



Finance Committee Meeting Notice  
Agenda

Date: Monday, February 22, 2021, 5:30 p.m.  
Location: Cardinal Community Center  
208 Jarvis Street  
Ridgeway, WI 53582

Meeting will be held in the **library**.

---

	Pages
1. <u>Meeting Opening</u>	
1.a. Call to Order	
1.b. Roll Call	
1.c. Confirmation of Open Meeting Law Compliance Posted on <b>February 19, 2021</b> at the Village of Ridgeway Fire Station, USPS- Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.	
1.d. Adoption of Agenda	
1.e. Adoption of Minutes	2
2. <u>Business</u>	
2.a. Discussion regarding job descriptions Review and discussion of office staff job descriptions	4
3. <u>Convene into closed session</u> Convene in closed session pursuant to State Statute 19.85(1) (c) considering employment promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction: H Roessler	
4. <u>Reconvene in Open Session</u>	
5. <u>Recommendation to the Full Board</u>	
5.a. Decision from discussion during closed session	
6. <u>Adjournment</u> Motion to adjourn	



## Finance Committee

### Meeting Minutes

**Date:** February 17, 2021, 5:30 p.m.

**Location:** Village Hall/Fire Station  
113 Dougherty Ct.  
Ridgeway, WI 53582

**Members Present:** J Steen  
M Casper  
S Vosberg

**Staff Present:** L Phelan  
H Roessler

---

#### 1. Meeting Opening

##### 1.a Call to Order and Roll Call

Meeting called to order by President Steen @ 5:30 pm

##### 1.b Confirmation of Open Meeting Law Compliance

L Phelan confirmed this meeting was properly noticed and posted on **February 12, 2021** at the Village of Ridgeway Fire Station, USPS-Ridgeway, Farmers Savings Bank-Main Street, Ridgeway and on the Village website.

##### 1.c Adoption of Agenda

Motion to adopt this meeting agenda.

Motion by M Casper

Seconded by S Vosberg

Motion carried

2. Business

2.a Village Office Staffing

- Discussion regarding the clerk/treasurer position being vacated effective March 5, 2021.
- L Phelan and H Roessler will review, reformat and make any necessary updates to the job descriptions for the roles in the Village Office.
- Finance Committee will meet on Monday, February 22nd at 5:30 pm in the Library at the Community Center.
  - Budget information to be provided for the current positions
- Position vacancy to be posted and published following the next meeting
  - Potential application deadline of-4pm March 12, 2021.

3. Adjournment

Motion to adjourn at 6:58 pm

Motion by S Vosberg

Seconded by M Casper

Motion carried

# VILLAGE OF RIDGEWAY

## Job Description Clerk - Treasurer

**Position:** Clerk/Treasurer

**Reports to:** Village Board of Trustees

**Employment Category:** Full Time, Non-exempt

**Salary Range:**

### **Job Brief - General Nature of Responsibilities:**

Under the direction of the Village Board of Trustees, this position performs a wide range of administrative functions including, but not limited to election administration, records management, drafting and composing meeting agendas and minutes, resolutions, ordinances, and other necessary municipal policies. This position will perform all duties outlined in Wisconsin State Statutes §61.25 Clerk and §61.26, Treasurer. The position will report all financial matters to the Finance Committee, and facilitate the municipal budgeting process. The individual will work independently with minimal supervision, however, is expected to use their judgment and seek direction when needed on substantive matters related to administration of municipal policies, programs, and services. The primary purpose of the Clerk/Treasurer is to perform their statutory role and assist with the enhancement of all administrative functions within the village.

### **Essential Skills, Knowledge, and Abilities**

- Ability to analyze, interpret, and apply applicable Federal, State and local policies, laws and regulations
- Apply knowledge of a broad range of statutes, principles, and practices to the administration of village affairs
- Knowledge of modern office procedures, methods and equipment including computers and Microsoft Office (Word, and Excel required) and basic website editing software
- Ability to communicate effectively with the public in a busy, multi-task environment, excellent verbal and written communication skills
- Organized and detail oriented
- Knowledge of election administration and Wisvote (statewide voter registration system)
- Ability to prepare and interpret reports, maps, and charts
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes-challenging environment
- Ability to prepare and maintain accurate records and to prepare a variety of reports as required or requested
- Must possess excellent time management skills
- Ability to prepare and maintain accurate records

### **Essential Duties and Responsibilities:**

#### **General:**

- Duties and responsibilities enumerated in Wisconsin State Statute §61.25 and §61.26
- Prepares the official agenda for board, commission, and committee meetings
- Attends Village Board meetings and brings to the attention of the Village President and Village Trustees any pending ordinances, resolutions, or notices requiring official action
- Records proceedings of meetings and prepares official minutes
- Works with and supports other village staff
- Sends notices of Board action to all affected individuals or businesses
- Reviews, revises, and drafts ordinances and resolutions with the assistance from the Village Attorney
- Maintains confidentiality, custody, and care of all Village papers, records, and correspondence

- Maintains routine day to day operations of Village Office
- Provides professional advice and input to Village Board of Trustees upon request
- Serves as a liaison between the public and elected officials
- Research and obtain multiple funding sources including grants for village projects and expenditures

#### **Other Duties and Responsibilities:**

- Supervise daily village office operations and public property usage
- Supervise title research requests and special assessment inquiries
- Act as liaison with neighboring municipalities and County officials to ensure the accuracy of payments
- Represents the Village in dealing with other governmental bodies, as directed by the Village Board of Trustees, i.e. Federal, State, County as well as promote goodwill and public relations (customer service) between the Village and the public
- Keeps the Village Board of Trustees informed of changes, opportunities, and problems of a developmental, operational, financial nature of plans, and recommendations for appropriate opportunities
- Responsible for all Census recordkeeping, address verification, Census reporting, mapping, and coordination of any and all Census work.
- Act as Village agent for municipal insurance policy ensuring complete coverage and accurate up to date records
- Assists and supports Village Board of Trustees, Department Heads, and all employees with information or reports as requested.
- Perform other duties and responsibilities as may be requested by the Village Board of Trustees

#### **Elections:**

- Administers, coordinates, supervises, and conducts all Village elections
- Attends necessary training, seminars, and maintains required certifications to conduct elections as required by WEC (Wisconsin Elections Commission)
- Responsible for securing election board workers and complying with applicable training standards to ensure the Village maintains valid certified election inspectors
- Prepares the election facility per State law and maintains all pre and post-election files
- Performs all required pre-election testing of electronic voting equipment to insure proper functioning
- Publishes all required election notices
- Interface with WisVote to assure voters in Village poll books are certified and eligible to vote in Village elections
- Assist electors who are eligible to vote are able to cast a ballot and have that ballot be counted in accordance with state law
- Keep subject to inspection all election returns required to be filed in the clerk's office, and to notify persons elected or appointed to village offices

#### **Licenses and Permits:**

- Assists and supports the issuance of municipal licenses and permits, including animal, liquor, and various regulatory licenses as assigned in accordance with applicable Village Ordinances and other regulations
- Maintains a record of all licenses and permits approved and granted by the Village Board
- Work with Building Inspector to issue and maintain village building permits

#### **Accounting:**

- Responsible for all accounting functions including journals, ledgers, and required reports per DOR (Wisconsin Department of Revenue), GAAP (General Accepted Accounting Principles), the Public Service Commission, and other regulatory agencies
- Verifies invoices and oversees preparation of vouchers and compares all bills and receipts to budget accounts
- Oversees preparation of monthly utility billings and related accounting transactions
- Assists Village Auditor with preparation of year end fiscal reporting to the Department of Revenue,

Transportation and Public Service Commission.

- Analyses special projects, revenue, and expense accounts, and makes progress reports as requested
- Maintains all accounting records and supporting documentation
- Responsible for management of Village cash flows and receipts
- Reconciles all Village checking and savings accounts monthly
- Ability to operate the program the Village uses for utility billing, municipal accounting, and payroll (Workhorse).
- Collects all fees, rents, and other revenues and makes deposits. Never accepts cash without giving a receipt whether asked for one or not

#### **Tax Preparation:**

- Coordinates with Village Assessor and county officials in the updating and maintenance of the Village Assessment Roll
- Serves as Clerk for the Board of Review
- Maintains the Personal Property listing and reviews annually with the Village Assessor
- Prepares Statement of Assessment and Statement of Taxes and submits to the Wisconsin Department of Revenue
- Computes mill rates, Tax Increment, calculates special assessments, and other special charges for inclusion in the tax roll
- Mails tax statements, collects taxes, records of deposit, maintaining and monitoring accurate tax collection
- Settles tax collection with other taxing jurisdictions on prescribed due dates

#### **Personnel and Payroll:**

- Assist employees in filing of insurance, Workman's Compensation and disability benefit claims
- Maintain random drug and alcohol protocols and testing information for employees with CDL licenses
- Maintain current mandated State and Federal labor posting requirements
- Assists Department Heads, when asked, to set up necessary training to maintain and improve their job-related knowledge and skills and maintain required certifications for job functions
- Performs biweekly payroll preparation
- Issues payroll vouchers and makes payments as required by law to all tax and fringe benefits accounts
- Keeps accurate personnel information concerning hours, vacation hours, and personal hours
- Retirement plan processing, management, reporting, contributions, and record keeping
- Acts as village agent for health and life insurance, retirement, deferred compensation, and disability programs
- Oversees preparation of payments to State, Federal, Insurance, and Retirement accounts as prescribed by law
- Annually updating Village Employee Handbook and work with Finance Committee for approval of updates and changes
- Maintains accurate employee deduction records and required documentation
- Oversees preparation of all year-end payroll reports including W-2, W-3, 1099 and reporting to State and Federal agencies

#### **Planning, Zoning, Development:**

- Send out, receive forms, and collect fees for conditional use permits, zoning issues and subdivisions
- Post and/or publish required notices
- Write conditional use permit letters to applicants and maintain records
- Ensures comprehensive planning, capital improvement planning, and other necessary guiding documents for the village are in place and updated annually as appropriate

**Minimum Experience and Educational Qualifications:**

- High School Diploma/Equivalent Required; Associate Degree or higher education preferred
- Municipal Government Experience (preferred), two years' experience in clerical operations, bookkeeping, policies and legislative functions or a combination of education and experience that provides equivalent knowledge, skills and abilities
- Working knowledge of Accounting Software (Workhorse preferred)
- Must be eligible to be bonded
- Notary Public (or ability to obtain)
- Election Administration Certified (or ability to obtain)
- Board of Review Clerk Training
- Valid Driver's License

**Additional Information:**

- This position requires a great deal of diplomacy in working with a variety of individuals who comprise a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public.

**Position Description Qualifiers and Employer Reservation of Management Rights:**

The duties enumerated above are intended only as illustrations of the various types of work that maybe performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

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

# VILLAGE OF RIDGEWAY

## Job Description

### Deputy Clerk

**Position:** Deputy Clerk

**Reports to:** Clerk/Treasurer, Village Board of Trustees

**Employment Category:** \_\_\_\_\_ Time, Non-exempt

**Salary Range:**

#### **Job Brief - General Nature of Responsibilities:**

The employee shall be supervised by the Village Clerk/Treasurer, and Village Board of Trustees. Work responsibilities include a wide range of administrative functions: the preparation and maintenance of municipal records, drafting and composing correspondence, resolutions, minutes, agendas, and newsletters. Other responsibilities include, but are not limited to: election duties, the issuance of various licenses and permits, utility billing, and all village office functions. This position will provide a wide array of customer service to members of the public and involves extensive public contact in collecting and providing information, sometimes of a sensitive nature. The individual will work independently with minimal supervision, seeking direction when needed on substantive matters related to the administration of municipal policies, programs, and services. The primary purpose of the Deputy Clerk/Administrative Assistant is to assist with the enhancement of all administrative functions within the village. Work is to be performed in accordance with all local village ordinances, state, and federal laws. The position requires initiative, judgment, and the ability to work effectively and independently with the public and other municipal officials.

#### **Scope of Responsibility:**

The employee will work closely with the Clerk/Treasurer. Specific jobs and regular recurring duties are carried out with relative independence. Direction is available from the Clerk/Treasurer to resolve problems, explain new projects, and establish priorities.

#### **Essential Skills, Knowledge, and Abilities**

- Ability to communicate effectively with the public in a busy, multi-task environment
- Organized and detail oriented
- Good verbal and written communication skills
- Knowledge of modern office procedures, methods, and equipment including computers and Microsoft Office (Word, and Excel required) and basic website editing software
- Ability to prioritize and follow up on tasks to meet deadlines
- Ability to prepare and maintain spreadsheets; prepare and interpret reports, maps, and charts
- Interpret and apply applicable Federal, State and local policies, laws and regulations
- Ability to establish and maintain effective working and public relationships with a wide variety of individuals in a sometimes-challenging environment
- Ability to prepare and maintain accurate records
- Prepare a variety of reports as required or requested
- Must possess excellent time management skills
- Knowledge of election administration

#### **Essential Duties and Responsibilities:**

- Coordinate and administer reservations for publicly owned property (gymnasium, park shelter, community center rooms)
- Update and maintain accurate calendars of village activities
- Administer website modifications and updates



- Maintain filing system and accurate record retention
- Update and maintain address records, points of contact, and subscriber lists
- Research title searches for special assessment requests
- Distribute correspondence, staff mail, and assume responsibility for appropriate mail requests
- Support requests for form enhancements and changes from a variety of sources
- Occasional evening or weekend work hours as needed for meetings, trainings, and public property assistance
- Act as a point of contact for inquiries from community members regarding programs and facility reservations
- Record all public notices and articles
- Maintain office supply inventory and purchase items as needed
- Duties and responsibilities enumerated in Wisconsin State Statute §61.25 and §61.26 as assigned by Village Clerk/Treasurer
- Assists in preparing the official agenda for board and committee meetings as assigned
- Records proceedings of meetings and prepares official minutes as assigned
- Works with and supports other village staff
- Sends notices of Board action to all affected individuals or businesses
- Reviews, revises, and drafts ordinances and resolutions with the assistance from the Village Attorney and/or Clerk/Treasurer
- Maintains confidentiality, custody, and care of all Village papers, records, and correspondence
- Maintains routine day to day operations of Village Clerk's office
- Provides professional advice and input to Village Board of Trustees upon request
- Serves as a liaison between the public and elected officials

#### **Other Duties and Responsibilities:**

- Acts as liaison with neighboring municipalities and County officials
- Represents the Village in dealing with other governmental bodies, as directed by Clerk/Treasurer and/or Village Board of Trustees, i.e. Federal, State, County as well as promote goodwill and public relations (customer service) between the Village and the public.
- Keeps the Village Clerk/Treasurer informed of changes, opportunities, and problems of a developmental, operational, or financial nature
- Plans and provides recommendations for appropriate opportunities within the village
- Assists and supports Village President, Trustees, Department Heads, and all employees with information or reports as requested
- Perform other duties and responsibilities as may be requested by the Clerk/Treasurer or Village Board of Trustees

#### **Community Center**

- Schedule and coordinate rentals
- Order and maintain all supplies and services
- Process hall payments and expenses

#### **Utility Clerk:**

- Prepares monthly utility billings and related transactions
- Utility records management and billing management, including entering quarterly meter readings and interim final billings, printing utility bills and reports, and mailing utility bills.
- Proper receipting and posting penalty late charges to utility accounts
- Process Water Utility and Sewer Utility reports, statements, mailings, work orders, and paperwork for Public Works Director, providing general Utility clerical assistance as requested

#### **Licenses and Permits:**

- Assists and supports the issuance of municipal licenses and permits, including animal, liquor, and various regulatory licenses as assigned in accordance with applicable Village Ordinances and other regulations.

- Maintains a record of all licenses and permits approved and granted by the Village Board.
- Process all dog licenses in the Village, work with the Marshal's office for compliance and handling complaints; maintain dog reconciliation in the Spring and Fall of each year
- Work with Building Inspector to issue and maintain village building permits

**Elections:**

- Administers, coordinates, assists in supervising, and conducting all Village elections
- Attends necessary training, seminars, and maintains required certifications to conduct elections as required by Clerk/Treasurer
- Prepares the election facility per State law and helps maintains all pre and post-election files
- Performs required pre-election testing of electronic voting equipment to insure proper functioning
- Publishes required election notices
- Interface with Clerk/Treasurer to assure all eligible voters are able to cast a ballot and have that ballot counted in accordance with state election law

**Accounting and Tax Collections:**

- Analyses special projects, revenues, expenses, and generate progress reports as requested
- Assists in the maintenance of all accounting records and supporting documentation
- Ability to operate the program the Village uses for utility billing and accounting (Workhorse)
- Collects all fees, rents, and other revenues and prepares deposits. Never accepts cash without giving a receipt whether ask for one or not.
- Serves as Alternate Clerk for the Board of Review.
- Mails tax statements, collects taxes, assists Clerk/Treasurer in tax collection

**Personnel:**

- Maintain current mandated State and Federal labor posting requirements.
- Assists Department Heads, when asked, to set up necessary training to maintain and improve their job-related knowledge and skills and maintain required certifications for jobfunctions

**Minimum Experience and Qualifications:**

- High School Diploma or Equivalent, Associate Degree preferred
- Valid Driver's License
- Previous experience in municipal government or two years' experience in clerical operations, policies, legislative functions or a combination of education and experience that provides equivalent knowledge, skills, and abilities

**Additional Information:**

- This position requires a great deal of diplomacy in working with a variety of individuals who compromise a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public.

**Position Description Qualifiers and Employer Reservation of Management Rights:**

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

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