



# PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, June 21, 2016 at 5:00 P.M.  
Small Meeting Room - Sister Bay Fire Station  
2258 Mill Road, Sister Bay, WI  
For additional information check: [www.sisterbaywi.info](http://www.sisterbaywi.info)

*In order for everyone to hear the discussion please, turn off your cell phone. Thank you.*

**Call Meeting to Order**

**Deviations from the agenda order shown may occur.**

**Roll Call**

**Approval of Agenda**

**Approval of Minutes as published**

**Comments and Correspondence**

**New Business Items**

1. Discussion regarding opening the Utility Clerk position and review of a "Help Wanted" ad for that position; Consider a motion for action if necessary.
2. Matters to be placed on a future agenda or referred to a Committee, official or employee.

**Adjournment**

### Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or [zeke.jackson@sisterbaywi.gov](mailto:zeke.jackson@sisterbaywi.gov). 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, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, P.O.B. 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____ / _____		
Name	Date	

**MINUTES FOR THE JOINT MEETING OF THE  
FINANCE AND PERSONNEL COMMITTEES  
THURSDAY, MARCH 31, 2016  
SISTER BAY-LIBERTY GROVE FIRE DEPARTMENT – 2258 MILL ROAD**

The March 31, 2016 joint meeting of the Village of Sister Bay Finance and Personnel Committees was called to order by Acting Finance Committee Chair Dave Lienau at 2:30 P.M.

**Committee Members Present:** Acting Finance Committee Chair Dave Lienau, Personnel Committee Chair and Finance Committee Member Pat Duffy, Finance Committee member Scott Baker, and Personnel Committee members Kathy Enquist and Nora Zacek.

**Staff Members:** Village Administrator Zeke Jackson, and Finance Director Tasha Rass.

**Approval of the Agenda:**

*A motion was made by Duffy, seconded by Baker that the Agenda for the March 31, 2016 joint meeting of the Finance and Personnel Committees be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

Lienau noted that there were no minutes to be approved at this time.

**Comments, correspondence and concerns from the public:**

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. He then noted that no new correspondence had been received.

**New Business Items:**

**Item No. 1. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:**

*At 2:37 P.M. a motion was made by Lienau, seconded by Baker that the Finance and Personnel Committees convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

*A roll call vote was taken on that motion, and the Committee members voted in the following fashion:*

*Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.*

*Motion carried.*

**Item No. 2. Consider a motion to reconvene into open session:**

*At 3:26 P.M. a motion was made by Zacek, seconded by Duffy that the Finance and Personnel Committees reconvene into open session.*

*Another roll call vote was taken, and the Committee members again voted in the following fashion:*

*Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.*

*Motion carried.*

1 **Item No. 3. Consider a motion to take action, if required:**  
2 *A motion was made by Baker, seconded by Duffy that staff members shall take the actions which were*  
3 *discussed in closed session and draft the applicable budget amendments. Motion carried – All ayes.*

4  
5 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a committee,**  
6 **official or employee:**  
7 There were no matters to be placed on a future agenda or referred to a committee, official or employee.

8  
9 **Adjournment**  
10 *At 3:27 P.M a motion was made by Enquist, seconded by Zacek that the joint meeting of the Personnel*  
11 *and Finance Committees be adjourned. Motion carried – All ayes.*

12  
13 Respectfully submitted,



14  
15 Janal Suppanz,  
16 Assistant Administrator

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18



**Village of Sister Bay**

**Job Notice**  
**Part-time Utilities Clerk**

The Village of Sister Bay is seeking qualified candidates for a part-time, (20 to 30 hours per week), Utilities Clerk position. The ideal candidate will be a self-starter who is able to work alone with minimal supervision while possessing good communication skills. He or she must also be able to work well with other staff and the general public, and must be knowledgeable about general accounting principals, including accounts payable and receivable as well as quarterly billing and receipting. The right candidate must be able to maintain an accurate customer database, enter electronic meter readings, and prepare reports as required. Experience with utility billing practices and procedures is preferred.

Wage is \$14.00 per hour to \$21.25 per hour depending upon qualifications.

Applications may be obtained from the Village Administrator's Office, 2383 Maple Drive, Sister Bay, WI 54234. Telephone: 920-854-4118.

Closing date for submission of applications is Friday, July 15, 2016.

*Sister Bay is an equal opportunity employer.*



**Village of Sister Bay**  
**Job Title:** Utility Clerk  
**Department:** Water and Sewer Utility

### **Summary Job Description**

This is a part time position with a variety of clerical and administrative duties. The Utility Clerk is responsible for the collection, receipting, accounting, dispersal and deposit of all Utility funds.

### **Major Duties/Essential Functions**

The Utility Clerk manages the preparation of sewer and water utility bills, mails and processes sewer and water utility bills and enters all billing information into the billing system. He or she also maintains customer information and Utility asset data bases.

The Utility Clerk manages the collection and receipting of all Utility monies received from customers. He or she also prepares appropriate invoices, vouchers, checks and refunds, monitors the timely receipt and accuracy of bank documentation related to the Utility's bank accounts, ensures that Accounts Payable and Accounts Receivable are accurately posted, and is responsible for compiling information required for the Utility's annual audit.

The Utility Clerk provides general information to citizens on utility bills, connection fees, permit fees and other related information, and provides application forms to applicants and the general public.

The Utility Clerk processes all delinquent water/sewer invoices and other chargeable items for the Utility, and monitors collection performance and reporting.

The Utility Clerk participates in planning for the next budget period by compiling data, estimating future costs and determining new budget figures, and reviews and monitors all Utilities financial transactions.

The Utility Clerk serves as the official records custodian for the Utility; works with Utility staff and the Utilities Committee Chair to ensure retention of required records, and prepares monthly and quarterly reports as needed.

The Utility Clerk answers telephone inquiries from staff, citizens, vendors and other municipalities, and handles in-person complaints and inquiries at the Administration Building.

The Utility Clerk maintains public relations with customers, vendors and all interested parties.

### **Minor Duties/Responsibilities**

The Utility Clerk processes all special assessment letter requests which are sent to the Utility and posts all payments received.

The Utility Clerk completes miscellaneous reports, annual report information, year-end water sales and usage reports and the Annual Sewer Service Report.

The Utility Clerk performs general secretarial tasks, processes mail, and handles correspondence for the Utilities Department as assigned.

The Utility Clerk attends meetings and training seminars in order to maintain current knowledge of state and federal regulations and requirements, and performs related duties as assigned.

### **Supervision/Accountability**

The Utility Clerk is under direct supervision of the Village Administrator and the Finance Director in coordination with the Utility Manager.

### **Required Knowledge**

The Utility Clerk must have knowledge of governmental and utility accounting principles, and have knowledge of the principles and methods of utility billing and collections, municipal accounting practices, and the principles and procedures related to governmental enterprise accounting in order to direct and carry out functions in accordance with PSC regulations and generally accepted accounting principles. The Utility Clerk must also have knowledge of the related chapters of the Sister Bay Municipal Code; have knowledge of modern office methods and procedures, be familiar with electronic data processing systems, and be able to operate office equipment and maintain filing systems. He or she must be able to write business letters and reports; do proofreading; and have knowledge of statistical and record-keeping principles and procedures; and be able to proficiently utilize computerized accounting systems and spreadsheets.

### **Skills/Abilities**

The Utility Clerk must have the ability to perform complicated arithmetic calculations; be able to perform accounting duties with speed and accuracy; be capable of doing data entry, be able to use personal computers, and have the ability to understand and apply basic input procedures. He or she must also have the ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling; be able to maintain verbal and written interpersonal communications with a diverse range of people, and be able to handle emotional situations, establish and maintain cooperative relationships with co-workers and citizens contacted in the course of work; be able to meet the public tactfully, and be able to courteously answer questions in person and over the telephone. The Utility Clerk must be able to communicate clearly and courteously with Village staff members, Utility Commissioners, elected officials and the public, have the ability to research and obtain pertinent information through various resources, and have the ability to use networked personal computer equipment to process, access, retrieve, or input information using standardized software common to the work unit or as assigned.

### **Education/Experience**

Any combination of equivalent education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be possession of a high school diploma or G.E.D., with course work in bookkeeping, accounting, typing and general office procedures, and three (3) years experience in an office environment with a variety of accounting duties, including customer service tasks.

### **Physical Demands**

The physical demands described herein 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 required to sit, talk and hear. The employee is required to use hands to type, finger, handle, or feel objects, tools, or controls; and must be able to 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.

**Work Environment**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and would be representative of a business office.

**Tools and Equipment Used**

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computers, spreadsheet and word processing software, including but not limited to Civic Systems - Caselle/Clarity Utility Billing Software, Windows, Microsoft Word, Microsoft Excel and Microsoft Outlook; networked computer systems including various printers; telephones; 10-key calculators; copy and fax machines and other standard office equipment.

**License/Certifications**

Possession of a valid Wisconsin Motor Vehicle operator's license is preferred.

**Special Conditions of Work**

None.

The duties listed above are intended only as illustrations of the various 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. This 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.

A spreadsheet on which the majority of the Utility Clerk's job duties are outlined is hereby attached and incorporated by reference.

Approval: \_\_\_\_\_  
Village Administrator



**VILLAGE OF SISTER BAY WATER & SEWER UTILITY**  
**OUTLINE OF UTILITY CLERK JOB DUTIES**

I. Administrative

- A. Receive mail daily
  - ~ Date stamp any and all paperwork received
- B. Process cash receipts
  - ~ From quarterly billings
  - ~ From "other income"
  - ~ From hauling invoices
- C. Process accounts payables
  - ~ Code/allocate payables as needed
  - ~ Enter and post all Utility payables; Issue checks
  - ~ Prepare Accounts Payables lists for monthly Village Board Meetings
- D. Prepare bank deposits
- E. Make banking transactions as necessary
  - ~ Deposits; fund transfers
- F. Complete and fax Sanitary Assessment Certificates to Title Companies
- G. Respond to customer/vendor questions or inquiries.

II. Utility Billing

Follow Utility Billing Steps Checklist

- A. Post payments received
- B. Prepare and post adjustments
- C. Maintain and update customer information
  - ~ Terminated customers
  - ~ New customers
  - ~ Address changes
- D. Enter meter readings - quarterly
- E. Process and print quarterly billings; mail; post
- F. Print quarterly reports
- G. Assess finance charges
- H. Print past due billing cards; mail
- I. Take whatever follow-up collections actions are necessary

III. Miscellaneous

- A. Prepare hauler invoices - monthly
- B. Maintain special assessment records
  - ~ Annual billing for tax roll - November
  - ~ Quarterly and year-end reconciliation
- C. Complete miscellaneous reports
- D. Maintain public relations with customers, vendors and all interested parties
- E. Must be able to operate a computer and be capable of learning to use the following software/equipment:
  - ~ Civic Systems - Caselle/Clarity Utility Billing Software
  - ~ Windows; Microsoft Word; Microsoft Excel, Microsoft Outlook

2016 UTILITY CLERK WAGE DETAIL

Employee	2016	Budgeted	Cost Per Year	Actual			Cost OT/Comp	Other Wages	6.6%	7.65%	65%	75%	85%	100%	100%	100%	Total Cost
	Budgeted Wages	Hours Per Year		Hourly Rate	Hours Overtime	Excess Comp Time Pd Out			Retirement WRS	Social Sec./ Medicare	Health Insurance	H.S.A Coverage	Dental Insurance	Disability Insurance	Life Insurance	Work Comp	
Utility Clerk	38,811	1,820	38,811	21.32	0	0	0	2,562	2,969	9,807	4,275	420	340	121	145	\$59,449	