Personnel & Negotiating Committee
In-Person Meeting Agenda
Tuesday, January 28, 2025
5:00 p.m.
30 E. Eau Claire Street
Rice Lake, WI 54868
Council Chambers/Lakeshore Rooms

1. Call to Order.
2. Disclosure of conflict of interest by members regarding any item on the agenda
3. Public Appearances.
4. December 6, 2024 Minutes (CA)
5. 2024-2026 Working Agreement Between the City of Rice Lake & Rice Lake Professional Fire Fighters Association (CA)
6. Deputy Clerk-Treasurer Job Posting/Description
7. Finance Manager Position
8. City Planner Position
9. **Closed Session** - Motion to convene into Closed Session pursuant to WI Stat.19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
   a. Successor Working Agreement Between the City of Rice lake & Rice Lake Professional Fire Fighters Association Local 1793 (CA)
10. **Open Session** - Reconvene into Open Session to take action on item(s) discussed in closed session.
    a. Successor Working Agreement Between the City of Rice lake & Rice Lake Professional Fire Fighters Association Local 1793 (CA)
11. Personnel questionnaire discussion - open
12. Member Comments
13. Adjournment

cc: PNC Members: Larson (Chair), Sookiayak, & Moffatt
Mayor, Councilmembers, Interim City Administrator, City Administrator Johnson, City Clerk-Treasurer, Department Heads, Fire Union, Attorney Gulya, Media and RLU

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Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Julie Kessler, City Clerk-Treasurer,30 E. Eau Claire Street, Rice Lake, WI [715] 234-7088 prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the 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.

Personnel & Negotiating Committee – December 6, 2024

The City of Rice Lake Personnel & Negotiating Committee Special Meeting was held in person at 10:00 a.m. Members Present: Councilmembers Larson, Moffatt & Sookiayak. Also Present: City Administrator Johnson, Fire Chief Hover. Chair Larson called the meeting to order. Disclosure of conflict of interest by voting members regarding any item on the agenda: none.

Public Appearances - none

Minutes – Motion by Councilmember Sookiayak; seconded by Moffatt to approve the November 15, 2024 minutes, as submitted.

Voting for: Sookiayak, Moffatt & Larson
Voting against: none
Motion carried.

Motion by Councilmember Sookiayak; seconded by Moffatt to convene into Closed Session pursuant to WI Stat.19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

a. Conduct Collective Bargaining for a 2025 Labor Agreement with the Rice Lake Professional Fire Fighters Association.

Voting for: Moffatt, Larson & Sookiayak
Voting against: none
Motion carried at 10:05 am

Motion by Moffatt, seconded by Sookiayak to reconvene into open session to take any action resulting from the closed session.

Voting for: Larson, Sookiayak & Moffatt
Voting against: none
Motion carried at 11:05 am

Action on 2025 Labor Agreement with Rice Lake Professional Firefighters Association – No Committee Action Taken**.**

Motion by Sookiayak, seconded by Moffatt to adjourn.

Voting for: all
Voting against: none
Motion carried.

_____
Todd Larson, Chairman

_____
SJ Johnson, City Administrator

Briefing Report
To: PNC
From: SJ Johnson, City Administrator
For: Meeting of January 28, 2025
Subject: Staffing
Date: January 22, 2025
Attachments:

1. **Background.**
   At its January 14, 2025 meeting, Council directed both the CA and Clerk/Treasurer to bring an edited job description/job announcement on the Deputy Clerk/Treasurer position to the PNC and then back to Council, that contained added job skills and education for the position. They were further directed to discuss the possibility of adding a City Planner position with the Committee.
2. **Problem/Issue**. The vacancy in the Deputy Clerk/Treasurer position is a priority to fill. This vacancy presents an important opportunity for the City to revise the duties and skills associated for this position. The City Planner and Financial Manger are both highly needed positions and deemed urgent in the City's recent Personnel Needs Assessment in order to improve efficiencies and critical services for the City.

3. **Analysis.** Adding an educational preference and financial acumen to the Deputy Clerk/Treasurer position will help the City find the right individual for the position and enhance the value of said position to the overall city administration and constituent services. The Financial Manager position will allow for the strategic restructuring of duties and responsibilities within the Department. As noted in the afore mentioned assessment, this department has an excessive workload. The Finance Manager would be responsible for the general accounting task, budget preparations, financial reporting and other appropriate duties as assigned by the CT.
   The City Planner position is currently budgeted for in the 2025 budget and will greatly improve the development efforts in the City and be able to streamline development projects and ensure decisions are made based on the long-term goals of the City.

4. **Options.**
   4.1. PNC may choose to approve the modified Deputy CT job description and recommend it be presented to Council for approval and posting
      4.1.1. PNC may choose to approve the Financial Manger position and recommend it be presented to Council for approval and posting
      4.1.2. PNC may choose to approve the City Planner position and recommend it be presented to Council for approval and posting
   4.2. PNC may choose any combination of the above actions
   4.3. PNC may decide to take no action at this time to allow for further review
   4.4. Any other lawful action desired by the Committee

5. **Recommendation.**
   Option 4.1 in its entirety is recommended

Employment Opportunity
City of Rice Lake
Regular Full-Time FLSA-Exempt
Deputy Clerk-Treasurer

The City of Rice Lake, WI is accepting applications until Friday, February 28, 2025 at 2:00 p.m. for a Regular Full-Time Administration Department Deputy Clerk-Treasurer..

The ideal candidate shall be detail-oriented with strong financial skills. They will need to have an Associates degree in accounting, bachelor's degree preferred. A minimum of 5 years of experience in governmental accounting or finance. Duties include, but are not limited to, accounts payable, accounts receivables, general ledger, elections, licensing, payroll and maintaining City records along with back up to the Clerk-Treasurer. This position is responsible for daily supervision of 4 employees. The applicant shall have working knowledge of electronic data processing equipment/software, modern office practices & accounting principles, with advanced skills with Microsoft Office & Google Apps. The applicant must be bondable & possess or have the ability to obtain a Notary Public Certification.

The City provides a generous benefit package, including participation in the Wisconsin Retirement System. The salary range is $62,420 - $75,525/yr depending upon qualifications & experience. The City of Rice Lake is an Equal Opportunity Employer.

Julie A. Kessler, WCMC
City Clerk-Treasurer

Chronotype: publish in February 5 & 12 Chronotype & February 8 & 15 Early Bird

CITY OF RICE LAKE, WISCONSIN
Position Description
Deputy Clerk-Treasurer (Regular Full-Time) (FLSA-exempt)

Department: Administration **Position #:** 51420-2
Location: City Hall Union: NR
Immediate Supervisor: City Clerk-Treasurer **Revision Date:** January 2025

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.

I. GENERAL PURPOSE. Performs a variety of complex administrative, supervisory and professional work in assisting in the planning, coordinating and directing the Administration Department activities and employees.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The duties listed below 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.

A. Illustrative Listing.

Position Specific Duties

1. Accumulates, calculates, posts, balances, and reconciles data for specific accounts; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
2. Assists with:
    a. processing accounts receivables.
    b. acceptance and responses to written/oral complaints regarding billing practices, mandatory service, city ordinance, disconnection/reconnection, recycling, tax roll special charges, and other billing issues.
    c. municipal court functions, including data entry and collections.
    d. City Clerk-Treasurer in performing duties as required by federal, state and/or municipal law.
    e. explaining to landlords/tenants the mandatory property owner billing policy.
3. Disburses city funds upon approval of warrants, vouchers, coupons or bonds.
4. Enters all delinquent accounts as a special charge or special assessment, including interest and penalty, onto the County tax roll worksheet in November for inclusion on tax bills and explains same to property owners.
5. Makes adjustments necessary following annual audit.
6. Maintains
    a. general ledger, including assets, liabilities, revenue & expenses, & debt schedules.
    b. copiers & postage machines, including supplies and repair/maintenance arrangements.
7. Prepares
    a. special assessment notices/billings and maintains special assessment schedules.
8. Processes accounts payable claims and vouchers for payment. Verifies budgeting coding.
9. Reviews/approves all account refund requests, authorizes refund to property owner and records information.
10. Serves as backup to the City Clerk-Treasurer and Elections/Court Clerk, as assigned.

General Duties

1. Assists with:
    a. conduct of operations to achieve goals within available resources.
    b. other department staff in performing duties; adjusts errors and complaints according to existing procedures.
    c. tax collections and all other incoming revenue.
    d. development of notices, brochures, newsletters, media releases and articles and other informational materials about programs and services.
    e. administration, coordination, supervision and conduct of elections.
    f. maintaining the general safety of department employees through assessments of working conditions.
    g. procurement of department materials and supplies.
2. Communicates official plans, policies and procedures to the public.
3. Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
4. Gathers, interprets, and prepares data for studies, reports and recommendations for supervisor.
5. Performs routine clerical and administrative work in answering phones, receiving the public and providing customer assistance. Answers in-coming calls and routes callers or provides information as required.
6. Prepares periodic financial, statistical or operations reports, as assigned.
7. Provides:
    a. public records and information to citizens, civic groups, the media and other agencies as requested.
    b. professional input to supervisors.
    c. administrative assistance in meeting management, assembles background materials, prepares agendas; and distributions of materials, as required. Prepares and records notices, minutes and resolution of same.
    d. clerical and accounting support to the City Clerk-Treasurer, as required.
    e. assessing information to the public using the in-house electronic records.

8. Serves as:
    a. back-up to other department positions.
    b. notary public.
9. Performs other duties, as assigned.

III. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES.

1. Working knowledge of:
    a. computers and electronic data processing equipment/software including advanced skills with Word and Excel, intermediate skills with Access and Google Apps, basic skills with PowerPoint and other specialized municipal software.
    b. modern office practices and procedures.
    c. accounting principles and practices.
    d. state and local traffic laws
2. Skill in proper and safe operation of:
    a. personal computers including word processing, data base, spreadsheet, e-mail and scanning software; calculator; phone; copy machine; fax machine; and other standard office equipment.
3. Ability to:
    a. carry out assigned projects to their completion.
    b. communicate effectively verbally and in writing.
    c. effectively meet and deal with the public.
    d. establish successful working relationships with employees, supervisors, vendors and the public.
    e. follow instructions, both oral and written.
    f. maintain effective preventive maintenance programs, policies and procedures.
    g. maintain effective accounting procedures.
    h. perform arithmetic computations accurately and quickly.
    i. speak, read and write the English language.
    j. transmit written and oral instructions.
    k. understand and carry out written and oral instructions in a clear and concise manner.
    l. work independently and complete daily activities according to work schedule.
    m. work safely.
    n. work under pressure, in stressful situations and/or with frequent interruptions.

IV. SPECIAL REQUIREMENTS.

1. U. S. citizen.
2. Eighteen (18) years of age or older at date of appointment.
3. Wisconsin Driver's License, valid without record of suspension or revocation in any state within the past seven (7) years – possess, or ability to obtain by date of appointment, and maintain throughout employment.
4. Employee shall have access to a personal vehicle for use while on City business and be reimbursed for said use per the City's Personnel Policies.
5. Felony convictions or disqualifying criminal history – none within the past seven (7) years.
6. Bondable.
7. Notary Public Certification – possess, or ability to obtain within six (6) months of date of appointment.
8. Remain in conformance with Federal requirements and City policies intended to prevent the misuse of alcohol and use of controlled substances.
9. Wisconsin Certified Municipal Clerk ("WCMC") or Certified Municipal Treasurer of Wisconsin ("CMTW") designation - possess, or ability to obtain within 5 years of date of appointment.

V. INTERNAL EQUITY COMPENSATION MODEL POLICY.

A. The Internal Equity Compensation Model (IECM) compares positions within the City for the purpose of ensuring equitable pay for every position. The IECM includes job factors that can be objectively measured, are shared across departments and defined as the desire qualifications necessary for a position. Below are the IECM job factors for this position.

B. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, may fulfill the requirements for education.

Internal Equity Compensation Model Policy		
Job Factor	**Definition**	**Position Points**
Supervision	Number of subordinate positions receiving direction or oversight from this position	14
Education	Minimun leval of education necessary for position to perform satisfactorily	14
Experience	Minimum number of years in a related field required for the position	4
Proficiency	Minimum number of years to become competent in the positoin, including initial training and certification requirements	4
Continuing Education	Minimum number of annual hours required by the department, State or Federal agencies	50.5
Working Conditions	Wisconsin Worker's Compensation unadjusted rate	0.24

VI. SELECTION GUIDELINES. Formal application, oral interview and reference check and job related tests may be required.

VII. AUTHENTICATION. The signatures below indicate that the foregoing has been approved by the governing body.

Approved: _____ _____ _____ _____

Mayor Date City Clerk-Treasurer Date

CITY OF RICE LAKE, WISCONSIN
Functional Physical/Environmental Evaluation
Deputy Clerk-Treasurer I (Regular Full-Time) (FLSA-exempt)

An evaluation by a physician and/or the employer in accordance with this Functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluations and determination that a reasonable accommodation (if necessary) can be made.

Functional Physical/Environmental Evaluation of Position		
During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:		**Definitions** Seldom - hardly ever Occasional - a few times per month Frequent - a few times per week Regular - a few times per day or more
Task / Occurrence	**Frequency**	**Physician: In this column, please note employee's limitations, if any, to perform tasks or work with exposures listed.**
Sit	Regular	
Stand/Walk	Regular	
Push/Pull	Seldom	
Twist/Bend	Occasional	
Climb/Reach	Occasional	
Balance	Seldom	
Crawl/Kneel	Seldom	
Grasp/Grip	Frequent	
Repetitive Movements	Regular	
Ability to lift:		
5-25 pounds	Occasional	
26-50 pounds	Seldom	
51-100 pounds	Seldom	
Over 100 pounds	Seldom	
Exposure to:		
Loud Noise (e.g. heavy traffic, large contractor equipment)	Seldom	
Extreme weather	Seldom	
Extreme heat/cold (non-weather)	Seldom	
Wet/humid conditions (non-weather)	Seldom	
High/precarious places	Seldom	
Confined spaces	Seldom	
Fumes/airborne particles	Seldom	
Toxic/caustic chemicals	Seldom	
Moving mechanical parts/moving vehicles	Seldom	
Explosives	Seldom	
Bio-hazards	Seldom	
Electrical shock	Seldom	
Radiation	Seldom	
Vibration	Seldom	
Life threatening situations	Seldom	
Wear Protective Clothing/Equipment	Seldom	
Critical Incident Stress Situations	Seldom	

Vision Capability	**Requirement of Position**	**Physician: In this column, please note employee has the vision capability.**
Close Vision (clear vision at 20 inches or less)	yes	
Distance Vision (clear vision at 20 feet or more)	yes	
Color Vision (ability to identify and distinguish colors)	yes	
Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	yes	
Depth Perception (three-dimensional vision, ability to judge distance and spatial relationships)	yes	
Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	yes	