

NOTICE

A meeting of the City of Municipal Services Committee will be held on the date and time stated below. Notice is further given that members of the City Council, Park & Recreation Board, or Plan Commission may be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall at (608)-882-2266 with as much notice as possible.

City of Evansville **Municipal Services Committee**
Regular Meeting
City Hall, 31 S Madison St., Evansville, WI 53536
Tuesday, July 25 2023, 5:00 pm

AGENDA

1. Call to Order
2. Roll Call
3. Motion to Approve Agenda
4. Motion to waive the reading of the minutes from the May 31, 2023 meeting and approve them as printed.
5. Civility Reminder
6. Citizen appearances other than agenda items listed
7. New Business
 - A. Quarterly review and discussion of staff approved sanitary sewer billing adjustments (Jan, Apr, Jul, and Oct).
 - B. Disconnection Update
 - C. Discussion and motion to approve Write Off of \$110.53 for account 26-1020-03-SDC Uncollectable
 - D. Discussion and motion to approve Refund of Yard Waste Fee.
 - E. Motion to recommend Common Council approve Land Division application LD-2023-0196 for the certified survey map for parcels 6-27-958.07, 6-27-959.6, 6-20-219B, 6-20-318, 6-20-317.01, and 6-20-305.
 - F. Motion to recommend Madison Street Agreement with DOT
 - G. Discussion and Motion to Recommend Recreation Coordinator Position Description
 - H. Discussion and Motion to recommend Municipal Services Director Position Description and discuss next steps.
 - I. Discussion and Motion to Recommend Compensation Philosophy
 - J. Discussion and Motion to Recommend Municipal Services staff Position Descriptions revising Line worker title, Wastewater Treatment Plant Operator titles, and all pay grade.
 - K. Updates on CIP and Budget

8. Administrative Staff Report
 - A. Parks & Recreation Report
 - B. Update on Department / Director
 - C. Update on 2023 Underground Project
 - D. AMI
 1. AMI Updates Current AMI count remaining Elec: 0 Water: 2 meters (1 Commercial and 1 Residential)
9. City Engineer Report
 - A. Subdivision and Development Updates
 - B. Roadway Construction Updates
 - C. Lake Leota Dam Project Updates (Placeholder)
10. WPPI Report
 - A. Update from Energy Services Manager
 1. CTC Funds Discussion (placeholder)
11. Old Business
 - A. Aquatic Center, Splash pad, and Park Improvement Updates (Placeholder)
 - B. Electric Rate Case Update
12. Upcoming Meetings
 - A. Tuesday, August 22, 2023 at 5:00pm
13. Motion to Adjourn

-James Brooks, Committee Chair

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City of Evansville **Municipal Services Committee**
Regular Meeting
City Hall, 31 S Madison St., Evansville, WI 53536
Tuesday, June 27 2023, 5:00 pm

MINUTES

1. **Call to Order:** 5:00 PM
2. **Roll Call:** Alder Joy Morrison, Alder Ben Ladick, Committee Chair Jim Brooks absent.
Also in Attendance: Donna Hammett, Leah Hurtley, Kerry Lindroth, and Nick Bubolz.
3. **Motion to Approve Agenda:** Ladick/Morrison 2-0 Motion Carries
4. **Motion to waive the reading of the minutes from the May 31, 2023 meeting and approve them as printed.** Ladick/Morrison 2-0 Motion Carries
5. **Civility Reminder**
6. **Citizen appearances other than agenda items listed:** None
7. **New Business**
 - A. **Quarterly review and discussion of staff approved sanitary sewer billing adjustments (Jan, Apr, Jul, and Oct).** July Meeting
 - B. **Disconnection Update:** Hammett reviewed disconnections, we had 2 disconnection dates this month due to training. First Disconnection was on June 22, 2023. We hung 55 door knockers, 7 services were disconnected, and all of them are back on at this time. Today we hung 20 door knocker for customer with DPA's due on the 25th, at the end of today there were 8 customer still on the list for disconnection on June 28th.
 - C. **Electric Rate Case Update:** Hearing is set for July 13, 2023 at 3:00pm. This is a video/phone hearing only. The public is welcome to make comment on the PSC website. Notice of Hearing was placed in this week's Evansville Review and will go with the utility bills as an insert.
 - D. **Discussion and motion to recommend to Council Wisconsin Help for Homeowners Vender Agreement.** Discussion and motion to recommend to Council the Wisconsin Help for Homeowners Vender Agreement, Ladick/Morrison 2-0 Motion Carries.
 - E. **Discussion on Application for Preliminary Land Division-Staff Report:** Some discussion and questions, Hurtley helped answer some questions.

-James Brooks, Committee Chair

- F. Discussion and possible motion to recommend to Common Council for Ordinance 2023-07, Amending Chapter 26, Cemeteries in the Evansville Municipal Code.** Hurtley was present to talk about the first look at cemetery fees and reorganizing the ordinance, such as going through and cleaning up some of the language. There have been some injuries about decorations for Mother's day, it will always fall during the no decorations until 4 days prior to Memorial Day. Ladick stated that it was discussed last meeting but pushed it back to staff for more information. Hurtley will work with Fischer on this, get clarification on decorations and other parts of the ordinance. Hurtley will start putting together the changes. No Motion at this time.
- G. Discussion on Cemetery Fees.** Discussion fees, and streamlining and clarification of the fees. We can only changes these fees in August of every year. 5

8. Administrative Staff Report

- A. Parks & Recreation Report:** In Roberts absents Hammett Presented his report:

DPW has hired 3 summer help employees and a 4th will start soon. Most of the grass has gone dormant with the lack of rain so they have been busy doing other jobs that normally do not have time for like edging sidewalks, repairs, painting, flower garden maintenance and 4th of July prep. One of the summer hires has been watering every day all day to help the stressed out trees all over the city due to lack of rain. We have had an employee that wants to transfer to the WWTP from the street crew to fill the open spot. We will be interview him on July 7th. This would mean the DPW will have to hire someone to fill the street crew position.

- B. Power Outage/Blips Update:** Lindroth stated that most of the outage have been from squirrels. There have been some equipment issue and we think that issue is fixed. We are always going to have issues with squirrels and other animals.
- C. USIC Updates:** Lindroth stated that things are getting better, there were some issues that could have been really bad. Lindroth gets called a lot due to issues. He recommends that we hire an in house locator, someone in house would know everything about our system therefore less issues.
- D. Update on Department / Director:** Job has been posted.
- E. Update on 2023 Underground Project:** Lindroth stated that there was a walk through today, and it was going to start at 1st, but they are going to start at Union St and will work their way uptown.
- F. AMI**

1. AMI Updates Current AMI count remaining Elec: 0 Water: 2 meters (1 Commercial and 1 Residential)

9. City Engineer Report

- A. Subdivision and Development Updates:** No updates.
- B. Roadway Construction Updates:** Pavement is completed, there are still some parts of project that need to be completed before project is closed. Working on Sidewalk project on

-James Brooks, Committee Chair

Water St, will be discussing plan with Sergeant when he get back in the office.

- C. **Lake Leota Dam Project Updates (Placeholder):** Jewel has been meeting with Historic Preservation Chair. There has been so back and forth about the design, hoping to have final design soon.

10. WPPI Report

- A. **Update from Energy Services Manager:** In Jacobson's absents Hammett presented report.

- 1. **CTC Funds Discussion (placeholder):** No discussion

- 2. **NorthStar Update:** WPPI can start "kick-off" and discovery in August, shooting for a Go Live in Nov 23 to Jan 24 timeframe. Dawn Malinowski from WPPI send an introductory email to Hammett and Sergeant recently. Setting up a meeting soon to review and answer any initial questions. My Account and WPPI Website is part of NorthStar, there is a \$100.00 yearly fee. Hammett recommend that we get this as part of NorthStar conversion.

- B. **Update on WPPI Orientation June 8th:** Had 2 office personal and 4 lineman go to this orientation. Evansville was well represented.

11. Old Business

- A. ~~Electric Rate Case Update.~~

- B. **Aquatic Center, Splash pad, and Park Improvement Updates (Placeholder)-None**

12. Upcoming Meetings

- A. **Tuesday, July 25, 2023 at 5:00pm**

- 13. **Motion to Adjourn:** Ladick/Morrison 2-0 6:20 pm

-James Brooks, Committee Chair



City of Evansville

www.ci.evansville.wi.gov
31 S Madison St
PO Box 529
Evansville, WI 53536
(608) 882-2266

City of Evansville Reimbursement Check Request

Date: 7/12/2023
To: Accounts Payable

Check made payable to:	Erik Sharp
Address:	7801 N Robert Drive
	Evansville, WI 53536
Phone Number:	608-516-2616
Reimbursement Amount:	\$100.00
	Choose One: Full Reimbursement / Partial Reimbursement**
Original Receipt #:	1.153967
Date Paid:	7/12/2023
Charge Account (GL #):	10-44122-510
Reason for Reimbursement:	Changed his mind about getting the Yard Waste Permit. **Paid by Credit Card-Applicant will be responsible for applicable Credit Card Fees.
Authorization by: (Include Committee Name/Date if applicable)	

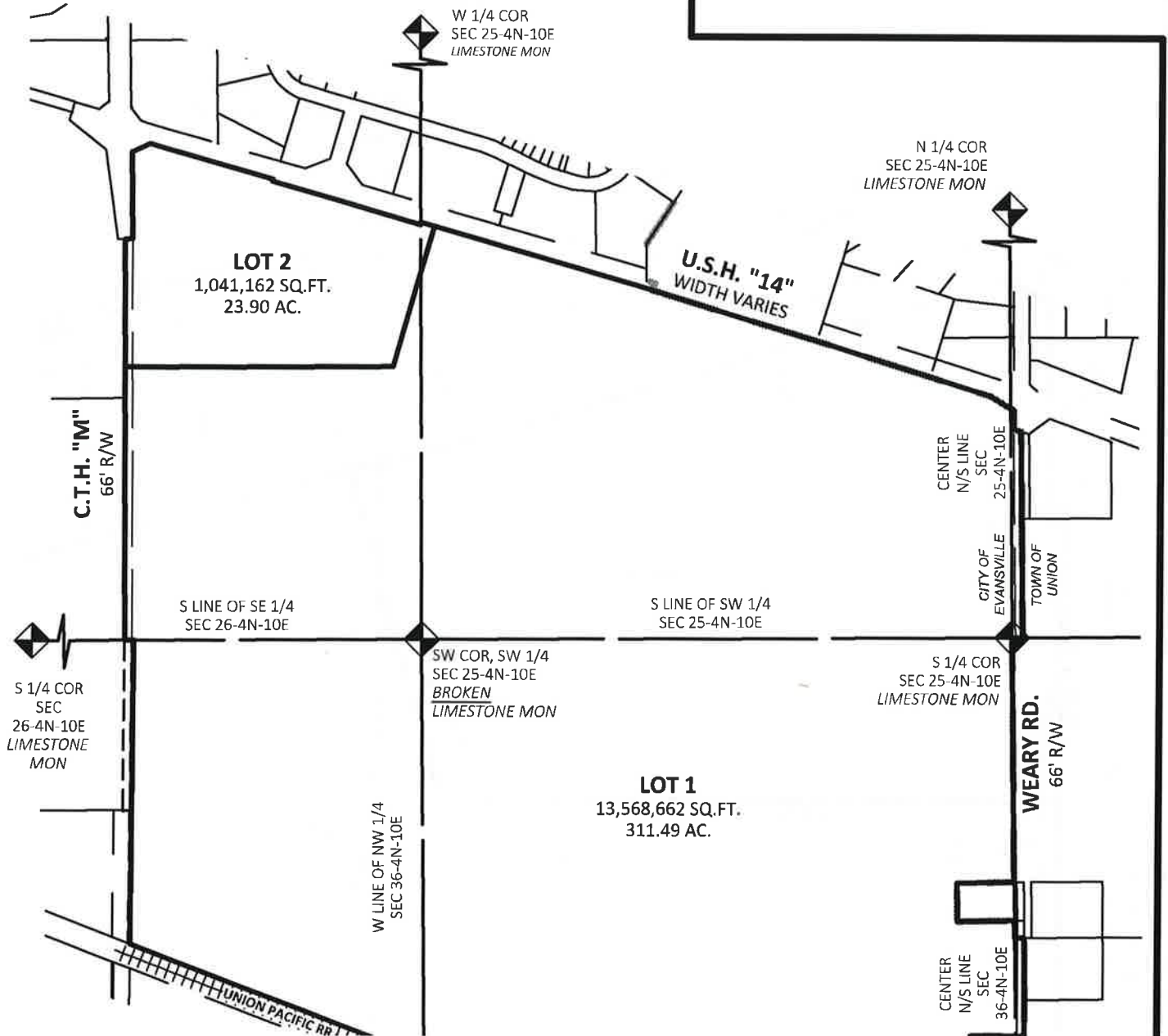
7E

CONCEPTUAL CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHEAST 1/4, AND NORTHEAST 1/4, OF THE SOUTHEAST 1/4 OF SECTION 26, PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4, AND SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 25, PART OF THE NORTHWEST 1/4, AND THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, AND PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHEAST 1/4, AND SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 36, AND PART OF THE NORTHEAST 1/4, AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 35, TOWNSHIP 4 NORTH, RANGE 10 EAST, IN THE CITY OF EVANSVILLE, ROCK COUNTY, WISCONSIN



**OVERALL
DETAIL**



W 1/4 COR
SEC 25-4N-10E
LIMESTONE MON

N 1/4 COR
SEC 25-4N-10E
LIMESTONE MON

LOT 2
1,041,162 SQ.FT.
23.90 AC.

U.S.H. "14"
WIDTH VARIES

C.T.H. "M"
66' R/W

CENTER
N/S LINE
SEC
25-4N-10E

S LINE OF SE 1/4
SEC 26-4N-10E

S LINE OF SW 1/4
SEC 25-4N-10E

CITY OF
EVANSVILLE
TOWN OF
UNION

S 1/4 COR
SEC
26-4N-10E
LIMESTONE
MON

SW COR, SW 1/4
SEC 25-4N-10E
BROKEN
LIMESTONE MON

S 1/4 COR
SEC 25-4N-10E
LIMESTONE MON

W LINE OF NW 1/4
SEC 36-4N-10E

LOT 1
13,568,662 SQ.FT.
311.49 AC.

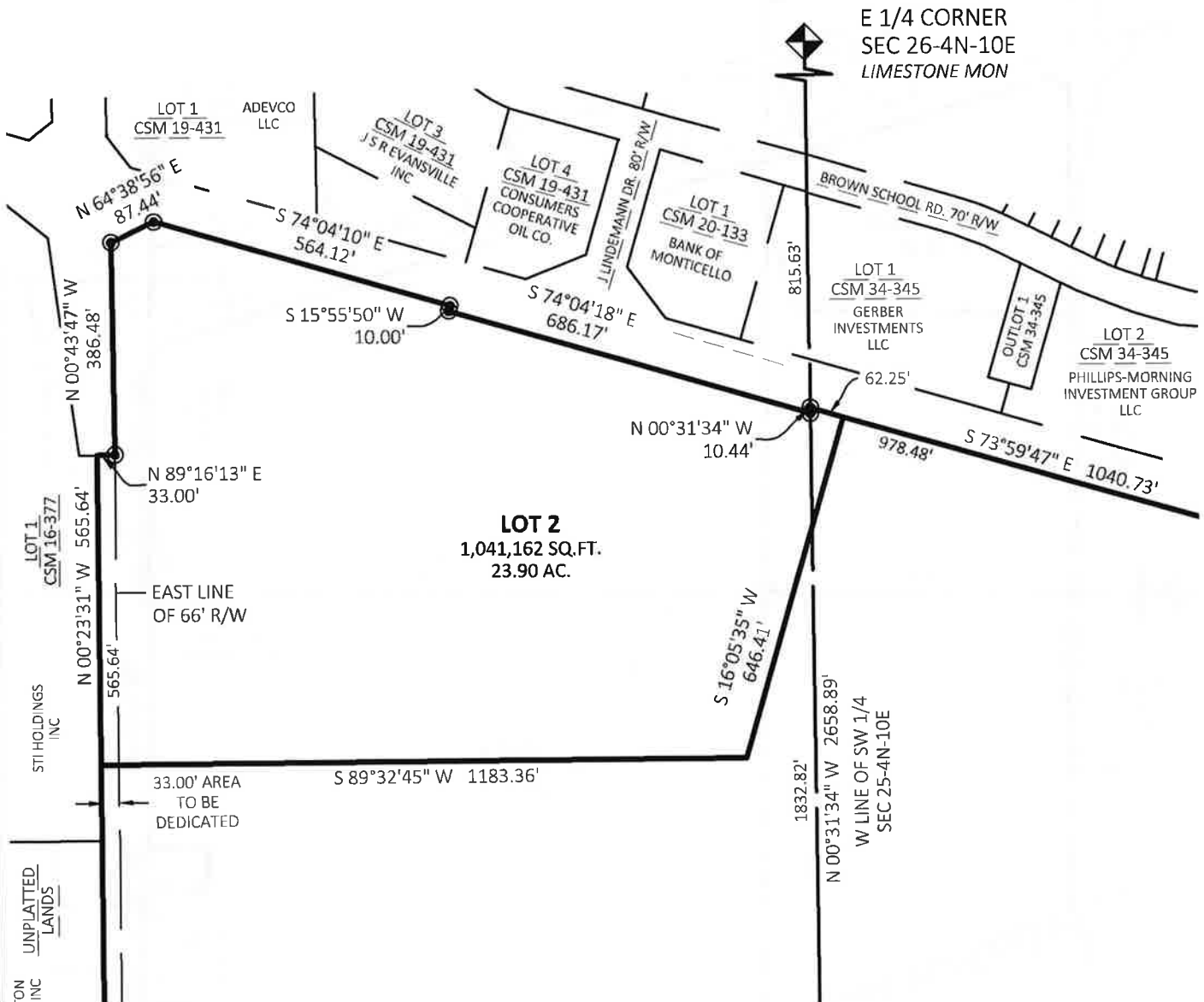
WEARY RD.
66' R/W

CENTER
N/S LINE
SEC
36-4N-10E

37

CONCEPTUAL CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHEAST 1/4, AND NORTHEAST 1/4, OF THE SOUTHEAST 1/4 OF SECTION 26, PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4, AND SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 25, PART OF THE NORTHWEST 1/4, AND THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, AND PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHEAST 1/4, AND SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 36, AND PART OF THE NORTHEAST 1/4, AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 35, TOWNSHIP 4 NORTH, RANGE 10 EAST, IN THE CITY OF EVANSVILLE, ROCK COUNTY, WISCONSIN





PLAN COMMISSION STAFF REPORT

Application: Land Division 2023-0196 | **Applicant:** CHS Oilseed Processing LLC

Location: 6726 County Highway M | **July 21, 2023**

Parcels:

- 6-27-958.07 (Tax ID 222 069030)
- 6-27-959.6 (Tax ID: 222 0730018)
- 6-20-219B (Tax ID: 040 04000302)
- 6-20-318 (Tax ID: 040 064006)
- 6-20-317.01 (Tax ID: 040 06400300101)
- 6-20-305 (Tax ID: 040 062001)

Prepared by: Colette Spranger, Community Development Director



Figure 1
Location Map

Direct questions and comments to: colette.spranger@ci.evansville.wi.gov or 608-882-2263

Concurrent Applications

- **Annexation 2023-0194:** brings four parcels totaling 241.45 acres from the Town of Union into the City.
- **Rezoning 2023-0197:** rezones lands in Lot 1 to I-2 Heavy Industrial
- **Comprehensive Plan Amendment 2023-0198:** Adjusts future land use map to reflect new lot boundaries and expands industrial land uses further north. Potentially will address Transportation Plan Map and its potential connections.
- **Conditional Use Permit 2023-0193:** allows for an Agricultural Service Use in the I-2 Heavy Industrial zoning district
- **Site Plan 2023-0195:** Site layout and design for buildings and infrastructure for soybean oilseed processing plant

Location: 6726 County Highway M (subject to change)

Description of request: An application to combine six parcels (cumulatively totaling 337.09 acres), adjust lot lines, and create two parcels: Lot 1 (311.49 acres) and Lot 2 (23.90 acres). See note below regarding acreage.

Existing Uses: All parcels are largely in agricultural use. There are private wells located on parcel 6-27-959.6 and 6-20-219B, which are in use for irrigation. Parcel 6-20-305 contains a dwelling unit (plus private well and septic) and several outbuildings. Parcel 6-20-317.01 contains an outbuilding. A development agreement between the City and Developer will outline the continued uses of those buildings and continuation of private wells and septic systems.

Existing Zoning: Parcels 6-27-958.07 and 6-27-959.6 are zoned in the City for A Agriculture. Parcels 6-20-219B, 6-20-318, 6-20-317.01, and 6-20-305 are zoned in the Town for A-1 Farmland Preservation.

Proposed Land Division: The six existing parcels total 337.09 acres. When combined, the applicant intends to have two parcels, Lot 1 (311.49 acres) and Lot 2 (23.90 acres).

Lot 1 is under consideration for rezoning. Lot 1 meets the bulk, lot dimensions, and intensity requirements for the I-2 zoning district. There is no maximum lot size for the I-2 zoning district.

Lot 2 will remain zoned A Agriculture until a plan for further development is proposed.

Staff Comments

- The land division and rezoning will only be valid following annexation.
- Per Rock County land records, the current acreage of the combined six parcels is 337.09. The application and lot sizes on this preliminary certified survey map total 335.39. Where has the remaining 1.7 acres gone? Is the 335.39 figure excluding right-of-way?
- Parcel 6-20-305 extends to the centerline of County Highway M. It is divided from the rest of the parcel by a narrow tax parcel, 6-20-305.01, which is owned by the City for utility purposes. (n.b. On the ALTA survey dated 5-9-2023, this parcel is listed as D-1 or Document 1810804.) The City and applicant should work together to address this issue. Lot 2 should extend to the centerline of County Highway M in this location. See images below:



Figure 2



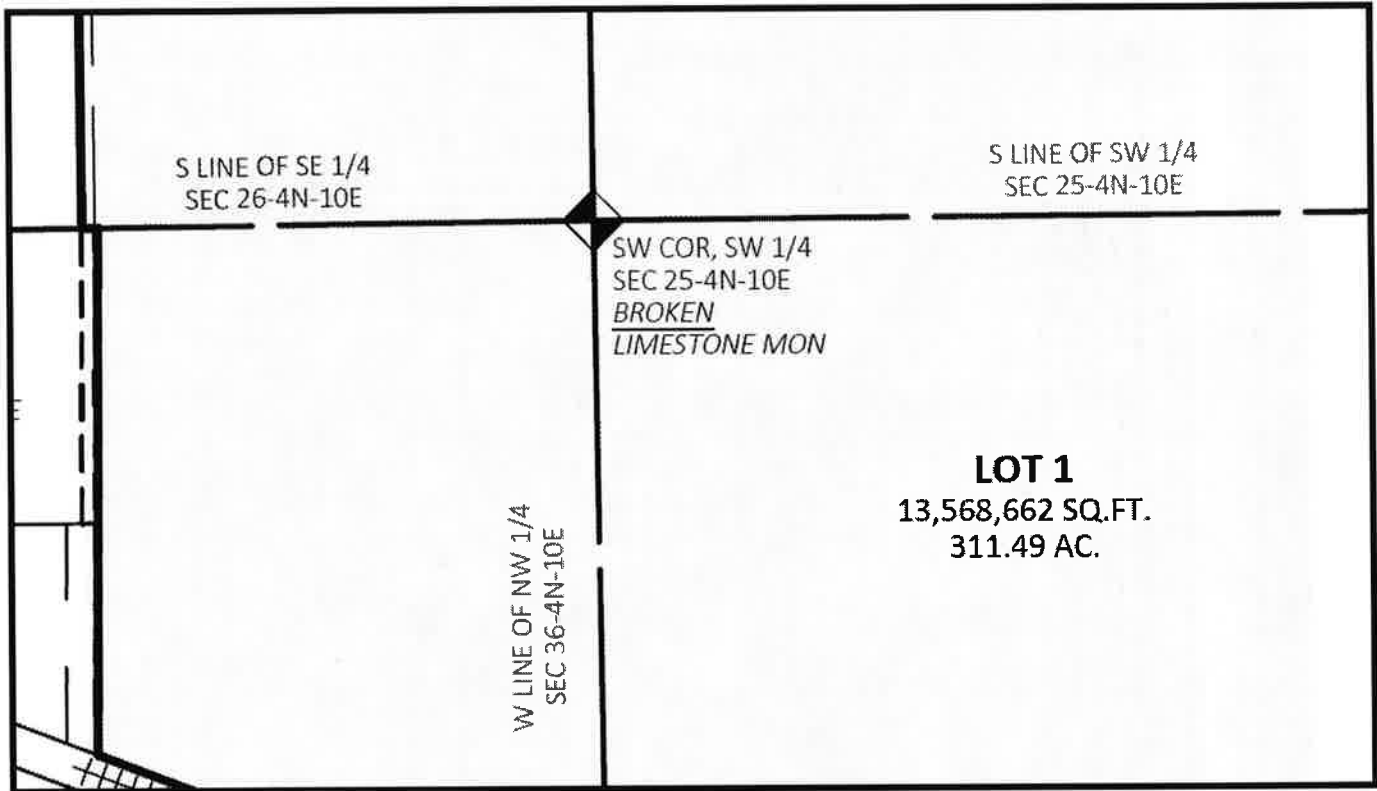


Figure 3
Area highlighted in yellow on Preliminary CSM inset

Consistency with the City of Evansville Comprehensive Plan and Municipal Code: The proposed land division is thoroughly consistent with the Future Land Use Map of the Comprehensive Plan. The proposed land use will involve an amendment to the Comprehensive Plan Future Land Use Map, which will extend lands planned for industrial and readjust the lot lines to reflect this land division. The proposal complies with the design standards and environmental considerations as set forth in the Land Division and Zoning Ordinances.

Plan Commission Recommended Motion: *Motion to recommend Common Council approve the certified survey map for parcels 6-27-958.07, 6-27-959.6, 6-20-219B, 6-20-318, 6-20-317.01, and 6-20-305, finding that the application is in the public interest and meets the objectives contained within Section 110-102(g) of city ordinances, with the following conditions:*

- 1) *Common Council approves Ordinance 2023-08.*
- 2) *Applicant submits Final Certified Survey Map to City staff for review prior to recording.*
- 3) *Final Certified Survey Map adjusted to include that part of parcel 6-20-305 that extends to the centerline of County Highway M.*
- 4) *The Final Certified Survey Map is recorded with Rock County Register of Deeds.*

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STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT

Date: February 3, 2023
I.D.: 5670-02-02/-72
Road Name: STH 59
Title: C Evansville, Madison Street
Limits: Garrison Drive to USH 14
County: Rock
Roadway Length: 0.88 mile

The signatory **City of Evansville**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Existing urban roadway is a connecting highway with alligator cracking and a deteriorated centerline joint. The two-lane roadway width is variable. Parking is allowed between Church Street and Mill Street.

Proposed Improvement - Nature of work: Replace the existing pavement. Update curb ramps as needed to meet ADA compliance.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: All construction costs associated with lanes utilized for parking will be 100% the responsibility of the municipality. Manhole and valve adjustments will be 100% the responsibility of the municipality.

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development 5670-02-02	\$ 517,000	\$ 387,750	75%	\$ 129,250	25%
Real Estate Acquisition:					
Acquisition	\$ -	\$ -	100%	\$ -	
¹Construction:					
Roadway	\$ 3,200,000	\$ 3,200,000	100%	\$ -	
Parking Lanes	\$ 36,000	\$ -	0%	\$ 36,000	100%
Municipal Utility Adjustments	\$ 20,000			\$ 20,000	100%
subtotal 5670-02-72:	\$ 3,256,000	\$ 3,200,000		\$ 56,000	
¹Non-Participating:					
	\$ -	\$ -			

Total Cost Distribution \$ **3,773,000** \$ **3,587,750** \$ **185,250**

1. Estimates include construction engineering.

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 3 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the City of Evansville (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name Steve Flottmeyer	Title WisDOT Southwest Region Planning Chief
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.

- (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage
 - (i) Conditioning, if required, and maintenance of detour routes.
 - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
8. Basis for local participation:

(a) Design Engineering (5670-02-02)

The Municipality is responsible for 25% of the design engineering costs for improvements on a Connecting Highway. (See Attachment A.) The Municipality may be responsible for the design of decorative street lighting or other enhancement items.

(b) Roadway Construction (5670-02-72)

The construction estimate is preliminary for program scheduling only. As items are identified in design phase that require cost participation or are ineligible for Federal/ State funding, this agreement will be amended to reflect those costs.

Parking Lanes: In accordance with Wisconsin Statutes 86.32(4) and WisDOT policy, the Municipality is required to pay 100% of the construction costs for that part of the state trunk highway on which parking is permitted. Payment will be actual cost for the parking lanes and will be made by the Municipality at the time of construction.

Municipal Utility Adjustments: The Municipality shall pay 100% of the cost of adjusting water and sanitary covers and valves.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

Attachment A: 5670-02-02
Explanation of Invoicing for Design Engineering

Invoices are generated by the Department of Administration automatically. The Department of Transportation has no control over when the invoices will be sent.

However, it is anticipated that the DOT will not begin work on this project until the Fall of 2023, generating the first invoice to the Municipality for this project to arrive the second week of December 2023. Payment is not due for 30 days after receipt of the invoice.

The entirety of the design payment is not due in full but will be invoiced as work is completed.



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DRAFT

~~YOUTH AND RECREATION COORDINATOR~~ (PART-TIME TO FULL-TIME) POSITION DESCRIPTION

General Statement of Duties:

The ~~Youth and Recreation~~ Coordinator will develop, organize, schedule, supervise, and directly staff youth programs/activities for residents and students and is responsible for the operations of the Evansville Youth Center (EYC). The ~~Youth and Recreation~~ Coordinator provides reports to the Evansville Youth Center Board and Evansville Park and Recreation Board respectively and is under the supervision of the City Administrator/ Finance Director. The coordinator supervises the EYC staff and Aquatic Center Supervisor(s).

Distinguishing Features of the Position:

The ~~Youth and Recreation~~ Coordinator hours may vary depending on seasonal programming and annual budget allocations. Minimum work will include managing the Youth Center, with additional work including planning youth sports and community recreation activities ~~and youth sports~~. Full-time work will include the supervision of park facilities and aquatic center.

Examples of work (illustrative only):

Evansville Youth Center (part-time):

- Provide onsite staffing at the Youth Center and other scheduled programs. Assist and provide staff guidance for Youth Center volunteers.
- Maintain safe, clean, & secure environment at the Youth Center.
- Determine facility and program needs.
- Plan, develop, organize, and implement Youth Center onsite/offsite programs and activities (i.e. field trips, health living programs, first aid, and personal interests).
- Manage budget for programs responsibly
- Manage and organize all fundraising activities for the Youth Center as directed by the EYC Committee.
- Handles customer relations with the public, including youth, parents and city staff. Takes immediate action to resolve conflicts and informs the appropriate supervisory staff of any incidents.
- Market, promotion, and conduct public relations of EYC programs.

Youth Sports Programs (3/4 time):

- Manage and promote youth sports programs such as *T-ball* and *Coach Pitch*
- Collect fees, registrations, develop rosters, draft schedules, place orders, and assign coaches.
- Coordinate with aquatic center, school district, soccer, and other baseball programs to understand and fill in gaps in youth sports via City efforts.

Recreation Programs (full-time):

- Identify and prioritize the creation of community recreation programs outlined in the Park and Outdoor Recreation Plan of the City.
- Develop new activities and programs for residents that focus on social interactions, health, and well-being.
- Responsible for advertising, scheduling, facility preparation, budgeting, staffing, supplies preparation, registration, fees collection, and post evaluations for recreation program activities.
- Oversee the daily operations of summer recreation programs, including the supervision of any summer program staff
- Coordinate with school district, library, Building a Safer Evansville, and Creekside Place on implementing programs and activities for youth and adults
- Lead and supervise activities, monitor behaviors
- Plan, develop, and implement curriculum for the summer camp programs
- Order supplies/snacks and monitor and adhere to program budget
- Coordinate a positive and consistent communication and marketing strategy for City recreation programs
- Presents periodic program updates to the Evansville Park Board.
- Handles customer relations with the public. As conflicts arise with staff or customers, takes immediate action to resolve the problem and informs the appropriate supervisory staff of the incident.

Recreation Management (full-time):

- Provides general oversight and management of aquatic and park facilities throughout the City.
- Manage Aquatic Center Supervisor(s) as well as Parks Custodian
- Monitor and coordinate with Public Works Superintendent and public works staff general maintenance needs of parks and facilities.
- Monitor and coordinate with Public Works Superintendent and City Administrator budget/CIP needs for park facilities.

Miscellaneous:

- Exhibit cheerful and friendly attitude and show respect and concern for others.
- This position may require after hours work as needed for special events and attending board meetings
- The position functions with a great deal of independence.
- Other similar duties as may be assigned consistent with the organization and operation of EYC and recreation programs.
- Report matters of attendance, budget, discipline, and other pertinent matters to the Administrator

Required Knowledge, Skills, and Abilities:

- Knowledge and experience in recreation programming.
- Bachelor's degree in recreation administration is desirable.

- Strong organizational and problem-solving skills, as well as the ability to demonstrate good judgment.
- Verbal and written communication skills with the ability to effectively communicate with and to work well with youth, other employees, volunteers, and members of the community.
- Possess strong computer skills to effectively utilize current software like Word and Excel to communicate and inform to students, parents, schools, and boards. Generate flyers and other informational materials for the community.

Work Environment:

Works primarily inside the EYC building. Activities areas within the building include pool table, air hockey, video games, lounge area, kitchen and more. This position may have to operate or assist students operating an oven and stove making snacks. This position may also have to work outside monitoring students and residents outdoors. This position may chaperone students or residents on a field trip or walking to other community locations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to see and hear the children being monitored. The employee is required to walk, sit, talk, or hear. The employee may be required to lift, pull and/or move up to 50 pounds infrequently and for limited periods.

Selection Guidelines:

Formal applications, rating of education and experience, and an interview and reference check. Job-related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5_____

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 position 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by the Parks & recreation Board 07/17/2023, Reviewed by the EYC Board 7/--/2023, Approved by Finance and Labor Relations Committee on 07/--/2023.



7H

MUNICIPAL SERVICES DIRECTOR POSITION DESCRIPTION

Statement of Duties:

Municipal Services Director oversees operations of the Public Works and Water & Light components of the Municipal Services Department. This includes general management, leadership and in-depth knowledge of the operations of the City's electric and water systems. Additionally general leadership and management of public works activities.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time, with a focus on electric and water utilities. This position is appointed by and reports to the City Administrator/Finance Director and has an oversight board, Municipal Services Committee. This position is FLSA exempt and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead and motivate with integrity and honesty at all times.
- Work collaboratively with other City departments and department personnel to achieve productivity targets.
- Be flexible to the individual needs and personalities of subordinates, members of the public, customers, and other staff, while keeping continuity of City policies, rules, and procedures.
- Be an active participant in all Department Head and Municipal Services Committee meetings, and attend Common Council and other city meetings as required.
- Find the individual strengths and weaknesses of subordinates, provide training and give guidance to maximize the employee's potential. Document this year long process in annual reviews of department staff with Forepersons.
- Document events and take actions of discipline when necessary
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations and service improvements, including but not limited to customer concerns and regulatory compliance.
- Foster and participate in an environment of rewarding increases in knowledge of the industry, best practices and forward-looking technology.
- Create a culture of one department with many unique parts.

Compliance:

- Assign or directly maintain certification or accreditation status within Municipal Services, including but not limited to Reliable Public Power Provider (RP3) Designation, Tree City USA designation, Municipal Electric Utilities of Wisconsin (MEUW) and American Public Power Association (APPA) safety awards.
- Maintain Municipal Services within regulatory compliance with, but not limited to, OSHA, DNR and PSC.

- Working with MEUW or other consulting agencies, ensure that a safe work environment is maintained by monitoring and enforcing proper equipment checks, workplace safety and situational awareness amongst staff.
- Oversee the Forepersons preparation and monitoring of the day-to-day work schedules and record keeping for the Municipal Services Department.
- Demonstrate, educate, train and ensure compliance with City personnel policies on conduct, employment and safety.
- Follow the planning and guidance set forth in the *City of Evansville, WI Smart Growth Comprehensive Plan*, Energy Plans, and Carbon Neutrality Resolutions.
- Ensure employees have and properly use safety equipment and training.

Communication:

- Be the liaison between Municipal Services Department and other utilities, including telecommunications and gas.
- Schedule and coordinate projects with Forepersons, Community Development Director, City Engineer, and City Administrator/Finance Director and release project schedule for public information
- Submits for review and implements a cohesive and coordinated public communications plan throughout each year for seasonal news, project planning, rates, and ongoing project work.
- Meet with the City engineers, contractors, developers and vendors to ensure expected quality standards and timelines are met. Report on progress via written and verbal communication.
- Be available to address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Active involvement with professional organizations such as WPPI Energy, MEUW, Evansville Area Chamber of Commerce/Tourism, and Southern Wisconsin Association of Public Works Supervisors (SWAPS).
- In times of emergency, works with the acting Information Officer or may be assigned as the acting Information Officer.
- Meets in Development Staff, Energy Independence Team and Department Head, and Leadership Team meetings.
- Regularly coordinates with Community Development Department on land use and development.
- Ensures public works staff coordinates with Building Inspection on code enforcement.
- Communicates with local school district and higher educational institutes regarding education opportunities, project planning and energy savings.

Finance:

- Manage expenditures within budget throughout the year and reports regularly to Municipal Services Committee and Finance Director.
- Responsible for regular inventory reconciliation of department assets and reporting to Finance Director.

Municipal Services Director Position Description

- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with regulating bodies.
- Prepare annual department operating budget and five-year capital budget for timely review.
- Coordinates revenue and expense projections, including information necessary for rate case studies.
- Assist in the long-term budgeting of projects over a 5-10 year capital plan.
- Assist in bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.
- Oversee Forepersons maintenance and accuracy of record keeping on labor hours, equipment usage, materials and expenses for work performed.

Miscellaneous:

- Interpret provisions of the Evansville Municipal Code to developers, contractors, and the general public.
- Perform additional duties as may from time to time be directed by the City Administrator/Finance Director, Common Council and/or Municipal Services Committee.

Electric Line Construction and Maintenance:

- Plan and construct primary and secondary extensions at all voltages both above and under ground
- Troubleshoot, rebuild, and repair any damaged lines, fixtures or equipment both above and under ground

Required knowledge, skills, and abilities:

- Ten years of experience in project management, wastewater, roads, stormwater, water, electric or other utility through internship, labor, supervision, education or other method for understanding of operations is required in lieu of formal education in civil engineering, construction management or similar discipline.
- Electrical Engineering degree and certification. Alternate experience in a related degree or certification is acceptable.
- Extensive field experience with Electric utility system and at least five years field experience as and hold a Journey Line worker certification.
- BA/BS in public administration, construction management, business administration, civil engineering or related field is preferred, but not necessary with relevant work history.
- Three to five years of leadership, supervision or management experience preferred to gain general experience and knowledge in human resources.
- General knowledge of preparing, monitoring, following or administering a budget preferred.
- Maintain driver's license is required with the ability to obtain a CDL preferred.
- Capable of learning the proper and safe operations of equipment used at Municipal Services Department to ensure the safety of staff and the public. Prior participation

or education in work place safety is required. Managing or coordinating work place safety preferred.

- Capable of learning federal, state, and local laws and regulations regarding wastewater, water, roads, stormwater and electric utility operations.
- Capable of learning geographic information systems (GIS) mapping, managing department web pages, and other software programs to improve record storage, planning and communication. Prior experience in using technology and understanding of practical application is required, prior knowledge of GIS preferred.
- Ability to understand and apply instructions, plans, prints, graphs and charts.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment, including within stressful situations.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.
- Ability to read and understand blueprints, maps and staking sheets.
- Knowledge of basic electronics.
- Skilled in communication and mathematics.
- Knowledge of proper and safe operations of equipment used at Evansville Municipal Services including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies: OSHA, PSC, DWD and DNR.

Work Environment:

Generally supervise employees' work within the Municipal Services Department. This may include occasionally working or monitoring work conducted in the same working environments described in other position descriptions.

These examples include but are not limited to:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to monitor operations of running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working or monitoring in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Inspections in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Inspections in an elevated or hoisted position on a pole, ladder or boom/bucket truck.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

Municipal Services Director Position Description

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a General Pay Scale grade of 21

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.

The position description of the Municipal Services Director 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed/approved by Municipal Services and Finance & Labor Relations Committee 11/09/2017, 07/24/2023, updated by Finance & Labor Relations Committee 5/4/2023

City of Evansville

Compensation Philosophy

Definition and Purpose

The Compensation Philosophy is a statement that guides the design of the compensation system and strategy. The statement aligns total rewards (cash compensation and benefits) with the goals for recruitment and retention of employees. The philosophy takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a compensation philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the City's overall goals.

Objectives

The City of Evansville recognizes that its employees play a unique and significant role in the provision of services in the community. The City endeavors to recruit, train and develop cohesive, high quality professional staff that will excel in providing public services. It is the compensation philosophy of the City to provide a total compensation package (salary and benefits) based on individual employee performance as a component of the City's compensation system. The City has identified the following objectives in its compensation philosophy and program:

- Provide fair and equitable rates of pay to employees within the City's market
- Develop a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individual employees in a position
- Establish rates of pay that allow the City to successfully compete for, recruit and retain qualified employees with a higher level of prior related work experience
- Establish a market position that is fiscally responsible with public resources
- Ensure that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Develop a pay system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Develop pay administration policies and procedures that ensure their consistent application throughout the City
- Ensure that the compensation program is understandable to employees, managers, the Common Council, and the public
- Allow the City to recruit and retain experienced employees

Position Descriptions

The basis of the compensation program is the position descriptions. The position descriptions outline the primary purpose of the position, the essential functions, the knowledge skills and abilities required to perform the job, as well as minimum and desired qualifications. The organization will review position descriptions at any time there is a major change in the composition of a position or to ensure that position descriptions remain accurate and up to date. The content of the position descriptions remains the responsibility of the City Administrator and **Finance and Labor Relations Committee**.

Job Evaluation System

To ensure an internally equitable compensation system, job evaluation points will be assigned to each position. The organization uses the SAFE method, or similar, of job evaluation. The position description is the basis for our job value points. This method of evaluating and classifying positions is based on the assumption that job performance meets acceptable standards. The evaluation process examines the way work is expected to be done. The actual performance and the characteristics of the employee involved in the work are excluded from the process. This method does not measure an individual's effectiveness or need for development, but rather focuses solely on the content of the job.

Reclassification

Occasionally a job within the organization may be newly created or undergo a significant change in job duties in order to meet the needs of the organization. In that case, the position description will be reviewed and when applicable, updated with new areas of responsibility. When amended, a position description is reviewed using the SAFE method, or similar, and the assigned grade in the pay scale may be changed. Based on the total points the City will determine if a change in salary is required. Reclassifications may be initiated by the City Administrator. When reclassification occurs separation between pay rates among staff within departments and across the city should remain.

External Market Analysis

In order for the organization to attract and retain employees it is necessary to evaluate the "market" to determine if our total compensation package is appropriate. To remain competitive it is the intent of the City to review the external market every three to five years (or more frequently when so determined by the Common Council). The cities selected for comparables as a part of the City's compensation philosophy include cities similar to the City of Evansville, cities located near and around the City geographically and cities which will be comparable as the City grows. This group includes cities close to the City's current population and the projected population at the time of the next expected review of the external market.

Internal Equity Analysis

The organization strives to maintain a pay structure that keeps internal equity among

positions based on their job value points. Positions are assigned to a grade using the SAFE method, or similar, to create a total point profile for new and existing job classifications. Separation between pay rates within departments and across the city should remain

Compensation Plan

The compensation system for the City has three pay scales, one for general government and public safety positions, one for library positions and one for electric utility positions. The compensation plans for the City include 25 pay grades with a 6% spread between grades. Each grade has 9 steps with 2.75% between steps. Full-time employees shall move through the wage schedule based on experience, years of service, and satisfactory performance. Employees with performance ratings of meeting expectations or higher shall receive a step increase on their anniversary date. Employees with performance ratings of below standards or needs improvement shall not receive a step increase until the performance rating improves to meeting expectations or higher.

Annually, the Common Council will review the compensation plan and may provide a compensation plan or base adjustment to the salary schedules based on cost of living and other factors such as recruitment and retention issues. The recommendation shall be based on the combination of an index as established by the Common Council and the fiscal position of the City. Any adjustment to the compensation plan or base adjustment will apply to all employees.

The Council reserves the right to deviate from the compensation plan when, in sole judgment of the Council, market conditions or other circumstances dictate such a decision.

Compensation Plan Adjustment Implementation

Effective the date of implementation as determined by the Common Council, employees in positions where the salary grade is adjusted upward as a result of a market study or pay equity review shall be placed on the salary step that is closest to their current rate of pay resulting in an increase in base rate. Employees whose salary grade is adjusted downward are not eligible for base rate increases but shall not suffer a pay cut. Instead, the employees' base rates shall be frozen until such time as their salary grade maximum exceeds their current base rate of pay.

In the event of a compensation plan or base adjustment to the salary schedule, employees in positions where their current base rate does not exceed the maximum of the salary grade shall receive the adjustment in the form of a base increase. Employees in positions where their current base rate is over the maximum of the salary grade shall be eligible for an adjustment in the form of an additional payment that will not be added to their base pay, but will be paid out over the course of the year.

Approved by Common Council March 8, 2022 and revised August 8, 2023

**City of Evansville, Wisconsin
Pay Scale-Gen**

2024 General Pay Scale

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	38,368.24	39,423.37	40,507.51	41,621.47	42,766.06	43,942.13	45,150.54	46,392.17	47,667.96
2	40,670.34	41,788.77	42,937.96	44,118.76	45,332.02	46,578.65	47,859.57	49,175.71	50,528.04
3	43,110.56	44,296.10	45,514.24	46,765.88	48,051.95	49,373.37	50,731.14	52,126.25	53,559.72
4	45,697.19	46,953.86	48,245.10	49,571.84	50,935.06	52,335.78	53,775.01	55,253.82	56,773.30
5	48,439.02	49,771.10	51,139.80	52,546.15	53,991.17	55,475.92	57,001.51	58,569.05	60,179.70
6	51,345.36	52,757.36	54,208.19	55,698.92	57,230.64	58,804.48	60,421.60	62,083.19	63,790.48
7	54,426.09	55,922.80	57,460.68	59,040.85	60,664.47	62,332.75	64,046.90	65,808.19	67,617.91
8	57,691.65	59,278.17	60,908.32	62,583.30	64,304.34	66,072.71	67,889.71	69,756.68	71,674.99
9	61,153.15	62,834.86	64,562.82	66,338.30	68,162.60	70,037.07	71,963.09	73,942.08	75,975.49
10	64,822.34	66,604.95	68,436.59	70,318.60	72,252.36	74,239.30	76,280.88	78,378.60	80,534.01
11	68,711.68	70,601.25	72,542.79	74,537.71	76,587.50	78,693.66	80,857.73	83,081.32	85,366.06
12	72,834.38	74,837.33	76,895.35	79,009.98	81,182.75	83,415.28	85,709.20	88,066.20	90,488.02
13	77,204.44	79,327.57	81,509.07	83,750.57	86,053.72	88,420.19	90,851.75	93,350.17	95,917.30
14	81,836.71	84,087.22	86,399.62	88,775.61	91,216.94	93,725.40	96,302.85	98,951.18	101,672.34
15	86,746.91	89,132.45	91,583.60	94,102.15	96,689.95	99,348.93	102,081.02	104,888.25	107,772.68
16	91,951.73	94,480.40	97,078.61	99,748.27	102,491.35	105,309.86	108,205.88	111,181.55	114,239.04
17	97,468.83	100,149.23	102,903.33	105,733.17	108,640.83	111,628.46	114,698.24	117,852.44	121,093.38
18	103,316.96	106,158.18	109,077.53	112,077.16	115,159.28	118,326.16	121,580.13	124,923.59	128,358.98
19	109,515.98	112,527.67	115,622.18	118,801.79	122,068.84	125,425.73	128,874.94	132,419.00	136,060.52
20	116,086.94	119,279.33	122,559.51	125,929.90	129,392.97	132,951.28	136,607.44	140,364.14	144,224.16
21	123,052.16	126,436.09	129,913.08	133,485.69	137,156.55	140,928.35	144,803.88	148,785.99	152,877.60
22	130,435.28	134,022.25	137,707.87	141,494.83	145,385.94	149,384.05	153,492.12	157,713.15	162,050.26
23	138,261.40	142,063.59	145,970.34	149,984.52	154,109.10	158,347.10	162,701.64	167,175.94	171,773.28
24	146,557.09	150,587.41	154,728.56	158,983.59	163,355.64	167,847.92	172,463.74	177,206.49	182,079.67
25	155,350.51	159,622.65	164,012.27	168,522.61	173,156.98	177,918.80	182,811.57	187,838.88	193,004.45

**City of Evansville, Wisconsin
Pay Scale-Elec**

2024 Electric Pay Scale

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	45,760.93	47,019.35	48,312.38	49,640.97	51,006.10	52,408.77	53,850.01	55,330.88	56,852.48
2	48,506.58	49,840.51	51,211.13	52,619.43	54,066.47	55,553.29	57,081.01	58,650.74	60,263.63
3	51,416.98	52,830.94	54,283.79	55,776.60	57,310.45	58,886.49	60,505.87	62,169.78	63,879.45
4	54,501.99	56,000.80	57,540.82	59,123.19	60,749.08	62,419.68	64,136.22	65,899.97	67,712.22
5	57,772.11	59,360.85	60,993.27	62,670.58	64,394.03	66,164.86	67,984.40	69,853.97	71,774.95
6	61,238.44	62,922.50	64,652.87	66,430.82	68,257.67	70,134.75	72,063.46	74,045.20	76,081.45
7	64,912.75	66,697.85	68,532.04	70,416.67	72,353.13	74,342.84	76,387.27	78,487.92	80,646.33
8	68,807.51	70,699.72	72,643.96	74,641.67	76,694.32	78,803.41	80,970.50	83,197.19	85,485.11
9	72,935.96	74,941.70	77,002.60	79,120.17	81,295.97	83,531.61	85,828.73	88,189.02	90,614.22
10	77,312.12	79,438.20	81,622.75	83,867.38	86,173.73	88,543.51	90,978.46	93,480.36	96,051.07
11	81,950.85	84,204.50	86,520.12	88,899.42	91,344.16	93,856.12	96,437.16	99,089.19	101,814.14
12	86,867.90	89,256.77	91,711.33	94,233.39	96,824.81	99,487.49	102,223.39	105,034.54	107,922.99
13	92,079.97	94,612.17	97,214.01	99,887.39	102,634.29	105,456.74	108,356.80	111,336.61	114,398.37
14	97,604.77	100,288.90	103,046.85	105,880.63	108,792.35	111,784.14	114,858.21	118,016.81	121,262.27
15	103,461.06	106,306.24	109,229.66	112,233.47	115,319.89	118,491.19	121,749.70	125,097.81	128,538.00
16	109,668.72	112,684.61	115,783.44	118,967.48	122,239.09	125,600.66	129,054.68	132,603.68	136,250.28
17	116,248.84	119,445.69	122,730.44	126,105.53	129,573.43	133,136.70	136,797.96	140,559.90	144,425.30
18	123,223.77	126,612.43	130,094.27	133,671.86	137,347.84	141,124.90	145,005.84	148,993.50	153,090.82
19	130,617.20	134,209.17	137,899.93	141,692.17	145,588.71	149,592.40	153,706.19	157,933.11	162,276.27
20	138,454.23	142,261.72	146,173.92	150,193.70	154,324.03	158,567.94	162,928.56	167,409.10	172,012.85
21	146,761.49	150,797.43	154,944.36	159,205.33	163,583.47	168,082.02	172,704.27	177,453.64	182,333.62
22	155,567.18	159,845.27	164,241.02	168,757.65	173,398.48	178,166.94	183,066.53	188,100.86	193,273.63
23	164,901.21	169,435.99	174,095.48	178,883.10	183,802.39	188,856.96	194,050.52	199,386.91	204,870.05
24	174,795.28	179,602.15	184,541.21	189,616.09	194,830.53	200,188.37	205,693.55	211,350.13	217,162.25
25	185,282.99	190,378.28	195,613.68	200,993.06	206,520.37	212,199.68	218,035.17	224,031.13	230,191.99

**City of Evansville, Wisconsin
Pay Scale-Lib**

2024 Library Pay Scale

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	28,074.33	28,846.37	29,639.64	30,454.73	31,292.24	32,152.78	33,036.98	33,945.49	34,879.00
2	29,758.78	30,577.15	31,418.02	32,282.02	33,169.77	34,081.94	35,019.20	35,982.22	36,971.74
3	31,544.31	32,411.78	33,303.10	34,218.94	35,159.96	36,126.86	37,120.35	38,141.16	39,190.04
4	33,436.97	34,356.49	35,301.29	36,272.08	37,269.56	38,294.47	39,347.57	40,429.63	41,541.44
5	35,443.19	36,417.88	37,419.37	38,448.40	39,505.73	40,592.14	41,708.42	42,855.41	44,033.93
6	37,569.78	38,602.95	39,664.53	40,755.31	41,876.08	43,027.67	44,210.93	45,426.73	46,675.96
7	39,823.97	40,919.13	42,044.40	43,200.62	44,388.64	45,609.33	46,863.58	48,152.33	49,476.52
8	42,213.41	43,374.27	44,567.07	45,792.66	47,051.96	48,345.89	49,675.40	51,041.47	52,445.11
9	44,746.21	45,976.73	47,241.09	48,540.22	49,875.08	51,246.64	52,655.92	54,103.96	55,591.82
10	47,430.98	48,735.33	50,075.56	51,452.63	52,867.58	54,321.44	55,815.28	57,350.20	58,927.33
11	50,276.84	51,659.45	53,080.09	54,539.79	56,039.64	57,580.73	59,164.20	60,791.21	62,462.97
12	53,293.45	54,759.02	56,264.89	57,812.18	59,402.01	61,035.57	62,714.05	64,438.68	66,210.75
13	56,491.06	58,044.56	59,640.79	61,280.91	62,966.13	64,697.70	66,476.89	68,305.00	70,183.39
14	59,880.52	61,527.24	63,219.24	64,957.76	66,744.10	68,579.57	70,465.50	72,403.31	74,394.40
15	63,473.35	65,218.87	67,012.39	68,855.23	70,748.75	72,694.34	74,693.43	76,747.50	78,858.06
16	67,281.75	69,132.00	71,033.13	72,986.54	74,993.67	77,056.00	79,175.04	81,352.35	83,589.54
17	71,318.66	73,279.92	75,295.12	77,365.74	79,493.29	81,679.36	83,925.54	86,233.50	88,604.92
18	75,597.78	77,676.72	79,812.83	82,007.68	84,262.89	86,580.12	88,961.08	91,407.50	93,921.21
19	80,133.65	82,337.32	84,601.60	86,928.14	89,318.67	91,774.93	94,298.74	96,891.96	99,556.48
20	84,941.67	87,277.56	89,677.69	92,143.83	94,677.79	97,281.42	99,956.66	102,705.47	105,529.87
21	90,038.17	92,514.21	95,058.36	97,672.46	100,358.45	103,118.31	105,954.06	108,867.80	111,861.67
22	95,440.45	98,065.07	100,761.86	103,532.81	106,379.96	109,305.41	112,311.31	115,399.87	118,573.37
23	101,166.88	103,948.97	106,807.57	109,744.78	112,762.76	115,863.73	119,049.99	122,323.86	125,687.77
24	107,236.90	110,185.91	113,216.02	116,329.46	119,528.52	122,815.56	126,192.99	129,663.29	133,229.03
25	113,671.11	116,797.06	120,008.98	123,309.23	126,700.23	130,184.49	133,764.56	137,443.09	141,222.77



7J

PUBLIC WORKS FOREPERSON POSITION DESCRIPTION

Statement of Duties:

Public Works Foreperson oversees operations of the Public Works Department under the Municipal Services Director. This includes general management, leadership and in depth knowledge of the operations within the Public Works Department.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the Municipal Services Director and may have to assume part of the Director's position for Public Works operations in the Director's absence. This position is hourly and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead with integrity and honesty at all times to maintain the public's trust in the department.
- Follows city rules and policies at all times.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.
- Maintain a positive work environment that encourages creativity and fosters team work.
- Maintain an environment free of harassment, discrimination and hostility.

Compliance:

- Assists the Municipal Director or directly maintains assigned certifications and/or accreditation statuses within Public Works.
- Works with the Municipal Director in keeping the department in regulatory compliance at all times.

Manage Employees:

- The Public Works Foreperson is a "working foreperson" and supervises and assists employees in operations, maintenance, and construction of Public Works including street, snow removal, sanitary sewer and wastewater treatment plant, stormwater, equipment, cemetery, parks, and other public grounds and facilities.
- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.
- Prioritize day-to-day work schedules and record keeping for operations and maintenance.
- See that all employees have and properly use safety equipment and training.
- Create and maintain a safe working environment for all employees.
- Conduct annual performance reviews with the assistance of the Director.



Manage Projects and Operations:

- Liaison between Department of Public Works and other utilities, including phone, cable, gas, and Water & Light.
- Ensure all concerns from the public are investigated in a timely manner and that remedial actions are documented.
- Assist in negotiations with vendors concerning the purchase of supplies and equipment.
- Recommend future budgetary needs of the department that are fiscally responsible.
- Work with contractors, developers and vendors to ensure expected quality standards and timelines are met.
- Maintain records on hours, materials and expenses for all work performed.
- Develop and implement vehicle/equipment maintenance logs.
- Be available to address concerns of public regarding departmental work and capital projects.
- Continuously work to improve service quality, system reliability and process improvements.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations.
- Ensure that preventive and predictive maintenance needs of equipment are met to increase uptime and longevity.
- Seek and pursue opportunities to increase personal knowledge of industry best practices and forward-looking technologies.
- Attend regular meetings with Municipal Service Director as well as other various community-based meetings as needed.

Professional Development

- Maintain a minimum of 24 hours of continuing education and training annually outside of safety training. No less than 6 hours must cover sensitivity / relations with the public and staff (i.e. ethics, sexual harassment, implicit bias, cultural differences/communications). No less than 6 hours shall cover administrative functions (i.e. management, human resources, budgeting, organizing, technological advances).
- Assure that all staff, including part-time, are provided opportunity and scheduling to attend professional development outside of regular safety training.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service oriented culture among employees.
- Investigate and resolve or report to the Director on customer concerns.
- Perform additional duties as may from time to time be directed by the Municipal Services Director including on-call duty.

Required Knowledge, Skills, and Abilities:

- Ability to read and understand blueprints, plan sets, maps and staking sheets.

- Skilled in written and oral communication and as well as mathematics.
- Knowledge of proper and safe operations of equipment used at Public Works including, but not limited to, the following: trucks, sewer jetter, plows, sanders, backhoes, skid loader, test equipment, personal protection equipment, and work related technology.
- Ability to use small tools, including power tools.
- Ability to safely use stairs and ladders.
- Knowledge of regulatory agencies: OSHA, MUTCD, DOT, DWD and DNR.
- Must have commercial driver's license (CDL).
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.
- May be required to obtain a wastewater operator and activated sludge licenses.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 11.

Public Works Foreperson Position Description

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.

The position description of the Public Works Foreperson 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 3/27/2018, 07/24/2023
Approved by Finance & Labor Relations Committee 4/05/2018



PUBLIC WORKS PARKS CUSTODIAN POSITION DESCRIPTION

General Statement of Duties:

The Parks Custodian is responsible for the operations and maintenance of City parks and greenspaces. In addition the Parks Custodian will periodically be required to assist other Municipal Services Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position may require after hours work as needed for special events and attending Park Board meetings. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman. This position is hourly and non-represented.

Examples of work (illustrative only):

Maintenance of Parks:

- Performs basic lawn care requiring the operation of riding mowers, push mowers, weed whackers and other landscaping or maintenance equipment.
- Generally responsible for all the up keep and maintenance of the park system.
- Maintains the look and health of park trees through pruning, trimming and removal/replanting.
- Maintaining and conducting minor repairs to playground equipment, shelters, benches, waste containers and fencing.

Miscellaneous:

- Periodically assists other Public Works Department employees in other department functions and operations, including: street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; tree trimming/removal any and all other operations of the department.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Adheres to all safety requirements for the performance of all assigned tasks and wears all Personal Protective Equipment required.
- Performs minor repair and maintenance to equipment used.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of safety operation of vehicles used by Public Works Department.
- Knowledge of safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- High school diploma or equivalent is required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DOT and DWD.

- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 4.

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.

The position description for the Parks Custodian 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Review and approved by Park Board on 3/09/15
Reviewed and Approved by Finance & labor Relations Committee on 05/07/15



PUBLIC WORKS GENERAL LABORER POSITION DESCRIPTION

General Statement of Duties:

The Public Works General Laborer is responsible for the general maintenance and repair of all public streets, sanitary sewers, storm sewers, public buildings, parks and other facilities of public trust. Assists other Municipal Services Department-functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman.

Examples of work (illustrative only):

Infrastructure Maintenance:

- Performs department functions and operations, including: Street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; and street sweeping.
- Performs full depth patching or pot hole filling.

Equipment Operation:

- Knowledgeably operates all department controlled equipment and vehicles.
- Operates back hoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance on all department controlled equipment and vehicles.

Miscellaneous:

- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of maintenance and safe operation of vehicles used by Public Works Department.
- Knowledge of maintenance and safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- Ability to use small tools, including power tools.
- High school diploma or equivalent is required.

- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DWD, MUTCD and DOT.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

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.

The position description for the Public Works General Laborer 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised September 5, 2007

Revised and Approved by Finance & Labor Relations Committee June 5, 2008

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023

Approved by Finance & Labor Relations Committee 2/05/2015



PUBLIC WORKS MECHANIC POSITION DESCRIPTION

Statement of Duties:

The Public Works Mechanic is responsible for the general maintenance and repair of all assigned equipment and vehicles, the keeping of accurate maintenance records and the scheduling of maintenance or repair work. Periodically assists other Municipal Service Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman.

Examples of work (illustrative only):

Infrastructure Maintenance:

- Performs department functions and operations, including: Street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; and street sweeping.
- Performs full depth patching or pot hole filling requiring knowledge and use of equipment and materials for cement and asphalt.

Equipment Purchase, Operation, Maintenance and Repair:

- Performs all general repairs and maintenance on all department controlled equipment and vehicles. Keeps logs of maintenance performed.
- Ability to set priorities and schedule repair and preventive maintenance work.
- Knowledgeably operates all department controlled equipment and vehicles.
- Assist in the purchase of new equipment that meets needs and is obtained at a favorable price.
- Examples of tasks include: discuss equipment needs with supervisors and department heads, research equipment/products through supplier literature, draft specifications, determine cost and whether equipment meets specifications, contact dealers/suppliers, contact references to gather information on other organization's experience with the equipment and test equipment as appropriate.
- Operates back hoes, end loaders, dump trucks, cement cutters, street sweepers, power wash/jets and all other assigned equipment and vehicles.

Miscellaneous:

- Uses any or all safety equipment provided to complete assigned tasks.
- Responsible for maintaining safe and clean working conditions within the truck service area and adjacent areas.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of maintenance and safe operation of vehicles used by Public Works Department.
- Knowledge of maintenance and safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- Ability to use small tools, including power tools.
- General knowledge in welding (rod and wire feed), cutting torches and brazing, and metal fabrication.
- Ability to repair all department controlled equipment and vehicles.
- High school diploma or equivalent and two years mechanic work experience are required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, MUTCD, DWD and DOT.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working on equipment or vehicles that are in or could potentially start operation. Working on equipment or vehicles that are on stands or hoisted.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

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.

The position description of the Public Works Mechanic 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised April 28, 1989

Revised July 1, 1990

Revised and Approved by Finance & Labor Relations Committee April 3, 2008

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023

Approved by Finance & Labor Relations Committee 2/05/2015



PUBLIC WORKS CEMETERY SEXTON POSITION DESCRIPTION

General Statement of Duties:

The Cemetery Sexton is responsible for the operations and maintenance of the City's Maple Hill Cemetery. In addition the Cemetery Sexton will periodically be required to assist other Municipal Services Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position may require after hours work as needed for funeral arrangements. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman. This position is hourly and non-represented.

Examples of work (illustrative only):

Maintenance of Cemetery:

- Performs basic lawn care requiring the operation of riding mowers, push mowers, weed whackers and other landscaping or maintenance equipment.
- Generally responsible for all the up keep and maintenance of the cemetery.
- Maintaining and conducting minor repairs to headstones, benches, waste containers, columns and fencing.
- Maintain all cemetery buildings and other features.
- Cooperatively works with funeral directors and others arranging burials.
- Must maintain maps and records of the cemetery in an orderly fashion.

Miscellaneous:

- Periodically assists other Public Works Department employees in other department functions and operations, including: street maintenance operations; snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; any and all other operations of the department.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Adheres to all safety requirements for the performance of all assigned tasks and wears all Personal Protective Equipment required.
- Performs minor repair and maintenance to equipment used. Performs any and all other tasks as assigned including being available for on-call duty.

Required Knowledge, Skills, and Abilities:

- Knowledge of safety operation of vehicles used by Public Works Department.
- Knowledge of safe operation of equipment used by Public Works Department.
- Ability and willingness to stay current with advanced technology through employer provided training and/or formal classes.
- High school diploma or equivalent is required.
- Valid commercial driver's license (CDL) with air brake endorsement, with good driving record, is required.
- Knowledge of regulatory agencies: OSHA, DOT and DWD.

Public Works Cemetery Sexton Position Description

- Knowledge and ability to maintain burial and plot records within either paper-form filing system or computer based software system as prescribed by the supervisor.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 4.

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.

The position description for the Cemetery Sexton 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised April 28, 1989

Revised July 1, 1990

Reviewed by Municipal Services Committee 1/27/2015, 07/24/2023

Approved by Finance & Labor Relations Committee 2/05/2015

City of Evansville, WI



WASTEWATER PLANT OPERATOR IN CHARGE (OIC) POSITION DESCRIPTION

General Statement of Duties:

Wastewater Plant Operator In Charge (OIC) under the direction of the Public Works Foreperson, in knowledgeable and instructive in operation, maintenance and construction for the wastewater plant. Performs operations, maintenance, and construction for wastewater utility. Performs necessary monitoring and reporting for wastewater plant.

Distinguishing Features of the Position:

This position is appointed by the Municipal Services Superintendent and reports to the Public Works Foreperson. This position may require specialized training, continued education and certification including a Grade 2 Wastewater Operator license. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- The Wastewater Plant Operator In Charge (OIC) should have a comprehensive knowledge of modern wastewater treatment and disposal principles & practices including biological treatment.
- Possess a thorough knowledge of fluid mechanics, hydraulics, air systems and wastewater formulas.
- Make investigations and develop reports on improvement to the plant operations.
- Possess the ability to read blueprints and schematic drawings.
- Schedules operation and maintenance work.
- Works towards plant efficiency by maximizing treatment capabilities while minimizing costs.

Water Quality:

- Determines operating parameters for wastewater treatment. Evaluates lab results to ensure operating parameters are being met and to ensure that effluent permit limits are being met.
- Compiles/prepares daily, weekly, monthly and annual reports as required or directed.
- Keeps records and makes reports of WWTP activities to City, State and Federal agencies.

Miscellaneous:

- Supervises wastewater utility employees.
- Maintains inventory of parts and supplies for operations.
- Brings to the Public Works Foreperson's attention areas within the treatment facility that must be upgraded to continue optimum treatment.
- Assists supervisors in the budget process.
- Conducts tours of the WWTP and participates in public information programs.
- Trains the Assistant Wastewater Operator or other members of the Public Works Department assigned on the operations of the WWTP.

Wastewater Plant Operator in Charge (OIC) In Charge (OIC) Position Description

- Communicates and works professionally with other employees, the public and site inspectors. Respond to call-outs to the WWTP or lift stations as needed.
- Periodically assists other Public Works Department employees in other department functions and operations, including snow removal, and street maintenance operations, and any and all other operations of the department.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Wastewater Plant Operator with in (1) one year of hire.
- High school diploma or equivalent is required and intermediate or advance vocational training preferred.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for wastewater utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working with or around hazardous waste and wastewater.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 8.

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.

The position description of the Wastewater Plant Operator In Charge (OIC) 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Municipal Services 06/30/15, 07/25/2023

Approved by Finance and Labor Relations 07/09/15



WASTEWATER PLANT OPERATOR POSITION DESCRIPTION

General Statement of Duties:

Performs operations, maintenance, and construction for wastewater utility. Performs necessary monitoring and reporting for wastewater utility.

Distinguishing Features of the Position:

This position is appointed by the Municipal Services Superintendent and reports to the Wastewater Operator in Charge (OIC). This position may require specialized training, continued education and certification including a Grade 2 Wastewater Operator license. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- The Wastewater Plant Operator should have a comprehensive knowledge of modern wastewater treatment and disposal principles & practices including biological treatment.
- Possess a thorough knowledge of fluid mechanic, hydraulics, air systems and wastewater formulas.
- Make investigations and develop reports on improvement to the plant operations.
- Possess the ability to read blueprints and schematic drawings.
- Schedules operation and maintenance work.
- Works towards plant efficiency by maximizing treatment capabilities while minimizing costs.

Water Quality:

- Determines operating parameters for wastewater treatment. Evaluates lab results to ensure operating parameters are being met and to ensure that effluent permit limits are being met.
- Compiles/prepares daily, weekly, monthly and annual reports as required or directed.
- Keeps records and makes reports of WWTP activities to City, State and Federal agencies.

Miscellaneous:

- Maintains inventory of parts and supplies for operations.
- Brings to the Public Works Foreperson's attention areas within the treatment facility that must be upgraded to continue optimum treatment.
- Assists supervisors in the budget process.
- Conducts tours of the WWTP and participates in public information programs.
- Communicates and works professionally with other employees, the public and site inspectors. Respond to call-outs to the WWTP or lift stations as needed.
- Periodically assists other Public Works Department employees in other department functions and operations, including snow removal, and street maintenance operations, and any and all other operations of the department.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Wastewater Plant Operator with in (1) one year of hire.
- High school diploma or equivalent is required and intermediate or advance vocational training preferred.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for wastewater utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working with or around hazardous waste and wastewater.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 7.

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.

Wastewater Plant Operator1 Position Description

The position description of the Wastewater Plant Operator 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Municipal Services 06/30/15, 07/25/2023

Approved by Finance and Labor Relations 07/09/15



CITY ADMINISTRATOR/ FINANCE DIRECTOR POSITION DESCRIPTION

General Statement Of Duties:

Performs all required statutory duties of the city administrator/finance director as set forth in City of Evansville Municipal Code and performs such additional duties as may from time to time be directed by the city council and mayor.

Distinguishing Features Of The Position:

The employee has direct responsibility and accountability to the mayor and common council. The employee is reviewed annually. This position is salaried, exempt and not represented. This position has an employment contract with the City. This position is part of the emergency response team and has a residency requirement under Section 66.0502(4) of the State Statutes.

Examples of work (illustrative only):

Administrative:

- Carry out directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council any difficulties encountered therein.
- Be responsible for the administration of all day-to-day operations of the city government, including the monitoring of all city ordinances and resolutions, council meeting minutes and state statutes.
- Prepare a plan of administration, including an organization chart, which defines authority and responsibility for all non-statutory positions of the city, and submit it to the city council for adoption as the official organization and administrative procedure plan for the city.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government, not inconsistent with local ordinances or directives of the mayor and council.
- Keep informed on current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council.
- Promote the economic well-being and growth of the city through public and private sector cooperation.

Meetings and Public Information:

- Serve as ex officio nonvoting member of all boards, commissions and committees of the city, except as specified by the council or state statutes.
- Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and council.
- Act as public information officer for the city with the responsibility of ensuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and city government to ensure that complaints, grievances, recommendations and other matters

receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.

Responsibilities to city council:

- Attend the regular council meeting and attend committee of the whole and special meetings as requested by the mayor, assisting the mayor and the council as required in the performance of their duties.
- In coordination with the mayor, the council, and the clerk-treasurer, ensure that appropriate agendas are prepared for all meetings of the council, all council committees, and all other appropriate committees and commissions of the city, together with such supporting material as may be required; with nothing in this subsection being construed to give the administrator authority to limit or in any way prevent matters from being considered by the council, or any of its committees and commissions.
- Keep the mayor and council regularly informed about the activities of the administrator's office by written report at regular meetings of the council and at those special council meetings as requested.
- If action normally requiring council approval is necessary at a time when the council cannot meet, the administrator shall receive directives from the mayor.

Personnel:

- Be responsible for the administrative direction and coordination of all employees of the city according to the established organizational procedures of the city and the state statutes.
- Recommend to the council the appointment, promotion, and, when necessary for the good of the city, suspension or termination of department heads.
- In consultation with the appropriate department head and committee, be responsible for the appointment, promotion, and, when necessary for the good of the city, suspension or termination of employees below the department head level.
- Serve as personnel officer for the city with responsibilities to see that complete and current personnel records, including specific job descriptions, for all city employees are kept.
- Evaluate in conjunction with department heads the performance of all employees on a regular basis.
- Recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees.
- Ensure that city employees have proper working conditions.
- Work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues.
- Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.
- Has direct supervision of Finance Department office staff.

Budgeting and purchasing:

- Keep informed concerning the availability of federal, state and county funds for local programs, and assist department heads and the council in obtaining these funds under the direction of the mayor and the council.
- Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and the council.
- Administer the budget as adopted by the council.
- Report quarterly to the council on the current fiscal position of the city.
- Supervise the accounting system of the city and ensure that the system employs methods in accordance with current professional accounting practices and internal controls.
- Advises the Council and committees on bonding activity and capital improvement planning (CIP).
- Analyzes fiscal trends and projections for the operation budget and the capital improvement plans.
- Processes pay requests from contractors as approved and submitted by the city engineer.

Required knowledge, skills, and abilities:

- Bachelor's degree in business or public administration, finance, accounting, land use or urban planning, or closely related field is required with preference for a Master's degree.
- Maintain a driver's license.
- Thorough knowledge of federal, state, and local laws and regulations regarding municipal government and finance.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council and other city committees.
- Knowledge of tax increment financing, grant writing and administration,
- Ability to establish and maintain satisfactory working relationships with staff and other city employees.
- Ability to establish and maintain satisfactory working relationships with contractors, developers, owners, and the general public.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment.

Tools and Equipment Used:

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

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

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here 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 moderately noisy.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 23.

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.

The position description for the City Administrator/Finance Director 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed and Approved by Finance and Labor Relations Committee 03/05/15. Reviewed by the Municipal Services Committee 07/25/2023.



CITY TREASURER/UTILITY ACCOUNTANT POSITION DESCRIPTION

General Statement of Duties:

Performs a variety of routine and complex accounting, finance and administrative work. Performs duties of the City Treasurer as set forth in Wisconsin Statutes §§ 62.90(9) and as directed by the City Administrator.

Distinguishing Features of the Position:

The employee is at will and exempt status. The employee reports to the City Administrator. The employee is reviewed annually.

The employee will provide information on an advisory basis to the City Administrator, and other department supervisors. Position requires the exercise of judgment, initiative and discretion based upon a knowledge of Wisconsin state law and municipal administrative and/or operating policies and procedures.

Examples of work (illustrative only):

Administrative:

- Implements policies and directives of the City Administrator.
- Oversees the insurance coverage and claims on all property.
- Assists the City Administrator and City Clerk as needed on all liability claims.

Human Resources

- In the absence of the Executive Assistant, assists new employees in completing employment tax withholding forms, gives new employees a copy of the Employee Handbook and obtaining a signed statement that they received a copy, orients new City employees to fringe benefits options available to them and assists them with filling out the enrollment forms.
- In the absence of the Executive Assistant, assists employees with making changes in their fringe benefits and recognizing when changes are needed.
- In the absence of the Executive Assistant, answers questions from employees about payroll, benefits, collective bargaining agreements, employment contracts, and the Employee Handbook or, where appropriate, refers such questions to the City Administrator.
- In the absence of the Executive Assistant, provides information about COBRA to separated employees.
- In the absence of the Executive Assistant, may be assigned to process payroll information.
- In the absence of the Executive Assistant, assists department heads and the City Administrator with recruitment and job testing, including preparing job postings and advertisements, evaluating completed applications to determine those that best meet the desired education and skills, conducting applicant interviews, and contacting and evaluating references.

Management of Cash, Revenues and Investments:

- Manage the collection, receipting and depositing of all monies paid to the city.
- Maintain proper records of all monies received by the city.
- Manage disbursement of funds from the treasury upon proper authorization.
- Invest city funds as authorized by statute and City Council.
- Manage funds to meet city's cash flow needs.

Accounting:

- The employee is not permitted to act as a cashier as the employee reconciles general ledger accounts and accounts receivable.
- Acts as the custodian of petty cash for the City's general fund.
- Assists the City Administrator with the annual budget.
- Prepares documents and completes entries essential for the annual audit
- Balances the general ledger and prepares other financial statements.
- Calculates debt service payments and tax settlement payments.
- The employee prepares and enters monthly journal entries to be approved by the City Administrator or designee.
- The employee is responsible for wire transfers and ACH transfers.
- The employee is the administrator of the Business On-Line Banking system.
- Calculates annual developer agreement invoices.
- Administers utility fixed assets and depreciation schedules.
- Oversees the maintenance of general property inventory and depreciation of fixed asset accounts-
- Oversees the tracking and balancing of utility material inventory.
- Oversees project estimates, tracks construction deposits, and performs other related aspects of project accounting.
- Oversees Accounts Receivable transactions.
- Performs the clearing of checks as part of the bank reconciliation process.

Taxes:

- Calculates final mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, preparing annual TIF certification and mailing tax bills to property owners.
- Manages annual tax collection process including mailing bills, giving tax information to the public, reconciling information turned over to the County Treasurer, monitoring reports returned from the county and disbursing proper funds to state, county, and school districts from tax collections in accordance with state law.
- Corresponds with room tax collectors, monitors collections and submits reports to the State of Wisconsin.

Financial Reporting:

- Prepares quarterly Treasurer's Report.
- Coordinates with the Community Development Director to annually review development agreements.
- Assembles documents for the annual audit.

- Maintains all Tax Incremental District financial records and files required reports.
- Prepares financial reports for the State of Wisconsin (i.e. Form C).

Miscellaneous:

- Attends Finance and Labor Relations meetings
- Attends City meetings as directed by the City Administrator/Finance Director.
- All other duties as assigned.

Required knowledge, skills, and abilities:

- Ability to write clear and concise reports and letters.
- Thorough knowledge of modern accounting methods and practices.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations.
- Ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other city employees.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent.
- Associate Degree in Accounting or a related business field. Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities may be considered.
- Three to five years of experience in fund accounting or any combination of training and experience that will provide equivalent knowledge of Generally Accepted Accounting Principles, Governmental Accounting Standards, Fund Accounting and general business management practices and procedures.
- Continuing education and potential certifications for the position are required.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

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

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here 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 moderately noisy.

To maintain consistency and availability to other department heads and staff members the majority of hours worked in a week will range from 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break at a mid-point of the shift is required and additional hours for meetings may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 13.

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.

The position description of the City Treasurer 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 10/08/2020; revised by Finance and Labor Relations Committee 10/06/2022. Reviewed by the Municipal Services Committee 07/25/2023.

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____



UTILITY BILLING CLERK POSITION DESCRIPTION

General Statement of Duties:

The employee performs responsible work of a clerical nature in the area of municipal and utility accounting, bookkeeping and finance and does related work as required.

Distinguishing Features of the Position:

The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, the Public Service Commission, City ordinances, and the City Administrator/Finance Director and is executed accordingly. The Utility Billing Clerk position is filled by and is under the supervision of the City Administrator/Finance Director. The Utility Billing Clerk is considered a member of the Finance Department.

Examples of Work (illustrative only):

Utility Billing & Collections:

- Enters meter reading data.
- Monitors all meters to ensure they are operating and communicating correctly.
- Tracks all meters.
- Enters all data for meters that are installed in the field (new or change out) and monitors to ensure that data is coming through correctly.
- Enters all other data necessary to generate monthly utility bills to customers.
- Generates monthly utility bills, prepares, proofs, and uploads electronic file to mailing service.
- Determines amounts of final bills when customers terminate service.
- Processes receipt of payments of utility bills whether received in person at City Hall, by mail, or collected by various agents.
- Generates and mails late-payment statements and disconnection notices in accordance with City policy.
- Tracks customer deposits.
- Identifies and processes billing and payment adjustments to utility accounts.
- Creates and tracks all work orders pertaining to utility accounts that are sent to the Water & Light shop.
- Sets up new accounts on new construction properties and works with the Planning Coordinator to create new account #'s and addresses in new subdivisions.
- Tracks past due accounts.
- Creates a report for the City Clerk of accounts to transfer to the tax roll.
- Assists the Municipal Services Committee on billing matters, policy and requirement updates.

Accounting:

- Creates and maintains spreadsheets for sewer credits, billing adjustments, back billing, disconnections, etc.

Utility Billing Clerk Position Description

- Run reports and provide pertinent information for the purpose of audits and PSC reports
- Processes all Utility ACH.
- Maintains and balances utility inventory.
- Enters utility job work orders and assigns work order numbers.
- Processes project estimates, tracks construction deposits, and performs other related aspects of project accounting.
- Shall be knowledgeable and perform updates to the general ledger in a timely fashion and prepare sales tax reports for utility billing.

Permits & Licenses:

- Assists with applications for all permits and licenses issued by the City, except liquor and operator licenses, in accordance with applicable state statute or City ordinance.
- Acts as a cashier and performs other related cash receipting procedures.

Customer Service and Front Counter:

- Acts as a cashier, including daily cash counts, preparation of daily deposit slips for review and other related cash receipting procedures.
- Assists the general public in problems pertaining to utility matters and handles general complaints, either in person or on the telephone.

Miscellaneous:

- Coordinates and communicates with Municipal Service work crews in emergency events.
- Attends meetings, provides staff support, and takes minutes for the Municipal Services Committee.
- Picks up and sorts incoming mail if requested.
- Assists the City Clerk with elections as needed.

Required knowledge, skills, and abilities:

- Ability to communicate verbally and write concise letters.
- Ability to review accounts, billing history and more information to determine if a pattern is accurate or in error.
- Knowledge of modern accounting methods and practices preferred.
- Ability to perform difficult and responsible work with independent discretion through to completion.
- Ability to establish and maintain satisfactory working relationships with other City employees.
- Ability to make independent decisions in accordance with laws, regulations, ordinances and established procedures.
- Ability to exercise good professional judgment.
- Ability to display calm and courtesy to utility customers in person, via email and on the telephone.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants and staff.

Job standards (acceptable experience, training and education):

- Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping with a minimum of three (3) years of related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability.
- Associate's degree in accounting or similar field focused on billing or accounts management is highly preferred.
- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Ability to obtain a notary commission from the State of Wisconsin.

Tools and equipment used:

Personal computer, word processing and spreadsheet software, accounting software, telephone, 10 12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, two-way radio, and all other equipment required to perform the duties and responsibilities of this position.

Physical demands:

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

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work environment:

The work environment characteristics described here 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 moderately noisy.

To maintain consistency and availability for residents and other staff members the hours of work will be scheduled between 7:00 AM to 5:00 PM; Monday through Friday. An unpaid lunch break of one hour at a mid-point of the shift is required, additional hours for meetings may be required.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 5.

Utility Billing Clerk Position Description

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.

The position description for the Utility Billing Clerk 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations 10/08/2020, revised by Finance & Labor Relations 10/06/2022

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: _____

Signature: _____

Date: _____



BUILDING INSPECTOR/ CODE ENFORCEMENT POSITION DESCRIPTION

General Statements of Duties:

The Building Inspector primary responsibility is the inspection of buildings and structures for compliance with the Uniform Dwelling Code and Evansville Zoning and Property Codes. The Building Inspector is also responsible for enforcement of municipal codes related to stormwater and property maintenance.

Distinguishing Features of the Position:

The Building Inspector is a full-time position, non-represented and hourly rate. The position reports to the Community Development Director/Zoning Administrator to ensure seamless communication and effective enforcement. The Building Inspector shall also communicate and work with the Municipal Services Department on matters of public infrastructure inventory and enforcement of codes requiring Municipal Service labor.

Examples of work (illustrative only):

Inspection of Properties:

- Conducts inspections of buildings, structures, waters and land to determine compliance with all provisions of the Codes.
- Investigates all complaints made relating to the location of structures and the use structures, lands, and waters.
- Investigates the condition of properties for code compliance.
- Inspects installation of sewer and water lines from the street to the property line.
- Promptly responds to telephone calls and requests for permits.

Permits:

- Interprets and administers the Evansville Building Code (chapter 18), Zoning Code (chapter 130), Erosion Control (chapter 48), and other portions of the Evansville Municipal Code.
- Oversees issuing of building permits for construction of one- and two-family dwellings.
- Oversees issuing of general building permits for alterations, replacement and/or repair.
- Assists with, or oversees, the issuing of permits on state-approved plans for commercial and/or industrial projects and performs some inspections.
- Determines that all building permits and certificates of occupancy comply with all provisions of the Codes.
- Disseminates information on building codes.
- Files reports as required and reconciles building permit receipts.

Enforcement:

- Acts as primary contact on building or other code violations.

- Informs the Community Development Director/Zoning Administrator on the status of violations.
- Maintains complete and detailed documentation of all code violations.
- Prohibits the use or erection of any structure, land or water until it has been inspected and approved for such use or erection.
- Investigates and enforces all property maintenance, stormwater maintenance, sidewalk and other codes as assigned.
- Resolves building, zoning, and erosion control code violations, including denying permits and issuing stop-work orders.

Miscellaneous:

- Must exercise excellent customer service skills.
- Attend occasional Committee, Council and Committee of the Whole meetings.
- Provide typed reports monthly showing the number of permits issued, types of permits and other pertinent information.
- During down time the building inspector will assist with inventory of utilities, sidewalk condition & street assets in GPS device.
- Assists the Community Development Director/Zoning Administrator with regulatory and process recommendations for a more effective and efficient operation.
- All other duties as needed and assigned.

Job standards (acceptable experience, training and education):

- Credentials in all parts of Uniform Dwelling Code: construction, electric, plumbing, and heating, ventilation, and air conditioning (HVAC), as may be updated from time to time
- Ability to read and understand blueprints, plats, site plans, and maps.
- Ability to develop and maintain effective, professional relationships with contractors and the public.
- Ability to work independently with little direct supervision.
- Ability to operate a motor vehicle and continuing possession of a valid Wisconsin Motor Vehicle Operator's License.
- Graduation from high school or general education development (GED) equivalent.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Physical Demands:

Able to perform activities such as carrying, walking, balancing, sitting, stooping, and reaching. Ability to use ladders or stairs and view objects at close or long range.

Work Environment:

Work environment is in and around buildings under construction. Work environment may be noisy, ground may be muddy or icy, and may have to work in the elements. Occasionally work in cramped spaces requiring inspection.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 11.

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.

The position description for the Building Inspector 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 12/05/2013; revised by the Finance and Labor Relations Committee 02/02/2015

Reviewed by Municipal Services Committee 1/27/2015, 7/25/2023



WATER AND LIGHT FOREPERSON POSITION DESCRIPTION

Statement of Duties:

Water & Light Foreperson oversees operations of the Water & Light Department under the Municipal Services Director. This includes general management, leadership and in depth knowledge of the operations within the Water & Light Department.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the Municipal Services Director and may have to assume part of the Director's position for Water and Light operations in the Director's absence. This position is hourly and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead with integrity and honesty at all times.
- Follows city rules and policies at all times.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.

Safety:

- Attend safety trainings and meetings provided by MEUW, regional organizations or the City of Evansville.
- Instruct staff and enforce the proper use of safety equipment for all duties of the job.
- See that damaged or broken equipment is reported, repaired or destroyed and replaced promptly.
- Recognize unsafe working conditions: an unsafe job site and/or unsafe weather conditions.
- Follows all safety protocols and procedures recognized by the MEUW Safety Manual and/or adopted by the Municipal Services Department.

Compliance:

- Assist or directly maintain assigned certification or accreditation status within Water & Light.
- Keep utilities in regulatory compliance at all times.

Manage Employees:

- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.

Water and Light Foreperson Position Description

- Prepare and monitor day-to-day work schedules and record keeping for operations and maintenance.
- The Line Foreperson is a “working foreperson” they will supervise, educate and assist employees in operations, maintenance, and construction of the Water & Light utility including overhead lines, underground lines, transformers, metering, water treatment, and water storage and distribution.
- See that all employees have and properly use safety equipment and training.
- Conduct annual performance reviews.
- Provide a positive and productive work environment for staff who are treated fair and held accountable when needed.

Manage Projects and Operations:

- Liaison between Water & Light and other utilities, including phone, cable, gas, and Department of Public Works. Work with contractors, developers and vendors to ensure expected quality standards and timeline are met.
- Maintain records on hours, materials and expenses for all work performed.
- Collaborate with staff in charge of accounts receivable billing and inventory.
- Be available to address concerns of public regarding projects.
- Continuously work to improve service quality, system reliability and process improvements.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations.
- Implement and carry out preventive and predictive maintenance activities to increase uptime (i.e. Urban rebuild, tree-trimming program, valve monitoring program, water testing).
- Seek opportunities to increase own knowledge of industry best practices and forward-looking technologies.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service oriented culture with customers.
- Maintain positive collaborative relationships with vendors and contractors to ensure maximum productivity.
- Investigate and resolve or report to the Director on customer complaints.
- Cause to be complete product inventory as directed by the Municipal Services Director.
- Perform additional duties as may from time to time be directed by the Municipal Services Director including on-call duty.

Required Knowledge, Skills, and Abilities:

- Must have journey-level electric line worker certification.
- General knowledge of water and electric utility operations, including advanced metering initiative (AMI).
- Ability to read and understand blueprints, maps and staking sheets.
- Knowledge of basic electronics.

- Skilled in communication and mathematics.
- Knowledge of proper and safe operations of equipment used at Evansville Water & Light including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment, personal protection equipment, and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies: OSHA, PSC, DWD, DOT and DNR.
- Must have commercial driver's license (CDL).
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working in an elevated or hoisted position on a pole, ladder or boom/bucket truck. Working with and around potentially dangerous electrical currents.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in an Electric Pay Scale grade of 14.

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.

The position description of the Water & Light Foreperson 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 1/27/2015, 07/24/2023

Approved by Finance & Labor Relations Committee 2/05/2015

Reviewed and Amended by Finance & Labor Relations Committee 01/03/2019



Electric Lineworker Position Description

Statement of Duties:

Electric lineworker performs operations and construction for the electric utility including switching arrangements, line construction and grounding. The lineworker shall periodically assist in other Municipal Service Department functions and operations, including on-call duty.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. Primarily this position must have exceptional skills as a journeyman lineworker or in an apprenticeship to become a journeyman lineworker. This position is appointed by the Municipal Services Superintendent and reports to the Water & Light Line Foreperson.

Examples of work (illustrative only):

Safety:

- Attend safety trainings and meetings provided by MEUW, regional organizations or the City of Evansville.
- Rubber glove and sleeve method of line construction: proper safety practices using rubber gloves.
- Proper use of safety equipment for all duties of the job.
- See that damaged or broken equipment is reported, repaired or destroyed and replaced promptly.
- Recognize unsafe working conditions: an unsafe job site and/or unsafe weather conditions.
- Follows all safety protocols and procedures recognized by the MEUW Safety Manual and/or adopted by the Municipal Services Department.

Line Construction:

- Plan and construct primary and secondary extensions at all voltages both above and under ground
- Troubleshoot, rebuild and repair any damaged lines, fixtures or equipment both above and under ground
- Tree and brush trimming or removal from highways or near utility lines.

Transformers:

- Understand and follow proper switching procedures.
- Knowledge and maintenance of substation equipment.
- Proper procedure for making additions to substations.
- Ability to properly size a transformer or transformer bank for its application.
- Ability to select the proper size fuse to protect the transformer and remainder of the line.
- Knowledge of three phase wye and delta transformer banks to construct the proper size and configuration for the application.
- Repair, rewire and tap changing to transformers.

Metering:

- Planning and installation of one phase and three phase, self-contained and transformer rates meter packages and related equipment.
- Repair, troubleshooting and testing of all meter installations and types.
- Ability to spot and correct safety hazards in a metering installation.

Documentation:

- The Lineworker performs certain paperwork necessary for planning, maintaining and operating the utility.
- Write written reports for: accidents of all types, customer complaints, and Acts of God damages.
- See that the outage log is maintained.
- Sees that all metering paperwork is properly maintained, recorded and filed
- Meters testing and test cards shall be properly recorded and filed.
- Lineworker shall keep time records of jobs in progress and record: hours and manpower, materials used from stock, materials returned to stock, materials retired or removed from inventory
- Any miscellaneous reports needed or requested by the Line Foreman.

Miscellaneous:

- The Lineworker is able to work with co-workers, contractors and other utilities.
- The Lineworker maintains positive customer relations with the general public and shall investigate and resolve or report to the Line Foreman on customer complaints.
- Investigate and work with customers on stray voltage complaints.

Required Knowledge, Skills, and Abilities:

- Must have Journeyman's certification, or be enrolled in approved apprenticeship program.
- Ability to read and understand blueprints, maps and staking sheets.
- Knowledge of basic electronics.
- Skilled in communication and mathematics.
- Knowledge of proper and safe operations of equipment used at Evansville Water & Light Municipal Services including, but not limited to, the following: bucket trucks, digger-derrick trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies: OSHA, PSC, DWD and DNR.
- Must have commercial driver's license (CDL).
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages.

Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Working in an elevated or hoisted position on a pole, ladder or boom/bucket truck. Working with and around potentially dangerous electrical currents.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

A The City of Evansville's Pay Philosophy categorizes an apprentice Electric Lineworker in a Electric Pay Scale grade of 10, and a journey Electric Lineworker in an Electric Pay Scale grade of 11.

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.

The position description of the Electric Lineworker 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance and Labor Relations Committee 02/09/2012; revised by Finance and Labor Relations Committee 02/05/2015

Revised by Municipal Service Committee 01/27/2015, 07/24/2023



WATER PLANT OPERATOR IN CHARGE (OIC) POSITION DESCRIPTION

General Statement of Duties:

Water Plant Operator In Charge (OIC) under the direction of the Municipal Services Superintendent supervises, directs and instructs employees in operation, maintenance and construction for water utility. Performs operations, maintenance, and construction for water utility. Performs necessary monitoring and reporting for water utility.

Distinguishing Features of the Position:

This position is appointed by and reports to the Municipal Services Superintendent. This position may require specialized training, continued education and certification. Strict monitoring, testing and reporting schedules may be required. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- Monitor wells and pumps for proper distribution pressure and quantities.
- Monitor customer usage by checking meter accuracy and checking for cross connections. Maintain records on physical plant and the location of mains and services.
- Monitor and maintain storage reservoirs in good condition.
- Perform regular maintenance on pumps, motors and standby equipment.
- Work with engineers, developers, contractors, and superintendent on installation of new facilities.
- Make repairs and replacements to valves, hydrants, mains and services as needed.
- Perform regular maintenance programs such as hydrant flushing and valve operations.

Water Quality:

- Set and monitor chemical feed pumps. Perform regular tests for water quality.
- Submit regular reports to Wisconsin DNR on water operations.
- Maintain programs on private well abandonment and public well protection.

Miscellaneous:

- Supervises water utility employees.
- Complete written reports on hours worked and expenses.
- Provide neat, pleasant and helpful appearance to customers.
- Be familiar and comply with work rules as needed and instruct other employees in safe work habits.
- Complete accident reports and review safety requirements as needed.
- Use personal protective equipment.
- Maintain CPR and First Aid Certification.
- Respond to call-outs for no power or other emergencies.
- Maintain records and initiate addition for equipment and materials.
- Review and recommend training.

- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Water Plant Operator with in (1) on year of hire.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for water utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 8.

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.

The position description of the Water Plant Operator In Charge (OIC) 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised February 15, 2006

Reviewed by Municipal Services Committee 1/27/2015, 07/25/2023

Approved by Finance & Labor Relations Committee 2/05/2015



WATER PLANT OPERATOR POSITION DESCRIPTION

General Statement of Duties:

Performs operations, maintenance, and construction for water utility. Performs necessary monitoring and reporting for water utility.

Distinguishing Features of the Position:

This position is appointed by the Municipal Services Superintendent and reports to the Water Plant Operator in Charge. This position may require specialized training, continuing education and certification. Strict monitoring, testing and reporting schedules may be required. This position is hourly and non-represented.

Examples of work (illustrative only):

Infrastructure and System Operations, Maintenance and Repair:

- Monitor wells and pumps for proper distribution pressure and quantities.
- Monitor customer usage by checking meter accuracy and checking for cross connections.
- Maintain records on physical plant and the location of mains and services.
- Monitor and maintain storage reservoirs in good condition.
- Perform regular maintenance on pumps, motors and standby equipment.
- Work with engineers, developers, contractors, and superintendent on installation of new facilities.
- Make repairs and replacements to valves, hydrants, mains and services as needed.
- Perform regular maintenance programs such as hydrant flushing and valve operations.

Water Quality:

- Set and monitor chemical feed pumps.
- Perform regular tests for water quality.
- Submit regular reports to Wisconsin DNR on water operations.
- Maintain programs on private well abandonment and public well protection.

Miscellaneous:

- Complete written reports on hours worked and expenses.
- Provide neat, pleasant and helpful appearance to customers.
- Be familiar and comply with work rules as needed and instruct other employees in safe work habits.
- Complete accident reports and review safety requirements as needed.
- Use personal protective equipment.
- Maintain CPR and First Aid Certification.
- Respond to call-outs for no power or other emergencies.
- Maintain records and initiate addition for equipment and materials.
- Review and recommend training.
- Other duties as may be assigned including on-call duty.

Required Knowledge, Skills, and Abilities:

- Certification by the State of Wisconsin as a Water Plant Operator with in (1) on year of hire.
- Operator shall have CDL and the ability to operate equipment such as backhoe, end loader, skid loader, dump truck and air tools.
- Ability to use small tools, including power tools and pumps.
- Ability to manipulate stairs and ladders.
- Skilled in communication and mathematics.
- Possess general knowledge of codes and standards for water utility.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 7.

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.

Water Plant Operator Position Description

The position description of the Water Plant Operator 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Revised February 15, 2006

Reviewed by Municipal Services Committee 1/27/2015

Approved by Finance & Labor Relations Committee 2/05/2015

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2024

Project Title	Estimated Cost	Funding Sources					Total Sources
		Grants/ Other	Reserve Funds	Enterprise Funds	Levy	Borrowing	

PARKS & POOL							
H storic Restorations	15,000	15,000					15,000
Mower (3-4 yr cycle)	16,500				16,500		16,500
Trol Cat (3 yr cycle)	95,000					95,000	95,000
Grounds Keeper Mower (5 Year cycle)	90,000					90,000	90,000
Aites, LLP, & Burr Jones Road Surface Repairs	100,000					100,000	100,000
Subtotal Parks & Pool	316,500	15,000			16,500		316,500

PUBLIC WORKS							
Sidewalk and Pedestrian Improvements	75,000					75,000	75,000
Flat Bed Dump Truck (10 yr cycle)	70,000					70,000	70,000
PLOW Truck Final Payment (12 yr cycle)	120,000					120,000	120,000
Road Resurfacing	200,000					200,000	200,000
Almeron St Reconstruction (Walker to Water)	355,701					355,701	355,701
Walker St Overlay Vehicle Registration Fee Funded	50,000	50,000					50,000
Pyrrer Rd Resurface Vehicle Registration Fee Funded Est	50,000		50,000				50,000
Resurface Church St Parking Lot	95,000					95,000	95,000
Access Drive (E Main to E Church)	195,000					195,000	195,000
Subtotal Public Works	1,210,701	100,000					1,110,701

LIBRARY							
Opier	5,000				5,000		5,000
Subtotal Public Works	5,000				5,000		5,000

CEMETERY							
Slidester	40,000				40,000		40,000
Subtotal Cemetery	40,000				40,000		40,000

POLICE							
Vehicle Replacement (annually w/ trade in)	54,000					54,000	54,000
Vehicle Accessories (annually)	15,000					15,000	15,000
Technology	4,000				4,000		4,000
Teizers/Radios/Misc Gear	6,300				6,300		6,300
Subtotal Police	79,300				10,300		69,000

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2024

Project Title	Estimated Cost	Funding Sources				Levy	Borrowing	Total Sources
		Grants/Other	Reserve Funds	Enterprise Funds				

CITY HALL/ADMINISTRATION

Subtotal City Hall/Admin	-	-	-	-	-	-	-	-
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SANITARY SEWER UTILITY/WWTP

Lift Stations (Lincoln St Rebuild)	1,000,000					1,000,000	1,000,000	
Side by Side ATV (6 yr cycle)	15,000			15,000			15,000	
Almiron St Reconstruction (Walker to Water)	454,699					454,699	454,699	
Subtotal WWTP	1,469,699	-	-	15,000	-	1,454,699	1,469,699	

STORMWATER UTILITY

Almiron St Reconstruction *	223,036					223,036	223,036	
Porter Rd Culvert	274,000					274,000	274,000	
Retention Pond Improvements	300,000					300,000	300,000	
Westside park retention ponds	250,000					250,000	250,000	
Access Drive (E. Main to E. Church)	10,000			10,000			10,000	
Street Sweeper (15 yr cycle)	200,000					200,000	200,000	
Subtotal Stormwater Utility	1,257,036	-	-	10,000	-	1,247,036	1,257,036	

ELECTRIC UTILITY

Bucket Truck (12 yr cycle) **	215,000					215,000	215,000	
Utility Truck (10 yr cycle) **	50,000			50,000			50,000	
Kubota UTV (5 yr cycle) **	15,000			15,000			15,000	
Digger Derrick (15 yr cycle) **	185,000					185,000	185,000	
Skid Steer (Shared Cost-10 yr rotation) **	22,000			22,000			22,000	
OH Line Maintenance **	175,000			175,000			175,000	
UG Line Maint / Rebuilds Bid **	253,000					253,000	253,000	
UG Line Maint / OH to UG In-house	50,000			50,000			50,000	
Substation Maintenance **	574,400					574,400	574,400	
Substation Professional Services **	45,000					45,000	45,000	
Maintenance Transformers	15,000			15,000			15,000	
Transformer Equip	75,000			75,000			75,000	
Software Billing	9,000			9,000			9,000	
Subtotal Electric Utility	1,683,400	-	-	411,000	-	1,272,400	1,683,400	

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2024

Project Title	Estimated Cost	Funding Sources					Total Sources
		Grants/ Other	Reserve Funds	Enterprise Funds	Levy	Borrowing	

WATER UTILITY

Water Utility Truck (10 yr cycle)	42,000			42,000			42,000
Std Steer Shared Cost (10 yr cycle)	12,000			12,000			12,000
Software Billing	7,200			7,200			7,200
Access Drive (E. Main to Church)	135,000					135,000	135,000
Almeron St Reconstruction *	568,737					568,737	568,737
Subtotal Water Utility	764,937	-	-	61,200	-	135,000	764,937

TOTAL CAPITAL PROJECTS

6,826,573	115,000	45,000	497,200	26,800	5,573,836	6,826,573
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Almeron St Reconstruction (Walker to Water)

1,602,173

Access Drive (E. Main to Church)

340,000

** Dependent on rate adjustments

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2025

Funding Sources

Project Title	Estimated Cost	Grants/Other	Reserve Funds	Enterprise Funds	Levy	Borrowing	Total Sources
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PARKS & POOL

Mower / Grounds Equipment (3-4 yr cycle)	17,000	15,000			17,000		17,000
Historic Restorations	100,000				-	85,000	100,000
Subtotal Parks & Pool	117,000	15,000	-	-	17,000	85,000	117,000

EMS

Equipment	18,000					18,000	18,000
Subtotal EMS District	18,000	-	-	18,000	-	-	18,000

PUBLIC WORKS

Sidewalk and Pedestrian Improvements	75,000				37,500	37,500	75,000
Flat Bed Dump Truck (10 year rotation)	70,000	-				70,000	70,000
Asphalt cooker	20,000				20,000		20,000
Balwing Rough Mower Shared Cost (10 yr cycle)	8,000				8,000		8,000
Equipment Accessories	7,500				7,500		7,500
Mobile Air Compressor	5,000				5,000		5,000
Plow Truck (12 yr cycle)	250,000					250,000	250,000
South Union to Water Resurface Vehicle registration fee funded	50,000	50,000					50,000
Highland Resurface Vehicle Registration fee funded	50,000	50,000					50,000
Cherry St Reconstruction (Walker to Water)	346,763					346,763	346,763
Enterprise St Reconstruction	520,468					520,468	520,468
Subtotal Public Works	1,402,731	100,000	-	-	78,000	1,224,731	1,402,731

CEMETERY

Mower (4-10 year cycle)	7,000				7,000		7,000
Truck	80,000					80,000	80,000
Subtotal Cemetery	87,000	-	-	-	7,000	80,000	87,000

POLICE

Vehicle Replacement (annually)	52,000				52,000		52,000
Vehicle Accessories (annually)	15,000				15,000		15,000
Technology	4,000				4,000		4,000
Tazers/Radios/Misc Gear	6,400				6,400		6,400
Subtotal Police	77,400	-	-	-	77,400	-	77,400

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2025

Project Title	Estimated Cost	Funding Sources				Levy	Borrowing	Total Sources
		Grants/Other	Reserve Funds	Enterprise Funds				

CITY HALL/ADMINISTRATION								
Server Upgrade/Copier (5 year cycle)	30,000					30,000		30,000
City Hall Building	150,000						150,000	150,000
Subtotal City Hall/Admin	180,000	-	-	-	-	30,000	150,000	180,000

SANITARY SEWER UTILITY/WWTP								
Cherry St Reconstruction (Walker to Water)	542,948						542,948	542,948
Enterprise St Reconstruction	218,997						218,997	218,997
Generator - Mobile	35,000						35,000	35,000
Subtotal WWTP	796,945	-	-	-	-	35,000	761,945	796,945

STORMWATER UTILITY								
Cherry St Reconstruction (Walker to Water)	223,793						223,793	223,793
Enterprise St Reconstruction	156,303						156,303	156,303
Westside Pond maintenance path	180,000						180,000	180,000
Mower/Wings Shared Cost	16,000						16,000	16,000
Subtotal Stormwater Utility	576,096	-	-	-	-	16,000	560,096	576,096

ELECTRIC UTILITY								
Utility Truck (10 yr rotation) **	51,000					51,000		51,000
OH Line Maintenance **	175,000					175,000		175,000
UG Line Maint / OH to UG In-house	50,000					50,000		50,000
Substation Maintenance **	2,430,600					2,430,600		2,430,600
Substation Prof Services **	95,000					95,000		95,000
Maintenance Transformers	15,000					15,000		15,000
Transformer Equip	75,000					75,000		75,000
Software Billing	9,300					9,300		9,300
Subtotal Electric Utility	2,900,900	-	-	-	-	375,300	2,525,600	2,900,900

WATER UTILITY								
Truck (10 yr rotation)	40,000					40,000		40,000
Tower and Well Inspections	25,000					25,000		25,000
Software Billing	7,350					7,350		7,350
Enterprise St Reconstruction	146,695						146,695	146,695

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2025

Project Title	Estimated Cost	Funding Sources					TOTAL Sources
		Grants/ Other	Reserve Funds	Enterprise Funds	Ley	Borrowing	
Cherry St Reconstruction (Walker to Water)	534,139					534,139	
Subtotal Water Utility	753,184	-	-	72,350	-	680,834	
TOTAL CAPITAL PROJECTS	6,909,256	115,000	-	516,650	209,400	6,068,206	

Cherry St Reconstruction (Walker to Water) 1,647,643

Enterprise St Reconstruction 1,042,463

* Dependent on grant funding

** Dependent on rate adjustments

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2026

Funding Sources

Project Title	Estimated Cost	Grants	Reserve Funds	Enterprise Funds	Levy	Borrowing	Total Sources
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PARKS & POOL

Historic Restorations	15,000	15,000					15,000
Excavator Shared Cost	5,500				5,500		5,500
Play Ground Reconstruction	230,000					230,000	230,000
Play Ground Equipment	35,000				35,000		35,000
Subtotal Parks & Pool	285,500	15,000	-	-	40,500	230,000	285,500

EMS

Ambulance (10 year rotation)	500,000		250,000				500,000
Subtotal EMS District	500,000	-	250,000	-	-	250,000	500,000

PUBLIC WORKS

Sidewalk and Pedestrian Improvements	75,000				37,500	37,500	75,000
Tool CAT - exchange (3 yr cycle)	20,000				20,000		20,000
Skid Steer (3 yr cycle)	7,000				7,000		7,000
Endloader (3 yr cycle)	50,000				50,000		50,000
Equipment Accessories	13,000				13,000		13,000
Chipper - Truck Share Cost (15 yr cycle)	25,000					25,000	25,000
Excavator - Medium Shared Cost (10 yr cycle)	10,000				10,000		10,000
Street Barricade Devices	7,500				7,500		7,500
Brown School Overlay Vehicle Registration Fee Funded	120,000	120,000					120,000
Liberly St Reconstruction (4th to 5th)	230,918					230,918	230,918
Allan Creek Trail Extension (Church to Water)	75,000					75,000	75,000
Subtotal Public Works	633,418	120,000	-	-	145,000	368,418	633,418

CEMETERY

Land Plotting and reclaiming	25,000	-	-	-	-	25,000	25,000
Subtotal Cemetery	25,000	-	-	-	-	25,000	25,000

POLICE

Vehicle Replacement (annually)	55,000				55,000		55,000
Vehicle's Accessories (annually)	16,000				16,000		16,000
Technology	4,000				4,000		4,000
Tazers/Radios/Misc Gear	6,400				6,400		6,400

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2026

Project Title	Estimated Cost	Funding Sources					Total Sources
		Grants	Reserve Funds	Enterprise Funds	Levy	Borrowing	
Squad/Body Cams (5 year cycle)	80,000					80,000	80,000
Subtotal Police	161,400	-	-	-	81,400	80,000	161,400

CITY HALL/ADMINISTRATION

Comprehensive Plan (Smart Growth)	50,000					50,000	50,000
Subtotal City Hall/Admin	50,000	-	-	-	-	50,000	50,000

SANITARY SEWER UTILITY/WWTP

Lift Stations (Madison St - Motors)	37,000					37,000	37,000
Sewer Camera	30,000					30,000	30,000
Liberty St Reconstruction (4th to 5th)	433,877					433,877	433,877
Excavator Shared Cost	5,500					5,500	5,500
Subtotal WWTP	506,377	-	-	-	-	433,877	506,377

STORMWATER UTILITY

Allen Creek Trail Extension (Church to Water)	25,000					25,000	25,000
Excavator Share Cost	11,500					11,500	11,500
Liberty St Reconstruction (4th to 5th)	237,017					237,017	237,017
Settlers Grove Stormwater Improvements	216,900					216,900	216,900
Subtotal Stormwater Utility	490,417	-	-	-	-	36,500	453,917

ELECTRIC UTILITY

Excavator (Shared Cost) **	12,000					12,000	12,000
Equipment Attachments **	15,000					15,000	15,000
Chipper Truck Shared Cost (10 yr cycle)	25,000					25,000	25,000
Utility Truck (10 yr cycle) **	52,000					52,000	52,000
OH Line Maintenance **	175,000					175,000	175,000
UG Line Maint / Rebuilds Bid **	486,000					486,000	486,000
UG Line Maint / OH to UG In-house **	50,000					50,000	50,000
Maintenance Transformers	17,500					17,500	17,500
Transformer Equip	60,000					60,000	60,000
Software Billing	9,500					9,500	9,500
Subtotal Electric Utility	902,000	-	-	-	-	416,000	486,000

WATER UTILITY

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2026

Project Title	Estimated Cost	Funding Sources					Total Sources
		Grants	Reserve Funds	Enterprise Funds	Levy	Borrowing	
Tower & Well Inspections	20,000			20,000			20,000
Booster Station County C and 6th St *	600,000					600,000	600,000
Excavator Shared Cost	15,500			15,500			15,500
Water Rate Case	20,000			20,000			20,000
Liberty St Reconstruction (4th to 5th)	498,143					498,143	498,143
Billing Software	7,500			7,500			7,500
Subtotal Water Utility	1,161,143	-	-	63,000	-	1,098,143	1,161,143
TOTAL CAPITAL PROJECTS	4,715,255	135,000	250,000	588,000	266,900	3,475,355	4,715,255

Allen Creek Trail Extension (Church to Water) 100,000
 Liberty St Reconstruction (4th to 5th) 1,399,955
 ** Dependent on rate adjustments

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2027

Project Title	Estimated Cost	Funding Sources					Total Sources
		Grants	Reserve Funds	Enterprise Funds	Levy	Borrowing	

PARKS & POOL						
Historic Restorations	100,000					100,000
Truck (10 yr cycle)	65,000					65,000
Tool Cat	3,500					3,500
Mower / Grounds Equipment (3-4 year cycle)	17,750					17,750
Subtotal Parks & Pool	186,250	-	-	-	21,250	165,000

PUBLIC WORKS						
Sidewalk and Pedestrian Improvements	50,000					50,000
Wood Chipper Shared Cost	12,500				12,500	12,500
Church St Madison to Creek Resurface Vehicle Registration fee funded	50,000	50,000				50,000
Mallard Ct Resurface Vehicle Registration fee funded	50,000	50,000				50,000
Church St Reconstruction (College to Enterprise)	607,000					607,000
Longfield St Reconstruction (Fair to Lincoln)	314,000					314,000
Tractor 15 yr cycle	250,000					250,000
Water Street Trail *	650,000	520,000				130,000
Subtotal Public Works	1,983,500	620,000	-	-	12,500	1,351,000

CEMETERY						
Bobcat (5 yr cycle)	2,500					2,500
Subtotal Cemetery	2,500	-	-	-	2,500	2,500

POLICE						
Vehicle Replacement (annually)	54,000				54,000	54,000
Vehicle Accessories (annually)	17,000				17,000	17,000
Technology	4,000				4,000	4,000
Tazers/Radios/Misc Gear	6,500				6,500	6,500
Subtotal Police	81,500	-	-	-	81,500	81,500

SANITARY SEWER UTILITY/WWTP						
Church St Reconstruction (College to Enterprise)	990,000					990,000
Longfield St Reconstruction (Fair to Lincoln)	374,000					374,000
Mower (3-4 yr cycle)	15,000		15,000			15,000

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2027

Funding Sources

Project Title	Estimated Cost	Grants	Reserve Funds	Enterprise Funds	Levy	Borrowing	Total Sources
Subtotal WWTP	1,379,000	-	15,000	-	-	1,364,000	1,379,000

STORMWATER UTILITY

Church St Reconstruction (College to Enterprise)	652,000					652,000	652,000
Longfield St Reconstruction (Fair to Lincoln)	212,000					212,000	212,000
Stormwater Rate Study	7,000		7,000			7,000	7,000
Water St Trail *	650,000	520,000				130,000	650,000
Subtotal Stormwater Utility	1,521,000	520,000	7,000	-	-	994,000	1,521,000

ELECTRIC UTILITY

OH Line Maintenance	175,000			175,000			175,000
U3 Line Maint / Rebuilds Bid	466,000					466,000	466,000
U3 Line Maint / OH to UG In-house	50,000			50,000			50,000
Substation Maintenance	5,000			5,000			5,000
Maintenance Transformers	17,500			17,500			17,500
Transformer Equip	50,000			50,000			50,000
Software Billing	9,750			9,750			9,750
Wood Chipper Shared Cost (8 yr cycle)	12,500			12,500			12,500
Electric Rate Case	10,000			10,000			10,000
Subtotal Electric Utility	795,750	-	-	329,750	-	466,000	795,750

WATER UTILITY

Vain (10 yr cycle)	45,000					45,000	45,000
Billing Software	7,750		7,750				7,750
Church St Reconstruction (College to Enterprise)	1,184,000					1,184,000	1,184,000
Longfield St Reconstruction (Fair to Lincoln)	465,000					465,000	465,000
Subtotal Water Utility	1,701,750	-	7,750	-	-	1,694,000	1,701,750

TOTAL CAPITAL PROJECTS

7,651,250	1,140,000	29,750	329,750	117,750	6,034,000	7,651,250
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Church St Reconstruction (College to Enterprise)
 Longfield St Reconstruction (Fair to Lincoln)

3,433,000
 1,365,000

Estimated	Project Title	Cost
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PARKS & POOL		
15,000	Historic Restorations	
18,500	Mower / Grounds Equipment (3-4 yr cycle)	
16,500	UTV (10 yr rotation)	
50,000	Subtotal Parks & Pool	

PUBLIC WORKS		
50,000	Sidewalk and Pedestrian Improvements	
12,950	Equipment Accessories	
12,500	Attachment Snowblower	
50,000	4th St Liberty to end resurface Local Vehicle Registration Fee Funded	
50,000	Badger 4th to Higgins Resurface Local Vehicle Registration Fee Funded	
232,305	Garfield St Resurfacing (N S 5th St to Wyler St) *	
275,000	1st St Liberty to Main Reconstruction	
50,000	Stump Grinder (10 yr cycle)	
732,755	Subtotal Public Works	

Library		
1,500	Server (5 yr cycle)	
1,500	Subtotal Library	

CEMETERY		
300,000	Road Resurfacing	
300,000	Subtotal Cemetery	

POLICE		
55,000	Vehicle Replacement (annually)	
18,000	Vehicle Accessories (annually)	
4,000	Technology	
30,000	Building Improvements	
6,500	Tazers/Radios/Misc Gear	
113,500	Subtotal Police	

CITY HALL/ADMINISTRATION		
35,000	Website Update	
35,000	Subtotal City Hall/Admin	

SANITARY SEWER UTILITY/WWTP		
700,000	Lift Stations (Union St Lift Station)	
275,000	1st St Liberty to Main Reconstruction	
55,000	Plant Truck (10 yr cycle)	
975,000	Subtotal WWTP	

STORMWATER UTILITY		
19,000	STWT Mowers and Attachments	
160,000	1st St Liberty to Main Reconstruction	
179,000	Subtotal Stormwater Utility	

ELECTRIC UTILITY		
52,000	Utility Truck (10 yr rotation)	

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2028

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2028

Project Title	Estimated Cost
Pole Testing & Tagging	20,000
OH Line Maintenance	150,000
UG Line Maint / OH to UG In-house	55,000
Substation Maintenance	5,000
Maintenance Transformers	18,000
Transformer Equip	50,000
Software Billing	9,900
Subtotal Electric Utility	359,900

WATER UTILITY

1st St Liberty to Main Reconstruction	440,000
Tower & Well Inspections	10,000
Billing Software	8,000
Subtotal Water Utility	458,000

YOUTH CENTER

New Youth Center	500,000
Subtotal Youth Center	500,000

TOTAL CAPITAL PROJECTS

3,403,155

* Dependent on grant funding

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2029

Project Title	Estimated Cost
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PARKS & POOL

Historic Restorations	100,000
Mower / Grounds Equipment (3-4 yr cycle)	19,000
Playground Equipment	40,000
Groundskeeper Mower (5 yr cycle)	90,000
Subtotal Parks & Pool	249,000

EMS

Equipment	100,000
Subtotal EMS District	100,000

PUBLIC WORKS

Sidewalk and Pedestrian Improvements	50,000
Skid Steer (3 yr cycle)	9,000
Tool CAT - exchange (3 yr cycle)	2,975
Endloader (3 yr cycle)	32,000
Leaf Collection - Vacuum Trailer	300,000
Pavement Roller (12 yr cycle)	9,000
Mill St Reconstruction	150,000
Railroad St Reconstruction	75,000
3rd St Reconstruction	275,000
City Parking Lots	250,000
Subtotal Public Works	1,152,975

CEMETERY

Plotting Land	20,000
Mower (4-10 year cycle)	11,000
Subtotal Cemetery	31,000

LIBRARY

Copier (5 yr cycle)	14,000
Subtotal Library	14,000

POLICE

Vehicle Replacement (annually)	56,000
Vehicle Accessories (annually)	19,000
Technology	4,000
Tazers/Radios/Misc Gear	67,000
Subtotal Police	146,000

CITY HALL/ADMINISTRATION

Vehicle (10 yr rotation)	30,000
Re-valuation/Property	109,250
Subtotal City Hall/Admin	139,250

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Project Title	Estimated Cost
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SANITARY SEWER UTILITY/WWTP

3rd St Reconstruction	275,000
Mill St Reconstruction	170,000
Railroad St Reconstruction	115,000
Generator - Mobile	40,000
Subtotal WWTP	600,000

STORMWATER UTILITY

Mill St Reconstruction	60,000
Railroad St Reconstruction	70,000
3rd St Reconstruction	160,000
Subtotal Stormwater Utility	290,000

ELECTRIC UTILITY

Excavator (Shared Cost)	4,500
Equipment Attachments	15,000
Utility Truck (10 yr rotation)	53,000
Bucket Truck (12 yr rotation)	225,000
Kubota UTV (5 year rotation)	15,000
Pole Testing & Tagging	20,000
Ditch Witch Trencher (10 yr cycle)	17,500
Skid Steer Shared Cost (10 yr cycle)	6,500
OH Line Maintenance	125,000
UG Line Maint / OH to UG In-house	40,000
Substation Maintenance	5,000
Maintenance Transformers	18,000
Transformer Equip	55,000
Software Billing	10,100
Subtotal Electric	609,600

WATER UTILITY

Billing Software	8,200
3rd St Reconstruction	440,000
Mill St Reconstruction	215,000
Railroad St Reconstruction	150,000
Skid Steer Shared Cost (10 yr cycle)	4,500
Subtotal Water Utility	817,700

TOTAL CAPITAL PROJECTS**3,859,525**

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2030

Project Title	Estimated Cost
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PARKS & POOL

Historic Restorations	15,000
Tool Cat (3 yr cycle)	4,000
Subtotal Parks & Pool	19,000

EMS

Subtotal EMS District	-
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PUBLIC WORKS

Sidewalk and Pedestrian Improvements	50,000
Mower Shared Cost (5 yr cycle)	25,000
Flat Bed Dump Truck (10 yr cycle)	65,000
Crew Cab Truck Shared Cost (10 yr cycle)	60,000
Plow Truck (12 yr cycle)	227,000
Subtotal Public Works	427,000

CEMETERY

Bobcat (5 yr cycle)	2,750
Subtotal Cemetery	2,750

LIBRARY

Subtotal Library	-
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POLICE

Vehicle Replacement (annually)	57,000
Vehicle Accessories (annually)	20,000
Technology	4,000
Building Improvements	7,000,000
Handgun Replacement (10 yr cycle)	10,000
Subtotal Police	7,091,000

CITY HALL/ADMINISTRATION

Subtotal City Hall/Admin	-
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SANITARY SEWER UTILITY/WWTP

Side by Side ATV (6 yr cycle)	17,500
Subtotal WWTP	17,500

ELECTRIC UTILITY

Utility Truck (10 yr rotation)	53,500
Electric Mower - Shared (9 yr rotation)	13,000

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2030

Project Title	Estimated Cost
Pole Testing & Tagging	20,000
OH Line Maintenance	100,000
UG Line Maint / OH to UG In-house	40,000
Substation Maintenance	7,500
Maintenance Transformers	18,500
Transformer Equip	60,000
Software Billing	10,250
Subtotal Electric	322,750

WATER UTILITY

Software Billing	8,400
Subtotal Water Utility	8,400

TOTAL CAPITAL PROJECTS

7,888,400

DRAFT**2031**

Project Title	Estimated Cost
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PARKS & POOL

Historic Restorations	100,000
Mower/Grounds Equipment (3-4 yr cycle)	19,250
Subtotal Parks & Pool	119,250

PUBLIC WORKS

Sidewalk and Pedestrian Improvements	50,000
Building Improvements	1,935,000
3rd St Reconstruction Lincoln to Fair	750,000
Street Barricade Devices	7,500
Subtotal Public Works	2,742,500

LIBRARY

Subtotal Library	
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POLICE

Vehicle Replacement (annually)	58,000
Vehicle Accessories (annually)	20,000
Squad/Body Cameras (5 yr cycle)	90,000
Subtotal Police	168,000

CITY HALL/ADMINISTRATION

Comprehensive Plan (Smart Growth	25,000
Subtotal City Hall/Admin	25,000

SANITARY SEWER UTILITY/WWTP

Building Improvements	180,000
Sewer Vac (12 yr cycle)	350,000
Mower (3-4 yr cycle)	15,000
Subtotal WWTP	545,000

STORMWATER UTILITY

Building Improvements	315,000
Mowers/Wings Shared Cost	12,000
Subtotal Stormwater Utility	327,000

ELECTRIC UTILITY

Pole Testing & Tagging	20,000
OH Line Maintenance	75,000
UG Line Maint / OH to UG In-house	25,000
Substation Maintenance	7,500
Maintenance Transformers	18,500
Transformer Equip	65,000
Software Billing	10,450

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2031

Project Title	Estimated Cost
Building Improvements	1,395,000
Subtotal Electric Utility	1,616,450

WATER UTILITY

Building Improvements	675,000
Water Rate Case	28,000
Billing Software	8,600
Subtotal Water Utility	711,600

TOTAL CAPITAL PROJECTS **6,254,800**

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2032

Project Title	Estimated Cost
PARKS & POOL	
Subtotal Parks & Pool	
PUBLIC WORKS	
Subtotal Public Works	
LIBRARY	
Subtotal Library	
POLICE	
Subtotal Police	
CITY HALL/ADMINISTRATION	
Subtotal City Hall/Admin	
SANITARY SEWER UTILITY/WWTP	
Subtotal WWTP	
STORMWATER UTILITY	
Subtotal Stormwater Utility	
ELECTRIC UTILITY	
Subtotal Electric Utility	
WATER UTILITY	
Subtotal Water Utility	
TOTAL CAPITAL PROJECTS	-