

**CITY OF EDGERTON
CITY HALL
12 ALBION STREET
PERSONNEL COMMITTEE**

Monday, November 15, 2021 at 5:00 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice posted Friday, November 12, 2021.
3. Consider Minutes:
 - A. September 20, 2021
 - B. September 22, 2021
4. Consider tenure pay policies.
5. Consider personnel policy manual amendments.
6. Discuss and consider reorganization of City Hall clerk and treasurer position(s).
7. Consider going into closed session pursuant to Wis Stat. 19.85(1)(d): "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". Consider WPPA union contract.
8. Adjourn.

cc: Mayor
Department Heads

All Council Members
Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

**SEPTEMBER 20, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Candy Davis called the meeting to order at 6:00 p.m.

Present: Jim Burdick, and Candy Davis

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, Library Director Kirsten Almo, and a number of city employees.

Hegglund confirmed the meeting notice was properly posted on Friday, September 17, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

WAGE STUDY:

Current employees below range: Based on data gathered in the current wage study, staff provided a proposal to bring the library positions up into the comparable wage range. The proposal included an increase in hourly wages for all library employees in 2022 so that the Director is in the range and the senior most library assistants are at the bottom of the range. This increase would maintain the current wage rate separation for employees with different years of service. The cost to the city for this proposal in 2022 would be approximately \$24,815.

A Jim Burdick/Candy Davis motion to proceed with wage increases for the library staff to bring the senior staff into the bottom of the wage range and the Library Director into the wage range passed on a 2/0 roll call vote.

Current long-term employees who are below the middle of the range: The Committee asked for the cost implications of bringing employees with a certain number of years of service (10 years was suggested) to either 25% or 50% of the wage range. The cost to the city to bring employees to the 25% wage range is \$32,184. This would include some hourly positions and no salaried positions. To move employees to the 50% wage range the cost would be \$69,622. This would include all hourly and one salaried position.

A Candy Davis/Jim Burdick motion to move employees with at least 10 years of service up to 25% of the wage range passed on a 2/0 roll call vote.

Insurance premium adjustments: The Committee requested a cost estimate to increase employee's contribution to health insurance premiums to 10% if the employees were also given a \$0.29 wage increase. Staff estimated the cost would be \$7,865. Staff recommended not increasing the contribution at this time.

Future progression through the pay ranges: For hourly employees, staff proposed a Defined Increment Plan. This plan would implement step increases over the first ten or fifteen years to get employees to the middle of the wage range. Additional steps every five years up to 25 years would get them to 80% of the range. Employees would then be required to obtain 2-3 certifications relating to their position to reach the maximum range.

The Committee requested data on what the cost implications would be for hourly employees to get from 25%-80% in 3 steps and also 50%-80% in 3 steps.

For salaried employees an Open Range Merit Plan was suggested. This plan would include scheduled increases to reach the middle of the range by 10 years with satisfactory performance, after 10 years merit increases could bring the employee to the top range.

Jim Burdick agreed with using the 10 years for scheduled increases and merit-based increases to reach the top of the wage range for salaried staff.

Potential funding sources: To fund the wage adjustments, staff presented some possible funding sources. Those included: the retirement of TIF#5 provided an increase in the levy limit of \$36,922; there is approximately \$80,000 from the vacant Utility Director position; and the 2021 budget included funding for capital projects.

Candy Davis suggested reserving the funds from all of the funding sources until the final numbers come in and the Committee makes a recommendation to Council.

Being no other business before the Committee, a Candy Davis/Jim Burdick motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl
City Administrator

**SEPTEMBER 22, 2021 PERSONNEL COMMITTEE MEETING MINUTES
CITY OF EDGERTON**

Chairperson Candy Davis called the meeting to order at 4:00 p.m.

Present: Jim Burdick, and Candy Davis

Excused: Sarah Braun

Others Present: City Administrator Ramona Flanigan, City Clerk/Treasurer Cindy Hegglund, Municipal Services Director Howard Moser, Police Chief Robert Kowalski, Library Director Kirsten Almo, and a number of city employees.

Hegglund confirmed the meeting notice was properly posted on Tuesday, September 21, 2021. Agendas were posted at Edgerton Post Office, Edgerton Public Library and City Hall.

WAGE STUDY: Staff prepared an analysis of the cost to bring all employees that are less than 25% of the wage range up to that threshold. The estimated cost to the city is \$38,814. For all part time employees, actual hours worked opposed to calendar years of employment is recommended (to calculate years of service).

A Candy Davis/Jim Burdick motion to confirm using years of service calculation using actual hours worked with 2,080 hours considered a full year, passed on a 2/0 roll call vote.

A Candy Davis/Jim Burdick motion to increase wages for all positions using 25% of wage range for all employees with 10-years or more of service passed on a 2/0 roll call vote.

Candy Davis stated she would like to continue discussion on longevity for employees. The Committee stated they would like to set aside funding from the vacant Utility Director position and TIF to implement longevity (10-25 years) at a later date.

HEALTH INSURANCE FOR 2022: Health insurance costs decreased. This will result in a decrease in cost for the city of approximately \$4,500. That is assuming no one will change their plan. This cost also does not include the WPPA union employees.

Candy Davis suggested changing the employee contribution for health insurance to a percentage instead of a flat rate. Currently each employee pays a flat rate that equates to 7.3% of the premium.

A Candy Davis/Jim Burdick motion to approve changing the personnel policy to convert health insurance contribution from a flat rate to a percentage rate using the same percentage of 7.3% passed on a 2/0 roll call vote.

DENTAL INSURANCE FOR 2022: A Candy Davis/Jim Burdick motion to make no changes to the dental insurance premiums passed on a 2/0 roll call vote.

WAGE ADJUSTMENTS FOR 2022: Across the board increases are based on COLA, increases given to represented employees, and the financial position of the City. COLA will not be announced until October. Estimates are 5-6%. Flanigan gave some history of increases given in past. The levy limit law

allows for an increase in the operating levy for new growth only. The City's maximum operating levy increase will be 0.73% or \$10,154. WPPA represented staff is currently in negotiations. Every 1% increase in wages for all non-represented staff results in \$11,675 increase to the budget.

A Jim Burdick/Candy Davis motion to recommend to Council a 2% cost of living increase after wage range adjustments passed on a 2/0 roll call vote.

VACATION AND COMP TIME POLICY: In past meetings the Committee discussed a Paid Time Off (PTO) plan for employees hired after December 2011. This would give employees the flexibility to use their earned time off for any reason. The PTO would include the 12 days of annual sick leave, 4 personal days and any earned vacation days. The policy would also allow employees to bank up to 12 days at the end of the year to convert for health insurance premiums at retirement or FMLA qualified leave.

A Candy Davis/Jim Burdick motion to move to a paid time off (PTO) policy for a maximum of 31-days PTO for those hired after December 2011, not including library staff, passed on a 2/0 roll call vote.

Currently the city does not have a comp time policy for non-represented staff. Comp time gives the employees an option of a payout or time off and may reduce costs for the City. With this policy employees would be able to take "overtime" or "comp" time hours as time off rather than pay. One hour worked would equal one hour of time off. The policy would put a cap on the number of hours that could be accumulated in a calendar year and the hours would need to be used by the end of that year.

Hegglund suggested setting a policy regarding paying any comp time banked. The policy would have to state if employees would be allowed to request a payout at any time.

A Jim Burdick/Candy Davis motion to approve a comp time policy, hour per hour time off with a maximum of 40 rolling accumulated hours with approval similar to vacation, and if not used, a pay out at the end of the year at time and a half passed on a 2/0 roll call vote.

Being no other business before the Committee, a Candy Davis/Jim Burdick motion to adjourn passed, all voted in favor.

Ramona Flanigan/wjl
City Administrator

Memo

To: Personnel Committee
From: Staff
Date: 11/11/2021
Re: November 15, 2021 Meeting

Policies for Long Term Pay Plan

Progression through the pay ranges: The Committee decided to include in the 2022 budget, annual step increases for the first 10 years of employment (based on *actual hours worked*) so that employees' wages reach 25% of the pay range at 10 years. *Actual hours worked* takes into account employee working less than full time by tying step increases to every 2080 hours worked, not anniversary dates. The cost increase in the 2022 budget for this decision is \$42,656. This did not include the across-the-board increase for 2022.

Hourly employees: Policy decisions for future wage progression beyond 10 years are:

1. Should employees be given step increases at 15, 20 and 25 years?
2. To obtain the maximum range, should employees have to obtain 2-3 certifications relevant to their jobs? If so, should certifications equate to 20% of the range?

Salaried employees: Policy decisions for future wage progression are:

1. Should management staff increases be entirely merit based?
2. Should management staff progress at predetermined steps for the first 10 years (similar to hourly employees) after which merit increases can bring the employee to the top of the range? Would there be no increases (other than cost of living) for the first 10 years if the starting wage for a new manager is within or above the 10-year step?
3. Should management staff have to attain certifications to reach the top of the range?

Moving all employees to their wage rate based on tenure, including management staff, would cost \$41,100. The 2022 budget includes \$61,922 for tenure pay increases.

Once policy decisions are made regarding tenure pay, staff will prepare the Personnel Policy Amendment for Committee review.

Personnel Policy Manual Amendments

- **Compensatory Time Section 5.2.1.:** The Committee voted to adopt a comp time policy. Details include 40 hours max, payout at OT rate, time off equal to hours worked to accumulate the comp time.
- **In charge Section 5.5:** Employees will only receive in charge pay when their supervisor puts them in charge. In charge pay has been included in the base wage of those employees currently receiving in charge pay for all hours worked.
- **Health insurance Section 5.7:** The Committee made a motion to change the Personnel Policy Manual regarding employee contributions to health insurance. The attached amendment changes the employee contribution from a flat number to 7.3% of premium. The Committee also talked about increasing employee health insurance contributions to 10% over time if employees were also given wage increases based on tenure.
- **Personal Time Off (PTO) Sections 5.8.1:** The Committee voted to convert vacation, personnel and sick time to a PTO system for employees hired after December 31, 2011. With a PTO benefit, the current personal days, sick leave, and vacation would be placed in a PTO bank. Employees would be able to bank up to 12 days in a "Leave of Absence Bank" similar to the current practice of banking sick leave. The Leave of Absence Bank would be available for employees who are granted Family Medical Leave for qualifying events and the bank could be converted at retirement to either a payout or health insurance in accordance with the current policy.

3. Use of Paid Leave

Under FLSA, use of paid leave, excluding paid holiday, is not counted as hours worked during a pay period for purposes of overtime compensation or comp time accrual.

4. Law Enforcement Positions

Law enforcement positions may be required to work a period, ranging from 7 to 28 days, in which overtime will be paid only after a specified number of hours are performed in each work period. Applicable labor agreements should be referred to for application of compensatory or overtime pay in these situations.

5.2.1 Compensatory time

Non-exempt employees may elect to "bank" overtime hours earned in any week to a compensatory time bank to be used as additional time off. An employee may carry up to a maximum of forty (40) hours of compensatory time in the compensatory bank. Any compensatory time over forty (40) hours will be paid out. Compensatory banks are refillable.

Compensatory time taken as time off shall be equal to the hours worked to accumulate the compensatory time. Compensatory time shall be paid at an employee's overtime pay rate applicable to the time it was earned. All accumulated compensatory time will be paid out on the first pay period of the new year to prevent carryover compensatory time from one budget year to the next.

5.3 On Call

Purpose

To make available qualified Public Works and Utility staff for the purpose of responding in a timely manner to calls for service from authorized individuals during on call hours.

Hours and Compensation

The on call employees shall be compensated at his/her base pay rate according to the following schedule: four (4) hours for on call from 3:30 PM Friday to 12:00 AM Saturday; four (4) hours on call from 12:00AM Saturday to 7:00AM Monday; and four (4) hours for the day before a holiday starting at 3:30 PM to 7:00 AM the day after the holiday.

Procedure

One Utility employee and one Public Woks employee will be scheduled to be "on call" and carry a City cell phone for weekends and holidays. The nature of the situation will dictate which of the two employees, Public Works or Utility, will be called if only one person is needed. If the employee is called for service and determines the circumstance warrants additional help, he or she should contact the supervisor or contact the other on call employee if the supervisor is not immediately available.

Employees shall report to work within 30 minutes after receiving the call. All calls will be logged by the "on call" employee stating the time and purpose of the call.

Employees may trade their assigned "on call" hours to another qualified employee if agreed to by both employees and the supervisor. In any case, it is the scheduled employee's responsibility to make all trade arrangements. Under no circumstances will a weekend or holiday go uncovered. If an employee chooses to have another employee cover his/her weekend or holiday, the scheduled employee relinquishes that turn in the on call rotation.

5.4 Call Out

Because of the nature of services provided by the City, it is occasionally necessary to call an employee to work on short notice outside of the work hours assigned for that day. Call out does include previously scheduled work hours outside of customary work hours. Call out does not apply to time worked immediately prior to or immediately after the scheduled work hours. The authorized person calling out an employee will select the employee to be called out based on the qualifications of the employee to complete the specific task. Call out hours will be compensated for a minimum of two hours at the regular pay rate (unless the employee exceeds 40 hours worked in that week) except for on holidays which will be compensated at double time and weekends (as defined in section 5.2) which will be compensated at time- and one-half .

5.5 In Charge

Supervisors ~~may have the discretion to~~ assign an employee to be in charge of work operations. Employees designated to be in charge will be paid an additional \$0.75 per hour for hours actually worked. No additional premium shall be paid for in charge hours that are also overtime hours. (i.e., a straight \$0.75 per hour not \$1.13/ hour.)

5.6 Travel Reimbursement

The City is willing to reimburse employees for legitimate expenses occurred related to City business as required in the performance of assigned job responsibilities.

Covered Expenses

Transportation – Employees who drive to their business destination are reimbursed at the maximum rate per mile currently allowed under federal law, plus parking and tolls.

Lodging – Employees are reimbursed for hotel room rates and all applicable taxes. Employees are expected to exercise judgment in selecting a hotel that is convenient, but not extravagant. The City does not pay for in-room movies or use of a hotel fitness facility. The City will cover the cost of one five-minute call home for each day of travel.

Meals – Employees are allowed \$35 a day for meals, including gratuities, and excluding alcoholic beverages. The allowance is reduced on days of travel to and from the destination when the employee is not away from home at mealtime as follows: \$5 for breakfast expense, \$10 for lunch expense, and \$20 for dinner expense.

Out-of-state Travel – Employee must receive approval to travel out-of-state prior to making travel arrangements. The City Administrator will sign off on estimated travel costs.

Substantiation and Repayment

Employees must submit an Expense Report Form within 30 days of the completion of travel. Receipts for transportation, meals and lodging must be attached.

Reimbursement

Checks for reimbursement of travel expenses receive Council approval the 1st and 3rd Monday of the month and utility commission approval the 2nd Monday of the month. Expense Report Forms will be paid within the week following the date of approval.

Pre-Payment

Requests for pre-payment of conference expenses may be made if recommended by the supervisor and approved by the City Administrator. Substantial documentation prior to departure and upon return from the conference will be required.

5.6.1 Commercial Drivers License Reimbursement

The City is willing to reimburse those employees whose jobs require them to carry a commercial drivers license (CDL). The City will reimburse the cost difference between a standard drivers license and a Class B/tier 4 CDL license upon submission of a receipt as evidence of the license renewal and cost of the CDL classification. Reimbursement shall be for those classifications that are required by the City and not for classifications that are not required by the City.

5.7 Insurance Eligibility and Enrollment

The City provides employees with a benefit package including health, dental and life insurance. Applicable terms of each type of coverage are outlined below for all employees except sworn officers. Terms of negotiated labor agreements may supersede the terms outlined below for sworn officers.

Health Insurance

Eligibility – Must work a minimum of 1,200 hours per year and be eligible for WRF.

Coverage – Benefits apply to the employee, employee's spouse, employee's domestic partner, and the employee's dependents.

Plan design – The City will select the health insurance plan design.

Employer Contribution – The City will contribute 100% of the lowest premium plan offered through the Wisconsin Employee Trust Funds for employee health insurance less a monthly premium— equivalent to 7.3% of the total premium which shall be paid by the employee of \$75 for family coverage and \$45 for single coverage. Employees will have the \$75/\$45 monthly premium contribution deducted from their paychecks. Eligible part-time employees will receive pro-rated employer contributions based on the scheduled hours of work. Contributions will be pro-rated based on the lowest premium plan offered. (i.e., if a part time employee works 75% of full time, the employer will pay 75% of the premium paid for a full time employee.).

Waiting Period – If requested within 30 days of the first day of employment – none. Coverage begins the first of the month after the first day of employment.

If requested after initial 30 days of employment – 180 days.

Coverage Upon Termination – See Section 4.9.

5.8.1 Personal Time Off (employees hired after December 31, 2011)

Personal Time Off (PTO) is a benefit which combines traditional sick leave, vacation time, and personal time into a singular package known as PTO. The employee can use hours from his/her PTO bank at his/her discretion provided that the supervisor or department head has approved the request. The purpose of PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. Full-time and part-time employees working a minimum of 30 hours per week and hired after December 31, 2011 are eligible to earn Personal Time Off (PTO).

The Library Board may adopt alternative regulations regarding leave time. Police Department Lieutenants will follow language in working agreements regarding leave time.

Accrual

PTO days are accrued with each pay period up to a total annual amount of 31 days. In addition to the PTO accrual described below, on January 1, 2022, employees will accrue the prorated share of vacation days earned from his/her 2021 anniversary date to December 31, 2021.

An employee is eligible to accrue PTO time upon issuance of their first paycheck. Each employee earns PTO every pay period based upon each calendar year and 26 pay periods per year. Starting on January 1, 2022, employees will accrue PTO each pay period, based on 1/26 of the total of the following: 21 PTO days plus 5 additional PTO days on the first anniversary and one additional PTO day each anniversary up to a maximum of 31 days for hourly employees; or 26 PTO days and one additional day thereafter each anniversary until a maximum of 31 PTO days for Department Heads and Lead Management Staff.

PTO Use

Employees may use time from their PTO bank in (15) fifteen--minute increments. Because the nature of the work varies within departments, some department heads or supervisors may stipulate that all PTO must be used in increments that are greater than (15) fifteen minutes.

Employees shall be allowed to use PTO as requested provided that supervisory approval is received. When an employee is requesting PTO time for personal illness or injury, the employee must report the need at least one (1) hour before the start of the workday shift, except in cases of emergency or development of the illness during work hours. As a condition of granting PTO time for a request that was not pre-approved, the City reserves the right to require the employee submit a physician's statement of injury or illness. A supervisor may ask for documentation when PTO is taken due to illness and there has been prior approval or denial of time off.

Employees are responsible for maintaining enough PTO time for scheduled vacations. It is required that all PTO be used before unpaid leave is allowed. -PTO banks will not be allowed to run in the negative. Leave time taken when no PTO bank is available will be unpaid leave.

No more than 40 hours of PTO can be carried over after an anniversary date if requested in writing. The PTO carried over must be used prior to the subsequent anniversary date. Unused PTO in excess of 40 hours that has not been converted to the Leave of Absence Bank at the employee's anniversary, will be forfeited unless a Supervisor and the City Administrator approves additional carry over due to special circumstances. PTO will not be paid out.

Leave of Absence Bank

Each employee may, at their anniversary date-, convert no more than 96 hours of accrued PTO into a "Leave of Absence" bank that may be used in accordance with the Family Medical Leave Policy. All requests for leave conversion shall be submitted in writing-. in special circumstances and

Upon termination, employees are paid for the PTO they have accrued through the end of employment. If an employee is eligible to receive retirement from the Wisconsin Department of Employee Trust Funds, compensation and leave payout will follow Section 4.9 (3.) of this policy.

PTO leave for Regular part-time employees scheduled for a minimum of 30 hours per week are eligible for PTO and will be pro-rated based on scheduled hours of work.

Example: An employee is scheduled to work 30 hours per week. To pro-rate PTO:

30 hour scheduled per week ÷ 40 full time hours per week = 75%.

8 full time hours per day x 75% = 6 hours per day allowed for PTO.

5.9 Holidays

Regular full-time and part-time employees are eligible for holiday benefits upon employment with the City as follows:

All regular full-time and part-time employees other than library employees including the Chief of Police and lieutenants, excluding all other Police Department Employees covered under their Union Contract:

New Year's Eve Day	Independence Day (July 4 th)	Christmas Eve Day
New Year's Day	Labor Day	Christmas Day
Thanksgiving Day		
Memorial Day	Friday after Thanksgiving Day	

Except as noted below, if a holiday falls on a Saturday, the holiday will be observed on Friday and if the holiday falls on a Sunday, the holiday will be observed on a Monday. If Christmas Eve and New Year's Eve falls on a Sunday, the holiday will be observed on the Friday before.

Regular part-time employees' averaging a minimum of 30 hours per week are eligible for holiday pay. Holiday pay is pro-rated based on scheduled hours.

The Library Board will establish the holiday schedule for the library. Library employees shall be granted holiday pay when a holiday falls on a day that would normally be a workday for them; employees will be paid for the hours they would have worked.

5.10 Sick Leave (employees hired before January 1, 2012)

Regular full-time and regular part-time employees scheduled for a minimum of 30 hours per week on a pro-rated basis, are eligible to earn and use sick leave. Part-time employees eligible for sick leave will have hours pro-rated based on the scheduled hours of work.

Accrual

Memo

To: Personnel Committee
From: Staff
Date: 11/11/2021
Re: November 15, 2021 Meeting

Cindy Heggland, who serves as the Clerk/Treasurer, plans to retire next spring. The Committee should provide direction regarding the future organization of city hall staff for the positions of Clerk and Treasurer. It would be advantageous to fill the treasurer's position by the end of January for cross training and audit training purposes.

To establish a process for the hiring, the committee should provide direction on the following alternatives:

Alternative #1 Split the Clerk/Treasurer position into two separate positions. This is a more common arrangement than is the combined Clerk/Treasurer. This arrangement would only be possible if an existing employee were promoted to one of the positions since there is no need to hire two people to complete the current work load. Some existing staff members have been training for a Clerk's position. Existing staff have done very little training to become a Treasurer. Therefore, this scenario would require the promotion of an existing employee to the Clerk's position. The City would then hire a part time treasurer, and would likely be able to hire a part time community development coordinator. The community development coordinator would do grant work, project planning, code enforcement, GIS data input and provide an opportunity for succession planning for the Administrator's position.

Advantages: Best succession planning for administrator's position. Allows for the promotion of an employee.

Disadvantages: would not go through a hiring process to select a Clerk

If this promotion alternative were selected, the Committee would direct staff to post the Clerk's position internally and prepare for interviews of internal candidates. Staff would also prepare job descriptions for a part-time Treasurer and a Clerk. Based on the outcome of the internal interviews, staff would place the appropriate ads to fill the vacant positions(s).

Alternative #2: Hire a Clerk/Treasurer

Advantages: Would "test" market since there would be an external hiring process.

Disadvantages: Does not provide any community development succession planning. Does not provide an opportunity for promotion.

If this alternative were selected, the Committee would direct staff to place an ad for a Clerk/Treasurer position.

**JOB DESCRIPTION
CITY CLERK/TREASURER**

DEPARTMENT: Administration

CLASSIFICATION: Exempt

REPORTS TO: City Administrator

REVISION DATE: January 7, 2021

GENERAL NATURE OF POSITION

The City Clerk is responsible for carrying out the duties of City Clerk as set forth by Wisconsin Statute 62.09(11). Work involves maintaining/recording all official functions and actions of the City Corporation and its Mayor and Council. The Clerk must ensure that all City records are maintained in a centralized filing system, which provides prompt accessibility by receiving, compiling, and processing all of the official City documents and maintaining an effective filing system. The City Treasurer is responsible for the management of the City's financial operations and accounting practices. Shall carry out the duties of the City Comptroller as set forth by Wisconsin Statute 62.09(10) and City Treasurer as set forth in 62.09(9).

ESSENTIAL JOB RESPONSIBILITIES:

Treasurer

- Fulfill the duties of the City Treasurer as set forth in the Wisconsin Statutes 62.09(9) and the duties of the City Comptroller as set forth in the Wisconsin Statutes 62.09(10).
- Maintain records of assessment and tax rolls and file reports with the State of Wisconsin. Report regularly to the City Administrator, Finance Committee and Common Council on the current fiscal position of the City and the current status of expenditures relative to the City Budget and assure that all municipal funds are deposited in interest bearing accounts whenever possible.
- Reconcile special assessments, general ledger accounts, and utility billing.
- Supervise bank reconciliation, journal entries, grant programs, fixed assets, and sales tax.
- Serve as manager of the Municipal Cemetery.
- Supervise the complete accounting systems of all City Departments and insure that such systems employ the most modern methods possible within financial limitations.
- Supervise the purchase of all material, supplies and equipment for which funds are provided in the budget.
- Manages investments of Village funds in accordance with investment policies and goals of the Village/Town Board and local, state, and federal regulations. Reviews bank statements.
- Record keeping, billing, collections, banking, investments, accounting and financial reporting of all City Operations.
- Oversees the reconciliation of cash drawers.
- Develops and implements improvements to internal control and financial reporting procedures as necessary or as requested.
- Oversees preparation of check vouchers for payment of approved bills.
- Assists Administrator with the preparation and compilation of the annual budget.
- Files financial and other reports with various state agencies.
- Maintains a central accounting system for the City government and all departments in a manner consistent with accepted municipal accounting principles and practices.

- Reconciles various accounts, including but not limited to: lottery credit, reimbursement funds, bank statements, cash and investment funds, insurance, donation funds, etc.
- Leads the annual audit

Clerk

- Responsible for care of and is the custodian of Corporate Seal. Maintains all official City documents and files.
- Provides documents to public when requested in accordance with open meeting law.
- Maintains files on all Village/Town records, ordinances, resolutions, and fiscal information.
- Publishes all legal notices, maintains files, preserves all contracts and bonds.
- Administers oaths of office and affirmations.
- Attends meetings, takes minutes, and maintains files of the City Council and other official boards and commissions. Prepares and oversees proper posting of and distribution of agendas for meetings
- Prepare resolutions as directed.
- Keep records of proof of publication
- Provide information to City Council pertaining to meeting procedures.
- Attend professional meetings, seminars and conferences to keep informed of current developments and submit recommendations to improve the municipal government.
- Oversees and coordinates election functions: maintain voter registration list, prepare ballots and notices, organize poll workers, provides poll list upon request, and purchase supplies and equipment for elections.
- Notify County Treasurer of proportion of tax revenue and credits for each taxing jurisdiction in the municipality.
- Provides administrative assistance to the City Administrator.
- Completes required projects, reports and performs other duties as assigned and required. Supervise insurance (city and employees), employee benefits, and worker's compensation.
- Assist the City Administrator with personnel policies and procedures.
- Issues all licenses required by ordinance or statute.
- Assists Assessor in maintaining property assessment and building records. Schedules Board of Review meetings to comply with state statues, verifies assessment roll. Board of Review adjustments, prepares and files statements of assessment, and statements of taxes, prepares mill rate and TID worksheets, and verifies tax roll balances.
- Is responsible for the collection of taxes for the City.
- Receives, reviews, and distributes to the proper authority any claims charged against the City. Files insurance on behalf of the City.

QUALIFICATION / EDUCATION REQUIREMENTS:

- Associates Degree in Public Administration or related field desired with 3 years of municipal accounting and clerk experience.
- Certified Clerk or Treasurer desired
- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.

SKILLS AND ABILITIES:

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.
- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.)
- Knowledge of applicable state and federal laws concerning elections, licensing, and municipal borrowing and investments.
- Ability to analyze accounting/financial data, make reports, and keep records.
- Knowledge of variety of software applications and hardware use (Excel, Windows, billing, word processing, etc.) including utilization of internet and file management.
- Effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Signs all documents requiring Clerk/Treasurer's certification.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Frequent twisting and bending.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.

WORK SCHEDULE:

- This position is located at City Hall in Edgerton with office hours generally from 8:00 Am to 5:00 PM; some evening and weekend work is required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the City of Edgerton.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals

with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.