Personnel & Negotiating Committee
In-Person Meeting Agenda
Tuesday, February 25, 2025
6:00 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. January 28, 2025 Minutes (CA)
5. City Planner Position
6. Finance Manager Position
7. Court Clerk Position
8. **Closed Session** - Motion to convene into Closed Session pursuant to WI Stat.19.85 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
   a. Police Office Coordinator Compensation Adjustment Request
9. **Open Session** - Reconvene into Open Session to take action on item(s) discussed in closed session.
   a. Police Office Coordinator Compensation Adjustment Request
10. Member Comments
11. Adjournment

cc: PNC Members: Larson (Chair), Sookiayak, & Moffatt
Mayor, Councilmembers, City Administrator Johnson, City Clerk-Treasurer, Department Heads, 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 – January 28, 2025

The January 28, 2025 City of Rice Lake Personnel & Negotiating Committee meeting was held in-person and virtually in the City Hall Council/Lakeshore Rooms. Members Present: Councilmembers Larson, Moffatt & Sookiayak. Also present: City Administrator Johnson and City Clerk-Treasurer Kessler. 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 Moffatt, second by Councilmember Sookiayak, to approve the minutes of the December 6, 2024 meeting.

Voting for: Councilmember Moffatt, Sookiayak, Larson
Voting against: none
Motion Carried

Motion by Councilmember Sookiayak, second by Councilmember Moffatt, to convene into Closed Session pursuant to WI Stat. 19.85 (1)(e) Deliberating or negotiation 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. Successor Working Agreement Between the City of Rice Lake and Rice Lake Professional Fire Fighters Association Local 1793.

Motion by Councilmember Moffatt, second by Councilmember Sookiayak, to reconvene into open session and take any action resulting from closed session. No public or press was in attendance.

Motion by Councilmember Sookiayak, second by Councilmember Moffatt, to present the 2025-2026 Successor Working agreement Between the City of Rice Lake and the Rice Lake Professional Fire Fighters Association Local 1793.

Voting for: Councilmembers Sookiayak, Larson, Moffatt
Voting against: none
Motion Carried

Deputy Clerk-Treasurer Position - Comments, questions and changes were made to the position posting and job description.

Motion by Councilmember Moffatt, second by Councilmember Larson, for a 5 minute break. Motion Carried

Councilmember Sookiayak left the meeting due to a family emergency.

Motion by Councilmember Moffatt, second by Larson, to reconvene. Motion Carried

Motion by Councilmember Moffatt, second by Councilmember Larson, to accept the update job posting and job description for the Deputy Clerk-Treasurer position.

Voting for: Councilmembers Moffat & Larson
Voting against: none
Motion Carried

Finance Manager Position – City Administrator Johnson suggested reallocating funds from the Community Services Foreman position to cover this position. Community Services Director Anderson wants to refill this position but agrees to use some of the funds to start the City Planner position earlier than budgeted.

City Planner Position – City Administrator Johnson state that this position is budgeted to start in June with some of the funding coming from Fund 16, some from Fund 18 and the Foreman position is already split this way. We would need to get the job description and job posting done and the funding change to be approved, then post the position.

The Committee directed City Administrator Johnson to proceed with these positions.

Personnel questionnaire – City Administrator Johnson will be bringing a proposal to do performance appraisals for all City employees to the committee in the future. Currently he would like to send out a simple questionnaire to all employees to get responses on all employee's thought of what they like, what needs to be fixed about City employment. This information would come back to him to share and use as needed.

Motion by Councilmember Larson, second by Councilmember Larson, to have City Administrator Johnson proceed with the questionnaire process.

Voting for: Councilmember Larson, Moffatt
Voting against: none
Motion Carried

Motion by Councilmember Moffatt, second by Councilmember Larson, to adjourn the meeting.

Voting for: all
Voting against: none
Motion Carried

Attest: _____
Julie A. Kessler, WCMC
City Clerk-Treasurer

Briefing Report
To: PNC
From: SJ Johnson, City Administrator
For: Meeting of February 25, 2025
Subject: Job Description Approvals
Date: February 20, 2025
Attachments: 2- Job Descriptions/Postings

1. **Background.**
   At its January 22, 2025 meeting, PNC directed the CA to bring a job description/job announcement on the City Planner and Finance Manager positions to the Committee.

2. **Problem/Issue**. 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. The proposed job descriptions would be used to post and fill these positions

3. **Analysis.** 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 Approval of job descriptions
      4.1.1.1. PNC may choose to approve the Financial Manger job description and posting and recommend it be presented to Council for approval and posting
      4.1.1.2. PNC may choose to approve the City Planner Manger job description and posting and recommend it be presented to Council for approval and posting
   4.2. PNC may choose any combination of the above actions
   4.3. 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
City Planner

The City of Rice Lake, WI is accepting application until Friday, March 28, 2025 at 2:00 p.m. for a Regular Full-Time City Planner position.

The ideal candidate shall possess a Bachelor's degree in Urban Planning or closely related field, with experience in planning, land use, and code administration. Experience in municipal financial forecasting and assessor functions desired. An equivalent combination of education and experience, additional education substituting on a year for year basis, will fulfill the requirements for education

Duties to include, but not limited to, zoning, subdivision platting laws and regulations, Wisconsin State Statutes applicable to planning issues, comprehensive planning, capital improvements planning, development of short- and long-range plans, and prepares data/briefs for Council and various committees.

This position is responsible for the supervision of one P/T employee and coordinates various contracted services such as engineering, property assessment, building inspection, and FBO/Airport management.

The applicant shall have a working knowledge of engineering principles that pertains to urban development, computer software, with advanced skills with Microsoft Office, Google Apps, and Beacon GIS.

The City provides a generous benefit package, including participation in the Wisconsin Retirement System. The salary range is $68,500 - $78,500/yr. depending on qualifications and experience. The City of Rice Lake is an Equal Opportunity Employer.

Applications and complete job descriptions are available on the City of Rice Lake website and at the City Clerk-Treasurer's Office. A completed application, with cover letter and three work-related references may be emailed to sjohnson@ricelakegov.org or mailed to the City Administrators Office, 30 E Eau Claire St, Rice Lake, WI 54868 by the deadline for consideration.

SJ Johnson

City Administrator

CITY OF RICE LAKE, WISCONSIN
Position Description
City Planner (Regular Full-Time)

Department: Community Development
Location: City Hall
Immediate Supervisor: City Administrator

Position #:
Union: NR, FLSA Exempt
Revision Date: Feb 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 supervisory, administrative and technical work in the current and long-range planning programs for the City of Rice Lake related to the development and implementation of land use and related municipal plans and policies.

The position also serves as coordinator on various issues within the scope of essential duties and responsibilities. Examples: City Infrastructure projects, Plan Commission issues (rezoning, annexation, etc.) Capital Improvements Plan (CIP) documents for both funds 42 & 47, master/comprehensive planning efforts and similar topics. Appointed City Planner works under the direction of the Common Council and Planning Commission, with administrative direction from the City Administrator.

II. SUPERVISION EXERCISED: EXTENT. This position exercises supervision over .8 FTE employee, but also provides oversight of the city's engineering contract, contracted Assessor, contracted Building Inspector, contracted FBO/Airport Manager, and persons acting in those capacities. The position is routinely tasked with the hiring of consultants for specific planning related projects and supervises the activities for building inspection and assessing.

III. 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. Assists with development and implementation of growth management, land use policies/issues, economic development, utility growth/needs, transportation, recycling efforts or any other plans or codes for specialized planning subject matters to meet future City needs.
2. Coordinates planning efforts; plans and organizes hired contractors/consultants with expertise in a specialized planning topic; reviews and evaluates planning efforts and recommends changes as needed.
3. Develops and interprets zoning, subdivision and platting ordinances and other planning issues for other City staff, as necessary.
4. Evaluates land use proposals for Comprehensive Plan conformity and applicable City, State or Federal law compliance; evaluates proposals' development impact as related to the City's adopted plans and makes recommendations, as necessary.
5. Manages and supervises:
    a. capital improvements plan (CIP) documents, including updates and decisions serving future needs for funds 42 and 47.
    b. requests for infrastructure extensions or improvements (e.g. street, street lighting, water/sewer, etc.) and annexation requests; and prepares reports for the Plan Commission and Common Council.
    c. consultant contracts, and/or agreements relating to planning issues.
    d. contracts for Assessing, Building Inspections, Fixed Base Operator/Airport Manager
    e. one (1) 32 hour per week Computer Support Position
6. Prepares grant application components relating to planning for the community on a historical, present and future basis.
7. Serves as Zoning Administrator for interpretation of the City's Code of Ordinances & zoning matters.

Secondary Duties

1. Adjusts errors and complaints according to existing procedures.
2. Assures assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, materials, facilities, and time.
3. Attends conferences and training relating to the position; represents the City in a variety of state, county, local and other meetings.
4. Communicates official plans, policies and procedures to staff and the public.

5. Maintains:
    a. custody and control over department apparatus, property, records and equipment and recommends improvements to equipment and facilities, as needed.
    b. assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
6. Assists Department Heads with planning for future capital needs.
7. Provides:
    a. leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
    b. professional input to supervisors; makes presentations to supervisor, boards, commissions, civic groups and the public, prepares reports for council meetings as directed.
    c. public records and information to citizens, civic groups, media and other agencies.
8. Provides financial oversight of the city consulting engineers & FBO/airport manager, and also acts as the Airport Coordinator between the City, Airport Committee & FBO/airport manager.
9. Performs other duties, as assigned by City Administrator.

B. Effect of Errors. Errors by the position are not readily detected and corrected; may cause large expenditures, and significant liability exposure.

C. Confidential Data. The integrity and discretion necessary to safeguard confidential data handled or obtained in the normal performance of duties of this position has been evaluated as illustrated by the table shown below and has resulted in the rating indicated.

IV. DESIRED MINIMUM QUALIFICATIONS.

A. Education. BA/BS with additional specialized training in Urban Planning.

B. Experience. Four (4) years experience in a related field, with an additional three (3) years in the position (assuming incumbent possesses the prerequisite education). Therefore, over 7 years' experience is needed to be fully qualified in the position.

C. Substitution of Experience for Education. Any equivalent combination of education and experience, additional education substituting on a year for year basis, will fulfill the requirements for education.

D. Necessary Knowledge, Skills and Abilities.

1. Working knowledge of:
    a. zoning, subdivision and platting laws and regulations, Wisconsin State Statutes applicable to planning issues, comprehensive planning and related components, capital improvements planning.
    b. understanding of planning programs, processes and theory.
    c. personal computers and electronic data processing equipment/software including advanced skills with Word, Excel, specialized municipal software and all standard office equipment.
    d. building inspection and assessor roles/functions.
    e. assessing practices, laws and regulations.
    f. types of computer hardware, software and training commonly used by the City.
    g. civil engineering principles, practices and methods as application to a municipal setting.
    h. personal computer including word processing, data base, spreadsheet, e-mail and scanning software; calculator, phone, copy machine, fax machine, and other standard office equipment; motor vehicle; and tape measure.

3. Ability to:
    a. conduct necessary engineering research and compile comprehensive reports
    b. communicate effectively verbally and in writing
    c. draft correspondence, council memos, etc.
    d. effectively meet and deal with the public

e. establish successful working relationships with employees, supervisors, other agencies and the public
f. follow instructions, both oral and written
g. plan, organize and assign personnel and resources and monitor outcome to achieve desired goals
h. perform arithmetic computations accurately and quickly
i. read and understand construction grades
j. research and create policies, ordinances, memorandums, etc.
k. speak, read and write the English language
l. work under pressure, in stressful situations and/or with frequent interruptions

V. 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 for major offence in any state – possess, or ability to obtain by date of appointment and maintain throughout employment.
4. Felony convictions or disqualifying criminal history – none within the past seven (7) years.
5. Remain in conformance with Federal requirements and City policies intended to prevent the misuse of alcohol and use of controlled substances.
6. Willing to furnish information for a comprehensive background check.

VI. WORKING CONDITIONS. The detailed analysis of the physical/environmental demands described in the attached Functional Physical/Environmental Evaluation 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.

VII. SELECTION GUIDELINES. Formal application, rating of education and experience, oral interview and reference check and job-related tests may be required.

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

Approval: _____ _____ _____ _____
Mayor Date City Clerk-Treasurer Date

Memo To: PNC, Mayor and Council
From: Clerk-Treasurer Kessler
Date: February 24, 2025

Subject: Restructuring positions in the Administration Department

Issue

The Administration Department has struggled with staffing issues for the past 5 years. Not just finding qualified candidates but also training and re-training candidates as people leave positions for various reasons. While the Personnel Needs Assessment Study recommends additional staffing, redistribution of job duties is also essential in gaining stability in this Department.

Background

This department was staffed with 3 full-time 40 hr/wk, 1 full-time 36 hr/wk position and 2 part time (job shared 20 hr/wk) positions when I started here is 2020. The 36 hr/wk position was changed to 40 hr/wk in at the June 28, 2022 Council meeting.

Consent Agenda - Motion by Councilmember Resac; seconded by Councilmember Dodge to approve the consent agenda, as follows:

- Minutes – June 14, 2022 Regular
- Licenses – Jack Buellesbach, Hotel/Motel Use Tax
- July 1, 2022-June 30, 2023 Alcohol License-Group 2 – To approve the review of the Group 2 annual alcohol license renewal applications except no approval is given for parking lots for any alcohol license renewal application, as recommended by the Police Chief.
- July 1, 2022-June 30, 2023 Annual Business License & 2022-2024 Operator (Bartender) License Renewals Renewals-Group 2 – To approve the July 1, 2022-June 30, 2023 Annual Business License & 2022-2024 Operator (Bartender) License Renewals Renewals-Group 2, as submitted.
- Resolution 22-11, Fire Department Powered Cot, Monitor/Defib, Stair Chair & Accessories Lease & Option Agreement – To adopt Resolution 22-11, Fire Department Powered Cot, Monitor/Defib, Stair Chair & Accessories Lease & Option Agreement, as presented.
- Job Description Approval & Authorization to Fill Vacancy - Administration Department Regular Part-Time Office Clerk (36 hr/wk) or Convert to FT 40 hr/wk - To approve the Administration Department's Regular Full-Time (40 hr/wk) Office Clerk position description and authorize filling the vacancy with a $20.48/hour orientation wage.
- Street Use Permit-Rice Visconsin in Veterans Park – To approve the Rice Lake Main Street Association July 14, 2022 Kids from Wisconsin in Veterans Park street use permit as submitted; waive $50 deposit, performance bond, petitions & application fee; require certificate of insurance, signed release of liability & RLMSA sign off on the Traffic Control Plan (TCP) to insure the plan will be followed and absorb City's in-kind services and not bill RLMSA.
- Street Use Permit-Rice Lake Main Street Association-July 9, 2022 Shoreline Sprints – Moved to consideration

  Voting for: Councilmembers O'Brien, Dirkes, Resac, Moffatt, Sookiayak, Dodge & Edwardsen
  Voting against: none
  Motion carried.

The Personnel Needs Assessment recommendations include adding a Finance Manager also with a Finance Clerk position that was budgeted for starting the 4th quarter of 2024. The Finance Clerk was never hired and with budget constraints, I am proposing to add one position combining the some of the duties of the Finance Manager and the Finance Clerk, that will help alleviate some of the stress and job load in the Administration Department. Splitting the duties up will provide for more in depth learning of the job duties but also the change for cross training so that when someone is off, or leaves employment, the backlog will be more manageable.

The structure & duties of the Department would be:

Deputy Clerk-Treasurer - Special Assessments, Journal Entries, Bank Reconciliation, Elections and General Ledger with backup to other staff and the Clerk-Treasurer.

Finance Manager – Accounts Payables and Accounts Receivables, with backup to the Deputy

Clerk-Treasurer and Payroll

Payroll Clerk- Payroll, work comp, insurance claims with backup to Licensing and Building Permits.

Court & Refuse Billing Clerk – Court, Refuse (garbage) billing with backup to Elections and Packets and Agendas.

Office Clerk – Building Permits, Licensing, Agenda & meeting packets with backup to court and refuse billing.

Part Time Office Assistants – processing daily payments from mail and drop box and helping out with other tasks as assigned.

Everyone answers phones and deals with counter traffic.

Without these changes, I am afraid the Court and Office Clerk positions will continue to be revolving doors for keeping employees.

Options

1. To approve both the Finance Manager and Court and Refuse Billing Clerk positions and pass on to council for final approval with budget amendments as presented.
2. To approve the Court and Refuse Billing Clerk position as presented.
3. To take any action the committee/Council desires.

Recommendation

Option 1 – To approve both the Finance Manager and Court and Refuse Billing Clerk positions and pass on to council for final approval with budget amendments as presented.

Employment Opportunity
City of Rice Lake
Regular Full-Time
Finance Manager

The City of Rice Lake, WI is accepting application until Friday, March 28, 2025 at 2:00 p.m. for a Regular Full-Time Finance Manager position.

The ideal candidate shall possess an Associate's Degree in Accounting, Business, Finance or closely related field, with experience in accounts payable, accounts receivables and cash handling. Experience in financial reporting is desired. An equivalent combination of education and experience, additional education substituting on a year for year basis, will fulfill the requirements for education

Duties to include, but not limited to, accounts payables, accounts receivables, monthly reporting, cash handling and back-up to the Deputy Clerk-Treasurer.

The applicant shall have a working knowledge of computer software and accounting principles, with advanced skills with Microsoft Office and Google Apps. 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 non-union orientation wage is $28.75/hour. The City of Rice Lake is an Equal Opportunity Employer.

Applications and complete job descriptions are available on the City of Rice Lake website and at the City Clerk-Treasurer's Office. A completed application, with cover letter and three work-related references may be emailed to jkessler@ricelakegov.org or mailed to the City Clerk-Treasurer, 30 E Eau Claire St, Rice Lake, WI 54868 by the deadline for consideration.

Julie Kessler, WCMC
City Clerk-Treasurer

CITY OF RICE LAKE, WISCONSIN
Position Description
Finance Manager (Regular Full-Time)

Department: Administration
Location: City Hall
Immediate Supervisor: City Clerk-Treasurer

Position #:
Union: NR
Revision Date: February 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 routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Clerk-Treasurer, Building Inspector and City Administrator and assisting in the administration of the standard operating policies and procedures of the department.

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-Administration Department

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. explaining to landlords/tenants the mandatory property owner billing policy.
3. Disburses city funds upon approval of warrants, vouchers, coupons or bonds.
4. Processing accounts receivables for month invoicing, miscellaneous billings and annual storm water and street lighting to non-residential properties
5. 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.
6. Prepares a. special assessment notices/billings and maintains special assessment schedules.
7. Processes accounts payable claims and vouchers for payment. Verifies budgeting coding.
8. Reviews/approves all account refund requests, authorizes refund to property owner and records information.
9. Serves as backup to the Deputy Clerk-Treasurer and others 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. procurement of department materials and supplies.
   g. maintaining the general safety of department employees through assessments of working conditions.
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 intermediate skills with Excel, Access and Google Apps, basic skills with PowerPoint and Publisher and other specialized municipal software and graphical information systems
   b. modern office practices and procedures
   c. accounting principles and practices
   d. zoning rules and concepts
   e. building and construction terms and practices
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. DESIRED MINIMUM QUALIFICATIONS

A. Education. Associates degree in business, accounting, finance or related.

B. Experience. Experience in accounts payable and accounts receivables preferred

C. Substitution of Experience for Education. Any equivalent progressively responsible related experience, may be considered for education.

V. 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 personal transportation 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.

VI. SELECTION GUIDELINES. Formal application, rating of education and experience; 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
Office Clerk (Regular Part-Time)

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	

Memo To: PNC, Mayor & Council
From: Clerk-Treasurer Kessler
Date: February 24, 2025

Subject: Job Description Approval & Authorization to Fill Vacancy - Administration Department Regular Full-Time Court & Refuse Billing Clerk

Attachment – job description

Issue

The Administration Department Regular Full-Time Court & Refuse Billing Clerk position is vacant & a request to fill the vacancy is submitted for Council's consideration.

Background

As everyone knows, both public & private sector employers are experiencing difficulty in filling vacant positions & the Administration Department is no different. Like the FT Office Clerk vacancy, the FT Election/Court Clerk vacancies since 2021 have been a challenge for the Department.

Because a significant amount of staff time is necessary to train new employees, many other office tasks are being postponed and/or getting backlogged. Municipal Court tasks cannot be postponed or backlogged and this will continue to backlog other positions that are already backlogged due to the staff shortages that have been in the Clerk's Office for the past 4 years.

- Mid-2021 – long-term employee resigned because she was moving out of state
    - Mid-2021 – position filled with a City employee whose employment ended in early-2022
- Early-2022 - Common Council authorized filling the Regular Full-Time Election/Court Clerk position
    - Late-2022 – position filled with a City employee who resigned
    - Late-2022 – position filled with a temporary employee & advertised
- Early-2023 – position filled with a City employee
- June 2024 – Personnel Needs Study did not recommend changes to this position.
- August 2024 - employee resigned to take other employment
    - Per the City's personnel policies, this position vacancy is presented to the Common Council to authorize filling the vacancy.
- October 2024 – position filled with a City employee whose employment ended in February 2025.

While the Personnel Needs Study did not recommend changes to this position, I have seen first hand the workload of the court clerk and how that has increased in the last few years to the point that the position cannot handle court, elections, refuse billing and the remaining accounts receivables.

The IECM mid-range base wage is $26.20/hour for this FT position, therefore per policy, the 95% orientation wage would be $24.89/hour.

Options

1. To approve the Administration Department's Regular Full-Time (40 hr/wk) Court & Refuse Billing Clerk position description, authorize filling the vacancy with a $24.89/hour orientation wage & deviate from the Personnel Policies to simultaneously advertise the vacancy internally & externally.

2. To approve the Administration Department's Regular Full-Time (40 hr/wk) Court & Refuse Billing Clerk position description and authorize filling the vacancy with a (insert) /hour orientation wage.

3. To take any action Council desires.

Recommendation

Option 1 - To approve the Administration Department's Regular Full-Time (40 hr/wk) Court & Refuse Billing Clerk position description, authorize filling the vacancy with a $24.89/hour orientation wage & deviate from the Personnel Policies to simultaneously advertise the vacancy internally & externally.

Employment Opportunity
City of Rice Lake
Regular Full-Time
Court & Refuse Billing Clerk

The ideal candidate shall have an office working background and excellent customer service skills.

Duties to include, but not limited to, court clerk duties with processing citations from beginning to end and monthly refuse billing with account changes and maintaining City records along with back up to the other office positions.

The applicant shall have a working knowledge of computer software with advanced skills with Microsoft Office and Google Apps. 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 non-orientation hourly wage is $26.40/hr depending on qualifications and experience. The City of Rice Lake is an Equal Opportunity Employer.

Applications and complete job descriptions are available on the City of Rice Lake website and at the City Clerk-Treasurer's Office. A completed application, with cover letter and three work-related references may be emailed to jkessler@ricelakegov.org or mailed to the City Clerk-Treasurer, 30 E Eau Claire St, Rice Lake, WI 54868 by the deadline for consideration.

Julie Kessler, WCMC
City Clerk-Treasurer

CITY OF RICE LAKE, WISCONSIN
Position Description
Court & Refuse Billing Clerk (Regular Full-Time)

Department: Administration
Location: City Hall
Immediate Supervisor: City Clerk-Treasurer & Municipal Judge
Position #: 51420-03
Union: NR
Revision Date: August 2024

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 routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Clerk-Treasurer & Municipal Judge and assisting in the administration of the standard operating policies and procedures of the department.

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. Attends municipal court, swear in witnesses, record dispositions, mark exhibits & maintains operation of recordings and utilizes the Wisconsin Municipal Court Clerk Procedures Manual, as appropriate.
2. Maintains:
    a. court & judgment dockets, maintain separate calendars for adult and juvenile issues, assist in scheduling of trials, forfeiture of bonds to Municipal Judge, prepare driver license suspensions.
    b. revocation & suspension orders, including State form: Court Order of Revocation/Suspension & Conviction Status Report and transmit same to MVD.
    c. forfeiture payments, including delinquent collection letters, the State of Wisconsin Income Tax Interception Program & State Debt Collection program.
    d. data from offense reports, citations, accident reports, pleas, etc.
3. Prepares:
    a. correspondence and written orders for Municipal Judge.
    b. general accounts receivables and mails same.
    c. monthly sales tax report and files same, as necessary.
    d. residential solid waste collection, street lighting cost recovery program & stormwater utility billing statements, accepts payments, enters same into software and performs related functions.
    e. non-residential street lighting cost recovery program & stormwater utility bill statements, accepts payments, enters same into software and performs related functions.
    f. letters to past due accounts in October of each year notifying same that the delinquent account will be put on tax roll.
    g. non-sufficient funds letters
    h. special assessment notices/billings.
4. Processes:
    a. accounts receivables specific to the monthly billing of garbage, recycling, storm water & street lighting.
    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.
5. Provides court data to the police department, as required & acts as liaison between police department, City Clerk-Treasurer & Municipal Court.
6. Records & files citations, Municipal Court forms, reports, etc. with appropriate state and/or county agencies.
7. Responds to mortgage companies' tax information requests, including invoicing, etc.
8. Serves as backup to the Deputy Clerk-Treasurer regarding general ledger tasks.
9. Serves as backup to positions as assigned in the office.

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, 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 intermediate skills with Excel, 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, email 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. DESIRED MINIMUM QUALIFICATIONS

A. Education. Associated degree is business or court related field preferred.

B. Experience. Experience in court related field or office setting preferred.

C. Substitution of Experience for Education. Any equivalent related work may be considered for education.

V. 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 personal transportation 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.

VI. 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.

Job Factor	Definition	Position Points
Supervision	Number of subordinate positions receiving direction or oversight from this position	0
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	3
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	25.5
Working Conditions	Wisconsin Worker's Compensation unadjusted rate	0.17

VII. SELECTION GUIDELINES. Formal application, rating of education and experience; oral interview and reference check and job related tests may be required.

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

Approval: _____ _____ _____ _____
Mayor Date City Clerk-Treasurer Date

CITY OF RICE LAKE, WISCONSIN
Functional Physical/Environmental Evaluation
Election/Court Clerk (Regular Full-Time)

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	Frequent	
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	