

**PUBLIC UTILITIES
COMMITTEE**

Tuesday, November 20, 2018

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the regular meeting held on October 30, 2018.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding AmeriGas sanitary sewer line connection.
 - b. Review and Possible Recommendation regarding Public Works Directors job description.
 - c. Review and Possible Recommendation regarding Public Works Organizational Chart.
 - d. Review and discussion regarding the Utility Tax Certification numbers.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, December 18, 2018 at 6:00 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Utilities Committee Minutes

Tuesday, October 30, 2018 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Mary Pat Lytle called the regular meeting of the Public Utilities Committee to order at 6:00 PM in the Training Room.

Members present: Member Randall Hansen, Member Craig Weiss, Village Trustee Stephanie Brassington, Village Trustee Mary Pat Lytle, Member Chris Fredrick

Members not present: Member Eric Kryzenske and Member Marc Nielson

Staff Present: Matt Schuenke (Village Administrator), Jim Hessling (Assistant Director Public Works), Allan Coville (Director Public Works) and Tim Stieves (Town & Country Engineering).

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the regular meeting held August 21, 2018.

Motion by Randy Hansen to approve the minutes with corrections, seconded by Stephanie Brassington. Motion passed by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding the 2019 Budget for the Utilities Fund (600).

Matt Schuenke went over the the 2019 budget for the water and sewer utility with the Committee. Matt addressed the revenue and expense portion of each utility budget line item. Allan Coville covered capital expense items for both the water and sewer. After much discussion and explanation regarding each budget line item:

Motion by Lytle, second by Brassington, and unanimously carried for the Public Utilities Committee to recommend approval to the Village Board of the proposed 2019 Budget for the Utilities Fund (600) with the change to lower the transportation charges sewer service to \$678,000 and lower the expected additional revenue needed to 2%. Motion carried 5 – 0.

Motion by Lytle, second by Brassington, for the Public Utilities Committee to include funds in the 2019 Budget to restore the curbside leaf collection program. Motion failed 2 -3.

- b. Discussion and action to make a recommendation to the Village Board regarding the 2019 Budget for the Stormwater Utility Fund (605).

Matt Schuenke went over the the 2019 budget for the storm water utility with the Committee. Matt addressed the revenue and expense portion of the storm water utility budget. Allan Coville covered capital expense items for the storm water utility. Mary Pat Lytle made a motion to drop the curb side yard waste charge. Motion was seconded by Stephanie Brassington. Motion passed 3 - 2. This request will be forwarded to the Village Board for final approval. After much discussion and explanation regarding the storm water budget:

Motion by Lytle, second by Brassington, and unanimously carried for the Public Utilities Committee to recommend approval to the Village Board of the proposed 2019 Budget for the Stormwater Utility Fund (605) as presented. Motion carried 5 – 0.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, November 20, 2018 at 6:00 pm.

6. ADJOURNMENT.

Motion by Stephanie Brassington, second by Craig Weiss, to adjourn at 7:25 pm.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 20, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding AmeriGas sanitary sewer line connection.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Amerigas PU Mtg

Allan Coville

From: Ellingsberg, Mark <Mark.Ellingsberg@amerigas.com>
Sent: Friday, November 09, 2018 1:46 PM
To: Allan Coville
Cc: Matt Schuenke; Jim Hessling; 'Brian Berquist'; Erickson, James
Subject: RE: Village of McFarland - Ordinance for connection to Sanitary Sewer Line

Importance: High

Follow Up Flag: Follow up

Flag Status: Flagged

Allan,

Can we appeal this to the committee at the November meeting?

The cost is over whelming to connect to the sewer vs. replacing the septic.

\$62,000 vs. \$10,000 and from the survey to connect sewer is much more difficult.

There isn't enough grade to flow it so we have to pump it the 700 feet to the line. Not to mention the cost of damage repair to our storage lot and the expense that it will incur.

For a small business with 4 employees of which only is there all day is a sizable financial endeavor.

I would like the opportunity to have a discussion about a septic tank.

If you could let me know and I would be happy to attend the committee meeting on the 13th.

Thank you,

Mark Ellingsberg
District Manager

656 Janesville St.	4117 Terminal Dr.
Whitewater, WI 53190	McFarland, WI 53558
262-473-4308	608-838-6598

AmeriGas
Driving every day.

From: Allan Coville [mailto:Allan.Coville@mcfarland.wi.us]
Sent: Monday, October 22, 2018 11:26 AM
To: Ellingsberg, Mark
Cc: Matt Schuenke; Jim Hessling; 'Brian Berquist'
Subject: Village of McFarland - Ordinance for connection to Sanitary Sewer Line

WARNING: This message came from an external source. Please exercise caution when opening any attachments or clicking on links.

Mark,

As discussed:

Sec. 47-105. - Mandatory connections.

(a) Every owner of a parcel of land shall connect to a public sewer whenever all of the following conditions exist:

- (1) The parcel of land is adjacent to a public sewer;
- (2) There is located upon such parcel a building or other structure used or usable for human habitation or occupancy or for the conduct of any trade, business of industry; and
- (3) Such building or structure is being served by a private sewage disposal system or treatment works.

(b) Such connection shall be made no later than 12 months after the installation of the public sewer adjoining such parcel. Upon failure to do so, the Public Utilities Committee may cause such connection to be made and bill the property owner for all such costs. If such costs are not paid within 30 days, such costs shall constitute a special tax lien against the property in the manner provided for by law. However, the owner may, within 30 days after the completion of the work, file a written notification with the Public Utilities Committee stating that the owner cannot pay such amount in one sum and ask that the sum be levied in five or less equal installments. The amount shall be so collected with interest at a rate not to exceed 15 percent per annum from the date of completion for the work, all as determined by the Public Utilities Committee. The unpaid balance shall constitute a special tax lien, all pursuant to Wis. Stats. § 281.45, as amended.

Let me know if you have any questions!

Allan Coville
Director Public Works / Utilities
Village of McFarland
(608) 838-7287

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 20, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Review and Possible Recommendation regarding Public Works Directors job description.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Public Works Director has announced his retirement effective in December. Before a recruitment can begin, the Village Board has to authorize the filling of a vacancy. Additionally as is customary with any pending position vacancy, the Village takes a look at the job description to see if any sort of changes or updates might be reasonable. There are a few areas where changes are proposed to better align the position with current job responsibilities. The intent of our review in the meeting is to discuss these changes in order to make a recommendation on the job description as they consider the authorization to fill the vacancy.

Tentatively then the Village Board will take up that recommendation at its meeting on November 26th and the recruitment can begin in December.

FINANCIAL/BUDGET IMPACT:

No changes to the classification are proposed for this position and current funding levels are appropriate to support the wages and benefits for the job.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends reviewing the job description and taking action to make a recommendation to the Village Board regarding the revisions to the job description.

ATTACHMENTS:

1. 10.17.2018 - Public Works Director - Job Description - mgs



Public Works/~~Utilities~~ Director

POSITION DESCRIPTION

Position Title: Public Works/~~Utilities~~ Director

FLSA: Exempt

Department: Public Works/~~Utilities~~

Represented: No

Reports to: Administrator/~~Treasurer~~

Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This Department Head position is responsible for directing and administering the activities of the Public Works/~~Utilities~~ Department, including street and sidewalk construction and maintenance, construction and maintenance of water, sanitary sewer, and stormwater utilities, vehicle and equipment maintenance, solid waste collection, and maintenance of municipal facilities and parks. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under general policy direction from the Village Board and assigned Committees, ~~Public Works Committee and Public Utilities Committee,~~ and administrative direction from the Administrator/~~Treasurer~~, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to the Division Superintendents and Office Manager. Provides indirect supervision of all full-time crew workers, part-time, and other seasonal employees through their respective Division Head. Also serves as the liaison to the contracted Village Engineer position. ~~Supervises crew workers through an intermediate lead position, vehicle maintenance and administrative support staff, meter reader, and various seasonal employees.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and exercises general supervision over the work of the Public Works/~~Utilities~~ Department.
- Prepares and administers annual operating budget for all services delivered by the Department. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

- Recommends public policy, service levels, and municipal ordinances to the Village Board.
- Establishes and enforces internal rules, policies, work methods and procedures.
- Recommends the selection, directs the training, and evaluates the performance of departmental employees.
- Directs the maintenance of appropriate maps, plans, and records, and the preparation of required reports to the Village Board, Wisconsin Department of Transportation, DNR, and the P.S.C.
- Directs the acquisition and maintenance of vehicles and equipment and the inventory of supplies.
- Prepares long-range plans and recommends priorities for the construction, reconstruction, and maintenance of streets, sidewalks, ~~storm-sewers and~~ storm water management projects, sanitary sewers, water supply/~~and~~-distribution systems, ~~and~~ Village-owned facilities, and parks.
- Coordinates the design, contracting, and construction of public works and utilities projects with engineers and contractors.
- Performs construction field inspections of public works and utility projects.
- Administers the day-to-day operations of the Public Works Department including functions within the streets, facilities, parks, water utility, sanitary sewer utility, ~~and~~-stormwater utility, and related services.
- Oversees the application of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Responsible for addressing and delegating resident inquiries on solid waste collection as is appropriate. Shall keep the Administrator and Village Board apprised of contractual changes as they result in alterations of service or renewal.
- Oversee the customer service process regarding ~~Processes~~-citizen inquiries or complaints relating to Public Works Department public works/public utilities-services and manage response ~~ds~~-to requests for services.
- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and Administrator as appropriate to support operating and capital needs of the Department.
- Represents the department on matters requiring inter-departmental or inter-agency coordination.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications including GIS mapping; calculator, copier, GPS, telephone, radio, pager, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of public works administration, ~~and construction,~~ civil engineering, and the ability to keep abreast of future developments in the field.
- * Pertinent federal and state laws, regulatory codes, public works contracting requirements, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The measures and standards by which the efficiency, effectiveness, and quality of the services provided by the Public Works Department ~~public works/public utilities services~~ can be evaluated.
- * Methods, techniques, materials, and equipment used in the maintenance, repair and construction projects coordinated by the Public Works Department. ~~of public works and public utilities projects.~~
- * Occupational hazards, safety equipment, and the standard working practices associated with ~~public works and utility~~ the functions of the Public Works Department.
- * Water and wastewater equipment, operations, and processes.
- * Data processing techniques and applications.

Ability to

- † Plan, organize, direct, and evaluate the work of subordinate personnel.
- † Forecast the operational and capital needs of the department and formulate and administer the departmental budget.
- † Establish and enforce standard departmental policies and procedures.
- † Determine proper priorities, and delegate work to accomplish departmental objectives.
- † Maintain necessary records and prepare required reports.
- † Read, prepare, and interpret maps, graphs, charts, blueprints, and construction plans and specifications.
- † Prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- † Administer planning and zoning ordinances and interpret and apply building and dwelling codes.

- † Interpret and implement policy and procedural direction from the Village Board and the Administrator.
- † Establish and maintain effective working relationships with the Village Board, Administrator, other department heads, employees, other governmental agencies, builders, contractors, and the general public.
- † Represent the Village in meetings, public presentations, and before the media.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions. The employee must frequently lift and/or move up to 25 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- ◆ PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.
- ◆ PERSONNEL MANAGEMENT SKILLS: Supervise, direct, train, & evaluate subordinate personnel.

REQUIRED QUALIFICATIONS

A B.A. degree in civil engineering, public or business administration, or related field; ~~A -a~~ minimum of ten (10) years progressively responsible experience in the public works or utility fields, including five to seven years of experience in a supervisory and administrative capacity; ~~Professional Engineer (PE) license preferred. or any equivalent~~ Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet ~~provides~~ the required knowledge, skills, and abilities for the position may also be considered. ~~Must possess or be able to obtain a valid WI driver's license. Village residency is required.~~

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. 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 Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: ????

Amended: May 1, 2014
October 22, 2018



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 20, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Review and Possible Recommendation regarding Public Works Organizational Chart.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In addition to changes to the Public Works Director job description, the Village Board also desires to consider changes to the structure of the Public Works Department. There are two main changes associated with this change in structure:

1. Two Divisions Created - The main service delivery for the Department would be split into a Streets/Utilities Division and a Parks Division. The intent is that by segregating these responsibilities within the Divisions will provide better oversight over the day to day operations of the service delivery, especially for Parks. All of this falls now on the Assistant Director and going forward would break that up between two Superintendents as its titled. A draft job description for the Parks Superintendent position is provided as background to help show what is intended for that position to do and is not presented for approval.
2. Office Manager Created - The tentatively titled office manager is more of a function to assist in the management of the Utilities as well as assist the Director in fulfilling the administrative functions of the office. It was identified that help was needed to provide stronger direct management of the administration of the utilities whereas that is addressed within a decentralized capacity for the time being. Similar to the Parks Superintendent position, this job description is presented for support to show what is intended for the position to do.

The board would like to have the organizational chart completed so that it can accompany and support the recruitment of the new director. As it has been reviewing and discussing through the budget process, it was felt that more attention was needed in these areas by adding Staff to help fill these voids as they considered them. The Committee should review these changes and provide comments to the board as a recommendation.

**FINANCIAL/BUDGET IMPACT:**

The financial impact for two new positions is obviously significant; however, changes to the 2019 Budget have been authorized to fund the Office Manager as of January 1, 2019 and the Parks Superintendent as of July 1, 2019. The total cost of the Office Manager is projected at \$102,965 and will be spread amongst the General (5%), Utilities (70%), Stormwater Utility (15%), and Solid Waste (10%) funds. The total cost of the Parks Superintendent is projected at \$42,385 and will be spread amongst the General (85%), Utilities (5%), Stormwater Utility (5%), and Solid Waste (5%) funds. The Village Board is poised to approve the budget with these changes at its meeting on November 26th.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

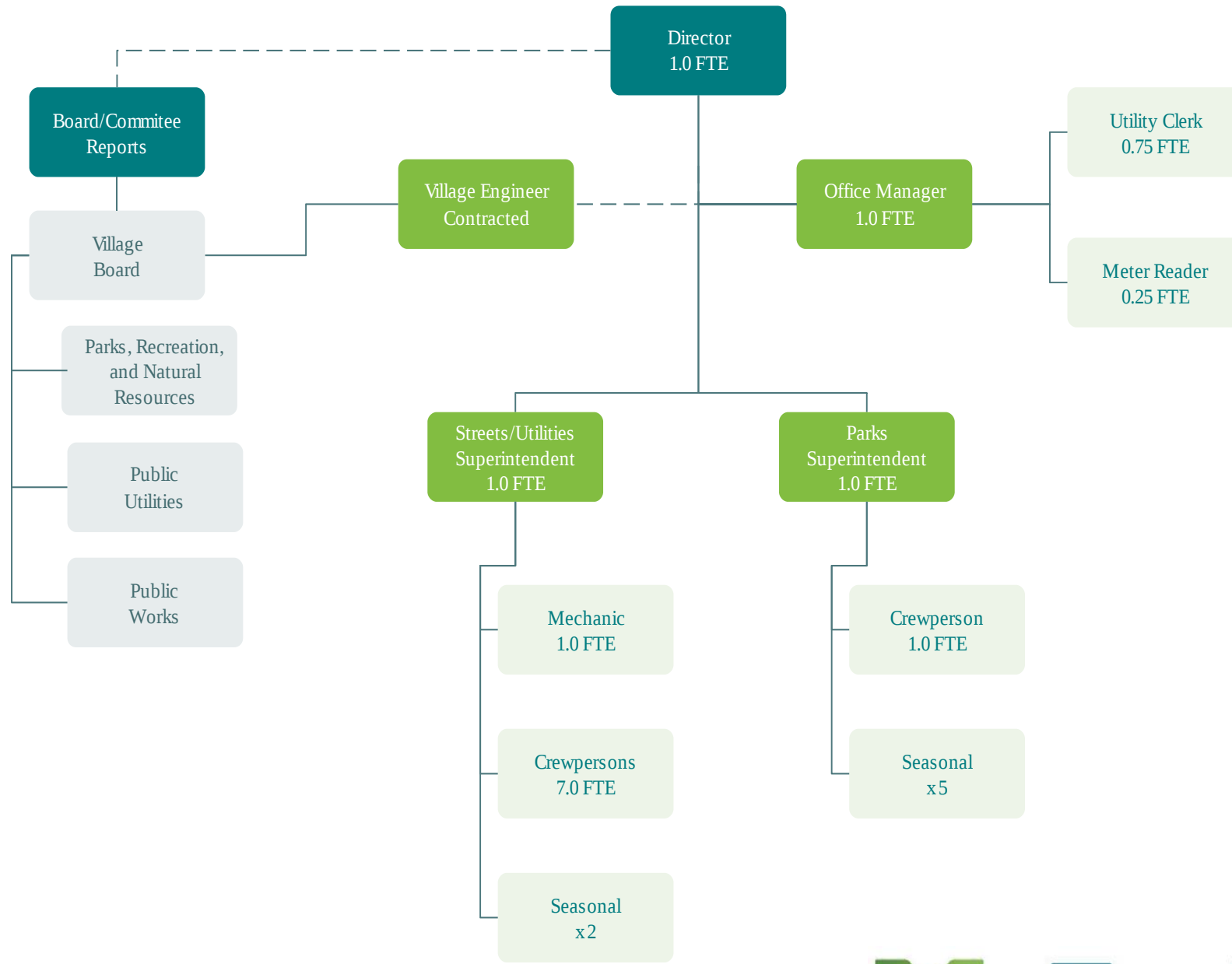
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends reviewing the job description and taking action to make a recommendation to the Village Board regarding the revisions to the organizational chart.

ATTACHMENTS:

1. Public Works Organizational Chart 11022018
2. 11.05.2018 - Office Manager Job Description DRAFT
3. 11.05.2018 - Parks Superintendent Job Description DRAFT



Office Manager

POSITION DESCRIPTION

Position Title:	Office Manager	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Public Works Director	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves managing and supervising the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include: customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.

Supervision Exercised

Supervises a part-time Utility Clerk and Meter Reader that assist in the fulfillment of the administrative duties for the Department and related utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Oversee the utility customer billing for residential, commercial, industrial, and government accounts for the utilities.
- Manage the financial performance of the utilities to ensure that they maintain current and future financial stability.
- Forecast the impact of future capital investments and operational expenditures on revenue requirements and recommend rate increases when necessary.
- Assist in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.

- Ensure the utility is operating in accordance with PSC, WI DNR, and GAAP rules and regulations.
- Forecasting short-term and long-term capital needs of the utilities including annual review of asset replacement.
- Maintain inventory and maintenance records of meters, hydrants, valves, and mains including annual meter change outs.
- Coordinates annual cross connection inspectors for residential, commercial, and government accounts.
- Maintain storm water ERUs for all properties in the Village.
- Approve check refunds of utility credits.
- Notification of NSF payments for utility bills.
- Supervise and coordinate the work of the Utility Clerk.
- Assist the Public Works Director with various financial related projects or assignments.
- Coordinate with the Treasurer to administer tax certification process for delinquent utility accounts for the annual property tax roll.
- Maintain data and process grant applications and follow-up reports.
- Prepare rate applications for the PSC.
- Manage customer service expectations and relationships for the Public Works Department.
- Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.
- Monitor and track impact fees for utilities and recommend projects for its use.
- Assist in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee. Serves as direct liaison to the Public Utilities Committee.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. Occasional attendance at an evening meeting will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern governmental and utility accounting theory, principles, and practices.
- Public finance and fiscal planning.
- Public Works including sewer, water, and stormwater operations.
- Budgetary, accounting and reporting systems, GAAP, GASB, PSC, and DNR.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- Supervisory principles and practices.
- Municipal accounting software, preferably Caselle Clarity.

Ability to

- Prepare and analyze complex financial reports.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED QUALIFICATIONS

A B.A. degree in accounting, finance, public, or business administration, or related field. A minimum of three to five (3-5) years progressively responsible experience municipal accounting experience, public works administrative operations, and/or utility management. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. 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 Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended:

Parks Superintendent

POSITION DESCRIPTION

Position Title: Parks Superintendent
Department: Public Works
Reports to: Public Works Director

FLSA: Non-Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for managing and supervising the operations of the Parks Division. This is also a hands-on position that performs critical and routine direction to ensure the Village park system is properly funded, maintained, and necessary capital improvements are properly planned. Key responsibilities include: plan development for maintenance activities, land management activities, maintain inventory, program development, customer service, marketing, revenue development, budgeting, forestry, planning, meeting management, and other related tasks to support the operations of the Department and Division.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Village park system.

Supervision Exercised

Provides direct supervision to the Parks Crewperson(s) and Seasonal Parks employees as applicable. Provides indirect supervisions of all full-time Public Works Crewpersons, part-time, and other seasonal employees when assigned to work within the Village park system.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Prepares, implements and oversees a standard plan for annual maintenance of all Village Parks including recreational facilities, passive recreation areas.
- Perform land management activities for village properties to include tree planting, and invasive species control as needed for Village property.
- Maintain inventory of parks amenities, equipment and vehicles in order to recommend replacement within the 5 year capital improvement plan.
- Responsible for the developing of programming related to Village Park offerings to help support their utilization.

- Keeps staff and elected officials informed of new developments or trends in park management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Creates and implements a local and regional marketing program for the McFarland Park System.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Participates in the planning and coordination of prescribed burns as it affects park and recreational lands in the Village.
- Oversees and performs grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, park equipment maintenance, use area maintenance, herbicide application, hazardous tree removal, brush removal, and establishing/maintaining the ice skating rink.
- Reviews opportunities to integrate the LYRT into the community.
- Oversees the implementation of the Indian Mound maintenance program for all mounds in the Village.
- Evaluates and recommends use of Park impact fees throughout the Village.
- Oversees the forestry duties of the Village including tree trimming and emerald ash borer response plan.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintains compliance with the parks and open spaces plan and works with Community Development to provide updates to the plan when necessary.
- Liaison to the Parks, Recreation, and Natural Resources Committee.
- Maintains relationships with School District, local recreation groups and other community organizations to help manage utilization of Village park facilities.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS**Knowledge of**

- Current principles and practices of parks and urban forestry administration, development, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of park services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- Occupational hazards, safety equipment, and the standard working practices associated with parks and urban forestry functions.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual park maintenance needs.
- Establish and enforce standard departmental policies and procedures as they related to the Village park system.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 24 pounds, and occasionally lift and/or move up to 75 pounds. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

REQUIRED QUALIFICATIONS

A high school diploma or equivalency required with the minimum of an Associates Degree preferred in the fields of parks, land management, urban forestry, or related field. A minimum of three to five (3-5) years progressively responsible experience in the fields of parks, land management, urban forestry, or related field. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. 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 Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended:



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 20, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Review and discussion regarding the Utility Tax Certification numbers.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None