

VILLAGE OF JOHNSON CREEK
MEETING NOTICE
125 Depot Street, Johnson Creek, WI

**SPECIAL
VILLAGE BOARD MEETING
March 10, 2014
125 Depot St
5:30 p.m.**

Agenda

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Statement of Public Notice
4. Notices and Discussion
5. Committee/Commission Reports *-pgs 1-2*
6. Resolution 14-14 Deputy Clerk-Treasurer – Lisa Trebatoski – *pgs 3-6*
7. Resolution 15-14 Job Description – Utilities Director – *pgs 7-11*
8. Next Village Board Meeting: March 24, 2014 at 5:30 p.m.
9. Adjourn

Agenda Posting Information

Date _____
Time _____ am/pm _____
Initials _____

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the meeting above to gather information. No action will be taken by any governmental body at the meetings above other than by the governmental body specifically referred to in the above notice.

Requests from persons with hearing or sight disabilities who need assistance to participate in this meeting should be made to the Village Clerk's Office at (920) 699-2296 with as much advance notice as possible.



Chair David Blend called the meeting to order at 5:32 p.m. In attendance: Trustees David Blend, Rory Holland and President Greg Schopp. Absent and excused Trustee John Swisher. Also in attendance: Trustees: Fred Albertz and Steven Wollin, Administrator Mark Johnsrud and Clerk-Treasurer Joan Dykstra.

Statement of Public Notice

This meeting was posted and noticed according to law.

Approve Minutes of August 8, 2013 Meeting

A Holland/Blend motion carried unanimously to approve the minutes of August 8, 2013.

Closed Session

(Pursuant to Wisconsin Statutes §§19.85 (1)(C) considering employment of any public employee over which the government body has jurisdiction or exercises responsibility)

A Schopp/Holland motion carried on a roll call vote to convene into closed session at 5:33 p.m.

Reconvene into Open Session

A Holland/Blend motion carried on a roll call vote to reconvene into open session at 7:22 p.m.

Recommendation on filling the position of Deputy Clerk Treasurer

A Blend/Holland motion carried unanimously to recommend to the Village Board that Lisa Trebatoski be hired as Deputy Clerk-Treasurer.

Discussion and Recommendation – Job Description – Utilities Director

Johnsrud reviewed the draft of a job description prepared by Peter Hartz based on his current duties and responsibilities. Johnsrud said that he is recommending the desired qualifications include the applicant be a professional engineer. Hartz suggested changing the qualification from a State of Wisconsin Class 4 to a Class 2 to reflect two years of experience.

Holland suggested changing the pay to \$67,404 Depending on Qualifications.

A Blend/Holland motion carried on a unanimous vote to recommend approval of the job description as amended to include the salary depending on qualifications and changing qualifications to Class 2.

Discussion and Recommendation – Chamber of Commerce – Room Tax

Leigh Price presented a letter from the Johnson Creek Chamber of Commerce requesting an increase in room tax funding to expand the Executive Director position to a full-time position from a part-time position. The request is for an increase in room tax funding to the Chamber from a guaranteed amount of \$21,120 to a guaranteed amount of \$44,728. Johnsrud explained that the Chamber Board is requesting the increase in expenditures in support of visitor and convention activities. The position will be funded 20% by the Chamber of Commerce and 80% through the use of room tax to support the Comfort Suites.

Holland questioned the cost of benefits including the amount toward 401K and telephone reimbursement.

Johnsrud said that the Chamber Board will be meeting on March 18 to discuss details further.

A Holland/Blend motion carried unanimously to refer to the next P & F meeting.

Adjourn

A Schopp/Holland motion carried to adjourn at 7:55 p.m.

David Blend, Chair
Personnel & Finance

Disclaimer: These minutes are uncorrected; any corrections made thereto will be so noted in the proceedings at which these minutes are approved.

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 14-14

DEPUTY CLERK TREASURER
LISA TREBATOSKI

Village Board – 3-10-14

Requested by: Village Clerk-Treasurer Joan Dykstra

Introduced by: Village Trustee David Blend

RESOLUTION 14-14

DEPUTY CLERK TREASURER
LISA TREBATOSKI

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, the Personnel and Finance Committee has completed the interview process for the position of Deputy Clerk-Treasurer,

NOW THEREFORE BE IT RESOLVED that the Personnel and Finance Committee recommends to the Village Board of Trustees of the Village of Johnson Creek the hiring of Lisa Trebatoski to fill the position of Deputy Clerk-Treasurer,

PASSED AND ADOPTED by the Village Board of Trustees this 10th day of March, 2014.

Greg Schopp, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

**Village of Johnson Creek
Position Description**

Name: Lisa Trebatoski

Department: Clerk/Treasurer

Position Title: Deputy Clerk/Treasurer

Pay: Salary up to \$48,080

Date: March 10, 2014

Reports To: Clerk/Treasurer

General Purpose of Position: Confidential, exempt position to assist the Clerk-Treasurer in performance of duties required by municipal ordinance and Wisconsin state law. This position performs a wide variety of accounting and administrative tasks as well as providing customer service at Village Hall and other duties as directed by the Village Clerk-Treasurer. The employee in this position also has responsibility for processing documents relating to the accounting and maintaining detailed records of the Water and Sewer Utilities.

Minimum Qualifications: Minimum three years' experience in payroll, accounts receivable, cash receipts, and maintenance of accounting records or any equivalent combination of experience and training which provides the required knowledge and skills. Municipal experience a plus. Proven expertise of Microsoft Office software required. Associate or Bachelor's degree in accounting or business administration preferred.

General Description & Accountability (The following duties are normal for this position, however they are not to be construed as all-inclusive and other duties and tasks may be required and assigned):

- Performs all required duties of the Village Clerk/Treasurer in her/his absence and assists the Village Clerk/Treasurer in her/his duties in the operation of the office.
- Attends Village Board and other meetings as required; conducts an accurate recording of the meeting.
- Assists Clerk/Treasurer with all duties related to elections including voter registration, issuing absentee ballots, entering data in the statewide voter registration system (SVRS), equipment testing and setting up the polls.
- Processes and prints bi-weekly paychecks, FICA and State wire transfers, monthly retirement reports to WRS, quarterly and year-end reporting including W-2's, state, federal and retirement system reports.
- Prepares, processes, and mails monthly utility billings. Processes utility payments and prepares required reports, forms, journal entries and maintains utility records as required by the Village and the Public Service Commission.
- Prepares bank deposits and reconciles bank and investment accounts bi-monthly.
- Tracks spending of debt proceeds, restricted funds, impact fees, and room tax funds.
- Assists Village Administrator in preparation of annual Village budget using Microsoft Excel.
- Prepares records and information for annual audit including preparation of management discussion and analysis.
- Files fuel tax refund and recycling grant applications with State.
- Answers and processes customer inquiries and complaints by telephone and in person.
- Maintains special assessment records and prepares special assessments for the tax roll.
- Prepares invoices and maintains a list of outstanding invoices including lawn mowing, snow removal, and other various charges.
- Administration related to liability and property insurance including renewal applications, processing claims and preparing for annual workman's compensation insurance audit.
- Maintains and process updates for capital assets records.

- Provides public records/information to citizens, media and other agencies as requested.
- Prepares the semi-annual community newsletter.
- Updates the Village Facebook page and web site as needed.
- Answers questions from the public regarding taxes, assessment information, special assessments, utility and other general Village information.
- Prepares correspondence and reports for Village Clerk-Treasurer, as required.
- Performs related work as required.

Examples of abilities required for this kind of work:

- Ability to cooperate with others and communicate effectively with customers, other employees and supervisors.
- Knowledge of accounting and payroll systems, principles and practices.
- Thorough working knowledge of Microsoft Office programs.
- Knowledge of Public Service Commission requirements related to utility recordkeeping
- Knowledge of general office practices, procedures, and ability to operate office equipment.
- Ability to perform complex mathematical computations accurately.
- Considerable skill in entering data accurately and efficiently.
- Ability to follow complex oral and written directions and work independently.
- Ability to comprehend and accurately record the proceeding of meetings.
- Ability to deal with confidential matters.
- Ability to use tact and courtesy in dealing with people.
- Ability to handle stressful situations and make mature judgments.
- Notary public certification within six months
- Must be bondable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Language Skills: Must have ability to communicate orally and in writing with Village employees, supervisors, Village officials and the public.

The Village of Johnson Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

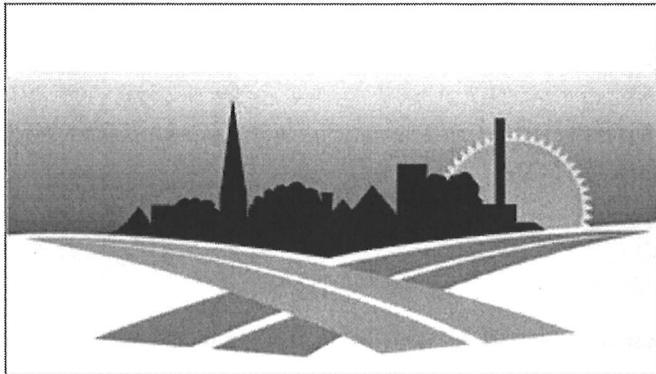
Supervisor's Signature

Date

Date

Village of Johnson Creek

Crossroads With A Future



RESOLUTION 15-14

JOB DESCRIPTION UTILITIES DIRECTOR

Village Board – 3-10-14

Requested by: Village Clerk-Treasurer Joan Dykstra

Introduced by: Village Trustee David Blend

RESOLUTION 15-14

**JOB DESCRIPTION
UTILITIES DIRECTOR**

THE VILLAGE BOARD OF THE VILLAGE OF JOHNSON CREEK, JEFFERSON COUNTY, WISCONSIN, DOES RESOLVE AS FOLLOWS:

WHEREAS, the Personnel and Finance Committee has reviewed and approved the job description for the Utilities Director,

NOW THEREFORE BE IT RESOLVED that the Personnel and Finance Committee recommends to the Village Board of Trustees of the Village of Johnson Creek the approval of the job description of the Utilities Director,

PASSED AND ADOPTED by the Village Board of Trustees this 10th day of March, 2014.

Greg Schopp, Village President

ATTEST:

Joan Dykstra, Clerk-Treasurer

*Village of Johnson Creek Water Utilities
Position Description*

Name:	Department: Water and Sewer Utilities
Position Title: Utilities Director	Pay Grade: \$67,404 DOQ
Date: March 10, 2014	Reports To: Village Administrator

General Purpose of Position: Performs a variety of skilled, technical, supervisory, and administrative work in the planning, organization and direction of the operation and maintenance of the Water System and Wastewater Treatment Facility.

Pre-Requisite (Education / Experience): While in the employment of the Village of Johnson Creek Wastewater Department, employee must complete a minimum of 18 hours of continuing education every two years for the water supply license, and 18 to 24 hours of continuing education for the wastewater operator license.

Desired Qualifications:

A Bachelor of Science degree in Civil Engineering specializing in water and wastewater management. Wisconsin State Department of Regulation and Licensing as a Professional Engineer. State of Wisconsin Class two (2) Wastewater Certification with sub grades A, B, E, G, J and I is required *(see descriptions below). A State of Wisconsin Class one (1) Water Operator Certification with sub grades Groundwater (G), Distribution (D) and (I) Iron Removal is required.

***Sub-grade levels: A: Primary settling, B: Trickling Filters/RBC, C: Activated Sludge, D: Ponds & lagoons, E: Disinfection, F: Anaerobic, G: Mechanical Sludge, H: Filtration, I: Phosphorus, J: Laboratory, K: Special K, L: Electro/Metal Finishing**

General Duties:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as billing statements, invoices, budgets, time sheets, inventories, job applications, job descriptions, personnel policies, performance evaluations, blueprints, diagrams, maps, equipment operating manuals, WDNR water and waste water treatment reports, lab results, water flow charts, maintenance records, parts catalogs, safety manuals, village ordinances, village procedures, guidelines and non-routine correspondence. Responsible for developing, implementing and maintaining sound and effective environmental standards, practices and policies, especially those related to water potability, and wastewater management. Plans, prioritizes and schedules water utilities activities. Identifies water utilities capital improvement, maintenance and repair needs. Creates, maintains and implements safety policies, including employee training. Develops, recommends and monitors department budget.

Supervisory Skills:

Requires the ability to effectively supervise, manage, lead, teach, direct, plan, coordinate and/or control a diverse staff. Requires ability to initiate a team orientated work environment and effectively employ quality management techniques. Requires the ability to act as a first-line supervisor, including scheduling, approving time off, providing technical training, providing employee feedback, providing discipline and recommending employee selection. Requires the ability to perform upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations with an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

Tools and equipment used:

Wastewater pumps, water supply pumping and other equipment integral to the operation of a wastewater treatment plant, and water distribution system; personal computer. Requires ability to operate equipment, machinery, and tools requiring monitoring multiple conditions and making multiple complex and rapid adjustments, such as end loaders, tractors, sewer cleaning equipment, lab equipment, common hand tools, voltmeter, shovels, pick ax, drills, computer terminal, meter reading equipment, sampling equipment, two-way radio, telephone, fax.

Physical Demands:

Lifting approximately 100 lbs occasionally, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Stooping, kneeling, crouching, crawling, reaching, handling, feeling, working with fingers, seeing, and walking or standing to a significant degree. Employee must have stamina and able to maintain physical exertion for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Language Skills:

Must have developed language skills to the point to be able to read and understand instructions, safety rules, etc. Must be able to write reports legibly. Must speak distinctly. While this position often dictates working independently, this employee must be able to effectively communicate with customers, contractors and office personnel. Requires the ability to effectively communicate orally and in writing situations with the village employees, village officials, consulting engineers, contractors, property owners and DNR personnel.

Environmental Adaptability:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, disease or pathogenic substances.

Mathematic Ability:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; the ability to perform mathematical operations involving advanced algebra and basic calculus.

Judgment and Situational Reasoning Ability: Ability to exercise independent judgment to apply facts and principals for developing approaches and techniques to proper resolution. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Essential Duties and Responsibilities:***Wastewater Treatment Facility & Water Supply System:***

- Monitors the operation of the wastewater treatment plant & water distribution system by observation and laboratory analyses to assure that the wastewater effluent discharged to the Rock River meets or exceeds the limits established by the WPDES permit issued by the Department of Natural Resources. Monitors the operation of the water distribution system by observation and laboratory analysis to assure that the groundwater supplied to the residents via the distribution system meets all WDNR safe drinking water standards.
- Schedules preventative maintenance of the physical wastewater plant, water wells and water tower; directs and coordinates necessary repairs. Checks the quality of maintenance performed.
- Prepares shift schedules; maintains time and attendance records.
- Initiates purchase requisitions for needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

- Prepares monthly, quarterly, and yearly reports for the WDNR, Village Committee's, and other agencies by gathering appropriate data and incorporating the information into verbal or written format; utilizes computer programs in the preparation of certain reports; attends meetings of the Committee's when needed.
- Plans and directs employee training and safety programs; investigates events involving employee injury or operational malfunction; evaluates the performance and recommends assignment of subordinate personnel.
- Monitors wastewater flow from industrial sources; checks for illegal discharges or dumping by waste haulers; investigates unusual odors or other complaints and assists the Administrator in resolving problems associated with the Village's sewer system; performs other work as requested.
- Monitors water consumption from all sources; checks for illegal uses or theft; investigates complaints and resolves problems associated with the Village's water distribution system; performs other work as requested.
- Prepares annual capital and operating budgets for submittal to the Administrator; develops long range budget plans; evaluates and recommends revisions to the User Charge System.
- Reviews water & sewer projects performed by contractors for acceptance by the Village. Consults with Village Engineer and inspectors regarding construction projects.
- Responds to all non-emergency and emergency situations related to the water distribution system & sewer collection system or the wastewater treatment facility.
- Initiates purchase requisitions for needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Plans and directs employee training and safety programs; investigates events involving employee injury or operational malfunction; evaluates the performance and recommends assignment of subordinate personnel.

The Village of Johnson Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

