



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA
July 11, 2023 at 6:30 P.M.
VILLAGE BOARD ROOM
N168W19851 MAIN STREET, JACKSON, WI 53037**

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of December 13, 2022
3. Ordinance #23-07 – Amending Several Sections of Village Code Pertaining to the Positions of Village Clerk and Village Treasurer
4. Updated Job Descriptions – Village Clerk and Village Treasurer
5. Extension to the Jackson Police Department Fitness Incentive Program – WPPA
6. **Closed Session** pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” The closed session is for the purpose of reviewing the proposals for engaging in collective bargaining with the police association, where members of this Committee may be involved in collective bargaining negotiations.
7. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
8. Citizens to address the Personnel Committee
9. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

DRAFT MINUTES

Personnel Committee Meeting

Tuesday, December 13, 2022 at 6:30 p.m.

Jackson Municipal Complex

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

President Schwab called the meeting to order at 6:30 p.m.

Members Present: Trustees Kruepke

Staff Present: Administrator Jen Keller

Excused Member: Trustee Emmrich

2. Approval of Minutes for the Personnel Committee Meeting of September 13, 2022

Motion by Pres. Schwab, second by Tr. Kruepke to approve the Personnel Committee minutes of September 13, 2022.

Vote: 2 ayes, 0 nays. Motion carried.

3. Consideration of Health Insurance Opt-Out Stipend Policy Recommend VB approve 20 policy rounded to nearest 25 dollars

Motion by Pres. Schwab, second by Tr. Kruepke to recommend the Village Board approve a health stipend for eligible employees in an amount equal to 20 percent of the Village's portion of an employee's annual health benefit premium, rounded to the nearest \$25.

Vote: 2 ayes, 0 nays. Motion carried.

4. Review of Employee Handbook – Chapter 4 Leave Policies

Motion by Pres. Schwab, second by Tr. Kruepke that the personnel committee recommend the Village Board adopt a policy whereby employees earn an additional day of vacation after a year of service.

Vote: 2 ayes, 0 nays. Motion carried.

5. Closed session pursuant to Wis. Stats. § 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." The closed session is for the following purposes:

- **Review of Employee Handbook Chapter 4 Leave Policies and Application of Same with Regard to Specific Employees**

Motion by Pres. Schwab, second by Tr. Kruepke to convene into closed session at 6:43 p.m. to include the Personnel Committee and the Village Administrator.

Roll Call Vote: 2 ayes, 0 nays. Motion carried.

6. Reconvene into Open Session

Motion by Pres. Schwab, second by Tr. Kruepke to reconvene into Open Session at 6:55 p.m.

Vote: 2 ayes, 0 nays. Motion carried.

7. Possible action related to the Closed Session

Motion by Pres. Schwab, second by Tr. Kruepke to direct the Administrator to create a policy whereby employees can earn a maximum of 28 days of vacation.

Vote: 2 ayes, 0 nays. Motion carried.

8. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke to adjourn at 6:57 p.m.

Vote: 2 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jen Keller
Village Administrator

ORDINANCE #23-07

TO AMEND SEVERAL SECTIONS OF VILLAGE CODE PERTAINING TO THE POSITIONS OF VILLAGE CLERK AND VILLAGE TREASURER

WHEREAS, the Village of Jackson adopted Code of Ordinances recognizes a Clerk-Treasurer role and a Treasurer role in various sections of Village Code; and

WHEREAS, it is in the best interest of the Village to update the Village Code of Ordinances so as to reflect current staffing, duties, and procedures; and

WHEREAS, the Village of Jackson day to day staffing, duties and procedures have included the separate roles of a Village Clerk and Village Treasurer since the addition of a Deputy Clerk/Treasurer role in 2019.

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin **ORDAINS AS FOLLOWS**:

Section 1. Amending "Village Officials" as revised below.

Brian Heckendorf, Village President; Brian Emmrich, Tim Engelhardt, John Kruepke, Randy Matter, Donald Olson, Traci Wells, Village Board of Trustees.

Section 2. Amending "Preface" as revised below.

The publisher is most grateful to the Village Clerk for their cooperation and assistance during the progress of the work on this publication.

Section 3. Amending Sec. 1-2 as revised below.

Sec. 1-2 Definitions and rules of construction.

Village officers or departments. The term "administrator," "clerk," "treasurer," "police chief," "fire chief," "public works director," "building inspector/code enforcement," "park and recreation director" or other village officers or departments, when referred to by title only, means the village administrator, clerk, treasurer, police chief, fire chief, public works director, building inspector/code enforcement, park and recreation director or such other municipal officers or departments of the village.

Section 4. Amending Sec. 1-7 as revised below.

Sec. 1-7 Certain ordinances not affected by code.

(17) Any administrative ordinance; and all such ordinances are hereby recognized as continuing in full force and effect to the same extent as if set out at length in this Code. Such ordinances are on file in the village clerk's office.

Section 5. Amending Sec. 2-2 as revised below.

Sec. 2-2 Official Village Map.

(g)Filing with county. The village clerk shall be responsible, immediately upon adoption of the official map or any amendment thereto, for recording a true copy of the official map with the county register of deeds.

Section 6. Amending 2-59 as revised below.

Sec. 2-59 Verification of wages and salaries required.

Regular wages or salaries of village officers and employees shall be verified by the proper village official or department head and filed with the village treasurer in time for payment on the regular pay day.

Section 7. Amending 2-78 as revised below.

Sec. 2-78 Village clerk.

(a)Appointment. The village clerk shall be appointed by a majority of the members of the village board for an indefinite term, subject to removal pursuant to the provisions of state law or the term of office and conditions of employment may be a matter of written contract between the village and the person appointed to the position. The offices of village clerk and village administrator may be combined by vote of the board of trustees.

(b)Powers and duties. The powers and duties of the village clerk shall be those prescribed by state law and as specified in the job description for the position as may be established by the village board.

Section 8. Create Sec. 2-89 to read as set forth below.

Sec. 2-89 Village treasurer.

(a)Appointment. The village treasurer shall be appointed by a majority of the members of the village board for an indefinite term, subject to removal pursuant to the provisions of state law or the term of office and conditions of employment may be a matter of written contract between the village and the person appointed to the position. The offices of village treasurer and village administrator may be combined by vote of the board of trustees.

(b)Powers and duties. The powers and duties of the village treasurer shall be those prescribed by state law and as specified in the job description for the position as may be established by the village board.

Section 9. Amending Sec. 2-146 as revised below.

Sec. 2-146 Public appearance.

Any village resident wishing to have the board make a decision on an issue or request shall submit a written request to the village clerk not less than four business days prior to the meeting. All other village residents who wish to address the board may do so at the regularly scheduled village board meeting.

Section 10. Amending Sec. 2-184 as revised below.

Sec. 2-184 Tourism commission.

Reporting. Beginning in 2017, annually or before May 1, the treasurer will certify, and report required detail to the Wisconsin state department of revenue on the form provided by the Wisconsin state department of revenue.

Section 11. Amending Sec. 2-309 as revised below.

Sec. 2-309 Public facilities needs assessment.

(b)All facilities need reports that form the basis of any impact fee or sewer service fee imposed by the village shall be kept on file in the office of the village clerk at least 20 days prior to any public hearing to be held on the creation of this division and any amendments. A Class 1 notice is required prior to any required hearing.

(c)All facilities need assessment reports shall remain on file in the office of the village clerk for the entire period during which impact fees or sewer service fees arising out of a specific report and this division are collected prior to expenditure, and such reports shall, after expenditure of all impact fees or sewer service fees, be maintained as a public record for such time period as required by law.

Section 12. Amending Sec. 2-312 as revised below.

Sec. 2-312 Payment of impact fees.

All required impact fees, unless expressly accepted in a section of this division, or unless otherwise payable as specified herein, shall be paid to the village by the developer prior to being issued a building or plumbing permit, or both, whichever permits are applicable. Impact fee payments shall be assumed to be the responsibility of the owner of the record at the time the fee is imposed on a particular parcel.

Section 13. Amending Sec. 2-313 as revised below.

Sec. 2-313 Appeals.

(a)The developer or property owner upon whom an impact fee is imposed may contest the amount, collection, or use of an impact fee as specified herein. An appeal to contest either the amount or collection of an impact fee imposed on a developer shall be commenced at any time prior to endorsement of the approval certificate of any subdivision plat or certified survey map by the village clerk but not later than 30 days from the date of notification of final action approving such plat or survey. An appeal to contest the amount or collection of an impact fee may be commenced within 30 days from the date of the notification of final action approving such plat or survey. An appeal to contest the amount or collection of an impact fee may be commenced within 30 days of application for a building or plumbing permit, if applicable to the particular impact fee. An appeal to contest the use of an impact fee shall be commenced not later than 30 days prior to the award of any public contract for expenditure of the collected fee revenues.

Section 14. Amending Sec. 2-462 as revised below.

Sec. 2-462 Clerk's election duties.

As provided in Wis. Stats. § 7.15, the village clerk shall have charge of and supervise all elections held in the village.

Section 15. Amending Sec. 2-463 as revised below.

Sec. 2-463 Election officials' appointment, duties, and powers.

Election officials for each polling place shall be appointed pursuant to Wis. Stats. §§ 7.30, 7.31 and 7.32. Election officials shall have the powers and perform the duties prescribed for such officers by state law. Inspectors shall serve as clerk of election as may be necessary. The village clerk is authorized to select alternate officials or two sets of officials to work at different times on election day. The clerk may also reduce the number of election officials for any given election to not less than three.

Section 16. Amending Sec. 4-22 as revised below.

Sec. 4-22 Applications for licenses.

Application for a license to sell or deal in intoxicating liquor or fermented malt beverages shall be made in writing on the form prescribed by law, shall be sworn to by the applicant as provided by Wis. Stats. ch. 125 and shall be filed with the village clerk not less than 15 days prior to the granting of such license. Such application shall be accompanied by the cost of publication as provided by Wis. Stats. ch. 125. Application for operator's license shall be made in the manner prescribed in division 2 of this article.

Section 17. Amending Sec. 4-52 as revised below.

Sec. 4-52 Application; fees.

Application for an operator's license to sell or serve intoxicating liquor or fermented malt beverages shall be made in writing on a form provided by the village clerk and filed in the office of the village clerk. The operator's license shall be operative only within the village limits. No license shall be issued until the applicant has complied with the examination and investigation provisions of this division. Fees for operator's licenses shall be as provided in the village fee schedule and are nonrefundable.

Section 18 Amending Sec. 4-54 as revised below.

Sec. 4-54 Review procedure; granting or denial of license.

(c)Final action by village board. Upon receipt of recommendation from the chief of police, the village clerk shall cause the name of the applicant to be placed on the next regular village board agenda for action to either grant or deny the application for license.

Section 19. Amending Sec. 4-56 as revised below.

Sec. 4-56 Temporary License.

After investigation and recommendation by the chief of police, the village clerk may issue a temporary operator's license to applicants who qualify for the issuance of an operator's license and who are employed by, or who are donating their services to, nonprofit entities pursuant to Wis. Stats. § 125.17. A temporary operator's license shall be valid for a period of from one day to 14 days as designated on the license. No person may hold more than one temporary operator's license per year pursuant to Wis. Stats. § 125.17.

Section 20. Amending Sec. 8-334 as revised below.

Sec. 8-334 Review by Zoning board of appeals.

(a)Petition for hearing. Any person affected by any notice or order which has been issued in connection with the enforcement of any provision of this division may request and shall be granted a hearing on the matter before the zoning board of appeals, subject to the following conditions:

(2)Petitions shall be in writing on forms prescribed by the board and filed in the office of the

village clerk who shall then provide a copy thereof to the building inspector. The form shall contain all necessary information for the processing of such appeal.

Section 21. Amending Sec. 10-54 as revised below.

Sec. 10-54 Permit required.

No person shall engage in the business of peddler, trucker, canvasser, solicitor, transient merchant, or seasonal merchant in the village without first obtaining a permit from the village clerk in the manner provided in this article.

Section 22. Amending Sec. 10-56 as revised below.

Sec. 10-56 Exception for certain religious, charitable, patriotic, and philanthropic entities.

(b)Any entity desiring to solicit or to have solicited in its name, donations of money or property, or desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited, for a charitable, religious, patriotic or philanthropic purpose, must register with the village clerk, but shall be exempt from paying a fee, provided that it first files a sworn application on a form to be furnished by the village clerk which includes the following information:

Section 23. Amending Sec. 10-57 as revised below.

Sec. 10-57 Application.

Application for a permit under this article shall be submitted on the proper form together with the fee specified in the village fee schedule. The application shall be filed with the village clerk, shall be sworn by the applicant, and shall contain such information as the village clerk may require for the effective enforcement of this article, and the safeguarding of the residents of the village from fraud, misconduct, or abuse.

Section 24. Amending Sec. 10-58 as revised below.

Sec. 10-58 Investigation or background check; issuance

Upon receipt of each application and fee, the village clerk shall refer the application to the police chief, who shall institute a background check of the applicant. The police chief shall recommend approval or rejection of the application as soon as practical after receipt of the application from the clerk.

Section 25. Amending Sec. 10-60 as revised below.

Sec. 10-60 Bond.

If the village clerk determines from their investigation of the application that the interests of the village or the inhabitants of the village require protection against possible misconduct of the license, or that the applicant is otherwise qualified, but due to causes beyond their control is unable to supply all of the information required by this article, the village clerk may require the applicant to file a bond in the sum of \$500.00 with surety acceptable to the clerk running to the village, conditioned upon the fact that they will fully comply with the ordinances of the village and the laws of the state relating to peddlers, canvassers, solicitors, transient merchants or seasonal merchants, and guaranteeing to any citizen of the village doing business with them, that the property purchased will be delivered according to the representations of the applicant, provided that action to recover on the bond shall be commenced within six months after expiration of the license.

Section 26. Amending Sec.10-61 as revised below.

Sec. 10-61 Display of license.

Persons licensed under the provisions of this article shall display the license issued by the village clerk on the outermost layer of clothing on the front one third of the body at all times when engaged in the activities covered by this article.

Section 27. Amending Sec. 10-63 as revised below.

Sec. 10-63 Revocation of permit.

(a)Permits issued under this article may be revoked by the village clerk or police chief at any time for just cause, including, but not limited to, misrepresentation, or incorrect statement contained in the application or made in the course of carrying on business; conviction of the permittee of any crime or misdemeanor, or conducting the licensed business in an unlawful or disorderly manner or in such manner as to menace the health, safety, or general welfare of the public. Any ground for denial of permit issuance as provided in this article and any violation of division 3 of this article shall also be grounds for revocation.

Section 28. Amending Sec. 10-110 as revised below.

Sec. 10-110 Application.

(a)Generally; fee. Any person desiring an adult-oriented establishment license shall file a written application with the village clerk on a form provided by the clerk's office and pay the required fee in the amount provided in the village fee schedule to defray the costs of administration and investigation of the application. The information provided to the clerk shall be given under oath.

Section 29. Amending Sec. Sec. 10-111 as revised below.

Police chief and building inspector to inspect.

The village clerk shall notify the police chief and the building inspector of any adult-oriented establishment license application, and these officials shall inspect or cause to be inspected each such application and the premises to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances, and laws applicable thereto.

Section 30. Amending Sec. 12-20 as revised below.

Sec. 12-20 Municipal Court Created.

The village has created and established a municipal court, to be designated as the "Mid-Moraine Municipal Court," under the provisions of Wis. Stats. ch. 755 and pursuant to the agreement for the operation of the municipal court for the county, as amended ("agreement"), a copy of which is on file with the village clerk.

Section 31. Amending Sec. 26-26 as revised below.

Sec. 26-26 Attorney-in-fact to be appointed; post office address to be registered.

Every permittee and licensee under this article shall register his official post office address with the village clerk and shall execute and irrevocably appoint an attorney-in-fact, who shall at all times be a bona fide resident of the county, upon whom may be served any summons, complaint, pleadings, process, order or notice in any action, proceedings or matter concerning the mobile home park and arising out of the construction, maintenance or use of the mobile home park.

Section 32. Amending Sec. 26-164 as revised below.

Sec. 26-164 Responsibilities of the park management.

(d)Park register. The park management shall maintain a register containing the names of all park occupants identified by lot number or street address, the motor vehicle license numbers and the places of employment. A true copy of such register, listing all of such information and all monthly changes as of the first day of each month, shall be mailed to the village treasurer by the park management on or before the tenth day of each month.

Section 33. Amending Sec. 28-33 as revised below.

Sec. 28-33 Cost recovery.

Upon notification from the police chief that a chronic nuisance property has been identified, the village treasurer shall charge any property owner found to be in violation of this article the costs of enforcement and abatement, including administrative costs, in full or in part. All costs so charged are a lien upon such property and may be assessed and collected as a special charge. The village shall establish a reasonable charge for the costs of administration and enforcement imposed hereunder.

Section 34. Amending Sec. 35-30 as revised below.

Sec. 35-30 Fee scheduled.

The fees referred to in other sections of this article shall be established by the village engineer and may from time to time be modified by resolution. A schedule of the fees established by the village engineer shall be available for review in the office of the village clerk.

Section 35. Amending Sec. 35-67 as revised below.

Sec. 35-67 Fee Schedule.

The fees referred to in other sections of this article shall be established by the village engineer and may from time to time be modified by resolution. A schedule of the fees established by the village engineer shall be available for review in the office of the village clerk.

Section 36. Amending Sec. 36-95 as revised below.

Sec. 36-95 Appeal.

Any person aggrieved by a denial of issuance or revocation of a permit shall have the right to appeal to the village board at its next scheduled meeting following such denial or revocation. Written notice of such appeal shall be given to the village clerk no later than the last Wednesday before the next scheduled village board meeting.

Section 37. Amending Sec. 38-34 as revised below.

Sec. 38-34 Minor Subdivisions.

When it is proposed to divide land into two parcels or building sites, any one of which is less than 1½ acres in size, or when it is proposed to divide a block or out lot into not more than four parcels or building sites within a recorded subdivision plat without changing the boundaries of the block, lot, or out lot, the subdivider shall prepare the certified survey map required by this chapter and shall file the copies specified in the application form on file with the village clerk at least 21 days prior to the plan commission meeting at which a recommendation is requested.

Section 38. Amending Sec. 38-35 as revised below.

Sec. 38-35 Optional processing procedure.

If the subdivider or developer chooses to follow the optional procedure for processing the plat as provided in Wis. Stats. ch. 236, the village clerk and the village board shall modify the procedure provided in this chapter and the wording of the necessary certificate and approval accordingly.

Section 39. Amending Sec. 38-36 as revised below.

Sec. 38-36 Replat

(b)The village clerk shall schedule a public hearing before the village board when a preliminary plat of a replat of lands within the village is filed, and cause notices of the replat and public hearing to be mailed to the owners of all properties within the limits of the exterior boundaries of the proposed replat and to the owners of all properties within 200 feet of the exterior boundaries of the proposed replat.

Section 40. Amending Sec. 38-62 as revised below.

Sec. 38-62 Review within the village.

(a)Before submitting a final plat for approval, the subdivider shall prepare a preliminary plat and an application. The preliminary plat shall be prepared in accordance with this chapter and the subdivider shall file an adequate number of copies of the plat and application with the village clerk at least 21 days prior to the meeting of the village plan commission at which action is desired.

Section 41. Amending Sec. 38-87 as revised below.

Sec. 38-87 Review within the village.

(b)The village clerk shall, within two days of the filing of the final plat, transmit four copies to the county planning agency; two copies to the state department of agriculture, trade and consumer protection; two copies to the state department of transportation, if the subdivision abuts or adjoins a state trunk highway a connecting street; and the original plat on Mylar and adequate copies, as specified on the application form, to the village.

Section 42. Amending Sec. 38-88 as revised below.

Sec. 38-88 Approval within the village

(b)The village shall prepare a subdivision improvement agreement, which shall be agreed to and signed by the subdivider and the village upon approval by the village board. The subdivider shall be responsible for the recording of this document by the county register of deeds. The village clerk shall not certify the plat for recording by the county register of deeds unless contracts have been signed or sureties ensuring the installation of improvements are provided by the subdivider.

(g)The village board shall, within 60 days of the date of filing the original final plat with the village clerk, approve, conditionally approve, or reject such plat unless time for the approval is extended by agreement with the subdivider. If the plat is rejected, the reason shall be stated in the minutes of the meeting and a written statement shall be forwarded to the subdivider. The village board may not inscribe its approval on the final plat unless the village clerk certifies on the face of the plat that the copies were forwarded to the objecting agencies as required herein, the date thereof, and that no objections have been filed within the prescribed time

limits, or if filed, have been met. If the village board fails to act within 60 days, the time having not been extended and no unsatisfied objections having been filed, the plat shall be deemed approved.

(h) After the village board has approved the final plat and sureties ensuring the installation of required improvements are filed, the village clerk shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording with the county register of deeds. The register of deeds cannot record the plat unless it is offered within 30 days of last approval.

Section 43. Amending Sec. 38-121 as revised below.

Sec. 38-121 Approval

(e) The village shall prepare a subdivision improvement agreement, which shall be agreed to and signed by the subdivider and the village prior to approval by the village board. The subdivider shall be responsible for the recording of this document by the county register of deeds. The village clerk shall not certify the plat for recording by the county register of deeds unless contracts have been signed or sureties ensuring the installation of improvements are provided by the subdivider.

Section 44. Amending Sec. 40-19 as revised below.

Sec. 40-19 Preparation of the tax roll and tax receipts

(a) Aggregate tax stated on roll. Pursuant to Wis. Stats. § 70.65(2), the village treasurer shall, in computing the tax roll, insert only the aggregate amount of state, county, school and local taxes in a single column in the roll opposite the parcel or tract of land against which the tax is levied or in the case of personal property, in a single column opposite the name of the person against whom the tax is levied.

Section 45. Amending Sec. 42-31 as revised below.

Sec. 42-3 Enforcements and penalties.

(d) Parking citation for non-moving violations. Citations for all non-moving traffic violations under this chapter shall conform to Wis. Stats. § 345.28 and shall permit direct payment of the applicable minimum forfeiture to the village within five days of the issuance of the citation in lieu of court experience. The issuing officer shall specify thereon the amount of the applicable forfeiture as provided in this section.

Section 46. Amending Sec. 48-101 as revised below.

Sec. 48-101 Zoning Map

A certified copy of the zoning map, together with the supplementary flood land zoning map, shall be adopted and approved with the text as a part of this chapter and shall bear upon its face the attestation of the village president and village clerk and shall be available to the public in the office of the village clerk. Changes thereafter to the general zoning districts shall be entered and attested on the certified copy. Changes in the flood land districts shall not become effective until approved by the state department of natural resources (DNR) and the Federal Insurance Administration (FIA).

Section 47. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 48. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 49. The Village Clerk and Village Administrator are authorized and directed to make all changes within the Village of Jackson Code of Ordinances necessary to reflect this Ordinance.

Introduced by:_____

Seconded by:_____

Vote: _____aye _____nay

Passed and approved_____

VILLAGE OF JACKSON

By:_____

Brian J. Heckendorf, Village President

Attest:

Pamela Wolf, Village Deputy Clerk/Treasurer

Proof of Posting:

I, the undersigned, certify that I posted copies of this Ordinance on posting boards at the Jackson Municipal Complex, Post Office and one other location in the Village.

Village Official

Date



Taking the lead in Washington County.

MEMO

TO: Brian Heckendorf, Village President; Personnel Committee; Village Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Updated Job Descriptions – Clerk and Treasurer

DATE: July 6th, 2023

Background

In May, work commenced to draft job descriptions for the roles of Village Clerk and Village Treasurer so as to provide for clarification from the Administrator to those two roles what duties they were expected to fulfill and furthermore, how to then update the duties of the 1.5 FTE's that support the two positions. The positions of Clerk and Treasurer have been recognized internally since 2018-2019, however, ordinances were not amended to recognize such a transition and technical approvals were not granted for job titles that changed around that time. Unbeknownst to Staff until recently, the Village Code requires the Village approve the Clerk-treasurer job description, which could apply to the separated roles of Clerk or Treasurer as reviewed in a separate action item tonight.

Pursuant to soon to be amended Village Code Sec. 2-79 "Village clerk-treasurer,"

(a)Appointment. The village clerk shall be appointed by a majority of the members of the village board for an indefinite term, subject to removal pursuant to the provisions of state law or the term of office and conditions of employment may be a matter of written contract between the village and the person appointed to the position. The offices of village clerk and village administrator may be combined by vote of the board of trustees.

(b)Powers and duties. The powers and duties of the village clerk shall be those prescribed by state law and as specified in the job description for the position as may be established by the village board.

It should be noted the position of Village Clerk job posting did include the attached Clerk job description. Furthermore, should the Personnel Committee and Village Board approve the updated job descriptions, Staff will proceed to revise the roles and responsibilities of the full-time Deputy Clerk/Treasurer and part-time Receptionist to align better internally.

Potential Motion

To recommend to the Village Board approval of the job descriptions of the Village Clerk and Village Treasurer.

Attachments:

1. 2023 Village Clerk Job Description
2. 2023 Village Treasurer Job Description

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION TITLE:	Village Clerk
DEPARTMENT:	Administration
IMMEDIATE SUPERVISOR:	Village Administrator
CLASSIFICATION:	Department Supervisor

GENERAL POSITION DESCRIPTION:

The Village of Jackson (pop. 7,844) is seeking candidates to fill the role of Clerk. The Village Clerk is a senior member of the Village Administrator's management team which is comprised of the Clerk, Treasurer, Engineer, Fire Chief, Police Chief, Director of Inspections, and Parks and Recreation Director. This position is a key contributor in the organization and is responsible for overseeing many of the public services our community provides. The Village Clerk performs a range of highly complex duties comprising of custodial needs of official Village records; the recording of documents and vital statistics; the issuance of licenses; management of the Village website, meeting information, community updates/newsletters and technology systems; management of official or legal notices; administration of elections and management of Election Chiefs and poll workers; and management of the Assessor's Office functions of the Village. This role is supervisory to the Deputy Clerk/Treasurer and Poll Workers and shall ensure services are available to the public in the Administrative Offices during the hours of 8AM-4:30PM, Monday through Friday, excluding holidays.

LICENSE/CERTIFICATION REQUIREMENTS:

Must meet requirements as set for in SS. 61.25 and SS. 61.26, Wisconsin Statutes. Incumbent must be a "Certified Municipal Clerk" or obtain the designation within 3 years of employment. Incumbent must have Notary Public certification or obtain the certification within 3 months of employment. Must be bondable. Serves as a Work Permit Officer.

SKILLS, KNOWLEDGE, AND ABILITIES:

Must have knowledge of state law and local ordinance requirements related to the operation of Village government. Must be a motivated, team player possessing strong organizational and communication skills. Must be able to work independently, demonstrate the ability to make sound independent management decisions and possess strong supervisory abilities. Must possess the ability to effectively communicate, both orally and in writing, with the public and coworkers.

EDUCATION AND PRIOR EXPERIENCE:

Three (3) or more years of progressively responsible experience in municipal operations with two (2) years of experience in election administration. An Associate's Degree in fiscal or government-related areas, or commensurate experience in government, including general administration and personnel management will be given equally weighted consideration.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Serves as Custodian of Records for the Village of Jackson:

- Record or certify documents, retaining, and destroying files consistent with State Statute and comply with Village adopted retention schedule including ordinances, resolutions, contracts, and deeds as required.
- Administer the oath of office to Village employees and officials.
- Certify tax roll, assessment roll, and documents.
- Maintain affidavits of publication and Letter of Credit files for Development Agreements.
- Maintain an accurate record of all public meeting proceedings.
- Maintain all papers and records open to inspection during normal working hours.
- Serve as notary public and as the official custodian of all Village records, public documents, and corporate seal of the Village.
- Provide information to citizens regarding applicable Village ordinances/state laws.

Issuance of Licenses and Permits:

- Oversee the application and approval process of licenses or permits for: Pets, Special Events, Work Permits, Cigarette, Direct Seller's, Fireworks, Intoxicating Liquor/Fermented Malt Beverages, Operator/Bartender, Peddlers and other miscellaneous permits in accordance with applicable Wisconsin Statutes and Village Ordinances.

Management of Village Website, Announcements and Meeting Information and Technology Systems, and assist with social media announcements:

- Serves as support to Departments and maintains contracts for services for agenda and meeting packet creation with Civic Clerk and services for online website hosting with Civic Plus.
- Serves as support to Departments for audio/video equipment in Board Room.
- Coordinates with Administrator and Department Supervisors content to be included in quarterly newsletter, monthly highlights publication, calendar to be published and distributed with utility bills, and schedules social media posts for community reminders and holidays in concert with Administrator.
- Publishes announcements for Village Departments on Village website and coordinates messages to be posted on the STH 60 digital messaging board and coordinates additional messaging or scheduling of posts on social media account(s) in concert with Administrator.

Management of Assessor's Office:

- Coordinates contracts for Assessment Services.
- Publishes all notices for property assessments and open book, maintains a copy of the assessment roll, coordinates objection filings for Board of Review in concert with the Village Assessor and Attorney, and submits all applicable reports to Washington County and WisDOR.
- Serves on the Board of Review.

Meeting Duties:

- Assist in the preparation of agendas, minutes and meeting reports for the Village Board and various boards as needed and perform liaison duties to the public regarding activities of the Board, Commissions, and Committees.
- Ensure the meeting rooms have furniture arranged as needed, with necessary technologies set up such as display monitors, microphones, and audio/video equipment.
- Assist in preparation of ordinances and resolutions and codification of the same.
- Attend meetings of the Village Board, Finance and Personnel Committee, Board of Public Works, Plan Commission, Joint Review Board, Tourism Commission, and Board of Review as well as other meetings, as needed. Deputy Clerk may be requested from time to time to attend in the absence of the Clerk.
- Maintains a monthly calendar of all Village meetings and Village Board room reservations, and schedules all uses of the Village Board room to ensure door program access and to avoid scheduling conflicts.
- Prepare, publish, and post meeting agendas, bids, official notices, public hearings, and other information as required by law.

Election Preparation and Administration:

- Plan for Village's involvement in local, state and federal elections and ensures compliance with all election laws and procedures.
- Receive and process local filings for Village office.
- Supervise the registration of voters and maintenance of registration files.
- Coordinate absentee ballot voting (room reservation, equipment set up, inspector help with set up), supervise purchase of needed election supplies, test voting equipment and recommend revisions to ward boundaries as needed.
- Recruit, select, and train election inspectors. Utilize and update training manuals, convey election law changes and ensure adequate performance of election workers.
- Respond to calls, questions and request from Election Chiefs and Deputy on Election Day.
- Assist Election Chiefs and Deputy to troubleshoot and repair voting machines or electronic poll books (Badger Books) on Election Day.
- Complete or assure completion of summary statements and deliver election results to State, County and media.
- Plan and oversee the Board of Canvass and certification of election results.

Supervise and Direct Employees in Administration Offices:

- Manage new employee checklist to ensure access to necessary program or Village account log-in credentials (i.e. email account, phone directory update) upon start of employment, distribute key fob or other keys as needed to office areas, maintain current staff listing online.
- Initiate and assist in the selection of departmental employees including posting jobs, interviewing, recommending hiring, and requests to Administrator for additional head count for all permanent part time or full time employees.
- Assess employee performance and manage complaints against employees, provide job performance feedback and documentation, conduct formal performance review with employees and determine annual goals and objectives for employees.
- Prepare and/or conduct on the job training (i.e., work procedures, job functions, etc.) and perform reviews on an annual basis.

- Responsible for the establishment of goals and procedures in meeting Clerk objectives and departmental objectives.

Prepare and Monitor Clerk Related Budget Items:

- Develop departmental data necessary for budget preparation and monitor compliance with approved budget. Budget estimated departmental revenues and expenditures and assist Village Administrator in presentation of those costs at Budget Workshop as needed.
- Report variance between budgeted and actual expenses and provide justifications to Treasurer on quarterly basis.
- Allocate expenses to other budgets for projects, products, or services. Analyze expenses to determine cost reduction alternatives.
- Administer contracts administrative office equipment and functions such as copy machine, postage machine, shredding services, etc.

ENVIRONMENTAL ADAPTABILITY:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours and attend meetings that may continue into the late evening. Lifting items up to 50 pounds may be needed on occasion. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson 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 employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Treasurer
DEPARTMENT:	Administration
IMMEDIATE SUPERVISOR:	Village Administrator
CLASSIFICATION:	Department Supervisor

GENERAL POSITION DESCRIPTION:

The Treasurer serves as the chief fiscal officer for the Village of Jackson and a senior member of the Village Administrator's management team. The Treasurer supervises all general accounting functions (accounts payable, accounts receivable, payroll, fixed assets, and financial reporting), treasury functions (cash collections, portfolio investments, debt management, tax collection, and loan programs), and assist the Administrator with Human Resources functions (benefits enrollment, maintaining personnel files, revisions to handbook, maintaining FMLA files, managing liability claims). The Treasurer is a member of the senior management staff of the Village of Jackson, taking general direction from the Village Administrator. This role is supervisory to the Deputy Treasurer and shall ensure services are available to the public in the administrative office during the hours of 8AM-4:30PM, Monday through Friday, excluding holidays.

LICENSE/CERTIFICATION REQUIREMENTS:

Incumbent must obtain "Certified Municipal Treasurer" designation within 5 years of employment and maintain the certification. Incumbent must obtain Notary Public certification with 6 months of employment and maintain the certification. Must be bondable. Serves as a Work Permit Officer.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of modern governmental accounting theory, principles, and practices. Knowledge of professional auditing procedures and practices. Extensive knowledge of public finance and fiscal planning. Knowledge of budgetary procedures and practices. Working knowledge of payroll, accounts payable, and data processing functions. Experience in cash flow, cost, and utility accounting. Experience in accounting for investment of government funds and the issuance of debt instruments for financing municipal projects. Ability to effectively present information and respond to questions from managers, elected officials, and the general public. Ability to supervise department employees, including monitoring work activities, training, and evaluating performances. Ability to respond to complaints and grievances in a professional and courteous manner.

EDUCATION AND PRIOR EXPERIENCE:

Bachelor's degree in Business with Accounting or Finance major. Minimum of three years' experience in governmental accounting which should include audit preparation, budgeting, and treasury functions. One of the last three years must be at an executive supervisory level with strong innovative and flexible leadership skills and the ability to work as an active participant in the senior management team. Familiarity with municipal utility functions desirable.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Serves as the chief fiscal officer for the Village of Jackson:

- Prepares the Village financial statements, schedules, and reports necessary for the completion of the annual external audit.
- Assists the Village Administrator in preparing the annual Village budget under guidelines established by the Village Board.
- Oversees the preparation of all Federal, State, and other external financial reports, as well as appropriate interim financial reports for the Village Board.
- Monitors compliance with Village Budget policies and reviews all funding requests proposed for the Village of Jackson.
- Advises Village Administrator and Village Board on all financial matters of importance to the Village.

Management of the Office:

- Responsible for the establishment of goals and procedures in meeting Treasurer and Human Resources objectives.
- Responsible for the successful completion of departmental objectives established in consultation with the Village Administrator.
- Responsible for hiring, training, and evaluating all subordinate personnel.
- Attend Finance Committee meetings, Personnel Committee meetings, Community Development Authority meetings, Annual Budget meetings and Village Board meetings as requested by Village Administrator or Village Board.
- Responsible for maintaining contract for services including Checking and savings account banking services, financial advisor services, necessary accounting services and auditing services.

Management of the treasury functions for the Village of Jackson:

- Manages the investment and cash management programs of the Village, responsible for the preservation of cash and investments and the statutory responsibilities of a Municipal Treasurer under Wisconsin law.
- Maintains the debt service program of the Village; responsible for paying and recording all debt service obligations.
- Coordinates with the Clerk to ensure developer Letters of Credit are maintained and kept current.
- Responsible for the issuance and collection of taxes; directs the collection, recording, and intergovernmental coordination of the property tax collection process.

Supervises the general accounting and payroll functions of the Village of Jackson:

- Responsible for the preparation of Village-wide financial reports and statements in compliance with Generally Accepted Accounting Principles.
- Responsible for processing bi-weekly, monthly and semi-annual payroll reports
- Supervises general account functions (Accounts Receivable, Utility Receivables, Payroll, Accounts Payable, General Ledger, Fixed Assets, and Project Accounting).

Assisting Village Administrator with Human Resources tasks for all Departments of the Village of Jackson:

- Oversees management of Employee Appreciation Program.
- Ensures employee enrollment is completed for benefits and payroll purposes prior to start of work.
- Manages FMLA files and cases.
- Maintains all personnel files, excluding represented personnel files.
- Manages paid time off tracking and monitors WRS benefits.
- Manages employee compensation files and updates wage information in coordination with Administrator to ensure pay scales are up to dates.
- Assists Administrator with compliance of the current Collective Bargaining Agreement.

Serves as the Liability/Property Insurance and Risk Management Manager for all Departments of the Village of Jackson:

- Act as liaison to the Village's liability insurance provider
- Annually confirm insurance provider has maintained a training list for all employees.
- Responsible for prompt filing of all property and liability insurance claims. Monitor progress of claims, maintain records of claims settled and outstanding, and report claims status to Village Administrator.
- Responsible for assisting the Village Administrator in notifying the Village Board of a claim against the Village.
- Risk management functions in cooperation with the Village insurance carriers including scheduling annual facility inspections to ensure compliance with OSHA and DOC regulations.
- Assist Village Administrator and Treasurer in producing and submitting annual reports to Village liability and workers compensation insurance provider.
- Maintain an accurate list of all Village-owned vehicles, buildings, property in the open, and contractors' equipment.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours and attend meetings that may continue into the late evening. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson 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 employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

Village of Jackson

To: Village Administrator Jen Keller
From: Police Chief Ryan Vossekul *RV*
Date: June 29, 2023
Re: Fitness Incentive Agreement

In 2022, the Village of Jackson approved an agreement with the Jackson Professional Police Association for a voluntary physical fitness program. This agreement is set to expire at the end of 2023. The Jackson Professional Police Association has requested to extend the current agreement for an additional year and to potentially incorporate it into the collective bargaining agreement which will be negotiated in 2024.

In 2022, seven officers passed all or a portion of the fitness testing. The total payout for 2022 was \$3,850. I anticipate a similar amount will be paid in 2023. We were able to secure grant funding to cover the fitness incentive payouts in 2022 and 2023. We will continue to seek grant opportunities in 2024 and beyond, but of course, there is no guarantee the funds will be awarded. If grant funding isn't awarded, the funds will be paid out of our wages/benefits account.

Physical fitness plays an important role in the general health and wellbeing of police officers, which directly impacts police services. The voluntary fitness program has been a core element of our overall employee wellness program, and I recommend that the agreement be extended.

SIDE LETTER OF AGREEMENT
BETWEEN
VILLAGE OF JACKSON
AND THE
JACKSON PROFESSIONAL POLICE ASSOCIATION, WPPA LEER

THIS SIDE LETTER OF AGREEMENT (hereinafter "the Agreement") is entered into by and between the Village of Jackson (hereinafter "the Village") and the **JACKSON PROFESSIONAL POLICE ASSOCIATION, WPPA LEER** (hereinafter "the Association").

WHEREAS, the Village and the Association realize that it is in both parties' interests to establish a voluntary physical fitness program for purposes of addressing the importance that physical fitness plays in the general health and wellbeing of police officers and the relationship between good health, wellbeing, and effective police services.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree to the following, effective on ratification of this side letter:

- A. Participation: The physical fitness program shall be voluntary. Participation eligibility shall include Jackson Police Department personnel within the bargaining unit, as well as the Lieutenant and Police Chief.
- B. Frequency: The test will be given twice per year, once in the spring and once in the fall. Personnel will be notified at least one (1) month in advance of the actual test dates if practicable.
- C. Term: This program will be in effective upon ratification of this side letter by both parties. The program will sunset on December 31, 2024. Program termination may commence prior to the sunset date upon written notification from the Village Administrator in the event the Village determines the program is no longer beneficial to the general health and safety of the Jackson Police Department.
- D. Medical Certification: All employees are responsible for determining their fitness to participate in the testing process.
- E. Fitness Coordinator: The physical fitness coordinator(s) designated by the Chief of Police will be the coordinator(s) for the physical fitness testing. The coordinator(s) will conduct the actual testing and certify the test results.
- F. Assessment Testing: The physical fitness program shall contain five (5) tests.
 - a. Cardiovascular Endurance - 1.5 mile run
 - i. Test will be conducted on a circular track or other suitable area
 - ii. Each participant will be timed for a distance of 1.5 miles
 - iii. A time of 16:57 or less is a passing score

b. Upper Body Strength – Push-Ups

- i. One minute time limit
- ii. 23 push-ups within the time limit is a passing score

c. Abdominal Strength – Sit-Ups

- i. One minute time limit
- ii. 30 sit-ups within the time limit is a passing score

d. Anaerobic Power – Vertical Jump

- i. While standing, both arms outstretched overhead next to wall will determine starting point.
- ii. Vertically jump with arm reaching as high on the wall as possible
- iii. Best of three attempts will be scored
- iv. A jump height of 14 inches or more is a passing score

e. Anaerobic Power – 300 Meter Run

- i. Test will be conducted on a circular track or other suitable area
- ii. Each participant will be timed for a distance of 300 meters
- iii. A time of 68 seconds or less is a passing score

G. Benefits and Incentive: Officers who choose to participate must take the assessment at least once per year. Officers who do not pass all tests in the spring and choose to try again in the fall must retake all tests. If an officer fails to pass all tests in both attempts, the better score will stand.

If all tests are passed, a fitness incentive of \$600 will be paid to the officer. If all but one (1) test is passed, a fitness incentive of \$300 will be paid to the officer. If all but two (2) tests are passed, a fitness incentive of \$250 will be paid to the officer. The better of the two (2) aggregate tests, during the spring or the fall, is the test that stands, not the individual tests within the fall or spring test. Officers are not eligible to earn two (2) incentives (i.e. pass all tests in the spring and fall and get \$1,200).

Employees who voluntarily participate in the program and achieve a level of passing or acceptable as listed above shall receive their designated fitness incentive on the first paycheck in December of each year. An employee who resigns, retires, or is terminated within eight (8) weeks of testing will forfeit the incentive reimbursement.

H. Physical Fitness Test Result Records: The recorded test results of the employees who voluntarily participate in the physical fitness program shall be kept in a location consistent with current personnel records retained by management. The employer agrees that the test results and the participation of an employee in the voluntary physical fitness program shall not be used as a criteria for any future promotions or assignments.

- I. This Agreement contains the complete agreement and understanding between the parties hereto in reference to all of the matters herein agreed upon and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of force or effect.
- J. This Side Letter shall not become the status quo and is to not be incorporated into the parties' successor Collective Bargaining Agreement unless agreed by the parties during bargaining. Nothing in this side letter shall prejudice either party, including any matters pertaining to whether the modifications to the collective bargaining agreement or existing language constitutes mandatory subjects of bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Side Letter, the terms of this Side Letter shall govern.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

**JACKSON PROFESSIONAL POLICE
ASSOCIATION, WPPA LEER**

VILLAGE OF JACKSON

DATE: _____

DATE: _____