



AGENDA - AMENDED
City of Milton
Common Council Meeting
Wednesday, April 6, 2016
7:00 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. **Call to Order and Confirmation of Appropriate Meeting Notice.**
2. **Approval of Agenda**
3. **Public comments regarding items which can be affected by Council Action**
Presenters must sign in with the City Clerk in order to speak.
4. **Approval of the Consent Agenda**
 - 4.a. **Approval of Common Council Minutes – March 15, 2016.**
Documents: [03-15-2016 Common Council Minutes.pdf](#)
 - 4.b. **Approval of Plan Commission Minutes – March 15, 2016.**
Documents: [03-15-2016 Plan Commission Minutes.pdf](#)
 - 4.b.1. **Plan Commission Item: Consider a Request from Parker Community Credit Union for a Conditional Use Permit to Allow a Variable Message Sign and Illuminated Sign at 110 Parkview Dr.**
Documents: [Memo - Conditional Use Permit - 110 Parkview Dr.pdf](#)
 - 4.b.2. **AMENDED Plan Commission Item: Discussion and Possible Action to Consider a Request from CharterNEX for a Conditional Use Permit to Allow a Building Over 40' Tall at 1264 E. High St.**
Documents: [Memo - Conditional Use Permit - 1264 E High Street.pdf](#)
 - 4.c. **Approval of Minutes – Zoning Board of Appeals – October 5, 2015.**
Documents: [10-05-2015 - Zoning Board of Appeals Minutes.pdf](#)
 - 4.c.1. **Zoning Board of Appeals Item: Consider a Request from Parker Community Credit Union for a Variance to Allow Additional Illuminated Signs at 110 Parkview Dr.**
Documents: [Memo - Variance Request - 110 Parkview Dr.pdf](#)
5. **Discussion and Possible Action Regarding Approval of the Bond Amounts for Ordinance 415 – An Ordinance Regulating the Use of Telephones for Emergency Calls as Proposed by Municipal Judge Koeffler.**
Documents: [Ordinance 415 - Municipal Judge Setting Forfeiture Fees for this](#)

[Ordinance.pdf](#)

6. Discussion and Possible Action Regarding Approval of Resolution 2016-09 Final Resolution Vacating Portion of Green man Street and Amending Official City Map

Documents: [Memo - Greenman Street Vacation - 2016-09.pdf](#), [Resolution 2016-09 Final Resolution Vacating Portion of Greenman Street and Amending Official City Map.pdf](#), [Street Vaction - Lis Pendens.pdf](#)

7. Discussion and Possible Action on the Arbor Day Proclamation.

Documents: [Memo - Arbor Day Proclamation.pdf](#), [Arbor Day Proclamation.pdf](#)

8. Discussion and Possible Action on Resolution 2016-10 to Amend the City of Milton 2016 Annual Budget for Historic Preservation.

Documents: [Memo -Resolution 2016-10 to Amend the City of Milton 2016 Annual Budget for Historic Preservation.pdf](#), [Resolution 2016-10 Budget Amendment Historic Preservation.pdf](#)

9. Discussion and Possible Action Regarding Post-Employment Health Insurance Benefits.

Documents: [Memo - Post-Employment Health Insurance.pdf](#), [Retiree Health Insurance Policy -4.pdf](#)

10. Discussion and Possible Action Regarding the Approval of Updated City Hall Job Descriptions.

Documents: [Memo - Job Descriptions.pdf](#), [DRAFT Accounting Clerk 2015-3.pdf](#), [DRAFT Administrative Assistant \(CH-PW\) 2015 - 3.pdf](#), [DRAFT Administrative Assistant Job Description 2015-3.pdf](#), [DRAFT Assistant to the City Administrator 2015-3.pdf](#), [DRAFT City Administrator Job Description 2015.pdf](#), [DRAFT City Clerk - Deputy Treasurer 2015-3.pdf](#), [DRAFT Finance Director - City Treasurer 2015-3.pdf](#), [DRAFT Utility Billing Clerk 2015-3.pdf](#)

11. Discussion and Possible Action Regarding Approval of 2016-2017 Salt Purchase Agreement.

Documents: [Salt Bid Memo-Howie.pdf](#)

12. General Items

13. Next Meeting Date – Tuesday, April 19, 2016 at 7:00 p.m.

14. Team Building Exercise.

15. Mayor and Alderperson Reports

16. Staff Reports

17. City Administrator

18. Chief of the Joint Fire Department

19. Chief of the Police Department

20. City Clerk/Deputy Treasurer

21. Director of Public Works

22. Director of the Library

23. Finance Director

24. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall

Common Council Mission Statement: With integrity and involved citizens, the City of Milton Common Council will strive to preserve a high quality of life, meet the public's needs with cost effective services, and foster a community in which people are proud to live.

City of Milton
Common Council Minutes

3/15/2016 - Minutes

1. Call to Order and Confirmation of Appropriate Meeting Notice.

Mayor Welch called the Common Council meeting to order at 7:00 p.m. Clerk Hilby confirmed appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Ald. Dave Adams (via phone), Ald. Lynda Clark, Ald. Nancy Lader, Ald. Theresa Rusch, Ald. Maxine Striegl, and Ald. Jeremy Zajac.

Also Present: City Administrator Al Hulick, City Attorney Mark Schroeder, Police Chief Scott Marquardt, Fire Chief Loren Lippincott, Director of Public Work Howard Robinson, Library Director Lisa Brooks, and City Clerk Elena Hilby.

2. Approval of Agenda

Ald. Clark moved to approve the agenda with item 4.b.1 pulled off the consent agenda. Ald. Lader seconded, and the motion passed.

3. Public comments regarding items which can be affected by Council Action

Mayor Welch welcomed those in attendance and asked if there were any registered speakers. There were no speakers.

4. Approval of the Consent Agenda

Ald. Clark moved to approve the consent agenda with the exception of item 4.b.1. Ald. Lader seconded, and the motion carried.

4.a. Common Council Minutes – March 1, 2016.

4.b. Plan Commission Minutes – February 17, 2016.

4.b.1. Plan Commission Item: Discussion and Possible Action Regarding a Site Plan Review for the Milton East Parking Lot Reconfiguration.

Ald. Rusch moved to approve the site plan contingent on submission of the 5 requested items to staff to comply with ordinance requirements. Ald. Clark seconded, and the motion carried.

4.c. Public Safety Committee Minutes – February 17, 2016.

5. Discussion and Possible Action on Resolution 2016-07 Preliminary Resolution Vacating Portion of Greenman Street Regarding the Vacation of Greenman Street from N. Janesville Street to Parkview Drive.

Ald. Clark moved to approve Preliminary Resolution 2016-07 vacating the portion of Greenman Street from North Janesville Street to Parkview Drive. Ald. Rusch seconded, and the motion carried.

6. Discussion and Possible Action on Resolution 2016-08 Authorizing the Sale of Land Located at 120 Parkview Drive to the School District of Milton.

City Administrator Hulick reviewed the offer to purchase.

Ald. Clark moved to approve Resolution 2016-08 authorizing the sale of property located at 120 Parkview Drive to the Milton School District and to accept the offer to purchase. Ald. Rusch seconded, and the

motion carried, with Ald. Lader in opposition.

7. Discussion and Possible Action Accepting the Low Bid for the Library Renovation Project.

Ald. Clark moved to accept the bid from Gilbank Construction construction in the amount of \$2,184,500 which includes alternates 2 and 5. Ald. Zajac seconded, and the motion carried unanimously.

8. General Items

9. Next Meeting – Wednesday, April 6, 2016 at 7:00 p.m.

10. Team Building Exercise.

11. Mayor and Alderperson Reports

Ald. Clark

- Reminded everyone of the Make a Difference Milton Day on April 22, 2016.
- Open House Janesville Area Metropolitan Long Range Transportation meeting at the library on March 16, 2016 from 4:30 p.m. to 6:30 p.m.
- Mentioned that the Milton Historical Society has just published a book about the City of Milton.

Ald. Lader

- School Board candidates will be speaking at Culvers on March 16, 2016.

Ald. Rusch

- Reported that recommendations will be coming from the Policy Ad Hoc Committee regarding city committees and commissions soon.

Mayor Welch

- Our 2nd Annual Civil War Days will be on May 18 & 19, 2016.

12. Staff Reports

13. City Administrator

- Reported that the council forum went well.
- Thanked the school district for all their work on the parking lot project.

14. Chief of the Joint Fire Department

- Had the 3rd meeting of the study group and worked through the operations of the department.
- They also spent time talking about levels of certification.

15. Chief of the Police Department

- Be cautious of stormy weather.
- Bank robbery investigation is still ongoing and he wanted to thank everyone for their help, both law enforcement and citizens alike.

16. City Clerk/Deputy Treasurer

- In-person absentee voting will start on Monday, March 21, 2016.

17. Director of Public Works

No report.

18. Director of the Library

- As of March 31, 2016 they will be at full staff again.
- April 2 - Marks the 400th Anniversary of the Death of Shakespeare and they have teamed up with UW Whitewater to celebrate at the library.

19. Finance Director

20. Motion to Adjourn

Ald. Striegl moved to adjourn the meeting of the Common Council at 7:49 p.m. Ald. Lader seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

City of Milton
Plan Commission Minutes

3/15/2016 - Minutes

1. Call to Order

Mayor Welch called the March 15, 2016 meeting of the Plan Commission to order at 5:00 p.m. Clerk Hilby confirmed the appropriate meeting notices were posted.

Present: Mayor Anissa Welch, Director of Public Works Howard Robinson, Ald. Nancy Lader, Comm. Ethel Himmel, Comm. David Ostrowski, Comm. Frank Green, and Comm. Bob Seales.

Also Present: City Administrator Al Hulick and City Clerk/Deputy Treasurer Elena Hilby.

2. Approval of Agenda

Comm. Ostrowski moved to approve the agenda. Ald. Lader seconded, and the motion carried.

3. Approval of Minutes - Plan Commission Minutes – February 17, 2016.

Comm. Ostrowski moved to approve the minutes. Comm. Himmel seconded, and the motion carried.

4. Discussion and Possible Action on Site Plan Review for Flying Pig and Wisconsin Wrought Iron Signs at 34 Merchant Row.

DPW Director Robinson reviewed the site plan with the commission and verified that the letters will be iron. Comm. Himmel moved to approve the site plan as presented for Wisconsin Wrought Iron. Ald. Lader seconded, and the motion carried unanimously.

5. Discussion and Possible Action Regarding a Site Plan Review for the Milton East Parking Lot Reconfiguration.

Comm. Himmel moved to approve the site plan contingent on submission of the 5 items to staff to comply with ordinance requirements. Comm. Seales seconded, and the motion carried with Comm. Ostrowski and Ald. Lader in opposition.

6. Discussion and Possible Action Regarding the Transfer of Land Located at 120 Parkview Drive to the School District of Milton.

DPW Director Robinson moved to find this transfer of land consistent with established City plans. Comm. Seales seconded, and the motion carried with Comm. Ostrowski in opposition.

7. AMENDED Discussion and Possible Action Regarding a Site Plan Review for 507 Vernal Ave Door Addition.

Comm. Himmel moved to approve the site plan as presented for 507 Vernal Avenue. Ald. Lader seconded, and the motion carried unanimously.

8. Discussion and Possible Action Regarding a Change in Plan Commission Meeting Dates.

The commission members discussed the possibility of meeting twice per month on the 1st and 3rd Tuesday instead of monthly on the 1st Tuesday following the first Common Council meeting of the month. Commission members wanted to wait to see what the Policy Ad Hoc Committee suggests.

9. General Items

The city is working on the issue of temporary signs that are in violation of city ordinances.

10. Next Meeting Date – Wednesday, April 6, 2016 at 6:00 p.m.

The next meeting will be on Wednesday, April 6, 2016 at 5:00 p.m.

11. Motion to Adjourn

Comm. Ostrowski moved to adjourn the March 15, 2016 meeting of the Plan Commission at 6:03 p.m.
DPW Director Robinson seconded, and the motion carried.

Respectfully submitted,
Elena Hilby
City Clerk

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 04/06/2016
Subject: Public Hearing and Discussion and Possible Action to Consider a Request from Parker Community Credit Union for a Conditional Use Permit to Allow a Variable Message Sign and Illuminated Sign at 110 Parkview Drive.

Discussion

Parker Community Credit Union (PCCU) has submitted a conditional use permit request and a site plan review to allow them to construct a variable message sign on the S. Janesville St. or east side of their property and also allow them to have an illuminated sign on the south side of their building. Since the variable message sign is within 300 feet of residential zoned property a conditional use permit is required.

Presently, they have a variance to allow the number of signs they have. They would be over the allowable number of signs for a B-3 zoned property and also for the square footage allowed in a B-3 zoned property. They have applied for a variance for the new signs. A copy of the variance request is included.

The Plan Commission can grant the conditional use permit with a contingency that they receive a variance to install the signs. The signs meet site plan requirements for our ordinances with a variance. The DOT also has regulations in addition to our ordinances. They can also be included as a requirement.

PCCU has indicated they will remove the existing monument sign on S. Janesville St. and the illuminated ATM sign if Plan Commission desires.

Staff Recommendation

I would recommend approval of the conditional use permit with a contingency that a variance is granted and DOT regulations are followed in addition to City ordinances. Plan Commission can add the requirement to remove the monument sign and ATM sign if desired.

Attachments

- CUP Application
- Findings of Fact
- Picture of Sign
- Site Plan



- Variance Application
- Correspondence from the Wisconsin DOT

Office of the Director of Public Works

To: City of Milton Plan Commission, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 04/6/2016
Subject: Public Hearing and Discussion and Possible Action to Consider a Request from CharterNEX for a Site Plan Review and Conditional Use Permit to Allow a Building over 40 feet tall at 1264 E. High Street.

Discussion

CharterNEX located at 1264 E. High St. has submitted a conditional use permit request and a site plan review. They are extending the present tower area to the east. Buildings over 40 feet in an M-1 zoned district require a conditional use permit. They have submitted a site plan that shows where the addition is being constructed. The addition is being constructed over the existing building footprint. They meet city site plan requirements.

Staff Recommendation

I would recommend approval of the conditional use permit and site plan. They are planning on a late April or early May start date if they receive approval.

Attachments

- CUP Application
- Findings of Fact
- Site Plan

City of Milton
Zoning Board of Appeals ~ Monday, October 5, 2015

Call Meeting to Order

Clerk Hilby called the meeting to order at 5:04 p.m. K. Holland nominated C. Schultz as chairperson. L. Laehn seconded, and the motion carried.

Present: Larry Laehn, Theron Dosch, Bruce Lippincott, Tom Kevern, Ken Holland, and Carl Schultz.

Also present: Director of Public Works Howard Robinson and City Clerk Elena Hilby.

Excused absence: Jim Polarski.

Approve Agenda

L. Laehn moved to approve the agenda. T. Kevern seconded, and the motion carried.

Approve Minutes – June 2, 2015

B. Lippincott moved to approve the minutes. T. Dosch seconded, and the motion carried.

Public hearing to consider a request received from Peter and Linda Petroff, 5. S. John Paul Road, for a Variance to allow for the replacement of the current garage on the existing or close to the existing foot print. They are requesting a side yard setback reduction, a height variance, and a square footage variance per Section 78-345, Section 78-405, and Section 78-345 of the City of Milton Code of Ordinances.

Chairperson Schultz opened the public hearing at 5:07 p.m.

DPW Robinson explained the situation with this garage and why a variance would be needed. DPW Robinson said there have been no objections.

Peter Petroff was present to answer questions.

Chairperson Schultz closed the public hearing at 5:15 p.m.

Discussion and action regarding a request received from Peter and Linda Petroff, 5. S. John Paul Road, for a Variance to allow for the replacement of the current garage on the existing or close to the existing foot print. They are requesting a side yard setback reduction, a height variance, and a square footage variance per Section 78-345, Section 78-405, and Section 78-345 of the City of Milton Code of Ordinances.

Chairperson Schultz read the standards that must be taken in consideration when granting or denying a variance.

Unnecessary Hardship - which is a situation where, in the absence of a variance, an owner can make no feasible use of a property, or strict conformity, is unnecessary burdensome.

Unique Property Limitation – a unique physical characteristic of the property, not the desires of or condition personal to the applicant, must prevent the applicant from development in compliance with the zoning ordinance.

Protection of the Public Interest – in granting of a variance must neither harm the public interest nor undermine the purposes of the ordinance. The board’s actions should be consistent with the objectives states in their local ordinance, which (in the case of a floodplains or shoreline ordinance) has been adopted to meet minimum state statutory requirements. There was no public opposition.

Additional Court – Established Principles – Violations by or variances granted to neighboring owners do not justify a variance. Variances attach to the property as a permanent right. Once a variance is granted, it is permanently attached to the property. A new owner of the property may make use of a variance that was granted to the previous owner if all of the conditions that are attached to the variance are met.

The Board discussed the granting of a variance that stays with the property.

T. Dosch moved to grant a variance to Peter and Linda Petroff, S. John Paul Road, to allow a minimum 5 foot side yard setback, a height variance of 23 feet or less, and a square footage variance of 910 square feet or less. K. Holland seconded, and the motion carried.

Public hearing to consider a request received from the City of Milton, 710 S. Janesville Street, for a Variance to allow a corner lot setback reduction at the property located at 426 Parkview Drive, per Section 78-404(6) of the City of Milton Code of Ordinances.

Chairperson Schultz opened the public hearing at 5:25 p.m.

DPW Robinson explained the situation with this property and why a variance would be needed. DPW Robinson said there have been no objections.

Chairperson Schultz closed the public hearing at 5:30 p.m.

Discussion and action regarding a request received from the City of Milton, 710 S. Janesville Street, for a Variance to allow a corner lot setback reduction at the property located at 426 Parkview Drive, per Section 78-404(6) of the City of Milton Code of Ordinances.

Chairperson Schultz read the standards that must be taken in consideration when granting or denying a variance.

Unnecessary Hardship - which is a situation where, in the absence of a variance, an owner can make no feasible use of a property, or strict conformity, is unnecessary burdensome.

Unique Property Limitation – a unique physical characteristic of the property, not the desires of or condition personal to the applicant, must prevent the applicant from development in compliance with the zoning ordinance.

Protection of the Public Interest – in granting of a variance must neither harm the public interest nor undermine the purposes of the ordinance. The board’s actions should be consistent with the objectives states in their local ordinance, which (in the case of a floodplains or shoreline ordinance) has been adopted to meet minimum state statutory requirements. There was no public opposition.

Additional Court – Established Principles – Violations by or variances granted to neighboring owners do not justify a variance. Variances attach to the property as a permanent right. Once a variance is granted, it is permanently attached to the property. A new owner of the property may make use of a variance that was granted to the previous owner if all of the conditions that are attached to the variance are met.

The Board discussed the granting of a variance that stays with the property.

T. Dosch moved to grant a Variance, as long as this building remains a well house, to the City of Milton, 426 Parkview Drive, to allow for a reduction to the corner lot setback to 10 feet. T. Kevern seconded, and the motion carried.

General Items

None.

Motion to Adjourn

B. Lippincott moved to adjourn the meeting at 5:36 p.m. K. Holland seconded, and the motion carried.

Respectfully submitted,

Elena Hilby
City Clerk

Office of the Director of Public Works

To: City of Milton Zoning Board of Appeals, Mayor Anissa Welch, and Common Council Members
From: Howard Robinson, Director of Public Works
Date: 04/06/2016
Subject: Public Hearing and Discussion and Possible Action to Consider a Request from Parker Community Credit Union for a Variance to Allow Additional Illuminated Signs at 110 Parkview Drive.

Discussion

Parker Community Credit Union (PCCU) has requested a variance for their property located at 110 Parkview Drive. PCCU is requesting permission to install a message sign on the east side of their property along Hwy 59 (S. Janesville St.) The sign would be illuminated. They received a previous variance on June 2, 2015. When they purchased the property no one had used the property for over a year so that variance allowed them to use the existing sign placement areas to install their current corporate signs.

Current code allows only one freestanding sign per lot. They presently have two freestanding signs and the message sign would make three on the lot. The directional signs are not counted as this type of sign. A variance is required to exceed the square footage area allowed for that area for illuminated signs. They currently have approximately 136 sq. ft. of illuminated signs. The additional signs are approximately 25 sq. ft. and 33 sq. ft. and would make the total illuminated sign area 194 sq. ft., or 162 sq. ft. over, standard B-3 zoning ordinances. This does not include the approximate 14 sq. ft. of directional signing that is also illuminated. They also need a variance because the current monument sign on the east, or Hwy 59 side, of the property is 46 sq. ft. The new message sign is approximately 21 sq. ft. so combined square footage that can be seen at one time is 67 sq. ft. and 32 sq. ft. is the allowable amount.

They are requesting a variance to allow:

1. An additional monument freestanding sign and illuminated sign.
2. Extra square footage for illuminated signs.
3. Extra square footage of over 32 square feet for monument/pylon/freestanding signs which are seen at the same time.

Staff Recommendation

If you choose to grant a variance request, you are allowed, if you desire, to make changes to the request. PCCU has indicated to staff that they will remove the existing



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monument sign and the illuminated ATM sign if desired. A conditional use permit public hearing request and site plan review are being conducted on March 15, 2016 by the Plan Commission. Results of this public hearing and review will be available at the Board of Zoning Appeals meeting. A conditional use permit and site plan approval will be contingent on a variance being granted.

Attachments

- Notice of Public Hearing
- Variance Application
- Site Plan Materials
- Correspondence from the DOT



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MUNICIPAL COURT

Date: December 7, 2015

From: Judge Kristin Koeffler

Re: Request for Approval by the Milton City Council of Recommended Forfeiture.

Per Wisconsin State Statute 800.03(3) 'The amount of the deposit shall be set by the municipal judge, but shall not be effective until approved by the governing body of the municipality.'

A recommendation for the municipal ordinance 50-81, Misuse of Emergency (911) Telephone System as follows;

1st OFFENSE:

\$200.00 Forfeiture
\$ 38.00 Court Costs
\$ 13.00 Crime Fee
\$ 10.00 Jail
\$ 52.00 Penalty

\$313.00 Total Forfeiture Amount

2nd OFFENSE:

\$500.00 Forfeiture
\$ 38.00 Court Costs
\$ 13.00 Crime Fee
\$ 10.00 Jail
\$ 130.00 Penalty

\$691.00 Total Forfeiture Amount

(will all other penalties as provided by the adopting city ordinance at the discretion of the Municipal Judge such as driver's license suspension, referral to treatment programs, tax interception, etc.)


Kristin Koeffler
Municipal Judge, City of Milton

690 S. Janesville Street, Milton, WI 53563

Tel: (608) 868-6910 x223 Fax: (608) 868-6913 miltonmunicourt@milton-wi.gov
www.milton.wi.gov



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: March 15, 2016
Subject: Discussion and Possible Action on Final Resolution 2016-09 - Vacating Portion of Greenman Street from N. Janesville Street to Parkview Drive.

Summary

The Milton School District is proposing a redevelopment of the public parking and public access to Milton East Elementary School. For some time, traffic in and around Milton East Elementary has been problematic for the School, parents, and surrounding businesses during school drop-off and pick-up times.

To help mitigate this problem, the School District has developed a plan that will add additional parking near Milton East Elementary, and reconfigure the drop-off and pick-up zones. Attached is the proposed Site Plan that shows the proposed layout for new public parking and new public access points to the School.

As part of this plan, the City will need to vacate a portion of Greenman Street from North Janesville Street to Parkview Drive. Final Resolution 2016-09 finalizes the street vacation process.

Background

This portion of Greenman Street was never officially dedicated as right-of-way but has been long used by the School District as an area for pick up and drop offs as well as bus traffic.

Additionally, this portion of Greenman Street provides a second ingress and egress to Park Community Credit Union along Parkview Drive. The School District has been in communications with Parker Community Credit Union and under the proposed reconfiguration of public access, PCCU will retain rights to utilize the new access drive as ingress and egress to their property. A cross access easement agreement between the School and PCCU will be drafted and presented to the Plan Commission and City Council at a later date for review and approval.

Recommendation

The City Administration recommends the City Council approve Final Resolution 2016-09 vacating the portion of Greenman Street from North Janesville Street to Parkview Drive.



CITY OF **M** MILTON

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**FINAL RESOLUTION # 2016-09
VACATING PORTION OF GREENMAN STREET
AND AMENDING OFFICIAL CITY MAP**

WHEREAS, a Preliminary Resolution to Vacate a Portion of Greenman Street in the City of Milton has been previously adopted on the 15th day of March, 2016; and

WHEREAS, due notice of the public hearing on the adoption of a Final Resolution abandoning same having been duly given according to statute as it appears more fully from the Proofs of Service, Proof of Mailing, and Proof of Posting now on file with the office of the City Clerk;

WHEREAS, a Lis Pendens has been filed with the Office of the Register of Deeds of Rock County, to which a copy of a map showing the location of the street, a portion of which was preliminarily vacated, was attached;

WHEREAS, the Plan Commission having held a public hearing on the amendment of the official City Map; and

WHEREAS, it appearing that no objections in writing to said proposed vacation or map amendment having been filed with the Common Council and said matter having been discussed and it appearing that the public interest required it;

NOW, THEREFORE, the Common Council of the City of Milton do resolve as follows:

BE IT RESOLVED: That the Common Council of the City of Milton, since the public interest requires it, vacates, abandons and discontinues a portion of Greenman Street in the City of Milton described as follows:

- A. That part of Greenman Street located within Outlot 252 and the Public Square in the Assessor's Plat of the City of Milton, Section 27 Town 4 North Range 13 East Rock County, Wisconsin described as follows: Bounded on the east by the west right-of-way of Janesville Street, and Bounded on the west by the east right-of-way of Parkview Drive.

BE IT FURTHER RESOLVED: That the map annexed to the Preliminary Resolution and Lis Pendens be attached to this Final Resolution and appended to the Minutes and that all Proofs of Service and mailing and postings of the notice of this proceeding be incorporated herein and appended to the Minutes and made a part herof.

BE IT FURTHER RESOLVED: That the Clerk shall cause to be certified a copy of this Resolution and map and cause same to be recorded in the Office of the Register of Deeds for Rock County, Wisconsin.

BE IT FURTHER RESOLVED: That the official map of the City of Milton be amended to delete the portion of Greenman Street hereby vacated.

I, Elena Hilby, Clerk of the City of Milton, a municipal corporation organized and existing under the laws of the State of Wisconsin, do hereby certify that the foregoing is a true and correct copy of the Resolution of the Common Council of the City of Milton unanimously adopted at a duly convened meeting of said Common Council held at the City of Milton, Rock County, Wisconsin, on the 19th day of April, 2016, as taken by me from the Minutes of said meeting and compared with the original said Resolution recorded in said Minutes.

IN WITNESS WHEREOF, I have set my hands this _____ day of April, 2016.

Elena Hilby
Clerk

Authenticated this _____ day of April, 2016.

Mark A. Schroeder
Notary Public, Rock County, Wisconsin
My Commission is permanent.

THIS INSTRUMENT DRAFTED BY:
Attorney Steven T. Chesebro
State Bar Member No. 1074496
Consigny Law Firm, S.C.
303 E. Court Street
Janesville, WI 53545

LIS PENDENS

Document Number

Title of Document

In Re the Vacation, Abandonment and Discontinuance of a portion of a public street in the City of Milton, Rock County, Wisconsin, described as follows:

That part of Greenman Street located within Outlot 252 and the Public Square in the Assessor's Plat of the City of Milton, Section 27 Town 4 North Range 13 East Rock County, Wisconsin described as follows: Bounded on the east by the west right-of-way of Janesville Street, and Bounded on the west by the east right-of-way of Parkview Drive.

Notice is hereby given that there has been adopted a Preliminary Resolution by the Common Council of the City of Milton on March 15, 2016, tentatively vacating and discontinuing a portion of the public street described above in the City.

Attached hereto is a copy of the Preliminary Resolution and a copy of the map showing the location of the street, a portion of which is thus preliminarily vacated and discontinued. This Preliminary Resolution is subject to the passage of a Final Resolution by the Common Council after a public hearing scheduled for such consideration to be held on April 19, 2016 at 7:00 o'clock p.m. in the City Hall of the City of Milton located at 710 S. Janesville Street.

Record this document with the Register of Deeds

Name and Return Address:

Attorney Steven T. Chesebro
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53545

(Parcel Identification Number)

Dated this ____ day of March, 2016

City of Milton

By:

Elena Hilby
Clerk

Subscribed and sworn to before me this ____ day of March, 2016.

Notary Public
Rock County, Wisconsin
My Commission: _____

This document was drafted by:
Attorney Steven T. Chesebro
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53547-1449
(608)755-5050



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Inga Cushman, Assistant to the City Administrator
Date: April 6, 2016
Subject: Discussion and possible action on the Arbor Day Proclamation

Summary

The Parks & Recreation Commission recommended approval to Council of the Arbor Day Proclamation at their March 21, 2016 meeting. To recognize Arbor Day, the commission plans to plant four trees at the Tails n Trails Dog Park on Arbor Day, April 23, 2016. This is also the commission's regularly scheduled cleanup day at the park.

Recommendation

To approve the Arbor Day Proclamation.

Attachments

- Arbor Day Proclamation



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OFFICE OF THE MAYOR

PROCLAMATION Arbor Day

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Anissa Welch, Mayor of the City of Milton, do hereby proclaim April 23, 2016, as Arbor Day in the City of Milton, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this ____ day of _____, 2016

Mayor Anissa M. Welch

Attest:

Elena Hilby, City Clerk / Deputy Treasurer



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Inga Cushman, Assistant to the City Administrator
Date: April 6, 2016
Subject: Discussion and possible action on Resolution 2016-10 to Amend the City of Milton 2016 Annual Budget for Historic Preservation

Summary

The Historic Preservation Commission currently has \$1,500 unspent from their 2015 budget allotment. The commission recommended to the Common Council at their December 2015 meeting to approve the carryover of any 2015 Historic Preservation funds to 2016.

The commission plans to use these funds to pay for signs for the properties designated on the National Register of Historic Places in 2015 for a total of \$1,888 (\$1,500 from the rollover and \$388 from 2016 funds). The commissioners currently have approval from the four property owners for the signs.

The remaining balance of the 2016 budget for Historic Preservation will be used to print the new edition of the *Historic Milton, WI Walking Tour Guide* and a Milton House magnet to promote the historic resources in Milton. Both of these items are planned to be available for purchase at local businesses.

Recommendation

To approve Resolution 2016-10 to Amend the City of Milton 2016 Annual Budget.

Attachments

Resolution 2016-10

**COMMON COUNCIL
CITY OF MILTON, WISCONSIN**

RESOLUTION #2016-10

RESOLUTION AMENDING THE CITY OF MILTON 2016 ANNUAL BUDGET

WHEREAS, Resolution No. 2015-27 “A resolution adopting a budget, appropriating funds, authorizing expenditures and levying a tax therefore by the City of Milton for the fiscal year ending December 31, 2016”; and,

WHEREAS, the Historic Preservation Commission has a 2016 budget allocation of \$2,500;

WHEREAS, there was \$1,500 in unspent budget in 2015;

WHEREAS, the Commission recommended to the Common Council to roll over the unspent proceeds;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council, that it hereby amends the 2016 Historic Preservation budget to \$4,000 (\$1,500 increase).

BE IT FURTHER RESOLVED that the City Clerk, be and is hereby directed to publish public notice of this budgetary amendments, as required by Section 65.90 (5) (a) Wisconsin Statutes.

BE IT FURTHER RESOLVED that this budgetary amendment shall become effective upon publication as required by law.

Adopted this 6th day of April, 2016

Anissa Welch, Mayor

Attest:

Elena Hilby, City Clerk



Office of the Finance Director/Treasurer

To: Mayor Welch, Common Council Members
From: Dan Nelson, Finance Director/Treasurer
Date: April 6, 2016
Subject: Discussion and possible action regarding post-employment health insurance

Summary

Full-time employees hired prior to 2008 were eligible to have the City of Milton cover 85% of the retiree's health insurance until they became Medicare eligible. When the Employee Handbook was created, this was removed because of the significant liability to the City. Since that time, the intent has been to modify the benefit so it could be more affordable to the taxpayers of the City.

Therefore, the Administration has prepared the modified plan outlined below for the 10 non-represented (non-union) employees that are affected by this change.

Analysis

Under the previous plan, in which all full-time employees hired prior to 2008 would have 85% of their retirement health insurance covered, the City would need to set aside \$45,809 annually for 30 years. If no contributions were made, it will ultimately generate a \$501,000 unfunded liability. With the levy limit laws in place today, this would be unaffordable and would result in the reduction of staff in order to cover the liability.

Under the newly proposed plan, the City would fund \$800/year for past service of the affected 10 employees with a total cost of \$153,600 (\$115,200 from the general fund and \$38,400 from the water fund). This "upfront payment" would be placed into a Post-Employment Healthcare Reimbursement Plan for each individual employee. The City would then annually fund \$800 (\$66.67/monthly) into each employee's plan (\$6,400 from the general fund and \$1,600 from the water fund).

The employee is free to invest those funds in any eligible investment. If they leave prior to retirement eligibility (as outlined in the policy), the funds would revert back to the City of Milton.

City staff explored many different options that addressed the following concerns from employees:



- a. Concerns about repeated “broken promises” of the past. Staff was concerned they have been “promised” things in the past that have failed to be enacted.
- b. Staff was concerned about a recognition of longevity.

Taking these concerns into consideration, the proposed plan has been vetted by all 10 affected employees and generally agreed to.

All other employees hired after 2008 are not affected by this change and are not eligible for any post-employment health benefit beyond the 480 hour disbursement of their accrued medical leave bank at retirement. This proposed benefit would be above and beyond the existing benefit for all non-represented employees hired after 2008.

Recommendation

Although the City is under no legal obligation to provide this benefit to the 10 affected employees, the current Administration feels this has been a long standing “promise” that has been made by previous Administrations that has not been acted upon. Therefore, the Administration recommends approval to the changes in the Post-Employment Health Insurance Plan as attached.

Attachments

- Post-employment health insurance plan



Health Insurance Premium Assistance Program for Retired Employees

Eligibility Requirements

City of Milton employees that meet the following conditions are potentially eligible to participate in the City's Health Insurance Premium Assistance Program for Retired Employees:

1. Hired to full-time status prior to January 1, 2008.
2. Active, full-time employee with the City of Milton at retirement.
3. Meet the Wisconsin Retirement System (WRS) eligibility requirements to receive retirement benefits.
4. Provide the Assistant to the City Administrator with written verification from the Wisconsin Retirement System of retirement eligibility, including effective date of retirement.

Program Description

All employees who are eligible to participate will receive a one-time lump sum payment based on years of service. The lump sum payment will consist of the following:

- \$800 for each year of service
- \$66.67 for each month of 2016 the employee was a full-time employee with the City of Milton prior to Common Council approval of this policy.

This lump sum amount will be placed in a Post Employment Healthcare Reimbursement Plan through North Shore Bank for the employee after Common Council approval of the policy.

The employee will then receive monthly installments of \$66.67 until retirement that will be placed in the Post Employment Healthcare Reimbursement Plan. The employee will be able to use these funds at retirement to pay for post employment health insurance premiums or other medical expenses.

At retirement, the employee will be allowed to remain on the City's health insurance or dental insurance plans for three years after retirement or until the retiree reaches Medicare eligible age, whichever occurs first. The retiree will be responsible for the entire premium payment. The retiree will be responsible for finding coverage after three years.

Upon the employee's separation from employment for reasons other than retirement, North Shore Bank will send a check for the total amount in the employee's account payable to the City of Milton. If the employee does not retire with the City of Milton, the employee will not have access to these funds.



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: April 6, 2016
Subject: Discussion and Possible Action Regarding the Approval of Updated City Hall Job Descriptions.

Summary

Starting last Fall, staff began a process of updating all job descriptions related to City Hall staff. Many of these job descriptions had not been updated in several years (and in one case over a decade). The purpose of this exercise is to make sure each duty, task, and responsibility is accounted for at City Hall and to ensure there are no gaps or redundancy in service provisions. With the amount of turn over and reorganization that had occurred in City Hall particularly over the past few years, it was evident this process needed to be revisited.

Attached are the job descriptions for all City Hall staff with the exception of the City Administrator which was approved in 2015.

Recommendation

The City Administration recommends the City Council approve the revised 2016 City Hall Job Descriptions.



JOB DESCRIPTION

Position	Accounting Clerk	Department	General Government – City Hall
FLSA Status	Non-Exempt	Status	Part-Time
Reports To	Finance Director / Treasurer	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to perform a variety of administrative support services for the general public, City Clerk / Deputy Treasurer, Finance Director / Treasurer, City Administrator, Mayor, Common Council, and other Department Heads and staff.

POSITION ACCOUNTABILITY:

The Accounting Clerk works under the direction of the City Finance Director/Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Finance Director/Treasurer.

MAJOR DUTIES AND RESPONSIBILITIES:

Individuals in the position of Accounting Clerk will be trained and able to perform any task identified in this job description. However, regular task assignments will be given based on project priority, office efficiency, and/or the specific individual talents and skills of each employee. Individuals in this position should not expect that every duty and responsibility identified below will be assigned to them on a regular and/or recurring basis.

FINANCE / TREASURER DIVISION

1. Accounts Payable
 - a. Compile and record transactions on the City’s credit cards into the City’s ERP. Report any questionable purchases to the Finance Director/Treasurer or City Administrator.
 - b. Enter approved Accounts Payable into the City’s ERP to the appropriate general ledger account number(s). Match the printed check(s) to the invoice before mailing payment.
 - c. After the Annual Audit, box check stubs and invoices for storage.
 - d. Create new file folders for vendors with three or more checks within the previous year.
 - e. Organize, maintain, and update the Accounts Payable filing system on a regular basis including re-arranging and modernization of files under the direction of the City Clerk / Deputy Treasurer.
2. Utility Billing
 - a. Enter utility payments in the absence of the Utility Billing Clerk.
 - b. Assist Utility Department with request for owner name change, work orders, and providing the department with necessary forms, brochures, and other paperwork.
 - c. Cross Connection Control Program
 - i. Send initial and 1st and 2nd notices of non-compliance letters for Meter Change and Cross Connection Inspections to residential customers using the Backflow Management module.

- ii. Scan and electronically store Meter Change and Cross Connection Inspection Letters.
 - iii. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
 - iv. Notify the Utility Billing Clerk which customers have not made appointments after sending three letters for Meter Changes and Cross Connection Inspections so the Utility Billing Clerk can issue door hanger water shut off notices.
 - v. Scan in and upload reports from the Water Operators after inspections are complete to the appropriate Utility Billing account.
 - vi. Check meter updates entered into the Utility Billing module by the Utility Billing Clerk for accuracy.
 - d. Issue outside water meters to utility customers.
3. Municipal Court Payments
 - a. Record electronic payments received by the Municipal Court into the City's ERP.
 4. Goodrich Square Splash Pad Concessions
 - a. Monitor and order inventory for the concession stand.
 - b. Balance and replenish cash drawer at the concession stand on a regular basis.
 - c. Monitor the supervisor logs and report any issues to the Assistant to the City Administrator.
 - d. Track attendance and weather on a spreadsheet and compile and end of season report for the Parks & Recreation Commission to review.

CLERK DIVISION

1. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
2. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process

GENERAL

1. Receipt utility payments, animal licenses, property tax payments, and any other Accounts Receivable for the City.
2. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, Department of Public Works services, (i.e. - trash, water and other complaints), and general City services.
3. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
4. Maintain office files as required for easy retrieval of a variety of records.
5. Change the back-up drive for the server on a daily basis, and report any back-up failure to the City Finance Director/Treasurer or City Administrator.
6. Serve as backup for the Administrative Assistant for sending New Resident Letters.
7. Maintain City Hall office supply inventory and report items to order to the Utility Billing Clerk.
8. Manage the City Hall Soda Fund and maintain the inventory.
9. Complete Tax Status Reports in the absence of the Utility Billing Clerk.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. High school diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.
2. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.

3. Ability to manage and handle cash and check payments in an accurate manner; ability to use cash register.
4. Knowledge of office practices, including filing and record keeping.
5. Ability to use sound judgment when screening and referring inquiries by phone or in person.
6. Ability to effectively and efficiently schedule and organize work.
7. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
8. General understanding of municipal government practices desired.
9. Ability to interact well with others, including co-workers and customers, is necessary.
10. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
11. Ability to communicate effectively with customers and co-workers in person, by phone and in writing.
12. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
13. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
14. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

SPECIAL REQUIREMENTS:

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain notary public certification within six (6) months of employment.

PHYSICAL DEMANDS:

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	Administrative Assistant (Public Works / City Hall)	Department	Department of Public Works and General Government – City Hall
FLSA Status	Non-Exempt	Status	Full-Time
Reports To	Director of Public Works and Finance Director / Treasurer	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

To perform a variety of administrative support services for the general public, Department of Public Works, Finance Director / Treasurer, City Clerk / Deputy Treasurer, City Administrator, and other Department Heads and staff.

POSITION ACCOUNTABILITY:

The Administrative Assistant (Public Works / City Hall) works under the direction of the Director of Public Works and Finance Director / Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the Director of Public Works and Finance Director / Treasurer.

MAJOR DUTIES AND RESPONSIBILITIES:

DEPARTMENT OF PUBLIC WORKS

1. Streets Division

- a. Track snowfalls, salt usage, and salted sand usage.
- b. Assist in receiving quotes for traffic signs, order traffic signs, and maintain the traffic sign inventory.
- c. Enter pavement rating and road condition information received from Director of Public Works for WISLR Pavement Reporting into state system.

2. Public Buildings & Grounds Division

- a. Cemetery
 - i. Assist with cemetery administrative functions including maintain all cemetery deeds; create cemetery deeds; maintain burial records; maintain rules, forms, cemetery database, lot diagrams, and other documents related to the administration of the cemetery; and receipt payments for plot sales, foundations, and burials.
 - ii. Verify cemetery plot sale account with appropriate staff at the end of the year.
 - iii. Follow up on receiving burial fees from Funeral Directors.
 - iv. Occasional on-site cemetery work including grave identification and plot sales.
 - v. Assist customers, monument companies, funeral homes, and relatives to locate lots and burial information.

- b. Community Garden

- i. Serve as primary point of contact for the Community Garden.
- ii. Send out reminders in the spring for renewals.
- iii. Process payments and log reservations.
- iv. Maintain rules and regulations for the Community Garden.

3. Water Division

- a. Track energy usage
- b. Send in information for Department of Public Works personnel for credentials including classes, tests, and renewals.

4. Wastewater Division

- a. Track energy usage
- b. Track sewer cleaning,
- c. Prepare documents as required for maintenance procedures, etc.
- d. Send in information for Department of Public Works personnel for credentials including classes, tests, and renewals.

5. Administration

- a. Track fuel usage for all City departments, order fuel, monitor fuel levels, forecast fuel budgets, assist with contract negotiations, and apply for gasoline rebate.
- b. Voucher Alliant Energy bills, make Accounts Payable upload file, track energy payments, monitor for discrepancies, and forecast energy budgets.
- c. Enter timesheet detail information to Access database for various purposes including grants, analysis, and Equipment Maintenance Reporting to the Public Works Committee.
- d. Prepare billing information for Accounts Receivable for work performed by Department of Public Works employees.
- e. Maintain map files on server and in map room at Department of Public Works.
- f. Prepare maps for use in the field by Department of Public Works personnel.
- g. Assist Director of Public Works in completion of grant applications for the Department of Public Works including Recycling Grant, LRIP Grant, FEMA Grants, and Urban Forestry Grant.
- h. Type and assemble Stormwater Group Minutes.
- i. Contact Alliant Energy when street lights need maintenance and track maintenance.
- j. Serve as Federal Communications Commission (FCC) contact for Department of Public Works radio frequencies and process renewal of licenses.
- k. Maintain address file and assist with assigning new addresses.
- l. Enter or call in locate requests for Diggers Hotline and maintain file of requests.
- m. Coordinate annual surplus sale for all City departments.
- n. Maintain list of equipment and notify City Hall of changes for accounting, inventory, and insurance purposes.
- o. Coordinate trash pickup for special events with City's contracted refuse and recycling collection company.
- p. Create various forms of written and electronic communications for the Department, including memorandums, letters, and notices.
- q. Serve as a liaison with other departments and external agencies (engineer, state departments, etc.); work to coordinate various functions that require the cooperation of multiple departments and agencies.
- r. Assist with code compliance functions, including drafting violation letters, compliance letters, citations, etc.
- s. Assist Director of Public Works with budget research, budget preparation, purchasing, invoicing, voucher preparation, special assessment preparation, and other financial management functions.
- t. Coordinate the filing, record keeping, and organization of departmental information, both printed and electronic.

- u. Assist with building inspection administrative functions, including providing and explaining application materials to applicants, accepting applications and fees, scheduling inspection appointments, preparing permit documents, and other related functions.
- v. Provide information and / or press releases to the Assistant to the City Administrator for updates to the website and other communication outlets related to the Department of Public Works.

GENERAL GOVERNMENT – CITY HALL

1. Finance Director / Treasurer Division

- a. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
- b. Check meter updates entered into the Utility Billing module by the Utility Billing Clerk for accuracy.
- c. Issue outside water meters to utility customers.
- d. Assist Utility Department with request for owner name change and work orders.
- e. Enter utility payments in the absence of the Utility Billing Clerk.

2. Clerk Division

- a. Assist City Clerk / Deputy Treasurer in preparing and creating agendas and agenda materials for the Public Works Committee and others committees with agenda items related to the Department of Public Works. Tasks may include drafting, collecting, and/or copying supporting documents.
- b. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
- c. Assist at elections as directed by the City Clerk / Deputy Treasurer.
- d. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process

GENERAL

- 1. Order office supplies for Department of Public Works as needed and for City Hall as requested by the Utility Billing Clerk.
- 2. Receipt animal licenses, utility payments, and any other Accounts Receivable for the City based on the procedures established in the Department of Public Works or General Government – City Hall.
- 3. Perform various administrative tasks as assigned and directed by the City Administrator, Finance Director / Treasurer, City Clerk / Deputy Treasurer, Director of Public Works, and other Department Heads and staff, some of which may be confidential.
- 4. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on, but not limited to, Department of Public Works projects, tasks, and responsibilities including road maintenance, construction projects, cemetery inquiries, park maintenance, snow plowing / ice removal, yard waste and other collection programs, building inspections, and code enforcement; property taxes; assessments; legal descriptions; city records; ordinances; park rental information; and general city services.
- 5. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- 1. High School diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.

2. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
3. Ability to manage and handle cash and check payments in an accurate manner; ability to use a cash register.
4. Knowledge of office practices, including filing and record keeping.
5. Ability to use sound judgment when screening and referring inquiries by phone or in person.
6. Ability to effectively and efficiently schedule and organize work.
7. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
8. General understanding of municipal government practices and/or public works operations is desired.
9. Ability to interact well with others, including co-workers and customers, is necessary.
10. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly
11. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
12. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
13. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
14. Ability to perform duties with considerable independent judgment and initiative under limited supervision.
15. Ability to work and succeed in a public works environment, which may include dirty, dusty or otherwise unpleasant conditions.

SPECIAL REQUIREMENTS

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain Notary Public Certification within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	Administrative Assistant	Department	General Government – City Hall
FLSA Status	Non-Exempt	Status	Part-Time
Reports To	Clerk / Deputy Treasurer	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

To perform a variety of administrative support services for the general public, City Clerk / Deputy Treasurer, Finance Director / Treasurer, City Administrator, Mayor, Common Council, and other Department Heads and staff.

POSITION ACCOUNTABILITY:

The Administrative Assistant works under the direction of the City Clerk/Deputy Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Clerk/Deputy Treasurer.

MAJOR DUTIES AND RESPONSIBILITIES:

CLERK DIVISION

1. Create agendas, assemble supporting materials for packets, and distribute completed packets to committee members, Common Council, and staff for the following committees and commissions:
 - a. Historic Preservation Commission
 - b. Parks & Recreation Commission
 - c. Police Commission
 - d. Joint Fire Commission
 - e. Library Board
 - f. Economic Development Commission
 - g. Tourism Development Committee
 - h. Zoning Board of Appeals
2. Organize, maintain, and update the filing system on a regular basis including re-arranging and modernization of files in coordination with the City Clerk / Deputy Treasurer.
3. Receive, receipt, and process Direct Sellers, Operator, Liquor, Business, and Cigarette License applications in coordination with the City Clerk / Deputy Treasurer.
4. Assist City Clerk / Deputy Treasurer with filing ordinances and resolutions that have been approved.
5. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
6. Assist at elections as directed by the City Clerk / Deputy Treasurer.
7. Prepare monthly City meeting and event calendar for distribution to Department Heads and Common Council.
8. Post agendas at designated places as directed by the City Clerk / Deputy Treasurer.

9. Serve as backup for Clerk duties including Payroll, Licensing, Agenda Preparation, Legal Notices, and creation of agendas and packets for the following:
 - a. Common Council
 - b. Personnel & Finance Committee
 - c. Public Works Committee
 - d. Public Safety Committee
 - e. Plan Commission
 - f. Community Development Authority
10. Park Rentals
 - a. Receive, receipt, and maintain park rental applications and prepare permits for renters in coordination with the City Clerk / Deputy Treasurer.
 - b. Maintain park rental calendars and submit to the Department of Public Works.

FINANCE / TREASURER DIVISION

1. Enter utility payments in the absence of the Utility Billing Clerk.
2. Assist Utility Department with request for owner name change and work orders.
3. Maintain postage machine and balance account.
4. Manage Joint Fire Department Accounts Payable process by preparing vouchers for payment, maintaining an accurate check log, and directing payment of invoices under the direction of the Finance Director / Treasurer.
5. Manage the Joint Fire Department Payroll process by processing the monthly payroll including filing the taxes, quarterly taxes, and SUTA reports under the direction of the Finance Director / Treasurer.
6. Manage The Gathering Place Payroll process by processing bi-weekly payroll including filing the taxes, quarterly taxes, and SUTA reports under the direction of the Finance Director / Treasurer.
7. Complete monthly journal entry for Flexible Benefit Program.
8. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
9. Issue outside water meters to utility customers.
10. Serve as backup for the Finance Director / Treasurer, Clerk / Deputy Treasurer, and Assistant to the City Administrator for the payroll process.

GENERAL

1. Provide general assistance in coordination with the Assistant to the City Administrator with website updates and maintenance, including adding information to the events calendar, updating minutes/agendas, updating contact information, and other routine website maintenance tasks.
2. Monitor new resident listing to send new resident welcome letters timely.
3. Receipt animal licenses, utility payments, and any other Accounts Receivable for the City.
4. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and general city services.
5. Assist with review of professional communications to the public including proofreading press releases, letters, and memos as requested.
6. Perform various administrative tasks as assigned and directed by the City Administrator, Finance Director / Treasurer, City Clerk / Deputy Treasurer, and other Department Heads and staff, some of which may be confidential.
7. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
8. Distribute mail daily and, when necessary, deliver mail to post office or pick up from post office.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.
2. Technical training in use of computers, word processing, and bookkeeping desired.
3. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
4. Ability to manage and handle cash and check payments in an accurate manner; ability to use a cash register.
5. Knowledge of office practices, including filing and record keeping.
6. Ability to use sound judgment when screening and referring inquiries by phone or in person.
7. Ability to effectively and efficiently schedule and organize work.
8. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
9. General understanding of municipal government practices is desired.
10. Ability to interact well with others, including co-workers and customers, is necessary.
11. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly
12. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
13. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
14. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
15. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

SPECIAL REQUIREMENTS

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain Notary Public Certification within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	Assistant to the City Administrator	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	City Administrator	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of this position is to perform a variety of duties including human resource and risk management coordination, economic development and planning assistance, public communications development, and special projects.

POSITION ACCOUNTABILITY:

The Assistant to the City Administrator is accountable to and works under the direction of the City Administrator. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator.

SUPERVISION EXERCISED:

This position supervises the Seasonal Recreation employees at the Air Products Ice Rink and the Goodrich Square Splash Pad.

MAJOR DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE SERVICES DIVISION

1. Human Resources
 - a. Research, develop, and assist in implementation of new and updated personnel policies.
 - b. Administer the Restricted / Modified Duty Program.
 - c. Process paperwork for all employees relating to wages and benefits.
 - d. Monitor changes to employee benefits, wages, and costs and update pay codes for employees accordingly.
 - e. Coordinate the Paid Time Off (PTO) annual payouts.
 - f. Serve as a member of the union negotiation team and assist in the preparation and analysis of data for collective bargaining.
 - g. Draft new job descriptions with Department Heads as new positions are added.
 - h. Review one quarter of the job descriptions every year with the Department Heads to ensure they are up-to-date, reflect job requirements and duties accurately, and that all legal requirements are met.

2. Risk Management
 - a. Coordinates the annual hearing tests for the Police Department and Department of Public Works.
 - b. Coordinate the random draw drug screen process for employees who hold a CDL.

- c. Coordinate the employee safety program, including update of policies based on recommendations from Cities & Villages Mutual Insurance Company (CVMIC), and implementation of training programs to be coordinated with Department Heads.
 - d. Coordinate Employee Action Team (E.A.T.) meetings, objectives, and events.
 - e. Educate supervisors and/or employees regarding safety concerns.
 - f. Administer the workers compensation program and monitor and track workers compensation claims in departments.
 - g. Administer the liability insurance program and monitor and track liability claims in departments.
 - h. Administer the property insurance program and monitor and track property insurance claims in departments.
 - i. Prepare Wisconsin Department of Safety & Professional Services required reports, and ensures compliance with required postings and notifications.
 - j. Coordinate the completion of the Risk Assessment through CVMIC as required.
 - k. Complete the annual CVMIC Insurance Renewal Questionnaire.
 - l. Assist the City Administrator with claims investigations as needed.
 - m. Assist the City Administrator in monitoring the modified duty assignment program.
 - n. Serve as ADA Coordinator for the City of Milton.
3. Employee Recruitment
- a. Manage the NEOGOV system for hiring of all new employees.
 - b. Coordinate the hiring process with the City Administrator and Department Heads.
 - c. Assist in developing supplemental questions and interview questions with Department Heads.
 - d. Schedule applicants for interviews with Department Heads and other department representatives.
4. Benefit Administration
- a. Serve as point of contact for employee benefit questions.
 - b. Administer the City of Milton FMLA Program.
5. Public Communications
- a. Serve as “webmaster” for the City of Milton website, coordinate updates to the website, and implement continual improvements to the look, feel, and effectiveness of the site and site content.
 - b. Serve as Technical Point of Contact for the .GOV Domain.
 - c. Coordinate dissemination of city information via social media outlets including Facebook, Twitter, and the Milton Matters blog.
 - d. Develop videos upon request to upload to the City’s YouTube Channel.
 - e. Upload Council videos and other videos to the City’s YouTube Channel.
 - f. Participate in initiatives to improve citizen communications, including researching and/or implementing possible communication methods such as community meetings, newsletters, e-newsletters, Cable Access programming, website enhancements, and other avenues that will create communication improvements.
 - g. Assist with the preparation of visual aids for various public meetings and events.
 - h. On behalf of the City Administrator or other City officials as assigned, draft letters, memos, press releases, or other written communications.
 - i. Develop the City of Milton Annual Newsletter in conjunction with Department Heads and other City-wide mailings as assigned.

COMMUNITY DEVELOPMENT / PLANNING DIVISION

- 1. Assist the following committees with projects, grants, and other items as assigned; provide agenda items, attachments, and memos to the City Hall Administrative Assistant for agenda preparation; and record minutes for these commissions / committees:

- a. Economic Development Commission
 - b. Historic Preservation Commission
 - c. Parks & Recreation Commission
 - d. Tourism Development Committee
2. Assist in planning initiatives for the City of Milton including updates to the Comprehensive Plan and Comprehensive Outdoor Recreation Plan (CORP).
 3. Recruit and supervise Seasonal Recreation employees for the Air Products Ice Rink and Goodrich Square Splash Pad.
 4. Assist the City Administrator and other staff with grant research, writing, and administration.

FINANCE DIRECTOR / TREASURER DIVISION

1. Participate in developing the annual budget by performing research and developing the budget document under the direction of the City Administrator and Finance Director / Treasurer.
2. Reviews time sheets for all employees for accuracy and to ensure that union contracts and personnel policies are followed.
3. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
4. Issue outside water meters to utility customers.

CLERK DIVISION

1. Serve as backup for the City Clerk / Deputy Treasurer and City Hall Administrative Assistant in the preparation of weekly information and agenda packets as needed and directed by the City Administrator or City Clerk / Deputy Treasurer.
2. Provide detailed support and assistance with the election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
3. Assist at elections as directed by the City Clerk / Deputy Treasurer.
4. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process.

GENERAL

1. Conduct administrative, operational, and management analyses, studies, and research projects including those involving city-wide issues, programs, policies, and procedures under the direction of the City Administrator.
2. Coordinate and assist with the Request for Proposals (RFP) process for city projects.
3. Assist the City Administrator with implementation of the Common Council's Strategic Plan, and participate in the periodic updates to the Strategic Plan.
4. Complete various data collection or dissemination projects, such as salary surveys or other information requests.
5. Respond to public inquiries either by phone or in person and assist in providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and Department of Public Works services.
6. Receipt animal licenses, utility bills, and any other Accounts Receivable for the City.
7. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
8. Maintain office files as required for easy retrieval of a variety of records.
9. Assist City Departments with projects at the direction of the City Administrator.
10. Monitor and maintain the FOB System for City Hall and Police Department.
11. Assist with review of professional communications to the public including proofreading press releases, letters, and memos as requested.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree in Public Administration, Political Science, or closely related field. Master's Degree in Public Administration or closely related field strongly preferred.
2. Skill in written and oral communications.
3. Thorough understanding of municipal government practices.
4. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
5. Ability to manage and handle cash and check payments in an accurate manner, and ability to use cash register.
6. Knowledge of office practices, including filing and record keeping.
7. Ability to use sound judgment when screening and referring inquiries by phone or in person.
8. Ability to effectively and efficiently schedule and organize work.
9. Regular evening work to accommodate City meetings and other events and possible weekend work required depending on time of year and priorities of the department.
10. Ability to interact well with others, including co-workers and customers, is necessary.
11. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
12. Excellent public relations skills and ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
13. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
14. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
15. Ability to plan, organize, and supervise staff as assigned.
16. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.
17. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

SPECIAL REQUIREMENTS:

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain notary public certification within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	City Administrator	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	Mayor / Common Council	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to serve as the chief administrative officer of the City, responsible only to the Mayor and the Common Council for the proper administration of the business affairs of the City pursuant to the Statutes of the State of Wisconsin, the Ordinances of the City of Milton, and the Resolutions, Motions, and Directives of the Common Council.

The administrator is responsible for the efficient and effective administration of City affairs. The duties and responsibilities include directing, organizing, coordinating, and expediting the performance of all City services, functions, and programs. The Administrator provides information on an advisory basis to the Common Council.

POSITION ACCOUNTABILITY:

The Administrator works for the citizens of Milton and is appointed by the Common Council. S/he is directly responsible and accountable to the Mayor and the Council.

SUPERVISION EXERCISED:

Exercises primary supervision over all Department Directors including the City Clerk / Deputy Treasurer, Police Chief, Director of Public Works, Finance Director / Treasurer, and any other Department Directors of the City, subject to input from the respective commissions (Police Commission and Library Board), and City Hall Staff.

MAJOR DUTIES AND RESPONSIBILITIES:

COMMUNITY DEVELOPMENT DIVISION

1. Serve as an ex-officio member of the Plan Commission.
2. Serve as Executive Director of the Community Development Authority (CDA).
3. Serve as Chair of the City's Economic Development Commission and Tourism Development Committee.
4. Coordinate the City's economic development, tourism promotion, and planning activities in cooperation with community organizations and staff.
5. Serve as the City's Emergency Management Coordinator.
6. Keep informed concerning the availability of state and federal funds for local programs, and assist Department Directors and the Common Council in procuring such funds.
7. Community Development Block Grant (CDBG) Program
 - a. File lien releases for Community Development Block Grants (CDBG) in coordination with the Finance Director / Treasurer and the contracted administrator for the CDBG program.
 - b. Continually update the CDBG spreadsheet for outstanding loans.

ADMINISTRATIVE SERVICES DIVISION

1. Be responsible for the administrative direction and coordination of all employees of the City according to the established organization procedures.
2. Recommend to the Common Council the appointment, promotion, and, when necessary for the good of the City, the suspension or termination of Department Directors unless otherwise authorized by a different statute (62.13).
3. Conduct annual written evaluations of all Department Directors to be reviewed by the Common Council and kept in the employees' personnel files.
4. In consultation with the appropriate Department Directors, appoint, promote, and, when necessary for the good of the City, suspend or terminate employees below the Department Director level, in accordance with Wisconsin State Statutes.
5. 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.
6. Evaluate in conjunction with Department Directors the performance of all employees on a regular basis.
7. Recommend salary and wage scales for City employees not covered by collective bargaining agreements.
8. Assure that City employees have proper working conditions.
9. Work closely with Department Directors to promptly resolve personnel problems or grievances .
10. Negotiate labor contracts and collective bargaining issues with the assistance of the City Attorney and/or the Personnel & Finance Committee.
11. Work closely with Department Directors to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and abilities and maintain licensing as necessary.
12. Maintain a plan of administration, including an organizational chart, which defines authority and responsibility for all non-statutory positions of the City.
13. Provide the Mayor and Common Council with recommendations and suggestions for improving the health, safety, and welfare of City employees.
14. Review retirement, life insurance, and health insurance programs.
15. Establish procedures to facilitate communications between citizens and the municipal government to ensure that complaints, grievances, recommendations, and other matters receive prompt attention by a responsible official; and to ensure that all such matters are expeditiously resolved.
16. Act a press officer of the City under direction of the mayor. As such the City Administrator shall be the principal spokesperson on all matters within the City Administrator's authority and responsibility; and shall ensure that the news media are kept fully informed about the operations of the City government.

FINANCE DIRECTOR / TREASURER DIVISION

1. Assist the Finance Director / Treasurer in the development of the City's Annual Budget by communicating priorities from committees, commissions, and the Common Council.
2. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
3. Issue outside water meters to utility customers.

CLERK DIVISION

1. In coordination with the Mayor, the Common Council, and the City Clerk / Deputy Treasurer, ensure that appropriate agendas are prepared for all meetings of the Common Council and all other appropriate Committees and Commissions of the City, together with such supporting material that may be required; with nothing herein being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Common Council or any of its Committees or Commissions.

2. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
3. Assist at elections as directed by the City Clerk / Deputy Treasurer.
4. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process.

GENERAL

1. Carry out directives of the Mayor and Common Council, which require administrative implementation, reporting promptly any difficulties encountered in the administration of the City's government.
2. Direct and coordinate the activities of all Departments and functions, except where such authority is vested by Wisconsin Statute or Municipal Code in Boards, Commissions, or other City Offices.
3. Inform the Mayor and Common Council as the need arises of the status of activities, programs, problems, and Department functions.
4. Responsible for the administration of day-to-day operations of the City government including reviewing of all Ordinances, Resolutions, Council meeting minutes, and State Statutes.
5. Promote efficiencies and motivation of subordinates.
6. Conduct staff meetings and encourage employees toward professional development.
7. Establish, when necessary, administrative procedure to increase the effectiveness and efficiency of City government according to current practices in local government.
8. Attend all Council meetings unless excused and Committee, Board, or Commission meetings when necessary and provide information on appropriate agenda items.
9. Keep informed concerning current Federal, State, and County legislation and administrative rules affecting the City and current developments in the field of municipal administration and submit appropriate reports and recommendations to the Common Council.
10. Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed by the Mayor and/or Common Council.
11. Assist citizens, outside agencies, developers, utility companies, and staff in resolving problems or bringing matters to the attention of the Mayor or Council for resolution.
12. Keep the Mayor and Common Council regularly informed about the activities of the Administrator's office by oral or written report at regular or special meetings of the Common Council.
13. Assist in the preparation of Ordinances and Resolutions as requested.
14. Reviews and ensured proper administration of all City Contracts.
15. In the event that action normally requiring Common Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor.
16. Respond to public inquiries either by phone or in person and assist in providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and Department of Public Works services.
17. Receipt animal licenses, utility bills, and any other Accounts Receivable for the City.
18. Maintain office files as required for easy retrieval of a variety of records.
19. Serve as back up to the Assistant to the City Administrator for monitoring and maintaining the FOB System for City Hall and Police Department.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Public Administration, Political Science, or relevant field of study. A master's degree is preferred.
2. Minimum of five years of experience in municipal government, at least two of which were in a supervisory capacity.

3. Knowledge and experience regarding municipal government operations including:
 - o Budgeting and financial management.
 - o Municipal planning activities, including master planning, TID programs, capital planning, etc.
 - o Operation of municipal utilities including water, sewer, and stormwater.
 - o Engineering activities including system mapping and documentation.
4. Skill in written and oral communications.
5. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
6. Ability to manage and handle cash and check payments in an accurate manner, and ability to use cash register.
7. Ability to use sound judgment when screening and referring inquiries by phone or in person.
8. Ability to effectively and efficiently schedule and organize work.
9. Regular evening work to accommodate City meetings and other events and possible weekend work required depending on time of year and priorities of the department.
10. Ability to interact well with others, including co-workers and customers, is necessary.
11. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
12. Excellent public relations skills and ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
13. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
14. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
15. Ability to plan, organize, and supervise staff as assigned.
16. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.

SPECIAL REQUIREMENTS:

1. Must have a valid Wisconsin Driver's License, or ability to obtain one.
2. Must have such licenses, certificates, and professional memberships as may be required by the City.

PHYSICAL DEMANDS:

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	City Clerk / Deputy Treasurer	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	City Administrator	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to provide a variety of routine and complex supervisory, clerical, and administrative work in the administration of the City government, and to work efficiently in a government office that is fast paced and where projects and priorities change often and quickly.

POSITION ACCOUNTABILITY:

The City Clerk / Deputy Treasurer works for the citizens of Milton and is appointed by the Mayor subject to Common Council approval. S/he works for the Mayor and the Common Council. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator, who may consult with the Mayor and Common Council as necessary to provide the employee direction.

SUPERVISION EXERCISED:

Exercises supervision over departmental staff as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

The City Clerk / Deputy Treasurer shall be responsible for performing those duties required by Sec. 62.09(11) and other application sections of the Wisconsin State Statutes and as required by the City of Milton Municipal Code. Major duties and responsibilities may include, but are not limited to, the following:

CLERK DIVISION

1. City Meeting Management
 - a. Provides administrative assistance to the Common Council, City Administrator, and other Department Heads in meeting management and assembling background materials.
 - b. Prepares, distributes, and advertises meeting agendas, minutes, and records of meetings.
 - c. Attends regular and special meetings of the Common Council, Plan Commission, Community Development Authority, Zoning Board of Appeals, Board of Review, Personnel & Finance Committee, Public Works Committee, and other committee meetings of the Council (or appoints a trained designee to do so), and prepares an accurate recording of the minutes of the proceedings with proper prescribed terminology.
 - d. Maintains an accurate schedule for meetings and room use at City Hall.
 - e. Ensure the security of City Hall by coordinating the locking of doors after meetings and other events are completed, or assign a designee.

- f. Provide support to the Common Council and manage all activities in the Council Chambers including, but not limited to, the ordering of Council supplies and coordinating taping of meetings.
2. Official Notices
 - a. Prepares, distributes, and advertises bids and other advertisements (excluding job announcements), legal notices, public hearings, and special circumstances.
3. City Record Management
 - a. Serves as custodian of official City records and public documents.
 - b. Catalogs, files, and maintains City records including but not limited to ordinances, resolutions, and meeting minutes.
 - c. Oversees the codification of ordinances into the Municipal Code annually.
 - d. Performs certification and recording for the City as required on legal documents and other records requiring such certification.
 - e. Seals and attests by signatures to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring City certification.
 - f. Provides public records and information to citizens, civic groups, the media (in consultation with the City Administrator), and other agencies as required.
 - g. Coordinate the Farm Lease Agreement process and provide billing information for Accounts Receivable to the Utility Billing Clerk.
 - h. Maintains electronic and paper copies of all City of Milton contracts, leases, and agreements.
 - i. Administers oath of office to public officials.
 - j. File and maintain records of oaths of office for public officials.
4. Licensing Management
 - a. Administers the issuance of various regulatory licenses, in accordance with applicable Municipal Ordinances or State Statues, including Business Licenses, Mobile Business Licenses, Alcohol Licenses, Operator Licenses, Cigarette Licenses, and Direct Seller Permits.
5. Elections
 - a. Supervise and perform the registering of voters.
 - b. Process absentee ballot requests and train other staff members to process absentee ballot requests.
 - c. Supervise and train election officials.
 - d. Supervise and train office staff in election functions.
 - e. Prepare for and supervise Election Day functions.
 - f. Prepare necessary reports.
 - g. Keep and maintain all election records and all property used in conjunction with holding elections.
 - h. Provide campaign information, regulations, and forms to local candidates.
 - i. Supervise canvass of local elections.
 - j. Coordinate and conduct necessary recounts.
6. Property Assessments and Taxes
 - a. Coordinate Open Book annually and provide support during open book to the selected contracted assessor.
 - b. Serve as a member of the Board of Review and coordinate the Board of Review meeting date with the selected contracted assessor.
 - c. Responsible for maintaining property assessment records and serves as liaison between the selected contracted assessor company and the City of Milton.
 - d. Prepare, certify, and deliver the tax roll to the Finance Director / Treasurer.
 - e. Prepare real and personal property tax bills.
 - f. Required to notify the County Treasurer by February 20th of the proportion of property tax revenue and of the credits under §79.10, Wis. Stats. that are to be disbursed by the City Treasurer to each taxing jurisdiction in the city.

7. Special Assessments
 - a. Send all correspondence related to special assessments to property owners.
 - b. Provide billing information to the Utility Billing Clerk to be entered into the Accounts Receivable system for special assessment charges.
 - c. Track all payments made for special assessments, and provide delinquent special assessment information to Rock County to be included on property taxes.

FINANCE DIRECTOR / TREASURER DIVISION

1. Payroll Process
 - a. Enter the timesheets into the payroll system for processing.
 - b. Process all payments and complete required reporting for employee benefits.
 - c. Track payments made by each employee through payroll for their benefit programs and coordinate payroll adjustments as needed with the Assistant to the City Administrator.
2. Utility Billing
 - a. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
 - b. Issue outside water meters to utility customers.
3. Serve as backup for the Finance Director / Treasurer in the Accounts Payable process, Accounts Receivable process, and Daily Deposits.

GENERAL

1. Provides assistance in the development of short and long range plans as requested.
2. Gathers, interprets, and prepares data for studies, reports, and recommendations as needed.
3. Coordinates projects with other departments and agencies as needed.
4. Studies and standardizes procedures to improve efficiency and effectiveness of operations as needed with input from other affected staff members.
5. Performs general management duties as assigned.
6. Serves as local Census liaison and coordinate related activities.
7. Serve as contact for City Hall service vendors including but not limited to the copy machine, postage machine, land line phones, cell phones, internet, and IT services.
8. Assists citizens with requests for service including front counter service.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. (A) High School diploma and Bachelor's degree from an accredited university required; emphasis or major in public administration, accounting, or a closely related field; or (B) An equivalent combination of education and progressively responsible experience may be considered; however the ability to obtain a bachelor's degree may still be required.
2. Working knowledge of the principles and practices of modern public administration; extensive knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure; experience and proficiency in municipal government operations preferred.
3. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
4. Ability to manage and handle cash and check payments in an accurate manner; ability to use cash register.
5. Ability to effectively and efficiently schedule and organize work.
6. Regular evening work to accommodate City meetings and possible minimal weekend work required depending on time of year and priorities of the department.
7. Thorough understanding of municipal government practices.
8. Ability to interact well with others, including co-workers and customers, is necessary.
9. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.

10. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
11. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
12. Ability to accurately record and maintain records.
13. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
14. Ability to plan, organize, and supervise staff as assigned.
15. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Must have valid Wisconsin Driver's License, or ability to obtain one.
3. Must obtain notary public certification within six (6) months of employment.
4. Incumbent must obtain "Certified Municipal Clerk" designation within 3 years of employment.

PHYSICAL DEMANDS:

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	Finance Director / Treasurer	Department	General Government – City Hall
FLSA Status	Exempt	Status	Full-Time
Reports To	City Administrator	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

The purpose of the position is to provide a variety of routine and complex supervisory, professional, administrative, technical accounting, and finance functions in maintaining the fiscal records and systems of the City in the administration of the City government. The purpose is to also work efficiently in a government office that is fast paced and where projects and priorities change often and quickly.

POSITION ACCOUNTABILITY:

The Finance Director / Treasurer works for the citizens of Milton and is appointed by the Mayor subject to Common Council approval. S/he works for the Mayor and the Common Council. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator, who may consult with the Mayor and Common Council as necessary to provide the employee direction.

SUPERVISION EXERCISED:

Exercises primary supervision over the full-time Utility Billing Clerk, part-time Accounting Clerk, full-time Public Works / City Hall Administrative Assistant when working at City Hall, and part-time Youth Apprentice and provides direction to other staff as requested.

MAJOR DUTIES AND RESPONSIBILITIES:

The Finance Director / Treasurer shall be responsible for performing those duties required by Sec. 62.09 (9) and other applicable sections of the Wisconsin State Statutes and as required by the City of Milton Municipal Code. Major duties and responsibilities may include, but are not limited to, the following:

FINANCE DIRECTOR / TREASURER DIVISION

1. Payroll Function
 - a. Direct staff and oversee payroll processing and distribution, and record management and reporting.
 - b. Backup for payroll processing, including calculating time sheets, entering timesheets into the Payroll module, and creating reports and checks.
 - c. May be required to assist with submitting quarterly withholding reports.
2. Accounts Payable
 - a. Coordinate the Accounts Payable process among City Hall staff and the Department Directors.
 - b. Gather all bills to be paid from Department Directors and code them to the appropriate accounts.
3. Accounts Receivable

- a. Coordinate the Accounts Receivable process among City Hall staff and the Department Directors.
 - b. Track all monies that are to be collected by the City of Milton and send information about uncollected funds to a designated collection agency.
4. Property Tax Administration and Collection
- a. Review of equalized value reports and T.I.D. increment values as reported by the State, prepare Tax Increment Worksheet based on City's tax levy and tax levy certifications as received from other taxing jurisdictions.
 - b. Prepare County Tax Settlements and reconcile with County Treasurer on or before January 15th, February 20th, April 15th, and August 15th.
 - c. Submit tax roll information to county for preparation of tax bills on or before September 15th. Verify and balance tax roll after processing by county prior to mailing tax bills.
 - d. Monitor delinquent personal property taxes. Chargeback of uncollected delinquent personal property taxes to other taxing jurisdictions by February 15th of the year following the delinquency. Turn over uncollected personal property taxes to City Attorney for legal action.
 - e. Gather data on delinquent utility bills, special assessment, and special charges to be certified by November 15th of every year for tax bills. Monitor the collection and administration of special assessments. Certify delinquent utility bills, special assessments, and special charges to be placed on tax bills.
 - f. Assists independent auditors with the annual audit by preparing various work papers and schedules.
 - g. Direct weekly processing of purchase orders and accounts payable.
 - h. Monitor reconciliation of cash drawer and reconcile receipts ledger daily. Update the accounting program of daily activity.
 - i. Serve as the purchasing supervisor for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Common Council and any limitation contained in the Wisconsin State Statutes.
 - j. Review Statement of Assessment and compare to City's assessment records and transmit statement to the Department of Revenue (DOR). Review equalized value reports and T.I.D. increment values as reported by the State.
5. Maintain the Accounting System for City entities
- a. Review, analyze, and balance all accounts on a monthly basis.
 - b. Prepare journal entries as appropriate.
 - c. Prepare monthly internal financial statements and variance reports on a cash basis.
 - d. Guides and instructs departments in proper accounting procedures.
 - e. Review Accounts Receivable, Accounts Payable, and Utility Billing accounts for accuracy.
 - f. Performs monthly Bank Reconciliation.
 - g. Prepares Personnel & Finance Committee vouchers payable report for third Tuesday of each month.
 - h. Complete Treasurer's Report by the Wednesday prior to the third Tuesday of the month for the Personnel & Finance Committee meeting.
 - i. Maintains Capital Projects data including updating spreadsheets.
 - j. Review accounts receivable aging report monthly and follow-up as necessary.
 - k. Verify that all payroll accounts in general ledger are balanced. Review preparation of payroll journal entries.
 - l. Annual reconciliation of State and Federal quarterly reporting. Ensure that all withholding taxes are paid according to Federal and State regulations.
 - m. Verify property tax accounts in general ledger are reconciled including special assessments. Review and/or prepare applicable journal entries.
 - n. Update and maintain Fixed Asset records.
6. Budget and Analysis Services

- a. Be responsible for coordinating the process by which the City's budget and service plan is developed, including all official notices required, of the annual City budget and City budget proceedings, in accordance with guidelines as may be provided by the Mayor and Common Council and in coordination with Department Directors and pursuant to State Statutes.
 - b. Distribute department blank budget worksheets and instructions.
 - c. Assists in preparation of revenue estimates for budget. Review fee amounts annually and recommend adjustments as needed.
 - d. Assist in preparation of the annual budgets for property assessment, general accounting, treasurer, payroll accounting, and risk management.
 - e. Review preparation of salary and benefit estimates for budget, and ensure all positions are included in estimates.
 - f. Compile department budget requests.
 - g. Analyze financial limits and make appropriate financial recommendations to the Common Council.
 - h. Assists with identification and application of strategic initiatives of the City to the budget process.
 - i. Supervise the compilation and distribution of the final adopted budgets.
 - j. Provide budget management and financial analysis support to departments regularly.
 - k. Prepare financial proformas or projections, when requested, for any City department.
 - l. Report regularly to the Common Council on the current fiscal position of the City.
 - m. Administer the budget as adopted by the Common Council.
7. Utility Billing Function
- a. Review utility billing adjustments performed by the Utility Billing Clerk.
 - b. Review leak credits performed by Utility Billing Clerk.
 - c. Approve check refunds of utility credits.
 - d. Receive notification of NSF payments for utility bills and direct Utility Billing Clerk through the process.
 - e. Serve as backup for Utility Billing Clerk for billing, specialized collection procedures, customer maintenance, reporting, cycle/month end, Cross Connection Control Program, and Mass Unit Manager (M.U.M.).
 - f. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
 - g. Issue outside water meters to utility customers.
8. Joint Fire Department Accounting Function
- 1. Serve as backup for the Administrative Assistant (City Hall) for Joint Fire Department Payroll and Accounts Payable processing.
 - 2. Review Joint Fire Department Payroll after it is entered into the Payroll module for the Joint Fire Department.
9. Daily Deposits
- a. Maintains all reports and documentation related to the daily deposits.
 - b. Gathers deposits from front counter staff, and complete the bank deposit slip.
 - c. Provides smaller bills for the front counter cash drawers if necessary.
 - d. Takes the deposit or assigns a designee to take the deposit to the bank on a regular basis. Coordinate taking the deposit with the Milton Police Department if the deposit amount warrants such action.
 - e. Update Payments, General Ledger, and Create Allocations in the accounting system.

CLERK DIVISION

- 1. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
- 2. Assist at elections as directed by the City Clerk / Deputy Treasurer.

3. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process

ADMINISTRATIVE SERVICES DIVISION

1. Serve as a member of the union negotiation team and assist in the preparation and analysis of data for collective bargaining.

GENERAL

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; and trains, motivates and evaluates assigned staff, reviews progress, and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
3. Determines work procedures, oversees work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
4. Performs general management duties for the City Administrator, in his/her absence or as assigned.
5. Serves on various employee and other committees as assigned.
6. Provide counter and phone help as necessary.
7. Respond to public inquiries either by phone or in person and assist in providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and Department of Public Works services.
8. Receipt animal licenses, utility bills, and any other Accounts Receivable for the City.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree in Accounting, Finance, or related field; Masters Degree in Accounting, Finance, Public Administration or closely related field strongly preferred.
2. Minimum of two (2) years experience in public accounting.
3. Supervisory experience preferred.
4. Excellent public relations skills and ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
5. Knowledge of modern governmental accounting theory, principles, and practices and a general understanding of municipal government practices.
6. Knowledge of public finance and fiscal planning.
7. Knowledge of payroll and accounts payable functions.
8. Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.
9. Ability to prepare and analyze complex financial reports.
10. Ability to maintain efficient and effective financial systems and procedures.
11. Ability to establish and maintain effective working relationships with co-workers and other contacts, and plan, organize, and supervise clerical and administrative staff.
12. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
13. Working knowledge of the principles and practices of modern public administration.
14. Extensive knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure.
15. Experience and proficiency in governmental accounting.
16. Ability to manage and handle cash and check payments in an accurate manner, and ability to use cash register.

17. Ability to use sound judgment when screening and referring inquiries by phone or in person.
18. Ability to perform duties with considerable independent judgment and initiative under limited supervision.
19. Regular evening work to accommodate City meetings and other events and possible weekend work required depending on time of year and priorities of the department.
20. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
21. Ability to work well with City officials, residents, other members of City staff, nonprofit organizations in the community, and members of the public who come in contact with City staff.
22. Ability to interact well with others, including co-workers and customers, is necessary.
23. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
24. Ability to use sound judgment when screening and referring inquiries by phone or in person.
25. Ability to effectively and efficiently schedule and organize work.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Must have valid Wisconsin Driver's License, or ability to obtain one.
3. Must obtain notary public certification within six (6) months of employment.
4. Incumbent must obtain "Certified Municipal Treasurer" designation or a Council approved educational equivalent within 3 years of employment

PHYSICAL DEMANDS:

The physical demands 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 sit for long periods of time, and talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

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

1. The noise level in the work environment is usually moderate.
2. The work is predominantly performed in an office setting.
3. Occasionally loud noises may be experienced at construction sites.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.



JOB DESCRIPTION

Position	Utility Billing Clerk	Department	General Government – City Hall
FLSA Status	Non-Exempt	Status	Full-Time
Reports To	Finance Director / Treasurer	Bargaining Unit	None
Last Updated / Reviewed	April 4, 2016	Date Approved by Council	

PURPOSE OF POSITION:

To perform a variety of utility billing services for the City of Milton and assist with accounts payable, accounts receivable, and other accounting related functions.

POSITION ACCOUNTABILITY:

The Utility Billing Clerk works under the direction of the Finance Director / Treasurer. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the Finance Director / Treasurer.

MAJOR DUTIES AND RESPONSIBILITIES:

The primary responsibilities of this position include, but are not limited to the following.

FINANCE / TREASURER DIVISION

1. Utility Billing

a. Billing:

- i. Coordinate with Water Operator the read date and set up the handheld readers. Import the bi-monthly reads for utility accounts after Operators complete reading process.
- ii. Calculate customer bills, print bills, and mail bills on the 15th of every other month.
- iii. Calculate and update customer accounts for penalties on the day after payments are due.
- iv. Send out disconnection notices for customer accounts that are past due.
- v. Review customer accounts that are past due three billing cycles (6 months) and print door hangers notifying customer of past due amount and shut-off date. Coordinate with water operators for the delivery of door hangers and the shut off of water for nonpayment, if necessary. Bill for reconnection of water service fee.
- vi. Create final bill requests for Water Operators to read meters. Calculate and print a final bill after receipt of the meter read. Create new customer account.
- vii. Coordinate all manually billed lab hours.
- viii. Annually send notices to customers and co-signers regarding delinquencies going to tax roll.
- ix. Apply penalties and adjust utility bills for the tax roll.

b. Collections:

- i. Enter payments daily into cash receipting from the drop box, mail, walk-in, and tax refund intercept program.
- ii. Set up utility accounts for direct pay and check the Office of Foreign Assets Control – Specially Designated Nationals and Blocked Persons List.

- iii. Create ACH file and upload the file to the bank for customers with direct pay every other month. Apply payment to customer accounts on the due date.
 - iv. Review customer accounts twice per month and send out tax refund intercept letters if needed to customers that accounts are closed and have an outstanding balance. If a payment is not received within 10 days, submit the balance due to the tax refund intercept program (Wisconsin Department of Revenue).
 - v. Monitor payment arrangements. If customers do not make agreed upon payments, begin the water shut-off process.
 - vi. Process bank returned checks. Send NSF letters, reverse payment, and make necessary adjustments to customer accounts.
 - vii. If customer does not make a payment on the final balance, send tax refund intercept notice.
 - viii. If final bill is still not paid, after 10 days of notice, submit balance to the tax refund intercept program.
 - c. Customer Maintenance:
 - i. Set up new customers for meters that have been installed due to new construction.
 - ii. Upon notification from the Water Operators, update the accounting software for all meter changes.
 - iii. Change name and mailing addresses per customer requests.
 - iv. Issue outside water meters to utility customers.
 - v. Upon return of outside meters, calculate and apply adjustment to customers' accounts for any additional rental fees and refund of security deposit.
 - vi. Send postcards to customers with potential leaks.
 - vii. Review customer requests for a leak credit, calculate credit, and apply adjustment to customer's account.
 - viii. Update customer accounts for temporary connection and disconnection of water meters.
 - ix. Enter driver's license or social security numbers into customer maintenance.
 - d. Reporting:
 - i. Daily balance cash receipts to cash receipt report for utility billing.
 - ii. Complete cycle update reports.
 - iii. Complete monthly reports.
 - iv. Create an aging report showing credit balances. Process refunds to customers for overpayments.
 - e. Cross Connection Control Program
 - i. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers.
 - ii. Create door hanger water shut off notices for customers that have not made appointments for Meter Changes and Cross Connection Inspections after being notified and give to the Water Operators for distribution.
 - iii. Serve as backup for the Accounting Clerk for the Cross Connection Control Program.
 - iv. Enter backflow and test result from cross connection into backflow module.
 - f. Mass Unit Manager (M.U.M.)
 - i. Enter meter, curb stop, hydrant, and sewer information into the M.U.M. module.
2. Accounts Payable (Joint Fire Department)
- a. Enter invoices into the Accounts Payable system for the Joint Fire Department.
 - b. Balance invoice register with the invoices.
 - c. Provide total of invoices to the City Hall Administrative Assistant for check printing.
 - d. Mail checks.
3. Accounts Receivable

- a. Generate invoices for Department of Public Works, Police Department, and City Administration offices under the direction of the Finance Director / Treasurer. Contact appropriate departments if additional information is needed.
- b. At month end, compute penalties and interest.
- c. Print and mail monthly accounts receivable statements.
- d. Review accounts quarterly and if needed send information to the Tax Refund Intercept Program or a designated collection agency for collection under the direction of the Finance Director / Treasurer.
- a. Send bills for delinquent personal property.

CLERK DIVISION

1. Receive and receipt Park Rental Applications, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk / Deputy Treasurer or his/her designee to process.
2. Provide detailed support and assistance with election process by registering new voters, assisting with absentee voter applications and ballot mailing, and other duties as assigned by the City Clerk / Deputy Treasurer.
3. Assist at elections as directed by the City Clerk / Deputy Treasurer.
4. Assist with updating the dog/cat licenses, including maintaining reports and creating the spreadsheet and voucher for dog licenses to Rock County.

GENERAL:

1. Complete Tax Status Reports and send finals to title companies after being reviewed by the Finance Director / Treasurer, Accounting Clerk, Administrative Assistant (Public Works/City Hall), or Administrative Assistant (City Hall).
2. Respond to public inquiries either by phone, in person, or in writing and assist in providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and general city services.
3. Receipt animal licenses, utility payments, and any other Accounts Receivable for the City.
4. Provide office support including but not limited to copying, filing, typing, assistance at the front counter and answering phones.
5. Maintain office files as required for easy retrieval of a variety of records.
6. Regularly update the new resident spreadsheet.
7. Serve as the point of contact at City Hall for ordering office supplies.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High school diploma required; Associates degree in Accounting, Administrative Support Professional, Business Management, or other closely related field preferred.
2. Technical training in use of computers, word processing, and bookkeeping desired.
3. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.), 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
4. Ability to manage and handle cash and check payments in an accurate manner; ability to use cash register.
5. Knowledge of office practices, including filing and record keeping.
6. Ability to use sound judgment when screening and referring inquiries by phone or in person.
7. Ability to effectively and efficiently schedule and organize work.
8. Occasional minimal evening and weekend work required depending on time of year and priorities of the department.
9. General understanding of municipal government practices and utility billing is desired.
10. Ability to interact well with others, including co-workers and customers, is necessary.
11. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.

12. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
13. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
14. Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
15. Ability to perform duties with considerable independent judgment and initiative under limited supervision.

SPECIAL REQUIREMENTS

1. Must have valid Wisconsin Driver's License, or ability to obtain one.
2. Must obtain notary public certification within six (6) months of employment.

PHYSICAL DEMANDS

The physical demands 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.

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Office of the Director of Public Works

To: City of Milton Common Council
From: Howard Robinson, Director of Public Works
Date: April 6, 2016
Subject: Discussion and possible action on approval of participation in State of Wisconsin Salt Bid.

Discussion

The Public Works Department is seeking authorization to participate in the State of Wisconsin Salt Bid. Last year, we paid \$67.95/ton for salt by being in the State bid group. We have participated in the State Bid for the past 7 years. It assures delivery and has resulted in a lesser price than the open market. In 2008-2009 we paid \$73.82/ton by bidding out for salt ourselves.

If approved, this will be an agreement to participate in the bidding. The State would need the agreement to obtain a better bid price with a bulk quantity. We plan to purchase the same amount of tons for the 2016-2017 season because we will have surplus salt in storage as a result of less use in the 2015-2016 snow season.

Staff Recommendation

To recommend that the Common Council authorize Public Works Staff to sign an agreement with the State of Wisconsin for salt bids for the 2016-2017 winter season.

Attachments

- None