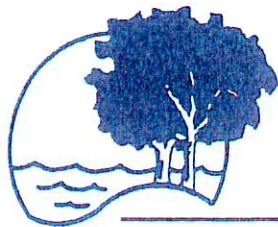
Date _____

*Fee _____

Permit Number _____

Tax Parcel Number _____

Zoning Administrator _____



Village of Pardeeville

114 Lake Street
Pardeeville, WI 53954

1-608/429-3121
FAX 1-608/429-3714

BOARD OF APPEALS (Variance requests)

APPLICATION FEE \$150.00

(If this application is denied the Village retains \$100 and refunds \$50)

APPLICANT NAME(s): _____

APPLICANT ADDRESS: _____

TELEPHONE No. _____ DATE: _____

SITE OWNER, IF DIFFERENT FROM APPLICANT(s): _____

ADDRESS OF SITE OWNER(s): _____

TELEPHONE No. _____

CONTRACTOR, IF APPLICABLE: _____

CONTRACTOR, ADDRESS: _____

TELEPHONE No. _____ INSURANCE COMPANY: _____

DESCRIPTION OF SUBJECT SITE:

Legal Description: _____

Address: _____

Explain the Variance or Administrative Appeal being requested: _____

Reasons why the applicant cannot comply with the ordinance requirements (variance) OR why you believe a prior administrative decision is incorrect (attach additional comments or information if necessary)

FOR VARIANCE: Draw or attach copy of site plan drawn to scale showing there a variance is being requested.

A public hearing will be held for consideration of this application and all property owners within 200 ft. will be notified of said hearing.

I, hereby, certify that the information provided is true and correct.

Date Applicant: _____
 Applicant: _____
 Applicant: _____

Date Application Received: _____

Scheduled Hearing Date: _____

Approved by Plan Commission: _____ Board Approved Date: _____

Signature of Village Clerk

ARTICLE I

Administration

SEC. 10-1-130 ZONING BOARD OF APPEALS.

- (a) MEMBERSHIP. The Zoning Board of Appeals shall be appointed pursuant to Title 2, Chapter 4 of this Code of Ordinances.
- (b) MEETINGS AND RULES. All meetings of the Board of Appeals shall be held at the call of the chairman and at such other times as the Board may determine. All hearings conducted by the said Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the board and shall be public record. The Board of Appeals shall adopt its own rules of procedure not in conflict with this Code of Ordinances or with the applicable Wisconsin Statutes.
- (c) OFFICES. The Village Board shall provide suitable offices for the Board of Appeals for holding of hearings and the presentation of records, documents, and accounts.
- (d) APPROPRIATIONS. The Village Board shall appropriate funds to carry out the duties of the Board of Appeals and the Board of Appeals shall have the authority to expend, under regular procedure, all sums appropriated to it for the purpose and activities authorized herein.
- (e) JURISDICTION AND AUTHORITY. The Board of Appeals shall have the jurisdiction and authority as specified in Title 2, Chapter 4 of this Code of Ordinances.

SEC. 10-1-131 APPEALS TO THE ZONING BOARD OF APPEALS.

- (a) SCOPE OF APPEALS. Appeals to the Board of Appeals may be taken by any person aggrieved or by any officer, department, board or bureau of the Village, affected by any decision of the administrative officer. Such appeal shall be taken within reasonable thirty (30) days of the alleged grievance or judgment in question.
- (b) STAY OF PROCEEDINGS. An appeal shall stay all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certified to the Board that by reason of facts stated in the certificate a stay would, in his opinion, cause immediate peril to life or property. In such cases, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Appeals or by a court of record on application, on notice to the officer from whom the appeal is taken, and on due cause shown.
- (c) CONCURRING VOTE. The concurring vote of four (4) members of the Board shall be necessary to correct an error; grant a variance; make an interpretation; and permit a utility temporary, unclassified, or substituted use.

SEC. 10-1-132 HEARING OF APPEALS AND VARIANCES.

The Board of Appeals shall fix a reasonable time, not more than thirty (30) days from the date of filing, for the hearing of an appeal and shall give due notice thereof to all the parties involved. The Board or any of its officers it shall designate shall cause such hearings to be published in the Village's newspaper or newspapers.

SEC. 10-1-133 POWERS OF ZONING BOARD OF APPEALS.

In addition to these powers enumerated in Title 2, Chapter 4 of this Code, the Board of Zoning Appeals shall have the following powers;

- (a) ERRORS. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Building Inspector.
- (b) VARIANCES. To hear and grant appeals for variances as will not be contrary to the public interest, where, owing to practical difficulty or unnecessary hardship, so that the spirit and purposes of this Chapter shall be observed and the public safety, welfare, and justice secured. Use variances shall not be granted.
- (c) INTERPRETATIONS. To hear and decide application for interpretations of the zoning regulations and the boundaries of the zoning districts after the Plan Commission has made a review and recommendation.
- (d) SUBSTITUTIONS. To hear and grant applications for substitution of more restrictive nonconforming uses for existing nonconforming uses provided no structural alterations are to be made and the Plan Commission has made a review and recommendation. Whenever the Board permits such a substitution, the use may not thereafter be changed without application.
- (e) UNCLASSIFIED USES. To hear and grant applications for unclassified and unspecified uses provided that such uses are similar in character to the principal uses permitted in the district and the Plan Commission has made a review and recommendation.
- (f) TEMPORARY USES. To hear and grant applications for temporary uses, in any district provided that such uses are of a temporary nature, do not involve the erection of a substantial structure, and are compatible with the neighboring uses and the Plan Commission has made a review and recommendation. The permit shall be temporary, revocable, subject to any condition required by the Board of Zoning Appeals, and shall be issued for a period not to exceed twelve (12) months. Compliance with all other provisions of this Chapter shall be required.
- (g) PERMITS. The Board may reverse, affirm wholly or partly, modify the requirements appealed from, and may issue or direct the issue of a permit.

SEC. 10-1-134 VARIATIONS. Amended 01-21-03

- (a) PURPOSE.
 - (1) A request for a variance may be made when an aggrieved party can submit proof that strict adherence to the provisions of this Zoning Code would cause him undue hardship, or create conditions causing greater harmful effects than the initial condition. A variance granted to a nonconforming use brings that use into conformance with the district and zoning requirements.
 - (2) The Board of Appeals may authorize upon appeal, in specific cases, such variance from the terms of the Zoning Ordinances as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the Zoning Ordinances will result in unnecessary hardship and so that the spirit of the Zoning Ordinance shall be observed and substantial justice done. No variance shall have the effect of allowing in any district uses prohibited in that district, permit a lower degree of flood protection than the flood protection elevation for the particular area, or permit standards lower than those required by state law. The Board of Appeals shall apply the standards of Sec. 10-1-133(d).

- (3) For the purposes of this section, "unnecessary hardship" shall be defined as an unusual or extreme decrease in the adaptability of the property to the uses permitted by the zoning district which is caused by facts, such as rough terrain or good soil conditions, uniquely applicable to the particular piece of property as distinguished from those applicable to most or all property in the same zoning district.
- (b) APPLICATION FOR VARIATION. The application for variation shall be filed with the Clerk-Treasurer. Applications may be made by the owner or lessee of the structure, land or water to be affected. The application shall contain the following information:
- (1) Name and address of applicant and all abutting and opposite property owners of record.
 - (2) Statement that the applicant is the owner or the authorized agent of the owner of the property.
 - (3) Address and description of the property.
 - (4) Plat of Survey prepared by a registered land surveyor showing all of the information required under Section 10-1-12 for a Zoning permit.
 - (5) Additional information required by the Plan Commission, Village Engineer, Board of Zoning Appeals, or Building Inspector.
 - (6) Fee receipt from the Clerk-Treasurer in the amount as set forth in Section 1-1-8.
- (c) PUBLIC HEARING OF APPLICATION. The Board of Appeals shall conduct at least one (1) public hearing on the proposed variation. Notice of such hearing shall be given not more than thirty (30) days and not less than ten (10) days before the hearing in one or more of the newspapers in general circulation in the Village of Pardeeville, and shall give due notice to the parties in interest, the Building Inspector, and the Plan Commission. At the hearing the appellant or applicant may appear in person, by agent, or by attorney. The Board shall thereafter reach its decision within thirty (30) days after the final hearing and shall transmit a written copy of its decision to the appellant or applicant, Zoning Inspector and Plan Commission.
- (d) ACTION OF THE BOARD OF APPEALS. For the Board to grant a variance it must find that:
- (1) Denial of variation may result in hardship to the property owner due to physiographical considerations. There must be exceptional, extraordinary, or unusual circumstances or conditions applying to the lot or parcel, structure, use, or intended use that do not apply generally to other properties or uses in the same district and the granting of the variance would not be of so general or recurrent nature as to suggest that the Zoning Ordinance should be changed.
 - (2) The conditions upon which a petition for a variation is based are unique to the property for which variation is being sought, and that such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
 - (3) The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property.
 - (4) The granting of the variation will not be detrimental to the public welfare or injurious to the other property or improvements in the neighborhood in which the property is located.
 - (5) The proposed variation will not undermine the spirit and general and specific purposes of the Zoning Code.
- (f) CONDITIONS. The Board of Appeals may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards established in this Section.

- (g) EXPIRATION. Variances, substitutions or use permits granted by the Board shall expire within six (6) months unless substantial work has commenced pursuant to such grant.
- (h) REVIEW BY COURT OF RECORD. Any person or persons aggrieved by any decision of the Board of Zoning Appeals may present to the court of record a petition duly verified setting forth that such decision is illegal and specifying the grounds of the illegality. Such petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the Board of Zoning Appeals.

SEC. 10-1-135 CHANGES AND AMENDMENTS TO THE ZONING CODE.

Amended 01-21-03

- (a) AUTHORITY.
 - (1) Whenever the public necessity, convenience, general welfare or good zoning practice require, the Village Board may, by ordinance, change the district boundaries or amend, change or supplement the regulations established by this Ordinance or amendments thereto.
 - (2) Such change or amendment shall be subject to the review and recommendation of the Plan Commission and the appropriate Joint Extraterritorial Zoning Committee.
- (b) INITIATION. A change or amendment may be initiated by the Village Board, Plan Commission, or by a petition of one or more of the owners or lessees of property within the area proposed to be changed.
- (c) PETITIONS. Petitions for any change to the district boundaries or amendments to the regulations shall be filed with the Clerk-Treasurer, describe the premises to be rezoned or the regulations to be amended, list the reasons justifying the petition, specify the proposed use and have attached the following:
 - (1) Plot Plan drawn to a scale of one (1) inch equals one hundred (100) feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within two hundred (200) feet of the areas proposed to be rezoned.
 - (2) Owners' Names and Addresses of all properties lying within two hundred (200) feet of the area proposed to be rezoned.
 - (3) Additional Information required by the Plan Commission, Joint Extraterritorial Zoning Committee, or Village Board.
 - (4) Fee Receipt from the Clerk-Treasurer in the amount as set forth in Section 1-1-8.
- (d) RECOMMENDATIONS.
 - (1) The Plan Commission shall review all proposed changes and amendments within the corporate limits and shall recommend that the petition be granted as requested, modified, or denied. The recommendation shall be made at a meeting subsequent to the meeting at which the petition is first submitted and shall be made in writing to the Village Board.
 - (2) The appropriate Joint Extraterritorial Zoning Committee and the Plan Commission shall review all proposed changes and amendments within the extraterritorial zoning jurisdiction, but only the members of the appropriate Joint Committee shall vote on matters relating to their zoning jurisdiction.
- (e) HEARINGS.
 - (1) The Village Board shall hold a public hearing upon each recommendation, giving at least ten (10) days' prior notice by publication at least two (2) times during the preceding thirty (30) days, listing the time, place, and the changes or amendments proposed. The Village Board shall also give

at least ten (10) days' prior written notice to the clerk of any municipality within one thousand (1,000) feet of any land to be affected by the proposed change or amendment.

(2) Prior to the Village Board hearing, the appropriate Joint Extraterritorial Zoning Committee shall hold a public hearing upon each proposed change or amendment within their zoning jurisdiction, giving at least ten (10) days' prior notice by publication at least three (3) times during the preceding thirty (30) days listing the time, place, and the changes or amendments proposed. The Joint Committee shall mail notice to the clerk of the affected town.

(f) BOARD'S ACTION.

(1) Following such hearing and after careful consideration of the Plan Commission's and appropriate Joint Extraterritorial Zoning Committee's recommendations, the Village Board shall vote on the passage of the proposed change or amendment.

(2) The Plan Commission's recommendations may only be overruled by three-fourths (3/4) of the full Village Board's membership.

(g) PROTEST. In the event of a protest against such district change or amendment to the regulations of this Chapter, duly signed and acknowledged by the owners of twenty (20%) percent or more either of the areas of the land included in such proposed change, or by the owners of twenty (20%) percent or more of the land immediately adjacent extending one hundred (100) feet therefrom, or by the owners of twenty (20%) percent or more of the land directly opposite thereto extending one hundred (100) feet from the street frontage of such opposite land, such changes or amendments shall not become effective except by the favorable vote of three-fourths (3/4) of the full Village Board membership.

SEC. 10-1-136 PENALTIES.

Failure to comply with the provisions of this Chapter shall be regarded as violation and any person who commits such violation shall be liable to a forfeiture of not less than Twenty-five (\$25.00) Dollars or not more than Five Hundred (\$500.00) Dollars, together with the costs of prosecution, and in default of payment of such forfeiture and costs of prosecution, shall be imprisoned up to ninety (90) days in the Columbia County Jail. Each day a violation is continued shall be considered a separate offense.

SEC. 10-1-137 THROUGH SEC. 10-1-139 RESERVED FOR FUTURE USE.

SPECIAL ZONING PERMIT



Applicant Information

Applicant Name: _____
 Phone: _____
 Email: _____
 Address: _____
 City, State, ZIP: _____

Owner (if different): _____
 Phone (if different): _____
 Email (if different): _____
 Parcel Number: _____
 Current Zoning: _____

Request Information

Brief Description of Request: _____
(attach a copy of any plans, details, and maps)

Permit Cost

(Select a permit type fee below)

Permit Type Fee		X
Rezoning	\$200	
Conditional Use	\$200	
Variance	\$200	
Planned Unit Development (PUD) Plan	\$500	
Other: _____	TBD	
Total Fee:		

Signatures

Signature of Applicant

Date

Signature of Owner

Date

Village Office Use Only

Notice Publish Date: _____

Notice Mailing Date: _____

Public Hearing Date: _____

Conditions: _____

Action Taken:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Approval Date: _____

LODI GLASS & MIRROR

218 Water Street

Lodi WI 53555

608-592-3288

Estimate

Date	Estimate #
3/27/24	19076

Name / Address
Attn: Mike Babcock Village of Pardeeville 114 Lake St PO Box 217 Pardeeville WI 53954

Project			
113 Industrial Dr, Pardeeville			
Customer E-mail	Customer Phone		
babcockmc@frontier.com	608-429-9088		
Description	Qty	Rate	Total
We propose to furnish material & labor as follows: 59 1/2 x 86 Medium Style Door (3'6" x 7'0") & sidelite / clear anodized finish (R.O. 60 x 86 1/2) 1" glazing w / Low E tempered safety glass using 3/16" glass 1 - Rim Panic device 1 - 10" Bottom Rail on door 1 - Exterior handle / panic pull 1 - 1 1/2" pair of butt hinges 1 - 4" threshold 1 - keyed cylinder 1 - sweep 1 - LCN 4040 Heavy Duty door closer w / drop plate & P-Arm / Spacer Block Installed, caulked complete NOTE: Reframe & interior trim by others	1	4,975.00	4,975.00
This is a preliminary quote and is valid for 30 days. Prices are subject to change based on final measurements. Significant out conditions for out-of-square openings may result in increased production costs.	Subtotal		\$4,975.00
	Sales Tax (5.5%)		\$0.00
The proposed work is a Special Order. Once ordered, it cannot be cancelled. The party ordering the work is responsible for payment.	Total		\$4,975.00
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.			
Signature _____ Date _____			

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

Building Improvements * Mobile Auto Glass * Complete Glass Service

OFFICE AND SHOP: N7171 Raceway Road

Phone: (920) 887-3757 Fax: (920) 887-3338 Beaver Dam, WI 53916

CONTRACT SUBMITTED TO:

PHONE: Mike 608.429.9088
EMAIL: pvtrustee2@gmail.com
JOB NAME: Events Center
STREET: 114 Lake St.
CITY & STATE: Pardeeville WI 53954
DATE: 3/13/2024

NAME: Village of Pardeeville
STREET: 114 Lake St.
CITY & STATE: Pardeeville WI 53954

It is agreed this Contract shall be for the following work and materials:

Furnish and install a new exterior aluminum storefront entrance with sidelight into a new rough opening by others. Freight is included. Tax was not included. See page 2 for details and further scope. Quote is good for 30 days. \$5,375.00

- Contractors shall furnish Buyer with lien waivers in writing from contractors, subcontractors and material suppliers in proportion to the value of all labor, services and products or materials furnished or delivered as of the time payment(s) is (are) made upon request.
- A copy of manufacturer's warranties on products shall be provided upon completion. Hometown Glass & Improvement, Inc. warrants that all work will be completed in a workmanlike manner according to standard practices. No other warranties are made.
- All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
- Owner shall carry fire, wind and any other insurance owner deems necessary.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

It is proposed that work shall be completed on or about: _____

It is agreed the above described work will be completed in accordance with the above specifications for the sum of: _____

_____ payable as follows: Net 30 Days _____

Authorized Signature: _____



* Insert name or representative who solicited or negotiated this contract.

Tim Weisensel

This contract shall be null and void if not accepted on or before: (30 Days From Today's Date) 3/13/2024

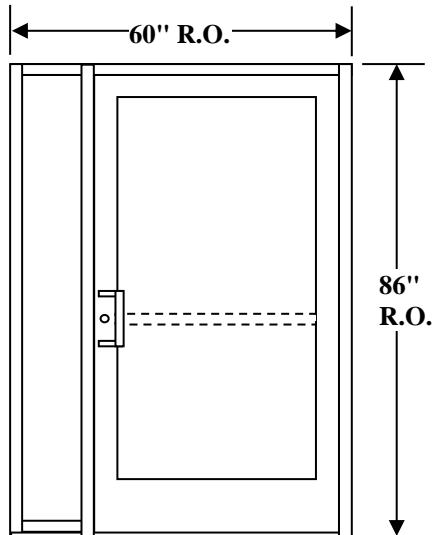
ACCEPTANCE OF CONTRACT

Owner hereby agreed to the foregoing specifications, prices, terms and conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date: _____

Signature: _____

Signature: _____



Project 3 - Exterior

2 x 4 1/2" Aluminum Frame

42" Wide Stile Aluminum Door

10" Bottom Rail

Clear Anodized Finish

Tubular 10" Offset Pull

1/2" ADA Threshold

LCN 4040XP Heavy Duty Hold Open Closer

ABH Heavy Duty Continuous Hinge

Von Duprin 99 Rim Exit Device

1" Clear Temp. Ins. Glass w/Low-e & Argon

Full Weather-Stripping w/Sweep

Perimeter Caulk

Option For White Painted Finish

MEMORANDUM OF UNDERSTANDING
Updated: 11/28/2022

This Memorandum of Understanding is entered into by and between the Village of Pardeeville, a Wisconsin Municipal Corporation (hereinafter "Village") and Latoya's Legacy Sanctuary (hereinafter "Latoya's").

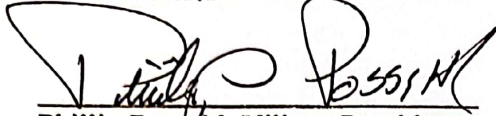
WHEREAS, the Village of Pardeeville deems Latoya's Legacy Sanctuary as their animal shelter/rescue for felines and canines, starting on January 1, 2023.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, Village and Latoya's agree as follows:

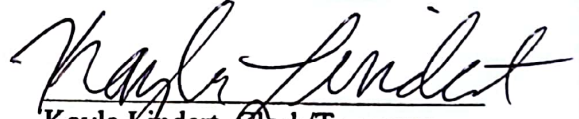
1. The Village of Pardeeville shall provide Latoya's an upfront payment the 1st week in January of 2023 in the dollar amount of 3,000. This amount is separate from the individual fee for each animal (feline or canine) brought to the shelter.
2. The cost for a cat (or kitten) to be housed and cared for at the shelter is a one-time fee of \$45 per feline.
3. The cost for a dog (or puppy) to be impounded at the shelter per day is \$15 per day, per canine.
4. Any feline or canine that is needing shelter shall first be taken to Village Hall or the Sheriff's Substation for a temporary hold (this is to resolve any issues on the time of day that an animal may be found or collected).
5. Once acknowledgement of the animal has been made from Latoya's, the Village (or designated representative) will then transport the animal to Latoya's.
6. At no time, shall an animal be dropped off and left at the main entrance to Latoya's.
7. Monthly update on Latoya's adoption rate and/or status of the Pardeeville Feral Cats
8. The Village and Latoya's will review this Memorandum of Understanding annually and make adjustments as needed.

VILLAGE OF PARDEEVILLE

Date: 12/7, 2022.


Phillip Posschl, Village President

Date: Dec. 6, 2022.


Kayla Lindert, Clerk/Treasurer

LATOYA'S LEGACY SANCTUARY

Date: November 28, 2022.


Megan Thill, Owner



Public Works Director Memo

Meeting Date: 03 APR 2024

Topic: Requisition – Clerk Intern

This memo is in regards to the requisition for the Clerk Intern position agenda item.

Attached is a requisition form, a job description, and announcement posting for the position.

Wisconsin Law is very strict when it comes to record retention of municipalities. Most items are 7 years, some are definite, and some are 10 years. The Village's records management is a disaster, with most items being placed in wrong locations or in areas that beg the question of "why?". With that being said, the time it would take for anyone in the office currently to break away a meticulously go through these files is currently not there. How can the Village move forward when it does not know what it has. This would be an opportunity for the Village to reorganize itself, while also not wasting key players time going through documents and organizing them together. It also would allow a prospective student in the community get a taste of municipal work or allow someone from the community that wants only a summer job, the opportunity to serve the Village.

Should the body agree, a motion would be in order to recommend the Village Board approve of the personnel requisition for the Clerk Intern.

Respectfully,
Austen

Village of Pardeeville Personnel Requisition

Request Date: 03 APR 2024	Date Employee Needed: 03 JUN 2024	Title of Position Being Requested/Changed: Clerk Intern	
Requested By: Frederickson, Austen; Vater, Denise	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 type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <p style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: <u>12</u> Weeks per Year</p>	
Funding Source: General Government	Department: Clerk	Salary Range (annually): \$6,720 – \$7,680	Salary Range (hourly): \$14.00/hr. – \$16.00/hr.

Starting Wage:	\$15.00/hr.	Account Number:	100-51-5142-110
<input type="checkbox"/> Funding Available in Current Budget <input checked="" type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	\$54,088
		Surplus/(Deficit):	(\$7,200)

Attach a copy of the current position description.

Attach memo explaining any surplus/deficit and explaining need.

Village of Pardeeville Position Description

Name: _____

Department: Clerk

Position Title: Clerk Intern

Type: Seasonal

FLSA: Non-Exempt

Date:

Reports To: Clerk-Treasurer

Purpose:

- This position exists to supplement the Village's Clerk Department with records retention, filing, and various other Clerk related tasks. This position is a seasonal, temporary position consisting of approximately 12 weeks in the summer.

Typical Duties:

- Working under the Clerk-Treasurer and with the Deputy Clerk-Treasurer and Utility Clerk to aid in records retention, filing, and proper storage of crucial documentation relating to Village operations.
- Handling of historical documents relating to Village projects, actions, and operations.
- Sorting, and proper tabulation, of key files in the Village storage room and records holding facility.
- All other duties as assigned.

Minimum Training and Experience:

- At least two years of Highschool completed.
- Must have a reliable transportation mode to Village Hall.

Special Knowledge:

- Knowledge or understanding in Wisconsin records retention laws are a plus, but not required.
- Prior office work is a plus, but not required.

Physical Requirements:

Must have the ability to sit, stand, crouch, bend, squat for periods of time. Must be able to lift up to 25 pounds. Have the ability to sit for hours at a time. This position will primarily be in an office, with regulated temperature.

Communication:

- Must be able to read, comprehend, interpret, and follow both written and verbal directions.
- Must have the ability to communicate effectively with other Village employees as well as professionally convey information to the Public, when needed.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages all interested candidates to apply. The Village also encourages both prospective and existing employees to discuss any potential accommodations with their employer. There is a background check and drug-screening requirement for this position.

Clerk Intern

The Village of Pardeeville Department of the Clerk is seeking candidates for a Clerk Intern position for the summer of 2024. Duties include, but are not limited to: records retention, file management, and document organization. To qualify, a candidate must have completed at least two (2) years in high school and have a reliable mode of transportation to Village Hall daily. Salary Range is \$14/hr. – \$16/hr. depending on qualifications. This position is a seasonal position intended to work approximately 40 hours per week for approximately 12 weeks in the summer. Applications and a detailed position description may be obtained from the Village of Pardeeville Village Hall, located at 114 Lake Street, Pardeeville, WI 53954, or by visiting the Village's website: www.villageofpardeeville.net.

Applications must be received by 11:00 am, Friday, May 03, 2024 to be considered. To submit in person, drop off a completed application to Denise Vater, 114 Lake Street, Pardeeville, WI 53954 or electronically to clerk-treasurer@villageofpardeeville.net. Applications shall be reviewed as they come in with interviews to start May 06, 2024.

For additional information, contact Denise Vater, Village Clerk-Treasurer at (608) 429-3121 between 8:00 am to 4:00 pm or clerk-treasurer@villageofpardeeville.net. Any job offer shall be conditional to a background investigation and pre-employment drug screening.