

**PUBLIC WORKS  
COMMITTEE**

**Tuesday, January 8, 2019**

**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 minutes of the regular meeting held November 13, 2018.
4. BUSINESS.
  - a. Discussion and recommendation to the Village Board on a traffic safety concern review request received from Ellie Kyser, regarding 4604 Siggelkow Road.
  - b. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.
  - c. Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.
  - d. Discussion and update regarding planning for the implementation of 2019 Capital projects.
  - e. Presentation by Public Works Director regarding monthly department report.
5. SCHEDULE NEXT MEETING DATE.
  - a. Tuesday, February 12, 2019 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](mailto:cassandra.suettinger@mcfarland.wi.us).

VILLAGE OF MCFARLAND  
**Public Works Committee Minutes**

*Tuesday, November 13, 2018 - 6:00 PM*

**1. CALL TO ORDER, ROLL CALL.**

Carolyn Clow called the regular meeting of the Public Works Committee to order at 6:08 PM in Conference Room A.

Members Present: Elizabeth Bohuski, Chris Fredrick, Marv Meyers, Village Trustee Carolyn Clow, Village Trustee Jerry Adrian

Members not Present: Member Richard Vela

Staff Present: Matt Schuenke (Village Administrator), Brian Berquist (Town & Country Engineering), Allan Coville (Director Public Works / Utilities) and Jim Hessling (Assistant Director of Public Works)

**2. PUBLIC APPEARANCES.**

None at this time.

**3. APPROVAL OF MINUTES.**

*a. Approval of October 9, 2018 Public Works Minutes*

Motion by Village Trustee Carolyn Clow, second by Member Jerry Adrain, to Approve the October 9, 2018 Public Works Minutes as amended. Motion carries 4 - 0 - 1 by acclamation.

**4. BUSINESS.**

*a. Review and possible recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.*

Streets slated for resurfacing in 2019: (Pulverize and re-pave asphalt)

- Main St from Marsh to Eighth (replace water main): Desire for bike lanes and sidewalks, committee would like to see some more sidewalk layouts for here.
- Eighth, East part from Marsh to the end: Not identified in plan doc for more sidewalk or bike lanes. Resurfacing only.
- Timber Lane: Not identified in plan doc for more sidewalk or bike lanes. Potential water main diameter change from 8" to 10". Gap of missing curb and gutter already in budget. No painting changes proposed.
- Autumn Lane from Main to Sigglekow: Not identified in plan doc for more sidewalk or bike lanes. Resurfacing only.
- Smith Ridge Road: Holscher to Black Walnut. Not identified for bike routing. Sidewalks already there. Resurfacing only.
- Scott Street: Leanne to the end. Small section already done recently. Potential for minor stormwater drainage and manhole work. No sidewalks or bike lanes currently and none identified in plan doc. Resurfacing only.
- Tina: Heading North. No sidewalks or bike lanes currently and none identified in plan doc. Resurfacing only.
- Hankins Court: Resurfacing only.
- Osborn: Anthony to 120' east of Running Deer. Sidewalks there, no additional in plan. Some ADA ramps should be re-done. Resurfacing only.
- Creamery Court: No sidewalks or bike lanes currently and none identified in plan doc. Resurfacing only.

T&C will come back with additional layouts and costs for sidewalks and bike lanes along Main Street.

b. Review and possible recommendation regarding Public Works Director's job description.

Schuenke reviewed and explained the changes to the job description with the Committee.

Motion by Frederick to make a recommendation to the Village Board to approve the Public Works Director's job description with minor changes, second by Meyers. Motion carries 5-0-0.

Review and possible recommendation regarding Public Works Organizational Chart.

Schuenke reviewed and explained the changes to the Public Works Organizational Chart with the Committee.

Motion by Frederick to make a recommendation to the Village Board to approve the Public Works Organizational Chart with consideration given to elevating the PW Superintendent higher than the Parks Superintendent, second by Meyers. Motion carries 5-0-0.

Discussion and possible recommendation regarding trash and recycling container sizes.

The Village currently owns the trash and recycling containers. When the Village orders containers, they must order a minimum of 144 McFarland-branded containers at a cost of approximately \$55/each, plus shipping costs. The question was posed if we can eliminate the use of the 96 Gallon containers. It was suggested that if a resident wants a 96 gallon can that we have Pelliteri supply a generic can that they maintain. It was suggested to follow up with Pelliteri on costs as well as update the information on the Village website regarding the sizes offers.

**5. SCHEDULE NEXT MEETING DATE.**

a. January 8, 2018 at 6:00 pm.

**6. ADJOURNMENT.**

Motion by Member Marv Meyers, second by Member Chris Fredrick, to adjourn at 7:44 pm.



## **VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 8, 2019

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Discussion and recommendation to the Village Board on a traffic safety concern review request received from Ellie Kyser, regarding 4604 Siggelkow Road.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Traffic\_Safety\_Concern\_Report\_Form-Ellie Kyser (Siggelkow Signage)

The McFarland Village Government is committed to providing safe and efficient travel on its roadways. While we continuously review current traffic patterns and traffic violation trends to determine needed enforcement, signage or other enhancements, we also rely upon the eyes and ears of our residents and value their input.

This form is intended as a means to provide the Police Department with information related to need for additional signage, enforcement or other issues occurring in your neighborhood or elsewhere in the Village.

Simply fill out the form (will expand as you type), save and submit it to Chief Sherven at [craig.sherven@mcfarland.wi.us](mailto:craig.sherven@mcfarland.wi.us), who will review it and determine the best course of action. Note that the Police Department does not have sole decision making authority in many cases, and your request may require approval from the Public Safety Committee and/or Village Board. With regard to requests for signage (especially stop signs) or street construction, there are many more issues at hand that may be obvious and may take longer than you may think to process.

| Village of McFarland<br>TRAFFIC SAFETY CONCERN - REVIEW REQUEST FORM                                                                                                                                     |                             |                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------|
| <b>REQUESTER CONTACT INFORMATION</b>                                                                                                                                                                     |                             |                                         |
| Name: Ellie Kyser                                                                                                                                                                                        | Phone: 608-669-5513         |                                         |
| Current address: 5902 Running Deer Trail                                                                                                                                                                 |                             |                                         |
| City: McFarland                                                                                                                                                                                          | Email: elliekyser@gmail.com | Best Contact Time: daytime              |
| <b>INFORMATION ABOUT REQUEST</b>                                                                                                                                                                         |                             |                                         |
| Location of Problem: 4604 Siggelkow Road, between Terminal Drive and Erling Avenue (Little Spartans daycare/4k location)                                                                                 |                             |                                         |
| Briefly Describe Problem: The safety of children getting in & out of vehicles as cars speed by; darkness in winter/parking spots across the street make it even more challenging for drivers to see kids |                             |                                         |
| Action You Are Requesting: I am requesting that a flashing 15 mph when children present sign is put in, as this is a 4k school location. At the very least perhaps speed bumps.                          |                             |                                         |
| <b>OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE</b>                                                                                                                                                    |                             |                                         |
| <b>RECEIPT BY POLICE DEPARTMENT</b>                                                                                                                                                                      |                             |                                         |
| Received By:                                                                                                                                                                                             | Date:                       |                                         |
| Actions Taken:                                                                                                                                                                                           |                             |                                         |
| Police Department Recommendation:                                                                                                                                                                        |                             |                                         |
| Recommendation Forwarded To:                                                                                                                                                                             | Date:                       |                                         |
| <b>COMMITTEE / BOARD ACTION</b>                                                                                                                                                                          |                             | <input type="checkbox"/> NOT APPLICABLE |
| Discussed By:                                                                                                                                                                                            | Date:                       | Action Taken:                           |
| Discussed By:                                                                                                                                                                                            | Date:                       | Action Taken:                           |
| Discussed By:                                                                                                                                                                                            | Date:                       | Action Taken:                           |
| Discussed By:                                                                                                                                                                                            | Date:                       | Action Taken:                           |
| <b>FINAL RESOLUTION</b>                                                                                                                                                                                  |                             |                                         |
| Final Action Taken:                                                                                                                                                                                      |                             |                                         |
| Completed By:                                                                                                                                                                                            | Date:                       |                                         |
| <b>REQUESTER NOTIFICATION</b>                                                                                                                                                                            |                             |                                         |
| Notified By:                                                                                                                                                                                             | Date:                       | Via:                                    |

Additional Notes:



## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Tuesday, January 8, 2019

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

**AGENDA ITEM:** Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

In November of 2018, several Committees reviewed changes to the Public Works Department through a revision to the Organizational Chart. This chart was approved as a draft by the Village Board at their meeting on November 26th of last year. Within it there are two new positions that have to be created starting with their job description. Previously, the position of Office Manager was proposed to be added to the Department to provide administrative support. This position was funded in the 2019 Budget as of January 1, 2019 and review of that description began with the Personnel Committee at their meeting last month.

The Personnel Committee discussed at length the position description for the proposed Office Manager within the Public Works Department providing some direction through their comments. Staff reviewed this discussion and updated the position description for review by the Personnel Committee on January 7th, Public Works Committee on January 8th, and Public Utilities Committee on January 15th. The objective is to complete our review this month and work on the remainder of what's necessary to fill the position next month.

The original position description for the Office Manager was included for your review as part of the Organizational Chart approval in November of last year. The revised version included within your packets shows the changes proposed to the document now related to what they looked like at that time. Enclosed is a clean and revised version with a summary of the major changes:

- Title - The position title across most Committee's has not been uniformly agreed upon. Staff is proposing to re-title the position to Assistant to the Public Works Director. These types of positions are common in high level professional capacities to assist the Director in fulfilling the essential administrative services of the Department beyond



general admin support that is presently available on a part-time basis.

- Theme - Changing the title in this capacity allows for the position to serve in a broader capacity across the Department which spans Public Works, Parks, Utilities, Facilities, Solid Waste, Utilities, and Stormwater Utility. Several of the changes to the duties presented are meant to reflect this theme and make it less specific to the former leadership role it had managing the utilities.
- Financial - This remains a larger part of this position but again is presented more in a way to assist the Director in this capacity. They would also work with other Departments as needed to facilitate their duties.

#### **FINANCIAL/BUDGET IMPACT:**

This will remain to be determined. The 2019 Budget was approved funding the position at Grade 18; however, once the positions description is complete we will restart the classification process and likely review that at our next meeting. At that time we would have a more direct correlation to what the financial impact is; however, funds should be sufficient for what is intended.

#### **VILLAGE PLAN REFERENCE:**

Compensation and Benefits Manual  
Personnel Policy Manual

#### **ORDINANCE REFERENCE:**

None.

#### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended the Committee review the job description and affirm as a draft it is acceptable in order to begin the classification.

#### **ATTACHMENTS:**

1. 01.03.2019 - Asst to PW Director Job Description mgs REDLINE
2. 01.03.2019 - Asst to PW Director Job Description mgs CLEAN

## **Assistant to the Public Works Director** **Office Manager**

### **POSITION DESCRIPTION**

|                        |                                               |                                     |
|------------------------|-----------------------------------------------|-------------------------------------|
| <b>Position Title:</b> | <u>Assistant to the Public Works Director</u> | <b>FLSA:</b> Non-Exempt             |
| <b>Department:</b>     | Public Works                                  | <b>Represented:</b> No              |
| <b>Reports to:</b>     | Public Works Director                         | <b>Employment Status:</b> Full-Time |

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### **POSITION SUMMARY**

#### **Distinguishing Characteristics of the Class**

The highly responsible professional work of this position involves assisting the Public Works Director in 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**

- Manage customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- 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.

- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approve check refunds of applicable utility credits and issue notification of NSF payments for certain bills.
- ~~Notification of NSF payments for utility bills.~~
- ~~Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.~~
- Assists the Public Works Director in forecasting ~~Forecast~~ the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources on revenue requirements and recommend rate increases ~~when necessary.~~
- Monitor and track impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees. ~~and recommend projects for its use.~~
- Maintain inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement. ~~of meters, hydrants, valves, and mains including annual meter change outs.~~
- Supervise ~~Oversee~~ the utility customer billing for residential, commercial, industrial, and government accounts for all utility services. ~~the utilities.~~
- Manage the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- ~~Forecasting short term and long term capital needs of the utilities including annual review of asset replacement.~~
- Ensure the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) PSC, WI DNR, and GAAP rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections ~~ors~~ for residential, commercial, and government accounts.
- Maintain storm water Equivalent Runoff Units (ERU)s for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.

- ~~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 including but not limited to for delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintain data and process grant applications to support Department projects as well as process all necessary and follow-up reports as directed by the Public Works Director.
- ~~Prepare rate applications for the PSC.~~
- Performs other related duties as assigned.

### **Equipment Used**

Personal computer with various software office applications (especially Microsoft Word and Excel) 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 a~~ Attendance at a minimum of two ~~a~~ evening meetings per month will be required.

## TECHNICAL REQUIREMENTS

### **Knowledge of**

- Modern ~~governmental and utility accounting~~ theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department, 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

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- 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 MINIMUM 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\_\_.

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Employee Signature

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Department Head Signature

Created: XXXX XX, 2019

Amended: None.

# Assistant to the Public Works Director

## POSITION DESCRIPTION

|                        |                                        |                           |            |
|------------------------|----------------------------------------|---------------------------|------------|
| <b>Position Title:</b> | Assistant to the Public Works Director | <b>FLSA:</b>              | Non-Exempt |
| <b>Department:</b>     | Public Works                           | <b>Represented:</b>       | No         |
| <b>Reports to:</b>     | Public Works Director                  | <b>Employment Status:</b> | Full-Time  |

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## POSITION SUMMARY

### **Distinguishing Characteristics of the Class**

The highly responsible professional work of this position involves assisting the Public Works Director in 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**

- Manage customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- 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.
- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approve check refunds of applicable credits and issue notification of NSF payments for certain bills.

- Assists the Public Works Director in forecasting the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources when necessary.
- Monitor and track impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees.
- Maintain inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement.
- Supervise the utility customer billing for residential, commercial, industrial, and government accounts for all utility services.
- Manage the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- Ensure the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections for residential, commercial, and government accounts.
- Maintain storm water Equivalent Runoff Units (ERU) for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.
- Coordinate with the Treasurer to administer tax certification process including but not limited to delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintain data and process grant applications to support Department projects as well as process all necessary follow-up reports as directed by the Public Works Director.
- Performs other related duties as assigned.

### **Equipment Used**

Personal computer with various software office applications (especially Microsoft Word and Excel) 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. Attendance at a minimum of two evening meetings per month will be required.

## TECHNICAL REQUIREMENTS

### **Knowledge of**

- Modern theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department.
- 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**

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- 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 MINIMUM 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 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: None.



## **VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 8, 2019

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:**

**AGENDA ITEM:** Review and Possible Recommendation regarding sidewalks and bike lanes along streets to be paved in 2019.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The Committee discussed plan road improvements in 2019 at its meeting on November 13, 2018. The direction was for him to review these improvements for pedestrian enhancements as was discussed and show those in the map for further discussion. Additionally, based on what was discussed prepare some preliminary budget figures to review. He will be prepared to present this information in the meeting as part of the discussion. The objective is to provide direction on whether or not to pursue these additional pedestrian improvements associated with the road construction projects for 2019.

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



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## Memorandum

To: Public Works Committee

From: Jim Hessling, Acting Public Works Director

Cc: Matthew G. Schuenke, Village Administrator  
Brian Berquist, Village Engineer

Date: January 3, 2019

Re: **2019 Capital Projects within the Public Works Department**

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### Executive Summary

The Village Board adopted the 2019 Budget including the Capital Projects Fund at its meeting on November 26, 2018. This memo is to summarize the projects included in 2019 for the Public Works Department and provide an update as to the status for each.

### 2019 Capital Projects

The revised process is proposed as follows:

- County Highway MN – Phase 4
  - o *Description* – The Village desires to reconstruct County Highway MN from Holscher Road to County Highway AB in 2020 as a joint project with Dane County. Similar to the previous three phases of the project, which stretched from USH 51 to Holscher Road. The Village Engineer would design the improvement in 2019 in order for it to be constructed in 2020.
  - o *Budgeted Cost* – \$125,000
  - o *Update* – Need proposal from Village Engineer for design services.
- Pickup Truck
  - o *Description* – New pickup truck to replace an existing 2002 undersized model. Trucks are in rotation and eventually end up as summer help trucks or sent to auction.
  - o *Budgeted Cost* – \$35,000
  - o *Update* – Working on proposals from dealers and state bidding to get the best value.
- Large Format Mower
  - o *Description* – This tractor and mower combination will assist the department in mowing large areas such as detention basins, recently annexed road right-of-ways, and portions of some parks.
  - o *Budgeted Cost* – \$90,000
  - o *Update* – The department is looking into a demo unit, which provides the Village with substantial savings. It is anticipated to have this purchase finalized in the very near future.

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|                       |                              |            |             |                 |               |
|-----------------------|------------------------------|------------|-------------|-----------------|---------------|
| <b>Administration</b> | <b>Community Development</b> | <b>EMS</b> | <b>Fire</b> | <b>Outreach</b> | <b>Police</b> |
| 838-3153              | 838-3154                     | 838-3152   | 838-3278    | 838-7117        | 838-3151      |

- Patrol Truck (i.e. – snow plow, dump truck)
  - o *Description* – The truck will replace a 2008 model. The 10-year mark has proven to give the Village its best point of return on trade in values.
  - o *Budgeted Cost* – \$161,000 (includes trade-in)
  - o *Update* – The truck and its components have already been ordered. There are crucial dates and lead-time from vendors that have to be met so the truck can be in operation for the winter of 2019/2020.
- Street Maintenance – Annual/Resurface
  - o *Description* – Annually the Village provides street maintenance activities including resurfacing that have a longer than one year useful life. This includes chip sealing, crack filling, and mill/overlay as applicable. Streets scheduled for treatment this coming year include Osborne Drive, Scott Street, Tina Lane, Hankins Court, Eighth Road, and Smith Ridge Road. This will also include alternate bids for Autumn Lane and Creamery Court if bids are favorable and within budget.
  - o *Budgeted Cost* – \$450,000
  - o *Update* – Plan development is underway, with plans ready for February bid.
- Streets - Reconstruction
  - o *Description* – It is proposed that Main Street (from Marsh to Eighth), and Timber Lane (from N. Autumn to Autumn) undergo water main replacement and street repaving.
  - o *Budgeted Cost* – \$955,000
  - o *Update* – Plan development is underway, with plans ready for February bid.
- Pedestrian Ways
  - o *Description* – Annually funds are provided to address pedestrian improvements such as paved paths and sidewalks that are in need of replacement.
  - o *Budgeted Cost* – \$80,000
  - o *Update* – Locations still need to be determined, discussed.
- Facility
  - o *Description* – The Village participated in a process to underground overhead utility wires on Farwell Street from USH 51 to where the old hardware store used to be. This required various planning and design activities including the acquisition of easements within this corridor within a short duration. It is further desired to continue this work as far east as Johnson Street; however, money is put forth in 2019 to prepare for these improvements in later years.
  - o *Budgeted Cost* – \$25,000.
  - o *Update* – Need to discuss project with Utilities and possible services needed from previous consultant.

### **Recommendation**

No action is necessary on this item. It is presented as an update and discussion regarding capital projects planned for 2019.



## **VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 8, 2019

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:**

**AGENDA ITEM:** Presentation by Public Works Director regarding monthly department report.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Dec 2018 Directors report

**PUBLIC WORKS COMMITTEE**

**February 9, 2019**

**PUBLIC UTILITIES COMMITTEE**

**February 15, 2019**

**PARKS, RECREATION & NATURAL RESOURCES COMMITTEE**

**February 17, 2019**

**Acting Directors Report**

**for**

**December 2018**

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

**Plowing Operations**

On December 25, the department handled a fast moving snow storm that deposited approximately a half inch of snow that slowed travels. Staff salted intersections as the weather was expected to be above freezing the next day. The department also handled a few minor storms along with some freezing rain events.

**Orchard Park**

Clearing at Orchard Hill Park is still on going. Staff has been trimming up various trees and clearing additional brush from the site.

**Meter Change Outs**

Water meters are being changed out to meet testing requirements. We anticipate this to continue through the winter months.